

MATERIAL DIVULGED AT CIA HEADQUARTERS DUE  
TO THE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

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FILE TITLE/NUMBER/VOLUME:

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INCLUSIVE DATES: 28 May 1959 - 18 May 1978

**CUSTODIAL UNIT/LOCATION:**

ROOM: 5E / 3

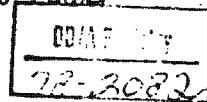
**DELETIONS, IF ANY:**

EXTRACTS MAY BE COPIED OR REPRODUCED FROM THIS FILE

SMITH, JOSEPH LEONARD

SECRET

8-11-10



18 MAY 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director for Administration

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

SUBJECT : [redacted]

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

2. (C) [redacted] holds B.A. and M.A. degrees in History and has studied at the Ph.D. level in this field. He served as a Corporal in the U.S. Army (1943-46) and from 1946-51 he was an Assistant Professor of History at Dickinson College. He entered on duty with the Agency in September 1951 as a GS-09 and reached the GS-14 level before his retirement in June 1973. At the time of his retirement, he was assigned to the DIO/Western Hemisphere Division. He received the Career Intelligence Medal.

[redacted]

[redacted]

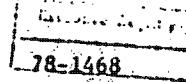
4. (U) In the event you wish to read further on this subject, we have attached papers furnished us by [redacted] the Office of General Counsel.

F. W. M. Janney

Attachment

SECRET

78-1468



15 MAY 1978

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

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

STANFIELD TURNER

ARTICLE APPEARED  
ON PAGE D-4

THE WASHINGTON POST  
14 May 1978

# How CIA Agents Suffer From Secrecy



CONTINUED

1

*By Joseph Burkholder Smith*

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

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

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

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

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

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

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

### Talking to Yourselves

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

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

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

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

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

### Envy, Jealousy, and Distrust

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

**CONTINUED**

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

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

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

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

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

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

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

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

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

#### "We'll Entertain Ourselves"

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

In the days when our national purpose was more clearly defined, when we would, in the words of John F. Kennedy, pay any price and bear any burden in defense of the free world, it didn't matter so much if the cover of CIA personnel was a little thin. In some countries, the prestige of the agency was even higher than it was at home, enormously higher than it has been at home for the last three years. In the Philippines in the late 1960s, the CIA was so well regarded that members of the Army Counter Intelligence Corps used to try to recruit Filipinos by passing themselves off as CIA agents. Today, the open-life style of a station chief can lead to his death, as it did for Richard Welch in Athens.

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

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

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

CONTINUED



CIA Director Adm. Stansfield Turner.

So when Adm. Stansfield Turner quickly fired 250 Clandestine Services officers last year, my initial approval (some of those fired, I thought, must have been the people who made *too* decide to leave the CIA in 1973) gave way to misgivings. It's true that the greatest physical hazard many spooks have ever faced is the danger of shooting on the pit of the olive in their martinis, but the greatest hazard we all face in life is not physical danger, it's having something eat away at our soul. No one has to be a clandestine operator, of course, but once he is, he is deprived of the normal means of sustaining his *self-image* that prevails in our society.

I don't mean Turner should have kept on incompetents. But I'm sure that after those 250 firings everybody else at Langley felt bitter and frightened. These are not, after all, people who have anything else to fall back on, and they need a lot of support from their organization. Turner has to use these people, and if he wants to use them effectively he ought to find a way of letting some go while making the rest feel secure.

SECRET

(When filled in)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 8 June 1973				
1. SERIAL NUMBER	2. NAME (Last-First-Middle)							
3. NATURE OF PERSONNEL ACTION CONVERSION FROM [REDACTED] RETIREMENT (VOLUNTARY) UNDER CIARDS AND CANCELLATION OF N.S.C.A.			4. EFFECTIVE DATE REQUESTED	5. CATEGORY OF EMPLOYMENT				
6. PAYDOS	V TO V	V TO O	MONTH DAY YEAR 06 30 73	REGULAR				
7. PAY AND NSCA 3135 0990 0000			8. LOCAL AUTHORITY (Completed by Office of Personnel) Public Law 88-643 Section 233					
9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD BRANCH 16			10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER (11) 0340	13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, F.P., etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 8	17. SALARY OR RATE \$28478				
18. REMARKS LAST WORKING DAY 29 JUNE 1973.								
1 - Security 1 - Finance			19. SIGNATURE OF REQUESTING OFFICIAL C/HHN/PERS. 8 JUN 73					
20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]			21. DATE SIGNED 6/13/73					
22. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
23. PAY CODE NS	24. EMPLOY. CODE 10	25. OFFICE CODING NUMERIC ALPHABETIC	26. STATION CODE	27. INTRIGUE CODE	28. MOONSHINE CODE	29. STATE OR CITY	30. DATE OF GRADE MO DA VR	31. DATE OF LEI MO DA VR
32. MTC CAPTAIN	33. SPECIAL REFERENCE	34. RETIREMENT DATA CODE	35. SEPARATION DATA CODE	36. CORRECTION/EXPLANATION DATA TYPE	37. MO DA VR	38. EOD DATA	39. SECURITY REG. NO.	40. SER. REG. NO.
41. MTC PREFERENCE CODE	42. SERV. CORP. DATE M.O. DA. VR	43. LONG CORP. DATE M.O. DA. VR	44. CAREER CATEGORY CODE	45. MEDICAL/HEALTH INSURANCE CODE	46. MEDICAL/HEALTH INSURANCE CODE	47. STATE TAX DATA CODE	48. SOCIAL SECURITY NO.	
49. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	50. LEAVE CAT. CODE	51. FEDERAL TAX DATA FORM EXECUTED CODE	52. FED. TAX EXEMPTIONS CODE	53. FORM EXECUTED 1-YES 2-NO	54. STATE TAX DATA CODE	55. SO. TAX. STATE CODE		
56. POLITICAL CONTACT CERTIFICATION [Signature] 08 JUN 1973 PER 21-10	57. O.P. APPROVAL [Signature]	58. DATE APPROVED 6/13/73						

U.S. Civil Registry  
73-5753

4 September 1973

Dear [redacted]

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

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

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

Sincerely,

/s/ W. E. Colby

W. E. Colby  
Director

Distribution:

- 0 - Addressee
- 1 - D/Pers
- 1 - OPF
- 1 - ROB
- 1 - ROB Reader

OP/RAD/ROB/WEM/lks

Originator:

Director of Personnel

		COVERT		THRU CCS	
FINANCES					
ANNUITY PAYMENTS SHOULD BE		U.S. GOV'T. CHECK		OTHER (Payment instructions follow)	
TAX DOCUMENTATION SHOULD BE		CIA	CSC	OTHER (MEMO FOLLOWS)	
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION		YES	NO	INTERNAL TRANSFER	
INSURANCE					
FEGLI	OVERT	COVERT	MAINTAIN RECORDS INTERNALLY ONLY		
TYPE OF HOSPITALIZATION CARD: MED - LIFE INSURANCE					
AUTHORIZATION TO CONVERT INSURANCE		YES	CONVERSION MUST BE APPROVED BY CCS		
RESERVE					
MEMBER OF CIVILIAN RESERVE		YES	NO	OVERT	COVERT
REMARKS					
CHIEF, COVER SUPPORT BRANCH, CENTRAL COVER STAFF THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY					
OTHER INSTRUCTIONS AS FOLLOWS: NO SECURITY OBJECTIONS TO ABOVE.					

4-71 3429 FORM 101-1000-1000

SECRET

CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY

E-2 IMPDET CL BY: 007322

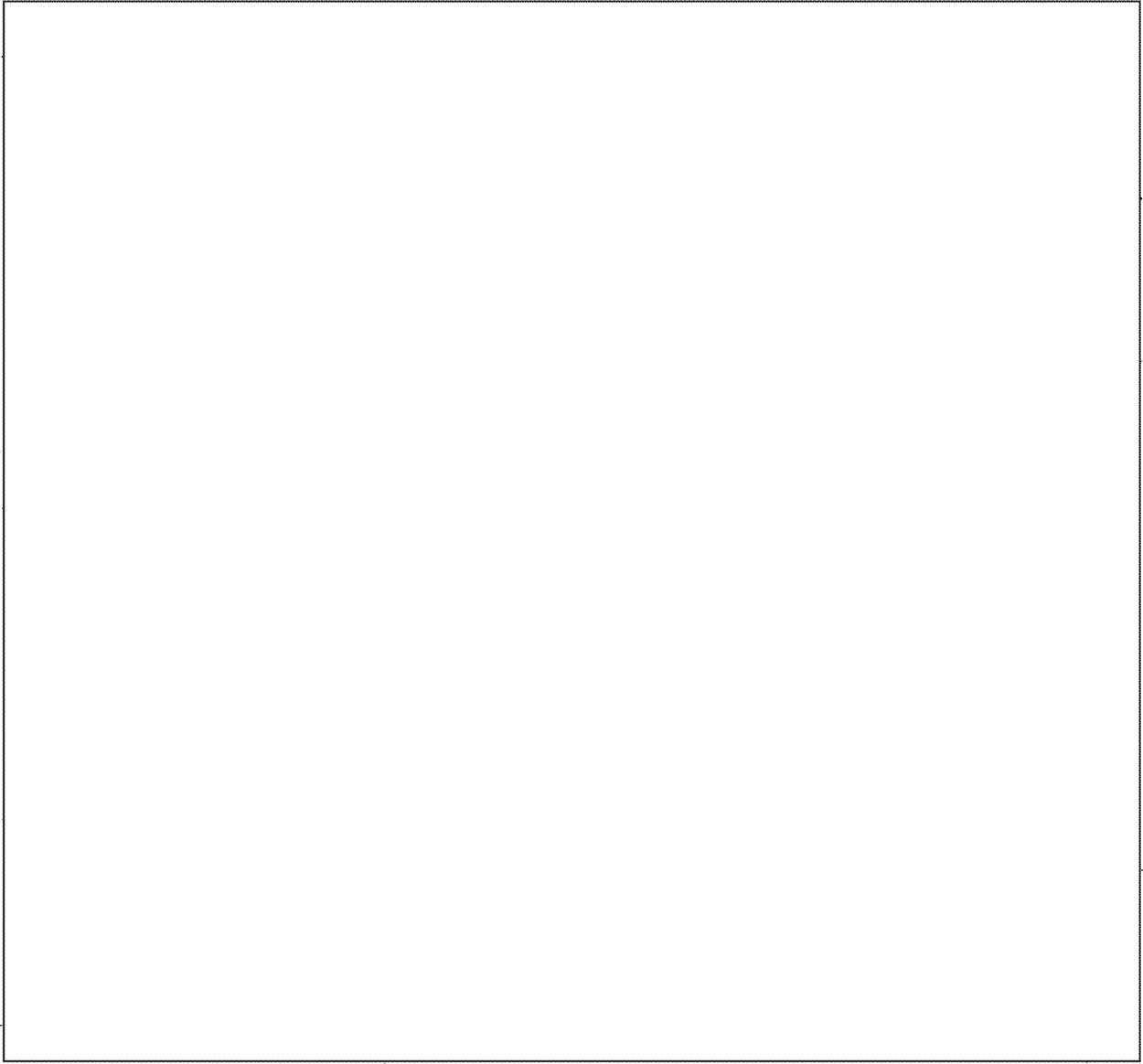
7 - OFF. PERS. FILE ROOM

SECRET

SUMMARY OF AGENCY EMPLOYMENT



- September 1951 to January 1954 - Began employment with the Department of the Army as a Civil Service employee in grade GS-11, assigned to the Pentagon in Washington, D.C. as a research analyst of economics and political affairs concerning Korea. Because of my wartime experience and some post war graduate work on Korea, I was contacted by the Army for this position during the Korean War.
- January 1954 to August 1956 - In 1954 I applied for employment with the United States Information Service as an Information Officer with the Grade of Foreign Service Staff S. I served on the U.S.I.S. Mission in the Far East area. My duties included design execution and supervision of the U.S.I.S. media operations in the Far East. Also I was special liaison representative with the British Information Officer for the British High Commissioner for that area.



## SUMMARY OF AGENCY EMPLOYMENT,

(Cont'd)

CONCUR:

CCS

DATE

CT Staff

DATE

APPROVED:

Office of Security

DATE

-00000

ADMINISTRATIVE -- INTERNAL USE ONLY

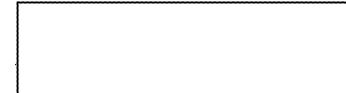
OPF

16 April 1973

MEMORANDUM FOR: Chief, WH Division  
THROUGH : Deputy Director for Operations  
SUBJECT : Career Intelligence Medal for  
[redacted]

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

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



Recorder  
Honor and Merit Awards Board

Att

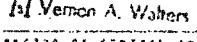
Distribution:

O & I 8 Addressee

- 1 - D/Pers -- OPF W/forms 382 & 600  
 1 - Exec Sec/HMAB  
 1 - Recorder/HMAB

ADMINISTRATIVE -- INTERNAL USE ONLY

DD/MY 5 73-1320

REPORT OF HONOR AND MERIT AWARDS BOARD				Duty 23/1973	DATE 27 March 1973
The Honor and Merit Awards Board having considered a recommendation that:					
DDO ID NO.	NAME (Last-First-Middle)	GRADE	TYPE	STATION	
[REDACTED]	[REDACTED]	GS 14	Staff	[REDACTED]	
OFFICE OF ASSIGNMENT      30      SCHEDULE GRADE					
DDO/WII      D      GS					
RECOMMENDED					
<b>Career Intelligence Medal</b>					
<input type="checkbox"/> FOR HEROIC ACTION ON					
<input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD <b>September 1951 - Present</b>					
<input checked="" type="checkbox"/> RECOMMENDS APPROVAL			<input type="checkbox"/> DOES NOT RECOMMEND APPROVAL		
<input type="checkbox"/> RECOMMENDS AWARD OF					
UNCLASSIFIED CITATION					
<p>[REDACTED] is hereby awarded the Career Intelligence Medal in recognition of exceptional achievement throughout his Agency career. During more than 21 years of service, [REDACTED] a dedicated intelligence officer, served in a variety of important positions at Headquarters and abroad--consistently demonstrating skill, imagination and enthusiasm. [REDACTED] is a recognized authority in his field. His overall performance and the high quality of his work have contributed significantly to the mission of the Central Intelligence Agency, reflecting credit on him and the Federal service.</p>					
REMARKS					
(Recommendation approved by ADD/O on 3 March 1973)					
APPROVED	SIGNATURE				
 <i>Vernon A. Walters</i> <small>DIRECTOR OF CENTRAL INTELLIGENCE</small>					<i>/s/Harry B. Fisher</i>
<small>TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD</small> <b>Harry B. Fisher</b>					
<small>SIGNATURE</small> <b>Signed Original</b>					
<small>TYPED NAME OF RECORDER</small> [REDACTED]					

SECRET  
(PRINT FILL IN)

OPF

RECOMMENDATION FOR HONOR OR MERIT AWARD  
(Submit in triplicate - see HR 20-37)

PERSONAL DATA					
SL. #	ON A	1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE
				Ops Officer	GS-14 D
5. OFFICE OF ASSIGNMENT	7. OFFICE LOCATED (If Any)	6. STATION			
DDP/WII		HEADQUARTERS X FIELD (Specify Location)	10. HOME PHONE	11. CITY/STATE/CODE AND HOW ACQUIRED	
8. HOME ADDRESS (No., St., City, State, ZIP Code)					
12. RECOMMENDED AWARD		13. 14. RETIRING DATE OF RETIREMENT			15. POSTHUMOUS
Career Intelligence Medal		15 August 1973			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
16. FULL NAME	18. RELATIONSHIP	17. HOME ADDRESS (No., St., City, State, ZIP Code)	19. HOME PHONE		
	Wife				
SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD					
18. WERE YOU AN EYEWITNESS TO THE ACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:					
20. FULL NAME	21. ORGN. TITLE	22. GRADE	23. OFFICE OF ASSIGNMENT		
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT					
24. FULL NAME	25. AWARD RECOMMENDED				
CONDITIONS UNDER WHICH ACT WAS PERFORMED					
26. LOCATION	27. INCLUSIVE DATES	28. TIME OF DAY			
29. PREVAILING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED					
30. DATES FOR WHICH AWARD RECOMMENDED	31. ASSIGNMENT COMPLETED	32. HOW IN SAME OR RELATED ASSIGNMENT			
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE					
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE					
Recommendation COVERS entire CARENT					
35. COMMUNITY OR STATION (Designation and Location)					
Various					
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION					
37. INCLUSIVE DATES FOR WHICH RECOMMENDED 38. ASSIGNMENT COMPLETED 39. HOW IN SAME OR RELATED ASSIGNMENT					
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE					
40. FULL NAME	41. ORGN. TITLE	42. GRADE	43. OFFICE OF ASSIGNMENT		
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE					
44. FULL NAME	45. TYPE OF AWARD				

SECRET

(When filled in)

OPF

## SECTION D

## NARRATIVE DESCRIPTION

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

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

[redacted] has made an outstanding contribution to CIA operations for the past 21 years. He has consistently received strong/outstanding efficiency reports in a wide variety of assignments.

[redacted]
In all his assignments his rating officers have consistently praised his imagination, flexibility, enthusiasm, perception and professionalism.

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

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

## 1. PROPOSED CITATION

2.

3.

47. RECOMMENDATION INITIATED BY  Theodore G. Shackley	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION  Theodore G. Shackley Chief, VII Division	49. DATE  17/12/73
SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION		
50. HEAD OF <u>D</u> CAREER SERVICE (Career Service of nominee)	TITLE AND SIGNATURE  See Item 52	DATE
51. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE  See Item 52	DATE
52. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE  Major J. Deputy Director for Plans	DATE  B. Wm

SECRET

**SECRET**

18 have failed to;

## **REQUEST FOR PERSONNEL ACTION**

Digitized by srujanika@gmail.com

21 MAY 1969

REQUEST FOR PERSONNEL ACTION

DRAFT PREPARED

21 MAY 1969

1. SERIAL NUMBER	2. NAME (Last-First-Middle)						
3. NATURE OF PERSONNEL ACTION							
4. FUND SOURCE							
V TO V	V TO CF						
C TO V	X C TO CF						
5. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1							
6. POSITION TITLE OPS, OFF/C.G.Y							
7. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 21 69							
8. CATEGORY OF EMPLOYMENT REGULAR							
9. FINANCIAL ANALYSIS NO CHARGEABLE 9135 0990							
10. LOCATION OF OFFICIAL STATION							
11. POSITION NUMBER 0340							
12. CAREER SERVICE DESIGNATION D							
13. OCCUPATIONAL SERIES (14) 0136.01							
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS							
15. GRADE AND STEP 04 7							
16. SALARY OR RATE 17,289 \$ 19,771							
17. REMARKS <i>All SICK AND 111 HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE</i>							
18. MARITAL STATUS: MARRIED							
19. ACTION CODE 55							
20. DATE SIGNED							
21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER							
22. DATE SIGNED							
23. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
24. REF ID#RS	25. OFFICE CODING NUMERIC ALPHABETIC	26. STATION CODE	27. INTEGUSI CODE	28. HOME ADDRESS	29. DATE OF BIRTH	30. DATE OF GRADE	31. DATE OF LEI
10	SK30 L14 15075	S	3	USA	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
NO. DA. YR.	REFERENCE 1-REF 2-REF 3-REF	DATA CODE	DATA CODE	TYPE	MO. DA. YR.	11. SECURITY RIG-80	12. SECURITY RIG-80
32. RET. PREFERENCE CODE	33. SERV. COMP. DATE MO. DA. YR.	34. LEAVE COMP. DATE MO. DA. YR.	35. CAREER CATEGORY CAREER PROF. TEMP.	36. HIGH-DEATH INSURANCE CODE	37. STATE TAX DATA CODE	38. STATE TAX DATA CODE	39. STATE SECURITY BD. CODE
1-10 1-10-11			CAREER PROF. TEMP.	CODE	CODE	CODE	CODE
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	41. LEAVE CAP CODE	42. HIGH-DEATH INSURANCE CODE	43. STATE TAX DATA CODE	44. STATE TAX DATA CODE	45. STATE SECURITY BD. CODE		
1-20 PREV. SERVICE 1-20 PROF. & INTEL 2-20 CIV. GOVT. (100% FORM 3 PLANS) 3-20 CIV. GOVT. (MORE THAN 3 PLANS)		1-105 2-80		1-105 2-80			
46. POSITION CONTROL CERTIFICATION CIE 69 JHR			47. O.P. APPROVAL			DATE APPROVED 05 22 69	

**SECRET**

13 June 1968

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 APRIL 69

1. SERIAL NUMBER 2. NAME (Last-First-Middle)

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO  
CONFIDENTIAL FUNDS

6. FUNDS

V 10 V

X

V 10 C

C 10 V

C 10 C

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH

Foreign Field  
Branch

11. POSITION TITLE

OPS OFFICER

(14)

14. CLASSIFICATION SCHEDULE (GS, I.B., etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

0340

16. GRADE AND STEP

14 6

D

17. SALARY OR RATE

S 19771

18. REMARKS

HOME BASE WH

FROM: DDP/WH/CA STAFF/POS. #0645

VICE ALBERT F. REYNOLDS

1 - Finance

16A

DATE SIGNED

6-24-69

16B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

4-34

C/WH/Personnel

SPACE BELOW FOR EXCLUSIVE USE

17. 1962 OFFICE OF PERSONNEL

18. ACTION CODE	19. EMPLOY CODE	20. OFFICE CODING	21. SECTION CODE	22. INSTITUTE CODE	23. MOISST. / 24. MOISST. / 25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF HI
CODE	CODE	NUMERIC	ALPHABETIC	CODE	CODE	MO. DA. YR.	MO. DA. YR.

28. RITE BEFORE	29. SPECIAL RELIEF	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORROBORATION/CANCELLATION DATA	33. SECURITY EOD DATA	34. SEC
MO. DA. YR.			CODE	TYPE	MO. DA. YR.	602. CO.

35. RET PREFERENCE	36. RETN COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FED/HEALTH INSURANCE	40. CIVIL SECURITY NO
CODE	MO. DA. YR.	MO. DA. YR.	CAREER	CODE	CODE

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT	43. RESERVE TAX DATA	44. STATE TAX DATA
CODE	CODE	CODE	CODE

45. POSITION CONTROL INFORMATION	46. G.P. APPROVAL	47. DATE APPROVED

3-37 1152 USE PREVIOUS EDITION

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UR-1138

17 June 1968

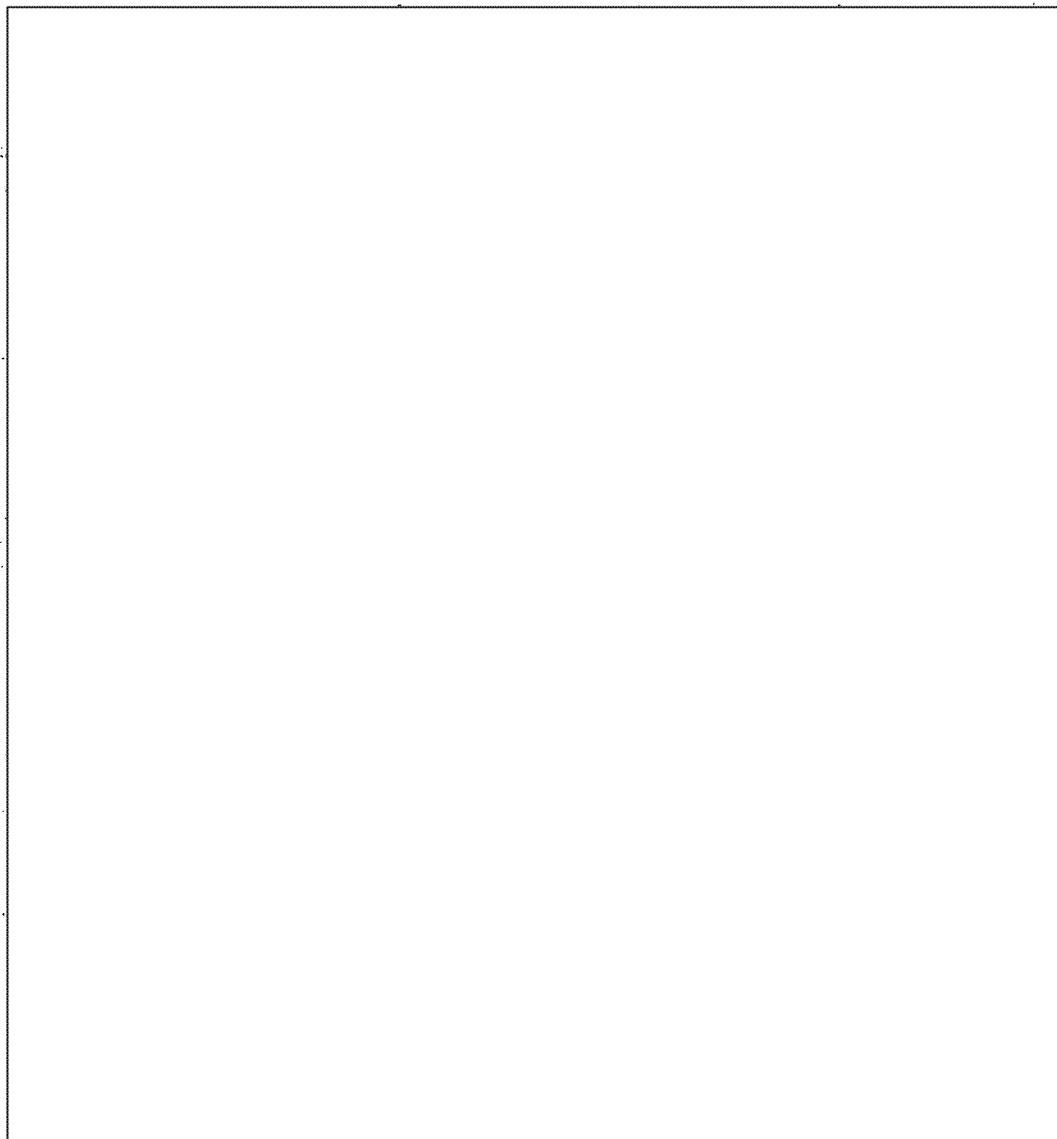
MEMORANDUM FOR: Chairman, Clandestine Services Career  
Service Board (Panel A)

SUBJECT : [REDACTED] - Recommendation for  
Promotion from GS-14 to GS-15

SECRET

-00000

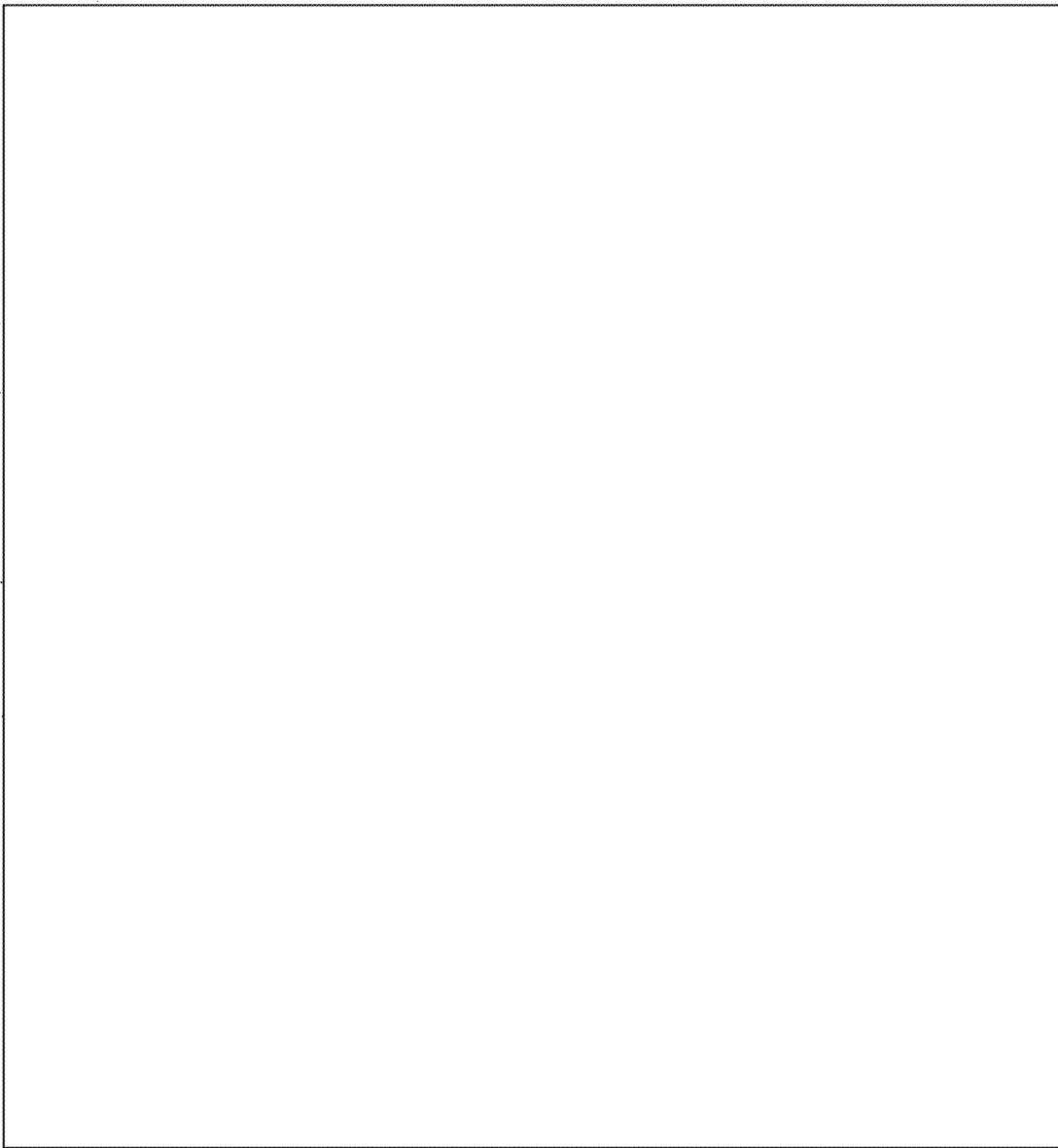
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SECRET

1965

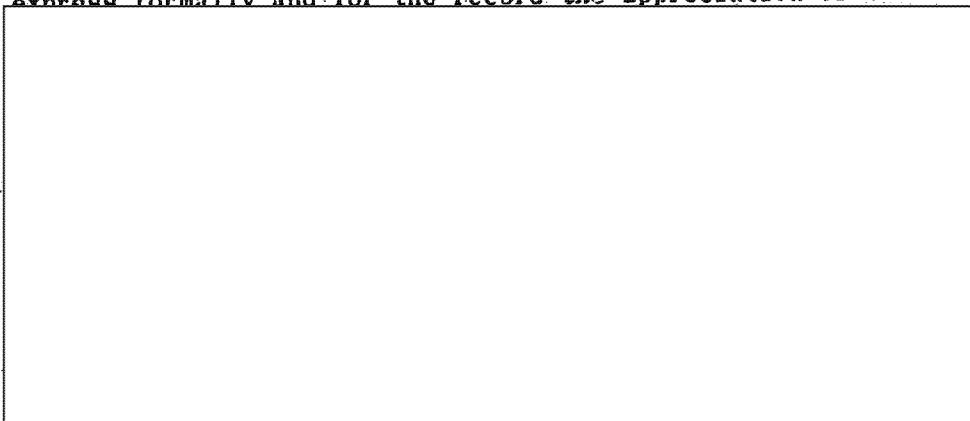
AUG 21 1965

MEMORANDUM FOR: Director of Training

SUBJECT: Statement of Appreciation - [redacted]

[redacted]

1. We wish to take this means and opportunity to express formally and for the record the appreciation of the



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

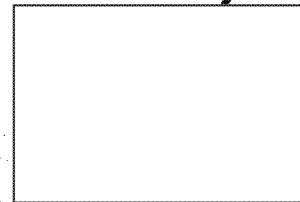
4. Those of us who had the opportunity to work closely with [redacted] learned to appreciate his vitality, flexibility and personal commitment to the success of these training innovations. The contribution they have already made, and will continue to make, to the Agency's training program are testimony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

CA-68-904

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5. I suggest that you forward this letter to Chief, WH  
so that it may be made a part of [redacted] permanent  
personnel record.



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REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
				21 June 1968							
1. SERIAL NUMBER		2. NAME (Last-First-Middle)									
<input type="text"/>		<input type="text"/>									
3. NATURE OF PERSONNEL ACTION								4. CATEGORY OF EMPLOYMENT			
REASSIGNMENT								REGULAR			
5. FUNDS		X	V TO V		V TO C						
			C P TO V		C P TO C						
6. ORGANIZATIONAL DESIGNATIONS								7. FINANCIAL ANALYSIS NO.			
DDP/WH								CHARGEABLE 8235-0620			
8. POSITION TITLE								9. LEGAL AUTHORITY (Completed by Office of Personnel)			
OPS OFFICER (N)								10. LOCATION OF OFFICIAL STATION			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)				15. OCCUPATIONAL SERIES		16. POSITION NUMBER		17. CAREER SERVICE DESIGNATION			
GS				0136.01		0045		D			
18. REMARKS								19. GRADE AND STEP			
FROM: DDS/OTR/Operations School/1314, VICE <input type="text"/>								14 6			
O7R/PERS. <input type="text"/> (Pd/14)								17. SALARY OR RATE \$ 14771 S 14771			
1 - Finance 1 - Security								20. DATE SHARD 16/6/68			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. MIGR. CODE	22. EMPLOY. CODE	23. DRAFT CODING	24. STATION CODE	25. REGIST. CODE	26. HOURS CODE	27. DATE OF HIRING	28. DATE OF PAY	29. DATE OF END			
37	10	51150 011	26013								
21. MIGR. CODE	22. EMPLOY. CODE	23. DRAFT CODING	24. STATION CODE	25. REGIST. CODE	26. HOURS CODE	27. DATE OF HIRING	28. DATE OF PAY	29. DATE OF END			
NO DA YE		27. SPECIES REFERENCE	28. REINFORCEMENT DATA	29. SEPARATION DATA CODE	30. INDEPENDENT OPERATION DATA	31. SECURITY DATA CODE	32. SECURITY DATA CODE	33. SECURITY DATA CODE	34. SEC		
		1-CAC 2-OCSA 3-ODA									
35. RET. PAYMENT	36. SEY. LOAN. DATE	37. LOSS. LOAN. DATE	38. CREDIT CARD	39.	40.	41. MEDICAL INSURANCE	42. SOCIAL SECURITY NO.				
CODE	MO DA YE	MO DA YE	MO DA YE	CODE	CODE	CODE	CODE				
6-65-77 1-1 PM 2-15 PT	-00 DA YE	-00 DA YE	0000								
43. PREVIOUS PAYROLL NUMBER	44. LEAVE DAY	45. FEDERAL TAX CODE	46. STATE TAX CODE								
CODE	CODE	CODE	CODE								
1-00 PAYROLL NUMBER 2-00 PAYROLL NUMBER 3-00 PAYROLL NUMBER 4-00 PAYROLL NUMBER		1-00 2-00	1-00 2-00								
47. POSITION CONTROL CERTIFICATION	48. APPROVAL	49. APPROVAL	50. APPROVAL	51. APPROVAL	52. APPROVAL	53. APPROVAL	54. APPROVAL	55. APPROVAL	56. APPROVAL		
14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68		
3-67-1152	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68	14/6/68		
14/6/68											

SECRET

14/6/68

SECRET

CS-0887-68

3 6 MA 1968

MEMORANDUM FOR: [REDACTED]

VIA : Director of Training

SUBJECT : Next Assignment

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

[REDACTED]  
DDP/OP



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16 AUG 1967

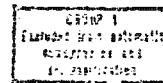
MEMORANDUM FOR : Director of Training  
Room 810  
1000 Glebe Road

SUBJECT : Training of Military Officers  
in Covert Psychological Warfare  
Techniques

1. In response to my request of 2 May 1967 your Office did an extremely fine job in organizing and conducting the training course for the military officers who will be going to Saigon to work with Agency personnel in psychological warfare. Special note should be taken of the efforts of [redacted] [redacted] of your Office, who organized the course and provided not only the impetus for the program but also the catalysis for a very enthusiastic response from the students.
2. The group of trainees have been requested to provide a critique of the course after they have settled into their jobs in Saigon in order to determine how well the course material fitted their assignments. We will forward copies of these critiques as they become available.
3. Again let me express my appreciation for your very effective support.

Douglas S. Blaufarb  
Chief, Vietnam Operations

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(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				22 September 1966	
3. NATURE OF PERSONNEL ACTION <i>Excepted Appointment CAC/CLV</i>						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 09 66	
5. PUPILS		V TO V	V TO C	6. FINANCIAL ANALYSIS NO. CHARGEABLE E 7175-3000		7. CATEGORY OF EMPLOYMENT Regular	
8. ORGANIZATIONAL DESIGNATIONS DDE/OTR Operations School Headquarters Training Branch Operations Faculty						9. LOCATION OF OFFICIAL STATION Washington, D.C.	
10. POSITION TITLE Instr Operations (11)						11. POSITION NUMBER 1314	12. CAREER SERVICE DESIGNATION D
13. CLASSIFICATION SCHEDULE (GS, LS, TS, etc.) GS		14. OCCUPATIONAL SERIES 1712.32	15. GRADE AND STEP 14 5	16. SALARY OR RATE \$17,198	17. SECURITY INFORMATION		
18. REMARKS <i>C-69-54</i>							
21. OFFICE ISSUING NUMBER ALPHABETIC 1600 1513				DATE SIGNED 23-8-766	22. MOVED CODE		DATE SIGNED 14/10/66
SPACE BELOW FOR EXCLUSIVE USE							
23. ACTION CODE B10	24. INSTITUTE CODE 1600	25. STATION CODE 1513	26. INSTITUTE CODE 1600	27. MOVED CODE 1600	28. DATE OF MOVE 10/23/66	29. DATE OF LEI 10/23/66	
30. BIZ EXPNS 000 00 00	31. SPECIAL REFERENCE 1-15 1-16 1-17	32. RETIREMENT DATA CODE 2	33. SEPARATION DATA CODE TYPE 1	34. CORRECTION (AMENDED) DATA CODE 1	35. SECURITY REGISTRATION REG NO. 00000	36. SEC REG NO. 10000	
37. MFT FREQUENCY CODE 3-100 3-100 3-100	38. MFT LONG DATE MO. DA. YR 10 09 66	39. MFT LONG COMP DATE MO. DA. YR 17 10 66	40. CAREER CATEGORY CODE 1	41. MED. REACH. AUTHORITY CODE 1-100 1-100 1-100	42. SOCIAL SECURITY NO CODE 10000		
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-45 YEARS SERVICE 1-30 YEARS IN SERVICE 2-15 YEARS IN SERVICE 3-10 YEARS IN SERVICE	44. LEAVE CAT CODE 1	45. FEDERAL TAX DATA CODE 1-100 2-100	46. STATE TAX DATA CODE 1-100 2-100				
47. POSITION CONTROL CERTIFICATION 10-17-66 005				48. DATE APPROVED 14 OCT 66			

1152 USE PREVIOUS EDITION

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GROUP  
FEDERAL BUREAU OF INVESTIGATION  
U.S. DEPARTMENT OF JUSTICE

145

SECRET

(b) (6) (A) (2), (b) (7) (C)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
								23 SEPTEMBER 1966			
1. SERIAL NUMBER / NAME (Last, First, Middle)											
2. POSITION											
3. RATIONALE <b>RESIGNATION</b>								4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 08 66			
5. FUNDS V TO V CP TO V XX CT TO CP								6. CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
7. COST CENTER NO CHARGEABLE <b>7135-0633</b>								8. LEGAL AUTHORITY (Completed by Office of Personnel) <b>DDP/WH FOREIGN FIELD BRANCH 4</b>			
9. ORGANIZATIONAL DESIGNATIONS								10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE <b>OPS OFFICER</b>								12. POSITION NUMBER <b>0084</b>			
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.) <b>GS</b>				13. OCCUPATIONAL SERIES <b>0136.01</b>	15. GRADE AND STEP <b>14 5</b>	16. SALARY OR RATE <b>\$ 17198</b>	17. CAREER SERVICE DESIGNATION <b>D</b>				
18. REMARKS <b>FROM: SAME</b>											
19. APPROVALS C/WH/Personnel								DATE SIGNED <b>26 Sept 66</b>	FOR ER	DATE SIGNED <b>17 Oct. 66</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. ACTION CODE <b>45 10</b>	21. OFFICE CODING NUMERIC <b>10</b>	22. STATION CODE ALPHABETIC <b>A</b>	23. INSTITUTE CODE <b>001</b>	24. HOSTS CODE <b>B</b>	25. DATE OF BIRTH MO. DA. YE. <b>01 01 63</b>	26. DATE OF GRADE MO. DA. YE. <b>01 01 63</b>	27. DATE OF LEI MO. DA. YE.				
28. FILE NUMBER <b>100-00000</b>	29. SPECIAL REFERENCE MO. DA. YE. <b>1-10 1-10 1-10</b>	30. RETIREMENT DATA CODE <b>100-00000</b>	31. SEPARATION DATA CODE <b>100-00000</b>	32. CONFIDENTIAL CANCELLATION DATA CODE <b>100-00000</b>	33. SECURITY INFO NO. <b>EOG DATA</b>	34. SEE MO. DA. YE.					
35. FILE NUMBER <b>100-00000</b>	36. SEPF. COMP. DATA CODE <b>0-1000 1-1000 2-1000</b>	37. TORG. (OOF) DATA MO. DA. YE. <b>0000 0000 0000</b>	38. CAREER CATEGORY CODE <b>0000</b>	39. MEDICAL RECORD CODE <b>0-0000 1-0000 2-0000</b>	40. MEDICAL RECORD CODE <b>0-0000 1-0000 2-0000</b>	41. MEDICAL RECORD CODE <b>0-0000 1-0000 2-0000</b>	42. SOCIAL SECURITY NO.				
43. PREVIOUS GOVERNMENT SERVICE DATA CODE <b>0-0000 1-0000 2-0000</b>	44. LEAVE CAT. CODE <b>0000</b>	45. MEDICAL TAX DATA CODE <b>0-0000 1-0000 2-0000</b>	46. MEDICAL TAX DATA CODE <b>0-0000 1-0000 2-0000</b>	47. STATE TAX DATA CODE <b>0-0000 1-0000 2-0000</b>	48. STATE TAX DATA CODE <b>0-0000 1-0000 2-0000</b>	49. STATE TAX DATA CODE <b>0-0000 1-0000 2-0000</b>	50. STATE TAX DATA CODE <b>0-0000 1-0000 2-0000</b>				
51. POSITION CONTROL CERTIFICATION <b>10-17-66 X</b>								52. C.P. APPROVAL CODE <b>0000</b>	53. DATE APPROVED CODE <b>0000</b>		

FORM 1152 USE PREVIOUS EDITION

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G-53

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
<b>XVR</b>						21 February 1966		
1. SERIAL NUMBER		2. NAME (Last, First, Middle)						
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 13 66		
6. FUNDS		V TO V	V TO C	7. COST CENTER NO CHARGEABLE		5. CATEGORY OF EMPLOYMENT REGULAR		
		C TO V	X	6135-0633		8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203		
9. ORGANIZATIONAL DESIGNATIONS  DDP/WH FOREIGN FIELD UNASSIGNED						10. LOCATION OF OFFICIAL STATION  [Redacted]		
11. POSITION TITLE  OPS OFFICER						12. POSITION NUMBER 0000		
14. CLASSIFICATION SCHEME (G.S., E.I.B., etc.) GS		13. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 5	17. SALARY OR RATE \$ 16,712				
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.								
18A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE	20. EMPLOYEE CODE	OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YE.	26. DATE OF GRADE MO. DA. YE.	27. DATE OF HI MO. DA. YE.
22	110	51625 CSH	04041	3		12 23 62	12 10 65	
28. AGE EXPRES	29. CUSTODIAL REFERENCE NO. CO. PR.	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. RETIREMENT CANCELLATION DATA TYPE		33. SECURITY REQ. NO.	34. SEX REQ. NO.	
				EOD DATA				
35. VIT. PREFERENCE	36. LAST COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEDERAL HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	MO. DA. YE.	MO. DA. YE.	CAT. RESV PROF. TEMP	CODE	CODE	5-WALTER	HEALTH INS. CODE	
						1-155		
41. PERIOD OF GOVERNMENT SERVICE DATA	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE		FORM EXECUTED 1-755 2-80	NO. TAX EXEMPTIONS	FORM EXECUTED 1-755 2-40	CODE	NO. TAX EXEMPTIONS	STATE CODE	
45. POSITION CONTROL CERTIFICATION  0301/66/13	46. O.P. APPROVAL See DODG signed by DODG dated 16 Feb 66 DODG				DATE APPROVED 14 J. S. Feb 66 OK			
FBI APPROVAL CLASSIFIED AUTOMATICALLY TOP SECRET/COMINT							14	

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(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 25 APRIL 1963
1. SERIAL NUMBER <b>7894 035155</b>	2. NAME (LAST-FIRST-MIDDLE) <b>small, George S.</b>					
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>			4. EFFECTIVE DATE REQUESTED <b>05/12/63</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS <b>➤</b>	V TO V <b>      </b>	V TO CP <b>      </b>	7. COST CENTER NO. CHARGEABLE <b>3135-5050-1000X</b>	8. LEGAL AUTHORITY (Completed by Office of Personnel) <b>DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION EE UNIT</b>		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION <b>BUENOS AIRES, ARGENTINA</b>			
11. POSITION/TITLE <b>OPS OFFICER</b>			12. POSITION NUMBER <b>0651</b>	13. CAREER SERVICE DESIGNATION <b>D</b>		
14. CLASSIFICATION SCHEDULE (OS, LB, ETC.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>1b 3</b>	17. SALARY OR RATE <b>13695</b>		
18. REMARKS						
FROM: DDP/PH/2/BUENOS AIRES/BAF-848						
<i>Recording by OSPD</i> <i>JMC</i>						
19. SIGNATURE OF OFFICIAL <b>Robert D. Cashman, C/WI/PERS</b>		DATE SIGNED <b>4/25/63</b>	20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>BMC-Collins</b>		DATE SIGNED <b>29 Apr 63</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
21. ACTION CODE <b>37 10</b>	22. OFFICE CODING <b>6468 NH 01041</b>	23. STATUS <b>EMPLOYEE</b>	24. INTEG. CODE <b>3</b>	25. ACTIVE DATE <b>05-01-63</b>	26. END OF TERM <b>05-01-64</b>	27. GRADE <b>1b</b>
28. PAY EXPENSES <b>NO. DAY. 10.</b>	29. SPECIAL PREFERENCE <b>1 - SEC 2 - AREA 3 - HOME</b>	30. RETIREMENT DATE <b>1 - SEC 2 - AREA 3 - HOME</b>	31. SEPARATION DATA CODE <b>1 - SEC 2 - AREA 3 - HOME</b>	32. RELOCATION CANCELLATION DATA <b>1 - SEC 2 - AREA 3 - HOME</b>	33. SECURITY <b>SEC. NO.</b>	34. REA <b>SEC. NO.</b>
35. RET. PREFERENCE <b>CODE: 1 - HOME 2 - SEC 3 - AREA 4 - HOME</b>	36. SERV. COMM. DATE <b>MO. DAY. YR.</b>	37. LEAV. COMM. DATE <b>MO. DAY. YR.</b>	38. CAREER CATEGORY <b>CARRIER PROFESSION</b>	39. PERIOD OF HEALTH INSURANCE <b>0 - SECURE 1 - SECURE 2 - HOME</b>	40. PERIOD OF MEDICAL INSURANCE <b>0 - SECURE 1 - SECURE 2 - HOME</b>	41. SOCIAL SECURITY NO. <b>1 - SECURE 2 - HOME</b>
42. PREVIOUS GOVERNMENT SERVICE DATA <b>CODE: 0 - NO PREVIOUS SERVICE 1 - 60 DAYS IN SERVICE 2 - SERVICE IN SERVICE LESS THAN 3 YEARS 3 - SERVICE IN SERVICE MORE THAN 3 YEARS</b>		43. RELEASE DATE <b>CODE:</b>		44. FEDERAL TAX DATA <b>CODE: 1 - IRS 2 - VA</b>		
45. POSITION CONTROL CERTIFICATION <b>W. Kearney 05/06/63</b>		46. O.P. APPROVAL <b>S. J. [Signature]</b>		47. DATE APPROVED <b>25 April 1963</b>		

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(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER	2. NAME (Last, First-Middle)			18 DECEMBER 1962	
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>12 23 62</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. FUNDS	V TO V	V TO CP	7. COST CENTER NO. CHARGE-AIDE <b>3135-5050-1000</b>	8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP-WH BRANCH 2</b>			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE <b>OPS OFFICER</b>			12. POSITION NUMBER <b>0848</b>	13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (OS, LN, etc.) <b>GS 8</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>14 3</b>	17. SALARY OR RATE <b>13,695</b>	
18. REMARKS FROM: SAME Approved by CPO Rue					
		DATE SIGNED <b>18 Dec 62</b>	19. SIGNATURE OF CAREER SERVICE APPROVING		DATE SIGNED <b>18 Dec 62</b>
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION NO. (EMPLOYEE CODE) <b>22 10</b>	21. OFFICE CODE <b>64650</b>	22. SOCIAL SECURITY CODE <b>01041</b>	23. INTELLIGENCE CODE <b>3</b>	24. DATE OF BIRTH <b>12 23 62</b>	25. DATE OF DEATH <b>12 23 62</b>
26. DATE EXPIRES MO. DA. YE. <b>1 83</b>	27. PREFERENCE CODE <b>1 - 100</b>	28. PREFERENCE DATA CODE <b>1 - 100</b>	29. PREFERENCE DATA CODE <b>1 - 100</b>	30. PREFERENCE DATA CODE <b>1 - 100</b>	31. PREFERENCE DATA CODE <b>1 - 100</b>
32. RETIREMENT CODE <b>0 - NONE 1 - 5 yrs. 2 - 10 yrs.</b>	33. LONG. COMM. DATA CODE <b>0 - NO 1 - YES</b>	34. COMM. DATA CODE <b>0 - NO 1 - YES</b>	35. COMM. DATA CODE <b>0 - NO 1 - YES</b>	36. COMM. DATA CODE <b>0 - NO 1 - YES</b>	37. COMM. DATA CODE <b>0 - NO 1 - YES</b>
38. PREVIOUS GOVERNMENT SERVICE DATA CODE <b>0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 yrs.) 3 - BREAK IN SERVICE (MORE THAN 3 yrs.)</b>	39. LEAVE DATA CODE <b>0 - NO 1 - YES</b>	40. PENSION TAX DATA CODE <b>0 - NO 1 - YES</b>	41. STATE TAX DATA CODE <b>0 - NO 1 - YES</b>	42. STATE TAX DATA CODE <b>0 - NO 1 - YES</b>	43. STATE TAX DATA CODE <b>0 - NO 1 - YES</b>
44. POSITION CONTROL CERTIFICATION <b>17/2/62</b>					DATE APPROVED <b>18 Dec 62</b>

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Chancery of the Commonwealth of Massachusetts

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**EMPLOYEE NOTICE OF RESIGNATION**

I RESIGN EFFECTIVE \_\_\_\_\_ FOR THE FOLLOWING REASONS:

(Date)

MY LAST WORKING DAY WILL BE: _____	DATE SIGNED: _____	S: _____
FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO: _____		, State: _____

**INSTRUCTIONS**

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

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

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

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

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

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

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

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

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(When filled in)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER	2. NAME (Last-First-Middle)					25 August 1961	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>						4. EFFECTIVE DATE REQUESTED	
5. FUNDS		X - V TO V	V TO CF	6. EFFECTIVE DATE REQUESTED		7. CATEGORY OF EMPLOYMENT	
		CF TO V	CF TO CF	MONTH	DAY	YEAR	<b>REGULAR</b>
8. ORGANIZATIONAL DESIGNATIONS  DDP WH BRANCH 1						9. LOCATION OF OFFICIAL STATION  WASHINGTON, D. C.	
10. POSITION TITLE  OPS OFFICER (D)						11. POSITION NUMBER  66-505	12. PCR CONTROL NO.  13. CAREER SERVICE DESIGNATION  D
14. CLASSIFICATION SCHEDULE (GS, LS, ETC.)		15. OCCUPATIONAL SERIES  CS (14)		16. GRADE AND STEP  13 4		17. SALARY OR RATE  111.15	
18. REMARKS  (From: DDP/WH/1/Venezuela Sec/459/D.C.)  Staffing complement change.							
RECORDED BY CLWD 9/2/61							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
1. POSITION CODE		2. PAYMASTER CODE		3. CLASSIFICATION CODE		4. WEIGHT CODE	
5. GRADE CODE		6. SEPARATE REFERENCE		7. SEPARATE DATA CODE		8. CORRECT/ANNUALIZATION DATA CODE	
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577. PAY CODE		578. SEPARATE REFERENCE					

SECRET

(Action Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				19 July 1961	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>08 27 61</b>	
5. FUNDS		X V TO V	V TO CF	6. ORGANIZATIONAL DESIGNATIONS		7. COST CENTER NO. CHARGE ADL <b>2235 1000 1000</b>	
DDP WH BRANCH 1						8. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
9. POSITION TITLE <b>OPS OFFICER (D)</b>						10. LOCATION OF OFFICIAL STATION <b>WASHINGTON, D. C.</b>	
11. POSITION NUMBER <b>102-159</b>		12. GRADE AND STEP <b>13 4</b>		13. PAY CONTROL NO. <b>11415</b>		14. CAREER SERVICE DESIGNATION <b>D</b>	
15. CLASSIFICATION SCHEDULE (GS, LS, etc.) <b>GS (13)</b>		16. OCCUPATIONAL SERIES <b>0136.01</b>		17. SALARY OR RATE			
18. REMARKS (FROM: DDP [REDACTED] 3 1 copy to Security.  Reissue date 5 July 1961 Security Approval Granted by Pers. SD/OS 27/61 37/61							
CONCURRENCE: [REDACTED]							
✓ SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
1. ACTION CODE		2. OFFICER CODING SERIAL NUMBER		3. STATUS CODE		4. GRADE	
<b>37 10</b>		<b>44300 WH</b>		<b>75013</b>			
5. GRADE		6. PAY LEVEL		7. PAY RATE		8. PAY RATE	
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691.							

**REQUEST FOR PERSONNEL ACTION**

12 Sept. 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CSC - FOD	
			Non-A-V 5 Pt-1 10 Pt-2	M I	Mo. Da. Yr. 09 17 51	
7. SCD	8. CSC Point.	9. CSC Or Other Legal Authority	10. Apmt./Affidav.	11. FEGLI	12. LCD	13. Min. Serv. Lcb
Mo. Da. Yr. 10 03 48	Yes - 1 Code: No - 2	1 50 USCA 403. d	Mo. Da. Yr. Yes - 1 Code: No - 2	Mo. Da. Yr. 09 17 51	Mo. Da. Yr. Yes - 1 Code: No - 2	

**PREVIOUS ASSIGNMENT**

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

## ACTION

27. Nature Of Action  Reassignment	Code  37	28. Eff. Date  Mo. Da. Yr.  10 02 60	29. Type Of Employee  <i>Regular</i>	Code  10	30. Separation Data
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**PRESENT ASSIGNMENT**

31. Organizational Designations. DDP		Code	32. Location Of Official Station Wash., D. C.		Station Code 7350
33. Dept. - Field	34. Position Title Onc Officer		35. Position No. V-356	36. Serv. No. GS	37. Occup. Series 0136.01
Dept. Code USStd. No. Frgn : /					
38. Grade & Step 13 4	39. Salary Or Rate \$ 11415	40. SD D -	41. Date Of Grade Ms. Du. Yr. 10 100 155	42. PSL Due Mo. Da. Yr. 10 01 61	43. Appropriation Number 1221-1000-1000
DEPARTMENT OF DEFENSE					

b. For Additional Information Call (Name & Telephone Ext.)  
Betty S. Wayland x 3625

## CLEARANCES

CLEARANCES		Date	Clearance	Signature	Date
A. Carter Board	Stamping	9-24-68	Placement		
B. Per. Control		7-24-68			
C. Classification	IS		I. Approved By		
Remarks	Action to correct slotting.				

V to V	UV to UV	SECRET (When Filled In)	<b>COPY</b> <b>REQUEST FOR PERSONNEL ACTION</b>						DATE PREPARED Mo. Da. Yr.
UV to V	UV to UV		3. Date Of Birth:	4. Vet. Prof:	5. Sex:	6. Grade:	Mo. Da. Yr.		
7. SCD	8. CSC Form	9. CSC Or. Other Legal Authority	Mo. Da. Yr.	None-O S Pt-1 10 Pt-2	Code	M A	Mo. Da. Yr.		
Mo. Da. Yr. 10 03 48	Yes-1 No-2 1	50 USCA 403 J	10. Apptl. Affilav:	11. FEGLI	12. LCD	13. App. Num: 0000	Mo. Da. Yr. 09 17 51		
			Mo. Da. Yr. 10 03 48	Yes-1 No-2 1	Code	Mo. Da. Yr. 09 17 51	Mo. Da. Yr. 09 17 51		
<b>CURRENT ASSIGNMENT</b>									
14. Organizational Designations  DDP-FE Branch 3 PP Section				Code	15. Location Of Official Station				Station Code
				5161					57557
16. Dept. - Field	17. Position Title				18. Position No.	19. Serv	20. Occup. Series		
Dept - USFLD - Type -	Code	Ops Off				0710	GS	0136,01	
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number				
13 4	\$ 10610	DP	Mo. Da. Yr. 10 09 55	Mo. Da. Yr. 10 05 58	8 3780 55 006				
<b>ACTION</b>									
27. Nature Of Action  Reassignment & Transfer to Voucherized Funds				Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date	
				02	05 19 60	Regular	01		
<b>PROPOSED ASSIGNMENT</b>									
31. Organizational Designations  DDP				Code	32. Location Of Official Station				Station Code
				4230	Wash., D. C.				75013
33. Dept. - Field	34. Position Title				35. Position No.	36. Serv	37. Occup. Series		
Dept - USFLD - Type -	Code	Ops Officer				0399	GS	0136,01	
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number				
13 4	\$ 10610	DP	Mo. Da. Yr. 10 09 55	Mo. Da. Yr. 10 01 61	0221 1000 1000				
<b>SOURCE OF REQUEST</b>									
A. Requested By (Name And Title)					C. Request Approved By (Signature And Title)			Date Approved	
<b>CLEARANCES</b>									
1. Clearance	Signature	Date	2. Clearance	Signature	Date				
3. Green Board			4. Placement						
5. Rec. Control			6. Approved By						
C. Commanding Officer									
Two copies to Security									
CONCUR: _____									
[ ] Continued <span style="float: right;">Page 2</span>									

1152 1152 1152

SECRET

24

SECRET

(Form Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
[Redacted]	[Redacted]	-59-034 D

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

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

DATE OF NOTICE	SIGNATURE OF	
28 Sept 1958		

**NOTICE OF OFFICIAL DISABILITY CLAIM FILE**

## REQUEST FOR PERSONNEL ACTION

3 February 1958

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Yrs. Pres.	5. Sex	6. C.R. (130)	
[Redacted]	[Redacted]	Mo. Da. Yr. [Redacted]	Name & Code S-4-1 10 4-2	1	Mo. Da. Yr. [Redacted]	
7. SCD	8. CSC Recd.	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. TECU	12. LCD	13. CSC Recd.
Mo. Da. Yr. [Redacted] No. 1	Yes - 1 No - 2	Code [Redacted]	Mo. Da. Yr. [Redacted] No. 2	Mo. Da. Yr. [Redacted]	Mo. Da. Yr. [Redacted]	Yes - 1 No - 2

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code		
DDP FC Branch 3 GPO OFF - FILE OFFICE	[Redacted]	121	[Redacted]		
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv.   20. Occup. Series		
Dept. : Code USMID : From : [Redacted]	ASIA CPS OF D.P.R.C.	[Redacted]	15   0136.31		
21. Grade & Step	22. Salary Or Rate	23. SD.	24. Date Of Grade	25. PSL Due	26. Appropriation Number
	\$		Mo. Da. Yr. [Redacted]	Mo. Da. Yr. [Redacted]	777.34

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code   30. Separation Date
Reassignment (V to UV)	[Redacted]	Mo. Da. Yr. 05 02 07	OK PA FE Regular	[Redacted]

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code		
DDP/FE Branch 3 - PP Section	[Redacted]	511	[Redacted]		
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv.   37. Occup. Series		
Dept. : Code USMID : 03022	Cps OFF (FE)	710	65   0136.31		
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSL Due	43. Appropriation Number
	\$		Mo. Da. Yr. 10 10 55	Mo. Da. Yr. 10 10 58	8-3780-55-006

## SOURCE OF REQUEST

A.	B.	C. Request Approved By Signature And Initials C. Kickling Act 143-CP-53-0703
S.	D.	E.

## CLEARANCES

Clearance	Signature	Date	Clearance	Signature
A. Career Board	[Redacted]	2/1/58	D. Placement	[Redacted]
B. Post Control	[Redacted]	2/1/58	E. Approved By	[Redacted]
C. Classification	[Redacted]	2/1/58	F. Approved By	[Redacted]

Remarks 2 copies to Security.

W4-D4 attached

Done by [Signature]

8 Feb 1958

SECRET

(When Filled In)

## DD/P PERSONNEL DATA SHEET

NAME: AGE: 

DATE: 3 FEB 1958

AND DUTIES: OPS OFF (PP).

DD/P UNIT: FE  
REASSIGNMENTPRIMARY CAREER  
DESIGNATION:

DP

PRESENT GRADE: GS-13

PRESENT T/O SLOT: BF-3369

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-14

CIA TRAINING: ORIENT, BASIC &amp; ADVANCED PSYCH.

WARFARE SEMINAR, F&S BRIEFING, BOC,  
CPO, OC.PROPOSED T/O SLOT: BFF-710  
NUMBER AND GRADE: GS-14EDUCATION: 1943 HARVARD, AB IN HISTORY; 1943-44 YALE, 36 SEM HRS. IN FE  
POLITICS; 1947-48 JOHNS HOPKINS, 6 SEM HRS GOVT; 1950 U OF PENN, MA IN  
LANGUAGE PROFICIENCY: JAPANESE-LIMITED; GERMAN-LIMITED HISTORY

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-46 JAPANESE LANGUAGE SPECIALIST, US ARMY

1946-51 ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

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RECOMMENDED BY *[Signature]*

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, CFE/3

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Classify According  
To Standard.

## REQUEST FOR PERSONNEL ACTION 21 Oct. 1957

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Nat. Pres.	5. Sex	6. GS - EOD
		Mo / Da / Yr	Native Code		Mo / Do / Yr
7. SCD	8. CSC Refno.	9. CSC Or Other Legal Authority	10. Appointee	11. FICL	12. LCD
Mo / Do / Yr	Yes - 1 Code No - 2		Mo / Da / Yr	Yes - 1 Code No - 2	Yes - 1 Code No - 2

## PREVIOUS ASSIGNMENT

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

## ACTION

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

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

## SOURCE OF REQUEST

10. Request Approval Of S. (Signature And Title)  
SFC 363 11 NOV 1957Call (Name & Telephone Ext.)  
X 2957

## CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date	
A. Career Board			B. Placement			
B. Pos. Control			C. Approved By			
C. Classification			Approved By			
Remarks						

1152a  
3-6



S-E-C-R-E-T

This Notice Expires 3 October 1957

CSN NO. 1-138

CLANDESTINE SERVICES  
NOTICE NO. 1-138ORGANIZATION  
3 September 1957

## PERSONNEL ANNOUNCEMENT

## YZ DIVISION

Announcement is made of the appointment, effective  
3 September 1957, of [redacted] as Chief, YZ/5, vice  
[redacted], Acting Chief. [redacted] has resumed  
his position of Deputy Chief, YZ/5.

FRANK G. WISNER  
Deputy Director (Plans)Released by:  
Richard Helms  
Chief of Operations

S-E-C-R-E-T

S-E-C-R-E-T

This Notice Expires 9 September 1957

CLANDESTINE SERVICES  
NOTICE NO. 1-131

CSN NO. 1-131

ORGANIZATION  
7 August 1957

**PERSONNEL ANNOUNCEMENT**

**FE DIVISION**

Announcement is made of the designation, effective 5 August 1957,  
of [redacted]  
as Acting Chief, FE/5, vice [redacted]  
reassigned.

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

Bolcized by:  
Richard Helms  
Chief of Operations

S-S-C-R-E-T

FE/PT

S-E-C-R-E-T

This Notice expires 25 May 1957.

AMENDMENT TO  
FE NOTICE NO. 1-46

ORGANIZATION  
20 March 1957

**PAR EAST DIVISION NOTICE**

**SUBJECT:** Personnel Assignment

The designation of [redacted] as Acting Deputy Chief,

FE/5 is effective 1 April 1957.

[redacted]  
ALFRED C. ULMER, JR. ✓  
Chief, Far East Division

**Distribution:**  
FE Staff & Branches  
SEA/DEG  
RI

S-E-C-R-E-T

14-0650  
S-E-C-R-S-T

This Notice expires 15 May 1957

FE NOTICE NOA-46

ORGANIZATION  
20 March 1957

PAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

Effective 15 April 1957, [redacted]

is designated Acting

Deputy Chief, FE/S, vice Mr. [redacted]

[redacted]  
reassigned.

[redacted]  
ALFRED C. WOOD, JR.  
Chief, Par East Division

Distribution:

FE Staffs and Branches  
GSA/IDS

RI

S-E-C-R-S-T

STANDARD FORM 52  
APPROVED BY THE  
U. S. GOVERNMENT COMMISSION  
OF PUBLIC CONTRACTS  
GENERAL CHAPTER D

## REQUEST FOR PERSONNEL ACTION

UNVOUCHERED  
VOUCHERED

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

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			11 Nov. 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Reassignment</b>			
6. POSITION (Specify whether establish, change grade or title, etc.)			
FROM— Ops Officer (PP) BFF-923 GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5		A. POSITION TITLE AND NUMBER B. SERVICE GRADE AND SALARY C. ORGANIZATIONAL DESIGNATIONS D. HEADQUARTERS E. FIELD OR DEPARTMENTAL	TO— Area Ops Officer (Ch) BF-301/3 GS-0136.01-13 \$8990.00 P/A DDP/FE Branch 5 F. FIELD OR DEPARTMENTAL
X FIELD	DEPARTMENTAL	X FIELD	DEPARTMENTAL
7. REMARKS (Use reverse if necessary) <i>Transfer of funds unvouchered to Vouchered W/ ATTACHED 2 copies to security</i>			
8. APPROVAL Personnel Officer and telephone extension:		9. REQUEST APPROVED BY Signature: <i>Approved by</i> Title: <i>NOV 20 1956</i>	
10. VETERAN PREFERENCE NONE <input type="checkbox"/> OTHER <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> DISAB. OTHER		11. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <b>SD:DP</b>	
12. APPROPRIATION FROM: 7-3745-55-012 TO: 7-3700-20		13. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	
14. STANDARD FORM 50 REMARKS <i>RE</i>		15. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) CLAIMED <input type="checkbox"/> PROVED STATE: <i>NY</i>	
16. CLEARANCES A. <i>RE</i> B. CEIL. OR POS. CONTROL <i>773</i> C. CLASSIFICATION D. PLACEMENT OR EXPL. <i>OP-A</i> <i>11/26/56</i>		17. INITIAL OR SIGNATURE <i>RE</i> DATE <i>NOV 20 1956</i> REMARKS <i>RE</i>	

~~SECRET~~

## DD/P PERSONNEL DATA SHEET

NAME: [REDACTED]

AGE: [REDACTED]

DATE: 14 Sept 56

STATION: Washington, D.C.  
AND DUTIES: Area Ops. Off. (Ch.) DD/P UNIT: PEPRIMARY CAREER  
DESIGNATION: SD:DP

PRESENT GRADE: GS-13

PRESENT T/O SLOT BPP-923  
NUMBER AND GRADE GS-13

PROPOSED GRADE: GS-13

PROPOSED T/O SLOT: BP-303  
NUMBER AND GRADE: GS-13/14

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

EDUCATION: 1940-43 - A.B. Harvard University - History, Govt., Economics  
1943-44 - Yale, Far East Japanese, Certificate  
January 1950 - U. of Pennsylvania, History - M.A.

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SGU-OSS):

1943-1946 - U.S. Army, Cpl., MIS Japanese Language Specialist  
1946-1951 - Asst. Professor of History, Eckerson College, Pennsylvania

RECOMMEND BY:	CONCURRENCES:
RECOMMENDATION OF CAREER SERVICE BOARD:	
Approved 11/4/20 1956	
Subject Prom., GS-13, 9 October 1955 Rank In Grade - 61st of 95	

SECRET

~~SECRET~~

UNVOCHEERED

STANDARD FORM 52 PRINTED BY THE U. S. GOVERNMENT PRINTING OFFICE FOR THE ARMY ARMY REGULATIONS ARMY CHARTER 1950			
<b>REQUEST FOR PERSONNEL ACTION</b>			
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.			
1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)		2. DATE OF BIRTH	3. REQUEST NO.
			4. DATE OF REQUEST 30 AUG. 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Conversion			
6. POSITION (Specify whether establish, change grade or title, etc.)			
7. POSITION TITLE AND NUMBER Ops Officer(PP) BFF-923 Info. Officer GS-0136.31-13 \$8990.00 P/A \$8015.00 P/A DDP/PZ Branch 5		8. SERVICE GRADE AND SALARY GS-0136.31-13 \$8990.00 P/A	9. C. S. OR OTHER LEGAL AUTHORITY C.O.B.
10. ORGANIZATIONAL DESIGNATIONS DDP/FE Branch 5		11. HEADQUARTERS	12. APPROVED 25 AUG. 1956
13. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		14. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL DF	
15. REMARKS (Use reverse if necessary)			
16. REQUEST APPROVED AT Signature _____ Title _____			
17. VETERAN PREFERENCE None <input type="checkbox"/> WWII <input type="checkbox"/> OTHER C. S. <input type="checkbox"/> 19 MONTHS <input checked="" type="checkbox"/> OASD (OTHER)		18. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> INC <input type="checkbox"/> C. S. <input type="checkbox"/> RECALL SD:DP	
19. APPROVAL NUMBER FROM 7-3745-55-042 <i>6/6</i> M TO Barn		20. SUBJECT TO C. S. RETIREMENT ACT Yes <input type="checkbox"/>	
21. STANDARD FORM 50 REMARKS Completed in by 6/6/56 31 AUG 1956			
22. CLEARANCES		INITIAL OR SIGNATURE	DATE
A.		<i>WLR</i>	1956
B. CIVIL OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EXPL		<i>7/1/56</i>	1956
E.			
F. APPROVED BY		<i>B/Army 1956</i>	

SECRET

STANDARD FORM 52 PRODUCED BY THE U. S. CIVIL SERVICE COMMISSIONER DIVISION OF FEDERAL PERSONNEL BUREAU, CHAPTER IV		UNVOUCHERED					
<b>REQUEST FOR PERSONNEL ACTION</b>							
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.							
1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST				
[Redacted]	[Redacted]		5 Aug. 55				
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  Promotion		6. EFFECTIVE DATE A. PROPOSED:					
B. POSITION (Specify whether establish, change grade or title, etc.)		7. C.G. OR OTHER LEGAL AUTHORITY					
FROM— Ops Officer (PP) BFF-923-12 GS-0136.31-12 \$8790.00 P/A 7715 DDP/PE Branch 5		TO— Ops Officer (PP) BFF-923-12 GS-0136.31-13 \$8990.00 P/A DDP/PE Branch 5					
8. POSITION TITLE AND NUMBER	9. SERVICE, GRADE, AND SALARY	10. ORGANIZATIONAL DESIGNATIONS	11. HEADQUARTERS				
[Redacted]	[Redacted]	[Redacted]	[Redacted]				
12. FIELD OR DEPARTMENTAL	X FIELD	13. FIELD OR DEPARTMENTAL	DEPARTMENTAL 50-69				
14. REMARKS (Use reverse if necessary)							
Pers. Data Sheet, Recommendation, Job Description and Fitness Report attached.							
15. VETERAN PREFERENCE		16. POSITION CLASSIFICATION ACTION					
ROK: X	WWII: X	OTHER: X	TO: 100% PAY DISAB OTHER	NEW: X	VICC: X	I.A.: X	REAI: X
SD: DD							
17. APPROPRIATION FROM: 6-3715--55-042	18. SUBJECT TO C.G. RETIREMENT ACT (YES-NO)		19. DATE OF APPOINT- MENT APPROVALS (ACCSSIONS ONLY)		20. LEGAL RESIDENCE CLAIMED: <input type="checkbox"/> PROVED: STATE:		
TO: Same	Yes						
21. STANDARD FORM 50 REMARKS				Approved SEP 13 1955			
22. CLEARANCES		INITIAL OR SIGNATURE		DATE		REMARKS	
A.		[Signature]		1955 10/29		[Redacted]	
B. CECI OR POS CONTROL		[Signature]		10/29		[Redacted]	
C. CLASSIFICATION		[Signature]		10/29		[Redacted]	
D. PLACEMENT OR EXPL.		[Signature]		10/29		[Redacted]	
E.		[Signature]		10/29		[Redacted]	
F.		[Signature]		10/29		20 Sept 55	

**SECRET**

DD/P

## PERSONNEL DATA SHEET

NAME: [REDACTED]

AGE: [REDACTED]

DATE: 9 September 1955

AND DUTIES: Ops Officer

PRIMARY CAREER  
DD/P UNIT: FE DESIGNATION: PP

PRESENT GRADE: GS-12

PRESENT T/O SLOT: BFF-923

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-12/13

CIA TRAINING: Orientation 2-5 Oct 51

Basic Psychological Warfare Seminar - May 52

PROPOSED T/O SLOT: BFF-923

Advanced " " " " " Nov 52

NUMBER AND GRADE: GS-12/13

EDUCATION: 1940 - 1943, A.B. Harvard U, History, Government, Economics

1943 - 1944, Yale, Far East Japanese, Certificate

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

LANGUAGE PROFICIENCY: Japanese, German

ASSESSMENT: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943 - 1946, U.S. Army, Cpl, MIS Japanese language specialist  
1946 - 1951, Asst Professor of History, Eickenson College, Pennsylvania

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

RECOMMENDED BY:	CONCURRENCES:
[REDACTED]	
Chief, FE/5	

RECOMMENDATION OF CAIGER SERVICE BOARD:

Subject promoted GS-12,  
26 April 1955

265 55 11 01 VIII.22

OFFICE OF PERSONNEL

**SECRET**

14-00000  
**SECRET**

MEMORANDUM FOR: FE/Personnel

FROM : Chief, FE/5

SUBJECT : Promotion of [redacted]

1. [redacted] holds the position of senior EUCAGE officer in the [redacted]  
[redacted]

2. The position that [redacted] occupies calls for a considerable degree of initiative, diplomacy and resourcefulness. [redacted] has demonstrated that he possesses these qualities having displayed sound judgement in dealing with a service where many policy problems have to be met and solved. In addition, as will be noted from the attached recommendation from the field,  
[redacted]

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

4. [redacted] is recommended for promotion to GS-13.  
[redacted]

Chief, FE/5

**SECRET**

STANDARD FORM 52  
FEBRUARY 1951  
GSA GEN. REG. NO. 27  
12-1000-1  
1. REQUEST FOR PERSONNEL ACTION

SECRET

REQUEST FOR PERSONNEL ACTION Information

UNVOUCHERED

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

1. NAME (Mr. - Miss - Mrs. - One given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[Redacted]	[Redacted]		17 Aug 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: 20 Dec 53	
B. POSITION (Specify whether establish, change grade or title, etc.)		7. C. S. OR OTHER LEGAL AUTHORITY [Signature]	
FROM— Operations Officer (FO)      BP-93 OS-132-12    \$7040.00 p/a		Intelligence Officer      GS-12      S-5-12 GS-12    \$7040.00 p/a	
DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect. Washington, D. C.		DDP/FE [Signature] - [Signature] - [Signature] [Signature]	
FIELD	DEPARTMENTAL	FIELD	DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Vouchered Funds

CST 1074					
rel Officer (phone extension)	D. REQUEST APPROVED Signature _____ Title: PP/CS				
II. VETERAN PREFERENCE					
None	WWII	OTHER	S.P.T.	10. APPROPRIATION	11. POSITION CLASSIFICATION ACTION
				FROM: 4-3700-20	NEW VICK I.A. REAL
SLX	RACE	TO:		12. SUBJECT TO C.S. RETIREMENT ACT (1953-ND)	CD: PP
P!	W	4-3745-55-012		13. DATE OF APPOINTMENT/RETIREMENT/ADJUDICATE (ACCUSSIONS ONLY)	14. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE:
21. STANDARD FORM 50 REMARKS					

E date 3. K  
per FE

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CCIL OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL	OT		
E.			
F. APPROVED BY	SECRET		

STANAG FORM 52  
PROTÉGÉE PAR LE  
S. S. C. - THE WARRENS CORPUS  
POUR LES PERSONNELS  
SÉCURITÉ CHIEN

*Wingard Cw* • *1/1005-6*

# REQUEST FOR PERSONNEL ACTION

**SECRET**

UNVOUCHERED

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

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			17 Aug 53
5. NATURE OF ACTION REQUESTED: A. PROMOTION (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
		7. APPROVED:	
<b>FROM</b> Operations Officer (PW)      EP-93 GS-12 370h0.00 p/a  <b>DDP/FE</b> Political & Psychological Warfare Political & Psychological Warfare Sect.  Washington, D. C.		<b>TO</b> Intelligence Officer (PP)      S-5-12 GS-12 370h0.00 p/a  <b>DDP/FE</b> Political & Psychological Warfare Sect.  Washington, D. C.	
8. FIELD	DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	FIELD
<b>A. REMARKS</b> (Use reverse if necessary)		<b>C#1074</b>	

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Voucherized Funds

8. REQUESTED BY (Name and title)		9. REQUEST APPROVED BY Signature: _____ Title: _____	
<b>E</b> VP Personnel Officer (Name and telephone extension) sion 3157			
10. VETERANS PREFERENCE		11. POSITION CLASSIFICATION ACTION	
HOME	WAD OFFICER	10 POINT DISAB. OTHER	NEW VICE I.A. REPL
CEX	14. APPROPRIATION FROM	15. SUBJECT TO C. R. RETIREMENT ACT (YES - NO)	16. DATE OF APPOINTMENT AFFIDAVITS (EXCLUSIVELY ONLY)
PAGE	4-3700-20		PP
M	TO	4-3745-55-C-12	17. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE: _____
21. STANAG FORM 52 REMARKS			
22. CLEARANCES		INITIAL OR SIGNATURE	DATE
A.			
B. CTR. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENCL.			
E.			
F. APPROVED BY			

**SECRET**

Security Information

SECRET  
Security Information

PP Career Service Officer

1 Sept 1953

Chief, FE

Transfer of [redacted]

1. Request for transfer of subject from the FE Division PP Staff T/O to the T/O of FE Branch 5 in order that he may be assigned as Senior PP Officer [redacted] was made 17 August 1953. The Branch was notified that no action would be taken until indication was given regarding Subject's fulfillment of training requirements.
2. Subject has satisfied Phase I by virtue of his 2 years' experience. He will undertake to complete his training beginning 5 October 1953 on which date he has been enrolled in the Phase II Course.

GEORGE E. AURELL

FE-5/[redacted]

Distribution:

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

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

[redacted]  
PP/CS

SECRET  
Security Information

**SECRET**

SECURITY INFORMATION

<small>STANDARD FORM 52 FEBRUARY 1950 U. S. GOVERNMENT PRINTING OFFICE 1954 EDITION - 1954 EDITION GARIBOLDI, CHIEF OF STAFF</small>																											
<b>REQUEST FOR PERSONNEL ACTION</b>		<b>VOUCHERED FUNDS</b>																									
<b>REQUESTING OFFICE:</b> 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.																											
<b>1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)</b> <b>Joseph B. SMITH</b>		<b>2. DATE OF BIRTH</b> <del>1910-01-01</del>	<b>3. REQUEST NO.</b> <b>27 Mar 53</b>																								
<b>4. NATURE OF ACTION REQUESTED:</b> <b>A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)</b> <b>Promotion</b>		<b>5. EFFECTIVE DATE A. PROPOSED:</b> <del>1953-04-01</del>	<b>6. C.S. OR OTHER LEGAL AUTHORITY</b> <i>Sta-</i>																								
<b>7. POSITION (Specify whether establish, change grade or title, etc.)</b> <b>FROM - Operations Officer (PW) EF-93-11</b>		<b>TO - Operations Officer (PW) EF-93</b>																									
<b>GS-132-11 \$5940.00 p/a</b> <b>DDP/FE</b> <b>Political &amp; Psychological Warfare Staff</b> <b>Political &amp; Psychological Warfare</b> <b>Section</b> <b>Washington, D.C.</b>		<b>8. SERVICE GRADE AND SALARY</b> <b>GS-132-12 \$7040.00 p/a</b> <b>DDP/FE</b> <b>same</b> <b>same</b> <b>same</b> <b>same</b>	<b>9. ORGANIZATIONAL DESIGNATIONS</b> <b>10. HEADQUARTERS</b>																								
<input checked="" type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD 99 DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																								
<b>11. REMARKS (Use reverse if necessary)</b> <b>Position description is attached.</b>																											
<b>B. REQUESTED BY (Name and title)</b> <b>Kathryn J. Key, Personnel Officer</b>		<b>C. REQUEST APPROVED BY</b> <b>Signature: Kathryn J. Key</b>																									
<b>D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)</b> <b>Mary Lee Mitchell 2847 - 2314</b>		<b>E. TITLE</b> <b>Personnel Officer</b>																									
<b>13. VETERAN PREFERENCE</b> <table border="1"> <tr> <td>None</td> <td>W.H.</td> <td>Other Spec.</td> <td>11. POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				None	W.H.	Other Spec.	11. POINT																				
None	W.H.	Other Spec.	11. POINT																								
<b>14. POSITION CLASSIFICATION ACTION</b> <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>L.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				NEW	VICE	L.A.	REAL																				
NEW	VICE	L.A.	REAL																								
<b>15. SEX</b> <b>RACE</b> <b>From: 3700-20</b> <b>To: EF-93</b>		<b>16. SUBJECT TO C. S. RETIREMENT ACT (75-No)</b> <b>17. DATE OF APPOINTMENT AFFIDAVIT (ADMISSIONS ONLY)</b> <b>18. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE:</b>																									
<b>21. STANDARD FORM 54 REMARKS</b>																											
<b>22. CLEARANCES</b> <table border="1"> <tr> <td>A.</td> <td>INITIAL OR SIGNATURE</td> <td>DATE</td> <td>REMARKS</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B. CEIL OR POS. CONTROL</td> <td></td> <td></td> <td></td> </tr> <tr> <td>C. CLASSIFICATION</td> <td></td> <td></td> <td></td> </tr> <tr> <td>D. PLACEMENT OR EMPL</td> <td><i>TH/mile</i></td> <td><i>11/10/53</i></td> <td></td> </tr> <tr> <td>E.</td> <td></td> <td></td> <td></td> </tr> </table>				A.	INITIAL OR SIGNATURE	DATE	REMARKS					B. CEIL OR POS. CONTROL				C. CLASSIFICATION				D. PLACEMENT OR EMPL	<i>TH/mile</i>	<i>11/10/53</i>		E.			
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C. CLASSIFICATION																											
D. PLACEMENT OR EMPL	<i>TH/mile</i>	<i>11/10/53</i>																									
E.																											
<b>F. APPROVED BY</b> <b>Colonel H. Powell 13 Apr 53 SECRET</b>																											

~~CONFIDENTIAL~~

PERSONNEL ACTION REQUEST				REGISTER NO.																																																												
NAME <i>Reassignment</i>	REQUESTED EFFECTIVE DATE <i>30 Mar.</i>																																																															
REASONE OF ACTION <i>Promotion</i>	REASON LEAVING (VOLUNTARY)																																																															
TITLE Intelligence Officer	LAST WORKING DAY <i>Clo</i>																																																															
GRADE AND SALARY GS-9 \$35060.00 p/a	EMPLOYEE'S SIGNATURE																																																															
OFFICE OPC	TO Intelligence Officer																																																															
DIVISION FE																																																																
BRANCH AND SECTION Plans Branch Slot 521	Plans and Operations Br. Psychological Warfare Unit																																																															
OFFICIAL STATION Washington, D. C.	Washington, D. C.																																																															
DEPARTMENTAL <input checked="" type="checkbox"/>	PERIOD <input type="checkbox"/>	DEPARTMENTAL <input checked="" type="checkbox"/>	PERIOD <input type="checkbox"/>																																																													
REMARKS <i>(Slot 521) JK</i>	<i>132</i>																																																															
<i>1389</i>																																																																
<p>RECOMMENDED:</p> <p><u>11 February 1952</u></p> <p>(DATE)</p> <p>FOR USE OF PERSONNEL ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">PLACEMENT</td> <td colspan="2">TRANSACTIONS AND RECORDS</td> </tr> <tr> <td colspan="2">DATE QUALITY</td> <td colspan="2">APPROPRIATION</td> </tr> <tr> <td colspan="2">CLEAR</td> <td colspan="2">EXERCISES</td> </tr> <tr> <td>DATE</td> <td>TYPE</td> <td>DATE</td> <td>TYPE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DATE</td> <td colspan="3">SIGNATURE</td> </tr> <tr> <td></td> <td colspan="3"><i>3-25-52</i></td> </tr> <tr> <td colspan="4">CLASSIFICATION</td> </tr> <tr> <td colspan="2">ROUTINE NO. <i>6446</i></td> <td colspan="2">C.B.C.M.A.</td> </tr> <tr> <td>TYPE</td> <td>VIA</td> <td>L.A.</td> <td>DATE APPROVED <i>3-13-52</i></td> </tr> <tr> <td></td> <td></td> <td></td> <td>INITIALS <i>DRG-51</i></td> </tr> <tr> <td>DATE <i>3/13/52</i></td> <td colspan="3">APPROVALS</td> </tr> <tr> <td>APPROVAL DATE</td> <td colspan="3">SUBJECT TO SECURITY CLEARANCE</td> </tr> <tr> <td></td> <td colspan="3">SIGNATURE OF EXECUTIVE</td> </tr> <tr> <td>DATE <i>Mar 1 1952</i></td> <td colspan="3">SIGN</td> </tr> </table>					PLACEMENT		TRANSACTIONS AND RECORDS		DATE QUALITY		APPROPRIATION		CLEAR		EXERCISES		DATE	TYPE	DATE	TYPE					DATE	SIGNATURE				<i>3-25-52</i>			CLASSIFICATION				ROUTINE NO. <i>6446</i>		C.B.C.M.A.		TYPE	VIA	L.A.	DATE APPROVED <i>3-13-52</i>				INITIALS <i>DRG-51</i>	DATE <i>3/13/52</i>	APPROVALS			APPROVAL DATE	SUBJECT TO SECURITY CLEARANCE				SIGNATURE OF EXECUTIVE			DATE <i>Mar 1 1952</i>	SIGN		
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			INITIALS <i>DRG-51</i>																																																													
DATE <i>3/13/52</i>	APPROVALS																																																															
APPROVAL DATE	SUBJECT TO SECURITY CLEARANCE																																																															
	SIGNATURE OF EXECUTIVE																																																															
DATE <i>Mar 1 1952</i>	SIGN																																																															

FORM NO. 37-3  
GSA 1950

~~CONFIDENTIAL~~

PERSONNEL ACTION REQUEST				REGISTER NO.
NAME		REQUESTED EFFECTIVE DATE <i>17 Sept 51</i>		
NATURE OF ACTION <i>Encrypted Appointment</i>		WITH LEAVING (VOUCHERED)		
		LAST WORKING DAY:		
		EMPLOYEE'S SIGNATURE:		
FROM		TO		
TITLE		<i>Intelligence Officer</i>		
GRADE AND SALARY		<i>AS-9, \$4600 p/a</i>		
OFFICE <i>S. C. 29 Aug. 51</i>		OPC		
DIVISION		FE		
BRANCH AND SECTION		<i>Plans Branch</i>		
OFFICIAL STATION		<i>Washington, D. C.</i>		
DEPARTMENTAL <input type="checkbox"/>		FIELD <input type="checkbox"/>	DEPARTMENTAL <input checked="" type="checkbox"/>	FIELD <input type="checkbox"/>
REMARKS <i>C#1314</i>		<i>132</i>		
S-94 71302		<i># 8003</i>		
RECOMMENDED: <i>12 June 1951</i>		Chief FE Division		
FOR USE OF PERSONNEL ONLY				
PLACEMENT		TRANSACTIONS AND RECORDS		
DATE OF APPROVAL		APPROPRIATION <i>21235700</i>		
CLEARANCE REQUESTED		ALLOTMENT <i>2.017</i>		
DATE		TYPE	DATE	TYPE
DATE		C. S. C. AUTHORITY		
SIGNATURE		DATE SIGNATURE <i>7-19-51</i>		
CLASSIFICATION				
REF ID: A		C. S. C. NO. <i>3051</i>		DATE APPROVED <i>6/2/49</i>
NEW	VAC	L.A.	<input checked="" type="checkbox"/>	APPROVALS
DATE <i>6/26/52</i>		DATE <i>6/26/52</i>		DATE <i>JUN 02 1951</i>
REF ID: B				

CONFIDENTIAL

## REPORT OF INTERVIEW

28 May 1951 1950

Name of Candidate [redacted]

Position Considered for I.O. Office IR-3 Interviewer [redacted]

Personal Appearance	Dignified..... Well-groomed... Wide-Awake... Impressive....	Natural..... Clean..... Stolid..... Ordinary....	Awarded..... Slovenly... Apathetic... Insignificant
Personality	Persuasive..... Imperturbable... Cheerful..... Straight-forward Modest..... Dominant.....	Responsive... Steady..... Tremendous... Despondent... Complacent... Confident... X	Taciturn... Excitable... Defected... Evasive... Conceited... Submissive...

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

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

Previous intelligence or related experience MIS Language School

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

## General Recommendation

1. [redacted]  
2. [redacted]

## Specific Recommendation for employment

Position French Division \_\_\_\_\_

Location \_\_\_\_\_

Salary Level \_\_\_\_\_

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

(Enter any additional remarks)

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## REPORT OF INTERVIEW

1/28/58

Name of Candidate Position Considered for  Office Interviewer 

## Personal

Appearance	Dignified.....	Natural.....	✓
	Well-groomed..	Clean.....	✓
	Wide-Awake....	Stolid.....	✓
	Impressive....	Ordinary....	

Awarded....	
Slovenly...	
Apathetic..	
Insignificant	

## Personality

Persuasive....	Responsive.....
Imperturbable..	Steady.....
Cheerful.....	Traumatic....
Straight-forward	Reserved....
Honest.....	Complacent...
Dominant.....	Confident...

Treacherous....	
Excitable...	
Defected....	
Evasive.....	
Conceited...	
Submissive...	

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

Area Knowledge Study Fac E&EPrevious intelligence or related experience Top SecretSalary level requested \$659 Lowest salary acceptable \$5000.

## General Recommendations:

1. Candidate is not recommended for employment. Reasons 2. 

## Specific Recommendation for Employment:

Position:  Branch:  Division: Location: Salary level: Recommendation as to potential value of candidate to the organization in other than the position immediately under consideration:  Our >(Enter any additional information or remarks if any.) Signature of Interviewer 

CONFIDENTIAL

not - being met. & D.

off - out at the time. the 7 early returns  
the first or - most likely  
about 1000 ft. with many of them

survived and fig 51

MILITARY STATUS QUESTIONNAIRE						THIS DATE
NAME (PRINT)			ADDRESS	PHONE	BIRTH DATE (MONTH DAY YEAR)	EXPIRATION DATE
SEX	MALE <input checked="" type="checkbox"/>	FEMALE <input type="checkbox"/>	NAME	GRADE	MARITAL STATUS <input type="checkbox"/> 121 SINGLE <input checked="" type="checkbox"/> 122 MARRIED <input type="checkbox"/> 123 DIVORCED <input type="checkbox"/> 124 WIDOWED <input type="checkbox"/> 125 SEPARATED	
NO. OF DEPENDENTS (INCLUDE WIFE)	AGENCY ASSIGNMENT		DIVISION		CODE	
2	POSITION OR TITLE				GRADE	CODE
PRESENT DRAFT STATUS						
(1A) HAVE YOU REGISTERED FOR DRAFT?		(1B) YES <input type="checkbox"/>		(1C) NO <input checked="" type="checkbox"/>		
(1D) IF YES, CHECK YOUR PRESENT DRAFT CLASSIFICATION BELOW						
<input type="checkbox"/> 1A AVAILABLE FOR MILITARY SERVICE, AGES 18-26. <input type="checkbox"/> 1B CONSCIENTIOUS OBJECTOR, BUT AVAILABLE FOR NON-COMBATANT DUTY. <input type="checkbox"/> 1C MEMBER OF ANY ACTIVE BRANCH OF MILITARY SERVICE MUST BE ON FULL DUTY. <input type="checkbox"/> 1D MEMBER OF ANY RESERVE COMPONENT OF MILITARY SERVICE, CANNOT BE CALLED BY DRAFT BOARDS. CALLED ONLY BY MILITARY SERVICE CONCERNED.		<input type="checkbox"/> 2A OFFICIAL DEFERRED BY LAB. <input type="checkbox"/> 2C ALIEN. <input type="checkbox"/> 2D MINISTER OF RELIGION OR DIVINITY STUDENT. <input type="checkbox"/> 2E CONSCIENTIOUS OBJECTOR - OPPOSED TO BOTH COMBATANT AND NON-COMBATANT SERVICES. <input type="checkbox"/> 2F PHYSICALLY OR OTHERWISE UNFIT FOR SERVICE. <input type="checkbox"/> 2G MAN WHO HAS ATTAINED THIRTY-SIXTH BIRTHDAY, NOT LIABLE TO INDUCTION UNDER PRESENT ACT.				
LOCAL DRAFT BOARD						
NAME		NO.				
ADDRESS		(Street and No.)				
The remainder of this form will be filled out only by personnel who have performed duty in any of the U.S. Armed Services, Merchant Marine or any foreign military organization.						
SERVICE RECORD						
1. CHECK ORGANIZATIONS IN WHICH YOU HAVE SERVED:						
<input type="checkbox"/> 111 ARMY <input type="checkbox"/> 121 NAVY <input type="checkbox"/> 131 MARINE CORPS		<input type="checkbox"/> 141 AIR FORCE <input type="checkbox"/> 151 COAST GUARD <input type="checkbox"/> 161 MERCHANT MARINE		<input type="checkbox"/> 171 NATIONAL GUARD <input type="checkbox"/> 181 FOREIGN MILITARY ORGANIZATION		
2. LENGTH OF ACTIVE DUTY IN THE U.S. ARMED SERVICES (INCLUDING TRAINING, TOURS)						
				YEARS	MONTHS	
<input type="checkbox"/> 111 WORLD WAR I AND ALL PRIOR DUTY <input type="checkbox"/> 121 BETWEEN WORLD WAR I AND WORLD WAR II <input type="checkbox"/> 131 WORLD WAR II <input type="checkbox"/> 141 SINCE WORLD WAR II				2	11	
ACTIVE DUTY TO DATE (TOTAL) — — — — —						
3. FURNISH THE FOLLOWING DATA AS TO YOUR COMMISSIONED OR ENLISTED STATUS UPON SEPARATION						
<input type="checkbox"/> 111 COMMISSIONED <input type="checkbox"/> 121 ENLISTED						
NAME OF SERVICE		RANK, GRADE OR RATING	ARM. BRANCH OR CORPS	LAST SERIAL, SERVICE OR FILE NO.		
ARMY		T/S Grade	HIS	11 081 139		
DO NOT WRITE IN SPACES BELOW						

## 4. CHECK TYPE OF SEPARATION:

- (11)  RETIREMENT FOR AGE  
 (12)  RETIREMENT FOR SERVICE  
 (13)  RETIREMENT FOR COMBAT DISABILITY  
 (14)  RETIREMENT FOR OTHER PHYSICAL DISABILITY  
 (15)  SEPARATED (POINTIS, CATEGORY, ETC.) **length of service category**  
 (16)  RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY OR INTEREST  
 (17)  RELEASE BECAUSE OF UNDUE HARSHIPS

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

COMMISSIONED \_\_\_\_\_

SERVICE \_\_\_\_\_

ARM, BRANCH OR CORPS \_\_\_\_\_

RANK, GRADE OR RATING \_\_\_\_\_

SERVICE, SERIAL OR FILE NO. \_\_\_\_\_

6. ARE YOU NOW IN THE NATIONAL GUARD? (11) YES  (12) NO

(13) IF YES, WHAT UNIT?

(14) DID YOU ENTER FEDERAL ARMED FORCES THROUGH NATIONAL GUARD? (11) YES  (12) NO 

7. DO YOU HAVE RESERVE STATUS? (11) YES-INACTIVE  (12) YES-ACTIVE  (13) NO

(14) ARE YOU ASSIGNED TO AN AGENCY UNIT?

(11) YES  (12) NO 

(13) IF NO, WHAT IS YOUR ASSIGNMENT?

NONE \_\_\_\_\_

(14) IS YOUR ASSIGNMENT AN ORGANIZED UNIT? (11) YES  (12) NO 

8. DO YOU HAVE A HOSTILIZATION ASSIGNMENT?

(11) YES  (12) NO 

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

REMARKS:

**SECRET**

**REPRODUCTION MASTERS**

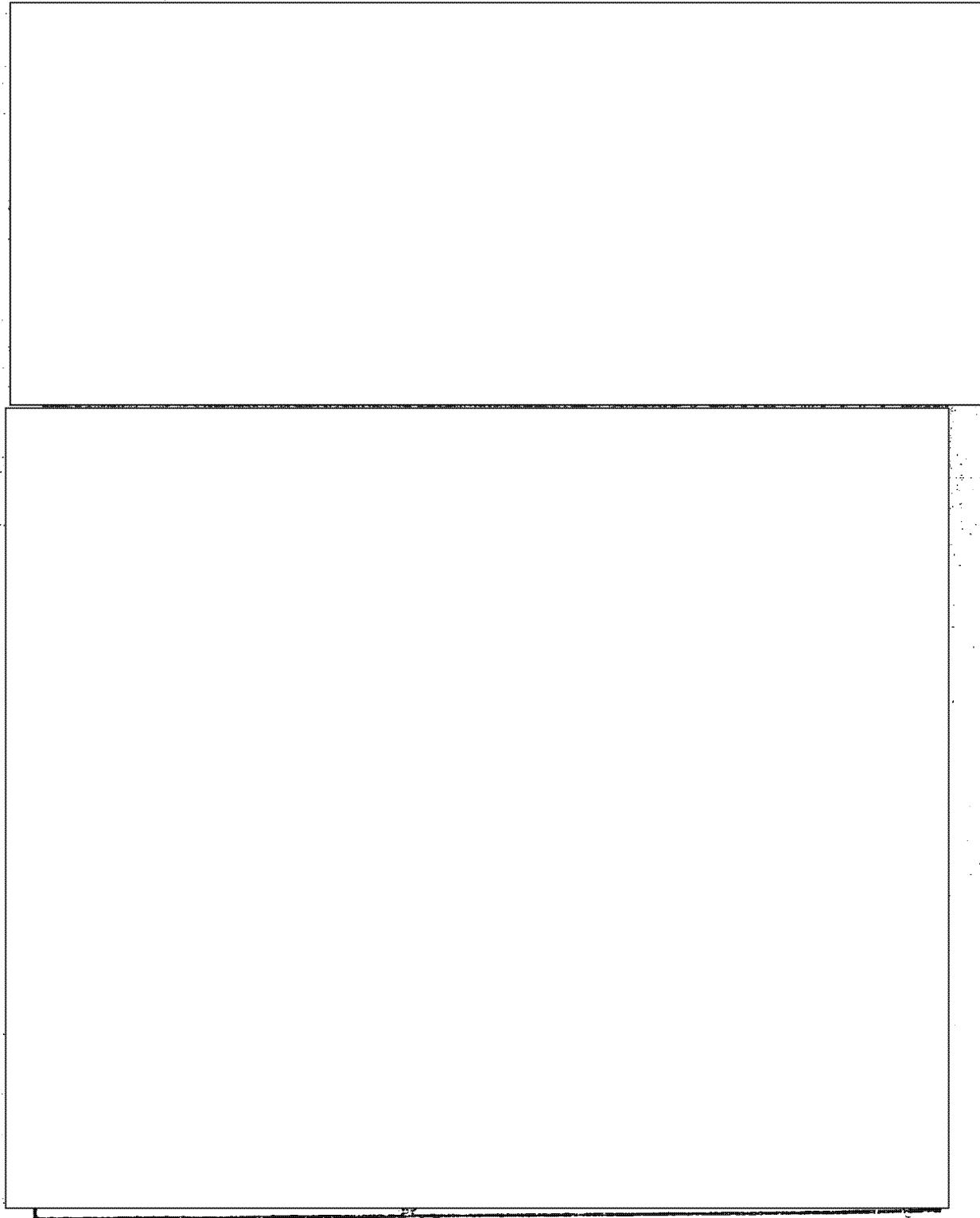
**SECRET**

**BIOGRAPHY**

**BIOGRAPHIC PROFILE**

**SECRET**

**Handle with Care**

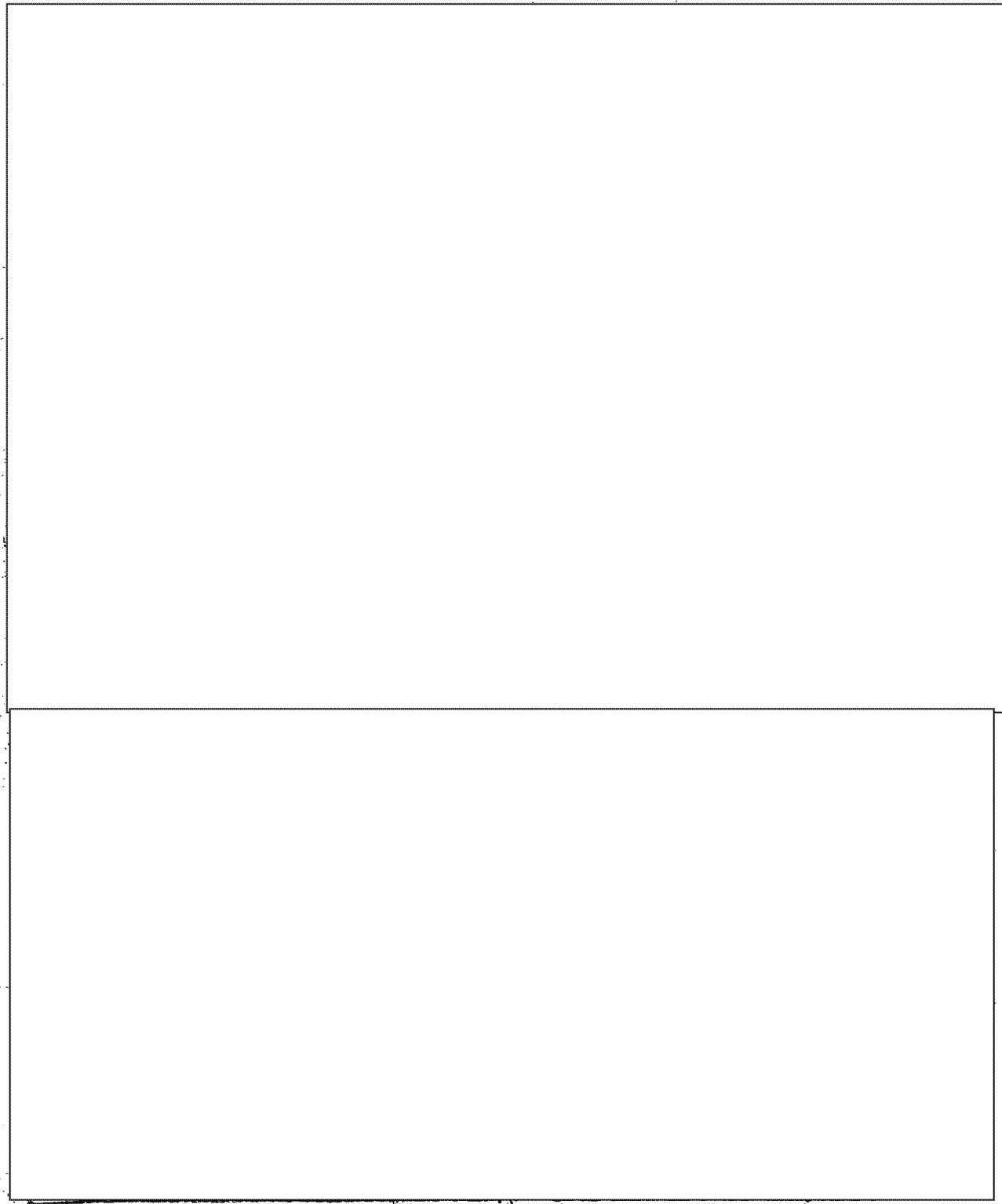


FORM 1551 USE PREVIOUS EDITIONS  
3-73

SECRET

E.O. 14176

113-20-42



155 100-00000

100-00000

File No. K-1480  
21 July 1960

**SECRET**

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

SUBJECT :

A large rectangular box with a black border, occupying most of the page below the subject line.

ccl: SSD/OS.

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

100-1580a

SECRET

100-1580a

15

## RECORD OF LEAVE DATA

1. [Redacted]	Mr. - Mrs. - Miss	2. SOCIAL SECURITY NO.	3. FOR AGENCY USE																																																								
4. DATE AND NATURE OF SEPARATION <b>RETIREMENT 063073</b>		5. A. SUBJECT TO 5 USC 6304(B) 147 days leave entitlement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO B. LAST DATE SUBJECT TO 5 USC 6304(B)																																																									
6. TOTAL SERVICE FOR LEAVE (use of date of separation)		C. ANNUAL LEAVE BALANCE AS OF THAT DATE (Hours)																																																									
<input type="checkbox"/> Less than 15 years (above) _____ years _____ months _____ days		<input type="checkbox"/> 15 Years or more																																																									
SUMMARY OF ANNUAL AND SICK LEAVE			SUMMARY OF HOME LEAVE (17.17.1)																																																								
<table border="1"> <thead> <tr> <th>MO.</th> <th>DAY</th> <th>YEAR</th> <th>ANNUAL</th> <th>SICK</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>00</td> <td>73</td> <td>360</td> <td>2019</td> </tr> </tbody> </table>			MO.	DAY	YEAR	ANNUAL	SICK	01	00	73	360	2019	18. Basic service period of 24 months of continuous service attained <table border="1"> <thead> <tr> <th>MO.</th> <th>DAY</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>11</td> </tr> </tbody> </table> 19. Current 12 months accrual period began on _____ Hours absence without pay since that date: _____ <table border="1"> <thead> <tr> <th>MO.</th> <th>DAY</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> 20. Current balance in accrual as of _____ No. days: 64 <table border="1"> <thead> <tr> <th>MO.</th> <th>DAY</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> 21. Twelve months accrual rate as of date of separation No. days: 15 <table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> </tr> <tr> <th>MO.</th> <th>DAY</th> <th>YEAR</th> <th>MO.</th> <th>DAY</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> 22. Dates leave used prior to 24 months: <table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> </tr> <tr> <th>MO.</th> <th>DAY</th> <th>YEAR</th> <th>MO.</th> <th>DAY</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	MO.	DAY	YEAR	11	11	11	MO.	DAY	YEAR	0	0	0	MO.	DAY	YEAR	0	0	0	FROM	TO	MO.	DAY	YEAR	MO.	DAY	YEAR	0	0	0	0	0	0	FROM	TO	MO.	DAY	YEAR	MO.	DAY	YEAR	0	0	0	0	0	0
MO.	DAY	YEAR	ANNUAL	SICK																																																							
01	00	73	360	2019																																																							
MO.	DAY	YEAR																																																									
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FROM	TO																																																										
MO.	DAY	YEAR	MO.	DAY	YEAR																																																						
0	0	0	0	0	0																																																						
10. Reduction in credits, if any (current year)			11. Total leave taken, current year through date of separation																																																								
12. Balance			13. Total hours paid in lump sum  Excludes _____ hours for holidays etc.																																																								
14. Salary rate(s) per hour:  \$13.69			15. Lump sum leave dates <i>(if part-time tell, explain in remarks)</i> From 00 00 00 To 00 00 00																																																								
16. During leave year in which separated			17. Military Leave A. Regular - active duty or training B. Special - civil disturbance																																																								
18. During step increase waiting period which began on 12 10 72 0			19. Remarks (include share leave information, if applicable)																																																								
20. TITLE - AGENCY - ADDRESS - TELEPHONE NO.		21. DATE  FOR CHIEF PAYROLL  11/19/73																																																									
25. CERTIFIED COPIED BY: (Signature)  U.S.C. FORM 205 1415 550-2		Standard Form 150 MARCH 1971 150-100																																																									

**SECRET**  
(When filled in)

LML: 03 JUL 73

## **NOTIFICATION OF PERSONNEL ACTION**

NOTIFICATION OF PERSONNEL ACTION									
OEF		1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)					
3. NATURE OF PERSONNEL ACTION		CONVERSION FROM RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
		V TO CP		MO 600 DA 06 30 73		REGULAR			
6. FUNDS		CP TO V		X CP TO CP		7. FINANCIAL ANALYSIS NO CHARGEABLE		8. CSC OR OTHER LOCAL AUTHORITY	
						3135 0990 0000		P L 88-643 SECT 233	
9. ORGANIZATIONAL DESIGNATIONS		DDO/WH DIVISION FOREIGN FIELD		10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE		OPS OFFICER		12. POSITION NUMBER		13. SERVICE DESIGNATION			
				0340					
14. CLASSIFICATION SCHEDULE (GS, IS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP					
GS		0136.01		14 8					
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICER CODING		22. STATION CODE		23. INTELLIGENCE CODE		24. HUSBAND CODE	
		20. SERIALIZED	21. ALPHABETIC	22. STATION CODE	23. INTELLIGENCE CODE	24. HUSBAND CODE	25. DATE OF BIRTH		
45	10					MO DA YR			
26. FILE NUMBER		27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION DATA CODE	30. CORRECTIVE	31. DATE OF BIRTH			
MO DA YR			1. T-1 2. CIA 3. NSA 4. DDCI	CCDA	TYPE	MO DA YR			
				OBJ0000					
33. VFT PREFERENCE	34. SERV. COMP. DATE	35. VFT COMP DATE	36. EARLIER CATEGORY	37. FECHI/HEALTH	38. FEDERAL TAX DATA	39. STATE TAX DATA			
CODE	MO DA YR	MO DA YR	SAR REV. CODE	CODE	0-10000	1-10000			
			FROM TEMP		1-10000	1-10000			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT.	43. FEDERAL TAX DATA	44. STATE TAX DATA						
CODE	CODE	FORM EXEMPTED CODE	NO TAX EXEMPTIONS	FORM EXEMPTED	CODE	NO TAX EXEMPT	STATE CODE		
1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE LESS THAN 2 yrs. 4. BREAK IN SERVICE MORE THAN 2 yrs.		1-YES 2-NO	*	1-YES 2-NO					
SIGNATURE OR OTHER AUTHENTICATION									
POSTED 10/17/13									

FORM  
3-66 1130 Use Previous  
Aug 11 71 Est 100

~~SECRET~~

BBG

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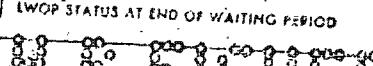
"PAY ADJUSTMENT IN ACCORDANCE WITH S. L.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS: 07 JANUARY 1973

NAME

SERIAL ORGN. FUNUS GR-STEP

**NEW  
SALARY**

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS				
		51						
		51-620	CF					
OLD SALARY RATE		NEW SALARY RATE		6. TYPE ACTION				
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI ADJ.
GS 11	7	326,354	12/14/69	GS 14	3	327,084	12/13/72	
CERTIFICATION AND AUTHENTICATION								
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.								
SIGNATURE					DATE 11-13-72			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD								
CLERKS INITIALS						AUDITED BY  11/25/72 SSN		
FORM 740-560 E Use previous editions PAY CHANGE NOTIFICATION								

SECRET  
(When Filled In)

851

**NOTIFICATION OF PERSONNEL ACTION**

DCS 10/14/72

1. SERIAL NUMBER 2. NAME (LAST-FIRST-MIDDLE)

## 4. NATURE OF PERSONNEL ACTION

CHANGE IN N.S.C.O.A.

6. FUNDS

V TO V	V TO O
X TO V	X TO O

## 9. ORGANIZATIONAL DESIGNATIONS

ODP/WH DIVISION

## 4. EFFECTIVE DATE

MO.	DA.	YE.
01	2	72

## 5. CATEGORY OF EMPLOYMENT

7. FINANCIAL ANALYSIS NO. CHARGEABLE

3135 0910 0002

## 8. CS OR OTHER LEGAL AUTHORITY

10. LOCATION OF OFFICIAL STATION

## 11. POSITION TITLE

OPS OFFICER

## 12. POSITION NUMBER

0340

## 13. CAREER SERVICE DESIGNATION

## 14. CLASSIFICATION SCHEDULE (GS, LS, etc.)

GS

## 15. OCCUPATIONAL SERIES

0136.01

## 16. GRADE AND STEP

16

## 17. SALARY OR RATE

## 18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED

WEB 10-26-72

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11837 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN. FUNDS GR-STEP	NEW SALARY
[REDACTED]	91 620	CF GS 14 7	\$26,392

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN. FUNDS GR-STEP	NEW SALARY
[REDACTED]	91 620	CF GS 14 7	\$24,979

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND  
EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF CCI AS PROVIDED IN THE  
CIA ACT OF 1949, AS AMENDED, AND A CCI DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME

SERIAL ORGN. FUNDS GR-STEP

NEW  
SALARY

51-620 CF GS 14 7

\$23,573

G 51

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. RATES	5. LWOP HOURS
			31-620	CF
6. OLD SALARY RATE				7. NEW SALARY RATE
Grade	Step	Salary	Last Eff. Date	Grade Step Salary EFFECTIVE DATE
GS 14	0	\$21,621	12/17/67	GS 14 7 \$22,239 12/13/69

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE	DATE
9/24/1969	
559	
<input type="checkbox"/> NO EXCESS LWOP	
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD	
<input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD	
CLASS INITIALS	
PDR	
AUDITED BY:	
14-51	

PCPA 550.E Use previous editions

PAY CHANGE NOTIFICATION

14-51

8000 L

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
	151 620 CF GS 14 6	\$21,621

SECRET

(When Filled In)

MAY 69

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)																												
3. NATURE OF PERSONNEL ACTION																													
4. FUNDS		V TO V <input checked="" type="checkbox"/>	V TO CF <input type="checkbox"/>																										
		CF TO V <input type="checkbox"/>	CF TO CF <input checked="" type="checkbox"/>																										
5. EFFECTIVE DATE																													
05 21 69																													
6. CATEGORY OF EMPLOYMENT																													
REGULAR																													
7. Financial Analysis No. Chargeable																													
9135-0990-0000																													
8. CSC OR OTHER LEGAL AUTHORITY																													
50 USC 403-J																													
9. ORGANIZATIONAL DESIGNATIONS																													
DDP/MH FOREIGN FIELD BRANCH 1																													
10. LOCATION OF OFFICIAL STATION																													
11. POSITION TITLE																													
OFS OFFICER																													
12. POSITION NUMBER																													
0340																													
13. SERVICE DESIGNATION																													
D																													
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)																													
15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE																										
GS		0136.01	01 7 14 6																										
18. REMARKS																													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																													
19. ACTION CODE	20. Employee Class	21. OFFICE CODING	22. STATION CODE	23. PAYROLL CODE	24. HAZARDOUS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF RET.																					
55	101	51620 WH	45075	S	3																								
24. INC LINES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CONTRACT DATA CODE	33. CONTRACT DATA CODE	34. SECURITY REQ'D	35. SEL																					
NO DA 10			1. CSC 2. CH 3. CMA	COD		NO DA 10																							
36. VET REFERENCE		33. SERV COMP DATE	34. LONG COMP DATE	35. CAREER CATEGORY	36. MEDICAL HEALTH INSURANCE	37. SOCIAL SECURITY NO																							
<table border="1"> <tr><td>CODE</td><td>1. NON</td><td>2. SP</td><td>3. HAZ</td></tr> <tr><td></td><td>NO</td><td>DA</td><td>10</td></tr> <tr><td></td><td>NO</td><td>DA</td><td>10</td></tr> <tr><td></td><td>NO</td><td>DA</td><td>10</td></tr> </table>		CODE	1. NON	2. SP	3. HAZ		NO	DA	10		NO	DA	10		NO	DA	10	NO	DA	10	NO	DA							
CODE	1. NON	2. SP	3. HAZ																										
	NO	DA	10																										
	NO	DA	10																										
	NO	DA	10																										
41. PREVIOUS CIVILIAN GOVERNMENT SERVICES		42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA																									
<table border="1"> <tr><td>CODE</td><td>1. NO PRIOR SVC</td><td>2. NO PRIOR SVC</td></tr> <tr><td></td><td>1. NO PRIOR SVC</td><td>2. NO PRIOR SVC</td></tr> <tr><td></td><td>3. LEAVE IN SERVICE LESS THAN 1 YEAR</td><td>4. LEAVE IN SERVICE MORE THAN 1 YEAR</td></tr> </table>		CODE	1. NO PRIOR SVC	2. NO PRIOR SVC		1. NO PRIOR SVC	2. NO PRIOR SVC		3. LEAVE IN SERVICE LESS THAN 1 YEAR	4. LEAVE IN SERVICE MORE THAN 1 YEAR		<table border="1"> <tr><td>CODE</td><td>1. NO</td><td>2. NO</td></tr> <tr><td></td><td>NO</td><td>NO</td></tr> </table>	CODE	1. NO	2. NO		NO	NO	<table border="1"> <tr><td>CODE</td><td>1. NO</td><td>2. NO</td></tr> <tr><td></td><td>NO</td><td>NO</td></tr> </table>	CODE	1. NO	2. NO		NO	NO				
CODE	1. NO PRIOR SVC	2. NO PRIOR SVC																											
	1. NO PRIOR SVC	2. NO PRIOR SVC																											
	3. LEAVE IN SERVICE LESS THAN 1 YEAR	4. LEAVE IN SERVICE MORE THAN 1 YEAR																											
CODE	1. NO	2. NO																											
	NO	NO																											
CODE	1. NO	2. NO																											
	NO	NO																											
SIGNATURE OR OTHER AUTHENTICATION																													
<div style="text-align: right; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>POSTED</b>  <i>55-32-69-2K</i> </div>																													

SECRET  
(When Filled In)

ACB: 16 MAY 69

DCF

## NOTIFICATION OF PERSONNEL ACTION

SERIAL NUMBER 2. NAME (LAST-FIRST-MIDDLE)

## NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO  
CONFIDENTIAL FUNDS

FUNDS	V TO V	X	V TO CF
	CF TO V	X	CF TO CF

## ORGANIZATIONAL DESIGNATIONS

DDP/WH  
FOREIGN FIELD  
BRANCH I

## 4. EFFECTIVE DATE

05 18 69

## 5. CATEGORY OF EMPLOYMENT

REGULAR

7. FINANCIAL ANALYST NO CHARGEABLE

9135 0990 0000 50 USC 403 J

## 10. LOCATION OF OFFICIAL STATION

## 11. POSITION NUMBER

0340

## 12. SERVICE DESIGNATION

D

## 13. GRADE AND STEP

14 6

## 14. SALARY OR RATE

19771

## 15. REMARKS

HOME BASE: WH

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

17. ACTING CODE	18. LEADER CODE	21. OFFICE CODING NUMBER	19. STATION CODE	20. PAY GRADE CLASS	22. MARCH CODE	23. DATE OF BIRTH	24. DATE OF GRADE	25. DATE OF SEPARA-
20	10	51620	WH	1150175	3	[REDACTED]	NO 04 18	NO 04 18
26. PAY GRADES	27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION DATA CODE	30. COLLECTION / CONVERSION DATA	31. COLLECTION / CONVERSION DATA	32. SECURITY FILE NO.	33. SEA	34. SEA
NO 04 18		100	CODE	NO 04 18	100 DATA	FILE NO		
35. PAY PREFERENCE	36. SERV. COMM. DATE	37. LOAN COOP. DATA	38. CAREER CATEGORY	39. MEDICAL / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
A 1. HOME 2. OUT 3. ABROAD	NO 04 18	NO 04 18	EXA 0000 0000	CODE 1 0000	NO 04 18			
PREVIOUS GOVERNMENT SERVICE			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
1. NO PREVIOUS SERVICE 2. ONE IN SERVICE LESS THAN 3 YEARS 3. OVER 30 YEARS IN SERVICE			NO 04 18	NO 04 18	NO 04 18			

SIGNATURE OR DRAFTER AUTHENTICATION

POSTED

05-16-C9182

OCT 1968  
11:30 AM  
MAY 1969Use Previous  
Edition

SECRET

PLW

REPORT DATE	APPROVAL DATE
APPROVING AUTHORITY	APPROVING AUTHORITY
1. Director, Personnel	2. Director, Personnel

**SECRET**  
(When Filled In)

FWD: 16 JUL 68

## **NOTIFICATION OF PERSONNEL ACTION**

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						NO DA TO 19 19		REGULAR			
6. RUMS		V TO V		V TO CP		7. Financial Analysis No		Chargeable		8. CVC OR OTHER LEGAL AUTHORITY	
		CP TO V		CP TO CP		9235 0620 0000				10 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						0645		D			
14. CLASSIFICATION SCHEDULE (GS, LS, GS-L)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP		17. SALARY OR RATE			
GS			0136,01			14 6		19771			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. Grade Code	21. PAYCODE NUMBER	22. PAYCODE ALPHABETIC	23. STATION CODE	24. INTEGRIS CODE	25. Major Code	26. DATE OF BIRTH	27. DATE OF GRADE	28. DATE OF LES	29. SECURITY BIO NO	30. SET
37	10	51150	WH1	75013		1					
31. PAY EXPRES		32. SPECIAL REFERENCE	33. RETIREMENT DATA	34. SEPARATION DATA	35. Correction / Cancellation Date					36. SECURITY BIO NO	37. SET
38. VET PREFERENCE		39. SEPV. COMP. DATA	40. LONG COMP. DATA	41. CAREER CATEGORY	42. FEGI / HEALTH INSURANCE					43. SOCIAL SECURITY NO	44. SOCIAL SECURITY NO
45. PREVIOUS CIVILIAN GOVERNMENT SERVICE		46. LEAVE ONE CODE	47. FEDERAL TAX DATA	48. STATE TAX DATA							
CODE 1. NOT PREVIOUS SERVICE 2. PREVIOUS IN SERVICE 3. PREVIOUS IN SERVICE FROM THIS ESTATE 4. BREAK IN SERVICE FROM THIS ESTATE			PAYMENT 1. NO 2. YES	CODE 1. NO 2. YES	PAYMENT 1. NO 2. YES	CODE 1. NO 2. YES	PAYMENT 1. NO 2. YES	CODE 1. NO 2. YES	PAYMENT 1. NO 2. YES		
SIGNATURE OR OTHER AUTHENTICATION											
FROM: OTR											
<b>POSTED</b> <i>[Signature]</i>											

1197

FOSTERED

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-236 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 16 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	GS 14 5	\$17,498	\$19,771

D-5

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. EMP. HOURS
[REDACTED]	[REDACTED]	17 600	V	
6. OLD SALARY RATE	7. NEW SALARY RATE	8. TIME ACTION	9. ADJ. P.	
Grade Step Salary	Grade Step Salary	EFFECTIVE DATE	BY ADJ. P.	
GS 14 5 \$17,498	GS 14 6 \$19,771	12/17/67	1	

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE [REDACTED] DATE 130016Z JUN 1967

NO EXCESS EWOP    0    0  
 IN PAY STATUS AT END OF WAITING PERIOD  
 EWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS *RJD* APPROVED BY *E. L. BURGESS* DATED 130016Z JUN 1967

FORM 7-65 560 E (Previous editions) PAY CHANGE NOTIFICATION (6-61)

14-00000

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

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

MRT: 17 OCT 56

**SECRET**  
(When Filled In)

## **NOTIFICATION OF PERSONNEL ACTION**

NOTIFICATION OF PERSONNEL ACTION															
DA FORM 101-1091-66		OAF													
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)													
3. NATURE OF PERSONNEL ACTION															
EXCERPTED APPOINTMENT - CAREER															
4. DATE OF EXCERPT		5. EFFECTIVE DATE		6. CATEGORY OF EMPLOYEE											
NO. DA. YR.		NO. DA. YR.		REGULAR											
10 1 09 66															
7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY													
7275 3000 (XXXX)		50 USC 403 J													
9. ORGANIZATIONAL DESIGNATIONS															
DDS/OTR OPERATIONS SCHOOL HEADQUARTERS TRAINING BRANCH OPERATIONS FACULTY															
10. LOCATION OF OFFICIAL STATION		WASH., D.C.													
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION											
INSTR OPERATIONS		1314		D											
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE									
GS		1712.32		14 5		17198									
18. REMARKS															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION		20. DA FORM		21. OFFICE CODING		22. STATION CODE		23. ESTIMATE CODE		24. DATE OF BIRTH		25. DATE OF ENLIST		26. DATE OF LEA	
13 1 10		1091-66		OAF		75013		1		00 54 11		00 00 14		00 00 10	
27. HIRE DATE		28. SPECIAL EXPENSES		29. REINFORCEMENT DATA		30. SEPARATION DATA		31. CORRECTION/CANCELLATION DATA		32. SECURITY REG. NO.		33. SECURITY REG. NO.		34. SOC. SEC. NO.	
NO. DA. YR.		EXENSES		CODE		DATA CODE		DATA CODE		00 54 10		00 00 10		00000	
1 1				1		1		1		1		1		MIL	
35. VET. PREFERENCE		36. ENTRY LOAD DATE		37. LOAD ENTR. DATE		38. CAREER CATEGORY		39. FAMILY RELATIONSHIP		40. MEDICAL DISABILITY		41. MEDICAL DISABILITY		42. SOCIAL SECURITY NO.	
CODE		NO. DA. YR.		NO. DA. YR.		CODE		CODE		CODE		CODE		CODE	
1		1 1		10 1 09 66		17151		1		1		1		1	
43. PREVIOUS CONTINUOUS SERVICE DATES		44. LEAVE CAT. CODE		45. FEDERAL TAX DATA		46. STATE TAX DATA		47. PAYROLL TAX DATA		48. PAYROLL TAX DATA		49. PAYROLL TAX DATA		50. PAYROLL TAX DATA	
CODE		CODE		CODE		CODE		CODE		CODE		CODE		CODE	
1. NO PREVIOUS SERVICE		2. NO RECENT SERVICE		3. NO RECENT SERVICE		4. NO RECENT SERVICE		5. NO RECENT SERVICE		6. NO RECENT SERVICE		7. NO RECENT SERVICE		8. NO RECENT SERVICE	
1		1		1		1		1		1		1		1	
EXPLANATORY OF OTHER FIELDS ON THIS FORM															
POSTED															

#### CHARACTER OF OTHER IDENTICAL VERS

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62509 :  
1750000 रुपये अनुमति  
संग्रहालय द्वारा  
प्रदान की गई

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NRT: 17 OCT 66

SECRET  
(When Filled In)

OER

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME		
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
RESIGNATION		NO. DA. TA.	REGULAR
6. FUNDS	V TO V	V TO CP	7. COST CENTER NO. CHARGEABLE
	W TO V	X CP TO CP	7135 0633.0000
8. ORGANIZATIONAL DESIGNATIONS		9. LOCATION OF OFFICIAL STATION	
DDP/WH FOREIGN FIELD BRANCH 4			
10. POSITION TITLE		11. GRADE AND STEP	
OPS OFFICER		K1024	D
12. CLASSIFICATION SCHEDULE (GS, GS, GS)		13. OCCUPATIONAL SERIES	14. GRADE AND STEP
GS		0136.01	14 5
15. REMARKS		16. SALARY GR RATE	
		17123	
17. ACTION CODE			
18. OFFICE CODES			
19. DATE OF LEI	20. DATE OF SEPARATION	21. DATE OF GRADE	22. DATE OF RETIREMENT
23. SECURITY	24. SPECIAL REFERENCE	25. REQUIREMENT DATA	26. REASON CODE
27. SOC. SECURITY	28. SERV. COUP. DATA	29. SEPARATION DATA CODE	30. CORRECTION/CANCELLATION DATA
31. STATE TAX DATA	32. FEDERAL TAX DATA	33. STATE TAX DATA	34. SOCIAL SECURITY NO.
35. PENTAGON PAYROLL SERVICE DATA	36. LEAVE CASH	37. FEDERAL TAX DATA	38. STATE TAX DATA
39. CONTRACTOR SERVICE	40. OTHER PAYMENTS	41. PENTAGON PAYROLL SERVICE DATA	42. STATE TAX DATA
43. BREAK-IN SERVICE (DATA FROM 27-38)	44. PAYMENTS	45. PENTAGON PAYROLL SERVICE DATA	46. STATE TAX DATA
47. BREAK-IN SERVICE (DATA FROM 27-38)	48. PAYMENTS	49. PENTAGON PAYROLL SERVICE DATA	50. STATE TAX DATA
SIGNATURE FOR OTHER AUTHENTICATION			
PAGE 1/1			

1122

Use Previous Edition

SECRET

FEDERAL TAX DATA  
PENTAGON PAYROLL SERVICE  
STATE TAX DATA

14-00000

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

SERIAL	ORGN.	FUNDUS	GR-STER	OLD SALARY	NEW SALARY
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	51 720 CF US 14 S \$16,712	\$17,198

14-00090  
SECRET  
(When Filled In)

6CS 05/31/66		NOTIFICATION OF PERSONNEL ACTION				
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)					
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT		MO	DAY	YEAR		
6. FUNDS	V TO V		V TO O	7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY
	O TO V	X	O TO O	6135 0633 0000		
9. ORGANIZATIONAL DESIGNATIONS ODP&WH DIVISION BR 4		10. LOCATION OF OFFICIAL STATION				
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0084		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14		17. SALARY OR RATE
18. REMARKS						
SIGNATURE OR OTHER AUTHENTICATION						

**SECRET**  
(When Filled In)

April 11, 1966

**NOTIFICATION OF PERSONNEL ACTION**

105

NOTIFICATION OF PERSONNEL ACTION															
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)													
3. NATURE OF PERSONNEL ACTION															
<b>DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM</b>															
4. FUNDS		V TO V	V TO CP	5. COST CENTER NO. CHARGEABLE		S. CATEGORY OF EMPLOYMENT									
		CT TO V	X	6135.6633 0000		REGULAR									
7. CSC OR OTHER LEGAL AUTHORITY															
PL 80-643 SEC1. 203															
8. ORGANIZATIONAL DESIGNATIONS															
DDP/WH FOREIGN FIELD UNASSIGNED															
9. POSITION TITLE				10. LOCATION OF OFFICIAL STATION				11. POSITION NUMBER				12. SERVICE DESIGNATION			
OPS OFFICER								0000				D			
13. CLASSIFICATION SCHEDULE (GS, LS, etc.)			14. OCCUPATIONAL SERIES			15. GRADE AND STEP			16. SALARY OR RATE						
GS			0136.01			14 5			16712						
17. REMARKS: EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
18. ACTION CODE	19. Employee Grade	20. OFFICE CODING		21. STATION	22. INTEGRITY CODE	23. Height	24. DATE OF BIRTH	25. DATE OF GRADE	26. DATE OF LEI						
20	10	51620 W/H		04041		3		12 23 62	12 19 65						
27. SITE EXPRIES		28. SPECIAL REFERENCE		29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. CORRECTION/CANCELLATION DATA	32. SECURITY REQ. NO.	33. SECURITY REQ. NO.	34. SER						
NO. DA YR				1 - CSC 2 - PICA 3 - NONE	COPY	TIME	NO. DA YR	NO. DA YR	NO. DA YR						
35. PER. PREFERENCE		36. SEX, COMP. DATE		37. LONG COM. DATE		38. CAREER CATEGORY	39. FEAS/HEALTH INSURANCE	40. SOCIAL SECURITY NO.							
CODE		NO. DA YR		NO. DA YR		SRV. BSY	CODE	O- WORKER	HEALTH INS. CODE						
1 - NONE 2 - PICA 3 - NONE						PMO. FLSW		1 - YES							
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CNT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA							
CODE				CODE		FORM EXECUTED		FORM EXECUTED		CODE	STATE CODE				
1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE LESS THAN 3 YEARS 4 - BREAK IN SERVICE MORE THAN 3 YEARS						1 - YES 2 - NO		1 - YES 2 - NO		EXEMPT					
SIGNATURE OR OTHER AUTHENTICATION															

**SIGNATURE OR OTHER AUTHENTICATION**

1024W 1150  
11-42

[Use Previous Edition](#)

**SECRET**

-- (This is a filled box)

W/F

w/12

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours																
		51 720 CF																	
6. OLD SALARY RATE <table border="1"> <tr> <th>Grade</th> <th>Step</th> <th>Salary</th> <th>Effective Date</th> </tr> <tr> <td>GS 14</td> <td>4</td> <td>\$16,204</td> <td>12/22/63</td> </tr> </table> 7. NEW SALARY RATE <table border="1"> <tr> <th>Grade</th> <th>Step</th> <th>Salary</th> <th>Effective Date</th> </tr> <tr> <td>GS 14</td> <td>4</td> <td>\$16,712</td> <td>12/19/63</td> </tr> </table> 8. TYPE ACTION GS 14 4 \$16,712 12/19/63 PSL LST ADJ				Grade	Step	Salary	Effective Date	GS 14	4	\$16,204	12/22/63	Grade	Step	Salary	Effective Date	GS 14	4	\$16,712	12/19/63
Grade	Step	Salary	Effective Date																
GS 14	4	\$16,204	12/22/63																
Grade	Step	Salary	Effective Date																
GS 14	4	\$16,712	12/19/63																
9. Remarks and Authorization / NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS      AUDITED BY																			
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE																			
SIGNATURE:		DATE	(431)																

PAY CHANGE NOTIFICATION

163 SACE MIG 365

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301  
 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
 AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 9 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

SERIAL	DRGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
51 720	CF	GS 14 4	\$15,640	\$16,204	

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.

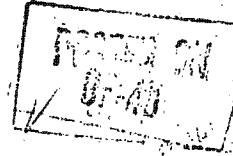
**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE  
AND STEP AS INDICATED IN CHART BELOW.**

**GENERAL SCHEDULE RATES**  
**Federal Employees Salary Act of 1964**

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCT  
MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS,  
EFFECTIVE 9 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
[REDACTED]	51 650	CF	GS 14 4	\$14,120	\$14,965



441-

SECRET  
(When Filled In)

1100 10 MAY 63

NOTIFICATION OF PERSONNEL ACTION													
1. SERIAL NUMBER			2. NAME (LAST-FIRST-MIDDLE)										
3. NATURE OF PERSONNEL ACTION: <b>REASSIGNMENT</b>													
4. FUNDING		V TO V	FUND		5. EFFECTIVE DATE		6. CATEGORY OF EMPLOYMENT						
		EF TO V	X		05 121 63		REGULAR						
7. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2													
8. POSITION TITLE OPS OFFICER													
9. CLASSIFICATION SCHEDULE (GS, GS, etc.)			10. OCCUPATIONAL SERIES			11. POSITION NUMBER			12. SERVICE DESIGNATION				
GS			0135101			0651			D				
13. GRADE AND STEP 14. 3 15. SALARY OR RATE 13695													
16. REMARKS													
17. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
18. ADDRESS FOR PAYMENT		19. OFFICE CODING		20. STATION CODE		21. LATITUDE		22. LONGITUDE		23. DATE OF BIRTH			
CODE 37 10		CODE 64650 WH		CODE 047341		CODE 3		CODE 3		DATE MM DD YY			
24. PAY CAPTIVES		25. SPECIAL REFERENCE		26. RETIREMENT DATA		27. SEPARATION		28. CORRECT INFORMATION DATA		29. DATE OF LEI			
X 5 10		REFERENCE		CODE		CODE		TYPE		NO. DA YY			
30. PAY PREFERENCE		31. SERV. COMM. DATE		32. LONG. COMM. DATE		33. CAREER CATEGORIES		34. FEGL / HEALTH INSURANCE		35. SECURITY REQ. NO.			
CODE 1-10 2-10 3-10		NO. DA 44		MO. DA 44		CODE 1-10 2-10 3-10		CODE 1-10 2-10 3-10		CODE 1-10 2-10 3-10			
36. PREVIOUS GOVERNMENT SERVICE DATA													
CODE 1-10 2-10 3-10		37. LENGTH OF SERVICE		38. LENGTH OF SERVICE		39. FEDERAL TAX DATA		40. STATE TAX DATA		41. PAYROLL TAX DATA			
4-10 5-10 6-10 7-10 8-10 9-10 10-10		IN SERVICE 1-10 2-10 3-10 4-10 5-10 6-10 7-10 8-10 9-10 10-10		IN SERVICE 1-10 2-10 3-10 4-10 5-10 6-10 7-10 8-10 9-10 10-10		CODE 1-10 2-10 3-10 4-10 5-10 6-10 7-10 8-10 9-10 10-10		CODE 1-10 2-10 3-10 4-10 5-10 6-10 7-10 8-10 9-10 10-10		CODE 1-10 2-10 3-10 4-10 5-10 6-10 7-10 8-10 9-10 10-10		CODE 1-10 2-10 3-10 4-10 5-10 6-10 7-10 8-10 9-10 10-10	
42. SIGNATURE OR OTHER AUTHENTICATION													
POSTED 05/13/63 215													

COPY  
11-92 4150

User Previous  
Edition

SECRET 9 MAY  
1968

SECRET  
FEDERAL TAX PAYMENT  
STATE TAX PAYMENT  
PAYROLL TAX PAYMENT

(When Filled In)

LLC: 21 DEC. 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
OCB											
SERIAL NUMBER 10-0000000000000000											
TYPE OF PERSONNEL ACTION											
PROMOTION											
6. FUNDS ➤ V TO V CP TO CP X CP TO CP				4. EFFECTIVE DATE 12 23 62				5. CATEGORY OF EMPLOYMENT REGULAR			
7. COST CENTER NO. CHARGEABLE 3135 5050 1000				8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2											
11. POSITION/TITLE OPS OFFICER						12. POSITION NUMBER 0848			13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LS, RS, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 14 3			17. SALARY OR RATE 13695		
18. REMARKS											
FED DATA ➤											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22 10	20. EMPLOY. CODE 61650	21. OFFICE CODING WH	22. STATION CODE 04041	23. INTEGRIE CODE 3	24. HAZAR. CODE	25. DATE OF BIRTH MO DA YR 12 23 62	26. DATE OF GRADE MO DA YR 12 23 62	27. DATE OF LES MO DA YR 12 23 62			
28. HIC EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA	32. CORRECTION/CANCELLATION DATA							
MO. DA. YR		1. CSC 2. PICA 3. NONE	CODE	TYPE	MO. DA. YR						
80											
33. VET. PREFERENCE	34. SEV. COMP. DATE	35. LONG. COMP. DATE	36. CAREER CATEGORY	37. FEGL / HEALTH INSURANCE	38. SOCIAL SECURITY NO.	FED DATA ➤					
CODE	MO. DA. YR	MO. DA. YR	CODE	CODE	CODE	CODE	CODE	CODE			
0 - NONE 1 - O.P.T. 2 - 10 FT			0 - CIV 1 - TEMP	0 - YES 1 - NO	0 - YES 1 - NO	0 - YES 1 - NO	0 - YES 1 - NO	0 - YES 1 - NO			
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA								
CODE		FORM EXECUTED CODE	NO TAX EXEMPTIONS	FORM EXECUTED	CODE	NO TAX EXEMPT	STATE TAX CODE				
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YEARS 3 - BREAK IN SERVICE MORE THAN 3 YEARS		0 - YES 1 - NO		0 - YES 1 - NO		0 - YES 1 - NO					
SIGNATURE OR OTHER AUTHENTICATION ➤											
POSTED ➤ 21/14/62 215											

14-00008

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND  
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:  
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR- ST	OLD SALARY	NEW GR- ST	NEW SALARY	
				44650	CF 13 S	\$11575	13 S	\$12610



SECRET  
(When Filled In)

ADM: 1 JUNE 62

NOTIFICATION OF PERSONNEL ACTION									
OAB									
X. SERIAL NUMBER		1. NAME (LAST-FIRST-MIDDLE)							
3. NATURE OF PERSONNEL ACTION: <b>EXCEPTED APPOINTMENT (CAREER)</b>									
6. FUNDS		V TO V		V TO CF		4. EFFECTIVE DATE MO. DA. YA. <b>05 27 62</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
		CF TO V		CF TO CF		7. COST CENTER NO. CHARGEABLE <b>2135 5050 1000</b>		8. USC OR OTHER LEGAL AUTHORITY <b>50 USC 403 J.</b>	
9. ORGANIZATIONAL DESIGNATIONS  <b>DDP WH BRANCH 2</b>									
11. POSITION TITLE  <b>OPS OFFICER</b>					12. POSITION NUMBER <b>0848</b>		13. CAREER-SERVICE DESIGNATION <b>D</b>		
14. CLASSIFICATION SCHEDULE (GS, GS, etc.) <b>GS</b>			15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>13 5</b>		17. SALARY OR RATE <b>11675</b>		
18. REMARKS									
EFFECTED ON <i>July 5 June 62</i>									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTERVIEW CODE	24. HIRE DATE MO. DA. YA.	25. DATE OF BIRTH MO. DA. YA.	26. DATE OF GRADE MO. DA. YA.	27. DATE OF E&I MO. DA. YA.
13	10	01650 WH		04041	3	10 09 55	10 01 61		
28. HIRE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SEA		
						07294	M1		
35. VET. PREFERENCE	36. SERV. COMM. DATE	37. LONG COMM. DATE		38. MIL. SERV. CREDIT/LED	39. FEES / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE 1 - NONE 2 - 5% 3 - 10%	MO. DA. YA. 10 03 68	MO. DA. YA. 09 17 51		CODE C	CODE 1	CODE 1 - FEES 2 - 100	CODE 1 - FEES 2 - 100		
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA					
CODE 1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 12 MOS) 4 - BREAK IN SERVICE (MORE THAN 12 MOS)		CODE 1 - NO 2 - 100		CODE 1 - NO 2 - 100	CODE 1 - NO 2 - 100	CODE 1 - NO 2 - 100	CODE 1 - NO 2 - 100		
SIGNATURE OR OTHER AUTHENTICATION  <i>POL 111</i>  <i>26/07/62 UK</i>									

SECRET  
(When Filled In)

ARM. 1 JUNE 62

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)						
RESIGNATION								
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE						
RESIGNATION		05 26 62						
5. FUNDS		6. COST CENTER NO. CHARGEABLE						
X	V TO V	V TO CP	7. CSC OR OTHER LEGAL AUTHORITY					
	CP TO V	CP TO CP	2235 1000 1000					
8. ORGANIZATIONAL DESIGNATIONS		9. LOCATION OF OFFICIAL STATION						
DDP WH BRANCH 1		WASH., D. C.						
10. POSITION TITLE		11. POSITION NUMBER						
OPS OFFICER		0505						
12. CLASSIFICATION SCHEDULE (GS, LS, etc.)		13. OCCUPATIONAL SERIES						
GS		0136.01						
14. GRADE AND STEP		15. SALARY OR RATE						
13.5		11675						
16. REMARKS								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
17. ACTION CODE	18. EMPLOY. CODE	19. OFFICE CODING	20. STATION CODE	21. INTEGRATE CODE	22. REGUL. CODE	23. DATE OF BIRTH	24. DATE OF HIRE	25. DATE OF LES
45	10	Y	Y	Y	Y	MM DD YY	MM DD YY	MM DD YY
26. RITE EXPIRES		27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION CODE	30. CORRECTION CANCELLATION DATA	31. SECURITY REG. NO.	32. SEE REG. NO.	
45 CAL TH			CODE	0414 CODE	TYPE MM DD YY			
			1. PICA 2. PCONC	1B00091				
33. VET. PREFERENCE		34. SERV. COMM. DATE	35. LONG. COMM. DATE	36. MIL. SERV. CREDITIZED	37. FEES / HEALTH INSURANCE	38. SOCIAL SECURITY NO.		
CODE		NO DA	NO DA	CODE	CODE	CODE	CODE	
0 - NONE 1 - VET. 2 - VET. W/				1 - YES 2 - NO	1 - YES 2 - NO	1 - YES 2 - NO	1 - YES 2 - NO	
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE C.R. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA				
CODE		1 - NO PREVIOUS SERVICE 2 - NO OTHER GOV. SERVICE 3 - BREAK IN SERVICE (LESS THAN 12 MOS) 4 - BREAK IN SERVICE (MORE THAN 12 MOS)	CODE	FORM EXECUTIVE CODE	NO. TAX EXEMPTIONS	FORM EXECUTIVE	CODE STATE TAX EXEMPT	
SIGNATURE OR OTHER AUTHENTICATION								
<i>POSTED 6/1/62 JK</i>								

AES: 15 SEPT 61

REFURIT  
(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

CCF		1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)				
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT		09 15 61		REGULAR				
6. FUNDS		X V TO V	V TO CP	7. COST CENTER NO. CHARGEABLE				
		CP TO V	U TO U	8. CSC OR OTHER LEGAL AUTHORITY				
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION						
DDP WH BRANCH 1		WASH., D.C.						
11. POSITION/TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION				
OPS OFFICER		0505		D				
14. CLASSIFICATION SCHEDULE (GS, WB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP				
GS		0136.01		13 4				
17. REMARKS								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE	20. Employer Code	21. OFFICE CODING	22. STATION CODE	23. INSTITUTE CODE	24. GRADE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEE
37	10	643CD	WH	75013				
28. RIF EXP. DATE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA	32. CANCELLATION/CERTIFICATION DATA	33. SECURITY REG. NO.	34. SEC. REG. NO.		
MO. DA. YR.		CODE	CODE	TYPE	MO. DA. YR.	EOB DATA		
35. REL. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. DIS. SEAT/RED/LEO	39. FEGL / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	CODE	CODE	CODE	CODE
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE ENTITLEMENT DATA	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE	CODE	CODE	CODE					
0 - NO PREVIOUS SERVICE 1 - NO LEAVES IN SERVICE 2 - LEAVES IN SERVICE LESS THAN 12 MONTHS 3 - LEAVES IN SERVICE 12 MONTHS OR MORE	0 - NO LEAVES 1 - LEAVES 2 - LEAVES 3 - LEAVES	0 - NO LEAVES 1 - LEAVES 2 - LEAVES 3 - LEAVES	0 - NO LEAVES 1 - LEAVES 2 - LEAVES 3 - LEAVES					
SIGNATURE OR OTHER AUTHENTICATION						POINTER		
						11/18/61/4/2/K		

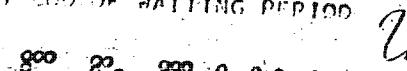
**SECRET**  
(When Filled In)

ARE:25 AUG 1961

**NOTIFICATION OF PERSONNEL ACTION**

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)					
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE					
REASSIGNMENT		08 25 61					
<input checked="" type="checkbox"/> FUNDS →      X      V TO V           V TO CP ✓      CP TO V           CP TO CP		5. CATEGORY OF EMPLOYMENT					
		REGULAR					
6. ORGANIZATIONAL DESIGNATIONS		7. COST CENTER 82. CHARGEABLE					
DDP WH BRANCH 1		2235 1000 1000 50 USC 403 J					
8. POSITION TITLE		9. LOCATION OF OFFICIAL STATION					
OPS OFFICER		WASH., D. C.					
10. CLASSIFICATION SCHEDULE (GS, GS, GS)		11. POSITION NUMBER					
GS		0459					
12. OCCUPATIONAL SERIES		13. GRADE AND STEP					
0136.01		13 4					
14. SALARY OR RATE		15. REMARKS					
11415							
SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
16. ACTION CODE	17. EMPLOYEE NUMBER	18. OFFICE LOCATED	19. STATION CODE	20. PAYMASTER CODE	21. DATE OF BIRTH	22. DATE OF GRADE	23. DATE OF RESIGNATION
32	10	64300	WH	75013	1		
24. BILLING ADDRESS	25. SPECIAL REFERENCE	26. RETIREMENT DATA	27. SEPARATION DATA	28. CORRECTION/CANCELLATION DATA	29. SECURITY	30. SEC	31. SSN
✓	✓	✓	✓	✓	✓	✓	✓
32. TEL. PREFERENCE	33. SSN/COMP. DATE	34. LONG COMP. DATE	35. BILL. SSN/CREDITS	36. FEES / HEALTH INSURANCE	37. SOCIAL SECURITY NO.		
CODE	10 000 00 00 00 00	10 000 00 00 00 00	CODE	CODE	CODE	CODE	CODE
38. PREVIOUS GOVERNMENT SERVICE DATA	39. LEAVE EAT CODE	40. FEDERAL TAX DATA	41. STATE TAX DATA				
4004 1. NO GOVERNMENT SERVICE 2. GOVERNMENT SERVICE 3. GOVERNMENT SERVICE FUTURES THAN 18 MOS. 4. GOVERNMENT SERVICE MORE THAN 18 MOS.	CODE	CODE	CODE	CODE	CODE	CODE	CODE
SIGNATURE OR OTHER AUTHENTICATION							
1234567890 08/29/612IK							

**SECRET**  
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours								
		<i>W.H. 24</i>									
5. OLD SALARY RATE		6. NEW SALARY RATE		7. TYPE ACTION							
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PBI	LGI	ADJ.	
55	13	4	\$11,415	04/03/69	13	5	\$11,675	10/01/69			
8. Remarks and Authentication											
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
<i>JK</i> <i>JK</i> <i>WK</i>											
											
PAY CHANGE NOTIFICATION											

Form. 500

Obsolete Previous  
Edition

~~SECRET~~

(6.81)

SECRET

(When filled in)

BLT 1 30 SEPT 1960

## NOTIFICATION OF PERSONNEL ACTION

OCC

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)							
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>								
4. FUNDS	X	V TO V	V TO CF					
CF TO V		CF TO CF						
5. ORGANIZATIONAL DESIGNATIONS DDP [Redacted]								
6. EFFECTIVE DATE 10 02 60								
7. CATEGORY OF EMPLOYMENT REGULAR								
8. COST CENTER NO. CHARGEABLE 1221 1000 1000		9. CSC OR OTHER LEGAL AUTHORITY 50 USC 403						
10. LOCATION OF OFFICIAL STATION WASH., D. C.								
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0356	13. CAREER SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (GS, GS, GS...)		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 13 4					
		17. SALARY OR RATE 11415						
18. REMARKS [Redacted] 10-20 60 WT								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE 37	20. EMPLOY. CODE 10	21. OFFICE CODING 44300 CA	22. STATION CODE 75013	23. INTERFEE CODE 1	24. MOBIL. CODE 1	25. DATE OF BIRTH 1940	26. DATE OF GRADE 02 04 71	27. DATE OF IEF 02 04 71
28. RIF EXPIRES NO. DA. 14	29. SPECIAL REFERENCE 1. CSC 2. PICA 3. NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. TM.	33. SECURITY REG. NO. [Redacted]	34. SEA REQ. NO.	
35. VET. PREFERENCE CODE	36. SERV. COMB. DATE MO. DA. 14	37. LONG. COMB. DATE MO. DA. 14	38. MIL. SERV. CREDITS/CO 1-YRS 0-MOS 2-YRS 0-MOS	39. FEDL/HEALTH INSURANCE CODE	40. MEDICAL CODE 1-YRS 0-MOS	41. SOCIAL SECURITY NO.		
42. PREVIOUS GOVERNMENT SERVICE DATA CODE	43. LEAVE CAP. CODE	44. PAYROLL TAX DATA CODE	45. STATE TAX DATA CODE					
46. NO. PREVIOUS SERVICES 1. NO YEARS IN SERVICE 2. YEARS IN SERVICE (LESS THAN 12 MONTHS) 3. BREAK IN SERVICE (MORE THAN 12 MONTHS)	47. NO. TAX EXEMPTIONS 1. 104 2. 105	48. PAYROLL TAX DATA CODE	49. STATE TAX DATA CODE					
SIGNATURE OR OTHER AUTHENTICATION								

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED  
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	[REDACTED]	42 30	GS-13	4	\$10,610	\$11,415

/S/ EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

SECRET

(When filled in)

PAS: 25 JULY 1960

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vol. Priv.	5. Sex	6. CSC-EDD
		Mo. Da. Yr.	No. 0 5 Pt-1 10 Pt-9	Codo 1 M 1	Mo. Da. Yr. 09 17 51
7. SCD	8. CSC Relint.	9. CSC Or Other Legal Authority	10. Apmt. Allidav.	11. FEGLI	12. LCB
Mo. Da. Yr. 10 03 48	Yes-1 No-2 Code 1	50 USCA 403	Mo. Da. Yr. No-2 1	Yes-1 Codo 09	Mo. Da. Yr. 17 51

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Section Code	
DOP FE BRANCH 3 PP SECTION	5161		57557	
16. Dept. - Field	17. Position Title	18. Position No.	19. Ser. 20. Occup. Series	
Date - 2 USMf - 4 Fran - 6	Code 5 OPS OFFICER	0710	GS 0136.01	
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade 25. PSI Due	26. Appropriation Number
13 4	\$ 10610	0	Mo. Da. Yr. 10 09 55	Mo. Da. Yr. 10 05 58 8 3780 55 006

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT & TRANSFER TO VOUCHERED FUNDS	02	Mo. Da. Yr. 05 12 60	REGULAR	01	

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Section Code		
DOP	4230	WASH., D.C.	75013		
33. Dept. - Field	34. Position Title	35. Position No.	36. Ser. 37. Occup. Series		
Date - 2 USMf - 4 Fran - 6	Code 2 OPS OFFICER	0399	GS 0136.01		
38. Grade & Step	39. Salary Or Rate	40. SD.	41. Date Of Grade 42. PSI Due	43. Appropriation Number	
12 4	\$ 10610	0	Mo. Da. Yr. 10 09 55	Mo. Da. Yr. 10 01 61 0221 1000 1000	
44. Remarks	<p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 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1583. 1584. 1585. 1586. 1587. 1588. 1589. 1589. 1590. 1591. 1592. 1593. 1594. 1595. 1596. 1597. 1598. 1599. 1599. 1600. 1601. 1602. 1603. 1604. 1605. 1606. 1607. 1608. 1609. 1609. 1610. 1611. 1612. 1613. 1614. 1615. 1616. 1617. 1618. 1619. 1619. 1620. 1621. 1622. 1623. 1624. 1625. 1626. 1627. 1628. 1629. 1629. 1630. 1631. 1632. 1633. 1634. 1635. 1636. 1637. 1638. 1639. 1639. 1640. 1641. 1642. 1643. 1644. 1645. 1646. 1647. 1648. 1649. 1649. 1650. 1651. 1652. 1653. 1654. 1655. 1656. 1657. 1658. 1659. 1659. 1660. 1661. 1662. 1663. 1664. 1665. 1666. 1667. 1668. 1669. 1669. 1670. 1671. 1672. 1673. 1674. 1675. 1676. 1677. 1678. 1679. 1679. 1680. 1681. 1682. 1683. 1684. 1685. 1686. 1687. 1688. 1689. 1689. 1690. 1691. 1</p>				



14-00000  
S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
[REDACTED]	[REDACTED]	GS-13-2	\$ 9,205	\$10,130

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET

(Cabin Filled In)

DMG 7 FEB 58

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vet. Prof.	5. Sex	6. CS-EOD	
	Mo.	Da.	Yr.	None-0 5 Pt-1 10 Pt-2	Code	M 1	Mo. Da. Yr.	
7. SCD	8. CSC Retmt.	9. CSC Or Other Legal Authority			10. Apmt Altidav.	11. Ft./GLI	12. LCD	13. <del>Wif. Credit Lcp</del>
Mo. Da. Yr.	Yes - 1 No - 2	150 USCA 403			Mo. Da. Yr.	Yes - 1 No - 2	Mo. Da. Yr.	Yes - 1 No - 2
10 03 48					5121	WASH. D. C.	75013	

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code	
DDP FE BR 5 OFFICE OF THE CHIEF	5121	WASH. D. C.	75013	
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series	
Dept - 1 USMrd - 3 Frgn - 5	Code	3369	GS 0136.01	
13 2	\$ 9205	PP	10 09 55 10 05 158 8 3700 20	
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade 25. PSX Due	26. Appropriation Number
			Mo. Da. Yr.	Mo. Da. Yr.

## ACTION

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

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code	
DDP FE BRANCH 3 PP SECTION	5161		51557	
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series	
Dept - 1 USMrd - 3 Frgn - 5	Code	0710	GS 0136.31	
13 2	\$ 9205	PP	10 09 55 10 05 158 8 3700 55 006	
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade 42. PSX Due	43. Appropriation Number
			Mo. Da. Yr.	Mo. Da. Yr.

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

ECS (21)

JFM

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DMG.

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Prof.	5. Sex	6. CS. EOD	
[Redacted]	[Redacted]	Mo. Da. Yr. Mo. Da. Yr.	None-O 5 Pt-1 10 Pt-2	Code 1 M 1	Mo. Da. Yr. Uy 17 51	
7. SCD	8. CSC Retmt.	9. CSC Or Other Legal Authority	10. Apmt. Affidav.	11. FEGLI	12. LCD	13. [Redacted]
Mo. Da. Yr. 10 03 48	Yes-1 No-2 Code 1	50 USCA 403 J	Mo. Da. Yr. Mo. Da. Yr. No-2	Yes-1 No-2 Code 1	Mo. Da. Yr. Uy 17 51	Yes-1 No-2 Code 2

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP: FE BR 5 [Redacted]	Code	15. Location Of Official Station WASH. D. C.	Station Code		
16. Dept. - Field Dept. - 8 USMld - 4 Frpn. - 6	17. Position Title AREA OPS OFF CH	18. Position No. 303	19. Serv. 20. Occup. Series GS 0136.01		
21. Grade & Step 13 2	22. Salary Or Rate \$ 9205	23. SD DP	24. Date Of Grade Mo. Da. Yr. 15 10 53	25. PSI Due Mo. Da. Yr. 10 10 53	26. Appropriation Number 8 3700 20

ACTION

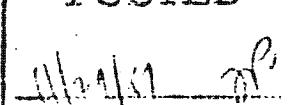
27. Nature Of Action REASSIGNMENT	Code 56	28. Eff. Date Mo. Da. Yr. 11 17 57	29. Type Of Employee REGULAR	Code 01	30. Separation Date
--------------------------------------	------------	--	---------------------------------	------------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP: FE BR 5 OFFICE OF THE CHIEF	Code	32. Location Of Official Station WASH. D. C.	Station Code 75013		
33. Dept. - Field Dept. - 8 USMld - 4 Frpn. - 6	34. Position Title AREA OPS OF D BR CH	35. Position No. 3369	36. Serv. 37. Occup. Series GS 0136.01		
39. Grade & Step 13 2	39. Salary Or Rate \$ 9205	40. SD DP	41. Date Of Grade Mo. Da. Yr. 15 10 53	42. PSI Due Mo. Da. Yr. 10 10 53	43. Appropriation Number 8 3700 20

44. Remarks:

POSTED



SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.	4. FURCS	5. ALLOCN					
				DOP/FE 14	V-20						
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YE.				MO.	DA.	YE.
13	1	\$ 8,990	10	09	55	13	2	\$ 9,205	04	06	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR			DATE			SIGNATURE OF SUPERVISOR			CFB		
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560  
1 MAR. 58

SECRET

PERSONNEL FOLDER

**STANDARD FORM 50 (18 PARTS)**  
REV. APRIL 1951  
PRINTED AND DISTRIBUTED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 61, FEDERAL PERSONNEL MANUAL

**CENTRAL INTELLIGENCE AGENCY**

**CONFIDENTIAL**

## **NOTIFICATION OF PERSONNEL ACTION**

11

1. RANK (ONE-WORD-NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
		5 Dec 1956	
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	
Reassignment		2 Dec 1956	
FROM		TO	
Ops Officer (P) E97-923		Area Ops Officer (CH) E9-303-13	
GS-0136.31-13 \$0990.00 per annum		GS-0136.01-13 \$0990.00 per annum	
EDP/PB French 5		EDP/PB French 5	
		MAX 2000 US DOLLARS	
		Washington, D. C.	
X FIELD		DEPARTMENTAL	
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONE		NEW VICE I. A. PERM	
WWII OTHER S.P.T.		ED/PB	
X OTHER			
15. APPROPRIATION		17. SUBJECT TO C. S. RETIREMENT ACT (1950-1952)	
FROM: W TO: 7-3745-55-042 7-3700-20 750-13		18. DATE OF APPOINT. DEPT AFFIDAVITS (ACCSSIONS ONLY)	
16. SEC		XSS	
20. REMARKS:		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE:	
3 EOD 09/17/51			
"Transfer 20 Voucherized Funds FGCI Unvouchored Funds."			
E. CONFIDENTIAL			
ENTRANCE PERFORMANCE RATING:			
Director of Personnel			

"Transfer 10 Vouchers from Fund Unrestricted Funds."

A rectangular postage stamp with a decorative border. The word "POSTAGE" is printed at the top, and "18¢" is printed in the center. In the bottom left corner, there is a handwritten mark that looks like "GO".

~~CONFIDENTIAL~~

**ENTRANCE PERFORMANCE RATING:**

**Director of Personnel**

### 3.4.3. CONVERGENCE OF THE BOUNDARY LAYER

14 (7 PART)  
APRIL 1954  
COMPILED BY  
CIVIL SERVICE COMMISSION  
U.S. GOVERNMENT PERSONNEL BOARD

**SECRET**  
(WHEN FILLED IN)

## NOTIFICATION OF PERSONNEL ACTION

MJW

1. NAME (ONE - 160-846-046 - ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[REDACTED]	[REDACTED]		6 Sept 1956
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Conversion from [REDACTED] Status 60	26 Aug 1956	50 USCA 403(j)	
FROM		TO	
Ops. Officer (PP) BPF-923 (Info. Officer)	8. POSITION TITLE	Ops. Officer (PP) BPF-923	
GS-0136.31-13 \$8990.00 per annum ([REDACTED] \$8015.00 per annum)	9. SERVICE, GRADE, SALARY	GS-0136.31-13 \$8990.00 per annum	
10. ORGANIZATIONAL DESIGNATIONS		DDP/FE Branch 5	
11. HEADQUARTERS		5	
XX FIELD	DEPARTMENTAL	XX FIELD	DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
ONE WWII OTHER 3-P.T. 10-POINT X OTHER	15. NEW VICE I. A. REAL	SD/DP	
16. RACE W 17. APPROPRIATION [REDACTED] FROM 3715-55-012 [REDACTED] SAME 430-51	18. SUBJECT TO C. S. RETIREMENT ACT (YES NO) Yes	19. DATE OF APPOINT- MENT AFFIDAVIS (ACCSSIONS ONLY) STATE:	
20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:			
MARKS:			
3 EOD			
POSTED 10 SEP 1956 [Signature]			
SCE PERFORMANCE RATINGS: ector of Personnel		2. SIGNATURE OR OTHER AUTHENTICATION	

1. EMPLOYEE COPY

ET

et 9/7/56

ITEM 80 (7 PARTS)  
11-1981  
TSD BY  
CHAPTER II, FEDERAL PERSONNEL BOARD

**SECRET**

## **NOTIFICATION OF PERSONNEL ACTION**

四

1. NAME (MR.-MISS-MRS.-ONE GIVER NAME, INITIALS), AND SURNAME	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[Redacted]	[Redacted]	[Redacted]	4 October 1955
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (U.S. STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	
PROMOTION		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
FROM		TO	
Ops Officer (PP) BPF-923-12		Ops Officer (PP) BPF-923	
GS-0136.31-12 \$7785.00 per annum		GS-0136.31-13 \$8990.00 per annum	
8. POSITION TITLE			
9. SERVICE CENTER, GRADE, SALARY			
Branch 5			
10. ORGANIZATIONAL DESIGNATIONS			
DDP/PB Branch 5			
11. HEADQUARTERS			
12. FIELD OR DEPTL			
FIELD		X FIELD	
DEPARTMENTAL		DEPARTMENTAL	
13. VETERAN'S PREFERENCE			
ARMED FORCES	WWII	OTHER	3-PY. 10-POINT GRAD. DISCH.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. POSITION CLASSIFICATION ACTION	15. SUBJECT TO C. S. RETIREMENT ACT (CFS-NR)	16. DATE OF APPOINT- MENT AFFIDAVIS (ACCENTIONS ONLY)	17. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED STATE:
NEW	VICE	I. A.	REAL
Yes			
15. RACE	16. APPROPRIATION	17. FROM	18. TO
N W	6-3745-55-042	BONO	
21. REMARKS			
<div style="text-align: right; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="font-size: 1.5em;">POSTED</span>  <i>Pls 10/10/55</i> </div>			

**ENTRANCE PERFORMANCE RATINGS:**

**Director of Personnel**

2. SIGNATURE LÀ GI HƠI ANH EASTMAN

SECRET

a. Job title		b. Grade		c. Pay rate		d. Serial No.		e. File No.	
						15-12 57010			
<b>PAY ROLL CHANGE DATA</b>									
7. Previous Payroll Period	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F.I.C.A.	NET PAY	
8. New Payroll Period	10	10	3						
9. Pay rate period	10	10	3						
10. Remarks	PURSUANT TO DCI DIRECTIVE EFFECTIVE 13 MAR 1955 ADJUSTED TO: 7785 52-19								11. Approvals(s)
								12. Prepared by DD 8 Sep 54	
								13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increases <input type="checkbox"/> Pay adjusted 14. Effective date      15. Date last equivalent      16. Old salary      17. New salary      18. Performance rating is satisfactory or better. 24 Oct 54      26 Apr 53      \$7200      \$7200									
19. LWOP data (fill in appropriate spaces covering LWOP during following periods) <input type="checkbox"/> No excess LWOP. Total excess LWOP _____ (Check applicable box in case of excess LWOP) PCH									
(Signature or other authentication)									
STANDARD FORM NO. 11740-Printed Form prescribed by Compt. Gen., U.S. Gov., B-1750, General Regulations No. 102									
PAY ROLL CHANGE SLIP—PERSONNEL COPY									

1400 FORM 52  
EFFECTIVE 1 APRIL 1952  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

## REQUEST FOR PERSONNEL ACTION

*Unpublished*

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

1. NAME (Mr. - Miss - Mrs. -- One given name, initial(s), and surname)		2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
				17 Feb 54
5. RATING OR ACTION REQUESTED: 6. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED: FEB 28 1954 B. APPROVED: FEB 28 1954		
Reassignment		7. C. S. OR OTHER LEGAL AUTHORITY		
8. POSITION (Specify whether establish, change grade or title, etc.)		TO: O/S B OFFICER (P) EFP-523		
1000- Intelligence Officer S-3 GS-12 \$7040. p/a DIP/PP		GS-0136.31--12 \$7040. p/a Same		
<input checked="" type="checkbox"/> PERS <input type="checkbox"/> DEPARTMENTAL		11. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
12. REMARKS (Use reverse if necessary)				
13. REQUESTED BY (Name and title)		D. REGISTRATION Signature		
Title:		PE Personnel Officer		
14. VETERAN PREFERENCE NAME AND GRADE, RANK, ETC. 10 POINT <input checked="" type="checkbox"/> GSAB OTHER		14. POSITION CLASSIFICATION ACTION REV VICE F. ACT. REAL CD:PP PP		
15. APPROPRIATION FROM: 4-3745-55-012 TO: Bureau		16. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes		
17. STANDARD FORM 30 REMARKS  <i>Copied to Sec. 2/20</i>		18. DATE OF APPOINTMENT MILITARY AFFIDAVITS (ACCUSATIONS ONLY) STATE:  <i>FOILED</i> <i>On 25 Feb 54</i>		
19. CLEARANCES		INITIAL OR SIGNATURE	DATE	REMARKS
A.		<i>Jen</i>		
B. CELL OR POS CONTROL				
C. CLASSIFICATION				
D. PLACEMENT OR EXPL.				
E.				
F. APPROVED BY				
<i>2-2-4-58</i>				

STANDARD FORM 52  
FEBRUARY 1952  
U. S. GOVERNMENT PRINTING OFFICE  
1952 1600—PERSONNEL ACTIONS  
MILITARY CHAPTER III

## REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST <i>14 July 54</i>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE & PROPOSED: <i>23 Feb 1954</i>	
7. C. S. OR OTHER LEGAL AUTHORITY		8. POSITION (Specify whether establish, change grade or title, etc.)	
FROM OPO Officer (PP) DPP 923 GS-01-6-21-12 \$7040.00 P/A GS-132-12 DDP/FE		TO— Information Officer DPP 923 FS3-5 \$7095.00 P/A DDP/FE	
9. FIELD	DEPARTMENTAL	10. FIELD OR DEPARTMENTAL	11. FIELD
A. REMARKS (Use reverse if necessary)			
		D. REQUEST APPROVED <i>Approved JUL 23 1954</i>	
		Signature:	
		Title:	PP/CPO/FE/Serv 100
13. VETERAN PREFERENCE			
None	WVVA	OTHER	S.P.T.
	X		10 POINT DISAB. OTHER
15. SEX M W		16. RACE FROM: 5-3745-55-042 TO: Same	
17. APPROPRIATION 18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes			
19. CLEARANCES		INITIAL OR SIGNATURE	DATE
A.		<i>MR</i>	<i>3 Aug 54</i>
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED BY			
POSTED <i>MC 16 Aug 1954</i>			

**STANDARD FORM 50**  
REV. APRIL, 1941  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER XI. FEDERAL PERSONNEL MANAGEMENT

CENTRAL INTELLIGENCE AGENC.

~~SECRET~~

## **NOTIFICATION OF PERSONNEL ACTION**

23. 13 Nov. 53 Penn

1. NAME (MR - MRS - MRS - OR GIVEN NAME, INITIAL(S), AND SURNAME)				2. DATE OF BIRTH	3. JOURNAL OR ACTION NO. & DATE												
					14 Dec. 53												
<p><i>This is to notify you of the following action affecting your employment:</i></p> <p>6. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Reassignment</b></p> <p>6. EFFECTIVE DATE <b>B. O. B. 20 Dec 53</b></p> <p>7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USC 403</b></p>																	
<p>FROM <b>Operations Officer (W) PW-93</b></p> <p>GS-132-12 \$7040.00 per annum</p> <p>DMP/VE Political &amp; Psychological Warfare Political &amp; Psychological Warfare Sect</p> <p>Washington, D. C.</p>				<p>TO <b>Intelligence Officer PW-8-5-18</b></p> <p>GS-132-12 \$7040.00 per annum</p> <p>DMP/VE</p>													
<p>8. POSITION TITLE <b>Intelligence Officer PW-8-5-18</b></p> <p>9. SERVICE, SERIES, GRADE, SALARY</p> <p>10. ORGANIZATIONAL DESIGNATIONS</p> <p>11. HEADQUARTERS</p>																	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD		<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL													
<p>13. VETERAN'S PREFERENCE</p> <table border="1"> <tr> <td>HOME</td> <td>WWII</td> <td>OTHER</td> <td>S-P-T</td> <td>10-POINT DISAB. OTHER</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>claimed</td> </tr> </table>						HOME	WWII	OTHER	S-P-T	10-POINT DISAB. OTHER						X	claimed
HOME	WWII	OTHER	S-P-T	10-POINT DISAB. OTHER													
				X	claimed												
<p>14. POSITION CLASSIFICATION ACTION</p> <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>L.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>						NEW	VICE	L.A.	REAL								
NEW	VICE	L.A.	REAL														
15. SEX	16. RACE	17. APPROPRIATION															
M	W	FROM:	<b>b-3700-20</b>		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)												
		TO:	<b>b-3745-5-042</b>		Yes												
<p>19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)</p>																	
<p>20. LEGAL RESIDENCE  <input type="checkbox"/> CLAIMED    <input checked="" type="checkbox"/> LOVED STATE</p>																	
<p>21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.</p>																	
<p>"Transfer to Unvouchored funds FRCM Voucherized funds."</p>																	
<p style="text-align: center;">SECRET</p>																	
<p>ENTRANCE PERFORMANCE RATING: Personal Director</p>																	

~~SECRET~~

**ENTRANCE PERFORMANCE RATING**

### Personnel Management

*7-19-12-15-13*  
4. PERSONNEL FOLDER COPY

STANDARD FORM 50  
REV. APRIL 1951  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER VI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—GIVE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																				
			16 Apr. 53																				
This is to notify you of the following action affecting your employment:																							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																					
Promotion	26 Apr. 53	Schedule A-6.116(b)																					
FROM Operations Officer (PW) HF-93-11	8. POSITION TITLE GS-132-11 \$5940.00 per annum	9. SERVICE SERIES, GRADE SALARY GS-132-12 \$7040.00 per annum	TO Same																				
DP/PB Political and Psychological Warfare Political and Psychological Warfare Section	10. ORGANIZATIONAL DESIGNATIONS Same	11. HEADQUARTERS Same																					
Washington, D.C.	12. FIELD OR DEPT'L FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>	13. FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>																					
13. VETERAN'S PREFERENCE <table border="1"><tr><td>NON-V</td><td>WWII</td><td>OTHER</td><td>4-PT.</td><td>10-POINT</td><td></td></tr><tr><td>X</td><td>X</td><td></td><td></td><td>DISAB</td><td>OTHER</td></tr></table>		NON-V	WWII	OTHER	4-PT.	10-POINT		X	X			DISAB	OTHER	14. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VIE</td><td>L.A.</td><td>ITAL</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>		NEW	VIE	L.A.	ITAL				
NON-V	WWII	OTHER	4-PT.	10-POINT																			
X	X			DISAB	OTHER																		
NEW	VIE	L.A.	ITAL																				
15. SEX M <input checked="" type="checkbox"/> F <input type="checkbox"/>	16. RACE WHITE <input type="checkbox"/> BLACK <input checked="" type="checkbox"/>	17. APPROPRIATION FROM: 11X2100 TO: 3700-20	18. SUBJECT TO C. S. RETIREMENT ACT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	19. DATE OF APPOINTMENT MILIT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input checked="" type="checkbox"/> California																		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																							
ENTRANCE PERFORMANCE RATING Chief, Personnel Division																							
Signature or Other Identification																							

4. PERSONNEL FOLDER COPY

Form 14, 1 E, 62, Ver. A

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

(4) NAME	(5) ORG. INF. & POS. TITLE	(6) SCHEDULE SERIES-GRADE	(7) SLOT NO.	(8) ACTION	(9) ORG. INF. & POS. TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NO.
	Intell Off.	GS-13	581		Pol & Psy F Str O/C Ops Off-Fls	GS-132-13	BF-88
	Secy-Steno	GS-6	501		Secy-Steno	GS-312-6	BF-90
	Ops Off	GS-14	1173		Pol & Psy Ops Officer	GS-132-14	BF-91
	Ops Off	GS-12	523		Ops Off P/M	GS-132-12	BF-92
	Intell Off	GS-11	521		Ops Off P.M.	GS-132-11	BF-93
	Intell Off	GS-7	525		Ops Off-R.A.	GS-132-7	BF-94

(12) APPROVED BY:

Staff or Division Chief

(13) APPROVED BY:

Class. & Regd Div.

S E C R E T  
Security Information

(14) APPROVED BY:

Personnel Div.

STANDARD FORM NO. 10 (PARTS)  
APRIL 1950  
REPLACES EDITION OF  
MARCH 1949  
GSA FEDERAL PERSONNEL MANUAL  
U. S. CIVIL SERVICE COMMISSION

## CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (F.M.I.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[Redacted]	[Redacted]	91389	24 Mar. 52 <sup>(a)</sup>
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment & Promotion	30 Mar. 52 <sup>a</sup>	Schedule A-6.116(b)	
FROM	TO		
Intelligence Officer	Operations Officer		
GS-9-132 \$5060.00 per. annum. OPC PK Plans Branch	GS-11-132 \$5940.00 per. annum. OPC PK Plans & Operations Branch Psychological Warfare Unit		
Washington, D. C.			
FIELD	DEPARTMENTAL	FIELD	DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
HOME	MAIL ORDER TO PT.	10-POINT DISAD. OTHER	NEW TITLE I.A. RATE Bu. 69831 3/13/52 <sup>b</sup>
X	X		
15. DEE RACE	16. APPROPRIATION FROM TO:	17. SUBJECT TO C. S. RETIREMENT ACT 1949 2123300 2017	18. DATE OF APPOINT. WCHT AFFIDAVIT (EXCEPT FOR ASSUMPTION ONLY) STATE: PORTA Signature
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.			
(21)			
Chief, Personnel Division			
ENTRANCE EFFICIENCY RATING: <i>VIP</i> [Redacted] <i>A</i>			

4. PERSONNEL FOLDER COPY

P.C. 8/29/51

(al)

STANDARD FORM NO. 10 (PARTS)  
5010-106  
EFFECTIVE 1 APRIL 1950  
REPLACES E.O. 10805  
FEDERAL PERSONNEL SERVICE  
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., MS., OR OTHER NAME, TITLE, & SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE						
[Redacted]	[Redacted]	4 8003	17 Sept. 1951						
This is to notify you of the following action affecting your employment:									
B. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE							
Accepted Appointment		17 Sept. 1951 Schedule A-6.116(b)							
FROM		TO							
		Intelligence Officer, GS-9							
		GS-9-132 \$4600.00 per. annum.							
		OPC FE Plans Branch							
		Washington, D. C.							
FIELD	DEPARTMENTAL	FIELD	DEPARTMENTAL						
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION							
NURE	WHR	OTHER	S-P	10-POINT	ARMY	VICE	SA	DEAL	Bu. #2974
				DISAB.	OTHER				CSO/3021
15. RACE	16. APPROPRIATION	17. SUBJECT TO C. I.	18. DATE OF APPOINTMENT	19. LEGAL RESIDENCE					
SEX	FROM	REFRETMENT ACT (YES - NO)	APPOINTMENT AGREEMENT (YES - NO)	IF CLAIMED, [ ] PROVED STATE					
	2123900								
20. REVERSE THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND EXAMINATION BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.									
I WANT TO DCI DIRECTIVE W/ 24 OCT. 1951 ADJUSTED TO 3 5/26/51									
This appointment is subject to the satisfactory completion of a trial period of one year. Subject to a satisfactory medical examination. Appointee executed.									
CAG - 09/26/51 EOC - 09/11/51 CC - 09/17/51									
[Redacted]									
5. PERSONNEL DIVISION INSTITUTION OR OTHER AUTHENTICATION [Signature]									
4. PERSONNEL FOLDER COPY									

PERFORMANCE EFFICIENCY RATING:

Personnel Division

INSTITUTION OR OTHER AUTHENTICATION

U. S. GOVERNMENT PRINTING OFFICE 16-522-578

SECRET

(When Filled In)

<b>FITNESS REPORT</b>					EMPLOYEE SERIAL NUMBER
<b>SECTION A GENERAL</b>					
1. NAME (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
[Redacted]	[Redacted]	M	GS-14	D	
6. OFFICIAL POSITION TITLE: <b>Operations Officer</b>	7. OFFICEDIV/BR OF ASSIGNMENT <b>DDP/WH/1</b>	8. CURRENT STATION			
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>31 December 1972</b>			12. REPORTING PERIOD (From - To) <b>1 January - 31 October 1972</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
U-Unacceptable	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 actions 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-Preferred	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 work and in comparison to the performance of others doing similar work as to warrant special recognition.				
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1		RATING LETTER <b>S</b>			
SPECIFIC DUTY NO. 2		RATING LETTER <b>S</b>			
SPECIFIC DUTY NO. 3		RATING LETTER <b>S</b>			
SPECIFIC DUTY NO. 4		RATING LETTER <b>S</b>			
SPECIFIC DUTY NO. 5		RATING LETTER <b>S</b>			
SPECIFIC DUTY NO. 6		RATING LETTER <b>S</b>			
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and previous limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					
RATING LETTER <b>S</b>					

SECRET

OFFICE OF PERSONNEL

NARRATIVE COMMENTS

SECTION C

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

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

SECRET

**SECRET**  
From Pitled [redacted]

FITNESS REPORT					EMPLOYEE SERIAL NUMBER		
<b>SECTION A</b>					<b>GENERAL</b>		
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SSN	4. GRADE	5. SD	
					M	GS-14	D
6. OFFICIAL POSITION TITLE <b>Operations Officer</b>			7. GPF/DIV/BG/SD & SECURITY NO. <b>DDP/SH/1</b>		8. CURRENT STATION		
9. CHECK (X) TYPE OF APPOINTMENT <b>XX CAREER</b>			10. CHECK (X) TYPE OF REPORT <b>XX ANNUAL</b>		REASSIGNMENT SUPERVISOR		
CAREER/PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify)		REASSIGNMENT EMPLOYER		
SPECIAL (Specify)			11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From To) <b>April 1971 - 31 December 1971</b>		
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>							
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from: counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
<p>List up to six of the most important specific duties performed during the rating period. Assign 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).</p>							
SPECIFIC DUTY NO. 1		RATING LETTER		O			
SPM							
SPECIFIC DUTY NO. 2		RATING LETTER		S			
SPB							
SPECIFIC DUTY NO. 3		RATING LETTER		S			
SPB							
SPECIFIC DUTY NO. 4		RATING LETTER		S			
SPECIFIC DUTY NO. 5		RATING LETTER		S			
<p><b>OVERALL PERFORMANCE IN CURRENT POSITION</b></p> <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, personal social traits or habits, and particular limitations or releases. 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.</p> <p style="text-align: right;"><i>20460</i></p>							
		RATING LETTER		S			

SECRET  
*(When Filled In)*

SECTION C

NARRATIVE COMMENTS

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

16825 | 427172  
Subject is now well into his second tour at this station and has not lost any of his momentum. He charges into his work daily as if it were all a new challenge and new experience. His past fitness reports from this station have all reflected his professional approach to the job and he continues to merit these plaudits. He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in meeting deadlines. One of our more imaginative officers who is effective.

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

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
9 Feb 1972	/s/

BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 Feb 1972	Deputy Chief of Station	/s/

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with all of the above. Concerning his performance here and his delay in getting a promotion, I made a special point of bringing these matters to the attention of Deputy Chief, WOMACE, while I was in Washington in October of 1971. Our pending re-organization would find him with considerably increased responsibility, which is a good indicator of how we feel about him.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
9 Feb 1972	Chief of Station	/s/

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

GENERAL					
1. NAME [Redacted] (Last) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
M GS-14 D					
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/Branch 1		
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			9. CURRENT STATION <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE		
10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> SPECIAL (Specify):			11. DATE REPORT DUE IN O.P.		
12. REPORTING PERIOD (From - To) April 1970 - 31 March 1971					
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-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	O
SPECIFIC DUTY NO. 2				RATING LETTER	S
SPECIFIC DUTY NO. 3				RATING LETTER	O
SPECIFIC DUTY NO. 4				RATING LETTER	S
SPECIFIC DUTY NO. 5				RATING LETTER	S
SPECIFIC DUTY NO. 6				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 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

(Other Editions)

## SECTION C

## NARRATIVE COMMENTS

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

Subject, a senior officer in all respects, has been at this station for the past 20 months as the responsible [redacted] officer. His past fitness report covered very thoroughly and accurately his ability to

He enjoys his work and the challenge of being on the spot. He is a thoroughly experienced officer in his field and although forced to specialize for years, we must start thinking of more responsible and more diversified employment for this fine officer.

He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in completing his obligations on schedule. One of the more imaginative officers of the station who is aggressive and effective. He handles his financial responsibilities well and has a good appreciation for the expenditure of official funds.

## SECTION D

## CERTIFICATION AND COMMENTS

## BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
26 March 1971	/s/ [redacted]

## BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
26 March 1971	Deputy Chief of Station	/s/ [redacted]

## BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 March 1971	Chief of Station	/s/ [redacted]

-CONTINUED-

SECRET

**SECTION C****NARRATIVE COMMENTS****-continued**

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

**COMMENTS OF REVIEWING OFFICIAL****-continued**

SECRET  
(When Filled In)

<b>FITNESS REPORT</b>					EMPLOYEE SERIAL NUMBER												
<b>SECTION A</b>																	
<b>GENERAL</b>																	
1. NAME (First) _____ (Middle) _____		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD												
			M	GS-14	D												
6. OFFICIAL POSITION TITLE OPUS Off.		7. OFF/ DIVISION OF ASSIGNMENT DDP/WIL/Br. 1		8. CU													
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE													
11. DATE REPORT DUE IN O.P.    05/10		12. REPORTING PERIOD (From - To) JUNO 1969 - April 1970															
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>																	
<p><b>W - Weak</b>    Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b>    Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b>    Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b>    Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b>    Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>																	
<b>SPECIFIC DUTIES</b>																	
<p>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).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">S</td> <td style="width: 20%; text-align: center;">RATING LETTER S</td> </tr> <tr> <td>S</td> <td style="text-align: center;">RATING LETTER S</td> </tr> </table>						S	RATING LETTER S	S	RATING LETTER S	S	RATING LETTER S	S	RATING LETTER S	S	RATING LETTER S	S	RATING LETTER S
S	RATING LETTER S																
S	RATING LETTER S																
S	RATING LETTER S																
S	RATING LETTER S																
S	RATING LETTER S																
S	RATING LETTER S																
<p><b>SPECIFIC DUTY NO. 4</b></p> <p style="text-align: right; margin-right: 100px;">10 JULY 1970</p>																	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>																	
<p>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 liabilities 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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">RATING LETTER S</td> <td style="width: 20%;"></td> </tr> </table>						RATING LETTER S											
RATING LETTER S																	

**SECRET**

(Form 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. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject has his goals clearly in mind and has proceeded about his business with full confidence and perseverance. He is conscientious, dedicated and a team worker. Subject has gained the confidence of his supervisors, and his subordinates have accepted him as one of the group.

[Redacted] He was commended for this work by both Headquarters and Station management.

He has developed [redacted] contacts at all levels and has been very instrumental in developing disseminable information in this manner. He has quickly moved to replace assets which were terminated and by his efforts will fill in the void in a minimum amount of time.

Subject enjoys meeting people and conducting operations. In the future, he will be forced to spend more time in managing his section due to administrative changes now taking place in the Station.

He takes directions well and can be depended upon to fulfill all his obligations on schedule. He has an excellent command of the Spanish language and he is definitely cost conscious in the projects which he handles.

Of special note is that Subject was one of the first officers to quickly retool his section when given a new requirement to fulfill. He responded immediately and in so doing once more indicated his desire

SECTION D		CERTIFICATION AND COMMENTS	-continued
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
05/15/70	/S/	[Redacted]	
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
05/15/70	[Redacted]	/S/	[Redacted]
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Concur fully with above and would add that Subject is one of the Station's most aggressive and effective development/contact officers. In what has been an almost complete reorganization of the Station and the termination or redirection [redacted] Subject has probably moved faster and more effectively than any other section. Perhaps even more notable, his development of [redacted] has more than kept pace with the termination of those who have outlived their usefulness. While he is very thorough and effective in all of his undertakings, a tendency to go off on tangents has a slight effect on his overall efficiency. This is probably due in large			
-continued			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
05/15/70	Chief of Station	/S/	[Redacted]

**SECRET**

14-00000

SECTION C

NARRATIVE COMMENTS

Continued

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

COMMENTS OF REVIEWING OFFICIAL

Continued

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

SECRET

(Enter Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME	(First)	(Middle)	2. SEX	4. GRADE	5. SD
			M	GS-14	D
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. DAY AND MONTH OF ASSIGNMENT DDP/WH		8. CURRENT STATION <b>Headquarters</b>
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL SPECIAL (Specify):		REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P. <b>30 April 1969</b>			12. REPORTING PERIOD (From- to) <b>July 1968 to 31 March 1969</b>		
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b>      Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b>      Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b>      Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b>      Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b>      Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
<p>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).</p>					
SPECIFIC DUTY NO. 1      Help to establish and monitor the political action priorities and plans of the Division, including commenting on policy papers and plans originating outside the Division.					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 2      Prepare guidance to accomplish priority area-wide objectives.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3      Advise and consult with the Branches and Desks concerning the management of political activities.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER <b>S</b>
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
<p>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.</p>					
FORM 45 USE PREVIOUS EDITIONS 4-68			SECRET		

## SECRET

(When Filled In)

## SECTION C

## NARRATIVE COMMENTS

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

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

## SECTION D

## CERTIFICATION AND COMMENTS

## BY EMPLOYEE

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

DATE	SIGNATURE		
24 February 1969	[redacted]	[redacted]	[redacted]
2.	MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		
	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPE OR PRINT NAME AND SIGNATURE	
24 February 1969	C/WH/[redacted]	[redacted]	[redacted]

## BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

[redacted]		I concur
in this report,		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 February 1969	WH/Executive Officer	[redacted]

SECRET

SECRET

(When Filling In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER		
<b>SECTION A</b>					<b>GENERAL</b>		
1. NAME (First) (Middle) (Last)			2. GRADE		3. SEX		4. SD
			GS-14		M		D
5. OFFICIAL POSITION TITLE Instr Ops			6. OFFICE DIV/BR OF ASSIGNMENT DDS/OTR		7. CURRENT STATION Hdqs. USA/C/S		
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		10. REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. 30 April 1968			12. REPORTING PERIOD (From To) 1 April 1967 to 29 March 1968				
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
<p>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).</p>							
SPECIFIC DUTY NO. 1					RATING LETTER		
SPECIFIC DUTY NO. 2					RATING LETTER		S
SPECIFIC DUTY NO. 3					RATING LETTER		S
SPECIFIC DUTY NO. 4					RATING LETTER		S
SPECIFIC DUTY NO. 5					RATING LETTER		DG 50 - DA 60
SPECIFIC DUTY NO. 6					RATING LETTER		DG 70
SPECIFIC DUTY NO. 7					RATING LETTER		
SPECIFIC DUTY NO. 8					RATING LETTER		
<p><b>OVERALL PERFORMANCE IN CURRENT POSITION</b></p> <p>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.</p>							
E.O. MAY 1968					RATING LETTER		S



SECRET

(Often 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 basis for determining future personnel action. Management 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.

The resonance which these new courses has evoked confirms the soundness of creative efforts in completely revamping Covert Action training in the (cont.)

## SECTION D

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

10 May 88

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN

UNDER MY SUPERVISION

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

6

DATE

10 May 1968

OFFICIAL TITLE OF SUPERVISOR

Chief, Headquarters Training,  
Operations School/OTR

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. [REDACTED] has done his job with distinction and with credit to himself and his career service. His assignment to OTR is a first-rate example of quality in rotational tours. At the same time he has given a good deal to the training mission, I think it also fair to say he has gained professionally from the rather wide exposure to disciplines other than CA which he has handled extremely well.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPE

10 May 1968

Chief, Operations School/OTR

SECRET

SECTION C - NARRATIVE COMMENTS, [redacted]

(cont.)

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

As a corollary to the main duties cited above, [redacted] has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon.

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

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

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

8/1/68  
SAC

**SECRET**

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

**SECRET**

SECRET  
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER
<b>SECTION A</b>					
1. NAME (Last) [REDACTED] (First) [REDACTED] (Middle) [REDACTED]			2. DATE OF BIRTH [REDACTED]	3. SEX M	4. GRADE GG-14
5. OFFICIAL POSITION/TITLE <b>Instr Operations</b>			6. DUTY/INVBNTN OF ASSIGNMENT DDG/CTR	7. CURRENT STATION Headquarters NAC	8. BD D
9. CHECK (X) TYPE OF APPOINTMENT					
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT		
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL	REASSIGNMENT SUPERVISOR	
SPECIAL (Specify):			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYER	
11. DATE REPORT DUE IN O.P. 28 April 1967			12. REPORTING PERIOD (From To) 1 April 1966 - 31 March 1967		
<b>SECTION B</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 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  Chief Instructor for Covert Action subjects presented in Headquarters Training	RATING LETTER S				
SPECIFIC DUTY NO. 2	RATING LETTER				
SPECIFIC DUTY NO. 3	RATING LETTER				
SPECIFIC DUTY NO. 4	RATING LETTER				
SPECIFIC DUTY NO. 5	RATING LETTER				
SPECIFIC DUTY NO. 6	RATING LETTER				
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

14-20000  
**SECRET**

(When Filled In)

**SECTION C**

**NARRATIVE COMMENTS**

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

Apr 21 9 27 AM '67

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

**SECTION D**

**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

DATE

10 April 1967

I CERT

[initials]

C OF THIS REPORT

2.

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

BY SUPERVISOR

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

6

DATE

7 April 1967

OFFICIAL TITLE OF SUPERVISOR

Chief, Headquarters Training

[initials]

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

13 April 1967

Chief, Operations School/TR

[initials]

**SECRET**

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER
SECTION A		GENERAL		
1. NAME	(Middle)	2. RANK	3. GRADE	4. SD
5. OFFICIAL POSITION/TITLE Ops Officer		6. DURATION OF ASSIGNMENT DDP/WIL/4		7. CURRENT STATION
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER/PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		9. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		10. REASSIGNMENT SUPERVISION <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- To) 1 April - 28 August 1968		
SECTION B PERFORMANCE EVALUATION				
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>				
SPECIFIC DUTIES				
<p>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 employee's with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>				
SPECIFIC DUTY NO. 1 Operational and administrative management of activities.				RATING LETTER <i>DG 20</i> <b>S</b>
SPECIFIC DUTY NO. 2				RATING LETTER <i>DG 21</i> <b>S</b>
SPECIFIC DUTY NO. 3				RATING LETTER <i>DG 22</i> <b>P</b>
SPECIFIC DUTY NO. 4 Preparation of operational, contact and dissemination reports.				RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5 Preparation of operational programs, projects and briefing papers				RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6				RATING LETTER
30 DEC 1968 OVERALL PERFORMANCE IN CURRENT POSITION				
<p>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.</p>				RATING LETTER <b>S</b>

## SECRET

(This Field Is)

## 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 information given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or professional 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.

Dec 30  
Subject has been under the direct guidance and supervision of this rating officer for a period of 14 months. This report is being submitted because of the transfer of the employee. For the last 6 weeks of the period covered by this report Subject was under the direct supervision of the COS because of the absence [redacted] of this rating officer. Any differences of opinion with respect to the caliber of Subject's performance during the last six weeks will be reflected in the reviewing officer's comments.

During this period, as in the preceding period, Subject carried out all of his assigned duties and responsibilities in a highly professional and thoroughly competent manner. He continued to show a good deal of initiative and imagination [redacted]

[redacted] on day to day matters. He demonstrated a keen sense of the internal political situation and he made maximum use of his contacts to elicit a large amount of disseminable information. Subject took over [redacted] during this period and he was able, because of his deep knowledge and understanding of the operational techniques employed [redacted] to improve on the quality of the [redacted] product. Subject is an able and fully qualified officer who acquired a good deal of expertise about local operating conditions and then proceeded to apply his specialized knowledge and past experience [redacted]. He has a great capacity for creative

## SECTION D

## CERTIFICATION AND COMMENTS

1.

## BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

/S/

2.

## BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

15 September 66

Deputy Chief of Station

/s/

3.

## BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

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

16 September 66

Chief of Station

/s/

SECRET

2000

14-00000  
S E C R E T

- 2 -

SECTION C (CONTINUED)

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

Summed up, Subject is a highly regarded professional officer who made a most worthwhile contribution to the [redacted] overall mission.

S E C R E T

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

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

27 DEC  
1966

This is to advise you that request # R-18762 attended [redacted] training program:

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

FOR THE DIRECTOR OF TRAINING:



Attachments:

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

GROUP I  
excluded from automatic  
downgrading and  
declassification

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



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

NATIONAL INTERDEPARTMENTAL SEMINAR

*This is to certify that*

*has successfully completed the seminar on  
PROBLEMS OF DEVELOPMENT  
AND INTERNAL DEFENSE*

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

A TRUE COPY OF  
SIGNED ORIGINAL

December 16, 1966

Seminar Coordinator

*C. A. Callahan*  
Director of FSI

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER
SECTION A.			GENERAL			
1. NAME [Redacted] (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/DR OF ASSIGNMENT	8. CURRENT STATION DDP/WH/4		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL			
CAREER-PROVISIONAL (See Instructions - Section C)			REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE [Redacted]			
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 May 1966			12. REPORTING PERIOD (From To) 13 July 1965 - 31 Mar 1966			
SECTION B. PERFORMANCE EVALUATION						
<p><b>W - Hatch</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
<p>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).</p> <p><b>SPECIFIC DUTY NO. 1</b> Operational and administrative management of activities. <span style="float: right;">DG P</span></p>						
<p><b>SPECIFIC DUTY NO. 2</b> <span style="float: right;">DG S</span></p>						
<p><b>SPECIFIC DUTY NO. 3</b> <span style="float: right;">P</span></p>						
<p><b>SPECIFIC DUTY NO. 4</b> <span style="float: right;">D</span></p>						
<p><b>SPECIFIC DUTY NO. 5</b> Preparation of operational, contact and dissemination reports. <span style="float: right;">D</span></p>						
<p><b>SPECIFIC DUTY NO. 6</b> Preparation of operational programs, projects and briefing papers <span style="float: right;">P</span></p>						
OVERALL PERFORMANCE IN CURRENT POSITION						
<p>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.</p> <p><i>TG MAY 1966</i></p>						RATING LETTER <span style="border: 1px solid black; padding: 2px;">S</span>
<p>ROUND 45 indicate previous sections.</p>						

SECRET

## SECRET

Person Filled In

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>		<b>GENERAL</b>			
1. NAME (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[Redacted]		[Redacted]	M	GS-14	D
6. OFFICIAL POSITION TITLE <i>Operations Officer</i>		7. OFF/DIV/BR OF ASSIGNMENT <i>DDP/WH/4</i>		8. CURRENT STATION <i>WIC</i>	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <i>CAREER-PROVISIONAL (See Instructions - Section C)</i>		10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) <i>SPECIAL (Specify)</i>		11. REPORTING PERIOD (From - To) <i>31 August 1965 - 12 July 1965</i>	
<b>SECTION B</b> PERFORMANCE EVALUATION					
<b>W - Poor</b>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.				
<b>A - Average</b>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.				
<b>P - Proficient</b>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.				
<b>S - Superior</b>	Performance is characterized by exceptional proficiency.				
<b>O - Outstanding</b>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
<input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> N <input type="checkbox"/> H <input type="checkbox"/> V <input type="checkbox"/> F <input type="checkbox"/> L <input type="checkbox"/> T <input type="checkbox"/> M <input type="checkbox"/> U <input type="checkbox"/> X <input type="checkbox"/> Z					RATING LETTER
<input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> N <input type="checkbox"/> H <input type="checkbox"/> V <input type="checkbox"/> F <input type="checkbox"/> L <input type="checkbox"/> T <input type="checkbox"/> M <input type="checkbox"/> U <input type="checkbox"/> X <input type="checkbox"/> Z					RATING LETTER
<input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> N <input type="checkbox"/> H <input type="checkbox"/> V <input type="checkbox"/> F <input type="checkbox"/> L <input type="checkbox"/> T <input type="checkbox"/> M <input type="checkbox"/> U <input type="checkbox"/> X <input type="checkbox"/> Z					RATING LETTER
<input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> N <input type="checkbox"/> H <input type="checkbox"/> V <input type="checkbox"/> F <input type="checkbox"/> L <input type="checkbox"/> T <input type="checkbox"/> M <input type="checkbox"/> U <input type="checkbox"/> X <input type="checkbox"/> Z					RATING LETTER
<input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> N <input type="checkbox"/> H <input type="checkbox"/> V <input type="checkbox"/> F <input type="checkbox"/> L <input type="checkbox"/> T <input type="checkbox"/> M <input type="checkbox"/> U <input type="checkbox"/> X <input type="checkbox"/> Z					RATING LETTER
<b>SPECIFIC DUTY NO. 9</b> <div style="text-align: right; margin-right: 10px;"> <span style="border: 1px solid black; padding: 2px;">PROMOTED ON</span> <span style="border: 1px solid black; padding: 2px;">2 AUG 1965</span> </div>					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b> <div style="text-align: right; margin-right: 10px;"> <span style="border: 1px solid black; padding: 2px;">RATING LETTER</span> </div>					
<p>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 trademarks 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.</p> <p style="text-align: center;"><i>2 AUG 1965</i></p>					

**SECRET**

(When Filled In)

**SECTION C**

**NARRATIVE COMMENTS**

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

This report is submitted due to the reassignment of the supervisor. Subject's performance remains as before. The Rating Letter of Specific Duty No. 1 was lowered from "O" to "S" for the simple reason that the goal in large measure has been achieved; i.e., a substantial reduction in costs but with a concurrent improvement in the net product--

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. <b>BY EMPLOYEE</b>		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
12 July 65	/s/	
2. <b>BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
15		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
12 July 65	Operations Officer	/s/
3. <b>BY REVIEWING OFFICIAL</b>		
COMMENTS OF REVIEWING OFFICIAL		
This officer's performance in the last three months has continued at a high level and I have nothing to add to the reviewing comments made in his last report.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 July 65	Chief of Station	/s/

**SECRET**

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER																									
SECTION A		GENERAL																												
1. NAME		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD.																									
			M	GS-14	D																									
6. OFFICIAL POSITION TITLE Ops. Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WHL	8. CHANNELS OF COMMUNICATION																											
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):																												
11. DATE REPORT DUE IN O.P. 31 May 1965		12. REPORTING PERIOD (From- To) 1 April 1964 - 31 March 1965																												
SECTION B PERFORMANCE EVALUATION																														
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>																														
SPECIFIC DUTIES																														
<p>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):</p> <table border="1"> <tr> <td></td> <td>RATING LETTER</td> </tr> <tr> <td></td> <td>O</td> </tr> <tr> <td></td> <td>RATING LETTER</td> </tr> <tr> <td></td> <td>S</td> </tr> <tr> <td></td> <td>RATING LETTER</td> </tr> <tr> <td></td> <td>S</td> </tr> <tr> <td></td> <td>RATING LETTER</td> </tr> <tr> <td></td> <td>S</td> </tr> <tr> <td></td> <td>RATING LETTER</td> </tr> <tr> <td></td> <td>S</td> </tr> <tr> <td></td> <td>RATING LETTER</td> </tr> <tr> <td></td> <td>P</td> </tr> </table>								RATING LETTER		O		RATING LETTER		S		RATING LETTER		P												
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OVERALL PERFORMANCE IN CURRENT POSITION																														
<p>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 bar corresponding to the statement which most accurately reflects his level of performance.</p> <p>9 JUN 1965</p>																														
<table border="1"> <tr> <td>RATING LETTER</td> </tr> <tr> <td>8</td> </tr> </table>							RATING LETTER	8																						
RATING LETTER																														
8																														

## SECRET

(When Filled In)

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in mind prospective 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. Manner of performance of managerial or supervisory duties must be described, if applicable.

There is little change over the previous report. Subject remains eager and aggressive and his enthusiasm for his assignments has not been dulled by the everyday frustrations and difficulties of doing business and living. [redacted] Subject's political action project

SE

## SIGNATURE AND COMMENTS

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

SECRET

14-00000  
S E C R E T

SECTION C (Continued)

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

SECTION D.3. (Continued)

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

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER
SECTION A		GENERAL		
1. NAME [Redacted]		2. DATE OF BIRTH [Redacted]		3. GRADE S. SD GS-14 D
4. OFFICIAL POSITION TITLE Operations Officer		5. OFF/DIV/BR OF ASSIGNMENT DDP WHD 2		6. CURRENT STATION
7. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		8. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):		9. REPORTING PERIOD (From To) 1 April 1963-31 March 1964
SECTION B PERFORMANCE EVALUATION				
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>				
SPECIFIC DUTIES				
<p>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).</p> <p>1. [Redacted]      RATING LETTER O 2. [Redacted]      RATING LETTER S 3. [Redacted]      RATING LETTER S 4. [Redacted]      RATING LETTER P 5. [Redacted]      RATING LETTER P 6. [Redacted]      RATING LETTER P</p>				
POSTED ON [Redacted] 05-15-64				
OVERALL PERFORMANCE IN CURRENT POSITION				
<p>To 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.</p> <p>25 JUN 1964</p>				
RATING LETTER S				

## SECRET

(Form 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. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject remains the eager, aggressive, and intelligent individual described in his last Fitness Report. During the year under review

is good and his formal reporting to both his supervisor and Headquarters is kept current and done in depth.

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

Subject's language competence (Spanish) is sufficiently fluent

--continued--

## SECTION D

## CERTIFICATION AND COMMENTS

BY EMPLOYEE

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

1.

DATE

22 May 1964

SIGNATURE OF EMPLOYEE

2.

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

20

BY SUPERVISOR

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

DATE

22 May 1964

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

/S/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

22 May 1964

Chief of Station

/S/

SECRET

Continuation of Section C, Fitness Report, attachment  
22 May 1964

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

SECRET  
(When Filled In)

GA

FITNESS REPORT				EMPLOYEE SERIAL NUMBER																
SECTION A		GENERAL																		
1. NAME				3. SEX	4. GRADE	5. SD														
2. OFFICIAL POSITION TITLE Ops Officer				Male	OS-14	D														
7. OFF/DIV/BR OF ASSIGNMENT DDP WII. 2				8. CURRENT STATION																
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify)				10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify)																
11. DATE REPORT DUE IN O.P. 31 May 1963				12. REPORTING PERIOD (From - To) 5 June 1962 - 31 March 1963																
SECTION B PERFORMANCE EVALUATION																				
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation; to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>																				
SPECIFIC DUTIES																				
<p>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).</p> <table border="1"> <thead> <tr> <th>SPECIFIC DUTY NO. 1</th> <th>RATING LETTER</th> </tr> </thead> <tbody> <tr> <td></td> <td>S</td> </tr> <tr> <td></td> <td>O</td> </tr> <tr> <td></td> <td>S</td> </tr> <tr> <td></td> <td>P</td> </tr> <tr> <td></td> <td>P</td> </tr> <tr> <td></td> <td>RATING LETTER</td> </tr> </tbody> </table>							SPECIFIC DUTY NO. 1	RATING LETTER		S		O		S		P		P		RATING LETTER
SPECIFIC DUTY NO. 1	RATING LETTER																			
	S																			
	O																			
	S																			
	P																			
	P																			
	RATING LETTER																			
OVERALL PERFORMANCE IN CURRENT POSITION																				
<p>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.</p> <table border="1"> <tr> <td>11 Jun 1963</td> <td>RATING LETTER</td> </tr> <tr> <td>45 OVERLAY PREVIOUS EDITIONS.</td> <td>S</td> </tr> </table>							11 Jun 1963	RATING LETTER	45 OVERLAY PREVIOUS EDITIONS.	S										
11 Jun 1963	RATING LETTER																			
45 OVERLAY PREVIOUS EDITIONS.	S																			

SECRET

**SECRET**

(Other Filled In)

**SECTION C****NARRATIVE COMMENTS**

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

Subject is an aggressive, eager, and intelligent person who knows 10 languages.


Also, during this period Subject


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

(continued on separate sheet)

**SECTION D****CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

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

DATE

24 May 1963

SIGNATURE OF EMPLOYEE

/S/ [Signature]

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

Eight

DATE

24 May 1963

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

/S/ [Signature]

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am in general agreement with the supervisor's assessment of this individual, whom I have seen fairly frequently. He is extremely active and aggressive and has moved ahead rapidly into new activities [redacted]


DATE

24 May 1963

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

Chief of Station

/S/ [Signature]

**SECRET**

Continuation of Section C, Fitness Report, attachment

[redacted] 24 May 1963

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

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A		GENERAL			
1. NAME	Last (Initial) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	
2. SERVICE DESIGNATION	5. OFFICIAL POSITION TITLE		Male	OS-13	
D	Operations Officer		6. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1		
7. CAREER STAFF STATUS		8. TYPE OF REPORT			
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISION	
PENDING	DECLINED	DENIED	ANNUAL	REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.M.	11. REPORTING PERIOD From 1 Jan 62 To 30 Apr 62		12. SPECIAL (Specify)		
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior
RATING NO. STB 5		RATING NO. B 5		RATING NO. DCE 5	
RATING NO. B 5		SPECIFIC DUTY NO. 6 Machinery		RATING NO. 6	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, conscientiousness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPL'D CABLE	NOT ON SERV'D	RATING
DOES THINGS DONE					X
RESOURCES					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN RISKS AND REAPS					X
DOES HIS JOB WITHOUT SPENDING SUPPORT					X
FACILITATES UNOBSTACLED OPERATION OF HIS OFFICE					X
WELLS EXPRESSED					X
SECURITY CONCERN					X
THINKS CLEARLY					X
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER					

SEE SECTION E\* ON REVERSE SIDE

## SECRET

(When Filled In)

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

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

**SECTION F****CERTIFICATION AND COMMENTS****1. BY EMPLOYEE**

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

DATE 6-12-62 SIGNATURE OF EMPLOYEE

**2. BY SUPERVISOR**

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

Four months

Subject departed on overseas assignment.

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 60 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (SPECIFY)

DATE

OFFICIAL TITLE OF SUPERVISION

TYPED

SIGNED

8 June 1962

AC/SE/1

**3. BY REVIEWING OFFICIAL**

I WOULD HAVE GIVEN THIS EMPLOYEE EXACT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THEIR EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET  
(When Filled In)

J-7 XII 1965		FITNESS REPORT		M. EMPLOYEE SERIAL NUMBER	
SECTION A		GENERAL			
1. GENDER, EDUCATION AND PROFESSION		2. AGE		3. GRADE	
Male		13		Operations Officer	
D		DDP/11/1			
E. CAREER STAFF STATUS		F. TYPE OF REPORT		G. RATING NO.	
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR	
PENDING	DECLINED	DENIED	ANNUAL	REASSIGNMENT/EMPLOYEE	
XX DATE REPORT DUE IN O.P.		III. REPORTING PERIOD		SPECIAL (Specify)	
26 February 1962		19 Jul 61 - 31 Dec 61			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior
		RATING NO. 5			RATING NO. 5
		RATING NO. 5			RATING NO. 5
		RATING NO. 5			RATING NO. 6
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
<p>Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.</p>					
<p>1 - Performance in many important respects fails to meet requirements.      2 - Performance meets most requirements but is deficient in one or more important respects.      3 - Performance clearly meets basic requirements.      4 - Performance clearly exceeds basic requirements.      5 - Performance in every important respect is superior.      6 - Performance in every respect is outstanding.</p>					
<p>RATING NO. 4</p>					
SECTION D DESCRIPTION OF THE EMPLOYEE					
<p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.</p>					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPL'D	INGT. OB.	RATING
CHARACTERISTICS			CASE	SPRAYED	1 2 3 4 5
DOES THINGS DONE					
RESOURCEFUL					
ACCEPTS RESPONSIBILITIES					
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					
DOES HIS JOB WITHOUT STRONG SUPPORT					
FACILITATES SMOOTH OPERATION OF HIS OFFICE					
WRITES EFFECTIVELY					
SECURITY CONSCIOUS					
THINKS CLEARLY					
COMPLEXING IN ORIGINATING, MAINTAINING AND EXPANDING SP. RELATIONSHIPS					
OTHER					
PAGE SEVEN PERIOD REVIEW STOP					

**SECRET**

(When Filled In)

**SECTION E**

**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

This employee was new to WH and served only about three months under the supervision of the undersigned. He brought wide experience and background in CA work to the Branch due to his past experience in other components of KUBARK.

His performance was excellent and can be expected to improve with more familiarization with the area.

**SECTION F**

**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

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

DATE

4 April 1962

SIGNATURE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

IF THIS REPORT WAS NOT SHOWN TO EMPLOYEE, GIVE EXPLANATION

3.

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

26 March 1962

C/AS/1

/3/

3.

BY REVIEWING OFFICIAL

XX

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS; I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL:

During the period from the rating officer's departure in Oct 1961 until [REDACTED] was reassigned to another Branch in Feb 1962 in preparation for an overseas assignment, he demonstrated high competence in all of his duties, thereby confirming the rating officer's expectations in the last sentence of Section E. On the basis of this fine performance, I would upgrade the rating in Section C from 4 to 5.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

SIGNATURE

4 April 1962

AC/VB/1

**SECRET**

S-S-C-R-1  
(been filled in)

TRACKING REPORT

Spanish Basic Reading, Speaking, Writing I

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

Student :

Year of Birth:

BOD Date:

September 1951 Grade: 08-13

Office :

COURSE OBJECTIVES - CONTENT AND METHODS

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

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

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

ACHIEVEMENT RECORD

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

Inadequate

Satisfactory

Excellent

Incomplete

3\*

3

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

FOR THE DIRECTOR OF TRAINING: /s/

22 May 1961  
1961

S-S-C-R-2-T  
(been filled in)

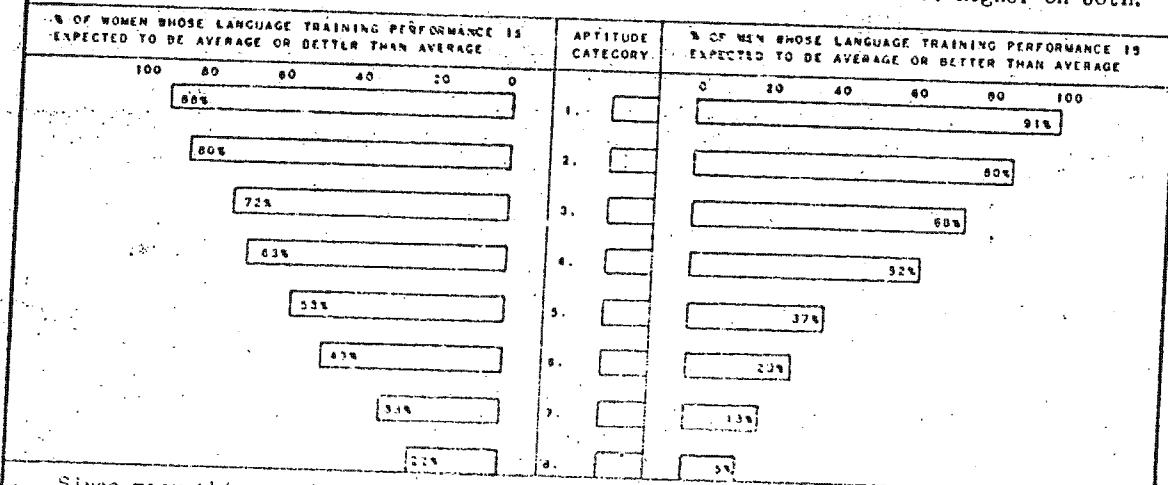
CONFIDENTIAL  
*(When Filled In)*

## FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

NAME	GRADE	SEX
John Smith	12	MALE
		FEMALE

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.



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

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL			NONACADEMIC EXPERIENCE (If any, check)	
MONTHS OF ACADEMIC TRAINING		NONACADEMIC EXPERIENCE (If any, check)		
SCHOOL	COLLEGE	OTHER	TEACHING OR PRACTICING	PRACTICING
12	12	12	12	12
DATE	SIGNATURE OF CHIEF, U.S. STAFF			3, 187

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

FORM 1674  
1-69

CONFIDENTIAL

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER																																																																	
SECTION A				GENERAL																																																																	
1. NAME (Last) <i>M. J. M.</i> (First) <i>JOHN</i> (Middle) <i>CAULFIELD</i>		30 JAN 1961		3. SEX <i>M</i>	4. GRADE <i>GS-13</i>																																																																
5. SERVICE DESIGNATION <i>D</i>		6. OFFICIAL POSITION TITLE <i>Ops Officer</i>		7. OFF/DIV/BR OF ASSIGNMENT <i>DDP/CA</i>																																																																	
8. CAREER STAFF STATUS <input checked="" type="checkbox"/> NOT ELIGIBLE PENDING		9. TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) <i>From 31 January 1961 To 25 May 60 - 31 Dec. 60</i>		10. REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE																																																																	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD																																																																			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES																																																																					
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SECRET

(When Filled In)

OFFICE OF PERSONNEL

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

JAN 27 2217H 61

(which, on several occasions has indicated a strong interest in securing his services when his release from the staff can be arranged). Assignments are completed with dispatch and in good order.

and differently tailored for each.

During the absence of the rating official [redacted] has acted as Branch Chief.

## SECTION F

## CERTIFICATION AND COMMENTS

1.

I certify that I

BY EMPLOYEE

this Report.

DATE

23 January 1961

SIGNATURE

2.

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

23 January 1961

CA/

3.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVISING OFFICIAL

DATE

OFFICIAL TITLE OF REVISING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

CA/C/PROF

HENRY C. SUTTON

SECRET

16

SECRET

(When Filled In)

63-115

13-27

22-HIT

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A		GENERAL			
1. NAME (Last) <i>R. J. Miller</i>	(First) <i>Roger</i>	(Middle) <i>J.</i>	2. DATE OF BIRTH	3. SEX	4. GRADE
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE <i>Operations Officer, Political Action</i>		7. OFF/DIV/BR OF ASSIGNMENT <i>F6/FIA</i>	
8. CAREER STAFF STATUS		9. TYPE OF REPORT			
<input checked="" type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	REASSIGNMENT/SUPERVISOR	
PENDING	DECLINED	DENIED	ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From <i>1 Nov 59</i> To <i>30 Mar 60</i>		SPECIAL (Specify)		
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior
SPECIFIC DUTY NO. 1 <i>Operations officer, political action</i>		RATING NO. <i>DC 73</i>	SPECIFIC DUTY NO. 4 <i>Assisting in political action planning</i>		RATING NO. <i>4</i>
SPECIFIC DUTY NO. 2 <i>Collection and processing of intelligence</i>		RATING NO. <i>4</i>	SPECIFIC DUTY NO. 5		RATING NO.
SPECIFIC DUTY NO. 3 <i>Origination of correspondence</i>		RATING NO. <i>5</i>	SPECIFIC DUTY NO. 6		RATING NO.
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>					RATING NO. <i>4/5</i>
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS		NOT APPL. OR DON'T SERVE	RATING		
GETS THINGS DONE			X		
RESOURCEFUL			X		
ACCEPTS RESPONSIBILITY			X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED			X		
DOES HIS JOB WITHOUT STRONG SUPPORT			X		
FACILITATES SMOOTH OPERATION OF HIS OFFICE			X		
WRITES EFFECTIVELY			X		
SECURITY CONCIOUS			X		
THINKS CLEARLY			X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS			X		
OTHER (Specify)					

SEE SECTION "E" ON REVERSE SIDE

14-00000  
**SECRET**

(When Filled In)

**SECTION E**

**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

Subject is an exceptionally able political action officer. His capacity for grasping a rapidly developing political situation quickly and for making on-the-spot decisions is quite unique, and he would be a powerful addition to any [redacted]. He is not always able to separate the significant from the insignificant and therefore tends to over-report. He is also inclined to operate more as a singleton than as an integrated member of [redacted] team. He has been quite successful in [redacted]. Additional training does not appear necessary at this time.

In preparing this report, careful consideration was given to the guidance [redacted] which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance.

This report has been prepared in accordance with Division standards which recognize the principle of rating the individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.

**SECTION F**

**CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

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

DATE

SIGNATURE OF EMPLOYEE

/s/ [redacted]

2. **BY SUPERVISOR**

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 30 DAYS

OTHERWISE

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

30 March 1960

/s/ [redacted]

3. **BY REVIEWING OFFICIAL**

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

30 March 1960

/s/ [redacted]

**SECRET**

SECRET  
(When Filled In)27-11-58  
-P.W.

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
<b>SECTION A</b>				<b>GENERAL</b>				
1. NAME		7. DATE OF BIRTH		8. SEX	9. GRADE			
B. SERVICE DESIGNATION		C. OFFICIAL POSITION TITLE		M GS-13				
DP		OPS Officer		7. OFF/DIV/GR OF ASSIGNMENT				
8. CAREER STAFF STATUS				9. TYPE OF REPORT				
PENDING	NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR			
DECLINED			DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)				
		Sept 1958-31 Oct 1959		Promotion				
<b>SECTION B</b> EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).								
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding		
		RATING NO.				RATING NO.		
		5				5		
		RATING NO.	SPECIFIC DUTY NO. 5			RATING NO.		
6	Acts as Deputy Chief, PP			5				
		RATING NO.	SPECIFIC DUTY NO. 6			RATING NO.		
		5				4		
<b>SECTION C</b> EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.								
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>								
RATING NO. 4/5								
<b>SECTION D</b> DESCRIPTION OF THE EMPLOYEE								
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.								
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree				
				NOT APPL. OR NOT SERVED		RATING		
				1	2	3	4	5
CHARACTERISTICS								
GETS THINGS DONE	RESOURCEFUL	ACCEPTS RESPONSIBILITIES	CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	DOES HIS JOB WITHOUT STRONG SUPPORT	FACILITATES SMOOTH OPERATION OF HIS OFFICE	WRITES EFFECTIVELY		
X	X	X	X	X	X	X		
SECURITY CONSCIOUS	THINKS CLEARLY	DISCIPLINES IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS	OTHER (Specify)					
X	X	X						

SEE SECTION "E" ON REVERSE SIDE

SECRET  
(When Filled In)

**SECTION E**

**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

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

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

In preparing this report, careful consideration was given to the guidance [redacted] which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance in that subject has clearly demonstrated a high degree of operational capability as indicated herein.

**SECTION F**

**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

5 November 1959

/S/

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

21 months

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

5 November 1959

C/PP

[redacted]

3.

BY REVIEWING OFFICIAL

X

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

✓

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

9 November 1959

Chief of Station

[redacted]

SECRET

14-00009  
S E C R E T

9 November 1959

COMMENT OF REVIEWING OFFICIAL:

[redacted] I have carefully reviewed this Fitness Report in order to comply with division policy of avoiding overrating. We are satisfied that [redacted] who has been given a high rating with respect to specific performance characteristics, fully merits such rating. During the fourteen years I have been with the Agency, I have had the opportunity to observe personally a good number of [redacted] officers. Additionally, I have worked closely with [redacted]

[redacted] I have no hesitation in stating that I regard him as an unusually qualified officer for [redacted]  
[redacted] I believe also that he should be promoted as soon as practicable from GS-13 to GS-14.



S E C R E T

SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

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

## SECTION A.

## GENERAL

1. NAME (Last) <input type="text"/>	MIDDLE <input type="text"/>	2. DATE OF BIRTH <input type="text"/>	3. SEX M <input checked="" type="checkbox"/> D <input type="checkbox"/>	4. SERVICE DESIGNATION <input type="text"/>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <input type="text"/>		6. OFFICIAL POSITION TITLE Ops Officer--Deputy Chief, (PP)		
7. GRADE GS-13	8. DATE REPORT DUE IN OP <input type="text"/>		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 September 1958 <input type="text"/>	
10. TYPE OF REPORT (Check one)	X INITIAL <input type="checkbox"/>	REASSIGNMENT-SUPERVISOR <input type="checkbox"/>	REASSIGNMENT-EMPLOYEE <input type="checkbox"/>	SPECIAL (Specify) <input type="text"/>

## SECTION B.

## CERTIFICATION

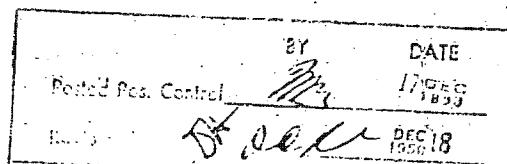
1. FOR THE RATER: THIS REPORT  HAS  HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY  
NOT: 

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "F" (H, C, OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.)
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify) <input type="text"/>
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

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

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



CONTINUED ON ATTACHED SHEET

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

4. THIS DATE 5 Nov 58 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING E. OFFICIAL TITLE OF REVIEWING OFFICIAL COB

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

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

## SECRET

(When Filled In)

3. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		SECTION C - PERSONNEL																															
<p><b>DIRECTIONS:</b></p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in <del>performance</del> of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty <del>no 2</del> <sup>25 PA 50</sup> rate supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr><td>ORAL BRIEFING</td><td>HAS AND USES AREA KNOWLEDGE</td><td>CONDUCTS INTERROGATIONS</td></tr> <tr><td>GIVING LECTURES</td><td>DEVELOPS NEW PROGRAMS</td><td>PREPARES SUMMARIES</td></tr> <tr><td>CONDUCTING SEMINARS</td><td>ANALYZES INDUSTRIAL REPORTS</td><td>TRANSLATES GRAMMAR</td></tr> <tr><td>WRITING TECHNICAL REPORTS</td><td>MANAGES FILES</td><td>DEBRIEFING SOURCES</td></tr> <tr><td>CONDUCTING EXTERNAL LIAISON</td><td>OPERATES RADIO</td><td>KEEPS BOOKS</td></tr> <tr><td>TYPING</td><td>COORDINATES WITH OTHER OFFICES</td><td>DRIVES TRUCK</td></tr> <tr><td>TAKING DICTATION</td><td>WRITES REGULATIONS</td><td>MAINTAINS AIR CONDITIONING</td></tr> <tr><td>SUPERVISING</td><td>PREPARES CORRESPONDENCE</td><td>EVALUATES SIGNIFICANCE OF DATA</td></tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GRAMMAR	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA						
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	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER																																
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB																																
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<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY.</p> <p>Well qualified for most operational assignments both PBOCCTCATE and DIGHOSTLY.</p>																																	

SECRET

SECRET

Form Filled In

2 DEC REC'D

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in item 4 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
			M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
		Ops. Officer-Deputy-Chief, (PP)		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-13		15 March-15 September 1950		
10. TYPE OF REPORT (Check one).	X INITIAL ANNUAL	11. RESPONSIBILITY SUPERVISOR EMPLOYEE	12. SPECIAL (Specify)	

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED	2. THIS DATE	3. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	4. SUPERVISOR'S OFFICIAL TITLE
	5 Nov 1958		Chief, PP
5. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.	6. THIS DATE	7. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	8. OFFICIAL TITLE OF REVIEWING OFFICIAL
	5 Nov 1958		COS

## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

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

## 2. SUPERVISORY POTENTIAL

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION	
		1. GROUP DOING THE BASIC JOB (truck drivers, seismograph, technicians or professional specialists of various kinds)-where contact with immediate superordinates is frequent (First line supervisor)	2. A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
3	2	3. GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)	4. SUPERVISOR WHO HAS CONTACT WITH IMMEDIATE SUPERORDINATES AS, NOT FREQUENT
	3	5. SUPERVISOR WHO HAS IMMEDIATE SUPERORDINATES ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION	6. SUPERVISOR WHO HAS IMMEDIATE SUPERORDINATES WHO ARE MEMBERS OF THE OPERATING STAFF
	2	7. OTHER (Specify)	

## SECRET

Form Filled In

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

OFFICE OF PERSONNEL

## 4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer

- 4310 '58

MAIL ROOM

## SECTION H.

## FUTURE PLANS

## 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

## 2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject and family well adapted to overseas duties

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

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

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

CATEGORY NUMBER 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY FOR HIS WORK	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS OWN ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. AGGRESSES WHEN IN SEEMING RESISTANCE	4	16. DULY PERFORMS HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS DISCREET	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. SEES THINGS BOLDLY	4	19. THINKS CLEARLY	4	29. FACILITATES ACTIVE OPERATION OF HIS OFFICE
4	10. CAN COPE WITH SITUATIONS	4	20. COMPUTES ACCURATELY WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REACT TO STORMS AND CONTINUALLY SUPERVISES

SECRET

SECRET

(When Filled In)

34 G. JUN REED

## FITNESS REPORT (Part II) PERFORMANCE

## INSTRUCTIONS

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

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

SECTION A. GENERAL					
1. NAME (Last) <input type="text"/>	(First) <input type="text"/>	(Middle) <input type="text"/>	2. DATE OF BIRTH <input type="text"/>	3. SEX <input type="text"/> M	4. SERVICE DESIGNATION <input type="text"/> DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <input type="text"/>			6. OFFICIAL POSITION TITLE <input type="text"/> Ops Officer--Deputy Chief, (PP)		
7. GRADE <input type="text"/> GS-13	8. DATE REPORT DUE IN OF <input type="text"/> Special	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <input type="text"/> 15 March-15 May 1958			
10. TYPE OF REPORT (Check one) <input type="checkbox"/> ANNUAL		INITIAL	REASSIGNMENT-SUPERVISOR	REASSIGNMENT-EMPLOYEE	SPECIAL (Specify) <input checked="" type="checkbox"/> Promotion action

SECTION B. CERTIFICATION					
1. FOR THE RATER: THIS REPORT <input checked="" type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:					
2. CHECK (X) APPROPRIATE STATEMENTS:					
<input checked="" type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "E" IN CT OR D, A WARNING LETTER WAS SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.		
THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS.			I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):		
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.					
3. THIS DATE <input type="text"/> 19 May 1958		C. TYPE <input type="text"/>	NATURE OF SUPERVISION <input type="text"/>	D. SUPERVISOR'S OFFICIAL TITLE <input type="text"/> Chief, PP	
4. FOR THE REVIVING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.					

BY <input type="text"/>	DATE <input type="text"/> 14 JUL 1958
Posted Post Control <input type="text"/> C1	
Reviewed by PSC <input type="text"/> 000 7/24/18	

[ ] CONTINUED ON ATTACHED SHEET

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

A. THIS DATE  19 May 1958 B. TYPE OF PRC OFFICIAL  C. OFFICIAL TITLE OF REVIVING OFFICIAL  US

## SECTION C. JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

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

## SECRET

OFFICE OF PERSONNEL

## 2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Note performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisor, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- |                             |                                |                                |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING               | HAS AND USES AREA KNOWLEDGE    | CONDUCTS INTERROGATIONS        |
| GIVING LECTURES             | DEVELOPS NEW PROGRAMS          | PREPARES SUMMARIES             |
| CONDUCTING SEMINARS         | ANALYZES INDUSTRIAL REPORTS    | TRANSLATES GERMAN              |
| WRITING TECHNICAL REPORTS   | MANAGES FILES                  | INTELLIGENCE SOURCES           |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO                 | KEEPS BOOKS                    |
| TYPING                      | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK                   |
| TAKING DICTATION            | WRITES REGULATIONS             | MAINTAINS AIR CONDITIONING     |
| SUPERVISING                 | PREPARES CORRESPONDENCE        | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

RATING NUMBER 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER

RATING NUMBER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB

DESCRIPTIVE RATING NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
SPEC	5	Act as Deputy Chief PP	5
SPEC	5	SPECIFIC DUTY NO. 9	RATING NUMBER
SPEC	5	SPECIFIC DUTY NO. 8	RATING NUMBER

## 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject has a well developed background.

[REDACTED] He has demonstrated he is a careful and productive case officer and [REDACTED]  
 [REDACTED] No particular weaknesses were observed.

## SECTION D.

## SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

Well qualified for most operational assignments [REDACTED]

SECRET

SECRET

(When Filled In)

JUN 1958

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision 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 C4 no later than 30 days after the due date indicated in item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME [Last] [First] [Middle]	2. DATE OF BIRTH	3. SEX <input checked="" type="checkbox"/> M	4. SERVICE DESIGNATION <input checked="" type="checkbox"/> DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE Ops. Officer-Deputy Chief, (PP)	
7. GRADE GS-13	8. DATE REPORT DUE IN OP Special	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March - 15 May 1958	
10. TYPE OF REPORT (Check one) ANNUAL	INITIAL ANNUAL	ASSIGNMENT-SUPERVISOR ASSIGNMENT-EMPLOYEE	SPECIAL (Specify) Promotion action

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
4. THIS DATE 19 May 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE Chief, PP
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO		
A. THIS DATE 19 May 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS

## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

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

## 2. SUPERVISORY POTENTIAL

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professionals specialists of various kinds) where contact with immediate superordinates is frequent (First line supervisors)
2		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
3		A GROUP WHO MAY USE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
2		RARE CONTACT WITH IMMEDIATE SUPERORDINATES
3		RARE IMMEDIATE SUPERORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		RARE IMMEDIATE SUPERORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

111 OFFICE OF PERSONNEL

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION

Two months

JUN-26 203 PH '58

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer

## SECTION H.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

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

Subject and family well adapted to overseas duties.

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

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

X - HAVE NOT OBSERVED THIS HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

- |                 |  |
|-----------------|--|
| CATEGORY NUMBER | 1 - APPLIES TO INDIVIDUAL TO THE LEAST POSSIBLE DEGREE |
|                 | 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE          |
|                 | 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE         |
|                 | 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE   |
|                 | 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE     |

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE AND HEAR POINT OF VIEW	4	11. HAS HIGH STANDARD OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS BY SUGGESTION OF OWN FRIENDS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTICAL IN HIS THINKING	4	14. ADVICE HIS FRIENDS	4	24. WORKS WELL UNDER PRESSURE
3	5. DISPLAYS CONSTANT PROGRESS, ENTHUSIASM AND DEDICATION	4	15. RESPONDS READILY TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. SHOWS READINESS TO ASSUME RESPONSIBILITY	4	16. DOES HIS JOB WITHOUT STRONG DISCIPLINE	3	26. IS SECURELY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS SENSIBLE
5	8. HAS MEDIUM FOR FACTS	4	18. IS COOPERATIVE	4	28. HAS CAPACITY TO COMMUNICATE
4	9. USES VARIOUS DOCS	5	19. THINKS CLEARLY	4	29. PRACTICALLY SHOUTS OPINION OF HIS OWN
3	10. CAN WORK WITH FREQUENTLY CHANGING	2	20. IS CAPABLE OF WORKING WITH VARIOUS TYPES OF PEOPLE	4	30. IS A GOOD ACTIVE AGENT IN THE INTELLIGENCE SERVICE

SECRET

SECRET

(Form Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

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

## SECTION A.

## GENERAL

1. NAME	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		X	SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FE 5		6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr. Ch.	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957	
GS-13			
10. TYPE OF REPORT (Check one)	11. INITIAL	12. RESPONSIBILITY-SUPERVISOR RESPONSIBILITY-EMPLOYEE	13. SPECIAL (Specify)
X ANNUAL			

## SECTION B.

## CERTIFICATION

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

## A. CHECK (X) APPROPRIATE STATEMENT(S)

X THIS REPORT REFLECTS MY OWN OPINION OF THIS EMPLOYEE'S PERFORMANCE.	1. INDIVIDUAL IS RATED "EXCELLENT" OR D. A RATING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISOR.	2. CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE 2 August 1957	C. REVIEWING OFFICER D. SUPERVISOR'S OFFICIAL TITLE Chief, FE/5
2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.	

BY DATE

23 AUG 1957

Postd Pos. Control

Reviewed by POC (Signature) Continued on attached sheet

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

A. THIS DATE 2 AUG 1957	B. TYPE OF OFFICER	C. OFFICIAL TITLE OF REVIEWING OFFICIAL CPO
----------------------------	--------------------	--

## SECTION C.

## JOB PERFORMANCE EVALUATION

## C. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

## COMMENTS:

**SECRET**

### When Fall is On

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

**DIRECTIONS:**

- INSTRUCTIONS:**

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

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

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

d. Compare in your mind, when possible, the individual **AUG 22** **10:00 AM** **14 days** performing the same duty at a similar level of responsibility.

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

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

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

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

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SEMI-LEAD JOBS	
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	
3 - PERFORMS THIS DUTY ACCEPTABLY			
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER			
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB			
SPECIFIC DUTY NO. 1 <i>Supervision, as Deputy Chief of Branch</i>	RATING NUMBER  5	SPECIFIC DUTY NO. 4 <i>Operational and administrative planning</i>	RATING NUMBER  5
SPECIFIC DUTY NO. 2 <i>Prepares cables and dispatches</i>	RATING NUMBER  5	SPECIFIC DUTY NO. 5 <i>Coordination of branch activities</i>	RATING NUMBER  5
SPECIFIC DUTY NO. 3 <i>Oral briefings</i>	RATING NUMBER  5	SPECIFIC DUTY NO. 6	RATING NUMBER

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

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development or access to

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

**SECTION B.**

**SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

DIRECTIONS: Use this space to list your answers. You may use the back of this page if you need more room.

5. **RATING NUMBER:**

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

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

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

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

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

## SECTION E.

## GENERAL

1. NAME	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	SDP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FE 5		6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr.Che.	
7. GRADE GS-13	8. DATE REPORT DUE IN OP 08-13	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957	
10. TYPE OF REPORT (Check one)	INITIAL ANNUAL	REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE	SPECIAL (Specify)

## SECTION F.

## CERTIFICATION

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

A. THIS DATE  
2 August 1957      B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR  
C. SUPERVISOR'S OFFICIAL TITLE  
Chief, FE/5

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

A. THIS DATE  
0 AUG 1957      B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL  
C. OFFICIAL TITLE OF REVIEWING OFFICIAL  
CFE

## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

- RATING NUMBER** 4      **DATE** 23 AUG  
 1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED  
 2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED  
 3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES  
 4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES  
 5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING  
 6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED  
 7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR GRADUATE ASSIGNMENT TO HIGHER LEVEL

## 2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	ACTUAL	POTENTIAL	DESCRITIVE SITUATION
	3		A GROUP DOING THE BASIC JOB (Such drivers, stenographers, technicians or professional operators of various kinds), where contact with immediate superordinates is frequent (First line supervisor).
		2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors).
		2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATIONS AND POLICY (Executive Level).
		2	WITH CONTACT WITH IMMEDIATE SUPERORDINATES IS NOT FREQUENT.
		3	WITH IMMEDIATE SUPERORDINATES ACTIVITIES ARE DIVIDED AND THERE IS CAREFUL COORDINATION.
		3	WITH IMMEDIATE SUPERORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX.
			Service (Specify)

## SECRET

(Former Edition)

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

9 months

MAY 1957

2. COMMENTS CONCERNING POTENTIAL

Subject has many qualities which as he acquires experience and maturity, will make him increasingly valuable as a supervisor, operator, ~~and high level case officer.~~  
20 NH 57

MAIL ROOM

## SECTION H.

## FUTURE PLANS

3. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Management training might be useful.

4. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Has well-balanced attitude toward his work and his associates.

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

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

X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

- |                 |  |
|-----------------|--|
| CATEGORY NUMBER | 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE |
|                 | 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE              |
|                 | 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE             |
|                 | 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE       |
|                 | 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE         |

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANDMENT'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOW ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. SHOWS SKILL TO SEEK ASSISTANCE	5	16. DUTTS HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONCERNED
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSEVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPUTES RELIABLY WITH ELECTRONIC EQUIPMENT	4	30. IS A SKILLFUL WRITER, BUT CERTAINLY NOT A POET

SECRET

20-2841-1054

## RECORDS SECTION

COUNTERINTELLIGENCE OPERATIONS COURSE NO. 16

NAME [Redacted]	SEX Male	DATES OF SERVICE 25 Nov - 19 Dec 1957	NO. OF ATTENDANTS 15
DATE OF RENTS [Redacted]	EDD DATE 17 Sept 1951	GRADES OR RANKS GS-13	OFFICE DDP, PR
PROVISIONAL ASSIGNMENT OR PLACEMENT POSITION Deputy Chief of PR/S.			

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

During the course each student is required to present orally a CI case and to submit a written version of the same. Readings are based on problems, written exercises requiring analyses of multiple case studies, the case analysis presented by the student, and on objective tests.

## S-E-C-R-E-T

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

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

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		6	8*			1
Total of ratings in 15 classes	1	15	199	18		5

## B. Four written exercises requiring analysis of assigned CE case studies.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		4	9*	1		1
Total of ratings in 15 classes			193	24		1

## C. Case Analysis (Student Presentation.)

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class			9	6*		1
Total of ratings in 15 classes			179	49		1

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

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

[REDACTED] was reserved, but his contributions were quite pertinent and advanced the progress of the class discussions. In his written work he showed a sound knowledge [REDACTED] but in other aspects of the cases and problems his efforts were more casual. His student presentation demonstrated a cautious approach and a comprehensive analysis [REDACTED]

EVALUATION: The student demonstrated outstanding ability or proficiency in [REDACTED] this course goal or objective; he indicated an unusual thorough knowledge of the material presented, and if skills were involved, he demonstrated that he was one of the most effective individuals in this area.

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

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

EVALUATION: Although the student may have had some of the knowledge set forth in this goal, he did not demonstrate the attainment of this objective or goal; he demonstrated either gaps in knowledge or sufficient lack of skill to be officially suspended.

EVALUATION: The student was unable to grasp the concepts set forth in this presented, or he operated with the aid of suspended the necessary technical skills to operate at even minimum efficiency in this area.

FOR THE CLASSEUR OF TRAINING



100000  
S E C R E T

REPORT OF [REDACTED] TRAINING

Date: 27 Oct 1955

Grade:

1. Pseudos: [REDACTED]  
2. Offices: Divisions  
3. Project Assignments: [REDACTED]  
4. Dates Trained: 10 Oct 1955

Branch:

Location: [REDACTED]

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

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

7. Instructor: [REDACTED]

Chief, [REDACTED]

S E C R E T

SECRET

(When Filled In)

## LANGUAGE DATA RECORD

## PART I-GENERAL

1. NAME (Last-First-Middle) (17-34)		2. DATE OF BIRTH (25-36)		
		MONTH	DAY	YEAR
		3-10	16	1960
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-35)		
German (253)		MONTH	DAY	YEAR
		May	2	1967
<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE				

## PART II-LANGUAGE ELEMENTS

## SECTION A.

## Reading (40)

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

## SECTION B.

## Writing (41)

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

## SECTION C.

## Pronunciation (42)

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

CONTINUE ON REVERSE SIDE

CONTINUATION OF PART II-LANGUAGE ELEMENTS			
SECTION D. <i>Speaking (43)</i>			
OFFICE OF PERSONNEL			
<p>1. I SPEAK FREQUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.</p> <p style="text-align: right;">MAY 6 2-B4 PH 257</p> <p>2. I SPEAK FREQUENTLY 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.</p> <p style="text-align: right;">MAIL ROOM</p> <p>3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.</p> <p>(4) 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.</p> <p>5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.</p>			
SECTION E. <i>Understanding (44)</i>			
<p>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.</p> <p>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 FUNS...</p> <p>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.</p> <p>(4) 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.</p> <p>5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.</p>			
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.			
PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)			
<p>1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.</p> <p>2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.</p> <p>3. BOTH OF THE ABOVE STATEMENTS APPLY.</p> <p>(4) 4. NONE OF THE ABOVE STATEMENTS APPLY.</p>			
PART IV-CERTIFICATION			
<p>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 ELECTED UNDER THE TERMS OF REGULATION NO. 151115, PAR. 101A. 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.</p>			
CATE SIGNED	SIGNATURE		
2 May 1957			
1401	C	1472	E

SECRET

(When Filled In)

## LANGUAGE DATA RECORD

## PART I-GENERAL

1. NAME (Last-First-Middle)	(7-24)	2. DATE OF BIRTH	(15-30)		
		MONTH	DAY	YEAR	
		June	16	1921	
3. LANGUAGE	(31-32)	4. TODAY'S DATE	(34-38)		
Japanese	379	May	2	1957	
5. <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE					

## PART II-LANGUAGE ELEMENTS

## SECTION A.

## Reading (40)

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

## SECTION B.

## Writing (41)

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

5. I CANNOT WRITE IN THE LANGUAGE.

## SECTION C.

## Pronunciation (42)

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

CONTINUE ON REVERSE SIDE

## CONTINUATION OF PART 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 PUNNS.
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 (25)

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

## PART IV-CERTIFICATION

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

DATE SIGNED

2 MAY 1967

SIGNATURE

(43)

(44)

1453

**CONFIDENTIAL**

15 February 1936

## FITNESS REPORT (Part II: PERFORMANCE)

34 9780071349

**THE BLS INFORMATION ACT** - Please contact us for assistance in preparing this request.

SECTION A.		GENERAL	SERVICE INFORMATION	
FBI [redacted]		M	DP	
GS-13		Dps Officer (PP)		
		May 1955 to Year prior to his departure on 24 May 1956.		
SECTION B.		X CERTIFICATION		
This officer was last seen on 24 May (X) and was not given orders to this assignment before leaving. Explain below.		X		
Rated after his departure.				
<input checked="" type="checkbox"/> This person has been interviewed by the FBI and no information has been obtained which would indicate that he is or was engaged in espionage, subversive, or counterintelligence activities.				
<input checked="" type="checkbox"/> This person has been interviewed by the FBI and no information has been obtained which would indicate that he is or was engaged in espionage, subversive, or counterintelligence activities.				
<input checked="" type="checkbox"/> This person has been interviewed by the FBI and no information has been obtained which would indicate that he is or was engaged in espionage, subversive, or counterintelligence activities.				
24 July 1956		Chief of Station		
		W.R. 137 E.P. Reviewed by [redacted] J.H.F.		
SECTION C.		DATE		
Aug. 1956		Chief, FE/5		
SECTION D.		FORWARD EVALUATION		
REMARKS: Consider only the probability and effectiveness with which the individual being rated may perform his duties during the period from [redacted] through [redacted] with particular regard to the assigned level of responsibility. Be sure other evaluations have been filed according to Section B.		<p>5</p> <p>Comments:</p> <p>1. Good performance with some minor deficiencies.</p> <p>2. Good performance with some minor deficiencies. Considered as the best of the unit with whom he has worked.</p> <p>3. Good performance with some minor deficiencies. Considered as the best of the unit with whom he has worked.</p> <p>4. Good performance with some minor deficiencies. Considered as the best of the unit with whom he has worked.</p> <p>5. Good performance with some minor deficiencies. Considered as the best of the unit with whom he has worked.</p>		

Figure 3 (face) Figure 3 (face)

#### REFERENCES

CONFIDENTIAL

~~CONFIDENTIAL~~

15 February 1956

2.00-2.05 2.06-2.11 2.12-2.17 2.18-2.23 2.24-2.29

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- a. Since the job scope being performed by each of the more competent SPCBHC drivers performed during this rating period, those the most important factors, for any particular mode of transportation.
  - b. Rate performance on each particular job, considering both efficiency and performance of other operating duty.
  - c. Job assignments, resulting in approximate vehicle loadings rated as a relative data value for the following three categories:
  - d. Compare, in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
  - e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

EXAMPLES OF THE KIND OF WORK THAT MIGHT BE FOUND ARE:	
DEALING WITH PERSONNEL	HAS AND LEADS APPROVING DEVELOPMENT OF PROGRAMS
GIVING LECTURES	ANALYZES INDUSTRIAL REPORTS
CONTROLLING SPINNERS	MANAGES PLANT
WRITING TECHNICAL REPORTS	OPERATES RADIO
COLLECTING EXTERNAL LEADS	COORDINATES WITH OTHER OFFICERS
TYPING	BUILDS REGULATIONS
TAKING DICTATION	PREPARES CORRESPONDENCE
SUPERVISING	MAINTAINS RECORDS

**DECODES** **INTERPRETATIONS**  
**TRANSLATES** **SUMMARIES**  
**TRANSLATES** **GERMAN**  
**DECODES** **INTERPRETS**  
**TRANSLATES** **GERMAN**  
**DECODES** **INTERPRETS**  
**TRANSLATES** **GERMAN**  
**DECODES** **INTERPRETS**  
**TRANSLATES** **GERMAN**

<b>DESCRIPTIVE RATING NUMBER</b>	<b>INCOMPETENT IN THE PERFORMANCE OF THIS POSITION BASICALLY INCOMPETENT IN THE PERFORMANCE OF THIS POSITION</b> 1. PERFORMS THESE DUTIES INDEPENDENTLY 2. PERFORMS THESE DUTIES IN A COMPETENT MANNER 3. PERFORMS THESE DUTIES IN A SKILLFUL MANNER 4. PERFORMS THESE DUTIES IN AN OUTSTANDING MANNER
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4. PERFORMANCE OF THE ANNUAL ASSETS HOLDING COMPANY AND THE INDUSTRIAL HOLDING GROUP FOR 1993  
5. FACILITATE ANYTHING TO ENHANCE THE PERFORMANCE OF THE GROUP

Writes intelligence reports and estimates

BRATISLAVA  
NUMBER 5  
5  
5  
5

Stress strengths and weaknesses, particularly those which affect development, on present indications.

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

SECTION II

[View all posts by \*\*John\*\*](#) | [View all posts in \*\*Uncategorized\*\*](#)

**QUALITY FOR CURRENT JOB IN ORGANIZATION**  
INTERVIEWER: Take into account need everything you know about the individual, especially his record on the permanent personnel characteristics of before, special defects or talents, and how he fits in with your team. Compare him with others doing similar work at about the same level.

“HCOY”

95. HY 27 11 21 435

OFFICE OF PERSONNEL

Figure 3 (back)  
CONTINENTAL

CONFIDENTIAL

15 February 1956

## FITNESS REPORT (Part II) DUTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: This form is designed to assist the administrative officer in his evaluation of the fitness of personnel for duty. It is intended to be used in connection with other forms covering the physical condition of the personnel and to supplement other forms covering the physical condition of the personnel.

The completed report should be submitted to the commanding officer for final approval at least 24 hours before the date of departure. It should be completed only after the individual has been interviewed by the medical officer. It should be completed and submitted to the commanding officer for final approval at least 24 hours before the date of departure. It should be completed and submitted to the commanding officer for final approval at least 24 hours before the date of departure.

<b>SECTION I.</b>		<b>GENERAL</b>	
NAME _____		GRADE _____	
RANK _____		DEPARTMENT _____	
S-13		DP	
24 July 1956		Ops Officer (PP)	
Aug. 1956		Year prior to the departure on 24 May 1956.	
<b>CERTIFICATION</b>			
X			
ESTIMATE OF POSITION			
6P		DATE 13 <sup>th</sup> 1956	
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## CONFIDENTIAL

15 February 1956

V. INDICATE THE NUMBER OF MONTHS THE RATED INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION						
26 months						
<p>is ready, willing and able to shoulder additional responsibilities inherent in a more responsible position in the organization. He has the intelligence, know-how, enthusiasm and drive that the organization desires in its officers.</p>						
<b>SECTION N.</b> FUTURE PLANS <input type="checkbox"/> OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL <p>is scheduled for assignment in [ ] Headquarters, which he is fully qualified to handle. It is hoped he will, during his Headquarters tour, be able to take the Basic Management training course. After his headquarters tour, he should receive a field assignment to make full use of his abilities.</p>						
<input type="checkbox"/> ACTIONS (INCLUDING PERSONAL CIRCUMSTANCES) TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS <p>[ ] is happily married to an intelligent young lady, and they have two attractive daughters. His wife is willing to go anywhere her husband desires.</p>						
<b>SECTION I.</b> DESCRIPTION OF INDIVIDUAL <p><b>HIGHLIGHTS:</b> This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "CODE". Read each statement and insert in the box the code number which best tells how much the statement applies to the person covered by this report.</p> <p>CODES: 1. APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE      2. APPLIES TO INDIVIDUAL TO A LIMITED DEGREE      3. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE      4. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE      5. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p>						
<b>CATEGORY</b>	<b>STATEMENT</b>	<b>CATEGORY</b>	<b>STATEMENT</b>			
			1. IS ABLE TO SEE AND MAKE POINTS OF VIEW.		4	1. IS HIGH STANDARD OF ACCOMPLISHMENT
			2. SEES WHAT IS WRONG ON HIS OWN WITH GREAT ACCURACY		5	2. SHOWS DISAPPOINTMENT
			3. HAS INITIATIVE		5	3. ACCEPTS RESPONSIBILITY
			4. IS ANALYTICAL IN HIS THINKING		3	4. ATTENDS TO DETAILS
			5. IS PROFOUNDLY LOGICAL IN HIS IDEAS		3	5. DISPLAYS SKILL IN SUPERVISION
			6. TAKES CARE TO SEE THAT EVERYTHING IS DONE		4	6. DISPLAYS JUDGEMENT
			7. IS PROFOUNDLY LOGICAL IN HIS IDEAS		4	7. PAYS HIGH ATTENTION TO DETAILS
			8. IS PROFOUNDLY LOGICAL IN HIS IDEAS		4	8. IS SECURITY CONSCIOUS
			9. IS PROFOUNDLY LOGICAL IN HIS IDEAS		4	9. COULD LEARN IN SOLVING PROBLEMS
10. WOULD WIN		4	10. IS INDEPENDENT			
11. HAS GREAT PERSEVERANCE		5	11. HAS HIGH STANDARDS IN LIFE			
12. IS PROFOUNDLY LOGICAL IN HIS IDEAS		4	12. IS PROFOUNDLY LOGICAL IN HIS IDEAS			
13. IS PROFOUNDLY LOGICAL IN HIS IDEAS		4	13. IS PROFOUNDLY LOGICAL IN HIS IDEAS			

OFFICE OF PERSONNEL

Figure 2 (back)

SECRET

23-474

CUMULATIVE TRAINING RECORD					DATE PP 1 October 1955
NAME			PROJECTED PERSONNEL ACTION		
			PROMOTION	REASSIGNMENT	OTHER (Explain)
			ROTATION	TRAVEL	
FROM: Ops Off PP, GS-13a			TO: Ops Off PP, GS-13, HQA	17 Sept 51	
X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
<input checked="" type="checkbox"/>	BASIC, ORIENT. ALSO BIC, BITC, SOC, BIP, PH 1			AIR OPS. 1 2 3 4 5	
<input checked="" type="checkbox"/>	CLAND, M-B-T ALSO OC, PH 11	5/10-6/11/53		MAR. OPS 1 2 3 4 5	
<input checked="" type="checkbox"/>	CLAND, OPS. ALSO AIC, AITC, ADC, CAI, PH 111			CLAND, FLD, ACT. 1 2 3 4 5 6	
<input checked="" type="checkbox"/>	RESISTANCE OPS ALSO PM, I-III, III RAFT			SURVIVAL 1 2 3 4 5 6	
<input checked="" type="checkbox"/>	CLAND, SERV, REV			BASIC PHOTO	
<input checked="" type="checkbox"/>	WORLD COMMUNISM	860 CPO		DOCUMENTATION	
<input checked="" type="checkbox"/>	ANTI-COMM OPS.			LOCKS	
<input checked="" type="checkbox"/>	ADMIN PROCEDURES			SECRET WRITING	
<input checked="" type="checkbox"/>	OPS. SUPPORT			FLAPS & SEALS	
<input checked="" type="checkbox"/>	TRADECRAFT PHASE			SMALL ARMS FAM.	
<input checked="" type="checkbox"/>	ADMIN PHASE			OTHER TRAINING	
<input checked="" type="checkbox"/>	REPORTS			GPO	7-18/12/53
<input checked="" type="checkbox"/>	ORDER OF BATTLE			CIA Q	2-5/10/51
<input checked="" type="checkbox"/>	COUNTERESPIONAGE				
<input checked="" type="checkbox"/>	ADV. COUNTER- ESPIONAGE				
<input checked="" type="checkbox"/>	OPB. SECURITY				
<input checked="" type="checkbox"/>	MAP PLANS				
<input checked="" type="checkbox"/>	CLAND, POL. WARF.				
<input checked="" type="checkbox"/>	STAYBEHIND OPS.				
<input checked="" type="checkbox"/>	TECH. DEV. ORIENT.				
<input checked="" type="checkbox"/>	INSTR. TECH.				
<input checked="" type="checkbox"/>	EVASION-ESCAPE				
<input checked="" type="checkbox"/>	SAB. OPS.				
<input checked="" type="checkbox"/>	INVEST. TECH. ALSO CI TECH.				
<input checked="" type="checkbox"/>	ADMIN REFRESHER				
<input checked="" type="checkbox"/>	860 IMPROVE.				
<input checked="" type="checkbox"/>	BASIC SUPV.				
<input checked="" type="checkbox"/>	BASIC Mgmt.			PHE TEST	
<input checked="" type="checkbox"/>	GALLOON OPS.			ASSESSMENT	
TO: Personnel Officer,			FROM: Cas		
<p>The above projected personnel action has been <input checked="" type="checkbox"/> approved <input type="checkbox"/> disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.</p> <p>Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.</p>					
DATE	20 November 1955	SIGNATURE	ST		

SECRET

(When Filled In)

## FIELD FITNESS REPORT

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

## INSTRUCTIONS

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

**TO THE FIELD SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as presented by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous 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 a general way he knows where he stands.

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

## SECTION I

LEAVE	SE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION <b>KUGOGO SD:OP</b>
1. GRADE <b>GS-12</b>	B. STATION DESIGNATION (Current)			
1. DUE DATE OF THIS REPORT	2. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>31 March 1954 - 1 May 1955</b>			

## SECTION II (To be completed by field supervisor)

1. CURRENT POSITION <b>Senior Kugago Officer, Singapore</b>	2. DATE ASSUMED RESPONSIBILITY FOR POSITION <b>31 March 1954</b>
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	
1. 2. 3. 4. 5. 6. 7. 8.	

## SECTION III (To be completed at Headquarters only)

**DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY**

## AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OR RATED PERSON	2. NAME OF REVIEWING OFFICIAL IN FIELD (If used)
3. THIS REPORT (Exhibit) WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHORITY RECEIVED	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHORIZE PAYMENT OF REPORT
<b>AUG 6 1955</b>	

**DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY**

**SECRET**

(When Filled In)

**SECTION IV**

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its bearing in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left, then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES					
	NOT OB- SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.		X				
B. PRACTICAL.					X	
C. A GOOD REPORTER OF EVENTS.					X	
D. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.				X		
E. CAUTIOUS IN ACTION.			X		X	
F. HAS INITIATIVE.						X
G. UNEMOTIONAL.				X		
H. ANALYTIC IN HIS THINKING.					X	
I. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X
J. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.				X		
K. HAS SENSE OF HUMOR.				X		
L. KNOWS WHEN TO SEEK ASSISTANCE.				X		
M. CALM.					X	
N. CAN GET ALONG WITH PEOPLE.				X		
O. MEMORY FOR FACTS.					X	
P. GETS THINGS DONE.					X	
Q. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
R. CAN COPE WITH EMERGENCIES.					X	
S. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
T. HAS STAMINA; CAN KEEP GOING A LONG TIME.				X		
U. HAS WIDE RANGE OF INFORMATION.					X	
V. SHOWS ORIGINALITY.					X	
W. ACCEPTS RESPONSIBILITIES.					X	
X. ADMITS HIS ERRORS.					X	
Y. RESPONDS WELL TO SUPERVISION.					X	
Z. EVEN DISPOSITION.					X	
AA. AGREE TO DO HIS JOB WITHOUT STRONG SUPPORT.					X	

**SECRET**

SECRET

(Form Filled In)

26. CAN THINK ON HIS FEET.									X
27. COMES UP WITH SOLUTIONS TO PROBLEMS.									X
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".								X	
29. TOUGH MINDED.								X	
30. OBSERVANT.									X
31. CAPABLE.									X
32. CLEAR THINKING.								X	
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.								X	
34. EVALUATES SELF REALISTICALLY.								X	
35. WELL INFORMED ABOUT CURRENT EVENTS.								X	
36. DELIBERATE.								X	
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.							X		
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.							X		
39. THOUGHTFUL OF OTHERS.							X		
40. WORKS WELL UNDER PRESSURE.							X		
41. DISPLAYS JUDGEMENT.							X		
42. GIVES CREDIT WHERE CREDIT IS DUE.							X		
43. HAS DRIVE.							X		
44. IS SECURITY CONSCIOUS.							X		
45. VERSATILE.							X		
46. HIS CRITICISM IS CONSTRUCTIVE.							X		
47. ABLE TO INFLUENCE OTHERS.							X		
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.							X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.							X		
50. A GOOD SUPERVISOR.							X		

## SECTION V

## A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject has demonstrated to a high degree the resoluteness, initiative, diplomatic skill and imagination his job requires.

## B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

He really has none but his talkativeness, which is really annoying, it causes many people to believe he talks too much on a plane far from practical. Subject is getting his talkativeness in hand.

SECRET

SECRET

(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS.  
 NO  
 YES. IF YES, WHY?

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

*None. Experience in the field is what is needed.*

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):  
 none.

## SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

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

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHY?

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

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION...LINKED BY RESTRICTIONS...REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION...BOthered BY MINOR FRUSTRATIONS...WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT...HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION...MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION...Barring AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibility, i.e., normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in rating 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 FAIRLY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- 5. A FINE EMPLOYEE. HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- 7. FACILIATED BY ONLY A FEW INADEQUACIES FOR WORK IN THE ORGANIZATION.

SECRET

SECRET

SECURITY INFORMATION

## PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) <input type="text"/>	First) <input type="text"/>	Middle) <input type="text"/>	2. GRADE <input type="text"/> GS 11	3. POSITION-TITLE <input type="text"/> Ops Off
4. OFFICE <input type="text"/> DDP	STAFF OR DIVISION <input type="text"/> FE	BRANCH <input type="text"/> PI	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD	5. FIELD, SPECIFY STATION <input type="text"/>
6. PERIOD COVERED BY REPORT From <input type="text"/> To <input type="text"/>		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

1. Exercise staff supervision over and assist Branch PW officers in the conduct of operations.
2. Advise my chief on the problems and developments in the conduct of Branch PW operations.
3. Conduct liaison with elements of DD/P Senior Staffs.
4. Plan and coordinate division-wide and division participation

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Basic Psychological Warfare Seminar		4 months	May 1952
Advanced Psychological Warfare Seminar		6 months	Nov 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Psychological and political warfare operations.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

11 Sept 1953

Items 11 through 19 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

- a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FE Division.
- b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

14-00000  
SECRET

SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?  
See Para. 11 (b) and realistic application [redacted]

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?  
Should concentrate on more concise oral presentations.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.  
Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)  
No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?  
Due for complete training prior to field assignment in January 1954.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.  
NA

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

21 Dec 1953  
DATE [redacted]

9c I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)  
28 Dec  
DATE [redacted]

10. COMMENTS (if necessary, may be continued on reverse side of cover sheet.)  
[redacted]

SECRET

SECRET  
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer.

1. GRADE GS-12	2. POSITION TITLE Ops Officer (PW)	3. DEPT'L. 4D - PP
4. OFFICE DDP	STAFF OR DIVISION FB	BRANCH IE/PP Military
5. PERIOD COVERED BY REPORT From 2-17-53	To 2-17-53	6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor <input type="checkbox"/> Special

Items 7 through 10 will be completed by the person evaluated.

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

See period 2-17-52 to 2-17-53 report - No Change

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

If different from your present job, explain your qualifications (aptitude, knowledge, skills).

10.

DATE

SIGNATURE

Items 11 through 18 will be completed by Supervisor.

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

SECRET  
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer.

1. <input type="checkbox"/> DD/P	2. GRADE GS 11	3. POSITION TITLE Ops Off	4. DEPT'L. <input checked="" type="checkbox"/> C D- <input type="checkbox"/> FIELD	5. FIELD, SPECIFY STATION PE
6. OFFICE DLP	7. STAFF OR DIVISION PE	8. BRANCH PP	9. FIELD	
10. PERIOD COVERED BY REPORT From _____ To _____		11. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Reassignment <input type="checkbox"/> Special <input type="checkbox"/> Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated.

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

1. Exercise staff supervision over and assist Branch PP officers in the conduct of operations.
2. Advice my chief on the problems and developments in the conduct of Branch PP Operations.
3. Conduct liaison with elements of DD/P Senior Staffs.
4. Plan and coordinate division-wide and division participation

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
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Advanced Psychological Warfare Seminar		6 months	Nov 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Psychological and political warfare operations.

If different from your present job, explain your qualifications (APTITUDE; KNOWLEDGE; SKILLS).

10.

DATE

SIGNATURE

Items 11 through 18 will be completed by Supervisor.

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

- a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the PE Division.
- b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

**SECRET**  
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST SATISFACTORY (GOOD OR OUTSTANDING)  
See Para. 11 (b) and realistic application [redacted]

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?  
Should concentrate on more concise oral presentations,  
FILE SECTION

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.  
Capable of added responsibilities and with proper guidance and experience has almost  
unlimited capabilities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?  
Due for complete training prior to field assignment in January 1954.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 1, 2 AND 9, ARE SHOWN ALONG UNDER ITEM 20.

DATE \_\_\_\_\_ SIGNATURE OF SUPERVISOR  
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

DATE \_\_\_\_\_ SIGNATURE OF REVISING OFFICIAL  
20. COMMENTS (if necessary, may be continued on reverse side of cover sheet)

**SECRET**

SECRET

## TRAINING EVALUATION

OPERATIONS

**IMPORTANT:** The official to whom this report is entrusted is personally responsible for it. He may show it to other members of his staff or to the student concerned if such action is considered necessary and advisable.

This report summarizes the test results, Observations and opinions of the various instructors for the course listed only. More complete data are available in the files of the office of Training (Covert), and may be examined after contacting the Training and Evaluation Officer. Any questions as regards the evaluation of this student should be referred to the Chief, Training and Evaluation, TR(C).

NAME OF STUDENT (LAST)	AGE	GRADE (GS OR NAME)	DATE OF REPORT
ERG	32	GS-12	13 November 1953
DIVISION	PROJECTED ASSIGNMENT		COURSE NO.
SP/PF	Senior PP Officer		4

## B. PERFORMANCE RECORD

THE FOLLOWING GRADES SHOW THE ACHIEVEMENT OF THE STUDENT IN THE MAJOR ELEMENTS OF THE COURSE. TWO GRADES ARE ASSIGNED IN EACH AREA, ONE FOR COMPREHENSION AND ONE FOR IMPLEMENTATION. A SPECIFIC DEFINITION OF EACH OF THESE TERMS, AS WELL AS OF THE ADJECTIVAL RATINGS EMPLOYED, IS GIVEN ON THE BACK OF THIS EVALUATION FORM.

MAJOR ELEMENTS	ADJECTIVAL RATINGS									
	FAILURE		POOR		SATISFACTORY		EXCELLENT		SUPERIOR	
COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	
1. Organization of Clandestine Operations								X	X	
2. Cover Operations										
CC. Communications										
4. Traffic Analysis										
5. Criteria For Agent Selection										
6. Agent Recruitment										
7. Agent Handling										
8. Agent Direction										
9. Assessment and Reassessment										
10. Special Operational Problems										

THE FOLLOWING INDICATES THE VARIOUS TRAITS AS OBSERVED BY THE INSTRUCTORS DURING THE TRAINING PERIOD. THE OBSERVATIONS INCLUDE THE STUDENT'S PARTICIPATION AND CONDUCT IN TRAINING AS WELL AS HIS REACTIONS TO VARIOUS PROBLEMS AND SITUATIONS.

## A. Constructive Imagination (NOT OBSERVED)

1	2	3	4	5	6	7	8	9	10
1. Failed to construct. Showed only a very limited imagination. Limited degree of imagination in approaching solution of organizational problems.	2. Showed sufficient constructive imagination to meet most situations adequately.	3. Demonstrated the outstanding, possession of creative, inventive, creative ability to a low or original, greater than average degree.							

## B. Astuteness (NOT OBSERVED)

1	2	3	4	5	6	7	8	9	10
1. Appeared quizzical and naive.	2. Exhibited below average skepticism and discernment.	3. Displayed adequate judgment and perspicacity.	4. Displayed above average perspicacity and shrewdness.	5. Displayed exceptional shrewdness and perspicacity.					

## C. Industry (NOT OBSERVED)

1	2	3	4	5	6	7	8	9	10
1. Did not show sufficient application of time and effort.	2. Applied only the minimum amount of time and effort necessary.	3. Showed adequate compliance at regard time and effort necessary.	4. Volunteered greater time and effort than is normally expected in this course.	5. Was unusually industrious, giving generously of time and effort.					

## D. Initiative (NOT OBSERVED)

1	2	3	4	5	6	7	8	9	10
1. Consistently failed to act without being specifically instructed to do so. Customarily acted on his own.	2. Generally exhibited a low level of self initiative but did not need external prompting.	3. Normally took steps to implement ideas without external prompting.	4. Usually displayed enthusiasm and aggressiveness in carrying out projects.	5. Displayed unusual energy, enthusiasm, and zestfulness.					

<b>E. Ability to Write (NOT OBSERVED)</b>				
1	2	3	4	5
Caused trouble to express thoughts clearly in written form.	Did not express thoughts clearly in written form.	Written more clearly than significant other.	Gross speed ability to express thoughts clearly in writing.	Possessing outstanding ability to express thoughts clearly in written form.
<b>F. Facility of oral expression (NOT OBSERVED)</b>				
1	2	3	4	5
Unable to express self clearly. Frequent ideas in speech, but meaning usually unclear.	Lacked fluency or able facility in oral expression.	Displayed reasonable facility in oral expression.	Spoke confidently, conceiving ideas clearly and readily.	Outstanding in fluency and clarity of oral expression.
<b>G. Ability to Get Along With Associates (NOT OBSERVED)</b>				
1	2	3	4	5
Frequently alienated his associates.	Failed to gain social acceptance, but did not actively antagonize others.	Reasonably effective in his social relations.	Displayed definite ability to achieve harmonious relationships with his associates.	Unusually effective in his ability to win acceptance from others.
<b>H. Ability to Influence His Associates (NOT OBSERVED)</b>				
1	2	3	4	5
Withdrew from group activities, anti-social, and actions of others.	Normal, avoided activities, anti-social, and actions of others.	Was fairly successful in selling his point of himself.	Was brilliant at sales, personal selling, and thinking.	Was outstanding in respect and attraction through his personality and thinking.
<b>I. Tact (NOT OBSERVED)</b>				
1	2	3	4	5
Markedly blunt and indiscreet.	Frequently said or did something which was tactful. Induced an unfavorable reaction.	Reasonably discreet.	Had good discernment for the appropriate timing to say or do.	Consistently demonstrated keen perception for fitting speech or conduct.
<b>J. Adaptation to Training (NOT OBSERVED)</b>				
1	2	3	4	5
Displayed no interest or enthusiasm for training and had difficulty adapting himself to the demands made upon him.	Accepted training program reluctantly and had difficulty adapting himself to the training received.	Displayed average interest in training and acceptance of training.	Exhibited an excellent attendance of training and readily adapted to demands made upon him.	Outstanding in his acceptance of training and displayed enthusiasm and interest.
<p><i>(Handwritten notes)</i></p> <p>Subject was outstanding in his performance and especially so in his ability to adjust to training. He met and exceeded all several requirements. His superior thinking ability allows him to cover most of the ground at all pertinent points rapidly and it is only through deliberate self-control that he slows down sufficiently to make an easily understandable oral presentation.</p> <p>His imaginative analytical ability make him a natural for directing clandestine activity. His professional background would make him very worthwhile for consideration by the Office of Training upon completion of his contemplated tour of duty in the field.</p>				
APPROVED		SIGNATURE OF CHIEF INSTRUCTOR		
SIGNATURE OF DEPUTY FOR STAFF TRAINING		REVIEWED		
		SIGNATURE OF CHIEF TRAINING AND EVALUATION		
41-51-86		SECRET		
		SECRET		
		(OVER)		

S-E-C-R-E-T  
Security Information

SUBJECT: Training Evaluation

[redacted] Course, Advanced Training Division

Student's Name [redacted]

Course No. 19

Division and Branch FB-5/PP

Grade GS-12 Age 32

[redacted]

A combination of lectures, seminars, and written assignments is utilized, and the evaluation is based on the observation of the instructional staff. The supervisor is cautioned that this evaluation should be considered subjective in nature and applies only to the two weeks' period of the course. In those cases where no comment is given for one phase or activity, it does not imply that the student is deficient but only that the instructors do not feel that they have sufficient basis upon which to place a meaningful evaluation.

1. Student Performance in the Classroom:

Nature comprehension of the World Communist Movement and the varied aspects of its theory and practice. A developed feeling for current relationships between "national" Communist Parties' practices and the World Communist Movement; including its organization, strategy, tactics, and operations.

Superior comprehension -- in his area of assignment he was especially effective in his grasp of CP operations and tactics.

2. Willingness to Share Own Experiences or Thinking.

Freely expressed ideas when appropriate to the subject.

3. Ease of assimilation in the group - pleasant, cooperative relationship:

Pleasant but reserved.

S-E-C-R-E-T

S-E-C-R-S-T  
Security Information

4. Cooperation with the staff in presenting pertinent suggestions as to future material for the course with the purpose of the improvement of same:

Appreciative of the course; suggested valuable background material for incorporation in certain subjects.

5. Efficient use of study periods and after hours to read materials contained in student folders, including materials assigned for home study with the resulting reflection in class participation:

Used all available time and materials for study during and after class.

6. Class attendance and compliance with training and security regulations:

Punctual and security conscious.

Instructors' over-all comment where appropriate.

*Frederick J. Vesely*

Chief Instructor, CPT

Date 22 December 1953

S-E-C-R-S-T

1 December 1952

1. Name: [redacted] 2. Grade: GS-11  
 3. Position: \_\_\_\_\_  
 4. Period this worker has served: \_\_\_\_\_  
 5. Direct nature of his assignment: \_\_\_\_\_

Time in Grade: 9 months

Education:Previous Experience:

	Very Poor	Poor	Fair	Good	Very Good	Excellent	Outstanding	Candidate
His efficiency in carrying out this assignment.								✓
Degree to which he extended himself in fulfilling his assigned duties.								✓
His ability to get along with his associates.								✓
His ability to get along with independent personnel.								N.R.
The conduct of his social and personal life insofar as it affected the performance of his duties.								✓
His ability to carry out his duties in the face of disengagement and frustration.								
His political motivation and attitude toward the agency's policy.								✓
His attitude toward career opportunities offered by the Agency.								✓
Political stability under Field conditions.								N.R.
Degree to which he shows initiative.								✓
Ability to work without supervision.								✓

6. Other Comments: N.R.

Signature of supervisor or reviewer

I agree with the evaluation of the supervisor except for the following:

**SECRET**

**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—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

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

NAME (last)	(first)	(middle)	DATE OF BIRTH	SOCIAL SECURITY NUMBER
				714 12 4732
LOCATION (City, State, ZIP Code)				
EMPL				

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

Mark here —  
if you  
WANT BOTH  
optional and  
regular  
insurance

**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.

 (A)

Mark here —  
if you  
DO NOT WANT  
OPTIONAL but  
do want  
regular  
insurance

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

 (B)

Mark here —  
if you  
WANT NEITHER  
regular nor  
optional  
insurance

**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

 (C)

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

SI
DA

15/4/69

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

OFFICE OF PERSONNEL  
80 20 11 23 NY 66

**SECRET**

See Table of Effective Dates on back of Original

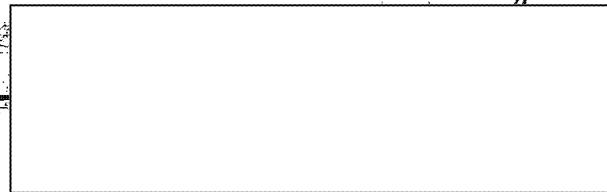
STANDARD FORM NO. 176-1  
JANUARY 1953  
(For use until April 14, 1963)  
GSA GEN. REG. NO. 176-101

ORIGINAL COPY—Retain in Official Personnel Folder

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 204, Employee Conduct, dated 9 July 1970, and the information brochure for PCS returnees, dated May 1964.



12 July 71  
FATO

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING

14-0000  
SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Last name only if S-2)	DATE (from Item S-1)	NAME OF SUPERVISOR (Last name)	DATE (from Item S-2)
	21 Oct, 1970		21 Oct, 1970

DATE RECEIVED AT HEADQUARTERS:

DISPATCH NUMBER:

DATE RECEIVED BY CAREER SERVICES:

29 Oct, 1970

## TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
16 June 1921	D			
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
21 June 1969				

## 7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU

Three: wife 47, daughter 19, son 11

## 8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENTS

LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form).  
(also attach personal cover questionnaires in accordance with CST-P 240-R)

9. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS
None

SECRET

## III. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I prefer to continue in my present assignment.

- 11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (FOR 1ST, 2ND, AND 3RD CHOICE) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR 18 months MONTHS AT CURRENT STATION TO Jan 1973 (DATE)

BE ASSIGNED TO HQTRS FOR A TOUR OF DUTY? INDICATE YOUR CHOICE OF DIVISION, STATE OR OFFICE.

1ST CHOICE WII 2ND CHOICE DO 3RD CHOICE OIR

BE ASSIGNED TO ANOTHER FIELD STATION? INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.

1ST CHOICE WII 2ND CHOICE AUR 3RD CHOICE FE

RETURN TO MY CURRENT STATION

## TO BE COMPLETED BY FIELD STATION

IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject's wish to return here for another tour fits our ideas of what would be good for him and the Station. His function in the Station will continue and he performs it very well. Even should there be a readjustment in the amount of case officer time put into his field, there will still be enough--probably more than enough--for him to do. He does it very well. This recommendation would be modified if Subject were given an opportunity for a post which might give him a better chance for promotion, which he

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE WOULD LIKE AND WHICH HE DESERVES.

[REDACTED] has been approved for home leave and return

to [REDACTED] for a second tour of duty.

DATE 23 Nov 70 TITLE C/WI/Personnel SIGNATURE [REDACTED]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO.

CABLE NO.

INFO

INFO

CAREER SERVICE REPRESENTATIVE: [REDACTED]

DATE: \_\_\_\_\_

SECRET

**SECRET**  
(When Filled In)

604

**REPORT OF SERVICE ABROAD.**

PAGE 150

6764

**TO:** Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (ONE ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 88, REVISED.

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			ONLY	CODE	CODE
26-30	27-28	29-30	01-31	31-34	35-30	1 : PCS (Basic)	CODE			
						2 : CORRECTION	33	38-39		40-48
						3 : CANCELLATION				

**TDY DATES OF SERVICE**

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. <i>EX 37612</i>	DOCUMENT DATE/PERIOD <i>13 June 1969</i>	
REMARKS		
PREPARED BY <i>ACB</i>	REPORT APPROVED ON CONTROLLING DOCUMENT <i>100-1000</i>	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
E.O. 1 DIVISION, ETC. <i>C &amp; T DIVISION</i>	DATE <i>100-1000</i>	SIGNATURE
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER		

14-00000  
SECRET

YHR

Supplement to Staff Employee Personnel

Action for Integration of [redacted]

Effective 21 May 1969

The purpose of this memorandum is to set forth existing policies of concern to you while integrated and to reiterate certain rights and obligations which derive from your true status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present time and rate of 08-16 \$19,771.00 per annum, [redacted] another instrumentality of the Government hereinafter referred to as [redacted] effective as of 21 May 1969. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. [redacted]

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty [redacted]. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour.

[redacted] If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with [redacted], will normally be at the direction of your [redacted]. Such travel will be accomplished in conformance with applicable [redacted]

## SECRET

regulations [redacted] except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and allowances [redacted] shall be retained by you to the extent that they do not exceed the salary and allowance payment due you on the basis of your grade level with this organization.

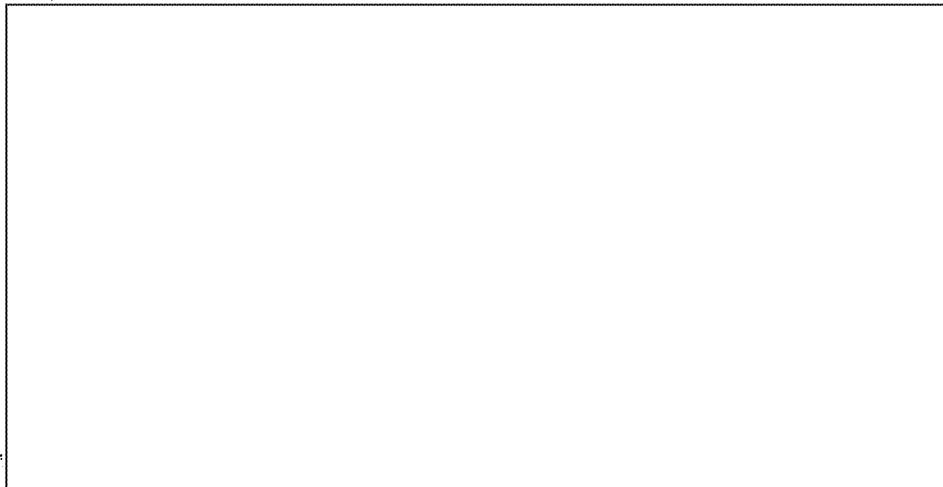
[redacted]

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your [redacted] and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security [redacted]

t  
A  
m  
c  
s  
d

[redacted]

SECRET



6. You will be required to keep forever secret this agreement and all information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the espionage laws, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT



BV

ACCEPTED:



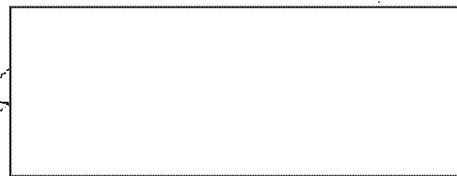
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(When filled in)

**I M P O R T A N T**

Central Processing Branch has been charged with responsibility for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPO. Your Personnel Officer can provide you with a copy of the Handbook.

**MEMORANDUM OF UNDERSTANDING**

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 23 October 1964.



13 Oct 1969  
Date

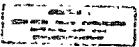
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Group 1 - Excluded from automatic downgrading and declassification.

SECRET

(When Filled In)

REPORT OF SERVICE ABROAD										FILE PUNCHED	
TO: <b>Office of Personnel, Transactions and Records Branch, Status Section BY (C)</b>											
SERIAL NO.		LAST		FIRST		NAME		MIDDLE			
INSTRUCTIONS  USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 58, REVISED.											
PCS DATES OF SERVICE											
ARRIVAL D/S			DEPARTURE D/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION		CODE 97 38 39		CODE 40 41	
29-69	27-30	29-30	31-32	33-34	35-36						
TDY DATES OF SERVICE											
ARRIVAL D/S			DEPARTURE D/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic) 3 - CORRECTION 4 - CANCELLATION		CODE 37 38 39		CODE 40 41	
29-69	27-30	29-30	31-32	33-34	35-36						
0 4	2 7	6 9	0 5	1 0	6 9	2				WH	0 1 1 1
<u>OFFICE OF PERSONNEL USE ONLY - PUNCH AREA</u>											
SOURCE DOCUMENT AND CERTIFICATION											
<input checked="" type="checkbox"/> TRAVEL VOUCHER				DISPATCH							
CABLE				DUTY STATUS OR TIME AND ATTENDANCE REPORT							
OTHER (Specify)											
DOCUMENT IDENTIFICATION NO.				DOCUMENT DATE/PERIOD 4/27/69 @ 1725 - 5/10/69 @ 2130							
REMARKS No leave											
PREPARED BY		<input checked="" type="checkbox"/> REPORT ANNOTATED ON ORIGINAL DOCUMENT		ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED							
X 1 - PREPARED 2 - APPROVED 3 - AUTHORITY EXPIRED		DATE 5/13/69		SIGNATURE DSV							
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER											



**SECRET**11 MAY  
1968

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Change of Home Leave Address

REFERENCE:

29 April 1966

It is requested that the home leave address of [REDACTED]

[REDACTED] be changed from [REDACTED]

Massachusetts. [REDACTED] last remaining relative in [REDACTED]

[REDACTED] died in November 1965, and he has no other connections  
there.

On the other hand his wife has relatives in [REDACTED]

[REDACTED] and his daughter is attending [REDACTED]

in [REDACTED] and he plans to visit this area on  
home leave.

C/W/P/Personnel

Concur:

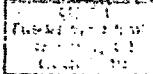
[REDACTED]

Director of personnel

11 May 68  
(Date)

Attachment:

Reference

**SECRET**

**DISPATCH**

CLASSIFICATION

**SECRET**

PROCESSED BY

MARSHAL FOR INDEXING

 NO INDEXING REQUIRED

CIVILIAN DESK

CAN JUDGE INTELLIGENCE

MICROFILM

TO  
Chief, MI Division

INFO

FROM  
Chief of StationSUBJECT  
Change of Home Leave Address

ACTION REQUIRED REFERENCES

ACTION REQUIRED: As noted below

--	--

Distribution:  
O & P - CH OF, MIGROUP II  
Excluded from automatic  
downgrading and  
declassification

DATE

20 April 1966

CLASSIFICATION

NOV 1964

REF ID: A6424

SERIAL NUMBER

FILE NUMBER

PAGE NUMBER

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NUMBER OF PAPERS

NUMBER OF DRAWINGS

NUMBER OF PLANS

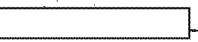
NUMBER OF CHARTS

NUMBER OF PLATES

SECRET

TM-837055

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW			
NAME OF EMPLOYEE (TYPE)		DATE (from Item 5-1)	
		27 Dec. 65	
NAME OF SUPERVISOR (TYPE)		DATE (from Item 5-2)	
		28 Dec. 1965	
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS Nos. 1 THROUGH 7, BELOW			
DO NOT COMPLETE			
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD OR HIS TOUR
16/6/21	14	Operations Officer	29/8/64
4. SERVICE DESIGNATION (IF known)	5. CURRENT STATION OR FIELD BASE	7B. EXPECTED DATE OF DEPARTURE FROM FIELD	
D	Wiesbaden Air Base	20/12/64	
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR		7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS	
None		20/12/64	
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (SEE SPECIAL NOTE ON TRANSMITTER PAGE)			
<p><b>9. PREFERENCE FOR NEXT ASSIGNMENT:</b></p> <p>A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.</p> <p>I list the choices in Question 9 because of the limited opportunity for achievement in operations will soon be available. I have military experience in the field of operations in other areas. I have five years experience in business, which would be of use to OIR; I have maintained close love, political and business contacts which experience should be useful to D.D; my educational background and operational areas experience should qualify me for DDI.</p>			
<p>B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (Refer to catalog of courses, if available).</p>			

## SECRET

12. PREFERENCE FOR NEXT ASSIGNMENT (continued)		
12. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (FOR 1st, 2nd and 3rd choice) IN THE BOXES BELOW:		
<input type="checkbox"/> RETURN TO MY CURRENT STATION		
<input type="checkbox"/> BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY, WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS. INDICATE CHOICE OF COMPONENT: <b>OTR</b>	1ST. CHOICE	2ND. CHOICE
<input type="checkbox"/> BE ASSIGNED TO ANOTHER FIELD STATION, WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:	1ST. CHOICE	2ND. CHOICE
	3RD. CHOICE	
13. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? INDICATE NUMBER OF WORK DAYS <b>30</b>		
14. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:  <b>wife and two children; ages: 42, 13, 6</b>		
15. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT. Desire to be in the United States for the senior year and graduation from college of my older daughter.		
16. SIGNATURE: COMPLETE ITEM NO. 3-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION		
17. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:  The Station concurs in Subject's request for his next assignment. Based on the capabilities that he has demonstrated during his present tour of duty, we have every reason to believe that he will perform in a professional and highly competent manner in either one of the three areas that he has selected. If Subject is considered for another field assignment, it is strongly recommended that he be afforded <input type="checkbox"/>		
18. SIGNATURE: COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS		
19. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:  The WH Division Personnel meeting of 24 February 1966 concurred with the Subject's request for assignment <input type="checkbox"/>		
20. SIGNATURE: C/WH/Personnel		
18. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER	SIGNATURE	
DATE		
FOR USE OF CAREER SERVICE		
18. EMPLOYEE <input type="checkbox"/> HAS <input type="checkbox"/> NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO.	CABLE NO.
19. TYPED OR PRINTED NAME	20. SIGNATURE	
21. TITLE	21. DATE	
22. COMMENTS: WH + CSRS jointly will call OTR grants to authorize early return for assignment to OTR. If OTR will deviate with Jan '72 until Oct E.D.		

SECRET

14-00000  
SECRET

03-073 C  
Dir. Training

Jan 1967

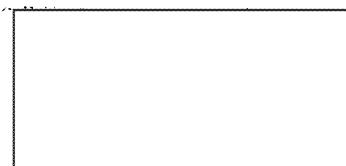
MEMORANDUM FOR: Director of Training

SUBJECT: Appreciation: [redacted]

1. With your approval [redacted] of OTR participated as a member of the Survey Team which during January - March 1967 reviewed the effectiveness of the [redacted] of the [redacted]. This involved 30 full Team meetings, interviews with 57 CS officers, various specific inquiries, and numerous drafting sessions.

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

3. I would appreciate your conveying my thanks to Mr. Smith.



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## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:

NAME OF EMPLOYEE (X-49) Pseudo	DATE (from item 3-2)	NAME OF SUPERVISOR	DATE (from item 5-3)
20 Sep 63			20 Sep 63
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NO. 1 THROUGH 7, BELOW:			
			DATE 25 Sep 63
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
16 June 1921	GS-14	Operations Officer, GS-12	5 June 1962
4. SERVICE DESIGNATION (if known)	D	5. CURRENT STATION OR FIELD BASE	7B. EXPECTED DATE OF DEPARTURE FROM FIELD
None			5 JUNE 1964
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			
7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS			
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see sample on reverse side):			
<p>9. PREFERENCE FOR NEXT ASSIGNMENT</p> <p>A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. (IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE WHICH ONE):</p> <p>B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):</p> <p>None, if reassigned to present post.</p>			

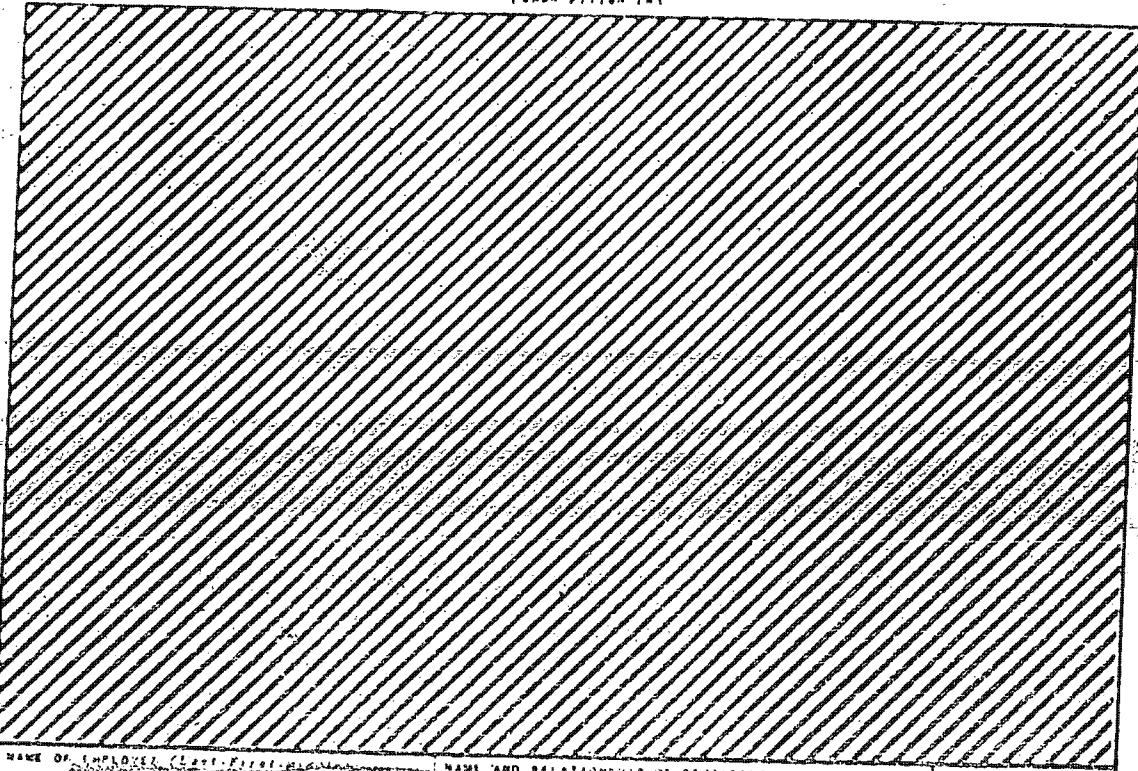
## SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (CONTINUED)		
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd, and 3rd choice) IN THE BOXES BELOW:		
<input checked="" type="checkbox"/> 1 RETURN TO MY CURRENT STATION		
<input checked="" type="checkbox"/> 2 BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT:		
1ST. CHOICE <b>Domestic Ops</b>	2ND. CHOICE <b>Division Des</b>	3RD. CHOICE <b>Division Staff</b>
3 BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:		
19TH. CHOICE <input type="text"/>		
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?		INDICATE NUMBER OF WORK DAYS <b>30</b>
11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU: <b>3: aged 40, 11, and 3 years</b>		
12. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT <b>Eldest daughter attending college in the United States.</b>		
13. SIGNATURE: COMPLETE ITEM NO. S-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM TO BE COMPLETED BY SUPERVISOR AT FIELD STATION		
14. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING <b>Supervisor and Chief of Station concur with the employee's expressed desires. While assigned to this Station this employee has made an important contribution <input type="text"/> which doubtless will continue to be the case should he be reassigned to this Station.</b>		
15. SIGNATURE: COMPLETE ITEM NO. S-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS		
16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER <b>S. J. [Signature]</b> DATE <b>12/12/64</b>		
FOR USE OF CAREER SERVICE		
17. EMPLOYEE <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN NOTIFIED OF PLANNED TO REFERENCE REASSIGNMENT	DISPATCH NO. <b>HA-21</b> CABLE NO. <b> </b>	
18. TYPED OR PRINTED NAME	19. SIGNATURE	
20. TITLE	21. DATE <b>12/12/64</b>	
22. COMMENTS <b>Next assignment - Headquarters - more difficult than field.</b>		

SECRET

SECRET

(When Filled In)



NAME OF EMPLOYEE (Last, First, Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Frank Joseph	Spouse - Frank Joseph	CS-123456789

Frank Joseph

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim

File on the above named employee (or his dependent\*) for an illness, injury, or death incurred on 15 March 1981. Appendix A

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

DATE OF NOTICE 10-30-80	SIGNATURE OF	

**NOTICE OF OFFICIAL DISABILITY CLAIM FILE**

14-00040

Supplement to Staff Agent Personnel Action

S-A-C-R-E-T

14-00000  
which case any monies you receive as a result of your participation in such activities must be retained by the organization. Whether or not, or to what extent, a right exists to require payment in conformance will be determined by the organization.

2. Non-Disclosure Clause. You are hereby directed not to divulge any information received from your organization to any other organization, foreign or otherwise, except that personnel fees in excess of \$100 per hour of your time outside of your present assignment may be paid to you by your organization, except that you are required under law to disclose such fees.

3. Upkeep in Advance. You or your authorized representative may be allowed to withdraw funds in accordance with applicable organization practices.

4. Travel Expenses. You will be entitled to travel, transportation, and storage in conformance with the regulations of this organization. HR 2080 provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their lesser organizations or HR 20, whichever allows the greater amount.

5. Travel Penalties. You herein agree that your assignment abroad shall be for a minimum of **two years**, from the date of your arrival at your permanent post of duty. If such assignment shall be sooner terminated by the Government for its convenience, Your violation of such agreement may result in regulatory travel penalties. HR 2080 provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the west, including personal, miles at headquarters and storage of effects, shall be reimbursed by the employer. If the agreement is violated after the first year of duty, shall before the completion of the minimum tour agreed to above, [REDACTED] at Government expense shall not be allowed.

AGREED:

6. Secrecy. You will be required to keep secret all information and all information which you may obtain by being in direct contact with the Government in the discharge of your duties. You acknowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws (dated 2d June 1948, as amended), and other applicable laws and regulations.



JHC

SECRET

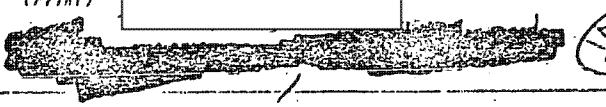
(When Filled In)

SK.

## VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE		OFFICE/COMPONENT
	LAST (Print)	MIDDLE	25-20
			64

## 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 (OR ON). REPORT DATES BY USING 1 NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

## PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic)	27	20-20	30-31	32-33	34-35	35-37	38-39	40-42
2 - CORRECTION								
3 - CANCELLATION								
<b>01</b>	<b>06</b>	<b>05</b>	<b>62</b>					<b>040</b>

## TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
2 - TDY (Basic)	27	20-20	30-31	32-33	34-35	36-37	38-39	40-42
3 - CORRECTION								
4 - CANCELLATION								

## SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
PAQUE	GUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	<i>8 June 1962</i>

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA
FISCAL DIVISION FINANCIAL DIVISION	DATE <i>6/20/62</i>	SIGNATURE

## CONTRACT INFORMATION AND CHECK LIST

INSTRUCTIONS: Use Part I (Information and Questions) for guidance.  
Complete Part II (Information and Questions) and Part III (Checklist) and forward original and two copies for preparation  
of contract.

TELEPHONE EXTENSION

DATE

6556

## SECTION I

## GENERAL

1. NAME <input checked="" type="checkbox"/> PREVIOUS <input type="checkbox"/> TRUE	2A. PROJECT	3. ALLOTMENT NO.	4. SLOT NO.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>BAP-B1B</b>
5. PREVIOUS CIA PSEUDONYM OR ALIASES	6B. PERMANENT <b>RA</b>	7A. FUNDS <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	8. INDIVIDUAL WAS ACTIVE OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.)		
9. SECURITY CLEARANCE (TYPE AND DATE) <b>Staff Employee</b>	7A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. CONTRACT IS TO BE WRITTEN IN SCRIBBLE FORM F.I.E.L.D. "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
10. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10. PROPOSED CATEGORY (Contract agent, Contract employee, etc.) <b>Staff Agent</b>	

## SECTION II

## PERSONAL DATA

11. CITIZENSHIP <b>U.S.</b>	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. AGE <b>40</b>	14. D <b>15th day, year</b>
15. L	16. CURRENT RESIDENCE (City and state or country)		
17. MA	<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED		

18. NUMBER OF DEPENDENTS (Not including Individual) RELATIONSHIP AND AGE	19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP
---	---

## SECTION III

## U.S. MILITARY STATUS

20. RESERVE <input type="checkbox"/> NO	21. VETERAN <input type="checkbox"/> YES	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability), SERVICE DISABILITY NON-COMBAT	
23. BRANCH OF SERVICE <b>ARMY</b>	24. RANK OR GRADE <b>Corporal</b>	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

## SECTION IV

## COMPENSATION

27. BASIC SALARY <b>11,650</b>	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any) <b>RA</b>	30. FEDERAL TAX WITHHOLDING <table border="1"> <tr> <td>COVER</td> <td>CIA</td> </tr> <tr> <td><input type="checkbox"/> YES</td> <td><input checked="" type="checkbox"/> YES</td> </tr> <tr> <td><input type="checkbox"/> NO</td> <td><input type="checkbox"/> NO</td> </tr> </table>	COVER	CIA	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NO
COVER	CIA								
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> YES								
<input type="checkbox"/> NO	<input type="checkbox"/> NO								

## SECTION V

## ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)\*

31. QUARTERS <b>3,500</b>	32. POST	33. OTHER <b>Equalization \$915 and 10% Staff Agent Premium Pay</b>
------------------------------	----------	--

34. COVER (Breakdown, if any)	35. TRAVEL
-------------------------------	------------

## SECTION VI

## TRAVEL

36. TYPES <input checked="" type="checkbox"/> PCS <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL	37. HOME TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	39. TERRACATED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH
---

See 18 above.

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES		
SECTION VII	OPERATIONAL EXPENSES	
42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES		

FROM 204	THE PREVIOUS EDITION
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SECRET

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CONTRACT INFORMATION AND CHECK LIST (CONTINUED)				CASE OFFICER	DIVISION
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.				TELEPHONE EXTENSION	DATE
SECTION VIII OTHER BENEFITS					
48. BENEFITS (See R 20-619, R 20-620, R 20-670, R 20-1000, and RR 20-630-1, RR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)					
All benefits and allowances of a staff employee.					
SECTION IX COVER ACTIVITY					
47. STATUS (Check)	PROPOSED ESTABLISHED	48. TYPE (Check)	PROPRIETARY SUBSIDIZED	CIVILIAN EDUCATIONAL	COMMERCIAL MILITARY OTHER
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS <input type="checkbox"/> FEE <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL					
SECTION X OFFSET OF INCOME					
50. OFFSET OF INCOME AND OTHER ENCLAVEMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> OVER					
SECTION XI TERM					
51. DURATION	52. EFFECTIVE DATE	53. RENEWABLE			
DAYS      MONTHS      2      YEARS	June 1962	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
54. TERMINATION NOTICE (Number of days) NA					
55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION NA					
SECTION XII FUNCTION					
56. PRIMARY FUNCTION (CI, PI, PP, other) PP					
SECTION XIII DUTIES					
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED     					
SECTION XIV QUALIFICATIONS					
58. EXPERIENCE  See personnel file.					
59. EDUCATION (Check Highest Level Attained) Level Attained					
GRAD. SCHOOL HIGH SCHOOL GRADUATE COLLEGE ALUMNI GRADUATE SCHOOL OF ENGINEERING GRADUATE COLLEGE OF BUSINESS ALUMNI GRADUATE					
COLLEGE (No. degree) <input checked="" type="checkbox"/> COLLEGE DEGREE <input checked="" type="checkbox"/> POST GRADUATE <input type="checkbox"/> PH.D.					
60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency) Degree Competency					
INDIVIDUAL'S COUNTRY OF ORIGIN					
LANGUAGE SPEAK WRITE READ					
FREQUENT AVERAGE GOOD FLUENT EXCELLENT FLUENT AVERAGE GOOD					
Spanish <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> X					
Japanese <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X U.S.A.					
German <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X					
Malay <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X					
62. AREA KNOWLEDGE Graduate study, History & Politics (2 courses). Chief, (6 mos.)					
SECTION XV EMPLOYMENT PRIOR TO EA					
63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASONS FOR LEAVING					
See personnel file.					
SECTION XVI ADDITIONAL INFORMATION					
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (If more space is needed, see reverse side of document)					
47-A-1A 47-A-1B 47-A-1C 47-A-1D 47-A-1E 47-A-1F 47-A-1G 47-A-1H 47-A-1I 47-A-1J 47-A-1K 47-A-1L 47-A-1M 47-A-1N 47-A-1O 47-A-1P 47-A-1Q 47-A-1R 47-A-1S 47-A-1T 47-A-1U 47-A-1V 47-A-1W 47-A-1X 47-A-1Y 47-A-1Z					
DATE		TYPE N IND 021		47-A-1A 47-A-1B 47-A-1C 47-A-1D 47-A-1E 47-A-1F 47-A-1G 47-A-1H 47-A-1I 47-A-1J 47-A-1K 47-A-1L 47-A-1M 47-A-1N 47-A-1O 47-A-1P 47-A-1Q 47-A-1R 47-A-1S 47-A-1T 47-A-1U 47-A-1V 47-A-1W 47-A-1X 47-A-1Y 47-A-1Z	

SECRET

(When Filled In)

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		THIS DATE
INSTRUCTIONS		
<p>This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.</p>		
<b>SECTION I GENERAL</b>		
<p>1. [Redacted]</p>		
2. CURRENT ADDRESS (No., Street, City, Zone, State)		3. PERMANENT ADDRESS (No., Street, City, Zone, State)
<p>[Redacted]</p>		50-2442 002
4. HOME TELEPHONE NUMBER		5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE
1110-514-1111		Florida 1A-1B
<b>SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY</b>		
1. NAME (Last-First-Middle) PRINCIPALLY RESIDING IN U.S.		2. RELATIONSHIP
<p>[Redacted]</p>		Spouse
3. HOME ADDRESS (No., Street, City, Zone, State, Country).		
50-2442 002		
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER IF APPLICABLE		
NA		
5. HOME TELEPHONE NUMBER		6. BUSINESS TELEPHONE NUMBER
None at present		1111
7. BUSINESS TELEPHONE EXTENSION		1111
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.		
<b>SECTION III OTHER CLOSE RELATIVES</b>		
MARRITAL STATUS		
1. CHECK ONE ONLY: <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> STEREO <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIMMLED		
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS		
<p>1960-10-17, Florida, USA, Voluntary</p>		
<p><b>SPOUSE.</b> If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiance.</p>		
3. NAME [Redacted]		
4. DATE OF MARRIAGE 1960-10-17		
5. PLACE OF MARRIAGE Florida, USA		
6. ADDRESS OF SPOUSE BEFORE MARRIAGE (Av., Street, City, State, Country)		
7. DATE OF DEATH		
8. LIVING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
9. CAUSE OF DEATH		
10. CURRENT ADDRESS (Give last address, if deceased)		
11. DATE OF BIRTH 1935-10-17		
12. PLACE OF BIRTH (City, State, Country) Florida, USA 1935		
13. IF BORN OUTSIDE U.S., DATE OF ENTRY		
14. PLACE OF ENTRY		
15. CITIZENSHIP (Country)		
16. DATE ACQUIRED		
17. WHERE ACQUIRED (City, State, Country)		
18. OCCUPATION		
19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers)		
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)		

SECTION III CONTINUED ON PAGE 2

SECRET

(When Filled In)

## SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From: and To: ) BY MONTH AND YEAR <i>March 1942 - Feb 1946</i>	22. BRANCH OF SERVICE <i>U.S. AIR FORCE</i>	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED <i>U.S.</i>
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN <i>None</i>		

## SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS.

1. FULL NAME (Last-First-Middle) <i>J. H.</i>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

SECTION V FINANCIAL STATUS		
1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.		
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.  <i>J. H.</i>		
5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.  <i>J. H.</i>		

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

### (Other institutions)

SECTION V CONTINUED FROM PAGE 2

**4. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS**

~~SECRET~~

~~SECRET~~

(Form Filled In)

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE					
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBOURS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.					
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			PROFESSIONAL	FIELD TRAVEL	STUDY
JAPAN	Study of language	-		X	
China	geo & history	-		X	
Korea	" "	-		X	
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE					
3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.					
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			HOSTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
	politics/signals	1953 (Current)		X	
	" "	1957 - 1958		X	
	" "	1958 - 1960		X	
SECTION IX TYPING AND STENOGRAPHIC SKILLS					
1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM			
		<input type="checkbox"/> SPEED	<input type="checkbox"/> SPEEDWRITING	<input type="checkbox"/> STENO TYPE	<input type="checkbox"/> OTHER (Specify):
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (CORPORALITE, MICROGRAPH, CARD PUNCH, ETC.)					
SECTION X SPECIAL QUALIFICATIONS					
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH					
TELEVISION - good					
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK					
MUSICIAN - excellent, taught piano, organ, etc.					
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF, SHORTWAVE RADIO, MULTICOLOR, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.					
118					
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, Lawyer, CPA, MEDICAL TECHNICIAN, ETC.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.					
118					
5. FIRST LICENSE OR CERTIFICATE (YEAR OF ISSUE)			6. LATEST LICENSE OR CERTIFICATE (YEAR OF ISSUE)		

~~SECRET~~

SECRET

(When filled in)

## SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest, science fiction, novels, short stories, etc.)

8. INVENT ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

3 years Teaching Dickinson College SC. Minority public speaking

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

AMERICAN ASSN. OF UNIVERSITY PROFESSORS, SENIOR UNDERGRADUATE COMMITTEE, 1957-1958

## SECTION XI. ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
APRIL 1957 - APR 1959	13	DDP/SEC/ BR-5
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION/TITLE	
29	Deputy Branch Chief	
6. DESCRIPTION OF DUTIES		
As usual for the position		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
APR 1959 - MAR 1960	13	DDP/SEC/
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION/TITLE	
1	CDS APPROV	
6. DESCRIPTION OF DUTIES		
Senior PP officer concentrating on pol. action activities		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION/TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION/TITLE	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

SECRET

(Form Filled In)

CHILDREN AND OTHER DEPENDENTS					
A. NUMBER OF CHILDREN (EXCLUDING STEPCHILDREN AND ADOPTED CHILDREN) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.			B. NUMBER OF OTHER DEPENDENTS (INCLUDING SPOUSE, PARENTS, CHILDREN, SISTER, ETC.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT. (C. CHILDREN OVER 21 YEARS OF AGE SHALL NOT BE SELF-SUPPORTING.)		
			2		
B. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS					
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX	CITIZENSHIP	ADDRESS
			M	F	
			X	U.S.	Same as 2 above
			X	U.S.	
ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS					
DATE COMPLETED 27 June 1960 SIGNATURE OF EMPLOYEE					

SECRET

SECRET

(When Filled In)

63-115  
P-27

1. PERSONNEL SERIAL NO. (1-6)		LANGUAGE PROFICIENCY AND AWARDS DATA					2. ID NO.	
3. NAME (7-24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LAND. CODE (25-27)		
7. DATE OF TEST (8-31) May 13, 1962		8. ANNIVERSARY DATE May 13, 1962		9. GRADE	10. DATE OF BIRTH	720		
11. REASON FOR TAKING TEST		12. TEST SCORES						
13. APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)		
ESTABLISH SKILL LEVEL		R	I	I	I	I		
14. ELIGIBILITY (39)		40.		TYPE OF AWARD				
Y	A	ACHIEVEMENT (A)	ELEMENTARY (E) INTERMEDIATE (M) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)			
	M	Maintenance (M)						
	NA	A	G-H					
15. INELIGIBLE (REASON)					16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$27.50 (40-43)			
					SIGNATURE _____ DATE _____			
					17. I CERTIFY THAT FUNDS ARE AVAILABLE			
					OBIGATION REF. NO. _____		CHARGE ALLOTMENT NO. _____	
					SIGNATURE _____			

FORM 1273  
5-60OBSOLETE PREVIOUS  
EDITIONS

SECRET

(10-43)

MRD COPY

SECRET

(When Filled In)

## VERIFIED RECORD OF OVERSEAS SERVICE 237949 MAR 162

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST 1-3 (Print)	FIRST 8-9	MIDDLE 10-11	
				24-28 <i>64</i> <i>64</i>

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One Grid). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

## PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	26	17-28	29-30	31-32	33-34	35-36	37-38		39-41
2 - CORRECTION									
3 - CANCELLATION									

## TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	26	17-28	29-30	31-32	33-34	35-36	37-38		39-41
4 - CORRECTION									
6 - CANCELLATION									

## SOURCE OF RECORD DOCUMENT

<input checked="" type="checkbox"/> TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	6-13 Jan 62

## REMARKS

*3/4/62 adm*

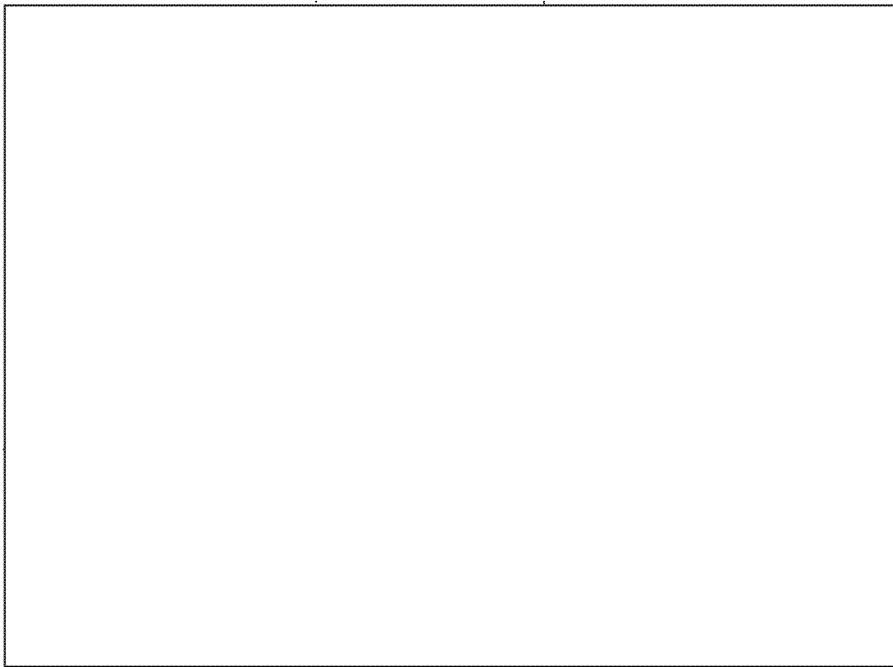
PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> FISCAL DIVISION	DATE 5 Mar 62	SIGN
<input checked="" type="checkbox"/> FINANCE DIVISION		

FORM 14510  
6-58

SECRET

(8-10)

MEMORANDUM FOR: Chief, PE/PIA



SECRET

SD/P 2-0050

**CONFIDENTIAL**

8 January 1962

MEMORANDUM FOR: [redacted]

SUBJECT : Commendation for Services Performed in  
Connection with [redacted]  
[redacted]

1. It gives me a great deal of personal pleasure to commend you on the high degree of competence and devotion to duty you displayed in connection with [redacted]

[redacted] The professionalism you demonstrated in planning for and during the President's visit contributed to the outstanding success of his trip.

2. A copy of this memorandum is being made a matter of record in your personnel file.

[redacted]  
RICHARD M. BISSELL, JR.  
Deputy Director  
(Plans)

**CONFIDENTIAL**

SECRET

(Refer Filled In)

X  
VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-0	(Print)	7-24		28-28
				57

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DISTINGUISH WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

## PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL				DEPARTURE				COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1. PCS (Basic)	27	28-28	30-31	32-33	34-35	30-37	36-39			-40-42
2. CORRECTION										
3. CANCELLATION										
					03	27	60		575	

## TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE				RETURN				AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
2. TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	36-39			-40-42
3. CORRECTION										
4. CANCELLATION										

## SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CARRE	
OTHER (Specify)	DUTY STATUS OR TIME AND ATTENDANCE REPORT

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

30 MAY 60

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE
FISCAL DIVISION FINANCIAL DIVISION	DATE 4/15/60	SIGNATURE
44510	SECRET	

(4-101)

SECRET

~~SECRET~~

COMMENDATION

--

3. It is requested that this commendation be made a part of his personnel record.

--

Signed by:

--

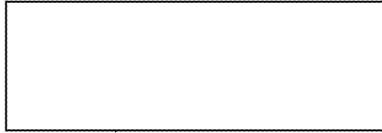
7 May 1959

~~SECRET~~

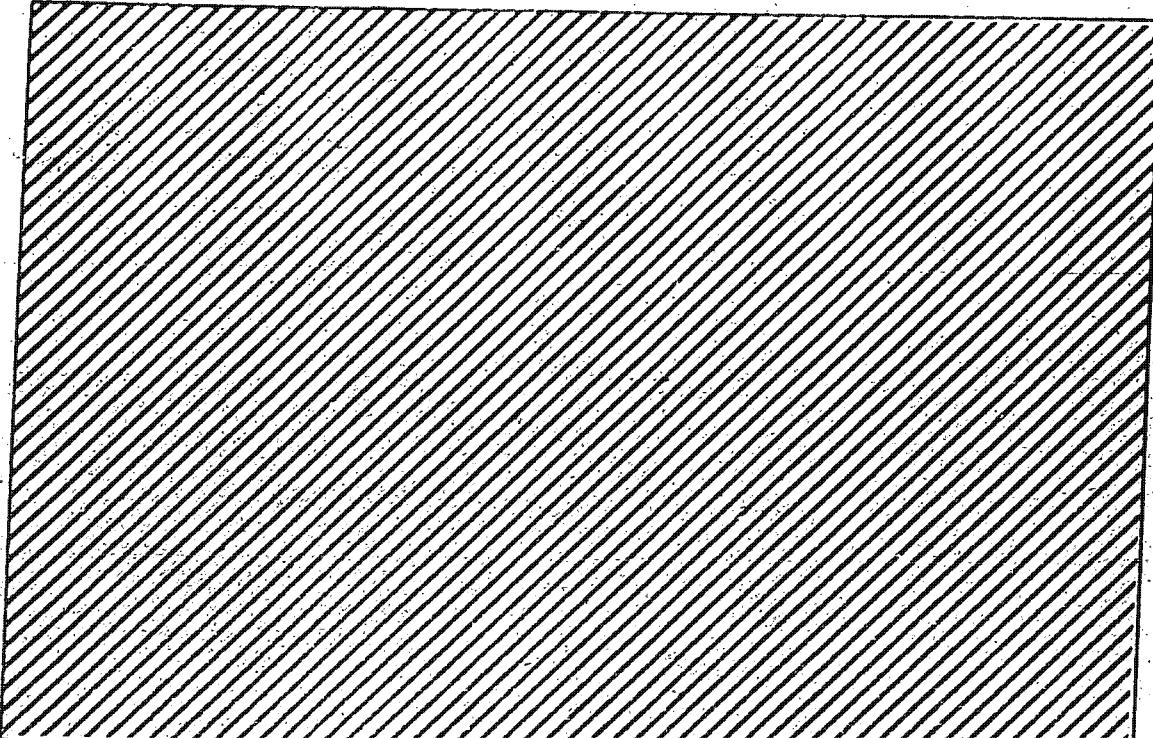
CONFIDENTIAL  
(When Filled In)TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT  
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Date: 4 Feb 58

SECRET  
(When Filled In)

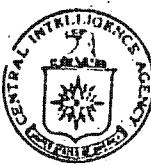


NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)	DATE OF BIRTH	CASE OR CLAIM NUMBER
[Redacted]	unk	56-255

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or death incurred on January 1955.

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

DATE OF NOTICE	SIGNATURE OF RCD RE:	
22 Aug. 1957		
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		



SECRET

FEB 5

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

3 APR 1955

MEMORANDUM FOR: [Redacted]

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 17 September 1954.
2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.
3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[Redacted]

Chairman, CIA Selection Board

Noted:

[Redacted]

Career Service Staff  
Office of Personnel

Date: 13 July 1955

20 JUL 1955

*Hed 420*

SECRET

SECURITY INFORMATION

27 May 1952

MEMORANDUM FOR: D/FE/PC

SUBJECT: [REDACTED]

[REDACTED]

3. In difficulty and in seriousness of approach, this series of conferences corresponded to an advanced graduate course in an American university. It was a mixture of the seminar and lecture techniques.

4. [REDACTED] immediately made himself one of the outstanding participants of the group. He brought the capacity of a reflective and richly educated mind to this new field and demonstrated a real talent for seeing the opportunities presented by novel and unconventional methods of attack upon Communism. Not only did [REDACTED] learn a great deal himself; he contributed substantially to the intellectual participation of the other members of the conferences in the common tasks.

[REDACTED]

Consultant to FE/PC

FE/PC: [REDACTED]

Distribution:  
D/FE/PC, Original  
FE Personnel  
CIA Personnel

[REDACTED]

SECRET

SECRET  
Security Information

Name: Last, First Middle

CODED

FOR

COMMUNICATIONS

DATE 21 Aug 62

TO: All C. I. A. Personnel

FROM: Personnel Director

SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.
2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.
3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

Personnel Director

SECRET  
Security Information

## SECRET

## Security Information

## SECRET

## Security Information

## PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No.	2. NAME: (last) (first) (middle)			3. Office <i>Ope (FE)</i>					
4. Date of Birth	5. Sex: <input checked="" type="checkbox"/> male <input type="checkbox"/> female (2)	Martial Status <input checked="" type="checkbox"/> Nr. Dependents <input type="checkbox"/>	6. CIA Entry Date: <i>17 Sept 1951</i>						
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) Marriage (3) Naturalization (4) Other (specify) Year U.S. citizenship acquired, if not by birth								
<b>SEC. I. EDUCATION</b>									
1. Extent: (circle one)									
1. Less than high school    4. Two years college, or less <input checked="" type="checkbox"/> Masters degree									
2. High school graduate    5. Over two years, no degree <input checked="" type="checkbox"/> Doctors degree									
3. Trade, Business or Commercial school    6. Bachelor degree									
graduate    7. Post-graduate study (minimum 8 sem. hrs.)									
2. College or University Study:									
Name and location of College or University	Major	Minor	Dates att'd From	To	Yrs Compl Day	Night	Degree Recd Title	Date	Sem Hrs
<i>Harvard University</i>	<i>History</i>	<i>Govt.</i>	<i>1940</i>	<i>43</i>	<i>3</i>		<i>AB</i>	<i>1943</i>	<i>120</i>
<i>Cambridge, Mass.</i>									
<i>Yale University</i>	<i>FE</i>								
<i>New Haven, Conn.</i>	<i>politics</i>	<i>JAPAN</i>	<i>1943</i>	<i>1949</i>	<i>1</i>				<i>36</i>
<i>Johns Hopkins</i>	<i>Govt.</i>								
<i>Baltimore, Md.</i>									<i>6</i>
<i>University of Penna.</i>	<i>History</i>	<i>Pol. Sci.</i>	<i>1948</i>	<i>1951</i>	<i>3</i>		<i>MA</i>	<i>1950</i>	<i>134</i>
3. Trade, Commercial, and Specialized Training:									
School	Attendance Dates			Study or Specialization					
	From	To	Tot. mo's						
<i>U. of Michigan</i> <i>Ann Arbor, Mich.</i>	<i>1944</i>	<i>1945</i>	<i>9</i>	<i>Japanese</i>					
<i>SP. Snelling</i> <i>Minneapolis, Minn.</i>	<i>1945</i>	<i>1945</i>	<i>04</i>	<i>Japanese, Intelligence</i>					
4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)									
School	Attendance Dates			Study or Specialization					
	From	To	Tot. mo's						
<i>This entry</i>									
<i>Should have been</i>									
<i>made here, I suppose</i>									

SECRET

## SECURITY INFORMATION

SECRET  
Security Information

## SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>1951</u>	To <u>1952</u>	Tot. mos. <u>10</u>	Description of Duties: <u>assist in planning</u> <u>of SEA objectives and strategy plans</u> <u>assist desk officers in</u> <u>writing projects in Political and psychological</u> <u>warfare</u> <u>Coordinate FE matters with</u> <u>ADPC's staff and with other agencies and Dept;</u> <u>assist in writing PSR plans.</u>
Grade <u>11</u>	Salary <u>5940</u>		Duty Station, if overseas:
Office <u>Opc (FE)</u>			
Position			
Title: <u>Operations Officer</u>			
Duty	<u>Psy War and Pol WARFARE</u>		
Title: <u>Adviser For SEA</u>			
From _____	To _____	Tot. mos. _____	Description of Duties: _____
Grade _____	Salary _____		
Office _____			
Position _____			
Title: _____			
Duty _____			
Title: _____			Duty Station, if overseas: _____
From _____	To _____	Tot. mos. _____	Description of Duties: _____
Grade _____	Salary _____		
Office _____			
Position _____			
Title: _____			
Duty _____			
Title: _____			Duty Station, if overseas: _____
From _____	To _____	Tot. mos. _____	Description of Duties: _____
Grade _____	Salary _____		
Office _____			
Position _____			
Title: _____			
Duty _____			
Title: _____			Duty Station, if overseas: _____

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## Security Information

## SEC. II. WORK EXPERIENCE (CONT'D.)

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

From <u>1946</u> To <u>1957</u> Tot. mo's <u>11</u>	Exact Title of your position <u>Asst. Prof. of History</u>
Classification Grade(if in Federal Service) <u>Salary 3600</u>	Description of Duties: <u>Teach 14 hrs history weekly, inc (including Far Eastern, American, European (middle ages) (general survey)</u>
Number and Class of Employees Supervised: <u>150 students (all)</u>	Duty Station if overseas:
Employer <u>DICKINSON College</u>	Exact Title of your position
Kind of Business or organization (i.e., paper products mfr, public utility) <u>College</u>	Description of Duties: <u>Japanese language specialist</u>
From <u>1943</u> To <u>1946</u> Tot. mo's <u>3</u>	Duty Station if overseas:
Classification Grade(if in Federal Service) <u>T/5 Salary 90 per mo.</u>	Exact Title of your position
Number and Class of Employees Supervised:	Description of Duties: <u>Japanese language specialist</u>
Employer	Duty Station if overseas:
Kind of Business or organization (i.e., paper products mfr, public utility) <u>U.S. Army (MIS)</u>	Exact Title of your position
From <u>To</u> <u>Tot. mo's</u>	Description of Duties: <u>Japanese language specialist</u>
Classification Grade(if in Federal Service) <u>Salary</u>	Duty Station if overseas:
Number and Class of Employees Supervised:	Exact Title of your position
Employer	Description of Duties: <u>Japanese language specialist</u>
Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas:
From <u>To</u> <u>Tot. mo's</u>	Exact Title of your position
Classification Grade(if in Federal Service) <u>Salary</u>	Description of Duties: <u>Japanese language specialist</u>
Number and Class of Employees Supervised:	Duty Station if overseas:
Employer	Exact Title of your position
Kind of Business or organization (i.e., paper products mfr, public utility)	Description of Duties: <u>Japanese language specialist</u>
From <u>To</u> <u>Tot. mo's</u>	Duty Station if overseas:
Classification Grade(if in Federal Service) <u>Salary</u>	Exact Title of your position
Number and Class of Employees Supervised:	Description of Duties: <u>Japanese language specialist</u>
Employer	Duty Station if overseas:
Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position

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**SEC. II. WORK EXPERIENCE (CONT'D)**

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- |      |                              |    |                              |
|------|------------------------------|----|------------------------------|
| 01   | U.S. Secret Service          | 24 | Air Force A-2                |
| 02   | Civil Police                 | 25 | Foreign Economic Admin.      |
| 03   | Military Police              | 26 | Counter Intelligence Corps   |
| 04   | U.S. Border Patrol           | 27 | Immigration & Naturalization |
| 05   | U.S. Narcotics Squad         | 28 | Strategic Services Unit      |
| 06   | FBI                          | 29 | Foreign Service, State Dept. |
| 07   | Criminal Investigation Div.  | 30 | Central Intelligence Group   |
| 21   | Office of Naval Intelligence | 31 | Armed Forces Security Agency |
| 22   | Office of War Information    | 32 | Coordinator of Information   |
| (23) | Army G-2                     | 33 | Office of Facts & Figures    |
| 20   | Office of Strategic Services | 34 | Board of Economic Warfare    |
|      |                              | 35 | Federal Communications Comm. |

### **SEC. III. FOREIGN LANGUAGES**

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check ( X ) your competence and how acquired.

LANGUAGE

\* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein. I have sufficient Spoken Japanese for Category #2 (above) but my knowledge of written Japanese needs improvement.

~~Specified Review:~~  
Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality.

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**SEC. IV. AREA KNOWLEDGE**

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Japan				X
China				X
Mainland SEA				X

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

**SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION) N/A**

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Often
Typing	1.	2.		1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System:	1. Manual 2. Machine 3. Speedwriting.			

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

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. None
2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. Writing

**SEC. VII. PROFESSIONAL AND ACADEMIC HONORS**

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

American Association of University Professors

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### **Security Information**

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### Security Information

### SEC. VIII. PUBLICATIONS

**SEC. VIII. PUBLICATIONS**  
List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of published materials of which you were author or co-author.

## SEC. IX. INVENTIONS

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

Device	Patented	
<u>Node</u>	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

## SEC. X. CIA TESTS

SEC. X: CIA TESTS  
Describe below the type of tests which you have taken in CIA:

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

Type of Test	Date Taken
None	

## SEC. XI PHYSICAL HANDICAPS

**SEC. XI. PHYSICAL HANDICAPS**  
List any physical handicaps you may have.

*Note*

## SEC. XII OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

- 1 year Tour  2-4 year Tour  (3) Not interested

### SEC. XIII: WORK ASSIGNMENT

**SEC. XIII: WORK ASSIGNMENT**  
In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

you think you are best qualified?

Work on psychological and political warfare matters related to the Far East, at headquarters or in the field, in developing and/or supervising capacity.

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**SEC. XIV. MILITARY STATUS**

1. Present Draft Status

Have you registered under the Selective Service Act of 1948? Yes  No.  
If yes, indicate your present draft classification \_\_\_\_\_

2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status Yes  No.  
If yes, complete the following.

1.  National Guard
2.  Air National Guard
3.  Active Reserve Status (member of organized unit)
4.  Inactive Reserve Status

Service \_\_\_\_\_ Grade \_\_\_\_\_ Location \_\_\_\_\_

Reserve Unit with which currently affiliated \_\_\_\_\_

Service Mobilization Assignment, if any \_\_\_\_\_

Location of Service Records, if known \_\_\_\_\_

**SEC. XV. CIA TRAINING**

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from)	Dates	(to)	Hours
None				

**SEC. XVI. REMARKS**

Use this space to indicate any other qualifications you may have which you do not describe above.

From 18 JAN 1952 to 18 MAY 1952, I attended a seminar in psychological warfare given by 2nd FE Division Security Directorate at SAIS.

DATE 24 June 1952

SIGNATURE Jay H. Smith



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Security Information

Digitized by srujanika@gmail.com

classess of category  
X - V

**PLEASE READ INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS FORM**

STANDARD FORM 61 (REVISED AUGUST 1960)  
PROLATICATED BY CIVIL SERVICE COMMISSION  
FEDERAL PERSONNEL MANUAL

## APPOINTMENT AFFIDAVITS

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

CIA ..... Washington, D. C. ....  
(Department or agency) (Place of employment)

I, [REDACTED], do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

17/9/51  
(Date of existence on date)

--

Subscribed and sworn before me this ..... 17 ..... day of ..... September ..... A. D. 1951,

at ..... Washington, D. C. .....  
(City) (Date)

[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.

		PHONE NO.
LIVED WITHIN		

The person listed in the Name below is \_\_\_\_\_  
If additional space is necessary, complete under Item 10.

NAME		POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION - (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	BELIEVAL- SHIP	WIFE PREG. (Check one)	SINGLE
J. W. COOPER		101 N. 10TH ST.	1. .... 2. .... 3. ....			
ET CETERA INC 10-2-67		101 N. 10TH ST.	1. .... 2. .... 3. ....			
THE KODAK CO. 14-3-67		101 N. 10TH ST.	1. .... 2. .... 3. ....			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X"  
IN PROPER COLUMN

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN.	YES	NO	ITEM #	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
8. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES? ✓				
9. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?		✓		
If your answer is "Yes", give details in Item 10.				
10. DO YOU PERTAIN ANNUALLY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA OR ANYWHERE IN ANY PLAIN YEAR AND IN ANY PERSON OR GROUP CONVICTED OF PRACTICING MILITARY OR NAVAL SERVICE?		✓		
If your answer is "Yes", give in Item 10 reason for enrollment, name of organization, date, and by reason of voluntary or involuntary enrollment; and (1) if you are a service member, amount of retirement pay, and under what legislation act; and rating if retired from military or naval service.				
11. SINCE NO-10-FIVE AND NATION ENLISTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED OR FORCED TO RESIGN FOR MISCONDUCT OR UNFITNESS SERVICE FROM ANY POSITION?		✓		
If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.				
12. HAVE YOU BEEN ARRESTED SINCE INCORPORATING OR REINTEGRATING INTO THE U.S. WITHIN THE LAST SIX MONTHS, OR ACCUSATION OF BEING LEGALLY CRIMINAL OR CRIMINAL RELATING TO THIS APPOINTMENT?		✓		
If your answer is "Yes", give in each case under Item 10, the date, (1) the nature of the offense or violation, (2) the name and location of the court, (3) the penalty imposed, if any, or other disposition of the case; if suspended, your fingerprints will be taken.				

**INSTRUCTIONS TO APPOINTING OFFICER**

**SECRET**

(Form Filled In)

**MEDICAL ACTION REQUEST AND REPORT****I REQUEST FOR PHYSICAL EXAMINATION BY**

GMD

1. NAME (Last) (First) (Middle)

Initials

2. DATE  
25 July 19563. GRADE  
OS-23

4. TYPE OF POSITION

- Departmental  
 U.S. Field  
 Overseas

FB

5. EVALUATE FOR  
 COD  
 Overseas  
 Returns

- Pre-Employment  
 Annual  
 Special (Specify)

**II REPORT OF MEDICAL EVALUATION**

- Qualified for Full Duty (General)  
 Qualified for Departmental Duty Only

- Qualified for Full Duty (Special)  
 Disqualified

Remarks: Subject is qualified for Departmental Duties (8/3/56).  
May be re-evaluated on request.

**SECRET**

MEDICAL OFFICE

**MEDICAL ACTION REQUEST AND REPORT****I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION (  ) OVERT (  ) COVERT (  ) ISR (  ) CPB**

2. NAME (Last) (First) (Middle)

3. DATE

4. TO POSITION

Intell. Off.

5. OFFICE, DIVISION, BRANCH

6. GRADE

6. TYPE OF POSITION

- Departmental  
 U.S. Field  
 Overseas

DDP/FE

7. EVALUATE FOR Transfer of funds.

- COD  
 Overseas  
 Returns

- Pre-Employment  
 Annual  
 Special (Specify)

**II REPORT OF MEDICAL EVALUATION**

- Qualified for Full Duty (General)  
 Qualified for Departmental Duty Only

- Qualified for Full Duty (Special)  
 Disqualified

Remarks: Transfer of funds from Voucherized to Unvoucherized.

Return to

Wing 1-J, Curie Hall

S. had exam 3-30-53 and found qualified for Full duty/General  
12-9-53.

MEDICAL OFFICE

FORM NO. 37-115  
MAY 1950

TO: Medical Division  
FROM: Transactions & Records  
SUBJECT: [REDACTED]

Request that above named subject be given a physical examination.

POSITION: Intelligence Officer

GRADE: GS-9

BRANCH: OPC

SERVICE: Departmental

NATURE OF APPOINTMENT: Exc.

MR.  
[REDACTED]  
9/17/51

FORM NO. 37-115  
MAY 1950

**PHYSICAL QUALIFICATION RECORD**

PHYSICAL QUALIFICATION RECORD	
NAME  [Redacted]	NATURE OF ACTION  EOD
TITLE OF POSITION  I.Q.	GRADE  GS-9
DEPARTMENT OR FIELD  Department	
<p>Subject was found physically <input checked="" type="checkbox"/> fit <input type="checkbox"/> unfit for duty with this organization in the above grade and position.</p> <p>RECOMMENDATIONS:</p> <p>[Large rectangular box for recommendations]</p>	
DATE 17 Sept 1971	SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER

17 Sept 1991

0418

SIGNATURE OF TECHNICAL REQUIREMENTS OFFICER

CONFIDENTIAL

FITNESS REPORT			GENERAL INFORMATION					
			NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.					
<b>SECTION A.</b>			<b>GENERAL INFORMATION</b>					
1. EMPLOYEE NUMBER [Redacted]	2. NAME (last, first, middle) [Redacted]		3. DATE OF BIRTH [Redacted]	4. SEX M	5. GRADE GS-14	6. SD D		
7. OFFICIAL POSITION TITLE <b>Ops Officer</b>			8. OFF/DIV/BR OF ASSIGNMENT <b>DDO/WH/1</b>		9. CURRENT STATION [Redacted]			
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT					
<input checked="" type="checkbox"/> CAREER	CAREER PROVISIONAL	RESERVE	ANNUAL	21-MONTH	30-MONTH	REASSIGNMENT	<input checked="" type="checkbox"/> SPECIAL Retirement	
CONTRACT	SPECIAL	TEMPORARY	12. REPORTING PERIOD (From-to)		13. DATE REPORT DUE IN O.P. <b>1 Nov 72 - 30 June 73</b>			
<b>SECTION B. PERFORMANCE EVALUATION</b>								
<p><b>U—Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M—Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P—Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S—Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O—Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>								
<b>SPECIFIC DUTIES</b>								
<p>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).</p>								
SPECIFIC DUTY NO. 1							RATING LETTER <b>S</b>	
							RATING LETTER <b>S</b>	
							RATING LETTER <b>S</b>	
							RATING LETTER <b>S</b>	
							RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 6							RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>								
<p>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.</p>							RATING LETTER <b>S</b>	

CONFIDENTIAL

## SECTION C

## NARRATIVE COMMENTS

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

Subject will retire effective 30 June 1973 thus this will be his final agency Fitness Report. Subject's performance at this Station, during the past four years, has always been consistently strong. Subject has primarily concentrated his attention on [REDACTED]

[REDACTED] He has done very well at developing contacts [REDACTED]  
[REDACTED] and we have taken advantage of this ability.

Subject is responsive to guidance and direction and has an excellent grasp and understanding of local politics and its ever changing profile. Subject is a mature seasoned officer who will be missed at this Station. His departure for retirement will be most felt in the area of his specialization.

## SECTION D.

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE 29

28 June 1973

SIGNATURE OF EMPLOYEE

/s/

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

.48

DATE

29

22 June 1973

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

DCOS

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

In writing a comment on his Fitness Report in January 1973, I spoke of what a loss he will be to the Station. Because of overlap problems, he will have retired soon after the new COS arrives and before the new DCOS has come. It is typical of him that he has offered to perform introductions to some of his contacts even after retirement. He will be

DATE 72

28 June 1973

OFFICIAL TITLE OF REVIEWING OFFICIAL

COS

TYPED OR PRINTED NAME AND SIGNATURE

/s/

CONFIDENTIAL

SECRET

(When Filled In)

10

## QUALIFICATIONS UPDATE

## READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office-of-Personnel, Rooms 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I		BIOGRAPHIC AND POSITION DATA								
EMP. SER. NO. [REDACTED]					DATE OF BIRTH [REDACTED]					
SECTION II		EDUCATION								
LAST HIGH SCHOOL ATTENDED		HIGH SCHOOL								
ADDRESS (City, State, County)		YEARS ATTENDED (From-To)			GRADUATE					
<input type="checkbox"/> YES <input type="checkbox"/> NO										
COLLEGE OR UNIVERSITY STUDY										
NAME AND LOCATION OF COLLEGE OR UNIVERSITY		SUBJECT		YEARS ATTENDED		DEGREE RECEIVED				
MAJOR		MINOR		FROM--TO--		YEAR RECEIVED				
NO. SEM/OTR.		NO. HRS. (Specify)								
1.										
2.										
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.										
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS										
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION			FROM		TO		NO. OF MONTHS	
3.										
4.										
OTHER HIGH-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE										
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION			FROM		TO		NO. OF MONTHS	
5.										
6.										
SECTION III		MARITAL STATUS								
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:										
2. NAME OF SPOUSE (Last) <input type="text"/> (First) <input type="text"/> (Middle) <input type="text"/> (Initials)										
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)								
5. OCCUPATION		6. PRESENT EMPLOYER								
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U.S. CITIZENSHIP ACQUIRED					
SECTION IV								DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE		
NAME		RELATIONSHIP	DATE AND PLACE OF BIRTH		CITIZENSHIP		PERMANENT ADDRESS			
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE										
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE										

**SECRET**

(Form Filled In)

SECTION V		GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL			
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ATTAINED BY CHECK LIST	REASON
[Redacted]	politics, sociology	Jun. 62 - Aug. 66	Apr. 62 - Jun. 66 [Redacted]	X X	X
		Jun. 64	M	X	
SECTION VI					
TYPING AND STENOGRAPHIC SKILLS					
1. TYPING (P/M)		2. SHORTHAND (P/FW)		3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM	
<input type="checkbox"/> GREGG		<input type="checkbox"/> SPEEDRIFTING		<input type="checkbox"/> STENOGRAPHY <input type="checkbox"/> OTHER SPECIFY	
SECTION VII					
SPECIAL QUALIFICATIONS					
PROVIDE INFORMATION ON Hobbies, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.					
SECTION VIII					
MILITARY SERVICE					
CURRENT DRAFT STATUS					
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?		2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO					
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS		4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS					
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG		ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD			
5. CURRENT RANK, GRADE OR RATE		6. DATE OF APPOINTMENT IN CURRENT RANK		7. EXPIRATION DATE OF CURRENT OBLIGATION	
8. CHECK CURRENT RESERVE CATEGORY		READY RESERVE <input type="checkbox"/> STANDBY (ACTIVE) <input type="checkbox"/> STANDBY (INACTIVE) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED			
9. MILITARY MOBILIZATION ASSIGNMENT		10. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Excluded Active, Reserve Duty, or as Civilian)					
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		DATE COMPLETED	
SECTION IX					
PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS					
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)		DATE OF MEMBERSHIP	
SECTION X					
REMARKS					
No updating necessary for portions not filled in.					
DATE	SIGNATURE				
9 April 1968					

**SECRET**

**SECRET**

(WHEN FILLED IN)

**QUALIFICATIONS SYSTEM RECORD CHANGE****APPLICANT CODING DATA**

1. ID	2. APPL. NO.	3. NAME 6-DIGITS MUST CONTAIN 20-DIGITS								
<input checked="" type="checkbox"/> 2		*								
4. DATE OF BIRTH	5. DATE CODED	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.								
MO DA YR	MO DA YR									
*	*									

**LANGUAGE CODING DATA - FORM 444C**

1. ID	2. EMPLOYEE NO.	3. NAME 3-LETTERS	4. LANGUAGE DATA CODE BASE CODE: R W P S U T YR								
<input checked="" type="checkbox"/> 3		*	*								
5. DATE SUBMITTED	6. DATE OF BIRTH	WHEN FORM 444C DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)									
MO DA YR	MO DA YR										
*	*										

**LANGUAGE PROFICIENCY TEST DATA**

1. ID	2. EMPLOYEE NO.	3. NAME 3-LETTERS	4. CODE G-A-D	5. LANGUAGE DATA BEFORE TEST BASE CODE: R W P S U T YR								
<input checked="" type="checkbox"/> 5	447894	SMI	C	BL18	4	3	4	4	4	4	3	
6. LANGUAGE DATA AFTER TEST	7. DATE OF TEST	DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273.										
BASE CODE: R W P S U T YR	MO DA YR											
BL18	H 3 1 1 H 4 6 7	4 4 1 3	1 6 7	> LANGUAGE PROFICIENCY AWARDS DATA, JUL 1967								

**QUALIFICATIONS RECORD CHANGE**

ENTER UNDER "TYPE" -

- A - ADDITION TO RECORD
- C - CHANGE TO EXISTING RECORD
- D - DELETION OF DATA FROM EXISTING RECORD

TYPE	CODE # 1						CODE # 2					
	BASE	1	2	3	YR	BASE	1	2	3	YR		
*	*					*						
*	*					*						
*	*					*						
*	*					*						
*	*					*						
*	*					*						
*	*					*						
*	*					*						
*	*					*						
*	*					*						

**SECRET**

(WHEN FILLED IN)

**CERTIFICATION OF LANGUAGE PROFICIENCY**

1. EMPLOYEE NO.	2. NAME (LAST-FIRST-MIDDLE)	3. TYPE CHANGE A=ADD C=CHANGE D=DELETE	4. LANGUAGE DATA PRIOR TO TEST LAN. CODE R W P S U I/T YEAR		
5. LANGUAGE DATA AFTER TEST LAN. CODE R W P S U I/T YEAR		6. DATE TESTED 04/13/67	7. DATE OF BIRTH [redacted]		
8. GRADE 14		9. OFFICE OR DIVISION OTR			
<b>N O T I C E T O P E R S O N T E S T E D</b>					
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN SPANISH (NEW WORLD) BL18 (NAME OF LANGUAGE)					
READING	WRITING	PRONUNCIATION	SPEAKING	UNDERSTANDING	TEST RATINGS 0 = ZERO I = INTERMEDIATE S = SLIGHT H = HIGH E = ELEMENTARY II = NATIVE
H	I	I	I	H	
11. REMARKS <b>CODED</b> <b>FOR</b> <b>QUALIFICATIONS</b>				12. SIGNATURE <i>Ken</i>	
				13. LD NUMBER 13652	

FORM 11-64 1273 ODOLETE PREVIOUS EDITIONS

110-481

**SECRET**GROUP I  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

I - OP/QAB

SECRET

(When filled in)

OFFICIAL USE ONLY  
*JL*

## QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION A		BIOGRAPHIC AND POSITION DATA		
1. GRADE	2. NAME (Last, first, middle)	3. RANK	4. DATE OF BIRTH	5. SCHEDULE/GRADE/SIZE
E-5	<input type="text"/>	H	<input type="text"/>	GS - 14 - 03
D	6. POSITION TITLE INSTRA OPERATIONS	7. OFFICE OF ASSIGNMENT OTR	8. LOCATION (Leave blank) WASH., D.C.	
SECTION B				
		AGENCY OVERSEAS SERVICE		
		TDY 100% PCS 56 PCS 56 PCS 56	1937/06/01 94/03/01 98/03/01 62/06/01	53/08/01 56/06/01 60/09/07/01 66/08/01
<b>OVERSEAS DATA</b> <b>CODED</b> <b>DATE: INITIALS:</b> <i>14 Jun 67 JMT</i>				

SECTION C		EDUCATION	
1. EDUCATION	2. FIELD	3. COLLEGE	4. YEAR
HISTORY HISTORY	GENERAL GENERAL	HARVARD UNIV. MASS. IPA UNIV	43 50

SECRET

OPTIONAL FORM NO. 10  
MAY 1964 EDITION  
GSA GEN. REG. NO. 27

67 JUN ENTR

## SECRET

(When Filled In)

SECTION IV GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL					
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY... CHECK (X)	WORK ASSIGNMENT
	Government, cultural		YALE 1943-44	X	
	political, cultural		YALE 1943-44	X	
	political, cultural		1951-53, WASH D.C.	X	
	political, cultural		1951-53, WASH D.C.	X	
	political, cultural		1951-53, WASH D.C.	X	
	political, industrial, cultural	1953	1953-54 WASH D.C.	X	
	political, cultural	1954-56	1956-58 WASH D.C.	X	
	political, cultural	1958-1960	1960-1961 WASH D.C.	X	X
	political, cultural				X
	political, cultural	1962-1966		X	

SECTION V TYPING AND STENOGRAPHIC SKILLS					
1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM			
<input type="checkbox"/> GREGG	<input type="checkbox"/> SPEEDMASTER	<input type="checkbox"/> STENOTYPE	<input type="checkbox"/> OTHER SPECIFIC		
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (COMPUTER, MIMOGRAF, CARD PUNCH, ETC.)					

SECTION VI SPECIAL QUALIFICATIONS					
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.					
2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (INDICATE IF SPEED, TUNING & TWEAKING), OFFSET PRESS, TURRET LATHE, ETC. AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.					
3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LEARNER, CPA, MEDICAL TECHNICIAN, PSYCHOCRISTIAN, PHYSICIAN, ETC? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE TYPE OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC. (Provide License Number and Date)					
5. FIRST LICENSE/CERTIFICATE (Year of issue)					
6. LATEST LICENSE/CERTIFICATE (Year of issue)					
7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (DO NOT INCLUDE BOOKS UNLESS INDICATED). INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING - ECONOMIC OR SCIENTIFIC, GENERAL INTEREST, LIBRARY, SCHOLARLY, ETC.					
Signature: PHS					
8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED					
9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE					
Signature: PHS					

SECRET

SECRET

When filled in

~~SECRET~~

**SECRET**

27 April 1962

MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION : Staff Agents Branch

FROM : Chief Personnel Security Division

SUBJECT : [redacted]

1. Reference is made to your memorandum dated 26 April 1962

2. This is to advise that [redacted] is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.

3. If your office should desire at a later date to change the status or use of this individual, a request to cover any proposed change should be submitted to this office.

4. This clearance becomes invalid in the event the Subject's services are not utilized within six months of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:



**SECRET**

SECRET  
(When Filled In)

REQUEST NO. 11-51

REQUEST DATE (6-11)

26 April 1962

YEAR OF BIRTH (6-30)

1944

GRADE (40-44)

GS-13

ORG. CODE (45-48)

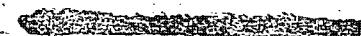
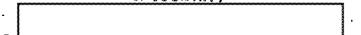
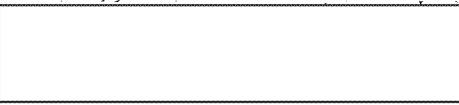
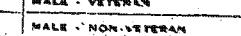
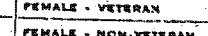
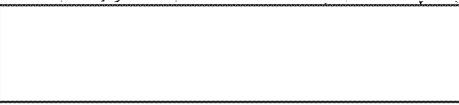
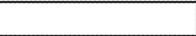
TYPE OF APPL. (40)

HQDTR'S &amp; FUND (60)

CLEARANCE (81)

RECRUIT. CODE (88-84)

VET PREP. &amp; REC (88)

REQUEST FOR SECURITY CLEARANCE						
NAME (LAST - FIRST - MIDDLE) 		(12 - 30)				
POSITION TITLE <b>Ops Officer</b>		POSITION NUMBER (131 - 261)	OCCUP. CODE (27 - 48)			
LOCATION (CITY, STATE, COUNTRY) 		ASSIGNMENT (OFFICE, DIVISION, BRANCH) <b>DDP/WH/2/</b>				
TYPE OF APPLICANT REGULAR CONSULTANT		CONVERSION ACTION <b>SE-SA</b>	IF OTHER, SPECIFY			
		TYPE OF ASSIGNMENT AND FUNDS HQD USP FF V UV				
CLEARANCE REQUIRED	PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP) <b>SECURITY CLEARANCE</b>				SECRET FULL	
ATTACHMENTS	PERSONAL HISTORY STATEMENT 		APPENDIX I REQUEST FOR WAIVER	APPENDIX II REPORT OF INTERVIEW		
VETERAN STATUS	MALE : VETERAN 	FEMALE - VETERAN 				
REMARKS: <b>Security #: 56169</b> 						
Please forward clearance memo to SA Branch/CPD Attn:  5 E 36						
Phone verbal concurrence to 						x7170
SPACE BELOW FOR OS USE ONLY						

## PERSONAL HISTORY STATEMENT

- Instructions: 1. Answer all questions completely. If question is not applicable write "NA." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.
2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? yes  
(Yes or No)

### SEC. 1. PERSONAL BACKGROUND

Telephone 265

PERMANENT ADDRESS ..... SAME AS ABOVE .....  
(Street and Number) (City) (State) (Country)

B. NICKNAME  WHAT OTHER NAMES HAVE YOU USED? none

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE  
NAMES? \_\_\_\_\_

HOW LONG? ..... IF A LEGAL CHANGE, GIVE PARTICULARS \_\_\_\_\_

(Where?) (By what authority)  
C. DATE OF BIRTH  (City) (State) (Country)

D. PRESENT CITIZENSHIP U.S. BY BIRTH? yes BY MARRIAGE?  
(Country)

BY NATURALIZATION CERTIFICATE NO. ..... ISSUED ..... BY .....  
(Date) (Country)

AT  (City) (State) (Country)  
HAVE YOU HAD A PREVIOUS NATIONALITY? no  
(Yes or No) (Country)

HELD BETWEEN WHAT DATES? ..... TO ..... ANY OTHER NATIONALITY?  
(Country)

GIVE PARTICULARS \_\_\_\_\_

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? no GIVE PARTICULARS:  
\_\_\_\_\_

(2)

E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? 19

PORT OF ENTRY? ..... ON PASSPORT OF WHAT COUNTRY? .....

LAST U. S. VISA ..... (Number) ..... (Type) ..... (Place of Issue) ..... (Date of Issue) .....

**Sec. 2. PHYSICAL DESCRIPTION**

AGE 29 SEX Male HEIGHT 5' 7" WEIGHT 155  
EYES hazel HAIR brown COMPLEXION Ruddy SCARS none  
BUILD stocky OTHER DISTINGUISHING FEATURES wear glasses

**Sec. 3. MARITAL STATUS**

A. SINGLE ..... MARRIED yes DIVORCED ..... WIDOWED .....

STATE DATE PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS .....

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

RESIDENCE OR BUSINESS ADDRESS ..... (Street Number) ..... (City) ..... (State) ..... (Zip Code)

MILITARY SERVICE FROM None TO None BRANCH OF SERVICE .....

COUNTRY ..... DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN .....

## SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents):

--	--	--	--

2. NAME no other children RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)

3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(St. and Number) (City) (State) (Country)

## SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

--	--	--	--

BIRTH &amp; SERVICE RECORD (Date) (Age)

COUNTRY \_\_\_\_\_ DETAILED OTHER GOVT. SERVICE, U. S. OR FOREIGN

## SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

--	--	--	--

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

(4)

OCCUPATION housewife LAST EMPLOYER noneEMPLOYER'S OR OWN BUSINESS ADDRESS (St and Number) (City) (State) (Country)MILITARY SERVICE FROM    TO    BRANCH OF SERVICE   COUNTRY    DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN   

## SEC. 7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters):

1. FULL NAME	(First)	(Middle)	(Last)	AGE	deceased
PRESENT ADDRESS	<u>no other brothers or sisters</u>				(City) (State) (Country) (Citizenship)
2. FULL NAME	(First)	(Middle)	(Last)	AGE	
PRESENT ADDRESS	(St and Number)	(City)	(State)	(Country)	(Citizenship)
3. FULL NAME	(First)	(Middle)	(Last)	AGE	
PRESENT ADDRESS	(St and Number)	(City)	(State)	(Country)	(Citizenship)
4. FULL NAME	(First)	(Middle)	(Last)	AGE	
PRESENT ADDRESS	(St and Number)	(City)	(State)	(Country)	(Citizenship)
5. FULL NAME	(First)	(Middle)	(Last)	AGE	
PRESENT ADDRESS	(St and Number)	(City)	(State)	(Country)	(Citizenship)

## SEC. 8. FATHER-IN-LAW

<u>  </u>
-----------

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP U. S. WHEN ACQUIRED birth WHERE   OCCUPATION agent LAST EMPLOYER Presidential Insurance Co

IN YEARS

**Sec. 9. MOTHER-IN-LAW**

Figure 1. The effect of the number of nodes on the performance of the proposed model. The proposed model is compared with the classical model (with one node) and the model with two nodes. The proposed model is the best model in terms of accuracy.

OCCUPATION housewife LAST EMPLOYER none

**SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES: NA**

1 NAME ..... RELATIONSHIP ..... AGE .....

**CITIZENSHIP** ..... **ADDRESS** ..... (Street and Number) (City) (State) (Country)

**Z. NAME** ..... **RELATIONSHIP** ..... **AGE** .....  
**CITIZENSHIP** ..... **ADDRESS** .....

**2. NAME** ..... **RELATIONSHIP** ..... **AGE** .....

CITIZENSHIP ..... ADDRESS .....  
(Street and Number) (City) (State) (Country)

**22. II. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U.S. OR OF A FOREIGN GOVERNMENT:**

CITIZENSHIP U.S. ADDRESS unknown  
(City and Number) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) AMG, Japan, (I believe)

(6)

## SEC. 12. POSITION DATA

- A. KIND OF POSITION APPLIED FOR ..... Intelligence specialist  
Planning, and/or research
- B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 4600  
(You Will Not Be Considered For Any Position With A Lower Entrance Salary.)
- C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY, OCCASIONALLY,  
FREQUENTLY, CONSTANTLY
- D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C.  ANYWHERE IN THE UNITED STATES  OUTSIDE THE UNITED STATES
- E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:

## SEC. 13. EDUCATION

CHIEF UNDERGRADUATE COLLEGE SUBJECTS

History, Government, Economics,

CHIEF GRADUATE COLLEGE SUBJECTS Japanese, Political Science, History, Geography.

10-24547

## SEC. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE

1946

--

IF DEFERRED GIVE REASON .....

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS .....

College En-

listed Reserve, July 1942-Mar. 1943.

SEC. 15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)

FROM August 1, 1946 TO ..... DATE ..... CLASSIFICATION GRADE ..... (IF IN FEDERAL SERVICE) .....

--

REASONS FOR LEAVING no chance for advancement .....

FROM May 1946 TO July 1946 CLASSIFICATION GRADE CAF 1(I think)  
(IF IN FEDERAL SERVICE)

--

REASONS FOR LEAVING to accept position at Dickinson .....

(8)

FROM Mar. 1943..... TO Feb... 1946..... CLASSIFICATION GRADE corporal  
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY U.S. Army.....

ADDRESS Principal stations, Yale, U. of Michigan, Ft. Snelling, Minn  
(City) (State) (Country)  
1st and Number

KIND OF BUSINESS soldier..... NAME OF SUPERVISOR NA.....

TITLE OF JOB principally..... SALARY \$ 90..... PER mo.  
Japanese language specialistYOUR DUTIES student and trainee translation of Japanese  
military materials. Last few weeks before dis-  
charge I served as a company clerk.

REASONS FOR LEAVING honorable discharge, length of service

FROM Feb. 1946..... TO May 1946..... CLASSIFICATION GRADE  
(IF IN FEDERAL SERVICE)

REASONS FOR LEAVING to enter U.S. Army.....

14-52884-1

14-00000

SEC. 16. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

no

SEC. 17. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OF PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")

LANGUAGE Japanese SPEAK fluent READ fair WRITE slight

LANGUAGE German SPEAK fair READ fair WRITE slight

LANGUAGE ..... SPEAK ..... READ ..... WRITE .....

B. LIST ALL SPORTS AND Hobbies WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

badminton, fair bridge, fair

tennis, fair

gardening, good

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Japanese language specialist, MTS

college professor of history, 5 years experience

D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:

none

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 40 SHORTHAND 0

(10)

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.

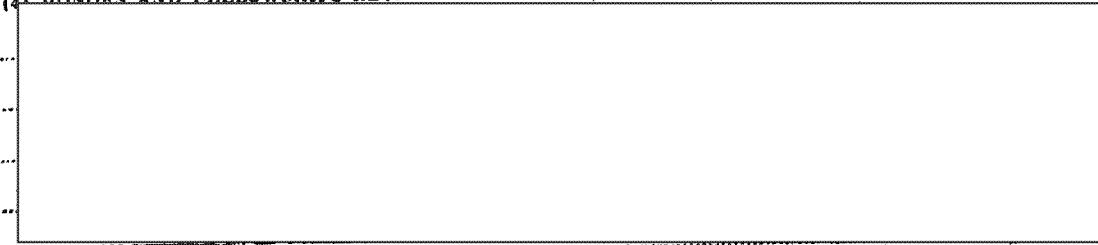
NO

IF YES, INDICATE KIND OF LICENSE AND STATE .....

FIRST LIC. OR CERTIFICATE (YR) ..... LATEST LIC. OR CERTIFICATE (YR) .....

F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:

- (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT SUBMIT COPIES UNLESS REQUESTED)
- (2) YOUR PATENTS OR INVENTIONS
- (3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
- (4) HONORS AND FELLOWSHIPS RECEIVED



For 1945:

Held full tuition scholarships at Harvard, 1940-43, from various funds.

G. HAVE YOU A PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:

NO

H. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:

NO

SEC. 18. GIVE FIVE CHARACTER REFERENCES--IN THE U. S.--WHO KNOW YOU INTIMATELY--(Give residence and business addresses where possible.)

	City	State
--	------	-------

SEC. 19. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES--NOT REFERENCES, RELATIVES, SUPERVISORS, OR EMPLOYERS--(Give residence and business addresses where possible.)

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SEC. 20. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U. S.--(Give residence and business addresses where possible.)

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SEC. 21. FINANCIAL BACKGROUND

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? Yes..... IF NOT, STATE SOURCES OF OTHER INCOME.....

	SALARIES AND ACCOUNTS
--	-----------------------

(12)

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? no  
GIVE PARTICULARS, INCLUDING COURT: \_\_\_\_\_

--	--	--	--

A. FROM ..... TO ..... (City or section) (Country) (Purpose)  
FROM ..... TO ..... (City or section) (Country) (Purpose)  
FROM ..... TO ..... (City or section) (Country) (Purpose)  
FROM ..... TO ..... (City or section) (Country) (Purpose)  
FROM ..... TO ..... (City or section) (Country) (Purpose)

SEC. 24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCHES IN A FOREIGN COUNTRY) TO

--

14-62550-1

**SEC. 25. MISCELLANEOUS**

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

no

IF "YES," EXPLAIN: .....

yes

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? ..... IF SO, TO WHAT  
moderately  
EXTENT? .....

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

no

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? ..  
IF ANSWER IS "YES," GIVE DETAILS BELOW:

no

E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1946:

Central Intelligence Agency

Army Intelligence

Chief of Military History

Historical Office, Army Chemical Center, Edgewood, Md.

Navy Intelligence

Operations Research Office

(14)

Q. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

.....not to my knowledge.....

**Sec. 26. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:**

**Sec. 27. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.**

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO".

no

**Sec. 28. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.**

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

14-00000

Addenda

Sec. 11. \* wish to state that the material here furnished is approximate only. \* have not seen any of these relatives in over 10 years and cannot check the material any further.

**STANDARD FORM 52, NOV. 1947  
U. S. CIVIL SERVICE COMMISSION**

**APPLICATION FOR FEDERAL EMPLOYMENT**

**DIRECTIONS:** In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Take time to provide space. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a **WELFARE** examination, follow the instructions on the examination and regarding disposition of this application.

If you are applying for an UNWELLBEN examination, mail this application to the office named in the announcement. If you wish to mail to the same office, enclose forms required by the announcement. Notify the office with whom you file this application of any change in your address.

		<b>DO NOT WRITE IN THIS BLOCK</b> <b>For Use of Civil Service Commission Only</b>	
		<input type="checkbox"/> APPROVED <input type="checkbox"/> NOW APPROVED	<input type="checkbox"/> MATERIAL <input checked="" type="checkbox"/> SUBMITTED <input type="checkbox"/> RETURNED
		NOTIFICATIONS	
		APP. REVIEW	
		APPROVED	
15. (a) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? <b>4500</b> <i>(See page 1)</i> <i>You will not be considered for any position with a lower entrance salary.</i>	OPTION	GRADE	EARNED RATING
			PREFERENCE
			S. POINTS (ITEMS)
			10. POINTS
			WIFE OR WIDOW
			DISAL
			REFNS INVESTIGATED
INITIALS AND DATE			

**16. EXPERIENCE:** It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appropriate offices of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 14 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your status changed materially while working for the same employer, use a separate block to describe each period. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.

(a) If you were ever employed in any position under a name different from that shown in Item 8 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position".

<b>4</b> DATES OF EMPLOYMENT (month, year) FROM: TO:		EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS STARTING \$ FINAL \$	PER PER
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR			
NAME AND ADDRESS OF EMPLOYER (firm, organization, or post office; if Federal, name department, bureau or establishment, and division).		KIND OF BUSINESS OR OCCUPATION (e.g., wholesale firm, insurance agency, manufacture of tools, etc.)			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		REASON FOR LEAVING			
DESCRIPTION OF YOUR WORK					

IDENTICAL DATA

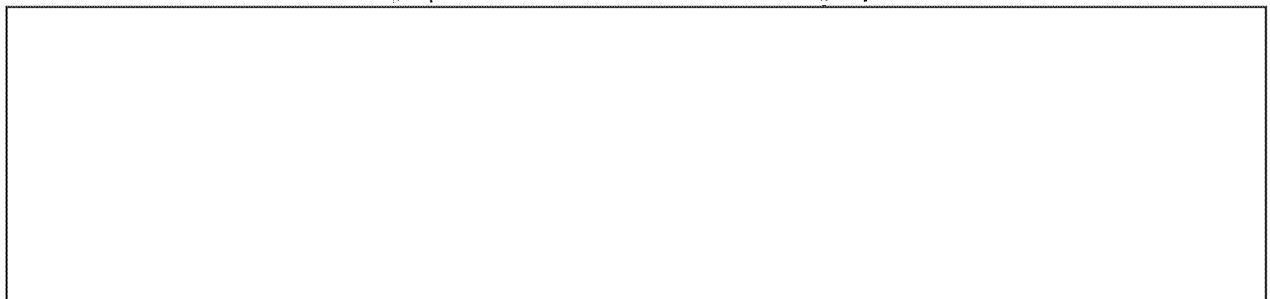



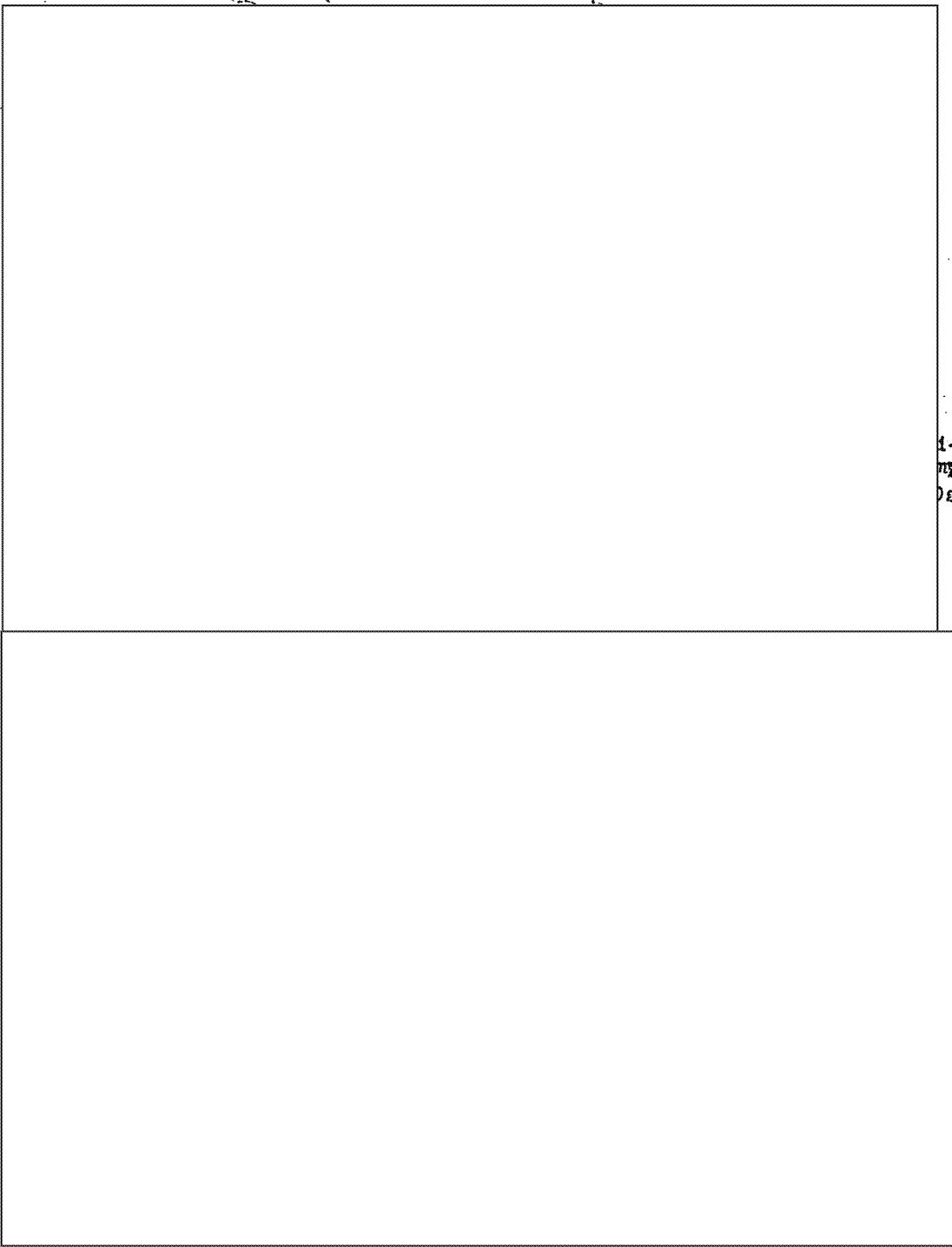
EXHIBIT DIVISION

2

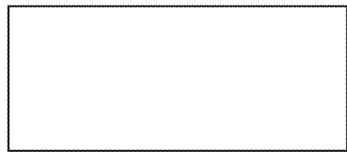
DET. MURKIN, JR.







- 2 -

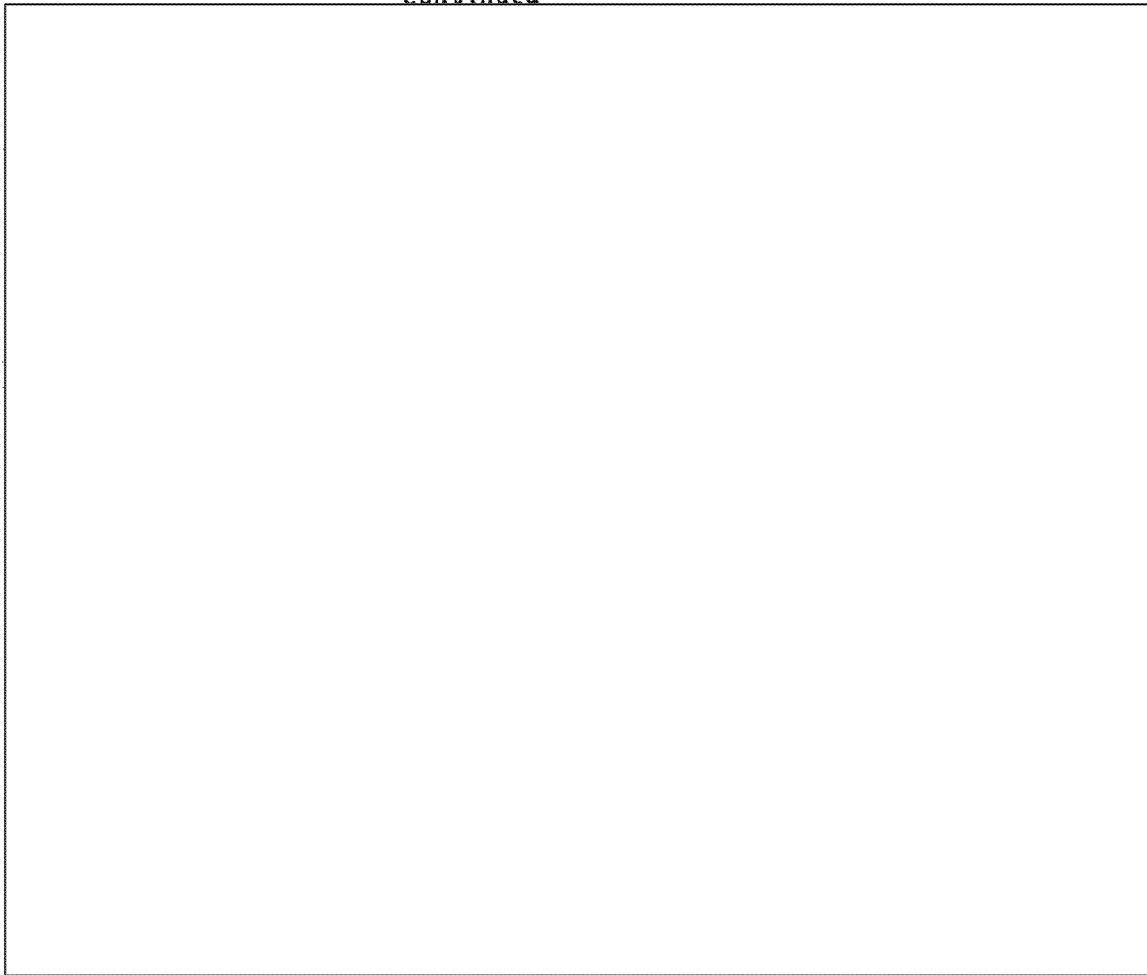


Items 21 and 23, Form 57


14-00000

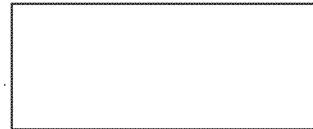
- 3 -

Work Project #1  
continued



2) Final revision session

- 4 -



Items 21 and 23, Form 57

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**II. Research and Publication**

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- 5 -

Items 21 and 23, Form 57

- 6 -

Items 21 and 25, Form 57

- 6 -

Items 21 and 25, Form 57

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CONFIDENTIAL  
(When Filled In)

SECURITY APPROVAL

DATE : 3 October 1966

YOUR  
REFERENCE: 42095

CASE NO. : 56169

TO : Director of Personnel

ATTN. :

SUBJECT :

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5, including access to classified information through TOP SECRET as required in the performance of duties.
2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
3. As part of the entrance on duty processing:

- A personal interview in the Office of Security must be arranged.  
 A personal interview is not necessary.  
 Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty..

4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:

Chief, Personnel Security Division

**SECRET**  
(When Filled In)

<b>REQUEST FOR SECURITY CLEARANCE</b>						REQUEST NO. (1-4) <b>42095</b>		
NAME (LAST - FIRST - MIDDLE)						REQUEST DATE (6-11) <b>21 Sept 1966</b>		
POSITION TITLE <b>Ops Officer</b>			POSITION NUMBER (21 - 88) [Redacted]	OCCUP. CODE (87 - 97) [Redacted]		YEAR OF BIRTH (88-90) [Redacted]		
LOCATION (CITY, STATE, COUNTRY) <b>Washington, D.C.</b>			ASSIGNMENT (OFFICE, DIVISION, BRANCH) <b>IDS/OTR/Ops School/Hd. Trng Br.</b>			GRADE (88-90) <b>OS-14</b>		
TYPE OF APPLICANT REGULAR      CONSULTANT			CONVERSION ACTION <b>SA-SB</b>	IP OTHER, SPECIFIC			GRDN. CODE (88-90) [Redacted]	
NAME (LAST - FIRST - MIDDLE) [Redacted]						TYPE OF ASSIGNMENT AND FUNCS NSC USP PF V UV [Redacted]    [Redacted]    [Redacted]    [Redacted]    [Redacted]		TYPE OF APPL. (48) [Redacted]
CLEARANCE REQUIRED	PROVISIONAL (INDICATE NAME OF POOL OR GROUP) <b>Full Clearance</b>					SECURITY LEVEL <b>SECRET</b>	CLEARANCE (51) <b>FULL</b>	
ATTACHMENTS	PERSONAL HISTORY STATEMENT PHOTOGRAPH(s)	APPENDIX I	REQUEST FOR WAIVERS			RECRUIT. CODE (88-90) [Redacted]		
VETERAN STATUS	MALE - VETERAN MALE - NON-VETERAN	APPENDIX II	REPORT OF INTERVIEW			VET PREP. & GEN. INFO [Redacted]		
SPACE BELOW FOR OS USE ONLY								

Security #: 56169

Clearance memo to SA Branch/CFD

Attn: [Redacted]  
5 B 69

CONFIDENTIAL

SECURITY APPROVAL

Blf  
in

Date: 29 August 1951

TO: Chief, [redacted]  
FROM: Chief, Security Division  
SUBJECT: [redacted]

Your Reference: 121143

Case Number: 56169

1. This is to advise you of security action in the subject case as indicated below:

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

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

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

Br. notified & coll in  
30 Aug 1951  
31 Aug 1951  
Blf per other 15 Sept.  
10 00

G

CONFIDENTIAL