SECRET

Official Personnel Folder

SECRET

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BOX 26

315392
SECRET (When Filled In)

CERTIFICATION OF SEPARATING EMPLOYEE

Name (Last-First-Middle)

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:

1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).


5. Form 2575 (Authorization for Disposition of Paychecks).

6. Applicable to retiree (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being.

☐ Appointment arranged with Office of Medical Services.

☐ Appointment for Office of Medical Services examination declined.

7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.

8. Form 71 (Application for Leave).


10. Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee

Date Signed

February 26, 1976

Correspondence

☑ Overt

☐ Covert

SECRET
### REQUEST FOR PERSONNEL ACTION

**DATE PREPARED:** 19 February 1970

<table>
<thead>
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<th>SERIAL NUMBER</th>
<th>NAME (Last, First, Middle)</th>
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**RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT & DISABILITY SYSTEM**

- **CATEGORY OF EMPLOYMENT:** Regular
- **FINANCIAL ANALYST INDICATIVE:** CHARGEABLE
- **LEGAL AUTHORITY:** 50 U.S.C. 643
- **LOCATION OF OFFICIAL STATION:** Washington, D.C.

**POSITION TITLE:** Ops Officer CH

**Position Number:** 0022

**OCCUPATIONAL SERIES:** GS 0136.01

**GRADE AND STEP:** 16 7

**SALARY OR RATE:** $30,054

**REMARKS:**

Last working day will be 27 February 1970.

Recommended for early retirement.

1192 telecoordinating, Sec, 2/25/70

cc: Finance and Security

**DATE SIGNED:** 2/19/70

**SIGNATURE:**

**DATE APPROVED:** 2/25/70

**SIGNATURE:**

---

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

**DATE:** 2/25/70

**SIGNATURE:**

**DATE APPROVED:** 2/25/70

**SIGNATURE:**

---

**POSITION CONTROL CERTIFICATION**

**22. OP APPROVAL:** 2/25/70

**SIGNATURE:**

---

**GROUP 1**

**SECRET**

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**GROUP 2**

**SECRET**

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**GROUP 3**

**SECRET**
REQUEST FOR PERSONNEL ACTION

16 February 1970

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. FUND
   [X] V TO V
   [X] $ TO CF
   [ ] CF TO $V
   [ ] CF TO CF

5. LOCATION OF OFFICIAL STATION
   DDP/Ci STAFF
   WASHINGTON, D.C.

6. DATE PREPARED

7. EFFECTIVE DATE REQUESTED
   MONTH DAY YEAR
   02 22 70

8. CATEGORY OF EMPLOYMENT
   REGULAR

9. ORGANIZATIONAL DESIGNATION

10. POSITION TITLE
    [ ] D

11. POSITION NUMBER

12. CAREER SERVICE DESIGNATION
    [ ] D

13. GRADE AND STEP
    16

14. SALARY OR RATE
    $1

15. CLASSIFICATION SCHEDULE (CF. EDB, etc.)

16. OCCUPATIONAL SERIES

17. REMARKS

18A. SIGNATURE OF REQUESTING OFFICIAL

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

19. ACTION
   [ ] ACTION CODE
   [ ] EMPLOYMENT CODE
   [ ] OFFICE CORDING
   [ ] POSITION CODE
   [ ] PAYROLL CODE

20. HRS WORKED
   [ ] WEEK
   [ ] MONTH
   [ ] YEAR

21. DATES EMPLOYED
   [ ] START DATE
   [ ] END DATE
   [ ] REHIRE DATE

22. SPECIAL REFERENCE
   [ ] RELATIONSHIP
   [ ] BOND

23. SEPARATION DATE
   [ ] NO
   [ ] YES

24. SEPARATION DATA
   [ ] CODE
   [ ] ADDITIONAL CODE

25. CORRECTION-CANCELLATION DATA
   [ ] CODE
   [ ] ADDITIONAL CODE

26. SECURITY CLEARANCE
   [ ] RECOMMENDATION

27. SOCIAL SECURITY NO
   [ ] CODE

28. PREVIOUS EMPLOYMENT SERVICE DATA
   [ ] SERVICE IN YEARS
   [ ] SERVICE IN MONTHS

29. FEDERAL TAX DATA
   [ ] CODE
   [ ] ADDITIONAL CODE

30. STATE TAX DATA
   [ ] CODE
   [ ] ADDITIONAL CODE

31. POSITION CONTROL CERTIFICATION
   [ ] APPROVED

32. OP APPROVAL
   [ ] APPROVED
   [ ] DATE APPROVED

SECRET

Form 1152 USE PREVIOUS EDITION

GROUP 1

OP-1

[Signature]

[Date]

[Stamp]
8 SEP

Dear [Name],

It is the practice of the Organization to follow up with former employees six months after their retirement. We hope by such inquiry to obtain information on what our retirees are doing and where they are located, invite suggestions for improving the retirement program and to learn if the Organization might be of some assistance on any post-retirement matters.

We should like very much to hear from you on the above points and on any other topics you think would be useful to us.

For your convenience in replying, we have enclosed a sheet somewhat akin to a form on which we have listed those standard items of information we'd like to have on every retiree. The remainder of the sheet, including the reverse side, is for your comments and suggestions. We shall be most appreciative of your fullest response to this inquiry.

Thank you very much for your cooperation.

Sincerely yours,

[Signature]

Personnel Officer

Enclosures:
- Questionnaire
- Return Envelope

Distribution:
- Original - Addresser
- 1 - OFF
- 1 - RAD Subject's File

[Date]

(2 Sept., 1970)
12 February 1970

MEMORANDUM FOR: Chief, CI Support

SUBJECT: Resume of Employment

1. Attached is a proposed resume of my employment covering the entire service to the U.S. Government.

2. I would propose to use this should the need arise. However, I would not like to be restricted to the statements therein. In 1968 I applied for admission to the Bar in the District of Columbia and prepared a detailed response to certain questions in the application. The information provided at that time went on record and should the occasion arise, I would like to be in a position to make the same statements. I do not think that such a situation will occur, but if it does, I would propose to support the attached resume with the more detailed information attached hereto and which appeared in that application.

Attachments:
As stated.
RESUME

U. S. GOVERNMENT SERVICE

From January 10, 1958 on entering U. S. government service as a Special Agent of the Federal Bureau of Investigation to February 28, 1970 (with exception of a few months in the fall and winter of 1946-47) was employed by various Departments and Agencies of the U. S. Government, including the Federal Bureau of Investigation, U. S. Department of Justice, U. S. Department of State, and Central Intelligence Agency. In this period of more than 32 years steadily advanced in salary with commensurate responsibilities from $3200 per annum to more than $30,000 per annum while holding various titles including Special Agent, Legal Attaché, Civil Attaché, and Foreign Affairs Officer. More than 12 years of this service was performed while stationed abroad or in travel status in many foreign countries of Latin America, Europe and Africa.

While the entire service involved utilization of legal training and conduct of investigations affecting the national security interests of the United States, that from September
1942 to February 1970 (voluntary retirement) also involved direct supervision of investigative and clerical assistants (on occasions more than 50 employees and expenditure of extensive funds). The service also involved extensive liaison with foreign government and other U. S. government officials. Liaison on occasions, both domestic and foreign, related to matters of the highest sensitivity and importance and accordingly was conducted at highest levels (Cabinet and sub-Cabinet).
SUPPORTMENTARY INFORMATION

February 1947 - March 1947. In February 1947 I entered on duty with what was known as the Central Intelligence Group, 2430 E Street, N.W., Washington, D.C., a government body created by Executive Order which was a predecessor to the Central Intelligence Agency. I was a legal liaison officer with this group.

March 1947 - December 1949. During this period I was detailed to the U.S. Department of State, 20th Street and Virginia Avenue, N.W., Washington, D.C., where I was assigned to the U.S. Embassy, Caracas, Venezuela, as Attache. In that capacity I prepared reports and advised and counselled the U.S. Ambassador on matters of a legal and political nature. In this work I employed legal knowledge, background and experience as related to the laws of the United States and the Republic of Venezuela.

January 1950 to December 1951 - Central Intelligence Agency, 2430 E Street, N.W., Washington, D.C. In this period I was assigned to duties involving liaison on legal matters with other departments of the U.S. Government including the Department of Defense, Department of Justice (Immigration and Naturalization Service and Federal Bureau of Investigation) and the Department of State. Criteria for the position included knowledge, application and interpretation of U.S. and foreign laws. The establishment of the position was at the instance of the General Counsel of the Agency and my selection to the position was with his concurrence. The assignment required close working coordination and collaboration with the General Counsel of the Agency and other governmental legal counsel. I discontinued this particular work to enable me to again undertake further assignment with the Department of State as a member of the Foreign Service Staff Corps.

December 1951 - April 1954 - U.S. Department of State, Foreign Service Staff, Washington, D.C. During this period I served as Attache, Political Officer, American Embassy, Guatemala City, Guatemala. In that capacity I gathered information concerning the legal system, laws, and enforcement thereof and counselled and advised the U.S. Ambassador on matters of a legal and political nature. In this work I employed legal knowledge and experience as related to the laws of the United States and the Republic of Guatemala. I resigned from this position in Guatemala to return to the U.S. for personal and family reasons.
April 1954 - to Present - Central Intelligence Agency, 2430 E Street, N.W., Washington, D. C. I have been employed with this Agency since April 1954 as a Foreign Affairs Officer. In that capacity I have had regular, almost daily contact and liaison with the Department of Justice and Department of State representatives on matters of a legal and political nature. My duties involve the application of knowledge and experience in the legal field, both foreign and domestic.
MEMORANDUM FOR: Head of D Career Service
THROUGH: Subject: Notification of Approval of Request for Voluntary Retirement

1. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.

2. Your retirement will become effective 28 February 1970. Your annuity will commence as of 1 March 1970 and is payable 1 April 1970. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.

3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Personnel

Distribution:
0 - Addressee
1 - D/Pers
1 - OP Files
1 - ROB Soft File
1 - ROB Reader

OP/RAD/ROB/3257 (26 February 1970)
NOTIFICATION OF PERSONNEL ACTION

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SIGNATING OR OTHER AUTHENTICATION

G. J. WATTS
Dear [Name],

As you reach the end of your active career of Government service, I want to join your friends and colleagues in wishing you continued success and satisfaction in your retirement.

You have been privileged to face the challenge of important responsibilities during your more than thirty-one years of service to your country. The success with which you have met this challenge should be a source of lasting pride and satisfaction to you.

May I extend to you, personally and officially, my sincere appreciation for the important work you have done and my warmest hopes that you will find full enjoyment in the years ahead.

Sincerely,

[Signature]

Richard Holme
Director

Good luck and best wishes!

Distribution:
0 - Addressee
1 - DDCI Originator: [Signature]
1 - ER Director of Personnel
1 - C/EAB/OS
1 - D/Pers
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1 - ROB Soft File Concur: [Signature]
1 - ROB Reader

[Title]/3257 (6 March 1970)
MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Request for Voluntary Retirement

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.

2. [Name] G-16, Operations Officer, Counter Intelligence Staff, Clandestine Service, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50, to be effective 28 February 1970.

3. [Name] has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the system. He is 56 years old with over 31 years of Federal service. This service includes over 22 years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Service Career Service has recommended that his application for voluntary retirement be approved. I endorse this recommendation.

4. It is recommended that you approve the voluntary retirement of [Name] under the provisions of Headquarters Regulation 20-50.

Robert L. Wattles
Director of Personnel

The recommendation contained in paragraph 4 is approved:

/s/ Richard H. Helms
Director of Central Intelligence

Date: 28 Feb 1970

SECRET
October 1, 1968

Mr. C. F. Locke
Director
National Conference of Bar Examiners
155 East 60th Street
Chicago, Illinois 60637

Dear Mr. Locke:

With reference to your letter of 26 September 1969 concerning [insert name] I have known since the late 1940s. In 1947 we were establishing formal liaison with the Bureau of Immigration and Naturalization and, because a thorough knowledge of the complex immigration laws was essential, I proposed that this position must go to a lawyer. [insert name] was selected and performed very well in that job, which required constant liaison with this office on the legal aspects.

In [insert name] assignments since that time, I have had occasion to work with him from time to time on a variety of problems. I have found him to be a good grasp of the legal aspects of these matters. From this long association my conclusion is that [insert name] moral character is good, he has sound background in the field of law, and is generally fit for the practice of law.

Sincerely,

[Signature]

Lawrence R. Houston
General Counsel
September 25, 1968

Director of Personnel
Central Intelligence Agency
2430 E Street N.W.
Washington, D.C.

Dear Sir:

Our Conference has, as one of its purposes, the work of investigating the moral character and fitness for the practice of law of those attorneys of one state who seek admission to the bar of another. In this connection, we have been asked to report on SS, a member of the bar of Georgia who is applying for admission to the bar of the United States District Court for the District of Columbia.

states he has had the following employment with the Central Intelligence Agency:

- February 1947 to March 1947: Central Intelligence Group Legal Liaison Officer
- January 1950 to December 1951: Legal employment with the CIA
- April 1954 to date: Foreign Affairs Officer

We wish to verify this information with you and to obtain as well any information concerning his qualifications you may wish to present to the admitting authority.

Can you also verify for us the following government employment as given by SS:

- March 1947 to December 1949: Department of State U.S. Embassy Caracas, Venezuela
- December 1951 to April 1954: Department of State U.S. Embassy Guatemala City, Guatemala

Thank you for your assistance.

Sincerely,

C. R. Locke
Director
National Conference of Bar Examiners
AMERICAN BAR CENTER
1155 EAST 60TH STREET
CHICAGO 37, ILLINOIS
C. RICHARD LOCKE, DIRECTOR

October 16, 1968

Director of Personnel
Central Intelligence Agency
2430 E Street, N.W.
Washington, D.C.

Dear Sirs:

As our report must be filed with the admitting authority very soon, we would greatly appreciate a reply to our inquiry.

Dated: September 25, 1968

Concerning:

Applicant for admission
to the bar of U. S. Dist. Court for D.C.

For your convenience we enclose a copy of our previous letter.

Very truly yours,

C. Richard Locke, Director

All information solicited and received for character reports is confidential and restricted to official use by the proper admitting authority.
National Conference of Bar Examiners

AMERICAN BAR CENTER
1155 EAST 60TH STREET
CHICAGO, ILLINOIS 60637
C. RICHARD LOCKE, DIRECTOR

September 25, 1966

Director of Personnel
Central Intelligence Agency
P.O. Box 561
Washington, D.C.

Dear Sir:

Our Conference has, as one of its purposes, the work of investigating the moral character and fitness for the practice of law of those attorneys of one state who seek admission to the bar of another. In this connection, we have been asked to report on Mr. O., a member of the bar of Georgia who is applying for admission to the bar of the United States District Court for the District of Columbia.

Mr. O. has had the following employment with the Central Intelligence Agency:

February 1947 to March 1947 Central Intelligence Group Legal Liaison Officer
January 1950 to December 1951 Legal Employment with the CIA
April 1954 to Date Foreign Affairs Officer

We wish to verify this information with you and to obtain, as well, any information concerning his qualifications you may wish to present to the auditioning authority.

Can you also verify for us the following government employment as given by Mr. O.:

March 1947 to December 1949 Department of State U.S. Embassy
Caraacas, Venezuela
December 1951 to April 1954 Department of State U.S. Embassy
Guatemala City, Guatemala

Thank you for your assistance.

Sincerely,

C. R. Locke, Director

CARLAN

[Signature]
29 OCT 1969

Mr. C. Richard Locke, Director
National Conference of Bar Examiners
American Bar Center
1155 East 60th Street
Chicago, Illinois 60637

Dear Mr. Locke:

This is in reference to your letter requesting information concerning employment and qualifications.

[Blank] has been employed by this Agency since 11 February 1947. On two occasions, March 1947 to December 1949 and December 1951 to April 1954, he was detailed to the Department of State.

During the more than 20 years this employee has been with the Central Intelligence Agency, his performance has been consistently high. [Blank] is one of our senior officials and is highly regarded.

If I can be of further service to you, please do not hesitate to get in touch with me.

Sincerely,

[Signature]
Robert E. Watters
Director of Personnel

Distribution:
0 - Addressee
P - Subject File
1 - D/Pers Chrono
1 - ESAB
OP/ESAB/Post: crpg
OD/Pers[28 Oct 68] - Rewritten
MEMORANDUM FOR:  Mr. Lawrence R. Houston  
General Counsel

SUBJECT:  Application for Admission to the Bar of the District of Columbia

1. You recall I spoke to you about my application for admission to the Bar in the District of Columbia. The application has been filed. You have been listed as one of three person connected with the U. S. Government in the Washington, D. C., area with whom I am personally acquainted and who are familiar with my work in the Department of Justice and other Branches of the U. S. Government. The others are Mr. S. J. Papich of the F.B.I. and Mr. Thomas C. Mann, former Foreign Service Officer with whom I worked, Ambassador, and later President of the Automobile Manufacturer's Association.

2. My application is being considered primarily on the basis of education qualifications as provided in the rules prior to admission to the Bar and reciprocity between the states of Georgia and the District of Columbia on matters of admission. They may not contact you but for your information in case they do, attached are copies of Attachments B, D, E, and F of the application for admission which I filed in the District recently. You will note that in the last paragraph of Attachment B that services performed since April 1954 is carried in the capacity of a Foreign Affairs Officer. and primarily at their instance and I did not think it would jeopardize my case if, in fact, I could otherwise qualify under the experience provisions of the District rules. In any event, the information herein may be helpful to you in the event you are called upon to respond to an inquiry.

3. I am sending copies of this and the attachments to the Office of Security and Office of Personnel and I should hope that any response from these various elements of the
Agency at least would be coordinated with the other respective offices to avoid any confusion and difficulties for me in the course of the investigation which will be made to determine my qualifications for admission to the Bar in the District of Columbia.

Distribution:
Original & 1 - Addressee
     1 - Director of Security
     1 - Director of Personnel

Attachments:
As stated.
The following information is provided in response to Item 5, Page 3 of Applicant's Questionnaire and Affidavit:

July 1937 - January 1938, Decatur County Courthouse, Rainbridge, Georgia - associated with father, I engaged in the general practice of law and served as assistant to my father in the preparation of civil cases. He was the Solicitor Prosecuting Attorney for the City Court of Rainbridge, which had general jurisdiction throughout Decatur County. I represented defendants in criminal cases in the City Court of Rainbridge during a period in which my father was ill. My eldest brother, Mason Forrest O'Neal, Jr., presently Congressman from the Second District of Georgia, was Solicitor Prosecuting of that Court. I represented defendants in criminal cases in the Superior Court of Decatur County (Albany Judicial Circuit) which was and is a Court of unlimited, general, jurisdiction. Practice was both civil and criminal and included contracts, torts, real and personal property law, title searches, etc. I left this practice for the purpose of entering on duty with the U.S. Department of Justice on January 10, 1938, when I became a Special Agent of the Federal Bureau of Investigation. Requirements for admission to that service included having a law degree and admission to the bar.

January 1938 - 50 May 1945 - U.S. Department of Justice, 10th Street and Pennsylvania Avenue, N.W., Washington, D.C. During this period I was engaged in gathering evidence, preparing investigative reports and preparative memoranda, assisting U.S. Attorneys in preparation of cases for trial, and otherwise serving the U.S. Department of Justice in its many and varied investigative and wartime responsibilities. This involved daily application of legal knowledge and experience for which I had been educated and trained and as required for the government position which I held. I served in field offices at Denver, Colorado, Portland, Oregon, Seattle, Washington, San Francisco, Honolulu, New York, Atlanta, Chicago, North Carolina, and Washington, D.C. In addition to the Department of Justice, I served as Inspector in the Office of the U.S. Attorney for the Southern District of New York, Honorary Agent of the U.S. Attorney for the Southern District of New York, and as a Special Agent of the Office of the Special Agent in Charge of the Department in Washington, D.C. It was a privilege to serve.

April 1942 to June 1945, in that capacity I was the highest ranking
ranking representative of the U.S. Department of Justice at that point. My duties consisted of gathering information of interest in and required in the enforcement of law of the United States and the Territory of Colombia, handling matters requiring liaison between the Government of the Republic of Colombia and the United States Department of Justice, counseling the rest of the American diplomatic missions and the Secretary of State for American diplomatic efforts concerning legal matters of concern to Colombia and the United States. From June 1945 to December 1946 I served in Mexico in the same capacity and with the same duties under the U.S. Ambassador, American Embassy, Mexico, D.F. At that post I was also the highest ranking U.S. Department of Justice representative.

June 1946 - February 1947. In this period I briefly engaged in private practice at Los Angeles, California. I was engaged in writing contracts, bills of sale, deeds, wills, and the like. This work was in association with and as a matter of assistance to a colleague, Myron H. Keene, Esq., whose offices were in the F. C. B. C. Building, Los Angeles, California. I left this work to enter U.S. government service at Washington, D.C., where my legal education and experience in liaison with foreign governments and between various departments and independent agencies would be deployed on behalf of our government.

February 1947 - March 1947. In February 1947 I entered on duty with what was known as the Central Intelligence Group, 450 F Street, N.W., Washington, D.C., a government body created by Executive Order which was a predecessor to the Central Intelligence Agency. I was a legal liaison officer with this group.

March 1947 - December 1948. During this period I was stationed to the U.S. Department of Justice, 20th Street and Indiana Avenue, N.W., Washington, D.C., where I was assigned to the U.S. Embassy, Caracas, Venezuela, as attaché. In that capacity I prepared reports and advised and counseled the U.S. Ambassador on matters of a legal and political nature. In my work I employed legal knowledge, background and experience related to the laws of the United States and the Republic of Venezuela.
ATTACHMENT F (Continued)

January 1951 to December 1951 - Central Intelligence Agency, 4350 K Street, N.W., Washington, D.C. In this period I was assigned to assist in maintaining liaison with other departments of the U.S. Government involved in the Department of Defense, Department of Justice (Immigration and Naturalization Service and Federal Bureau of Investigation) and the Department of State. Criteria for the position included knowledge, application and interpretation of U.S. and foreign law. The execution of the position was at the instance of the Director General of the Agency and the assignment to the position was with the concurrence of the Office of the Legal Adviser. My assignment required close working coordination and collaboration with the General Counsel of the Agency and other foreign and legal counsel. I discontinued this particular work to enable me to again undertake further assignment with the Department of State as a member of the Foreign Service Staff Corps.

December 1951 - April 1954 - U.S. Department of State, Foreign Service Staff, Washington, D.C. During this period I served as Attache, Political officer, American Embassy, Guatemala City, Guatemala. In this capacity I gathered information concerning the legal system, law and enforcement thereof and submitted and analyzed the U.S. Embassy's reports on matters of a legal and political nature. In this work I employed legal knowledge and experience as related to the laws of the United States and the Republic of Guatemala. I resigned from this position in Guatemala to return to the U.S. for personal and family reasons.

April 1954 - Present - Central Intelligence Agency, 4350 K Street, N.W., Washington, D.C. I have been employed with the Agency since April 1954 as a Foreign Affairs officer. In that capacity I have had regular, almost daily contact and liaison with the Department of Justice and U.S. representatives on matters of a legal and political nature. My duties involve the application of knowledge and experience in the legal field, both foreign and domestic.
The following information is provided in response to Item 7, Page 1 of Applicant's questionnaire and Affidavit:

I am and have been since early 1907 employed on a part time basis as an Inventions, Copyright with an office, at my residence, 221 Ridgefield Road, Washington, D.C. 20016 (Montgomery County, Maryland). I am one of two trustees of a charitable trust with offices in our home but to service to date the trust is without income tax.
MADISON COUNTY, GEORGIA

Rev. 414, Sec. 3. Cape Court, Athens, Georgia, and

In the matter of the Bodies of Certain Persons

To the Clerk of the Superior Court of Madison County, Georgia,

I, the undersigned, do hereby certify that the above

are the original and true copies of the certificates

filed in the Clerk's Office of this Court.

In testimony whereof, I have hereunto subscribed my name as Clerk of

the Superior Court of Madison County, Georgia,

this 1st day of January, 1963.
MEMORANDUM FOR: 

SUBJECT: Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. I have your memorandum of 27 October 1966 which refers to my memorandum advising you that in the initial screening of personnel eligible to become participants in the CIA Retirement System you have been determined to be ineligible because of an apparent deficiency in 'qualifying duty.' It is important that you realize that such a deficiency is only significant in the initial review of Agency personnel who have five or more years of Agency service since the law permits such persons to acquire at their option a vested interest in the CIA Retirement System. At the same time, the law requires a minimum of 60 months qualifying duty before one can possibly qualify for retirement benefits under the CIA Retirement System. It serves no purpose, therefore, to place a person permanently in the System if there is a possibility that he may never qualify for benefits therein.

2. In paragraph 2 of your memorandum you indicate concern that failure to contest the initial findings in your case may prejudice the possibility of a favorable decision with regard to your eligibility to participate in the CIA Retirement System at some future date. It is assumed that you were referring to the possibility that you may have some additional service that could perhaps be considered as qualifying duty under the System. As noted in paragraph 2 of my memorandum of 28 September 1966, our initial determination of ineligibility does not preclude reconsideration of your eligibility at some future date.

3. As you know, Regulation 20-50 provides for an appeal to the Director of any adverse determination under that regulation. However, the regulation also provides an opportunity for an employee to present his case to the CIA Retirement Board prior to the making of an adverse determination. Because of the large number of employees covered in the initial screening of on-duty employees to identify those eligible for participation in the System, this procedure was not applied when, as in your case, the employee's Career Service reported that he did not meet the requirements of Regulation 20-50 for nomination as a participant. Accordingly, the procedure of notifying employees of their non-eligibility for participation in the System based upon the initial finding of an employee's Career Service has been followed in all such cases. This is contrary to the implication in paragraph 2 of your memorandum that other employees in circumstances similar to yours were not so informed and I would be pleased to look more deeply into that aspect of your memorandum, if you wish.
SECRET

4. In the event that you have performed service which you believe to be qualifying duty under the CIA Retirement System, you are most certainly entitled to present the details of such service to the Clandestine Services Career Service Board for review and formal submission to the CIA Retirement Board. A copy of this memorandum will be forwarded to the Executive Secretary of that Board.

// Emmett D. Echols
Emmett D. Echols
Director of Personnel

Distribution:
0 & 1 - Addressee
1 - OPF
1 - D/Pers
1 - Exec. Sec. CIA Retirement Board
1 - C/BSO

OP/BSO/__________ (21 November 1966)
27 October 1966

MEMORANDUM FOR: Mr. Errett D. Liebols  
Director of Personnel

SUBJECT: Notification of Non-eligibility for 
Designation as a Participant in the 
CIA Retirement and Disability System

1. Reference is made to your memorandum directed 
to me, dated 25 September 1966, entitled as above, in 
which it is stated that I may request that my case be 
formally considered by the CIA Retirement Board and 
that such request must be made within 30 days of the 
date of the notification. Other pressing responsibili-
ties have not permitted me to prepare for formal con-
sideration a challenge to the decision of non-eligibility. 
My request, through the support officer of the Staff to 
which I am assigned, for a reading on retirement benefits 
which I might receive should I retire on 31 December 1966 
or five years from that date, would not constitute a 
formal request of a decision as to my eligibility for 
retirement under the CIA Retirement System. The figures 
provided me in that connection were simply to serve as 
a guideline for my own considerations as to possible 
future retirement.

2. This memorandum is directed to you and to those 
to whom copies are designated to preclude the expiration 
of this day, 27 October 1966, without protesting the 
notification that I must provide certain notification 
within 30 days of 28 September 1966. I am informed that 
other officers of CIA who have not qualified for retire-
ment have not in fact been given such notifications and 
my inquiry concerning possible benefits should not re-
quire therefore a formal decision that I am not eligible 
on any specific basis.
3. I have questions with regard to certain aspects of the law and in respect to my eligibility, and this notification to you at this time is designed to preclude a loss of any right I might have under the law to challenge the decision of non-eligibility as given by you on 28 September 1966.

4. I would appreciate a formal reply acknowledging this communication with a statement as to whether in fact the legal question of eligibility is now before the CIA Retirement Board or any other authority of the Agency, or is not. This request is intended not only for the Director of Personnel to whom it is primarily addressed and from whom such notification of non-eligibility was received, but also is intended for others receiving copies of this memorandum.

cc: CIA Retirement Board (Attn. [Redacted])
CIA Retirement Staff
Mr. [Redacted] DUP/03
C/C/Staff
C/C/Personnel-Support
MEMORANDUM FOR:  

THROUGH:  Head of Career Services  

SUBJECT: Notification of Ineligibility for Designation as a Participant in the CIA Retirement and Disability System  

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual’s Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.


4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.

Emmet W. Nichols  
Emme, D. Echols  
Directo. of Personnel  

SECRET
REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 26 November 1965

1. SERIAL NUMBER

2. NAME (Last, First, Middle)

3. NATURE OF PERSONNEL ACTION

4. PROMOTION

5. FUNDS

6. EFFECTIVE DATE REQUESTED

7. CATEGORY OF EMPLOYMENT

8. COST CENTER AND COURSE

9. ORGANIZATIONAL DESIGNATIONS

  DDF
  CI STAFF

10. LOCATION OF OFFICIAL STATION

WASH., D.C.

11. POSITION TITLE

GS OP-CH

12. POSITION NUMBER

13. CAREER SERVICE DESIGNATION

0022

D

14. CLASSIFICATION SCHEDULE (G.S., F.R., M.F.)

G3

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

16 X 5

17. SALARY OR RATE

$3,955.27, 23.31

18. REMARKS

CC: Payroll

SECRET
United States Department of Justice
Federal Bureau of Investigation
Washington 25, D.C.
May 10, 1937

Office of Personnel
2430 E Street, Northwest
Washington, D.C.

Attention: Personnel Officer

Gentlemen:

In accordance with your request received in this Bureau on May 10, 1937, there is transmitted herewith the Official Personnel Folder of

[Name]

Very truly yours,

J. E. Hoover
Director

Enclosure
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.

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<th>NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)</th>
<th>DATE OF BIRTH</th>
<th>REQUEST NO.</th>
<th>DATE OF REQUEST</th>
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<td>31 Oct. 55</td>
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NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

PROMOTION
B. POSITION (Specify whether establish, change grade or title, etc.)

FROM: 10-CI-CH $10,965 pa DDF/CI Staff Office of the Chief Special Investigation Unit Washington, D.C.

TO: 10-CI-CH $11,610 p.a. DDF/CI Staff Office of the Chief Special Investigation Unit Washington, D.C.

FIELD [x] DEPARTMENTAL

FIELD [x] DEPARTMENTAL

Remarks: Approved by Clandestine Services Career Service Board on 26 Oct. 1955

Signature: [Signature]

VETERAN PREFERENCE

X-3577

STANDARD FORM 30 REMARKS

CLEARANCES

INITIAL OR SIGNATURE | DATE | REMARKS
A.                   |      |      
B.                  |      |      
C.                  |      |      
D.                  |      |      
E.                  |      |      
F. APPROVED BY

10-CI-CH

16-9570-3
REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 19 and A through D except B and 7 unless otherwise instructed.

If applicable, obtain resignation and fill in separation data on reverse.

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<td>9. FIELD OR DEPARTMENTAL</td>
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FIELD: DEPARTMENTAL

REQUESTED TO: I0-OI-CH BU 22 - 17

DDP/NH

OFFICE OF THE CHIEF
SPECIAL INVESTIGATION UNIT
WASHINGTON, D.C.

Please transfer all leave and pay records from unvouched to vouched.

Verbal clearance for with by April 56.

18. VETERAN PREFERENCES

19. POSITION CLASSIFICATION ACTION

20. LEGAL RESIDENCE

21. STANDARD I-OH VERS OR COMMENTS

22. CLEARANCES

INITIAL OR SIGNATURE | DATE | REMARKS |
----------------------|------|---------|
A. DIFF | 4/16/55 |
B. CLEARANCE OR POS CONTROL |
C. CLASSIFICATION |
D. PLACEMENT OR EMPLOYMENT |

APPROVED BY:

FEDERAL SERVICE BOARD

DATE: APR 5, 1955
APPLICATION FOR MEMBERSHIP
in the CAREER STAFF of the
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency, as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF
THE CENTRAL INTELLIGENCE AGENCY
APPROVED, TO TAKE EFFECT 1 JUL 1954
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE;
EXECUTIVE DIRECTOR
THE CIA SELECTION BOARD

[Signature]

(Date)
MEMORANDUM FOR: Special Assistant, Intelligence
Department of State

SUBJECT: Transmission of Affidavit for Leave Purposes Form

REFERENCE: Memorandum for Mr. F. Park Armstrong, Jr.
from this office.

Attached hereto is original of affidavit for leave purposes
form, marked 'J', which was completed by subject at his post.

LYNN B. KIRKPATRICK
Assistant Director

Attachments:

a. Affidavit for Leave Purposes form 'J'

b. Affidavit for Leave Purposes form '2'

25 June 52.
7 May 1955

MEMORANDUM FOR: Mission Control
Attention: 

SUBJECT: Transmission of Affidavit forms -

Attachment: Memorandum for Department of State
Orig & 5 copies

J. Caldwell King
Chief, Wh
December 4, 1951

Central Intelligence Agency,
Washington, D.C.

Gentlemen:

In accordance with the provisions of Chapter HI-36 of the Federal Personnel Manual, it is requested that the official personnel file and leave record of Legal Liaison Officer who a.o.d. December 3, 1951, with this agency, date of birth , employed by your agency from December, 1942 to 1951 at Washington, be forwarded to the following D.C. address at the earliest practicable date:

Department of State,
Division of Foreign Service Personnel Records,
Room 200-A, SA-12,
Washington 25, D. C.

Very truly yours,

Howard Maca
Chief, Field Operations Branch
Division of Foreign Service Personnel

PER: FP: nn
Indefinite Appointment: EO 10180 12/3/51

FSS-3 $848.1
2A 5011
GT-20

Indef

x

Male Married - 2 Georgia

Items: a, b, c, d, e(61a)

Standard Forms 85 and 87 executed 12/3/51

Dependents:

Authorize travel for appointee from Washington, D.C.

Family direct from Washington, D.C.

Shipment of effects from Washington, D.C. and Bainbridge, Georgia to

No reserve status.
SECRET

1 October 1951

MEMORANDUM FOR: THE SECRETARY OF STATE

ATTENTION : Mr. W. Park Armstrong, Jr.

SUBJECT : O'Neal, Birch Dillworth. Request for Appointment in the Foreign Service

ENCLOSURE : a. Application Forms DSP-34
b. Medical Forms 88 and 89
c. Occupational History Supplement

1. It is requested that Mr. Birch Dillworth O'Neal be appointed in the Foreign Service with the title of First Secretary, FSR-3, $8,330.00, for duty in the American Embassy at Guatemala City, Guatemala. Mr. O'Neal will receive from CIA a basic salary of $8,600.00 per annum.

2. Mr. O'Neal, who is 38 years of age, received his A.B. and LL.B. Degrees from the University of Georgia. He has had approximately thirteen years experience as an attorney, investigator, and intelligence officer in Government service. From September 1942 to August 1943 he was Legal Attaché in Bogota, where he was responsible for all FBI activities in Colombia. From August 1943 to December 1944 he was Civil Attaché in Mexico City, Mexico, where he was responsible for all FBI activities in Mexico, having under his supervision more than fifty special agents of the FBI. From March 1947 to December 1949 he served as Attaché in Caracas, Venezuela, where he was OSS station chief, having as his responsibility all CIA activities in Venezuela. Since December 1949 Mr. O'Neal has served in a very responsible position at CIA headquarters in Washington, in which position he has represented the Director of Central Intelligence in liaison with all other Government agencies in connection with all matters relating to aliens of interest to CIA. It is believed that Mr. O'Neal possesses the professional qualifications for the duties planned for him, and, in addition, has the cultural qualifications required of an American representative serving abroad.
Memorandum for: The Secretary of State

3. A commissioned title as First Secretary is requested for Mr. O'Neal in order that he may be enabled to carry out his duties in a secure and efficient manner. The use of a commissioned title in this instance, which has been discussed at length with appropriate offices of ARA, is believed necessary in order to make possible the appearance of a complete break between Mr. O'Neal and the previous OSO station chief, and in order to provide him with adequate cover which will integrate him completely into the Embassy in a country whose present Government is noticeably hostile and vigilant with regard to American intelligence activities. It is proposed that Mr. O'Neal will serve in the Political Section of the Embassy. He will replace Mr. Collins D. Almon, who returned to the United States in March 1951.

4. The proposed biography for Mr. O'Neal will be forwarded at a later date.

5. It is requested that subject arrive at his destination on or about 15 November 1951.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Lyman B. KIRKPATRICK
Acting Assistant Director

WH/WMW/cap
Distribution: Orig & Ome to Addressee
cc: OS/PDC,
LCO
WH Front Office Files
WH Admin Office

SECRET
PERSONAL ACTION REQUEST

NAME

NATURE OF ACTION

RESIGNATION

FROM

Title: Intelligence Officer

Office: C-14

TRANSFERS AND RECORDS

APPROPRIATION: 2123900

7

C. R. C. AUTHORITY: Schedule A: 6-116(a)

AGREEMENTS:

DATES

SIGNATURE

SIGNATURE

PERSONNEL RELATIONS

DATE

SIGNATURE

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DATE

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FORM NO.

JUL-51

37-3

U.S. GOVERNMENT PRINTING OFFICE 1952-928-833

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COPY

Willis Smith
Oscar Leach
John H. Anderson, Jr.
J. K. Dorsett, Jr.
Willis Smith, Jr.

SMITH, LEACH & ANDERSON
Lawyers
Security Bank Building
Raleigh, North Carolina

September 26, 1951

[Signature]

1703 Crescent Street, N.W.
Washington 16, D.C.

Dear Mr. O'Neal:

Several days ago I had a call from your agency advising me that an existing vacancy must be filled by November 1, and that a definite commitment was necessary by October 1. Actually I had intended to be in Washington during the early part of September for a further talk with you, but two court trials have prevented this.

If convenient to you, I would like to see you in Washington this coming Monday morning, October 1. If that day happens to be inconvenient, please telegraph or telephone me collect. I will assume this time to be acceptable unless I hear to the contrary.

I certainly appreciate the necessity for a positive commitment on my part, and will be prepared to give a definite answer when I am in Washington. Since our talk last June, quite a few personal complications have arisen, which I have been attempting to resolve.

With kind personal regards,

Sincerely yours,

/J.K. Dorsett, Jr./

JKD/h

Mr. Dorsett conferred with the writer and Col. Sheffield Edwards on October 1. He was still in a position of not being able to state that he would enter on duty on November 1, 1951. He mentioned various personal reasons and the necessity of conferring with his father-in-law Senator Willis Smith. He later called me at my home at 900 P.M. October 1 and stated he could not enter on duty November 1, 1951, but he continued to be interested in the job and would probably be in contact with Col. Edwards in the spring of 1952 to determine if there continued to be a vacancy in which he could be placed.

/J.K. O'Neal/

Allen Affairs Officer

2 October 1951
SECRET

16 September 1931

FIRM HNU-NO. 454415-61, LTD.

SUBJECT: Request for Appointment

It is requested that the Foreign Section, Personnel Division, Court, take the necessary steps to obtain a foreign service appointment for the following employee:

1. Name: John D. Smith
2. Station of assignment: Hollywood, California
3. Foreign Service title requested: First Secretary
4. Assigned to a replacement for Collins B. Allen, who held the title of Attaché at Hollywood, California
5. Availability date for departure: 15 October 1931

The Hollywood City station has been without a Chief for six months, and the appointment being requested is urgently needed to strengthen the service of our representative.

[Signature]

Additional notes: DPCs (2)
O'NEAL, Burch Dilworth—b. Bainbridge, Ga., June 1, 1913;
U. of Ga., A.B. 1935; U. of Ga., Law Sch., LL.B. 1937; atty. pri-
t prac., 1937-39; atty., Dept. of Justice, 1938-42; to the Dept. of
State, atty., Mexico City, D. F. and Medellin, Colombia, 1942-45;
atty., self 1946-47; to the Dept. of State, atty., Caracas, 1947-49;
Negal officer, Dept. of Defense 1949-51; married.
SECRET

6 August 1951

MEMORANDUM

TO: Chief, Administrative Staff

SUBJECT: Reclassification of Chief of Station Slot

[Blank space]

[Signature]

Approved
Asst Chief Class x x x x x x x x x x
4 Sept 51

Orig in Wage Class 950

SIR,

SECRET
Office Memorandum • UNITED STATES GOVERNMENT

TO: Assistant Director/Special Operations
FROM: Security Officer

DATE: 13 February 1951

SUBJECT:

Reference to your memorandum concerning return to duty of Subject sometime prior to 1 December 1951, this office will endeavor to comply with your proposals. I might say that _______ has done a superior job as Alien Affairs Officer for the Agency. There has been some thought given to transferring the Alien Affairs Branch from I&S to the immediate office of Mr. Dulles, and it is impossible to give a positive guarantee of his availability, which in that case would be dependent upon Mr. Dulles' decision.

I feel, however, that OSO could at least tentatively plan along the line of your proposal. The cooperation of the ADSO and Chief, FDT, in making _______ available has been sincerely appreciated.

SHEFIELD EDWARDS
Colonel, GSC

SECRET
## PERSONNEL ACTION REQUEST

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE EFFECTIVE</th>
<th>ASAP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/17/50</td>
<td></td>
</tr>
</tbody>
</table>

### NATURE OF ACTION
- Promotion

### TITLE
- Chief, Alien Affairs (Chief, Alien Affairs)

### GRADE AND SALARY
- GS-13 - $7800.00 p.a. (130)
- GS-14 - $8800.00 p.a.

### OFFICE
- Inspection & Security Staff

### DIVISION
- Security Control Staff

### BRANCH AND SECTION
- Alien Affairs Branch

### OFFICIAL STATION
- Washington, D. C.

### DEPARTMENTAL FIELD
- Washington, D. C.

### REMARKS:
The requirements of Administrative Instruction 20-1 dated 9 December 1949 have been met.

### RECOMMENDED:
25 August 1950

### CHIEF, INSPECTION & SECURITY STAFF

### PLACEMENT
- DATE QUALIFICATIONS APPROVED: 9/5/50

### CLEARANCE
- CLEARANCE REQUESTED: 9/5/50
- CLEARANCE APPROVED: 9/5/50

### PERSONNEL RELATIONS
- BUREAU NO.: 5625
- C.S.C. NO.: 6-9-50
- CLASSIFICATION:
- NEW VICE I.A.
- REAL

### EFFECTIVE DATE
- 9/5/50
PERSONNEL ACTION REQUEST

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intelligence Officer (Chief)</td>
<td>Intelligence Officer (Chief, Alien Affairs)</td>
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<tr>
<td>Grade and Salary</td>
<td>4-13</td>
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<td>Office</td>
<td>Inspection and Security Staff</td>
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<tr>
<td>Branch</td>
<td>Security Affairs</td>
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<tr>
<td>Division and Official Station</td>
<td>FBT</td>
</tr>
<tr>
<td>Remarks</td>
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</tr>
</tbody>
</table>

RECOMMENDED: 12 April 1950

Col. Shadfield Edwards, Chief, I & S Staff

FOR PERSONNEL OFFICE USE ONLY

Placement: Temporary and Emergency

Date Qualifications Approved: 6-9-50

Appropriation: 2181500

Approval: 160-101

Schedule: P-6.110 (a)

Date: 6-13-50

Signature: [Signature]

Classification: [Classification]

Bureau No.: 5624

C.S.C. No.: 61950

Approvers: Subject to Security Clearance

Signature: [Signature]

Date: 6-20

Effective Date: 4-9-50

[Form No.: J&I 87-3]
19 April 1960

TO: [Blank]
FROM: Employee Div, "L" Building
SUBJECT: Transmittal of 17-2 and Personnel Folder

Transmitted herewith in the personnel folder of

Attached if a 17-2 from IAS placing [Blank] in one of their slots, the I/O of which Employee Division does not carry.
ENTRANCE ON DUTY RECORD

TO: OCO, FDT

FROM: PERSONNEL OFFICER

NAME OF EMPLOYEE

POSITION TITLE: Intell. Officer
GRADE: GS-13
SALARY: $7800.00
PAYROLL: Vouchered
DUTY STATION: Washington, D.C.
DATE SECURITY CLEARED: Concurrence 10 March 1950
DATE OF OFFICE ADMINISTERED: 20 March 1950
DATE PERMANENT IDENTIFICATION REQUESTED: N. A.
DATE BRIEFED BY SECURITY: N. A.
DATE 24 MONTH AGREEMENT SIGNED: N. A.
EMPLOYEE'S EMERGENCY ADDRESS:
EMPLOYEE'S LOCAL ADDRESS: Same as above

REMARKS:
Subject transferred from Unvouched to Vouchered Funds.

POSTED 21 May 1950

SIGNATURE
PERSONNEL ACTION REQUEST

NAME

NATURE OF ACTION

RELATIVE EFFECTIVE DATE

FROM

TO

TITLE

CAREER AND SALARY

OFFICE

BRANCH

DIVISION AND SECTION

OFFICIAL STATION

DEPARTMENTAL FIELD

REMARKS:

S-1 Please transfer leave from JV funds.
Security concurrence requested 7 March 1950
Previously employed with the Executive Department
of the Government at GS-13, 1/7500.00/D.

RECOMMENDED:

6 March 1950

FOR PERSONNEL OFFICE USE ONLY

TRANSITIONS AND RECORDS

DATE

APPROPRIATION:

ALLOTMENT:

CSC Authority:

DATE SIGNATURE

SIGNATURE OF OFFICER CHIEF, BRANCH CHIEF OR ADM. OFFICER

CLASSIFICATION

BUREAU NO.

FORM NO. 27-3

JUL 1949

VICE F.B.

APPROVALS

SIGNATURE OF EXECUTIVE

DATE

SIGNATURE

DATE

10 MAR 50

2/25/50

106

10/11/47

0

10/11/47

14 MAR
March 9, 1950

AMBASSADOR,

CARACAS,

A-66

The assignment of Attaché CV-1003, to your mission has been cancelled.
MEMORANDUM FOR THE SECRETARY OF STATE

ATTENTION: Mr. E. Park Armstrong, Jr.

Subject:

Robert A. Schur
Assistant Director

Attachment: Diplomatic Passports No. 210 and No. 211

POSTED
18 March 50
TO: Chief, Foreign Division

FROM: Chief of Station

SUBJECT: General Administrative Specific

VIA: Air Air or Sea

DATE: 22 November 1942

CONFIDENTIAL Classification

1. With reference to the above employee, you are advised that his present travel plans or permanent change of station to Washington, D.C., are as follows:

- 13 December 1942: Depart [ ] via Alcon Steamship Line
- " 10": Arrive Mobile, Alabama, at 7 a.m.
- " 10": Depart Mobile via air at 10:30 a.m.
- " 10": Arrive Tulsa, Oklahoma

In Tulsa he can be contacted by letter or telegram directed to him at [ ] He expects to obtain an automobile in Tulsa and proceed to his home address via car or about 10 January 1943. He can be reached through his home address until approximately 17 February, at which time he expects to depart by car for Washington, D.C., and report for duty 20 February 1943.

2. This proposed schedule of travel is in line with approved sixty days' calendar leave plus travel time.

CONFIDENTIAL Classification
PERSONNEL REPORT ON REPRESENTATIVES OF OTHER DEPARTMENTS ABROAD

Name of officer

Title

Post

[Signature]

has done extremely satisfactory work since he has been here and I wish to reiterate the satisfaction shown respecting him by stating that I am very happy that he is not to be transferred but is to remain another year in

He has been exceptionally helpful to the Embassy, and his level head and good sense have been of extreme usefulness.

Both he and his wife are extremely well liked by their colleagues in the Embassy and by the American Communities.
MEMORANDUM

TO: Deputy Budget Officer

FROM: Deputy Personnel Officer

SUBJECT: Foreign Post Differential

1. In accordance with Part 325, Sub-Chapter B, Chapter III, Title 5, Code of Federal Regulations,

   is eligible to receive foreign post differential pay
   as proscribed by regulations.

Deputy Personnel Officer
SPECIAL OPERATIONS
COPS 1
ADCO 2-3, FBT 4-5, PERS 6

ROUTINE
13 MAY 49
OUT 81333

WASH 3578

01192 14 MAY 49
DEPARTMENT OF STATE
WASHINGTON

May 17, 1948

SECRET

To: Donald H. Galloway, Esquire,
Assistant Director,
Central Intelligence Agency.

From: Jack D. Neal,
Chief, Division of
Foreign Activity Correlation.

Reference is made to your memorandum dated May 7, 1948 re-
garding.

The Embassy at Caracas has been notified by telegram May 14,
1948 that travel from Caracas to Havana and return
for conference approximately May 19, 1948 is authorized by travel
order No. 8-9649, May 4, 1948, chargeable allotment Z-137295.

SECRET

[Signature]
MEMORANDUM FOR THE SECRETARY OF STATE

ATTENTION: Mr. Jack D. Neal

Subject: Clearance for Travel

1. This memorandum is to confirm the telephone conversation between [Redacted] office and Mr. Green's office on 1 May 1948 at which time verbal clearance was obtained for [Redacted] presently serving as [Redacted] of the American Embassy at Caracas, Venezuela, to proceed to Havana, Cuba, for conference purposes.

2. [Redacted] will arrive in Havana on or about 19 May 1948 and will return to his post at Caracas upon completion of the conference in Havana.

ALAN K. McCRAKLEN
Acting Assistant Director

5-2-48

Cable No. [Redacted]

SECRET
23 January, 1948

MEMORANDUM

TO: Chief Personnel Division, OSS
   via Executive Secretary for Information of Assistant Director, Special Operations

FROM: Acting Chief, FBI

SUBJECT: Recognition of Service

1. In compliance with S.O. Circular No. 46, Recognition of Service, the following information is submitted for your observation and for inclusion in the personnel file of

2. A State Department dispatch, dated 11 December, 1947, from Walter J. Donnelly, American Ambassador, Caracas, Venezuela to the Secretary of State, read as follows:

   "I have the honor to forward herewith three photostatic copies of a memorandum prepared entitled "The Communist Movement in Venezuela."

   "I consider this memorandum an excellent piece of work which is particularly useful in that it brings together in a brief scope the essential facts regarding the development of Communism in this country and gives the names of the principal Communist leaders. Attention is invited especially to page 7 of the memorandum which gives the campaign platform that the Communist Party is using in the election scheduled to be held December 14, 1947."

   Preparing the memorandum

   "Splendid.
    Place in file"

   Acting Chief, FBI
10 March 1947

NOTE TO FILES:

The following officials are approved for
the Group II classification for overseas quarters,
under provisions of Bureau of the Budget Circular
A-3, and CIO Administrative Order No. 31.

[Blank line]

VFD
3 March 1947

ADDENDUM TO TRANSFER LETTER DATED 28 FEBRUARY 1947

TO: _______________________

1. Authorization is granted for the crating and shipping of your personal car at the expense of this organization in accordance with an agreement dated 25 February 1947. The weight of such automobile will not be deductible from the total weight allowed for personal and household effects.

(As-Proving Officer)
MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE:

SUBJECT: CIG Administrative Order No. 31

1. CIG Administrative Order No. 31, dated October 31, 1946, makes provision for Group II classification for civilian employees who are Chiefs of Missions or principal officers directly subordinate to Washington, D.C. The Order specifies that these officials will fall in under CAP-13 or P-6 or above, unless otherwise approved by the Director.

2. It is believed in each case that the fulfillment of the obligations at the Station concerned justifies the Group II classification. Therefore, there is attached a proposed letter of authorization for the Director's signature. The Director's approval of this proposed letter will permit the Special Funds Section to pay the Group II classification to the individuals concerned.

3. It is recommended that the payment under the Group II classification be made effective as of the date the individuals concerned assume the responsibility at the overseas post.

cc: Registry - Admin. Bldg. DONALD N. GALLOWAY
Special Funds Assistant Director Special Operations
Central Registry -2

SECRET

2
TRAVEL LETTER AUTHORIZING PERMANENT CHANGE OF OFFICIAL STATION

23 February 1947

1. Pursuant to authority vested in me, the transfer of your official station from [insert station name] to [insert new station name] is hereby ordered and approved.

2. This change of official station is to be effected as soon as practicable and is to be effective upon arrival at your new post. The transfer is not for your convenience or benefit, or at your request, but in the best interests of the Government. The reimbursement of travel expenses is authorized. For diet in lieu of subsistence is authorized, and shall be in accordance with the provisions of Administrative Order No. 42. Living and quarters allowances at the rates authorized by Budget Circular A-8 shall be paid, effective upon arrival.

3. In accordance with the provisions of EO 9806, and subject to the availability of funds, the shipment at Government expense of your household goods and personal effects, including packing, crating, uncrating, unloading, and temporary storage not to exceed 60 days, within the prescribed weight allowance, is authorized.

4. Subject to the availability of funds, the movement of your immediate family at Government expense is authorized in accordance with regulations prescribed in EO 9806.

[Signature]
(Approving Officer)
22 February 1947

MEMORANDUM FOR MR. FREDERICK B. LYON
DIRECTOR, OFFICE OF CONTROLS
DEPARTMENT OF STATE

Subject: [Blank]

Enclosure: Personal History Statement of [Blank]

2. [Name] received his A.B. and LL.B. Degrees from the University of Georgia. He was a Special Agent in the Federal Bureau of Investigation for nine years, with service in Latin America, and he practiced law one year. It is believed that he possesses the professional qualifications for the duties planned for him, and, in addition, has the representative qualifications expected of an American official serving abroad.

3. [Name] will receive from CIA a basic salary of $5,000.00 per annum.

4. It is requested that a diplomatic passport be issued to [Name] in view of the fact that he will be the [Blank]

5. There is transmitted herewith a biographical sketch on [Name] which sets forth in detail pertinent information on him and on his special qualifications for the duties it is intended that he perform at [Blank]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DONALD E. CALLOWAY
Assistant Director

Passport issued at FC State on 1st March 1947.
Notified FC -
SECRET

25 FEB 1947

MEMORANDUM

TO  : Chief, Special Funds Section
FROM : Director, CIO
THRU : ADSO

SUBJECT : Group II Classification under Bureau of Budget Circular A-8

1. The following officials of the Office of Special Operations are approved for the Group II classification for overseas quarters, under provisions of Bureau of the Budget Circular A-8, and CIO Administrative Order No. 31.

2. This authorization will remain valid only so long as the above named individuals remain in their respective posts and directly subordinate to Washington, D. C.

3. This authorization will be effective as of the date that the individual concerned assumes his duties at the overseas post.

(CC: Registry - Admin. Bldg.)

MATT S. VANDENBOOKE
Lieutenant General, USA
Director, CIO

Signed by Gen. V. 28 Feb. 1947

SECRET
SECRET

JO CORDY

TO: Control, Special Operations

FROM: Acting Chief, POT

S: Chief, Special Operations

SUBJECT: Request for designation of

1. Will you kindly request the State Department to designate

[Handwritten note at the bottom corner]
20 February 1958

EMMII"I"t.

TO: Employees Division

FROM: Chief, Foreign Division T

SUBJECT: (Blank)

It is requested that [Blank] be transferred from Unvouched Funds to Vouched Funds, to occupy Slot No. 19.

Chief, [Blank] on the FDC Washington T/O.

37-3 Reg
9-0, 65-13
65-13 $7800.00
9-0
EDT

[Blank]

Warshcr & Field
V.1. Please trans. leave to V. Funds.

37-3 App
9-0, 65-13
(chief)

Warshcr & Field
S-1. Please trans. leave from V. Funds.
CONFIDENTIAL

11 February, 1967

Mr. John Smith entered on duty 11 February, 1967, with CGO, E7, his foreign service will be
at rate G4F-12 at a salary of $5,605.20, and he will be carried on the Special Funds payroll.

The oath of office was completed on 11 February, 1967, and photographs, fingerprints, and other credentials required were requested this date. Request for physical examination and inoculations also made this date.

Agreement to remain at his station for the prescribed length of time (6 months) was also completed by this date. In this connection, a question with regard to release from foreign service personnel when they wish to transfer to other government associations while in the field. Captain Hilleman called Mr. Verber in General Council to obtain an opinion from him in this matter. Captain Hilleman was given the following information:

If a CGO employee wishes to transfer to another government agency while on duty at a foreign station, and prior to the end of his first year abroad, the employee, if released by CGO, will not be required to reimburse CGO for the cost of his transportation, that of his family, nor the transportation of his personal effects to his original duty post. Return transportation to the station or to a new post with another government agency will be the responsibility of the individual, not CGO.

Agreement approval was given 10 February, 1967: security cleared 20 January, 1967.

Temporary local residence: Plaza Hotel, Washington, D.C.

cc: FRT
### NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

**24 February 1970**

#### TO:
- CHIEF, RECORDS AND CONTROL
- CHIEF, CONTRACT PERSONNEL DIVISION
- CHIEF, OPERATING COMPONENT (For action)

#### ATTN:
Chief Support Staff

**SUBJECT:** Retirement Debriefing

**UNIT:** Department of State

---

#### ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS

- **OPM 20-500-11**
  - A. TEMPORARILY FOR __________ DAYS
  - EFFECTIVE DATE COB __________
  - B. CONTINUING AS OF COB

- **SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY (HR 20-7)**
- **ASCERTAIN THAT CIA __________ #-2 BEING ISSUED (HR 20-11)**
- **SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER (HR 240-2)**
- **SUBMIT FORM 1325 FOR TRANSFERRING COVER RESPONSIBILITY (HR 240-2)**
- **SUBMIT FORM 2689 FOR HOSPITALIZATION CARD**

#### CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS

- **OPM 20-500-11**
  - X
  - DATE __________

- **SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY (HR 20-7)**
- **RETURN ALL OFFICIAL DOCUMENTATION TO CCS (HR 20-7)**
- **DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY**

#### REMARKS AND/OR COVER HISTORY

1947 - MAR 47
MAR 47 - DEC 49
DEC 49 - DEC 51
DEC 51 - APR 54
APR 54 - PRESENT

---

**DISTRIBUTION:** COPY 1 - OBO
COPY 2 - OPERATING COMPONENT
COPY 3 - CI
COPY 4 - CIA
COPY 5 - CES - ERGNO
COPY 6 - CES - FILE

**CD/s1**

---

**SECRET**
SECRETS

4 December 1966

FOR: Chief, Records & Services Division
Office of Personnel

THROUGH Security Support Division
Office of Security

SUBJECT

1. __ arrangements have been completed for the above named subject who will be visiting a foreign country for a ___ day TDY trip.

2. Effective this date, it is requested that your records be properly (XXXX) (re-opened) to (XXXX) (acknowledged) subject's current agency employment by an internal inquirer.

Chief, Official Cover Liaison, CG

CC: SSD/OG

[Handwritten note: Top of file]
SECRET

DEC 5, 1956

REFERENCE FOR: Chief, Records & Services Division
Office of Personnel

THROUGH: Security Support Division
Office of Security

SUBJECT: [Blank]

1. Arrangements have been completed for the above named subject who will be visiting a foreign country for a _________ day TDY trip.

2. Effective this date ________, it is requested that your records be properly _________ (re-opened) to ______ (acknowledge) subject's current Agency employment by an external inquirer.

Chief, Official Cover & Liaison, OSS

CC: SSD/OS

SECRET
SECRET

12 October 1956
(Date)

NEEDED FOR: Chief, Records & Services Division,
Office of Personnel

THROUGH: Security Support Division,
Office of Security

SUBJECT:

1. __ arrangements have been completed for the above named subject
who will be visiting a foreign country for a ______ day TTY trip.

2. Effective __10 October 1956__, it is requested that your records
be properly (blocked) (_______) to (deny) (_______) the subject's current
Agency employment by an external inquirer.

Chief, Official Cover & Liaison, CCB

CC: SCI/OS

SECRET

 THIS BAND MUST BE ATTACHED ON TOP OF FILE

Please file

10/24/56
**SUMMARY OF ANNUAL AND SICK LEAVE**

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<tr>
<th>(HOURS)</th>
<th>ANNUAL</th>
<th>(DAYS)</th>
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<tr>
<td>Balance from prior leave year ended</td>
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<tr>
<td>1</td>
<td>260</td>
<td>1076</td>
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<tr>
<td>Annual leave or accrual through</td>
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<tr>
<td>1</td>
<td>264</td>
<td>1088</td>
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<tr>
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<tr>
<td>6</td>
<td>Reduction in credit, if any (current year)</td>
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<td>9</td>
<td>Total leave taken</td>
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<td>10</td>
<td>Balance</td>
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**SUMMARY OF HOME LEAVE**

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<th>(DAYS)</th>
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<tr>
<td>Date arrival abroad for HS purposes</td>
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<tr>
<td>Date leave used, prior 26 months</td>
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<td>Date basic service period completed</td>
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**MILITARY LEAVE**

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<th>(HOURS)</th>
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<td>Date during current calendar yr</td>
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<tr>
<td>Date during preceding calendar yr</td>
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**ABSENCE WITHOUT PAY**

<table>
<thead>
<tr>
<th>(Hours)</th>
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<tr>
<td>During leave in which separated</td>
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<td>Period which began on</td>
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**RECORD OF LEAVE DATA TRANSFERRED**

U.S. CIVIL SERVICE COMMISSION

FPM SUPPLEMENTS 296-31 AND 990-2
<table>
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<tr>
<th>SERIAL NUMBER</th>
<th>NAME: FIRST NAME</th>
<th>UNIT CODE</th>
<th>NATURE OF PERSONNEL ACTION</th>
<th>EFFECTIVE DATE</th>
<th>CATEGORY OF EMPLOYMENT</th>
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<th>ORGANIZATIONAL DESIGNATIONS</th>
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<th>USE DATE: 1995</th>
<th>Edition: 10.67</th>
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<tr>
<th>STATE TAX DATA</th>
<th>FEDERAL TAX DATA</th>
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I - 50

<table>
<thead>
<tr>
<th>SERIAL NO</th>
<th>NAME</th>
<th>ORGANIZATION</th>
<th>FUNDS</th>
<th>LWOP HOUS</th>
<th>OLD SALARY RATE</th>
<th>NEW SALARY RATE</th>
<th>EFFECTIVE DATE</th>
<th>S</th>
<th>ADD</th>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Step</th>
<th>Salary</th>
<th>Date Eff.</th>
<th>Grade</th>
<th>Step</th>
<th>Salary</th>
<th>Date Effective</th>
<th>$1</th>
<th>ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>6329</td>
<td>12/11/67</td>
<td>7</td>
<td>3000</td>
<td>054</td>
<td>12/29/69</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE

DATE 10/10/69

☐ NO EXCESS LWOP
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ LWOP STATUS AT END OF WAITING PERIOD

CLAIRS INITIALS: STIVELIS

PAY CHANGE NOTIFICATION

FORM 756-560 E  USE PREVIOUS EDITIONS


EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JUL 1959

NAME

SELECT

50 60 70 80 90 100

SALARY

21 20 29 39 49 59

$27,116
"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-200 AND OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1966

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERIAL</th>
<th>ORGN.</th>
<th>FUNDS</th>
<th>GS-STEP</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>31,250</td>
<td>$24,477</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$26,640</td>
</tr>
</tbody>
</table>

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-286 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1967."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERIAL</th>
<th>ORGN.</th>
<th>FUNDS</th>
<th>GS-STEP</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td>12</td>
<td>31,750</td>
<td>$22,759</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$23,778</td>
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</table>
PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504, AS AMENDED, AND A-BCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME

<table>
<thead>
<tr>
<th>SERIAL NO</th>
<th>ORGN.</th>
<th>FUNDS GR</th>
<th>STEP</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 250</td>
<td>V</td>
<td>GS 16</td>
<td>5</td>
<td>$22,531</td>
<td>$22,755</td>
</tr>
</tbody>
</table>

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE ___________________________ DATE 1-30-66

[Signature]

[Initials]

PAY CHANGE NOTIFICATION

(4-35)
NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION

4. EFFECTIVE DATE 5. CATEGORY OF EMPLOYMENT

6. FUNDS

7. COST CENTER NO. CHARGEABLE

8. CSC OR OTHER LEGAL AUTHORITY

9. ORGANIZATIONAL DESIGNATIONS

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE

12. POSITION NUMBER

13. SERVICE DESIGNATION

14. CLASSIFICATION SCHEDULE (GS, LC, MS)

15. OCCUPATIONAL SERIES

16. GRADE AND STEP

17. SALARY OR DATE

18. REMARKS

19. THIS ACTION CORRELATES FORM 1150 EFFECTIVE 01/02/66 AS FOLLOWS:
ITEM #7 WHICH READ 6227 6000 0000 TO READ 6227 0170 0000.

20. EMPLOYER CODE

21. OFFICE CODING

22. STATION CODE

23. INSTITUTE CODE

24. ECO CODE

25. DATE OF BIRTH

26. DATE OF GRADE

27. DATE OF EXIT

28. SPECIAL DETERMINATION

29. SEPARATION DATA CODE

30. CORRECTION/REESTABLISHMENT DATA

31. SECURITY REG NO

32. SEX

33. SOCIAL SECURITY NO.

34. STATE

35. DATE OF ENTRY

36. DATE OF EXIT

37. DATE OF EXIT

38. DATE OF EXIT

39. DATE OF EXIT

40. DATE OF EXIT

41. DATE OF EXIT

42. REEVE CODE

43. FEDERAL TAX DATA

44. STATE TAX DATA

45. SIGNATURE OR OTHER AUTHENTICATION

DATE: 10 JAN 66

D. E. SCHOLL

SECRET

(When Filled In)
NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER

2. NAME (LAST FIRST-MIDDLE)

3. NATURE OF PERSONNEL ACTION
   PROMOTION

4. FUNDING
   X  V TO V  
   CP TO CP

5. EFFECTIVE DATE

6. CATEGORY OF EMPLOYMENT
   REGULAR

7. COST CENTER NO. CHARGEABLE
   0227 0000 0000

8. CCL OR OTHER LEGAL AUTHORITY
   50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE
   OPS OFFICER CH

12. POSITION NUMBER
   0022

13. SERVICE DESIGNATION
   D

14. CLASSIFICATION SCHEDULE (GS, LR, etc.)
   GS

15. OCCUPATIONAL SERIES
   0136

16. GRADE AND STEP
   16 5

17. SALARY OR DATE
   22331

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION

20. EMPLOYEE CODE

21. OFFICE CODING

22. STATION CODE

23. INTEGRATE CODE

24. DATE OF BIRTH

25. DATE OF GRADE

26. DATE OF LES

27. DATE EXPIRES

28. SPECIAL REFERENCE

29. RETIREMENT DATA

30. SEPARATION DATA

31. SEPARATION CODE

32. CONNECTION/CANCELLATION DATA

33. SECURITY CODE

34. SEX

35. VETERANS PREFERENCE

36. SICK COMP DATE

37. LONG COMP DATE

38. CAREER CATEGORY

39. BLUE/HEALTH INSURANCE

40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA

42. LEAVE CAT CODE

43. FEDERAL TAX DATA

44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 Use Previous Edition

SECRET

WHEN FILLED IN

11-62

SECRET

WHEN FILLED IN

11-62
**PAY ADJUSTMENT IN ACCORDANCE WITH SALARY Schedules OF Pt. 09-301 PURSUANT TO AUTHORITY OF 501 AS ENACTED IN THE CIA ACT OF 1949, AS AMENDED, AND A-301 POLICY EFFECTIVE DATE 10 OCTOBER 1965**

**EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERIAL</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OLD SALARY RATE</th>
<th>NEW SALARY RATE</th>
<th>TYPE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Step Salary</td>
<td>Grade Step Salary</td>
<td>Date</td>
</tr>
<tr>
<td>GS 15 6 $19,310</td>
<td>GS 15 7 $20,005</td>
<td>10/24/65</td>
</tr>
</tbody>
</table>

**Remarks and Authentication**

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS: D
AUDITED BY: J.L.

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

SIGNATURE: [Signature]

PAY CHANGE NOTIFICATION

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Per Annum Rates and Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>GS-1</td>
<td>$3,385</td>
</tr>
<tr>
<td>GS-2</td>
<td>3,680</td>
</tr>
<tr>
<td>GS-3</td>
<td>4,005</td>
</tr>
<tr>
<td>GS-4</td>
<td>4,430</td>
</tr>
<tr>
<td>GS-5</td>
<td>5,000</td>
</tr>
<tr>
<td>GS-6</td>
<td>5,505</td>
</tr>
<tr>
<td>GS-7</td>
<td>6,050</td>
</tr>
<tr>
<td>GS-8</td>
<td>6,630</td>
</tr>
<tr>
<td>GS-9</td>
<td>7,220</td>
</tr>
<tr>
<td>GS-10</td>
<td>7,900</td>
</tr>
<tr>
<td>GS-11</td>
<td>8,650</td>
</tr>
<tr>
<td>GS-12</td>
<td>10,250</td>
</tr>
<tr>
<td>GS-13</td>
<td>12,075</td>
</tr>
<tr>
<td>GS-14</td>
<td>14,170</td>
</tr>
<tr>
<td>GS-15</td>
<td>16,460</td>
</tr>
<tr>
<td>GS-16</td>
<td>18,935</td>
</tr>
<tr>
<td>GS-17</td>
<td>21,445</td>
</tr>
<tr>
<td>GS-18</td>
<td>24,500</td>
</tr>
</tbody>
</table>
In accordance with the provisions of Public Law 87-733 and OPM memorandum dated 1 August 1966, salary is adjusted as follows:

Effective 4 January 1966.

<table>
<thead>
<tr>
<th>Name</th>
<th>Old Salary</th>
<th>New Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. 250 V</td>
<td>GS 15-6 $16,489</td>
<td>GS 15-6 $16,969</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Grade</th>
<th>Step</th>
<th>Salary</th>
<th>Last Eff. Date</th>
<th>Grade</th>
<th>Step</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 250</td>
<td>GS 15</td>
<td>6</td>
<td>$16,489</td>
<td>10/29/61</td>
<td>GS 15</td>
<td>6</td>
<td>$16,969</td>
<td>10/27/63</td>
</tr>
</tbody>
</table>

Remarks and Authentication:

- NO EXCESS LWOP
- IN PAY STATUS AT END OF WAITING PERIOD
- LWOP STATUS AT END OF WAITING PERIOD

Clerk's initials

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

Signature: __________________________

PAY CHANGE NOTIFICATION
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 97-703 AND
DOJ MEMORANDUM DATED 1 AUGUST 1994, SALARY IS ADJUSTED AS FOLLOWS.
EFFECTIVE 14 OCTOBER 1992

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERIAL ORGN</th>
<th>OLD ORGN SALARY</th>
<th>NEW ORGN SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32252</td>
<td>$15 5750</td>
<td>$15 2000</td>
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</table>

SECRET
(When Filled In)

<table>
<thead>
<tr>
<th>1. Serial No.</th>
<th>2. Name</th>
<th>3. Cost Center Number</th>
<th>4. LWOP Hours</th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5. OLD SALARY RATE</th>
<th>6. NEW SALARY RATE</th>
<th>7. TYPE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Step</th>
<th>Old Salary</th>
<th>Last Edit Date</th>
<th>New Grade</th>
<th>New Step</th>
<th>New Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>4</td>
<td>$14,705</td>
<td>05/01/60</td>
<td>15</td>
<td>5</td>
<td>$15,000</td>
<td>10/29/61</td>
</tr>
</tbody>
</table>

6. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / IN LWOP STATUS AT END OF WAITING PERIOD

LI F. E. S. E. K. H. O. L. E.

PAY CHANGE NOTIFICATION

<table>
<thead>
<tr>
<th>SERIAL</th>
<th>ORGN</th>
<th>GS-15</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>54 18</td>
<td>GS-15</td>
<td>$13,670</td>
<td>$14,705</td>
<td></td>
</tr>
</tbody>
</table>

/5/ EMMETT C. SCHOLS
DIRECTOR OF PERSONNEL.

---

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 15</td>
<td>3</td>
<td>$13,670</td>
<td>05 01 60</td>
</tr>
</tbody>
</table>

TO BE COMPLETED BY THE OFFICE OF COMPROLLER

B. CHECK ONE
   [ ] NO EXCESS LWOP
   [ ] EXCESS LWOP

C. NUMBER OF HOURS LWOP

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
   [ ] P.R.  [ ] L.S.R.  [ ] PAY ADJUSTMENT

PAY CHANGE NOTIFICATION
<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>LAST EFFECTIVE DATE</th>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 15</td>
<td>2</td>
<td>$11,070</td>
<td>05 05 57</td>
<td>GS 15</td>
<td>3</td>
<td>$13,370</td>
<td>11 02 58</td>
</tr>
</tbody>
</table>

**CERTIFICATION**

I certify that the service and conduct of the above named employee are satisfactory.

[Signature]

PERIODIC STEP INCREASE - CERTIFICATION

---

**SECRET**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>LAST EFFECTIVE DATE</th>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 15</td>
<td>2</td>
<td>$11,070</td>
<td>05 05 57</td>
<td>GS 15</td>
<td>3</td>
<td>$13,370</td>
<td>11 02 58</td>
</tr>
</tbody>
</table>

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

- CHECK ONE: [ ] NO EXCESS LWOP [ ] EXCESS LWOP
- [ ] IN PAY STATUS AT END OF WAITING PERIOD
- [ ] IN LWOP STATUS AT END OF WAITING PERIOD

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

- PROJECTED SALARY RATE AND EFFECTIVE DATE
- [ ] REMARKS

14. AUTHENTICATION

[Signature]

PERIODIC STEP INCREASE - AUTHENTICATION
GENERAL: SALARY INCREASES ACTIVELY EFFECTIVE
12 JANUARY 1969 AUTHORIZED BY M. L. K. M - WDS AND DC
DIRECTIVE: SALARY AS OF 15 JUNE 1969 ADJUSTED AS FOLLOWS

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERIAL</th>
<th>GRADE-STEP</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>05-15-2</td>
<td>$11,610</td>
<td>$11,880</td>
</tr>
</tbody>
</table>

S. P. STEWART
15/ DIRECTOR OF PERSONNEL

<table>
<thead>
<tr>
<th>EMP. SERIAL NO.</th>
<th>NAME</th>
<th>ASSIGNED ORGAN</th>
<th>FUND</th>
<th>ALLOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DDP/C1</td>
<td>V-20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OLD SALARY RATE</th>
<th>NEW SALARY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>LAST EFFECTIVE DATE</th>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1</td>
<td>$11,610</td>
<td>11 06 55</td>
<td>15</td>
<td>2</td>
<td>$11,880</td>
<td>05 05 57</td>
</tr>
</tbody>
</table>

CERTIFICATION

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

<table>
<thead>
<tr>
<th>EMP. SERIAL NO.</th>
<th>NAME</th>
<th>ASSIGNED ORGAN</th>
<th>FUND</th>
<th>ALLOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DDP/C1</td>
<td>V-20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OLD SALARY RATE</th>
<th>NEW SALARY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>LAST EFFECTIVE DATE</th>
<th>GRADE</th>
<th>STEP</th>
<th>SALARY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1</td>
<td>$11,610</td>
<td>11 06 55</td>
<td>15</td>
<td>2</td>
<td>$11,880</td>
<td>05 05 57</td>
</tr>
</tbody>
</table>

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

9. CHECK ONE [ ] EXCESS LWOP [ ] FEDERAL LWOP
   [ ] IN PAY STATUS AT END OF WAITING PERIOD

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

13. REMARKS

14. AUTHENTICATION

S. P. STEWART

PERIODIC STEP INCREASE - AUTHENTICATION
Central Intelligence Agency

Notification of Personnel Action

Date: 6 Nov 1955

Name: [Blank]
Date of Birth: [Blank]
Social Security Number: [Blank]
Group: 10-CL-CH
Grade: GS-0136, 53-14
Salary: $10,965.00 Per Annum
Effective Date: 6 Nov 1955
New Group: 10-CL-CH
New Grade: GS-0136, 53-15
New Salary: $11,610.00 Per Annum

From: DD/P/CI Staff
To: Office of the Chief

Headquarters: Washington, D.C.

Remarks:
This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval of the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Signature: [Blank]
Date: 11/5/55

Performance Rating: [Blank]

Personnel Folder Copy

[Signature]
[Date]
**NOTIFICATION OF PERSONNEL ACTION**

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>2. DATE OF BIRTH</th>
<th>3. JOURNAL DISTRIBUTION NO</th>
<th>4. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>17 May 1955</td>
</tr>
</tbody>
</table>

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

5. NATURE OF ACTION (Use Standard Terminology)
   - **Assignment** (Correction)

6. EFFECTIVE DATE
   - 3 May 1955

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
   - 50 FBSCA 003.1

8. FROM
   - Area Ops. Of (Sta Ch) BAF 102-14

9. TO
   - IO-CI-CH BU 22-14

10. POSITION TITLE
    - GS-0136.01-14 $10,200.00 per annum

11. SERVICE SERIES, GRADE, SALARY
    - GS-0136.01-14 $10,200.00 per annum

12. ORGANIZATIONAL DESIGNATIONS
    - DDP/C Staff
    - Office of the Chief

13. HEADQUARTERS
    - Washington, D.C.

14. POSITION CLASSIFICATION ACTION

15. VETERAN'S PREFERENCE
    - Yes

16. FIELD OR DEPT.

17. APPROPRIATION
    - 5-3960-55-058

18. SUBJECT TO C.R. RETIREMENT ACT
    - 1958-59

19. DATE OF APPOINTMENT
    - 10-03-52

20. LEGAL RESIDENCE
    - [ ] CLAIMED [ ] PROVED

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.

*This action corrects item 9, on notification dated 6 May 1955, to show the correct salary, previously shown as $10,000.00 per annum.*

**Effec. Date: 3 May 1955**

**Salary Assessed To: $10,200.00**

"Transfer TO Vouchered funds FROM Unvouchered funds."

**CODED**

**QUALIFICATIONS**

**DATE**

**LOCATION OF RESIDENCE**

**PERSONNEL FOLDER COPY**

[Cover sheet]
NOTIFICATION OF PERSONNEL ACTION

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

Reassignment

FROM
Area Ope. Of (Ext Ch) DAP 102-14
GB-0136.01-14 $10,000.00 per annum
IDP/CH

TO-CI-CH BU 22-14
GB-0136.53-14 $10,000.00 per annum
IDP/Ci Staff
Office of the Chief
Washington, D.C.

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.

"Transfer to Voucher funds FROM Unvouched funds."

CONFIDENTIAL

Director of Personnel
<table>
<thead>
<tr>
<th>PAYROLL CHANGE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE PAY</td>
</tr>
<tr>
<td>7. Previous normal</td>
</tr>
<tr>
<td>8. New normal</td>
</tr>
<tr>
<td>9. Pay this period</td>
</tr>
</tbody>
</table>

10. Remarks

<table>
<thead>
<tr>
<th>11. Approved by</th>
<th>12. Prepared by</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR H</td>
<td>opd/817-555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. Audited by</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR</td>
</tr>
</tbody>
</table>

14. Partial step increase | Pay adjustment | Other step increase

<table>
<thead>
<tr>
<th>15. Effective date</th>
<th>16. Date base effective increase</th>
<th>17. New salary rate</th>
<th>18. Performance rating &amp; effective date of battalion</th>
</tr>
</thead>
<tbody>
<tr>
<td>27MAR55</td>
<td>27SLF55</td>
<td>$10000.00</td>
<td>$10200.00</td>
</tr>
</tbody>
</table>

19. LWOP date [If in appropriate spaces covering LWOP] (Check box below in case of absence LWOP)
   - in pay status at end of waiting period
   - in LWOP status at end of waiting period

□ No access LWOP, Total access LWOP

STANDARD FORM NO. 17746-BEAMED

Payroll Change SLIP — PERSONNEL COPY

October 25, 1954, General Regulation No. 102
# REQUEST FOR PERSONNEL ACTION

**REQUESTING OFFICE:** Fill in items 1 through 12 and A through D except 610 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

## A. NAME

- **First Name:** E. MELLOM
- **Middle Name:** 
- **Last Name:** 

## B. DATE OF BIRTH

- **Date:** 7 Apr 1954

## C. DATE OF REQUEST

- **Date:** 1 Apr 1954

## D. DATE OF REQUEST

- **Date:** 7 Apr 1954

## E. DATE OF REQUEST

- **Date:** 1 Apr 1954

## F. EFFECTIVE DATE

- **Date:** 7 Apr 1954

## G. PROPOSED

- **Date:** 1 Apr 1954

## H. APPROVED

- **Date:** 1 Apr 1954

## I. POSITION

- **Position:** GS-0136.01-14, $10,000.00 p.a.

## J. ORGANIZATIONAL DESIGNATIONS

- **Designation:** DOP/WH

## K. HEADQUARTERS

- **Location:** AREA OPS OF (STA CH), BAP-102-14

## L. FIELD

- **Location:** DOP/WH

## M. FIELD OR DEPARTMENTAL

- **Location:** AREA OPS OF (STA CH), BAP-102-14

## N. SERVICE, GRADE, AND SALARY

- **Service:** DOP

## O. POSITION TITLE AND NUMBER

- **Title:** GS-0136.01-14, $10,000.00 p.a.

## P. NATURE OF ACTION REQUESTED

- **Action:** Conversion from [ ]

## Q. EFFECTIVE DATE

- **Date:** 7 Apr 1954

## R. POSITION (Specify whether established, change grade or title, etc.)

- **Position:** GS-0136.01-14

## S. FIELD OR DEPARTMENTAL

- **Location:** AREA OPS OF (STA CH), BAP-102-14

## T. REMARKS (Use reverse if necessary)

- **Remarks:**

## U. DATE OF RESIGNATION FROM STATE

- **Date:**

## V. FOR ADDITIONAL INFORMATION CALL

- **Name:**
- **Phone:**

## W. VETERANS PRECEDENCE

- **Precedence:**

## X. POSITION CLASSIFICATION ACTION

- **Classification:** GS-11

## Y. DATE OF APPOINTMENT

- **Date:** 7 Apr 1954

## Z. DATE OF APPOINTMENT

- **Date:** 7 Apr 1954

## A. STANDARD FORM 30

- **Remarks:**

## B. CLEANSANCES

<table>
<thead>
<tr>
<th>Initial</th>
<th>Original</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>4/21</td>
</tr>
</tbody>
</table>

## C. APPROVED BY

- **Name:** E. MELLOM

## D. APPROVED BY

- **Name:**

## E. APPROVED BY

- **Name:**

## F. APPROVED BY

- **Name:**
23. RESIGNATION

I resign for the following reason:


My last working day will be: 


24. SEPARATION DATA

Forward communications, including salary checks and bonds, to the following address:


Brief description of duties:

C: 5


Qualifications

<table>
<thead>
<tr>
<th>Education</th>
<th>Age Range</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desired</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Essential Qualifications (Experience, Skills, Languages, Area Knowledge, etc.): 

- 
- 
- 
- 
- 

Desired Qualifications (Experience, Skills, Languages, Area Knowledge, etc.):

- 
- 
- 
- 
- 

---
**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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)</td>
<td></td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td></td>
</tr>
<tr>
<td>3. REQUEST NO.</td>
<td></td>
</tr>
<tr>
<td>4. DATE OF REQUEST</td>
<td>16 Feb. 54</td>
</tr>
<tr>
<td>5. NATURE OF ACTION REQUESTED</td>
<td>Reassignment</td>
</tr>
<tr>
<td>6. POSITION (Specify whether establishment, change grade or title, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

**FROM:** 
OPS OF _CHIEF_ BA-131
CS-137-41, §10,000.00 p.a.
OFF/WH

**TO:** 
AREA OPS OF _STA CH_ BA-102-14
CS-130-011, §20,000.00 p.a.
OFF/WH

**X FIELD** DEPARTMENTAL **X FIELD** DEPARTMENTAL

**A. REMARKS** (Use reverse if necessary)
BAF-102

**B. REQUEST APPROVED BY**
Signature: 
Title: 

**C. VETERAN PREFERENCE**

<table>
<thead>
<tr>
<th>HOME</th>
<th>WORK</th>
<th>OTHER</th>
<th>WP-PT</th>
<th>1D-P</th>
<th>O conceived and telephone extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>1-1457</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. POSITION CLASSIFICATION ACTION**

<table>
<thead>
<tr>
<th>CD</th>
<th>FI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**E. APPROPRIATION**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-3560-55-058</td>
<td>BANG</td>
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</table>

**21. STANDARD FORM 32 REMARKS**

**22. CLEARANCES**

<table>
<thead>
<tr>
<th>CLEARANCE</th>
<th>INITIAL OR SIGNATURE</th>
<th>DATE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>(W)</td>
<td>3/14</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 EMP.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**F. APPROVED BY**

10-13728-8
<table>
<thead>
<tr>
<th>Employee's name (last name, first name, middle initial when appropriate)</th>
<th>Grade and salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>UV</td>
<td>$2000.00</td>
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**PAY ROLL CHANGE DATA**

<table>
<thead>
<tr>
<th>BASE PAY</th>
<th>OVERTIME</th>
<th>GROSS PAY</th>
<th>FED.</th>
<th>STATE</th>
<th>F.S.I.C.A.</th>
<th>NET PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Effective date
9. Pay withheld
10. Remarks
11. Approximately
12. Prepared by
13. Approved by

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

Form approved by Corp. Sec. 12-5
Nov. 6, 1945, General Regulations No. 107

---

Date: 1945-11-06
Payroll: 12-5
Gross Pay: $2000.00
Net Pay: $1000.00

Signature of authorizing official:

Note: This form is to be used in the case of a change in the pay roll due to a change in the employee's salary.
REQUEST FOR PERSONNEL ACTION

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

1. NAME (Ms. Miss. Mrs. - One given name, initial, and surname) 2. DATE OF BIRTH 3. REQUESTED 4. DATE OF REQUEST
   - 7 Mar. 53

5. REASON OF ACTION REQUESTED
   - ASSIGNMENT

6. POSITION (Specify title, change grade or title, etc.)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Station (Intelligence), GS-14</td>
<td>OGS OF (CHIEF) BA-131</td>
</tr>
<tr>
<td>GS-14, 9000000 P.A. 710000</td>
<td>GS-132-B, 9000000 P.A. 710000</td>
</tr>
<tr>
<td>OFF</td>
<td>WH</td>
</tr>
<tr>
<td>MID</td>
<td></td>
</tr>
</tbody>
</table>

7. SERVICE, GRADE, AND SALARY

8. ORGANIZATIONAL DESIGNATIONS

9. HEADQUARTERS

10. FIELD OR DEPARTMENTAL

11. FIELD OR DEPARTMENTAL

12. SERVICE

13. VETERAN PREFERENCE

14. NEW COLORADO

15. AGE AT APPOINTMENT

16. DATES OF APPOINTMENT

17. LEGAL RESIDENCE

18. CLEARANCES

<table>
<thead>
<tr>
<th>INITIAL OR SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td></td>
</tr>
<tr>
<td>H.</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td></td>
</tr>
<tr>
<td>J.</td>
<td></td>
</tr>
</tbody>
</table>

19. LEGAL RESIDENCE

20. LEGAL RESIDENCE

21. REMARKS

APPROVED BY

FI CAREER SERVICE BOARD

DATE: 11 March 1953

[Signature]

[Approved]

[Posted]

[Signature]
CONFIDENTIAL FUNDS PERSONNEL ACTION

<table>
<thead>
<tr>
<th>DATE</th>
<th>29 November 1961</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTIVE FROM</td>
<td>3 December 1961</td>
</tr>
</tbody>
</table>

**TITLE**
Intelligence Officer

**GRADE AND SALARY**
GS-14, $9000.00 $9661.00

**OFFICE**
OSO

**DIVISION**
FDX

**BRANCH**
MID

**OFFICIAL STATION**

**APPROVAL**

**QUALIFICATIONS**

**CLASSIFICATION**
PERSONNEL OFFICER

**POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS**

**DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON**

**SECURITY CLEARED ON**

**OVERSEAS AGREEMENT SIGNED**

**ENTERED ON DUTY**

**NOTES:**
Subject is due a lump sum payment for annual leave to be paid up to 2 December 1961.

**SIGNATURE OF AUTHENTICATING OFFICER**

**SECRET**
SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME

DATE
6 August 1951

OFFICIAL DATE
20 September 1951

Appointment

FROM

(Chiefs of Stations, GS-11)

TITLE

GS-14, $8,000 per annum

GRADE AND SALARY

OFFICE

OSO

DIVISION

FTD

BRANCH

LIT

OFFICIAL STATION

APPROVAL

QUALIFICATIONS

CLASSIFICATION

F-167

FOR ASSISTANT DIRECTOR

EXECUTIVE

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS

YES

NO

OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON

2 October 1951

SECURITY CLEARED ON

16 August 1951

OVERSEAS AGREEMENT SIGNED

2 October 1951

ENTERED ON DUTY

30 September 1951

REMARKS: Please transfer leave from vouchered to unvouchered funds.

* Request for reclassification of grade from GS-13 to GS-14 submitted to Classification Section, MC on 6 August 1951.

SALARY ADJUSTED TO $9,600.00

SECRET

FORM NO 97-1

RDF 1955-37-1

SECRET
CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FROM</strong></td>
<td>Intelligence Officer, GS-14</td>
</tr>
<tr>
<td></td>
<td>GS-140-14 $680.00 per annum</td>
</tr>
<tr>
<td></td>
<td>Inspection &amp; Security Staff</td>
</tr>
<tr>
<td></td>
<td>Security Control Staff</td>
</tr>
<tr>
<td></td>
<td>Washington, D.C.</td>
</tr>
</tbody>
</table>

**DATE OF ACTION:** 9/29/51

**SCHEDULE:** A-6.116(b)

**PERSONNEL FOLDER COPY**

**TO:**

<table>
<thead>
<tr>
<th>6. POSITION TITLE</th>
<th>9. SERVICE, SERIES, GRADE, SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**10. ORGANIZATIONAL DESIGNATIONS**

**11. HEADQUARTERS**

**12. FIELD OR DEPT:**

**13. VETERAN'S PREFERENCE**

**14. POSITION CLASSIFICATION ACTION**

**15. RATING:**

**16. APPROPRIATION**

**17. VETERAN'S PREFERENCE**

**18. SUBSISTENCE & RETIREMENT ACT**

**19. DATE OF APPOINTMENT**

**20. LEGAL RESIDENCE**

**21. ACKNOWLEDGE:**

**22. SIGNATURE OR OTHER AUTHENTICATION**

**23. NOTE:** 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 any regulations.

**24. TO ACCEPT OTHER EMPLOYMENT:**

**W/D:** 9/29/51

**W/H:** 45 hours, 10/1/51 thru 1 hour

12/20/51 and 2 holidays, 11/12/51, 11/22/51.
# CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

<table>
<thead>
<tr>
<th>1. NAME (MR. — MRS. — MISS — ONE GIVEN NAME, INITIAL, AND SURNAME):</th>
<th>2. DATE OF BIRTH:</th>
<th>3. JOURNAL OR ACTION NO:</th>
<th>4. DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>9/13/50</td>
</tr>
</tbody>
</table>

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

### 5. NATURE OF ACTION (USE STANDARD TERMINOLOGY):

**Promotion**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intelligence Officer</strong> GS-13</td>
<td><strong>Intelligence Officer</strong> GS-14</td>
</tr>
<tr>
<td>GS-130-13 $7500.00 per annum</td>
<td>GS-130-14 $8300.00 per annum</td>
</tr>
<tr>
<td>Bu.5626</td>
<td>Bu.5626</td>
</tr>
<tr>
<td><strong>Inspection and Security Staff</strong></td>
<td><strong>Inspection and Security Staff</strong></td>
</tr>
<tr>
<td><strong>Security Control Staff</strong></td>
<td><strong>Security Control Staff</strong></td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td>Washington, D.C.</td>
</tr>
</tbody>
</table>

### 15. VETERAN’S PREFERENCE: [ ]

### 16. FIELD OR DEPT.

<table>
<thead>
<tr>
<th>X</th>
<th>X</th>
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### 17. APPOINTEES:

<table>
<thead>
<tr>
<th>17.00</th>
</tr>
</thead>
</table>

2115900

### 18. BIRTH:

<table>
<thead>
<tr>
<th>M. W. V.</th>
</tr>
</thead>
<tbody>
<tr>
<td>262-102</td>
</tr>
<tr>
<td>40</td>
</tr>
</tbody>
</table>

**NOTE:** 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.

---

**Acting Chief, Personnel Division**

---

4. PERSONNEL FOLDER COPY
# Central Intelligence Agency

**Notification of Personnel Action**

<table>
<thead>
<tr>
<th>1. Name (Last Name, First Name, Middle Name, Initials, and Surname)</th>
<th>2. Date of Birth</th>
<th>3. Journal or Action No.</th>
<th>4. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>6/11/1970</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>5. Nature of Action (Use Standard Terminology)</th>
<th>6. Effective Date</th>
<th>7. Civil Service or Other Legal Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer &amp; Assignment</td>
<td>6/11/1970</td>
<td>Scheduled A-23, Item 11 (a)</td>
</tr>
</tbody>
</table>

**From:**

<table>
<thead>
<tr>
<th>Intelligence Officer (Unit)</th>
<th>8. Position Title</th>
<th>9. Service, Grade, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-13-13</td>
<td>Intelligence Officer</td>
<td>6-13</td>
</tr>
<tr>
<td></td>
<td>$7,800.00 per annum</td>
<td></td>
</tr>
</tbody>
</table>

**To:**

<table>
<thead>
<tr>
<th>Inspection and Security Staff</th>
<th>10. Organizational Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Control Staff</td>
<td></td>
</tr>
</tbody>
</table>

**Washington, D.C.,**

**Departmental Field**

<table>
<thead>
<tr>
<th>11. Headquarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, D.C.</td>
</tr>
</tbody>
</table>

**Personnel Folder Copy**

---

**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.

---

**Assistant Director, Personnel Division**

[Signature]
NOTIFICATION OF PERSONNEL ACTION

1. NAME (ILR) - MISS. WARREN (SSN 5/10/53, INITIATED AND SURNAMED)
2. DATE OF BIRTH
3. JOURNAL OR ACTION NO. 4. DATE
5072 30 March 1970

3. NATURE OF ACTION (CIVIL SERVICE OR OTHER LEGAL AUTHORITY)

EXCEPTED APPOINTMENT

FROM

20 Mar. 1970 Schedule A-61A

TO

Intelligence Officer (Clerk) GS-13

R. POSITION TITLE

08-13, $7500.00 per annum

G. SERVICE SERIES,
GRADE, SALARY

10. ORGANIZATIONAL
DESIGNATIONS

11. HEADQUARTERS

WASHINGTON, D.C.

FIELD DEPARTMENTAL

12. FIELD OR DEPT.

13. POSITION CLASSIFICATION ACTION

14. ACTION NUMBER

CIV-1441

15. APPROPRIATION FROM

16. SUBJECT TO C.S.
RETIRED ACT

17. DATE OF APPOINT.
MENT APPROVED

18. LEGAL RESIDENCE STATE

Yes 20 Mar. 1970 Georgia

23. SIGNATURE OF AUTHORITY

ENTRANCE EFFICIENCY RATING:

4. PERSONNEL FOLDER COPY

SUBJECT HAS SATISFACTORYLY COMPLETED TRIAL PERIOD.

PREVIOUSLY EMPLOYED WITH THE EXECUTIVE DEPARTMENT OF THE GOVERNMENT AS A GS-13, $7500.00 PER ANNUM.
**CONFIDENTIAL FUNDS PERSONNEL ACTION**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>6 March 1950</td>
<td>Oct 19, 1950</td>
</tr>
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<table>
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<tr>
<th>DESIGNATION</th>
<th>FROM</th>
<th>TO</th>
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<tbody>
<tr>
<td>Intell. Officer</td>
<td>05-13</td>
<td>7800.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE AND SALARY</th>
<th>OFFICE</th>
<th>DIVISION</th>
<th>BRANCH</th>
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<tbody>
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<td>060</td>
<td>PUB</td>
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<table>
<thead>
<tr>
<th>OFFICIAL STATION</th>
<th>APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, D.C.</td>
<td>(Field)</td>
</tr>
</tbody>
</table>

**QUALIFICATIONS**

**CLASSIFICATION**

**POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS**

**REMARKS:**

Please transfer leave to V funds.
**CONFIDENTIAL FUNDS PERSONNEL ACTION**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE</strong></td>
<td><strong>TITLE</strong></td>
</tr>
<tr>
<td>Chief of Station</td>
<td>Intelligence Officer</td>
</tr>
<tr>
<td>Intelligence Officer</td>
<td>GS-13</td>
</tr>
<tr>
<td>GS-13, $7600.00</td>
<td>GS-13, $7600.00</td>
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<tr>
<td><strong>OFFICE</strong></td>
<td><strong>OFFICE</strong></td>
</tr>
<tr>
<td>090</td>
<td>090</td>
</tr>
<tr>
<td><strong>DIVISION</strong></td>
<td><strong>DIVISION</strong></td>
</tr>
<tr>
<td>FDT</td>
<td>FDT</td>
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<tr>
<td><strong>BRANCH</strong></td>
<td><strong>BRANCH</strong></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>OFFICIAL STATION</strong></td>
<td><strong>OFFICIAL STATION</strong></td>
</tr>
<tr>
<td></td>
<td>Washington, D. C. (Field)</td>
</tr>
</tbody>
</table>

**APPROVAL**

- [ ] FOR ASSISTANT DIRECTOR
- [ ] EXECUTIVE

**QUALIFICATIONS**

- [ ] POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS
- [ ] YES
- [ ] NO

**DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON**

**SECURITY CLEARED ON**

**OVERSEAS AGREEMENT SIGNED**

**ENTERED ON DUTY**

**REMARKS:**

**SIGNATURE OF AUTHENTICATING OFFICER**

---

**SECRET**
### CONFIDENTIAL FUNDS PERSONNEL ACTION

**Date:** 24 November 1949  
**Effective Date:** 30 October 1949

<table>
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<tr>
<th>FROM</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Chief of Station</td>
</tr>
<tr>
<td><strong>Grade and Salary</strong></td>
<td>CAF-13 $7071.60</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td>090</td>
</tr>
<tr>
<td><strong>Branch</strong></td>
<td>FDT</td>
</tr>
<tr>
<td><strong>Division</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Official Station</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Qualifications**  
**Classification**  
**Post Differential Authorized in accordance with Agency Regulations**  
**Date of Office and No Strike Affidavit Executed On**  
**Security Cleared On**  
**Overseas Agreement Signed**  
**Entered on Duty**

**Remarks:**  
*For authority contained in Letter - DCI - 10/23/49.*  

**Signature of Authenticating Officer**
## CONFIDENTIAL FUNDS PERSONNEL ACTION

**Name:**

**Residence at time of employment:**

**Local address:**

**Citizenship:**

**Sea date of birth:**

**Marital status:**

**No. of Dependents:**

**Date of appointment:**

**Nature of action:**

**Periodic pay increase:**

<table>
<thead>
<tr>
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<th>TO</th>
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<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Chief of Station</td>
</tr>
<tr>
<td><strong>Grade and Salary:</strong></td>
<td>CAP-13 47,22.70</td>
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<tr>
<td><strong>Office:</strong></td>
<td>OOO-FIT</td>
</tr>
<tr>
<td><strong>Branch:</strong></td>
<td></td>
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<tr>
<td><strong>Division:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Official station:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Field:**

**Approval:**

**Headquarters:**

**Copy in payroll files:**

**Chief of Station:**

**Confidential funds branch:**

**For the assistant director:**

**Personnel officer:**

**Post differential authorized in accordance with agency regulations:**

**Oath of office and no strike affidavit executed on:**

**Security cleared on:**

**Overseas assignment signed:**

**Entered on duty:**

**Authenticated by:**

**Remarks:** Subject has had no increase in salary since 7/2 August 1947. I certify that the service and conduct of the employee during the period have been satisfactory in all respects.
2 July 1947

TO:    FT
FROM:  CO8, Personnel Division
SUBJECT: Personnel Action Data

The following personnel actions have been approved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nature of Action</th>
<th>From</th>
<th>To</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29 June 1947</td>
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<td>29 June 1947</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29 June 1947</td>
</tr>
</tbody>
</table>

The proposed promotion of [ ] from Operations Officer, CAP-9, to Operations Officer, CAP-11, MG9/04/40, was reversed with the recommendation that it be recommitted about 15 August 1947. This action has not been cancelled and is being held in the employee's official personnel folder and will be returned to the Personnel Review Committee on or about the suggested date.

a Permanent Change of Station.
<table>
<thead>
<tr>
<th>Position: Chief of Station</th>
<th>Position: Chief of Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control No:</td>
<td>Control No:</td>
</tr>
<tr>
<td>Classification: CAT-12</td>
<td>Classification: CAT-13</td>
</tr>
<tr>
<td>Annual Gross Salary: $5905.20</td>
<td>Annual Gross Salary: $7102.20</td>
</tr>
<tr>
<td>Official Station:</td>
<td>Official Station:</td>
</tr>
<tr>
<td>allowances: quarters:</td>
<td>allowances: quarters:</td>
</tr>
<tr>
<td>Cost of living:</td>
<td>Cost of living:</td>
</tr>
<tr>
<td>Special foreign living:</td>
<td>Special foreign living:</td>
</tr>
<tr>
<td>Total:</td>
<td>Total:</td>
</tr>
</tbody>
</table>

TO BE PAID BY:  

OFFICE:  

$  

TAX WITHHELD IN UNITED STATES  

$  

EMERGENCY TO BE WITHHELD IN UNITED STATES  

$  

REIMBURSEMENT WITHHELD IN UNITED STATES  

$  

OTHER (Specify in detail)  

$  

ALLOWMENTS (Name of Allottee)  

$  

TOTAL GROSS SALARY PER PAY PERIOD  

$  

I hereby authorize and direct the Disbursing Office to make above allotments from my compensation.

Form No. 37-1  

Sep 1944  

(Signature of Employee)
Slot #1 Employee joined with organization 11 Feb 1947 and has been at present station since 17 March 1947.

SPECIAL QUALIFICATIONS

JUNIUS

REASONS FOR ACTION

DATE OF LAST PROMOTION

APPROVED (Field) OFFICE

APPROVED - U.S. OFFICE

(Chief of Mission) Date

Date 6/25/47

Date 6/21/47

(Security Officer) Date

Date 6/25/47

Date 6/21/47

(Special Funds Officer) Date

Date 6/25/47

(Special Funds Officer) Date 6/21/47
1. To be filled out in duplicate by the Unit Administrative Officer for all prospective employees to be paid from special funds.

2. To be accompanied by detailed job description, complete biographical sketch, and a formal notice of security clearance, and Personnel Action Request if engagement is overseas.

3. To be approved or accepted by the officers in the order listed below.

4. Original to be retained by S.F.; copy to be returned to initiating Administrative Officer. 

9 January 1947

NAME: 

LEGAL RESIDENCE: 

ADDRESS OF LOCAL LIVING QUARTERS: Place: Hotel TEL. 

ENTRANCE ON DUTY DATE: 9 January 1947 

ANNUAL SALARY: $5705.20 CLASSIFICATION: CA-12 

PERMANENT STATION: 

POSITION: Chief of Station, FST CONTROL NO. 17297 

IF SUBJECT HAS BEEN TRANSFERRED, STATE BUREAU, BRANCH, OR DEPARTMENT OF THE U.S. GOVERNMENT FROM WHICH TRANSFERRED:


Personnel Folder Requested from JSF

APPROVAL AND ACCEPTANCE (in accordance with existing personnel engagement procedures)

A. ADMINISTRATIVE OFFICER DATE 9 January 1947

B. BRANCH CHIEF DATE 

C. CHAIRMAN, PERSONNEL DATE 11/10/47

D. (For the) ASSISTANT DATE 11/10/47

E. CHIEF, SPECIAL FUNDS DATE 

FORM NO. SEP 1946 33-1 SECRET
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT:  
1 April 1967 - 22 November 1968

XXX has had years of experience in the field of special investigations, Domestic and foreign. This includes prior service with the FBI. Special complex and sensitive counterintelligence cases requiring detailed research and analysis are handled by XXX. He seeks economy where applicable and he is a competent supervisor.

(Acting Chief  
Counter Intelligence Staff)

EMPLOYEE SIGNATURE:  
29 November 1968

REVIEWING OFFICIAL:  
James Angleton  
Chief, Counter Intelligence Staff

SECRET
**FITNESS REPORT**

**SECTION A**

<table>
<thead>
<tr>
<th>Employee Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**GENERAL**

1. **NAME**  
   (Last)  
   (First)  
   (Middle)  

2. **DATE OF BIRTH**

3. **SEX**

4. **GRADE**

5. **SERIAL NO**

6. **OFFICIAL POSITION TITLE**

   Ops Officer Ch

7. **OFFICE/DIVISION OF ASSIGNMENT**

   BUP/Cl

8. **CURRENT STATION**

   Washington, D.C.

9. **CHECK (X) TYPE OF APPOINTMENT**

   - [ ] Career
   - [ ] Provisional
   - [ ] Special (Specify)

10. **CHECK (X) TYPE OF REPORT**
    - [ ] Initial
    - [ ] Reassignment-PM
    - [ ] Reassignment EMPLOYEE

11. **DATE REPORT DUE IN O.P.**

   April 1968

12. **REPORTING PERIOD (From to)**

   1 April 1967 - 31 March 1968

**SECTION B**

**PERFORMANCE EVALUATION**

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

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

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

- **S - Strong**
  Performance is characterized by exceptional proficiency.

- **O - Outstanding**
  Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

**SPECIFIC DUTIES**

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

<table>
<thead>
<tr>
<th>Specific Duty No. 1</th>
<th>Rating Letter</th>
</tr>
</thead>
<tbody>
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</table>

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

**OVERALL PERFORMANCE IN CURRENT POSITION**

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

- [ ] S

[Form 45 USE PREVIOUS EDITIONS]

SECRET
**FITNESS REPORT**

**SECTION A**  
**GENERAL**

<table>
<thead>
<tr>
<th></th>
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<td>WASH DC</td>
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<td>(Middle)</td>
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**OPD OFFICER G1**

**OPD/G1**

**WASH, D.C.**

**DATE REPORT DUE:**

**April 1967**

**REPORTING PERIOD:**

1. April 1966 - 31 March 1967

**SECTION B**  
**PERFORMANCE EVALUATION**

- **W** - Wash: 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 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 ten 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**

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<th>SPECIFIC DUTY NO. 2</th>
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**SPECIFIC DUTY NO. 2**

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<tr>
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**SPECIFIC DUTY NO. 3**

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**SPECIFIC DUTY NO. 4**

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<th>SPECIFIC DUTY NO. 5</th>
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**SPECIFIC DUTY NO. 5**

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**SPECIFIC DUTY NO. 6**

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<td></td>
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</tbody>
</table>

**OVERALL PERFORMANCE IN CURRENT POSITION**

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

**RATING LETTER**

S

FORM 45 USE PREVIOUS EDITIONS

SECRET
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT:  

(1 April 1966 - 31 March 1967)

has been Chief of the since its inception. As a former FBI employee he brought a wealth of investigative knowledge to the Staff. He continues to handle detailed research and analysis of special complex and sensitive counterintelligence cases in a highly effective manner. He is a competent supervisor and realizes the value of economy.

Deputy Chief
Counter Intelligence Staff

EMPLOYEE SIGNATURE:  

21 May, 1967
Date

REVIEWING OFFICIAL:

James Angleton
Chief, Counter Intelligence Staff

22 Nov, 1967
Date
**SECTION A**

**GENERAL**

<table>
<thead>
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<th>1. NAME</th>
<th>2. DATE OF BIRTH</th>
<th>3. SEX</th>
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<th>5. SD</th>
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<td>(First)</td>
<td>(Middle)</td>
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<table>
<thead>
<tr>
<th>6. OFFICIAL POSITION TITLE</th>
<th>7. DPT/ DIV/ BRANCH OF ASSIGNMENT</th>
<th>8. CURRENT LOCATION</th>
</tr>
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<td>WASHDC</td>
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<table>
<thead>
<tr>
<th>9. CHECK (X) TYPE OF APPOINTMENT</th>
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</thead>
<tbody>
<tr>
<td>X CARRIER</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>10. CHKN (X) TYPE OF REPORT</th>
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</thead>
<tbody>
<tr>
<td>X ANNUAL</td>
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<table>
<thead>
<tr>
<th>11. DATE REPORT DUE IN O.F.</th>
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</thead>
<tbody>
<tr>
<td>30 April 1966</td>
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</table>

<table>
<thead>
<tr>
<th>12. REPORTING PERIOD (From - To)</th>
</tr>
</thead>
</table>

**SECTION B**

**PERFORMANCE EVALUATION**

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

<table>
<thead>
<tr>
<th>A - Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P - Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S - Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance is characterized by exceptional proficiency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>O - Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td>
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</tbody>
</table>

**SPECIFIC DUTIES**

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<thead>
<tr>
<th>SPECIFIC DUTY NO. 1</th>
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</thead>
<tbody>
<tr>
<td>RATING LETTER</td>
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<th>SPECIFIC DUTY NO. 2</th>
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<tr>
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<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 4</th>
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<tr>
<td>RATING LETTER</td>
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<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 5</th>
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<tr>
<td>RATING LETTER</td>
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</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATING LETTER</td>
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</table>

**OVERALL PERFORMANCE IN CURRENT POSITION**

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<table>
<thead>
<tr>
<th>RATING LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
</tr>
</tbody>
</table>
SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [Blank]

(1 April 1965 - 31 March 1966)

[Signature]
Deputy Chief
Counter Intelligence Staff

EMPLOYEE SIGNATURE:

[Signature]

REVIEWING OFFICIAL:

James Angleton
Chief, Counter Intelligence Staff

SECRET
<table>
<thead>
<tr>
<th>SECTION A</th>
<th>GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME</td>
<td>(Last)</td>
</tr>
<tr>
<td></td>
<td>(First)</td>
</tr>
<tr>
<td></td>
<td>(Middle)</td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>3. SEX</td>
</tr>
<tr>
<td>4. GRADE</td>
<td>5. SO</td>
</tr>
<tr>
<td>6. OFFICIAL POSITION TITLE</td>
<td>7. DEPARTMENT OR ASSIGNMENT</td>
</tr>
<tr>
<td></td>
<td>8. CURRENT STATION</td>
</tr>
<tr>
<td>9. TYPE OF APPOINTMENT</td>
<td>10. TYPE OF REPORT</td>
</tr>
<tr>
<td>X</td>
<td></td>
</tr>
<tr>
<td>11. DATE REPORT DUE IN O.P.</td>
<td>12. REPORTING PERIOD (FROM - TO)</td>
</tr>
<tr>
<td>30 April 1965</td>
<td>1 April 1964 - 31 March 1965</td>
</tr>
</tbody>
</table>

**SECTION B**

**PERFORMANCE EVALUATION**

- **W - Weak:** Performance is inadequate or unsatisfactory, requiring immediate attention. Action must be taken to improve performance, such as counseling or training.
- **A - Adequate:** Performance meets the minimum requirements, but the employee could still improve.
- **P - Proficient:** Performance is satisfactory, meeting the needs of the job.
- **S - Strong:** Performance is exceptional, exceeding the requirements of the job.
- **O - Outstanding:** Performance is outstanding, surpassing the requirements of the job.

**SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert the letter which best describes the performance of each duty.

**SPECIFIC DUTY NO. 1**

**SPECIFIC DUTY NO. 2**

**SPECIFIC DUTY NO. 3**

**SPECIFIC DUTY NO. 4**

**SPECIFIC DUTY NO. 5**

**SPECIFIC DUTY NO. 6**

**OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his overall effectiveness in his current position such as performance of specific duties, productivity, conduct on the job, cooperation, personal qualities, and the employee's strengths or weaknesses. Based on your knowledge of the employee's overall performance during the rating period, place the letter in the box corresponding to the statement which most accurately reflects his level of performance.

21 APR 1965
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: ____________________________
(1 April 1964 - 31 March 1965)

There has been no change in assignment during the reporting period. ___________ has been engaged for the major part of the time in conducting and performing complex research in connection with several sensitive counterintelligence cases. His performance has continued at a high level without interruption. He is a competent supervisor and follows economical practices.

Deputy Chief
Counter Intelligence Staff

EMPLOYEE SIGNATURE:

__________________________

REVIEWING OFFICIAL:

_____________________________________
James Angleton
Chief, Counter Intelligence Staff
SECRET

FITNESS REPORT

SECTION A

1. Name

2. Official Position Title

3. Career Type of Appointment

4. Grade

5. Office or Division of Assignment

6. Current Station

7. Seniority

8. Sex

9. Date Report Due

10. Reporting Period

11. Date of Report

12. Reporting Period (From - To)

SECTION B

PERFORMANCE EVALUATION

W - Weak
Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires immediate action. The nature of the action could range from counseling to further training, to reassigning or to separation. Describe action taken or proposed in Section C.

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

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

S - Strong
Performance is characterized by exceptional proficiency.

O - Outstanding
Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1
RATING LETTER

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, cooperation, 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.

29 APR 1964

SECRET

FORM 45

OBSOLETE PREVIOUS EDITIONS.
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [Blank]  
(1 April 1963 - 31 March 1964)

There has been no change in duties during the reporting period and the caliber of the performance of this career officer has continued at a high level without interruption. He is thorough and analytical and makes a material contribution to the accomplishment of the Counter-Intelligence mission of the Agency. He is alert to the necessity for economy and performs capably as a supervisor.

[Blank]
Deputy Chief  
Counter Intelligence Staff

[Blank]  
EMPLOYEE SIGNATURE

REVIEWING OFFICIAL:

[Blank]
James Angleton  
Chief, Counter Intelligence Staff

SECRET
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [Redacted]
(1 April 1962 - 31 March 1963)

[Redacted] has continued in the position of Chief, Counter Intelligence Staff during this reporting period. He capably performs and directs the work of this group, and during the past year has performed commendably in the handling of certain sensitive matters. He is thorough and reliable. [Redacted]continuity in this job increases the value of his services to the Agency.

Deputy Chief, Counter Intelligence Staff

[Signature]

Employee Signature

Reviewing Official:

____________
James Angleton
Chief, Counter Intelligence Staff

25 APR 1963
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT:  

1 April 1960 - 31 August 1962

1. There has been no change during the reporting period in the highly efficient performance of [Name] in his position as C/CII.

2. We recommend his continuation in this assignment where continuity is a requirement.

Acting Chief, Counter Intelligence Staff

Memorandum has been seen by employee.
3 April 1961

MEMORANDUM FOR: Director of Personnel

SUBJECT: Personnel Report

1. Personnel report was submitted in nonsecure form on 30 December 1960 for the following person:

2. There has been no change in assignment and the evaluation remains the same for the reporting period ending 31 March 1961.

[Signature]
Deputy Chief
Counter Intelligence Staff

W.H. Brown

Office of Personnel
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: ______________
1 April 1959 - 31 March 1960

1. ______________ is in the same position, doing the same job, in the same efficient manner as was reflected in his last fitness report.

2. At some point in the future ______________ would like to go overseas again. The CI Staff is perfectly happy to have him remain here indefinitely.

S. H. Horton
Acting Chief
Counter Intelligence Staff
# FITNESS REPORT

**SECTION A**

**GENERAL**

<table>
<thead>
<tr>
<th>1. NAME</th>
<th></th>
<th>2. SEX</th>
<th>3. GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>GS-15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. SERVICE DESIGNATION</th>
<th>5. OFFICIAL POSITION TITLE</th>
<th>6. CAREER STAFF STATUS</th>
<th>7. TYPE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD/DI</td>
<td>10- CI - Div Ch</td>
<td>NOT ELIGIBLE</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. DATE REPORT DUE IN G/P</th>
<th>9. REPORTING PERIOD</th>
<th>10. MEASUREMENT SUPERVISOR</th>
<th>11. MEASUREMENT EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 April 1959</td>
<td>17 Feb thru Apr '59</td>
<td>SPECIAL (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

**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).

<table>
<thead>
<tr>
<th>1 - Unsatisfactory</th>
<th>2 - Barely adequate</th>
<th>3 - Acceptable</th>
<th>4 - Competent</th>
<th>5 - Excellent</th>
<th>6 - Superior</th>
<th>7 - Outstanding</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 1</th>
<th>RATING NO.</th>
<th>SPECIFIC DUTY NO. 2</th>
<th>RATING NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>directs special investigations</td>
<td>7</td>
<td>supervises small staff</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 3</th>
<th>RATING NO.</th>
<th>SPECIFIC DUTY NO. 4</th>
<th>RATING NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>coordination of most sensitive matters between CI and Office of Security</td>
<td>7</td>
<td>prepares final reports and memos</td>
<td>6</td>
</tr>
</tbody>
</table>

**SECTION C**

EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

1. Performance in many of the most important respects falls short of 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.

**SECTION D**

DESCRIPTION OF THE EMPLOYEE

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

<table>
<thead>
<tr>
<th>1 - Least possible degree</th>
<th>2 - Limited degree</th>
<th>3 - Normal degree</th>
<th>4 - Above average degree</th>
<th>5 - Outstanding degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARACTERISTICS</td>
<td>NOT APPL.</td>
<td>NOT DIS.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>GETS THINGS DONE</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESOURCEFUL</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCEPTS RESPONSIBILITIES</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOES HIS JOB WITHOUT STRONG SUPPORT</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACILITATES SMOOTH OPERATION OF HIS OFFICE</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRITES EFFECTIVELY</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECURITY CONSCIOUS</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THINKS CLEARLY</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEE SECTION 26 ON REVERSE SIDE
SECRET

SECTION E  NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Employee is and has been a senior employee for some time. No training recommended; he is already a senior and experienced officer.

Employee is an intense person, who does not relax enough. He should not be chief of a large station, nor supervise a large number of employees engaged in diverse work and having numerous problems.

SECTION F  CERTIFICATION AND COMMENTS

<table>
<thead>
<tr>
<th>1.</th>
<th>BY EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>I certify that I have seen Sections A, B, C, D and E of this Report.</td>
</tr>
<tr>
<td>SIGNATURE OF EMPLOYEE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.</th>
<th>BY SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
</tr>
<tr>
<td>IF REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</td>
<td></td>
</tr>
<tr>
<td>Has outstanding rating; no weaknesses to discuss. Orally advised of contents.</td>
<td></td>
</tr>
<tr>
<td>IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS</td>
<td></td>
</tr>
<tr>
<td>REPORT MADE WITHIN LAST 30 DAYS</td>
<td></td>
</tr>
<tr>
<td>OTHER (SPECIFY):</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>28 Sept, 1959</td>
</tr>
<tr>
<td>OFFICIAL TITLE OF SUPERVISOR</td>
<td></td>
</tr>
<tr>
<td>Deputy Chief, CI Staff</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>S. H. Horton</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.</th>
<th>BY REVIEWING OFFICIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>28 Sept, 1959</td>
</tr>
<tr>
<td>OFFICIAL TITLE OF REVIEWING OFFICIAL</td>
<td></td>
</tr>
<tr>
<td>Chief, CI Staff</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>James Angleton</td>
<td></td>
</tr>
</tbody>
</table>

SECRET
SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your superiors and senior officials. Organization policy requires that you inform the subordinate where he stands. 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 after conditions specified in Regulation 20-270. 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 in less than 30 days after the date indicated in item 8, of Section A, below.

SECTION A: GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. SERVICE DESIGNATION 5. GRADE 6. RANK 7. DATE ABDUCTION OF ASSIGNMENT 8. OFFICE/DIVISION/BRANCH OF ASSIGNMENT 9. OFFICIAL POSITION TITLE 10. TYPE OF REPORT (CHECK ONE) a. INITIAL b. PROMOTION c. APPOINTMENT/EMPLOYMENT 11. PERIOD COVERED BY THIS REPORT (INCLUSIVE DATES) 12. DATE REPORT DUE IN OP

SECTION B: CERTIFICATION

1. FOR THE SUPERVISOR. This report has my approval for purposes of the individual dated. If not shown, explain why.

Have advised him orally of contents.

2. CHECK (X) APPROPRIATE STATEMENTS:

(X) This report reflects my own opinions of this individual.

(X) This report reflects the common opinions of the previous supervisors.

I have discussed with the employee his strengths and weaknesses so that he knows where he stands.

3. NAME AND SIGNATURE OF SUPERVISING OFFICIAL 4. SUPERVISOR'S OFFICIAL TITLE 5. DATE

SECTION C: JOB PERFORMANCE EVALUATION

1. BRIEFING ON GENERAL PERFORMANCE OF DUTIES

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

6. INSERT RATING NUMBER

COMMENTS:

This is a senior employee who is doing the same job he has done for years in the same competent manner. Therefore, the Fitness Report is the same.
SECRET

RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIVES
a. State in the spaces below up to six of the most important SPECIFIC duties performed during this rating period.

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

c. For supervisory ability to supervise will always be rated as a specific duty if duty is performed by person who supervises 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. It may help them on different duties.

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

  - GIVING LECTURES
  - CONDUCTING SEMINARS
  - PREPARING TECHNICAL REPORTS
  - TYPING
  - TAKING DICTATION
  - SUPERVISING

1. 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.

2. PERFORMANCE OF DUTY

   a. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
   b. BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
   c. ADEQUATE IN THE PERFORMANCE OF THIS DUTY
   d. PERFORMS HIS DUTY ACCEPTABLY
   e. PERFORMS THIS DUTY IN A COMPLIANT MANNER
   f. PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB

SPECIFIC DUTY NO. 1
Directs special investigations
RATING NUMBER

SPECIFIC DUTY NO. 2
Coordination of most sensitive matters between CI Staff and Office of Security
RATING NUMBER

SPECIFIC DUTY NO. 3
Prepares final reports and memos
RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

SECTION B. 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 DOWNTWORTHY SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3. A BARELY ACCEPTABLE EMPLOYEE...BELLOW 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. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
6. EXCEEDS BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

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

SECRET
SECRET

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, to appropriate career management and personnel officials concerning the potential of the employee being rated. It is 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 had at least 30 days, but no more than 90 days. If less than 30 days, hold and complete after the 30 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the Com no later than 30 days after the due date indicated in item 3 of Section "C" below.

SECTION A. GENERAL

1. NAME
   (Last)  (First)  (Middle)
2. DATE OF BIRTH
3. SSN
4. SERVICE DESIGNATION
5. GRADE
6. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
7. DDP/CI
8. PERIOD COVERED BY THIS REPORT (Inclusive dates)
9. TYPE OF REPORT
   (Check one)
   X INITIAL
10. SUPERVISOR'S OFFICIAL TITLE
11. SUPERVISOR'S SIGNATURE
12. SUPERVISOR'S OFFICIAL DESIGNATION

SECTION B. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED.
2. DATE THIS REPORT WAS COMPLETED
   5 August 1958
3. TYPE OF PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL
   J. H. Horton
4. DATE THIS REPORT WAS APPROVED
   5 August 1958
5. TYPE OF PRINTED NAME AND SIGNATURE OF SUPERVISOR
   J. H. Horton
6. DATE THIS REPORT WAS APPROVED
   5 August 1958
7. TYPE OF PRINTED NAME AND SIGNATURE OF SUPERVISOR
   J. H. Horton
8. DATE THIS REPORT WAS APPROVED
   5 August 1958

SECTION C. 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. Consider his potential for a rating, or the level of responsibility encountered at the various levels in his kind of work.

RATING NUMBER

| 5 |

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 the level of supervisory ability the person will reach after suitable training. Indicate your opinion by placing the number of the descriptive rating below which comes closest to representing your opinion in the appropriate column. If your rating is based on observing his supervisory potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER

| 1 | BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION |
| 2 | BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS SITUATION |
| 3 | BELIEVE INDIVIDUAL WOULD NOT BE A SUPERVISOR IN THIS SITUATION |

DESCRIPTIVE SITUATION

ACTUAL POTENTIAL

3

1. A GROUP DOING THE BASIC JOB (Second line supervisors)

2. A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)

3. A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR FUNCTIONS, ORGANIZATION AND POLICY (Senior level)

OTHER (Specify)

REPLACES PREVIOUS EDITIONS

FORM NO. 45 (Part II) OF FORMS 45 AND 45A WHICH SECRET ARE OBSOLETE

1 MAY 58

Potential

140
He is and has been a senior employee for some time.

None - is already a senior and experienced officer.

---

He is an intense person, who does not relax enough. He should not be chief of a large station nor supervise a large number of persons engaged in diverse work and having numerous problems.

---

**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.

**CATEGORY NUMBER:** 2. Applies to individual to a limited degree

**CATEGORY NUMBER:** 3. Applies to individual to an average degree

**CATEGORY NUMBER:** 4. Applies to individual to an above average degree

**CATEGORY NUMBER:** 5. Applies to individual to an outstanding degree

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>STATEMENT</th>
<th>CATEGORY</th>
<th>STATEMENT</th>
<th>CATEGORY</th>
<th>STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1. Able to see another's point of view</td>
<td>5</td>
<td>11. Has high standards of accomplishment</td>
<td>4</td>
<td>21. Is effective in discussions with associates</td>
</tr>
<tr>
<td>5</td>
<td>2. Can make decisions on his own when need arises</td>
<td>4</td>
<td>12. Shows originality</td>
<td>5</td>
<td>22. Implements decisions regardless of own feelings</td>
</tr>
<tr>
<td>4</td>
<td>3. Has initiative</td>
<td>5</td>
<td>13. Accepts responsibilities</td>
<td>5</td>
<td>23. Is thoughtful of others</td>
</tr>
<tr>
<td>5</td>
<td>4. Is analytical in his thinking</td>
<td>4</td>
<td>14. Admits his errors</td>
<td>5</td>
<td>24. Works well under pressure</td>
</tr>
<tr>
<td>x</td>
<td>5. Strives constantly for new knowledge and ideas</td>
<td>4</td>
<td>15. Responds well to supervision</td>
<td>5</td>
<td>25. Displays judgment</td>
</tr>
<tr>
<td>5</td>
<td>6. Knows when to seek assistance</td>
<td>5</td>
<td>16. Does his job without strong support</td>
<td>5</td>
<td>26. Is security conscious</td>
</tr>
<tr>
<td>4</td>
<td>7. Can get along with people</td>
<td>5</td>
<td>17. Comes up with solutions to problems</td>
<td>4</td>
<td>27. Is versatile</td>
</tr>
<tr>
<td>4</td>
<td>8. Has memory for facts</td>
<td>5</td>
<td>18. Is observant</td>
<td>4</td>
<td>28. Has criticism is constructive</td>
</tr>
<tr>
<td>4</td>
<td>10. Can cope with emergencies</td>
<td>4</td>
<td>20. Completes assignments within allowable time limits</td>
<td>4</td>
<td>30. Does not require strong continuous supervi sion</td>
</tr>
</tbody>
</table>
### FITSNESS 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 superior 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 20-170. 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**

<p>| | | | | |</p>
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<td>2. OFFICE/DIVISION/BRANCH OF ASSIGNMENT</td>
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<td>3. DATE DUE</td>
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<td>4. OFFICIAL POSITION TITLE</td>
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<td>6. DATE REPORT DUE IN DP</td>
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<td>7. PERIOD COVERED BY THIS REPORT (Includes Sides)</td>
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<td>11. INITIAL</td>
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<td>12. REASSIGNMENT SUPERVISOR</td>
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<td>13. SPECIAL (Specify)</td>
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<td>14. DEPARTMENT/DEPARTMENT NUMBER</td>
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<td>17. DEPARTMENT/DEPARTMENT NUMBER</td>
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</tbody>
</table>

**SECTION B**

**CERTIFICATION**
1. FOR THE RATER: This report was not been shown to the individual rated. If not shown, explain why.

A. CHECK (X) APPLICABLE STATEMENTS
   - THIS REPORT REVERSES MY OBSERVATIONS OF THIS INDIVIDUAL.
   - THIS REPORT REVERSES MY OWN OPINIONS OF MYSELF.
   - OTHER SUPERVISORS.

B. THIS DATE: 10 May 1977

C. PRINTED NAME AND SIGNATURE OF SUPERVISOR: S. H. Horton

D. SUPERVISOR’S OFFICIAL TITLE: Deputy Chief, CI Staff

**SECTION C**

**JOB PERFORMANCE EVALUATION**

**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.

<table>
<thead>
<tr>
<th>RATING NUMBER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Does not perform duties adequately; he is incompetent.</td>
</tr>
<tr>
<td>2</td>
<td>Barely adequate in performance; although he has had specific guidance or training, he often fails to carry out responsibilities.</td>
</tr>
<tr>
<td>3</td>
<td>Performs most of his duties acceptably; occasionally reveals some area of weakness.</td>
</tr>
<tr>
<td>4</td>
<td>Performs duties in a competent, effective manner.</td>
</tr>
<tr>
<td>5</td>
<td>A fine performance; carries out many of his responsibilities exceptionally well.</td>
</tr>
<tr>
<td>6</td>
<td>Performs his duties in such an outstanding manner that he is equal to few other persons known to the supervisor.</td>
</tr>
</tbody>
</table>

**COMMENTS:**

**DATE:** 21 May 1977

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

A. THIS DATE | B. PRINTED NAME AND SIGNATURE OF SUPERVISOR | C. OFFICIAL TITLE OF REVIEWING OFFICIAL

J. Angier | Chief, CI Staff

**SECRET**

Performance

Form No. 45 (Part I) replaces previous versions of forms 45 and 45A which are obsolete.
### SECRET

#### 2. RATING ON PERFORMANCE OF SPECIFIC DUTIES

**DIRECTIONS**
- a. State in the spaces below up to six of the most important **SPECIFIC** duties performed **during** this rating period.
- b. Rate performance on each specific duty considering **ONLY** effectiveness in performance of **this** specific duty.
- c. For supervises, ability to supervise will always be rated as a **specific** duty (do not rate as **supergrass** where she supervises a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duties at a **similar** level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, make note on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
  - Oral Briefing
  - Giving Lectures
  - Training Seminars
  - Writing Reports
  - Typing
  - Taking dictation
  - Supervising
  - Conducts Interrogations
  - Prepares Summaries
  - Analyzes Industrial Reports
  - Translates German
  - Drafting Sources
  - Prepares Correspondence
  - Maintains Air Conditioning
  - Evaluates Significance of Data
  - And phone operation, in the case of a radio operator.
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

#### 1. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY **1**
- **PERFORMS THIS DUTY IN AN OUTSTANDING MANNER **6**
- **PERFORMS THIS DUTY IN AN OUTSTANDING MANNER **6**
- **PERFORMS THIS DUTY IN AN OUTSTANDING MANNER **6**
- **PERFORMS THIS DUTY IN AN OUTSTANDING MANNER **6**
- **PERFORMS THIS DUTY IN AN OUTSTANDING MANNER **6**
- **PERFORMS THIS DUTY IN AN OUTSTANDING MANNER **6**

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

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

### 3. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

**DIRECTIONS**
- Take into account here everything you know about the individual...productivity, conduct in the job, 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 **4**
- 2. OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW **5**
- 3. A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO DEFECTS SUITABLE TO MANAGE HIS SEPARATION **3**
- 4. OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION **3**
- 5. A GOOD EMPLOYEE...HAS SOME OUTSTANDING STRENGTHS **4**
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION **5**
- 7. EXCEEDED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION **6**

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

---

SECRET
# FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consider 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 60 days. If less than 60 days, hold it and complete after the 60th day has elapsed. If this is the INITIAL REPORT on the employee, however, it must be completed and forwarded to the GSA or later than 30 days after the due date indicated in item 8 of Section "F" below.

## GENERAL

### 1. NAME

[Name]

### 2. DATE OF BIRTH

[Date]

### 3. SER

M

### 4. SERVICE DESIGNATION

[Designation]

### 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

[Office/Division/Branch]

### 6. OFFICIAL POSITION TITLE

[Position Title]

### 7. GRADE

GS-15

### 8. DATE REPORT DUE IN AG

11 February 1957

### 9. PERIOD COVERED BY THIS REPORT (Inclusive dates)

11 February 1956 - 11 February 1957

### 10. TYPE OF REPORT

[Type of Report]

### 11. CERTIFICATION

I certify that this report represents my best judgment of the individual being rated.

[Supervisor's Signature]

S. H. Horton

Deputy Chief, CI Staff

### 12. ESTIMATE OF POTENTIAL

#### 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

**DEPARTMENT:**

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**

#### 2. SUPERVISORY POTENTIAL

**DEPARTMENT:**

Answer this question: Is this person the ability to be a supervisor? **25** Yes **0** No

If your answer is YES, indicate below your opinion 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 opinions of his potential, note the rating in the "potential" column.

**RATING:**

- 3: BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
- 2: BELIEVE INDIVIDUAL WOULD BE A MODERATE SUPERVISOR IN THIS SITUATION
- 1: BELIEVE INDIVIDUAL WOULD NOT BE A SUPERVISOR IN THIS SITUATION
- 0: NO OPINION ON SUPERVISORY POTENTIAL IN THIS SITUATION

**ACTUAL**

<table>
<thead>
<tr>
<th>RATING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A GROUP SUPERVISOR WHO DIRECT THE BASIC JOB (SECOND LAC SUPERVISOR)</td>
</tr>
<tr>
<td>2</td>
<td>A GROUP WHO DIRECTS SUPERVISORS (SECOND LAC SUPERVISOR)</td>
</tr>
<tr>
<td>1</td>
<td>A GROUP WHO DO NOT DIRECT SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (EXECUTIVE LEVEL)</td>
</tr>
<tr>
<td>0</td>
<td>WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT</td>
</tr>
</tbody>
</table>

**POTENTIAL**

<table>
<thead>
<tr>
<th>RATING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>WHEN IMMEDIATE SUBORDINATES ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION</td>
</tr>
<tr>
<td>2</td>
<td>WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX</td>
</tr>
</tbody>
</table>

---

FORM NO. 45 (Part II) OF FORMS 45 AND 45A WHICH ARE OBSOLETE.
**SECRET**

**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.

- **5** - Have not observed this; hence can give no opinion as to how this description applies to the individual.
- **1** - Applies to the individual to the least possible degree.
- **2** - Applies to individual to a limited degree.
- **3** - Applies to individual to an average degree.
- **4** - Applies to individual to an above average degree.
- **5** - Applies to individual to an outstanding degree.

<table>
<thead>
<tr>
<th>STATEMENT</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Can tell important point of view</td>
<td>5</td>
</tr>
<tr>
<td>1. Can make difficult decisions when help needed</td>
<td>4</td>
</tr>
<tr>
<td>2. Can analyze in his thought</td>
<td>5</td>
</tr>
<tr>
<td>3. Can think while under pressure</td>
<td>4</td>
</tr>
<tr>
<td>4. Can handle tough assignment</td>
<td>5</td>
</tr>
<tr>
<td>5. Can get along with people</td>
<td>4</td>
</tr>
<tr>
<td>6. Has memory for facts</td>
<td>5</td>
</tr>
<tr>
<td>7. Can cope with emergencies</td>
<td>4</td>
</tr>
</tbody>
</table>

**SECRET**
SECRET

FITNESS REPORT (Part 1) PERFORMANCE

INSTRUCTIONS

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

FOR THE INTERVIEW: This report is designed to help you express your evaluation of your subordinate and to record this evaluation for your superior and senior officials. Organizational policy requires that you inform the subordinate of the evaluation before proceeding. Completion of the report will help you present a case for additional support of his strengths and weaknesses. It is also organization policy that you sign Part I of this report for the employee to sign and submit under conditions specified in Regulation 20-170. It is recommended that you send the entire report before completing any action. If this is not the initial report on the employee, it must be completed and forwarded to the Office of Personnel within 15 days after the date indicated in step 8, of Section B, below.

SECTION A: GENERAL

1. NAME (First) (Middle) (Last) A. DATE OF BIRTH

D. SERVICE DESIGNATION

5. OFFICE DIVISION/BRANCH OF ASSIGNMENT

6. OFFICIAL POSITION TITLE

GS-15 11 February 1955 11 February 1955-11 February 1956

IO-CI Chief

SECTION B: CERTIFICATION

1. FOR THE RECORD THIS REPORT IS NOT MADE TO MEET THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY.

Employee on trip will discuss on his return.

2. FOR THE REASONS STATED ABOVE, I CERTIFY THAT THIS IS THE RATING AND REVIEW REPORT FOR THIS INDIVIDUAL IN HIS PREVIOUS SUPERVISORY CAPACITY.

3. IF RATED "E" IN A, B, OR C, I CERTIFY THAT THE RATING WAS MADE IN CONFORMITY WITH THE OFFICIAL POLICY OF THE SUPERVISORY ENTITY.

4. I CERTIFY THAT THE RATED INDIVIDUAL IS NOT IN A COMPREHENSIVE PERFORMANCE REVIEW AS OF THE DATE OF THIS REPORT.

5. I CERTIFY THAT THIS RATING AND REVIEW REPORT IS IN ACCORDANCE WITH THE PREVAILING PERFORMANCE OF THE RATED INDIVIDUAL.

W. THIS DATE 17 Feb 1956

5. TYPE OR PRINTED NAME OF SUPERVISOR'S OFFICIAL TITLE

Deputy Chief, CI Staff

SECTION C: JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DEFINITIONS: 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. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.

6. PERFORMS HIS DUTIES IN A COMPREHENSIVE EFFECTIVE MANNER.

CUMULATIVE NUMBER

6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS ENRICHED TO BEAK OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: 5 is an overall rating. On his present job, he would be a 6.
SECRET

SECTION A

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

RATING: 6
- OF DOUBTFUL SUITABILITY: WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- A NORMALLY ACCEPTABLE EMPLOYEE: ACCEPTABLE BUT REMEMBERING SUFFICIENTLY OUTSTANDING TO WANT HIS SEPARATION.
- OF THE SAME SUITABILITY AS OTHER PEOPLE I KNOW IN THE ORGANIZATION.
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR THE JOB IN THE ORGANIZATION.

IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN PLEASE.

SECRET

DIRECTIONS:

1. Rate in the spaces below up to two of the most important SPECIFIC duties or responsibilities of the individual during the rating period.
2. Rate performance on each specific duty or responsibility on the following 100% effectiveness in performance of this specific duty.
3. For supervisors, ability to supervise will always be rated as a specific duty. Do not rate a supervisor whose primary duty is performing the same duty at a lower level.
4. To individuals with the same job title may be performing different duties. If so, rate them on different duties.
5. For some jobs duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operators, in the case of a radio operator.

MAIL ADJUSTMENTS

- ADMITS INTERPRETATIONS
- PLANS TRANSLATIONS
- MAINTAINS AIR CONDITIONING
- EVALUATES SIGNIFICANCE OF DATA
- Communicates INTERPRETATIONS
- PLANS TRANSLATIONS
- MAINTAINS AIR CONDITIONING
- EVALUATES SIGNIFICANCE OF DATA

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

No weaknesses. He is an outstanding employee.

COMPLETE RELIABILITY IN HANDLING SENSITIVE MATTERS

UNUSUALLY GOOD JUDGMENT

ALERT FOR NEW IDEAS AND LEADS

GENERAL DD/OPS ABILITY

ABILITY TO EVALUATE AND ANALYZE CE DATA

DISCRETION
SECRET

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 have elapsed. If this is the initial review on the employee, however, it MUST be completed and forwarded to the PB no later than 30 days after the due date indicated in item 2 of Section 8 below.

SECTION E. GENERAL

1. NAME

(First) (Middle) (Last) 2. DATE OF BIRTH

3. SEX

M 4. SERVICE DESIGNATION

DI 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

CI Staff/Office of Chief 6. OFFICIAL POSITION TITLE

IO-CI Chief

7. GRADE

GS-15 8. DATE REPORT DUE IN OF

11 February 1956 9. PERIOD COVERED BY THIS REPORT (INCLUSIVE DATES)

11 February 1955-11 February 1955

10. TYPE OF REPORT

(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

17 Feb 1956 B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: SUPERVISOR'S OFFICIAL TITLE

S. H. Horton Deputy Chief, CI Staff

C. OFFICIAL TITLE OF REVIEWING OFFICIAL

James Angleton Chief, CI Staff

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

INSTRUCTIONS: Considering others of his grade and type, does the employee's potential to assume greater responsibilities, thing in terms of the kind of responsibility associated with the present level in his kind of work?

5

2. SUPERVISORY POTENTIAL

INSTRUCTIONS: Answer this question: Has this person the ability to be a supervisor? Yes or 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, rate the rating in the "potential" column.

DESCRIPTIVE RATING

0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION

3 - BELIEVE INDIVIDUAL WOULD BE A GOOD SUPERVISOR IN THIS KIND OF SITUATION

2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION

1 - BELIEVE INDIVIDUAL WOULD NOT BE A SUPERVISOR IN THIS SITUATION

DESCRIPTIVE SITUATION

A GROUP HAVING A BASIC JOB (CRAFTworker, stenographer, technician or professional specialist of various kinds) WITH CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervision)

A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervision)

A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)

A GROUP WHICH CONTACTS IMMEDIATE SUBORDINATES IS NOT FREQUENT

WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION

WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX

OTHER (Specify)

ACTUAL POTENTIAL

3 3

3 3

3 3

45 (Part II) OF FORM 45 AND 45A WHICH ARE CIRCULATED.
SECRET

 SECTION H.

 FUTURE PLANS

 TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

 None at present

 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 above 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.

 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Able to see another's point of view</td>
</tr>
<tr>
<td>2</td>
<td>Can make decisions on his own with due regard for others</td>
</tr>
<tr>
<td>3</td>
<td>Has initiative</td>
</tr>
<tr>
<td>4</td>
<td>Is alert to difficulties</td>
</tr>
<tr>
<td>5</td>
<td>Strives constantly for new knowledge and ideas</td>
</tr>
<tr>
<td>6</td>
<td>Knows when to seek assistance</td>
</tr>
<tr>
<td>7</td>
<td>Can get along with people</td>
</tr>
<tr>
<td>8</td>
<td>Has memory for facts</td>
</tr>
<tr>
<td>9</td>
<td>Sets things done</td>
</tr>
<tr>
<td>10</td>
<td>Handles both emergencies</td>
</tr>
</tbody>
</table>

 Category Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Has high standards of accomplishment</td>
</tr>
<tr>
<td>12</td>
<td>Shows originality</td>
</tr>
<tr>
<td>13</td>
<td>Accepts responsibilities</td>
</tr>
<tr>
<td>14</td>
<td>Admits his errors</td>
</tr>
<tr>
<td>15</td>
<td>Responds well to pressure</td>
</tr>
<tr>
<td>16</td>
<td>Submits his work without seeking support</td>
</tr>
<tr>
<td>17</td>
<td>Comes up with solutions to problems</td>
</tr>
<tr>
<td>18</td>
<td>Is observant</td>
</tr>
<tr>
<td>19</td>
<td>Thinks logically</td>
</tr>
<tr>
<td>20</td>
<td>Completes assignments within allowable time limits</td>
</tr>
</tbody>
</table>

 Category Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Is effective incircumstances with assistance</td>
</tr>
<tr>
<td>22</td>
<td>Implements decisions responsibly and independently</td>
</tr>
<tr>
<td>23</td>
<td>Is thoughtful of others</td>
</tr>
<tr>
<td>24</td>
<td>Displays judgment</td>
</tr>
<tr>
<td>25</td>
<td>Is security conscious</td>
</tr>
<tr>
<td>26</td>
<td>Is alert and alert</td>
</tr>
<tr>
<td>27</td>
<td>Has creative or creative potential</td>
</tr>
<tr>
<td>28</td>
<td>Displays leadership ability</td>
</tr>
<tr>
<td>29</td>
<td>Is self-sufficient</td>
</tr>
</tbody>
</table>

 Secret
SECRET

FITNESS REPORT

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

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and completion of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs, and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate 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.

First report due Feb-56

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

SECTION I (To be filled in by Administrative Officer)

1. NAME
   (Last)       (First)       (Middle)
   SD-FI

2. DATE OF ENTRANCE ON DUTY  3. OFFICE ASSIGNED TO
   11 February 1947  DEF

4. DIVISION
   III

5. NATURE OF ASSIGNMENT
   DEPARTMENTAL

6. FIELD 
   SHH

7. FIELD HEADQUARTERS STATION
   GS-0136-01-1h

8. DATE THAT THIS REPORT IS DUE
   11 February 1955

9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
   28 February 1954 - 11 February 1955

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION
   Was on a Special Assignment with the Security Research Staff, Security Office from July 1954 to Feb. 1955

2. SPECIFIC ASSIGNMENTS OR TASKS TYPICAL OF THOSE GIVEN TO HIM DURING THE LAST THREE TO SIX MONTHS (LIST IN ORDER OF FREQUENCY):
   1. Conducted research on an individual counter-intelligence case of great importance to national security, utilizing and analyzing sensitive source material.
   2. Conducted liaison with top officials of two organizations relating to a sensitive counter-intelligence case.
   3. Directed investigation and personally investigated sensitive aspects of a counter-intelligence case on a world wide basis.
   4. Assisted in other counter-intelligence cases.

SECTION III

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

If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report [X] has [ ] has not been shown to the individual rated

11 March 1955

I HAVE REVIEWED THIS REPORT (comments, if any, are recorded by attached memorandum)

This date

[Signature]
[Name]
[Title]
This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptions below are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply to some degree to most people. The right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; these are to allow you to make finer distinctions if you so desire. Look at the statement on the left and 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 or not the statement 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.

<table>
<thead>
<tr>
<th>STATEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to see another's point of view.</td>
</tr>
<tr>
<td>Practical.</td>
</tr>
<tr>
<td>A good reporter of events.</td>
</tr>
<tr>
<td>Can make decisions on his own when need arises.</td>
</tr>
<tr>
<td>Cautious in action.</td>
</tr>
<tr>
<td>Has initiative.</td>
</tr>
<tr>
<td>Unemotional.</td>
</tr>
<tr>
<td>Analytic in his thinking.</td>
</tr>
<tr>
<td>Constantly striving for new knowledge and ideas.</td>
</tr>
<tr>
<td>Gets along with people at all social levels.</td>
</tr>
<tr>
<td>Has sense of humor.</td>
</tr>
<tr>
<td>Knows when to seek assistance.</td>
</tr>
<tr>
<td>Calm.</td>
</tr>
<tr>
<td>Can get along with people.</td>
</tr>
<tr>
<td>Memory for facts.</td>
</tr>
<tr>
<td>Gets things done.</td>
</tr>
<tr>
<td>Keeps oriented toward long term goals.</td>
</tr>
<tr>
<td>Can cope with emergencies.</td>
</tr>
<tr>
<td>Has high standards of accomplishment.</td>
</tr>
<tr>
<td>Has stamina; can keep going a long time.</td>
</tr>
<tr>
<td>Has wide range of information.</td>
</tr>
<tr>
<td>Shows originality.</td>
</tr>
<tr>
<td>Accepts responsibilities.</td>
</tr>
<tr>
<td>Admits his errors.</td>
</tr>
<tr>
<td>Responds well to supervision.</td>
</tr>
<tr>
<td>Even disposition.</td>
</tr>
<tr>
<td>Able to do his job without strong support.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Observed</td>
</tr>
<tr>
<td>Does Not Apply</td>
</tr>
<tr>
<td>Applies to a limited degree</td>
</tr>
<tr>
<td>Applies to a reasonable degree</td>
</tr>
<tr>
<td>Applies to an above average degree</td>
</tr>
<tr>
<td>Applies to an outstanding degree</td>
</tr>
</tbody>
</table>

SECRET
### SECTION V

**4. WHAT ARE HIS OUTSTANDING STRENGTHS?**

The ability to analyze a complex problem, arrive at a plan of action, and then implement the plan without omitting any detail relevant to the case.

**6. WHAT ARE HIS OUTSTANDING WEAKNESSES?**

None observed.
Ability to concentrate and follow through on an assignment.

E. DO YOU FELT THAT HE REQUIRED CLOSE SUPERVISION? ☒ NO ☐ YES, IF YES WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None

F. OTHER COMMENTS (Indicate here general traits, specific abilities or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

will carefully study, plan and analyze a problem before taking action. This may initially create a impression of slowness, but because of superior planning, the net result is a high degree of efficiency.

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 PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES CORRECTLY.
☐ 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY SHOWS SOME AVERAGE MANNER.
☐ 4. PERFORMS DUTIES IN A TYPICALLY EFFECTIVE MANNER.
☐ 5. A FINAL PERFORMANCE. MET MANY OF HIS RESPONSIBILITIES EXCELLENTLY.

☐ ☐ IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREAS? ☐ ☐ YES, IF YES, WHAT

was on TDY with this office.
He is fully qualified for continued work in this office.

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

☐ 1. HAS REACHED THE HIGHEST GRADE AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
☐ 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO 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 RESPONSIBILITIES OF THE NEXT HIGHER GRADE.
☐ 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.

☐ ☐ AN EXCEPTIONAL PERSON AND IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

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

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

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

☐ 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
☐ 2. OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
☐ 3. A BARELY ACCEPTABLE EMPLOYEE - DEFINITELY BELOW AVERAGE BUT WITH NO NEARNESS TO SUITABILITY AS A MEMBER OF THE PEOPLE I KNOW IN THE AGENCY.
☐ ☐ A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
☐ ☐ AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
☐ ☐ EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.
Case officer and staff work. Responsibility, under the Operations Officer, for action against

IF COURSE OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, FILL IN LOCATION OR SCHOOL LENGTH OF

<table>
<thead>
<tr>
<th>COURSE AND DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

**Languages**

- French: [ ]
- German: [x]
- Spanish: [x] [x]
- Portuguese: [ ] [x] [x]

**Base Chief**

If the answer to any of the above is YES, attach a separate detailed report in duplicate due to the incompatibility.

---

28 January 1952

---

2. Period covered by this report: June 51 to Jan 54

---

K现 is the employee qualified for the position. Is the employee better qualified than others in the same position? [ ]

---

RATING FACTORS

<table>
<thead>
<tr>
<th>FACT</th>
<th>POOR</th>
<th>FAIR</th>
<th>GOOD</th>
<th>OUTSTANDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to work and get along with people</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>2. Initiative and enthusiasm in work</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>3. Security consciousness</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>4. Ability to grasp instructions and plans</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>5. Judgment and common sense</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>6. Ability to obtain results and get along with people</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>7. Initiative</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>8. Dependability</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>9. Ability to handle and direct people</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>10. Performance of duties other than those for which the employee is qualified</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>11. Ability to maintain and direct personnel</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>12. Adaptability (non-technical)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>13. Physical stamina</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>14. Mental stamina</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>15. Adherence to all orders, directions, and instructions</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>16. Ability to maintain a high degree of efficiency under conditions of stress</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>17. Initiative in action, particularly in meeting difficulties and emergencies</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>18. Willingness and ability to carry out the orders of the Commanding Officer, even under conditions of stress</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

In the ten months Subj has been under my supervision he has shown an outstanding ability to get work done, even under the pressure of an unusually heavy workload. Subj's willingness to take on additional duties and his indefatigable efforts to discharge all responsibilities are also considered outstanding. Subj's operational and liaison experience show plainly in the dail time for greatest efficiency improved notably in the past months. Subj is in every sense a senior intelligence officer.

29 January 1952

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UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

CONFIDENTIAL
REPORT OF EFFICIENCY RATING

As of 20 Sept 1950

Intelligence Officer GS-130-13

(Title of position, series, and grade)

TASK

2. Underline the elements which are especially important in the position.
3. Rate on other elements pertinent to the position.
4. Rate on elements in italics except for employees in administrative, supervisory, or planning positions.
5. Rate administrative, supervisory, and planning functions on elements in italics.

CHECK ONE:

Administrative, supervisory, or planning function

All others

(1) Maintenance of equipment, tools, instruments, etc.
(2) Mechanical skill.
(3) Skill in the application of techniques and procedures.
(4) Preventability of work (appropriateness of assignment and appearance of work).
(5) Attention to the progress of assignments.
(6) Attention to pertinent detail.
(7) Accuracy of operations.
(8) Accuracy of final results.
(9) Accuracy of judgments or decisions.
(10) Effectiveness in preventing errors or mistakes.
(11) Industry.
(12) Rate of progress on completion of assignments.
(13) Amount of acceptable work produced. (Is work based on production record? Yes or no)
(14) Ability to organize his work.
(15) Effectiveness in meeting and dealing with difficulties.
(16) Overall effectiveness as an Intelligence Officer.
(17) Initiative.
(18) Resourcefulness.
(19) Dependability.
(20) Physical fitness for the work.

STATE ANY OTHER ELEMENTS CONSIDERED

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.

Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.

Check marks or better on a majority of underlined elements, and all work performance overcompensated by outstanding performance.

Minus marks on at least half of the underlined elements.

RATED BY

Reviewed by

Rating approved by efficiency rating committee 20 Sept 1950

Report to employees 20 Sept 1950

(Handwritten notes at bottom)

Excellent

Reviewing official, Excellent

Very Good

Fair

Inadequate

Title

Title
5. If courses of instruction were completed during period of this report, list title, location of school, length of course and date completed.

6. Have there been any changes in personal status since original employment or last report - whichever is later?

7. Period covered by this report

7.a. Date from

7.b. Date to

7.c. Occasion for report

7.d. Annual reassessment of employee

7.e. Proposed reassignment of employee

8. Is this employee qualified to perform all present duties? □ Yes □ No

9. For each factor observed check the appropriate box to indicate how the employee compares with all others of the same classification whom not "further satisfied" be pleased particularly, if not. Do not hesitate to mark "not observed" on any quality when appropriate.

10. Indicate your attitude toward having this employee under your command or supervision. Would you definitely have him? □ Yes □ No

11. Enter here any desired remarks pertaining to particular qualifications or lack thereof which are considered pertinent to the evaluation of this employee. Outstanding assets and/or serious limitations should be stated also reasons for and recommendations as to realignment will be given if appropriate to this report.

Confidential

[Signature]
Case officer and staff work. Responsibility, under the Operations Officer, for action against

28 January 1952

Base Chief or Ops chief.

In the ten months Subj has been under my supervision he has shown an outat

29 January 1952

CONFIDENTIAL

Dated: 29 Jan, 1952.
## REPORT OF EFFICIENCY RATING

As of: 20 Sept 1950 – based on performance during period from 20 Mar 1950 to 20 Sept 1950

**Intelligence Officer** GD 130-13

### Checklist

1. Study the instructions in the Rating Officer's Guide, C.R.C. Form No. 3605A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
4. Do not rate on elements in italics except for positions in administrative, supervisory, or planning positions.
5. Rate administrative, supervisory, and planning functions on elements in italics.
6. Check one:
   - Administrative
   - Supervisory
   - Planning
   - All others

### Elements to be rated

<table>
<thead>
<tr>
<th>V</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>1</td>
<td>(1) Maintenance of equipment, tools, instruments.</td>
</tr>
<tr>
<td>V</td>
<td>2</td>
<td>(2) Mechanical skill.</td>
</tr>
<tr>
<td>V</td>
<td>3</td>
<td>(3) Skill in the application of techniques and procedures.</td>
</tr>
<tr>
<td>V</td>
<td>4</td>
<td>(4) Presentability of work (appropriateness of arrangement and appearance of work).</td>
</tr>
<tr>
<td>V</td>
<td>5</td>
<td>(5) Attention to brand of work.</td>
</tr>
<tr>
<td>-</td>
<td>6</td>
<td>(6) Accuracy of detail.</td>
</tr>
<tr>
<td>-</td>
<td>7</td>
<td>(7) Accuracy of final result.</td>
</tr>
<tr>
<td>-</td>
<td>8</td>
<td>(8) Accuracy of judgments or decisions.</td>
</tr>
<tr>
<td>-</td>
<td>9</td>
<td>(9) Effectiveness in presenting ideas or facts.</td>
</tr>
<tr>
<td>V</td>
<td>10</td>
<td>(10) Industry.</td>
</tr>
<tr>
<td>-</td>
<td>11</td>
<td>(11) Rate of progress or completion of assignments.</td>
</tr>
<tr>
<td>-</td>
<td>12</td>
<td>(12) Amount of acceptable work produced. (12 mark based on production records? )</td>
</tr>
<tr>
<td>V</td>
<td>13</td>
<td>(13) Ability to organize his work.</td>
</tr>
<tr>
<td>V</td>
<td>14</td>
<td>(14) Effectiveness in meeting and dealing with others.</td>
</tr>
<tr>
<td>-</td>
<td>16</td>
<td>(16) Initiative.</td>
</tr>
<tr>
<td>-</td>
<td>17</td>
<td>(17) Dependability.</td>
</tr>
<tr>
<td>-</td>
<td>18</td>
<td>(18) Physical fitness for the work.</td>
</tr>
</tbody>
</table>

### Standard

| Plus marks on all non-italicized elements, and check marks or better on all other elements rated. |
| Check marks on all elements rated, and plus marks on at least half of the non-italicized elements. |
| Check marks or better on a majority of non-italicized elements, and all work performance overcompensated by outstanding performance. |
| Check marks or better on a majority of non-italicized elements, and all work performance not overcompensated by outstanding performance. |
| Minus marks on at least half of the non-italicized elements. |

### Rating

<table>
<thead>
<tr>
<th>V</th>
<th>28 Sept 1950</th>
<th>Excellent</th>
</tr>
</thead>
</table>

Rating approved by efficiency rating committee

Report to employee

---

*(Date)*
3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED.

<table>
<thead>
<tr>
<th>A. POETRY</th>
<th>B. SPEAKING</th>
<th>C. UNDERSTANDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>MONTH</td>
<td>DATES</td>
</tr>
</tbody>
</table>

4. PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT (IF IN US-TO-STATE) TYPE OF DUTY LOCATION

5. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT—WHICHEVER IS LATER.

<table>
<thead>
<tr>
<th>MARITAL STATUS</th>
<th>NUMBER OF DEPENDENTS</th>
<th>EMERGENCY ADDRESS</th>
<th>LEGAL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

6. IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HEREIN. IN THE CASE OF MARITAL STATUS, THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

7. PERIOD COVERED BY THIS REPORT

<table>
<thead>
<tr>
<th>DATE</th>
<th>REPORTING OFFICES</th>
<th>COVERING INITIAL 90 DAYS OF EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? IF SO, WHAT DUTY OR DUTIES SHOULD BE PERFORMED AT MEDIUM SIZE OFFICE?

9. DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 7? IF SO, PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED OR PROFESSIONAL IMPROVEMENT FOR PROMOTION?

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DEFINITELY PREFER NOT TO BE SATISFIED PREFERRED PARTICULARLY TO HAVE HIM TO HAVE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.

This employee has consistently demonstrated a lack of leadership, has little initiative, has not taken a position in any activity. His performance in all phases of work is below average. He is totally unsuited for this position and should be removed. His intelligence and capacity are low. It is believed to be in the best interest of the organization to remove him.

(Signature of Reviewing Officer)

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON.

CONFIDENTIAL
5. IF COURSE OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED.

Name

6. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS (IF IN US-RO-AAARGAAL)

Chief of Station

7. PERIOD COVERED BY THIS REPORT

1 June 47 to 20 April 48

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU

Record corresponds with his previous achievements in the same class of work. He is an exceptionally steady, industrious, and conscientious officer. He obtains results and has proved his ability to handle all aspects of the job assigned.

8 April 48

Under no circumstances is this report to be shown to the employee reported on.

CONFIDENTIAL
A. The reporting officer is given at the employee's immediate superior, in other words to the person who is primarily best acquainted with the employee's working efficiency, whether depending upon circumstances, the chief of station may select to inspect the immediate supervisor with this responsibility, in the event the chief of station shall change or modify the rating of the reporting officer when such changes or modifications are brought for the chief of station is ultimately responsible for the accuracy of facts and statements as in view of the status and efficiency report. In many cases, especially in small units, the chief of station may wish to fill out all the reports himself.

B. In addition to the annual report, the following special reports, utilizing the same form, will be rendered:

1. Upon completion of first ninety (90) days of service at a station.
2. Upon relief or reassignment of a rating or senior.
3. Upon determination or recommendation that an employee in a field station should be reassigned to another station or returned to U.S. for reassignment or other disposition, such report will be forwarded to go to reach the Washington headquarters at the earliest possible date. After such reassignment determination is made, if possible, the report should be sent in at least three weeks prior to proposed reassignment in order that all time possible may be devoted to appraisal and evaluation. If consideration of reassignment is being given without employee's knowledge, the request of career vacant shall not be made in as far as possible by the rating officer without referral to employee.

C. In fairness to the individual being rated and in the interest of the government, the importance of carefully prepared and accurate efficiency reports cannot be overstressed. The following basic principles of rating should always be kept in mind:

1. Always base your judgment on:
   a) What you have observed the individual do or fail to do.
   b) What you know from others.

2. Biased opinions based on personal likes and dislikes must be scrupulously avoided. It should be borne in mind that the preparation of efficiency reports is an important function of all supervisors of employees, and the accurate and true evaluations expressed therein are a direct reflection upon his own ability and qualification for the position he holds.

D. No reports will be rendered covering periods of less than 60 days observed service.

E. Reports will never be shown to the employees reported on.

DISPOSITION OF REPORTS

1. Reports will be forwarded to the appropriate branch chief in Washington headquarters within ten (10) days after the close of the reporting period.
2. If the reporting officer is the chief of station, reports will be forwarded by him to the appropriate branch chief in Washington headquarters.
3. If the reporting officer is not the chief of station, the report will be referred to the next in command for review and finally to the chief of station for forwarding to Washington headquarters.
4. Upon receipt of report in Washington headquarters, they will be reviewed by the branch chiefs promptly and then referred to the assistant executive for personnel for retention in the personnel file of the employee.

A. If a change of personal status is reported under section 6, one copy of such report will be detached and sent to the security office.

Any desired remarks of reviewing officers and/or chief of station relations, however, he has scored great success and was the subject of a special commendatory letter written by the new Ambassador, Honorable Walter Donnelly, to the Department of State. His report writing is precise and clear but tends to be inclusive of too much detail. In this respect it is felt that he is following the practice of his previous employment with the FBI and that his training in the methods of our own organization was insufficient inasmuch as he departed from his post before full completion of the training course. A temporary assignment in Washington would be profitable to him in order to get the spirit and methods of revised intelligence operations and reporting.

He is a Chief of Station which this Branch particularly desires; and if he wishes to remain at his present post on termination of his contract, it is recommended that he be reassigned inasmuch as he has developed a keen personal interest and corresponding knowledge of this very important area.
Statement re Change in Number of Dependents:

I hereby certify that on 18 July, 1947, there was born to me and my wife a son, the name of whom has been previously furnished to Washington.
CHIEF OF STATISTICS

3. If courses of instruction were completed during period of this report, list title, location of school, length of course and date completed.

<table>
<thead>
<tr>
<th>Subject Line</th>
<th>Reading Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Yes</td>
</tr>
<tr>
<td>Speaking</td>
<td>Yes</td>
</tr>
<tr>
<td>Writing</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. My preference for next duty after termination of current assignment is: (List the States in order of preference)

<table>
<thead>
<tr>
<th>Type of Duty</th>
<th>Preferable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Yes</td>
</tr>
</tbody>
</table>

6. Have there been any changes in personal status since original employment or last report—whichever is later?

<table>
<thead>
<tr>
<th>Marital Status</th>
<th>Number of Dependents</th>
<th>Emergency Address</th>
<th>Legal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

6. Have there been any changes in personal status since original employment or last report—whichever is later?

If the answer to any of the above is yes, attach a separate detailed report in duplicate hereon, in the case of marriage, the report will include names, addresses, and citizenship of spouse, father-in-law, mother-in-law, brothers-in-law and sisters-in-law.

June 1, 1947

Signature of Employee

7. Period covered by this report

<table>
<thead>
<tr>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/47</td>
<td>6/12/47</td>
</tr>
</tbody>
</table>

8. Is this employee qualified to perform all present duties? (Yes/No)

Yes

9. Is employee better qualified for other duties? (Yes/No)

Yes

The following is the recommendation of the reporting office:

The employee is recommended for promotion.

Signature of Reporting Officer

Confidential

Under no circumstances is this report to be shown to the employee reported on.
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.

2. FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):
   NAME (last) (first) (middle) | DATE OF BIRTH (month, day, year) | SOCIAL SECURITY NUMBER

   HAVE YOU EVER BEFORE FILED AN "ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE"? YES NO
   IF "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one. (See Instructions for Employees on page 4)

3. MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):
   Mark here if you WANT BOTH optional and regular insurance
   (A) ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
   I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance.
   This optional insurance is in addition to my regular insurance.

   Mark here if you DO NOT WANT optional but do want regular insurance
   (B) DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
   I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

   Mark here if you WANT NEITHER regular nor optional insurance
   (C) WAIVER OF LIFE INSURANCE COVERAGE
   I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

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

   DATE: December 2, 1968

FOR EMPLOYING OFFICE USE ONLY

SIGNATURE

(official receiving date stamp)

OFFICE OF

DECEMBER 3, 1968

PERSONAL AFFAIRS

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176
APRIL 1968
FP7 Supplement 870-1
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):
   - DATE OF BIRTH (month, day, year)
   - SOCIAL SECURITY NUMBER
   - LOCATION (City, State, ZIP Code)

3. MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):
   - ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
     Mark here if you
     WANT BOTH
     optional and
     regular
     insurance
     (A)

   - DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
     Mark here if you
     DO NOT WANT
     OPTIONAL but
     do want
     regular
     insurance
     (B)

   - WAIVER OF LIFE INSURANCE COVERAGE
     Mark here if you
     WANT NEITHER
     regular nor
     optional
     insurance
     (C)

   - 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.

   - 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.

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

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

   SIGNATURE (do not print)

   DATE

   February 16, 1968

   SECRET

FOR EMPLOYING OFFICE USE ONLY

   OFFICE: 23-32-0980

   Feb 23, 1968

See Table of Effective Dates on back of Original

STANDARD FORM No. 176-T

JANUARY 1959

For use only until Apr 14, 1966.

176-106

ORIGINAL COPY—Retain in Official Personnel Folder
MEMORANDUM FOR: Secretary, Clandestine Services Career Service Board

SUBJECT: Promotion to GS-16 -

1. [Name] is our only candidate for promotion to GS-16. He supervises and performs important and complex counterintelligence duties which relate to the interests of the intelligence community.

2. [Name] is a superior counterintelligence officer whose experience dates back to his service with the FBI during which time he was stationed in South America for three years. Since entering on duty with CIG in [Month] 1947 he has been COS in [Office] and has been Chief, Special Investigation Group since February 1955.

James Angleton
Chief, Counter Intelligence Staff
MEMORANDUM FOR:  

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 1 July 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

Chairman, CIA Selection Board

Noted:  

Date: 3 FEB 1956
**STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE**

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>LOCATION</th>
<th>FROM</th>
<th>TO</th>
<th>TOTAL SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td></td>
<td>11/2/2012</td>
<td>11/2/2015</td>
<td>3 yrs</td>
</tr>
<tr>
<td>Federal Bureau of Investigation</td>
<td></td>
<td>10/1/2012</td>
<td>10/1/2017</td>
<td>5 yrs</td>
</tr>
</tbody>
</table>

**Total Civilian Service:** 8 yrs

**MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)**

<table>
<thead>
<tr>
<th>BRANCH OF SERVICE</th>
<th>FROM</th>
<th>TO</th>
<th>TOTAL SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Military Service:**

**CERTIFICATION**

I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.

[Signature]

DATE: 2/24/52

**NOTES:**

OK

V FOR PERSONNEL OFFICE USE ONLY

<table>
<thead>
<tr>
<th>TOTAL CREDITABLE SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAYS</td>
</tr>
<tr>
<td>25</td>
</tr>
</tbody>
</table>

This form may be continued on non-detachable reverse side.
Agreement

AGREEMENT made this 23rd day of November, 1961, effective the 5th day of December, 1961, by and between the United States of America (hereinafter referred to as the "Employer") represented by the Central Intelligence Agency, and ______________________ (hereinafter referred to as the "Employee").

RECITALS

A. The Government desires the services of the Employee for CIA under circumstances requiring the Employee to receive a Foreign Service Staff Corps designation from the Government and proposes to send the Employee overseas to __________________ for operations in the general area of _______________________.

B. The Employee desires as an employee of the Government to serve CIA abroad under the supervision and control of the Assistant Director for Special Operations, CIA, (ADSO) and is willing to accept a designation in the Foreign Service Staff Corps with the obligations thereof.

In consideration of the premises, the mutual covenants and promises herein contained, and for other good and valuable considerations, the parties hereto agree as follows:

ARTICLE I. Relationship of Employee to the Department of State. The Employee, in so far as possible, shall abide by all the rules, regulations, and customs of the Foreign Service of the United States which affect personnel of the Foreign Service Staff Corps in order to appear as a normal member of the Foreign Service establishment.

1. The Employee shall rigidly comply with the provisions of Title X, Part A of the Foreign Service Act of 1946, prohibiting officers and employees of the Foreign Service from:

(a) Wearing uniforms;
(b) Accepting presents from foreign governments;
(c) Engaging in business abroad;
(d) Correspondence on affairs of foreign governments;
(e) Political, racial, religious, or color discrim-
2. The Chief of the Foreign Service establishment and certain other key members of his staff will know about the Employee's status and relationship under the terms of the TOP SECRET agreement between the Department of State and CIA. Other personnel may discover that there are certain irregularities in travel orders, position numbers, pay accounts, and other internal administrative procedures of the Foreign Service. Nevertheless, the Employee shall not divulge his relationship to CIA except with the expressed approval of the ADSO. While serving abroad, he shall for normal administration be under the control of the Chief of the Foreign Service establishment to which he is attached, but for operations, including travel as specified below, he shall be under the control of CIA.

3. The travel of the Employee shall be governed as follows:

   (a) For temporary duty outside the continental limits of the United States within or beyond the Employee's stipulated area, he shall perform CIA operational travel as directed by the ADSO or his designee with the consent of the Chiefs of the Foreign Service establishment involved. TD travel customary and necessary in the performance of routine Foreign Service Staff functions may be performed without clearance from the ADSO.

   (b) For any travel to the United States, either temporary duty or permanent change of station, the Employee shall travel only at the direction of the ADSO after clearance has been arranged through the State Department in Washington.

   (c) All travel will be directed and performed in accordance with Foreign Service rules and regulations.

4. Although the Employee's Foreign Service Staff Corps title, location, appointment, Foreign Service class, and other pertinent information may be published in the Foreign Service list and other publications of the Department of State, such listings shall not affect his employment and the obligations and duties stipulated in this contract.

5. All payments to be made under this contract, including reimbursement for travel expenses, shall be made to the Employee by the Department of State except payments referred to in ARTICLE II, Section 4.
ARTICLE II. Relationship of Employee to CIA. Although for all intents and purposes it will appear as though the Employee is employed by the Department of State as indicated in ARTICLE I above, he shall in fact be employed by and under the operational control of CIA. In so far as possible, he will be expected to abide by the rules, regulations, customary practices, and courtesies of the Foreign Service, but his ultimate responsibility will be to CIA. In the event of any conflict of authority in the field between the Department of State and CIA, the matter shall be referred to the ADSO for resolution.

1. The line of authority for the Employee shall be as follows:

(a) Senior Representative of OSO at Foreign Service establishment.
(b) OSO Foreign Branch Chief in Washington.
(c) Chief of Operations, OSO.
(d) ADSO
(e) Director of CIA.

2. All travel shall be directed by the ADSO in accordance with ARTICLE I, Section 3. The Employee shall request appropriate Foreign Service clearance for travel through the Senior OSO Representative at the Foreign Service establishment, who shall be responsible for arranging such clearance.

3. It is understood and agreed that the Employee's overseas assignment is to be for a minimum period of two years from the date of his arrival at his overseas post of duty, unless terminated by the Government for its convenience. If the assignment is terminated in less than twenty-four months at the Employee's request, the following shall prevail:

(a) If the Employee resigns in less than twelve months from the date of his arrival at his overseas post of duty, he shall reimburse CIA for all travel expenses involved in the transportation of himself, his immediate family, household goods, and personal effects to the foreign station, and pay all such expenses for return to the United States. Such expenses for return to the United States and amounts expended by the Government on account of such travel and transportation shall be considered a debt due by the Employee to the United States.

(b) If the Employee desires to terminate between the twelfth and twenty-fourth month from the date of his arrival at his overseas post of duty, he shall pay all expenses for the travel and transportation of himself, his immediate family, household goods, and personal effects to the United States.
4. If deemed necessary by CIA, the Employee may be reimbursed or advanced funds for operational expenses. Such amounts must be advanced or reimbursement made in accordance with CIA regulations, which require a full accounting of the amounts expended by the Employee. Therefore, the Employee will be required to account fully for any such funds advanced or reimbursed in accordance with CIA regulations.

ARTICLE III. Overseas Allowances and Transportation Expenses. When specifically authorized by the ADSO, the expenses of travel and transportation of the Employee, his immediate family, household goods and effects, including personally owned automobile and other allowances, will be paid the Employee in accordance with the Foreign Service Act of 1946 and regulations issued thereunder by the Department of State. When authorized by the ADSO, the Employee shall be paid a quarters allowance, cost of living allowance, or special foreign living allowance in accordance with the Foreign Service Act of 1946 and regulations issued thereunder. The amount of quarters and cost of living allowances and the special foreign living allowance is set forth in Bureau of the Budget Circular A-8, which is amended periodically to reflect adjustments in price indexes. Therefore, such allowances will be subject to change, and the amounts paid will vary according to Budget Circular A-8.

ARTICLE IV. Annual and Sick Leave. The Employee shall be permitted annual leave, sick leave, and leave of absence in accordance with Title IX, Part D of the Foreign Service Act of 1946. Under such Act, the Employee may be granted not to exceed sixty calendar days annual leave of absence with pay in each year. Annual leave which the Employee may receive and which is not used in any one year shall be accumulated for succeeding years until it totals 180 days. Sick leave with pay may be granted to the Employee at the rate of fifteen calendar days each calendar year and may be accumulated for succeeding years until it totals 120 days.

1. If the Employee is transferred from another Government Agency to this position, any annual or sick leave standing to his credit in such Agency, may be transferred, if appropriate, in accordance with E. O. 9837, 27 March 1947, issued pursuant to Section 935 of the Foreign Service Act of 1946.

ARTICLE V. Return to the United States. The Employee shall be ordered to the United States on leave of absence or permanent change of station upon completion of two years continuous service abroad or as soon as possible thereafter.
ARTICLE VI. Retirement. The Employee occupies a position within the purview of the Civil Service Retirement Act. Accordingly, deductions shall be made at the rate provided by law (presently 7%) from the Employee's basic salary and placed in the Civil Service Retirement Fund. The Employee may not avail himself of the provisions of the Foreign Service Retirement and Disability System, provided for in Title VIII of the Foreign Service Act of 1946.

ARTICLE VII. Medical Care and Hospitalization. In the event of illness or injury to the Employee requiring hospitalization not the result of vicious habits, intemperance, or misconduct on his part, and incurred in the line of duty while assigned abroad, the expenses of transportation to such hospital or clinic, or hospital or clinic may be paid by the Government in accordance with Title IX, Part E of the Foreign Service Act of 1946. Under appropriate regulations, a physical examination of the Employee will be made, together with necessary inoculations, or vaccinations, or the expense thereof will be paid to the Employee.

1. In the event of the death or disability of the Employee, the Employee or his dependents shall be afforded the benefits of the United States Employees' Compensation Act of 7 September 1916, as amended.

ARTICLE VIII. Equipment. The Employee may be furnished technical equipment and supplies to assist in the rendition of services hereunder, including an automobile where necessary. The Employee shall be responsible for such equipment and supplies issued to him by CIA in accordance with CIA Property Regulations. All such material shall remain the property of the Government regardless of any apparently conflicting ownership or the manner of registration.

ARTICLE IX. Salary. The Employee shall receive a basic salary of $6,800.00 (680-2) per year in accordance with Section 415 of the Foreign Service Act of 1946. In-class promotions shall be granted to the Employee in accordance with regulations established in the Department of State pursuant to Title VI, Part E, Section 642 of the Foreign Service Act of 1946. Other changes in status will be made only as specifically authorized by the ADSO.
ARTICLE X. Continuance of Pay and Allowances. If the Employee is determined by CIA to be absent in a status of "Missing", "Missing in Action", "Interned in a Neutral Country", "Captured by an Enemy", "Beleaguered", or "Besieged", he shall for the period he is determined to be in any such status be entitled to receive or to have credited to his account the same pay and allowances to which he was entitled at the beginning of such period of absence. Continuance of pay and allowances as specified above shall be as prescribed in the Missing Persons Act of 1942 (50 U.S.C.A. App 1001-1015, 7 March 1942).

ARTICLE XI. General. The Employee shall comply with the following provisions, and violation thereof by the Employee shall be deemed a breach of this contract.

1. In participating in the programs and activities of any private organization, the Employee shall make it clear that the Department of State has no official connection with such organization and that it does not sponsor or sanction the viewpoints which he may express. In general, his relations with private organizations shall be governed by applicable Foreign Service Regulations.

2. Neither the Employee nor the members of his family shall act as correspondents for American or foreign newspapers, press syndicates, or associations unless special authorization has been obtained in advance from the ADSO. He shall not write for publication any article or other manuscript on political or controversial subjects. Articles or manuscripts on nonpolitical or noncontroversial subjects shall be submitted to the ADSO for review and approval prior to their submission to a publisher.

3. Neither the Employee nor members of his family shall correspond privately on personnel or other official matters with members of Congress, or officers in the Department of State, CIA, or other Governmental agencies.

4. Members of the Employee's family shall not be employed in the same Foreign Service office except during grave emergencies or when special authorization has been obtained in advance of employment from both the Department of State and CIA.

5. Before contracting marriage with a person of foreign nationality, the Employee shall request and obtain permission from the appropriate officials in both the Department of State and CIA. Any such marriage with an alien without obtaining advance permission shall be deemed a breach of this contract and shall result in termination of service with the Government.
6. In the event the Employee desires to resign from the service overseas, he shall submit a written resignation addressed to the ADSO, who will take appropriate steps to clear the matter with the Department of State.

ARTICLE XII. Security. This contract contains information affecting the national defense of the United States within the meaning of the Espionage Act (50 U.S.C. 31 and 32, as amended). Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law. Violation of this ARTICLE or any security agreement signed by the Employee with the Government shall result in immediate disciplinary action, which may include suspension, separation from Government service, and may subject the Employee to criminal prosecution under the Espionage Act.

1. The termination of this contract will not release the Employee from the provisions of any security oaths which he may be required to take by CIA.

2. The Employee shall not publish, transmit, or divulge in any manner, information received by him as the result of his employment by the Government under this contract without specific written authority from the Director, CIA.

ARTICLE XIII. Orders and Directives. Orders and Directives received by the Employee from competent authority, including instructions received in briefing and training, shall be complied with by the Employee. No promises or commitments to the Employee of any nature whatsoever, beyond and in addition to the terms hereof, shall be binding on the Government unless and until such promise or commitment is reduced to writing and approved by an authorized official of CIA, and such writing placed with this contract thereby becoming an amendment hereto.

ARTICLE XIV. Amendments. The Government may at any time amend this contract and may terminate this contract upon thirty day prior notice to the Employee. If the Government proposes to amend this contract by reducing the salary provided for in ARTICLE IX (including class promotions, or other authorized increases, if any) and such reduction is unacceptable to the Employee, resignation by the Employee for such reason shall be considered as a termination of this contract for the convenience of the Government. Where the Employee is directed to proceed to a new post on a permanent change of station by the ADSO, this contract will be deemed to have been amended to the extent of such change.
ARTICLE XV. Special Provisions. The following special provisions shall apply to the Employee under this contract:

Part (a) of Section 3 of ARTICLE II shall not apply to employees who have served in a departmental position with CIG or who have served an overseas tour of duty with CIG, and in such case, part (b) of Section 3 of ARTICLE II shall be deemed intended to read as follows: "(b) If the Employee desires to terminate or return to the United States prior to the expiration of twenty-four months from the date of his arrival in his overseas post of duty, he shall pay all expenses for the travel and transportation of himself, his immediate family, household goods and personal effects to the United States."

ARTICLE IX does not apply. The employee shall receive an annual salary of $9600.00 (CS-14), and during the period of official duty overseas shall receive allowances based on such annual salary (including self-pension, subsequent increases) computed in accordance with applicable Foreign Service regulations. Initially, the sum of $991.00 per annum (CS-5) (plus in-class or class promotions) directly by the Department of State. The difference between the authorized CIG salary and the salary paid by the Department of State, plus the difference, if any, between all allowances based on the authorized CIG salary and the allowances based on salary payments by the Department of State and paid by them, shall be paid to the employee in accordance with his written instructions.

A lump sum payment for annual leave is to be paid up to 2 December 1961. Sick leave is to be held in reserve until such time as subject reverts back to CS status, at which time, accrued sick leave will be credited.

In the event any of the provisions in this Article are inconsistent with the provisions of any other Article in this contract, the provisions of this Article XV shall govern and be determinative of the rights and obligations under this contract.

UNITED STATES OF AMERICA

WITNESS

[Signature]

Chief, Technical Division

APPROVED:

Chief of Operations

Assistant Director for Special Operations
MEMORANDUM FOR:  ASSISTANT DIRECTOR FOR OPERATIONS
ASSISTANT DEPUTY, INTELLIGENCE & SECURITY

SUBJECT:  Appreciation for Work of CIA Personnel

1. It is a pleasure to forward the attached memorandum from Major General Ralph J. Canine, Director, Armed Forces Security Agency.

2. Please express my personal appreciation to each of the individuals mentioned therein for their excellent cooperation in connection with this operation.

/s/

WALTER B. SMITH
Director

Enclosure -
Memo dtd 12 Oct 51

COPY
DEPARTMENT OF DEFENSE
Armed Forces Security Agency
Washington 25, D. C.

In reply refer to
Serial: 1691
12 October 1951

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Appreciation of Work of CIA Personnel

1. Between 1 August and 15 August 1951, in support of a special Armed Forces Security Agency operation, executed their assigned duties in an efficient and admirable manner. They consistently demonstrated initiative, interest, and a spirit of cooperation which assured the success of this operation.

2. I am gratified by this further demonstration of support of the Armed Forces Security Agency by the Central Intelligence Agency and I should be grateful if you would express to these gentlemen my appreciation of a job well done.

/s/

RALPH J. CANINE
Major General, US Army
Director, Armed Forces Security Agency

COPY
APPOINTMENT AFFIDAVITS

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

CIA

(Office of agency) (Bureau or division) (Place of employment)

I, ____________________________, 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.

October 2, 1951

(Date of entrance on duty)

Subscribed and sworn before me this 2.________ day of October__________, A. D. 1951.

At. ____________________________, D. C.

[Seal]

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.
**DECLARATION OF APPOINTEE**

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impeccation is a

| NAME | POST OFFICE ADDRESS | CITY | STATE | ZIP | RELATION | SPOUSE'S NAME | SPOUSE'S ADDRESS | SPOUSE'S CITY | SPOUSE'S STATE | SPOUSE'S ZIP | SPOUSE'S RELATION |
|------|---------------------|------|-------|-----|----------|--------------|----------------|---------------|----------------|--------------|-------------|------------------|
|      |                     |      |       |     |          |              |                |               |                |              |             |                  |

**INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN.

1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?
   - [ ] YES
   - [X] NO

2. ARE YOU AN OFFICIAL EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?
   - [X] YES
   - [ ] NO

IF YOUR ANSWER IS "YES", GIVE DETAILS IN ITEM 10.

3. DO YOU RECEIVING ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA IN EXCESS OF $5,000 OR ANY DEPENDENT'S ALLOWANCE OR ANY PENSION OR RETIREMENT PAYMENT PURSUANT TO ANY LAW OR TREATY OF THE UNITED STATES?
   - [X] YES
   - [ ] NO

IF YOUR ANSWER IS "YES", GIVE DETAILS IN ITEM 10.

4. HAVE YOU BEEN DISQUALIFIED OR DISQUALIFIED EMPLOYMENT FOR MISCONDUCT OR UNLAWFUL ACTIVITY WHILE IN ANY POSITION?
   - [X] YES
   - [ ] NO

IF YOUR ANSWER IS "YES", GIVE IN ITEM 10 THE NAME AND ADDRESS OF EMPLOYER, DATE AND REASONS IN EACH CASE.

5. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS) OR JUDGED DISQUALIFIED OR DISQUALIFIED EMPLOYMENT SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT?
   - [X] YES
   - [ ] NO

IF YOUR ANSWER IS "YES", GIVE IN EACH CASE: (1) THE DATE, (2) THE NATURE OF THE CHARGE OR VIOLATION, (3) THE NAME AND ADDRESS OF THE COURT, (4) THE PENALTY IMPOSED, IF ANY, OR OTHER DISPOSITION OF THE CASE.

**INSTRUCTIONS TO APPOINTING OFFICER**

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this applicant is not disqualified.

(1) Character - The appointing officer is responsible for ensuring the character of the applicant as defined in the Civil Service Act and its regulations. The applicant shall be required to furnish a statement of character and provide such other evidence as may be required by the appointing authority.

(2) Age - If the applicant is under 18 years of age, the appointment shall not be made without the approval of the appointing authority.

(3) Physical Condition - The appointing officer shall determine that the applicant is in good physical condition to perform the duties of the position.

(4) Education - The appointing officer shall determine that the applicant has the necessary education and training to perform the duties of the position.

(5) Citizenship - The applicant must be a citizen of the United States or a national of the United States.

(6) Personal History - The appointing officer shall determine that the applicant has no criminal record.

The appointing officer may be referred to the personnel officer of the federal agency or department for assistance.
APPOINTMENT AFFIDAVITS
INFORMATION FOR APPOINTEE

NOTE.—Before he can be appointed, an appointee for a Federal position must meet certain requirements over and above the requirement that he be able to do the work he is employed to do. On the attached form you are to swear (or affirm) that you meet these requirements. In addition, there are certain restrictions upon the use and consumption of alcoholic beverages by Federal employees. You are set forth herein and are to be observed. You should familiarize yourself with these restrictions and be guided by them. Detach this portion of the form and retain it for your information and guidance.

I. INFORMATION ABOUT APPOINTMENTS

Persons selected from competitive registers will receive either a probationary or permanent appointment.

For persons receiving a permanent appointment, the first year of service is a probationary period unless a shorter period is fixed for the position by the Civil Service Commission. Satisfactory completion of probation is required for absolute appointments.

The completion of probation is required when a person who is reinstated or transferred has not previously completed a probationary period.

Persons receiving permanent appointments are included under the Civil Service Retirement Act.

Exempt appointments are subject to the discretion of the employing agency.

II. MEMBERS-OF-FAMILY RESTRICTION

Except for persons entitled to veteran preference, no person may be permanently appointed to a position in the competitive service if there are two or more members of his family already serving in the competitive service under probationary or permanent appointments. A family is defined by the Attorney General as persons who live under the same roof and have the head of the family and half of his estate. When they branch out and become heads of new establishments, they cease to be part of the old family.

Members do not establish another family merely by living at an address different from that of their parents. An appointment is illegal if the appointee is disqualified by the members-of-family restriction.

III. APPOINTMENTS ARE SUBJECT TO INVESTIGATION

All competitive appointments, reappointments, reinstatements, conversions to competitive appointments, inter-agency transfers, and certain temporary appointments are “subject to investigation” for an 18-month period. During this period, the Civil Service Commission has authority to instruct an agency to separate an employee for any of the reasons given below except that the Commission’s authority is not limited to the 18-month period as described under Items 4, 5, and 8 below.

The condition “is subject to investigation” expires automatically at the end of 18 months of service unless an appeal on loyalty matters is pending. However, an employing agency may remove an employee for any of the reasons given below at any time.

Any one of the following reasons constitutes sufficient cause for the removal of an employee from the service:

1. Conduct or capacity of such a nature that will prejudice the efficiency of the service.

2. Physical or mental unfitness for the position he holds.

3. Cruelty, inhumanity, dishonesty, immorality, or notorious disgraceful conduct.

4. Duplicity or false statements or omissions in examination or appointment.

5. Refusal to submit to the rules of the Civil Service Commission or its authorized representatives in regard to matters required of service under the Civil Service Act, Rules, and Regulations.

6. Habitual use of intoxicating beverages in excess.

7. Any illegal or other disqualification which makes the applicant unfit for Federal employment.

IV. SUBVERSIVE ACTIVITY AND AFFILIATION

Section 9A of Public Law 511, 76th Congress, approved August 2, 1959, as also known as the “ Hatch Act,” provides:

“1. It shall be unlawful for any person employed in any capacity by any agency of the Federal Government whose compensation, or any part thereof, is paid from funds authorized or appropriated by any act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

“2. Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any act of Congress for such position or office shall be used to pay the compensation of such person.”

Executive Order 9433 of Mar. 21, 1947, provides:

“1. The standard for the refusal of employment, or the removal from employment in an executive department or agency on grounds relating to loyalty shall be that, on all the evidence, reasonable grounds exist for belief that the person involved is disloyal to the Government of the United States.

“2. Activities and associations of an appointee or employee which may be considered in connection with the determination of disloyalty may include one or more of the following:

4. Sabotage, espionage, or attempts or preparations therefor, or knowingly associating with such saboteurs;

5. Treason or sedition or advocacy thereof;

6. Advocacy of revolution or force or violence to alter the constitutional form of government of the United States;

7. Intentional, unauthorized disclosure to any person, under circumstances which may indicate disloyalty to the United States, of documents or information of a confidential or classified character obtained by the person making the disclosure as a result of his employment by the Government of the United States;

8. Performing or attempting to perform his duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States;

9. Membership in, affiliation with, or sympathy with, any foreign, national, or domestic organization, association, movement, group, or combination of persons, disloyal to the United States or the Constitution of the United States, or any action tending to further the interests of such foreign, national, or domestic organization, association, movement, group, or combination of persons, disloyal to the United States or the Constitution of the United States; or as tending to alter the form of government of the United States by unconstitutional means.”

The appointing officer will make available to you the list of organizations prescribed by the Attorney General upon your request.

Various appointment acts contain provisions prohibiting the use of appropriated funds to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. These acts provide that an affidavit shall be considered prima facie evidence that the person making the affidavit does not advocate, and is not a member of the organization that advocates, the overthrow of the Government of the United States by force or violence. These acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and accepts
employ the salary or wages for which any person who engages in a strike against the Government or is a member of an organization of Government employees that asserts the right to strike against the Government. Employment of any person who engages in a strike against the Government, or who is a member of an organization of Government employees who asserts the right to strike against the Government, or who accepts employment shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than 3 years, or both, and that the penalty shall be in addition to, and not in substitution for, any other provisions of law.

The affidavit referred to above is one of those to which you are required to swear (or affirm) pertains to this provision against striking against the Government.

VII. POLITICAL ACTIVITY

The terms of the act of August 2, 1926 ("Basket Act"), as amended, prohibit officers and employees in the executive branch of the Federal Government from officially or unofficially, for the purpose of interfering with an election or affecting the result thereof. Further, such officers and employees are prohibited from any active part in political management or in political campaigns. These prohibitions apply not only to permanent employees, but also to temporary employees on leave of absence with or without compensation, and substitute employees during the period of active employment. Political activity identified with and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than 3 years, or both, and that the penalty shall be in addition to, and not in substitution for, any other provisions of law.

VIII. OFFENSES WHICH ARE PUNISHABLE BY FINE OR IMPRISONMENT

Certain other statutes prohibit Federal officers and employees from accepting political contributions, from engaging in various activities under penalty of fine or imprisonment, or both. The activities prohibited by such statutes relate to such matters as political contributions, political corruption and discrimination, and purchase and sale of offices. The text of these statutes is set forth in Civil Service Commission Form 1236.

VIII. OFFENSES WHICH ARE PUNISHABLE BY FINE OR IMPRISONMENT

Certain other statutes prohibit Federal officers and employees from engaging in various activities under penalty of fine or imprisonment, or both. The activities prohibited by such statutes relate to such matters as political contributions, political corruption and discrimination, and purchase and sale of offices. The text of these statutes is set forth in Civil Service Commission Form 1236.

Some of the activities prohibited under penalty of fine or imprisonment, or both, are as follows:

1. Solicitation or receipt of political contributions by any person involved in the Government.

2. Solicitation or receipt of political contributions by any person involved in the Government.

3. Solicitation or receipt of political contributions by any person involved in the Government.

4. Solicitation or receipt of political contributions by any person involved in the Government.

5. Solicitation or receipt of political contributions by any person involved in the Government.

6. Solicitation or receipt of political contributions by any person involved in the Government.

7. Solicitation or receipt of political contributions by any person involved in the Government.

8. Solicitation or receipt of political contributions by any person involved in the Government.

9. Solicitation or receipt of political contributions by any person involved in the Government.

10. Solicitation or receipt of political contributions by any person involved in the Government.

XI. PROHIBITION AGAINST DISCRIMINATION

Appointing officers are required by the Civil Service Rules to act on all personnel matters "equal on the basis of merit and fitness and without regard to political or religious affiliations, marital status, or race."

XII. INSTRUCTION OF APPLICANTS

Officers and employees of the Government are prohibited from instructing or teaching with a view to the special preparation of any person for civil service examinations.
APPOINTMENT AFFIDAVITS

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

[Department or agency] [Bureau or division] [Place of employment]

I, .................................................., 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 contained in my Application for Federal Employment, Form No. 57, dated ....................., filed with the above-named department or agency, which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

Subscribed and sworn before me this 20th day of March, A. D. 1950,

at................................................., D. C.

[Seal]

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown. 19-0402-1
DECLARATION OF APPOINTEE

This form is to be completed by the appointee before the appointment is made. It is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given in the corresponding questions on your application form. If no answer is different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. False statements is a criminal offense and will be prosecuted accordingly.

| NAME | POST OFFICE ADDRESS (Give street number, if any) | POSITION OR TITLE | DEPARTMENT OR MUNICIPAL | RELATIONSHIP | MARITAL | SPACE FOR ADDITIONAL ANSWERS
|------|--------------------------------------------------|------------------|--------------------------|-------------|--------|--------------------------
| John Doe | 123 Main St, Anytown, USA | Administrative Assistant | Department of Education | Son | Single |

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

1. ARE YOU A CITIZEN OF THE UNITED STATES? [ ] YES [ ] NO

2. DO YOU RECEIVE ANY 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? [ ] YES [ ] NO

3. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR ANNUAL CONDITION OF DUTY? [ ] YES [ ] NO

4. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR ACTIVE CONDITION OF DUTY? [ ] YES [ ] NO

5. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR RESERVE CONDITION OF DUTY? [ ] YES [ ] NO

6. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR OTHER SERVICE? [ ] YES [ ] NO

7. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR OTHER SERVICE? [ ] YES [ ] NO

8. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR OTHER SERVICE? [ ] YES [ ] NO

9. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR OTHER SERVICE? [ ] YES [ ] NO

10. HAVE YOU EVER BEEN DISCHARGED, DISEMBARKED, OR DISCHARGED FROM THE MILITARY DUE TO DISABILITY OR DISABILITY CONFLICTING WITH THE PERFORMANCE OF DUTIES IN YOUR OTHER SERVICE? [ ] YES [ ] NO

INSTRUCTIONS TO APPOINTEE

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that the appointee will be responsible with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment. This form shall be used for filling office, personnel, suitability in connection with any record of discharge or service, and particularly for the following:

1. Identity of appointee. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. The signature may also be questioned on personal history forms. This appointment may not be consummated when the appointee is not the same person as the applicant for appointment. Until such determination is made, the appointment may not be consummated.

2. Age. If definite age limits have been established for the position, it should be determined that and under the age range for appointment. If such determination is made, the appointment may not be consummated.

3. Citizenship. The appointing officer is responsible for observing the citizenship requirements of the Civil Service Act and its regulations. Persons of foreign birth and those who are naturalized citizens shall be considered as citizens of the United States. The appointing officer should be informed of the applicant's citizenship status as soon as possible after the appointment is made. An appointment should not be consummated until the applicant has been informed of his citizenship status.

4. Members of Family. Section 5 of the Civil Service Act provides that whenever there are already two or more members of a family serving in the competitive service, no other member of such family is eligible for employment in the competitive service. The application of persons married to, or the issue of, an employee who is not eligible for employment is not subject to this requirement. The members of family provision does not apply to temporary appointments. The authority to fill a position may be transferred to the appropriate office of the Civil Service Commission for decision.

[Signature]
### Application for Employment in the Foreign Service of the United States

**Instructions:** Answer all questions, they may be typed or printed. All questions must be answered fully. If sufficient space has not been provided for your answer to any question, complete your answer under item 87. Forward in duplicate.

<table>
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<tr>
<th>Field of Application</th>
<th>Social Security Number</th>
<th>Position Applied For</th>
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1. Name (Last) (First) (Middle) (Maiden, if any) 7. Have you ever been known by

88. If born outside U.S. how was citizenship acquired

- [ ] Male  
- [ ] Female


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<th>6 FT. 1 IN.</th>
<th>165 LBS.</th>
<th>Single</th>
<th>Married</th>
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13. What is the lowest base salary, exclusive of allowances you will accept $  

14. What restrictions are there if any on your immediate availability for duty in any part of the world?

15. Which dependent would you wish to accompany you abroad?

- [ ] Occupation

- [ ] Lawyer

- [ ] Father ever obtain

- [ ] No

- [ ] Occupation if any

- [ ] Housewife

- [ ] Mother ever obtain

- [ ] No


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<tr>
<th>Yes</th>
<th>No</th>
<th>W.P.M.</th>
<th>Yes</th>
<th>No</th>
<th>W.P.M.</th>
<th>Yes</th>
<th>No</th>
<th>W.P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

20e.
24. HAVE YOU EVER HELD A POSITION UNDER A FOREIGN GOVERNMENT (Including service in the Armed Forces of a Foreign Power)?
YES [ ] NO [ ]

25. OUTLINE YOUR TRAVELS OR RESIDENCE ABROAD GIVING DATES, PURPOSE, AND PLACES. (If not while in the Armed Forces, sign number, date, and place of issuance of American passport.)

26. FOREIGN LANGUAGES (Mark and indicate the extent of your competence, i.e., Excellent, Good, Fair):

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
<th>Understand</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Spanish</td>
<td>[ ] good</td>
<td>[ ] good</td>
<td>[ ] good</td>
<td>[ ] good</td>
</tr>
</tbody>
</table>

27. EDUCATION

A. GRADE SCHOOL — CIRCLE HIGHEST GRADE COMPLETED

1. Name and address of school:

   Bainbridge High School
   Bainbridge, Ga.

   University of Georgia
   Athens, Ga.

   University of Georgia Law School
   Athens, Ga.

2. Dates of attendance:

   Bainbridge High School: 1926-1931
   University of Georgia: 1931-1935
   University of Georgia Law School: 1935-1937

3. Degrees and grades:

   Bainbridge High School: Diploma, 21 Units
   University of Georgia: A.B. in Political Science
   University of Georgia Law School: LL.B. in Law

28. EMPLOYMENT

INSTRUCTIONS. (In the space provided below describe every position which you have held since you first began to work. Start with present position and work back to the first position which you held. Account for all periods of unemployment and state reasons of any unemployment indicated.) Use continuation sheet if more space is required.

Present Position

EXACT TITLE OF YOUR PRESENT POSITION
Legal Liaison Officer

SALARY OR EARNINGS
$7000 PER YR.

STARTINGS:
$6000 PER YR.

DESCRIPTIVE OF YOUR WORK
Handling legal matters

Name of employer:
Central Intelligence Agency

Address:
2324 23rd St., N.W.

Number and Title of Office:
Central Intelligence Agency

Number of years and months supervised by you:
[ ]

Reasons for resignation:
[ ]

Type of employment:
Full-time clerical

Reason for present employment:
[ ]

If currently employed, explain approach present employer:
[ ]

If not employed, explain:
[ ]

Duties to return to foreign service:
[ ]
**Form 1099-1**

**Name and Address of Employer**

**Dept. of State**

**Number and kind of employees supervised by you**

7 officers and 1 legal clerical

**Name and Title of immedicate supervisor**

Ambassador George Measamsmith

**Reason for leaving**

To return to the Dept. of Justice

**Exact title of your position**

Attorney

**Salary or earnings**

Starting $4,600 per yr.

Final $5,600 per yr.

**Description of your work**

Gathering and reporting; handling; cases involving the proclamation list of blocked nationals and trailing with the enemy.

**Date of employment (month, year)**

From Sept. 1942 to Jan. 1945

**Place of employment (city, state)**

Washington, D.C.

**Name and address of employer**

Dept. of Justice

**Number and kind of employees supervised by you**

3 officers and 2 clerical

**Name and title of immedicate supervisor**

Attorney General Harlan C. Cars

**Reason for leaving**

To enter foreign service.

**Date of employment (month, year)**

From July 1938 to June 1938

**Place of employment (city, state)**

Bainbridge, Ga.

**Name and address of employer**

Self

**Number and kind of employees supervised by you**

1 clerical

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; and supervising the handling of many and various types of Federal laws.

**Date of employment (month, year)**

From: To:

**Place of employment (city, state)**

**Name and address of employer**

**Number of employees supervised by you**

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.

**Date of employment (month, year)**

From: To:

**Place of employment (city, state)**

**Name and address of employer**

**Number of employees supervised by you**

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.

**Date of employment (month, year)**

From: To:

**Place of employment (city, state)**

**Name and address of employer**

**Number of employees supervised by you**

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.

**Date of employment (month, year)**

From: To:

**Place of employment (city, state)**

**Name and address of employer**

**Number of employees supervised by you**

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.

**Date of employment (month, year)**

From: To:

**Place of employment (city, state)**

**Name and address of employer**

**Number of employees supervised by you**

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.

**Date of employment (month, year)**

From: To:

**Place of employment (city, state)**

**Name and address of employer**

**Number of employees supervised by you**

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.

**Date of employment (month, year)**

From: To:

**Place of employment (city, state)**

**Name and address of employer**

**Number of employees supervised by you**

**Name and Title of immediate supervisor**

**Reason for leaving**

To join Dept. of Justice

**Exact title of your position**

Attorney-at-law

**Salary or earnings**

Starting $6,000 per yr.

Final $6,600 per yr.

**Description of your work**

Handling; cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.
### Part 1: Description of Work
- **Position:** Attorney-at-law
- **Salary:** Starting $5000, Final $5000
- **Description:** Engaging in general practice of law, handling cases involving contracts, torts, wills, administration of estates, abstracts of titles and criminal trials.

### Part 2: Previous Employment
- **Position:** Attorney
- **Salary:** Starting $6000, Final $6000
- **Description:** Supervising and handling cases involving various types of violations of Federal law.

### Part 3: Other Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Name and Address of Employer</th>
<th>Starting Salary</th>
<th>Final Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part 4: Additional Information
- Have you ever been discharged from active duty or unemployment service from any position?
  - **Response:** Yes
- Have you ever been convicted of a crime, or are you currently awaiting trial?
  - **Response:** No
- Have you ever been involuntarily discharged from the Armed Forces?
  - **Response:** No

### Part 5: Medical History
- Have you ever been treated by a psychologist?
  - **Response:** No
- Have you ever been treated for a mental or emotional condition?
  - **Response:** No
- Have you ever been treated for any physical or emotional condition?
  - **Response:** No
- Have you ever been treated for any physical or emotional condition?
  - **Response:** No

### Part 6: Personal Information
- Date of Birth: June 1916
- Place of Birth: Bainbridge, Ga.
- Race: White
- Sex: Male
- Marital Status: Single
- Children: None
- Education: Law School
- Professional Experience:
  - 2 years as an Attorney
  - 3 years as a Legal Assistant

### Part 7: Affidavit
- Affirmation of Accuracy: Affirm
- Signature: [Signature]

### Part 8: Certification
- Certification of Accuracy:
  - Date: Jan 1926
  - Place: Washington, D.C.
  - Signature: [Signature]

### Part 9: Additional Comments
- This application is for the position of Attorney, and I am qualified and capable of performing the duties of the position to the best of my ability.
**NAME**

<table>
<thead>
<tr>
<th>Bainbridge, Ga.</th>
<th>U.S. District Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. of State</td>
<td>Ambassador-Diplomat</td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td>Physician-Surgeon</td>
</tr>
</tbody>
</table>

36. MENTION HERE ANY SPECIAL QUALIFICATIONS OR ACHIEVEMENTS, NOT COVERED ELSEWHERE IN THIS APPLICATION, INCLUDING SUCH ITEMS AS ANY RECORDS OR ATTENDANCE YOU HAVE WRITTEN, SPECIAL HONORARY MEMBERSHIPS, OR ANY OTHER INFORMATION WHICH WILL BE PLAINLY PERTINENT. YOU MAY INCLUDE ANY PERTINENT RELIGIOUS, VOCATIONAL, OR OTHER ORGANIZATIONAL ACTIVITY WHICH YOU HAVE ENGAGED IN, WHETHER OR NOT ASSOCIATED WITH OR IN ANY CIVIL SERVICE RETIREMENT ACTIVITY.

Phi Kappa Phi (Honorary Scholastic Fraternity)
Phi Delta Phi (Legal Fraternity)
Delta Chi Bar Association, Bainbridge, Ga.
Georgia Bar Association, Atlanta, Ga.
American Bar Association

37. USE THIS SPACE FOR COMPLETING ANSWERS TO ANY OF THE FOLLOWING QUESTIONS, SUBMITTING ANY ATTACHMENTS TO CORRESPOND WITH QUESTIONS. USE EXTRA SHEETS OF PAPER IF NECESSARY.

**#23. Application No. 6511, for oral examination under the War Manpower Act, made in approximately February 1947.**

Presently under provisions of Civil Service Retirement Act.

Draft Status: None
Reserve Status: None

**CERTIFICATION**

False statement on this application is cause for dismissal.

I DO SOLELY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

[Signature]

[Date]
<table>
<thead>
<tr>
<th>NAME</th>
<th>NATIVE OF ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trans. Funds</td>
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</table>

<table>
<thead>
<tr>
<th>TITLE OF POSITION</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intelligence Officer</td>
<td>03-13</td>
</tr>
</tbody>
</table>

DEPARTMENT OR FIELD: Departmental

Subject was found physically ☒ fit ☐ unfit for duty with this organization in the above grade and position.

RECOMMENDATIONS: And Overseas Duty

3 April 1960

SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER
# Certificate of Medical Examination

**Date:** November 1948

## Physical Description

- **Height:** 6'10"
- **Weight:** 180 pounds

## Medical History

1. **Have you any physical defect or disease or disability whatsoever?**
   - Yes [ ] No [X]

## Vision

- **Distant vision:** Without glasses: Right: 20/20; Left: 20/20; With glasses if worn: Right: 20/20; Left: 20/20

## Other Medical Conditions

1. **Nose:** Sinus disease, etc. [ ]
2. **Mouth and throat:** [ ]
3. **Gastro-intestinal:** [ ]
4. **Thyroid:** (especially in women) [ ]
5. **Heart and blood vessels:** [ ]
6. **Blood pressure:** [ ]
7. **Is organic heart disease present?** [ ]
8. **If organic heart disease is present, is it fully compensated?** [ ]
9. **Lungs:** Right [ ]; Left [ ]
10. **History of tuberculosis:** Yes [X]; No [ ]
11. **If so, has the disease been arrested for at least 1 year?** [ ]
12. **If there is a history of tuberculosis, is any type of collapse therapy being received at present?** (If so, give full details under remarks.) [ ]
13. **Mental:** [ ]
14. **REMARKS:** [ ]

## Vascular and Other Systems

- **Varicose veins:** [ ]

## Miscellaneous

- **Degree of impairment of function:** [ ]

## Medical Conditions

- **Deficiency, atrophy, and other abnormalities, diseases, or defects not included above:** [ ]

## Personal and Family History

- **Sears of serious injury or disease:** [ ]
- **Nervous system:** [ ]

## Additional Information

- **Are there any history of a "nervous breakdown"?** [ ]

## Remarks

**Remarks:** [ ]

**Note:** This certificate is to be returned to the official requesting the examination.
Notes for Examining Physician

Weight.—Males, without clothing, and also in ordinary clothing without overcoat or hat, (weight twice); females, clothed, but without coat or hat. If overweight, state whether due to bone and muscle or to fat.

Height.—Without boots or shoes, observe that no appliances are used to increase.

The examination should include the following observations:

1. Eyes.—Visual disorders; color of eyes; pressure. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be recorded. In testing vision without glasses the applicant or apprentice should be instructed to remove the glasses at least one-half hour before testing uncorrected vision.

2. Ears.—Evidence of middle ear or mastoid disease; condition of drum; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. Nose.—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. Mouth and throat.—Mending, pyorrhoea; tonsils, hypertrophy or disease.

5. Gastro-intestinal.—Ulcers, inflammation, etc.

6. Thyroid.—Presence of tumor in neck and tender, exophthalmus; nervous high-strung disposition, especially in women.


If valvular disease exists, state whether or not it is fully compensated. Atelectasis.

8. Lungs.—It is necessary that any subsisting cough be noted. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle buds in all suspected cases.

9. Genitalia.—Give details as to size, location, etc., and whether they interfere with work. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the larger on withdrawal.

10. Varicose veins.—If varicose veins are present, state approximate size—g., size of walnut, lemon, etc.

11. Flat feet.—If such a feature as to incapacitate or become aggravated by work or be allowed later to have been caused by accident or evolution, or "flat foot," as used in this form, is a scoliosis or with impoined function, the term being equivalent to "fallen or misshapen arch," an abnormal condition. Imprint of function is the point to be noted. An anatomically flat foot, but strong, is not disabling.

12 and 13. Scars, deformities, staphyloma, and purpura should be noted, but it is not important that small insignificant scars be identified, which might be referred to as marks of identification be recorded.

14. The entry should include symptoms and full history of any mental or nervous abnormality.

15. Faintness to be made in case of persons over 60, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected, and when obesity is found on examination.

Record of urinalysis, if made: Albumin: Suga: Color: If testuric acid is present, give pulse rate: Sitting: Immediately after exercise: Two minutes after exercise: Cardiac reserve: (Good, bad, or poor)

I have found this applicant abnormal under the following headings:

In my opinion, applicant is capable of performing duties involving physical exertion.

REMARKS:

The examining physician must be a duly licensed medical doctor (M.D.)

Full time: Part time: For paid: (Signature of examining physician)

The personnel officer should fill in the blanks below before sending this form to the Commission for action.

To be appointed in:

Title of position:

Type of appointment (check): Original appointment Transfer Reinstatement Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment):
OFFICE OF STRATEGIC SERVICES
Washington, D.C.

11 February 1947

O'Neal, Ritchie P.

Examination on this date and found qualified for

[☑️] Full Duty Overseas
[ ] Limited Duty Overseas
[ ] Duty in USA Only

Profile Serial (For Army EM only)

Defects Noted:
Ulceration- left ankle and tarsal regions; result of 370 degree burn (2 Dec 47).
This man is not qualified for overseas duty until ulcer is healed, probably
needs skin graft.

Feb 27- Skin graft, ulcer completely healed, fit for duty overseas.

Immunization completed 29 Feb 47.

PEDRO ROUZA, MAJ., MC
MEDICAL CLEARANCE

CERTIFICATE NO. 1

This is to certify that [ ]
was given a physical examination on this date and found
fit - XXXX for service outside the United States.

[Signature]

JOHN R. TIETJEN, 1st Lt. MC

CERTIFICATE NO. 2

This is to certify that [ ]
was given a physical inspection on this date and found
free of any communicable diseases.

[Signature]

JOHN R. TIETJEN, 1st Lt. MC

Explanatory Note: Certificate No. 1 is issued after a complete physical examination has been made to determine the individual's physical fitness for foreign service. Certificate No. 2 is issued after a physical inspection. It should be done within 48 hours prior to departure.
## Qualifications Supplement to Personal History Statement

### Section I: BioGraphic and Position Data

**Grade:** GS-16-05

**Location:** D.C.

### Section II: Agency Overseas Service

<table>
<thead>
<tr>
<th>AREA</th>
<th>PCS</th>
<th>Tdy</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>47/09/18</td>
<td>49/12/20</td>
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<tr>
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<td>51/12/20</td>
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<td>60/10/20</td>
<td>60/10/25</td>
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</table>

### Overseas Data

**Coded Date:** 2 Jul 67

**Initials:** GMT

### Section III: Education

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major Field</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACH.</td>
<td>HISTORY; GENERAL</td>
<td>VaA UNIV</td>
<td>39</td>
</tr>
<tr>
<td>BACH.</td>
<td>LAW; GENERAL</td>
<td>VaA UNIV</td>
<td>37</td>
</tr>
</tbody>
</table>
### Section III

**Name and Location of College or University**

<table>
<thead>
<tr>
<th>Name and Location of College or University</th>
<th>Years Attended</th>
<th>Degree Received</th>
<th>Date Received</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>University of Georgia, Athens, GA, History</td>
<td>1927-1931</td>
<td>A.B. 1935</td>
<td>Don't recall</td>
<td></td>
</tr>
<tr>
<td>University of Georgia, Law School of</td>
<td>1935-1937</td>
<td>LL.B. 1937</td>
<td>Quits</td>
<td></td>
</tr>
</tbody>
</table>

If a graduate degree has been noted above which required submission of a written thesis indicate the title of the thesis and briefly describe its content.

#### Trade, Commercial and Specialized Schools

<table>
<thead>
<tr>
<th>Name and Address of School</th>
<th>Study or Specialization</th>
<th>From</th>
<th>To</th>
<th>No of Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
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</tr>
</tbody>
</table>

#### Other Non-Agency Education or Training Not Indicated Above

<table>
<thead>
<tr>
<th>Name and Address of School</th>
<th>Study or Specialization</th>
<th>From</th>
<th>To</th>
<th>No of Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.B.I. Special Agents D.C.</td>
<td>Investigations</td>
<td>June</td>
<td>April</td>
<td>14 Weeks</td>
</tr>
<tr>
<td>Ditto (Periodic In-Service Retraining)</td>
<td></td>
<td></td>
<td></td>
<td>8 Weeks</td>
</tr>
<tr>
<td>Central Intelligence Group (Washington D.C.)</td>
<td>Intelligence Collection</td>
<td>Feb</td>
<td>Mar</td>
<td>3 Weeks</td>
</tr>
</tbody>
</table>

#### Agency-Sponsored Education

Specify which, if any, of the education shown in Section III was Agency sponsored.

<table>
<thead>
<tr>
<th>Name and Address of School</th>
<th>Study or Specialization</th>
<th>From</th>
<th>To</th>
<th>No of Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
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</tbody>
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## SECRET

### GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

<table>
<thead>
<tr>
<th>NAME OF REGION OR COUNTRY</th>
<th>TYPE OF SPECIALIZED KNOWLEDGE</th>
<th>DATE OF TRAVEL OR RESIDENCE</th>
<th>DATE &amp; PLACE OF RESIDENCE</th>
<th>KNOWLEDGE ACQUIRED BY</th>
<th>CHECK</th>
<th>RELATIONSHIP TO TRAVEL</th>
<th>STUDY</th>
<th>MAIN ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecuador</td>
<td>temporary residence</td>
<td>1942--PhD --</td>
<td>June 1942</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Colombia</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td></td>
<td>1942--Dec 1943</td>
<td>March 1947--Dec 1949</td>
<td>X</td>
<td>X</td>
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<td></td>
<td></td>
<td></td>
<td>Dec 1951--Apr 1954</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

In temporary residence countries gained special knowledge police, investigative systems, and practices; local politics, both historical and then current.

### TYPING AND TERMINAL SKILLS

1. Type (wpm): [ ] 100-149 [ ] 150-199 [ ] 200-249 [ ] 250-299 [ ] 300+ [ ] SPEEDWRITER [ ] TELETEYPING [ ] OTHER [ ]

4. Indicate other business machines with which you have had operating experience or training:

### SPECIAL QUALIFICATIONS

1. List all hobbies and sports in which you are active or have actively participated. Indicate your proficiency in each:

   - Baseball: good
   - Tract: fair
   - Football: good
   - Fishing: good
   - Tennis: fair
   - Hunting: good

2. Excluding business equipment or machines which you may have listed in item 1, Section V. List any special skills you possess relating to other equipment and machines such as operation of radio, telemetering, typewriters, radar, radar monitoring, offset press, etc. Examine, edit, and other scientific & professional devices.

   None

3. Are you now or have you ever been a licensed, or certified member of any trade or profession such as pilot, engineer, radio operator, teacher, lawyer, CPA, medical technician, psychologist, physician, etc.

   [ ] Yes [ ] No

4. Indicate kind of license or certification and the issuing state, municipality, etc. Provide license number and issue date.

   Attorney at Law, State of Georgia 1937

   First license/certificate: 1937

5. List any significant published materials of which you are the author (do not submit unless otherwise requested. Indicate the title, publication date, and type of writing:

   None

6. Indicate any devices which you have invented and state whether or not they are patented

   None

7. Public speaking and public relations experience

   Highschool and college debating and service club speeches for PB.

   [ ] Yes [ ] No
SECRET

SECTION VI

MILITARY SERVICE

CURRENT DRAFT STATUS

1. ARE YOU REGISTERED FOR THE DRAFT?
   □ YES □ NO

2. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS

3. MILITARY ORGANIZATION AND DATES OF SERVICE

4. DATE OF SERVICE

5. SUBSEQUENT MILITARY SERVICE RECORD

6. SERVICE DATE OF THE TRAINEE

7. CHECK TYPE OF SEPARATION
   □ HONORABLE DISCHARGE
   □ RELEASE DUE TO INJURY
   □ RELEASE DUE TO WITHDRAWAL
   □ RELEASE DUE TO PHYSICAL DISABILITY
   □ OTHER (SPECIFY)

8. BRIEF DESCRIPTION OR MILITARY DUTIES

MILITARY RESERVE / NATIONAL GUARD STATUS

None

CHECK RESERVE OR GUARD ORGANIZATION
   □ ARMY
   □ NAVY
   □ MARITIME CORPS
   □ COAST GUARD
   □ NATIONAL GUARD
   □ AIR NATIONAL GUARD

9. CURRENT RANK, GRADE OR RATE

10. DATE OF APPOINTMENT IN CURRENT RANK

11. EXPIRATION DATE OF CURRENT RESERVE OBLIGATION

12. CHECK CURRENT RESERVE CATEGORY
   □ READY RESERVE
   □ STANDBY
   □ STANDBY ACTIVATED
   □ RETIRED
   □ DISCHARGED

13. BRIEF DESCRIPTION OF MILITARY RESERVE DUTIES

14. IF YOU ARE CURRENTLY ASSIGNED TO A RESERVE OR NATIONAL GUARD TRAINING UNIT, IDENTIFY THE UNIT AND ITS ADDRESS

MILITARY SCHOOLS COMPLETED: Active Duty / Reserve Status or as Cadet

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF SCHOOL</th>
<th>STUDY OR SPECIALIZATION</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 University of Georgia, Athens, Ga. Basic ROTC</td>
<td>1933</td>
<td></td>
</tr>
</tbody>
</table>
**SECTION III**

**MARRITAL STATUS**
- Married

**DATE OF BIRTH**
- 30 April 1920
- Glenpool, Oklahoma

**OCCUPATION**
- Housewife

**CITIZENSHIP**
- United States
- None

**SECTION IV**

**DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE**

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>DATE AND PLACE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION V**

**PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS**

<table>
<thead>
<tr>
<th>NAME AND CHAPTER</th>
<th>ADDRESS</th>
<th>DATE OF MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Society of Former Special Agents, FBI</td>
<td>New York, N.Y.</td>
<td>1946-1967</td>
</tr>
<tr>
<td>Kappa Alpha Order</td>
<td>University of Georgia, Athens, Ga.</td>
<td>1932-1937</td>
</tr>
<tr>
<td>&quot; &quot;</td>
<td>&quot; Alumni-Chapter, Washington, D.C.</td>
<td>1954-1967</td>
</tr>
<tr>
<td>Camellia Society of the Potomac Valley - Kappa Alpha Social Fraternity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Xappa Phi National Scholastic Fraternity, University of Georgia Law School Alumni Society, University of Georgia</td>
<td>and so far as I know, no other organization of any kind excepting a church.</td>
<td></td>
</tr>
</tbody>
</table>

**DATE**
- 5 May 1967

**SIGNATURE**
**SECTION IV**

RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

<table>
<thead>
<tr>
<th>1.</th>
<th>FULL NAME (Last-First-Middle)</th>
<th>2.</th>
<th>RELATIONSHIP</th>
<th>3.</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.</th>
<th>CIVILIAN (Country)</th>
<th>6.</th>
<th>FREQUENCY OF CONTACT</th>
<th>7.</th>
<th>DATE OF LAST CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Approximately 2 or 3 letters annually</td>
<td>May 1950</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.</th>
<th>ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.</th>
<th>SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**SECTION V**

FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?  
   [ ] YES  [ ] NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, ANY CORPORATION OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTEREST?  
   [ ] YES  [ ] NO

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE?  
   [ ] YES  [ ] NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECIENT INCOME NOT INDICATED BY PRECEDING ITEMS.

**SECTION V CONTINUED TO PAGE 2**
### Section VIII
**Geographic Area Knowledge**

<table>
<thead>
<tr>
<th>Name of Region or Country</th>
<th>Type of Specialized Knowledge</th>
<th>Date(s) of Residence, Travel, Etc.</th>
<th>Knowledge Acquired By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Hosts Assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Field Assignment</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Training</td>
</tr>
</tbody>
</table>

- Indicate the purpose of visit, residence or travel for each of the regions or countries listed above.

### Section IX
**Typing and Stereographic Skills**

- Typing (W.P.M.):
- Shorthand (W.P.M.):

**5.** Other Business Machines with which you have had operating experience or training (Computer, 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.

2. Indicate any special qualifications, resulting from experience or training, which might fit you for a particular position or type of work.

3. Excluding equipment noted in Section IX, list any special skills you possess relating to other equipment or machines such as operation of shorthand, typewriter, lathe, scientific and professional devices, etc.

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.

5. First license or certificate (Year of Issue)

6. Latest license or certificate (Year of Issue)
SECTION A: ORGANIZATION AND WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From and To):
   - March 1947 - December 1949
   - January 1950 - June 1950
   - June 1950 - December 1951
   - January 1952 - April 1954
   - June 1954 - 10 April 1956

2. GRADE: Chief of Station

3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT:
   - WH Division - DDP
   - WH Division - DDP
   - Office of Inspection & Security
   - WH Division - DDP
   - Office of Security

4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION:
   - Seven
   - 12
   - 5
   - 7
   - None

5. OFFICIAL POSITION TITLE:
   - Chief of Station - Intelligence Officer
   - Branch Chief - Intelligence Officer
   - Chief, Alien Affairs Branch

6. DESCRIPTION OF DUTIES:
   - Collecting and supervising collection of intelligence as Chief of Station
   - Supervising and directing the collection and dissemination of intelligence information as Branch Chief
   - Liaison with Immigration and Naturalization Service and Passport and Visa Divisions of Department of State in relation to aliens of operational interest. Facilitating entry and exit and naturalization
   - Supervising and collecting intelligence as Chief of Station
   - Conducting special investigations for the Director of Security

SECRET
SECRET

SECTION III

CHILDREN AND OTHER DEPENDENTS

1. Number of children (including dependent
and adopted children; who are unmarried,
under 21 years of age, and are not self-
supporting).

2. Number of other dependents (including spouse,
parents, grandparents, sister, etc.)
who depend on you for at least 50% of
their support or, children under 21 years
of age and able to support themselves.

3. Provide the following information for all children and dependents:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>YEAR OF BIRTH</th>
<th>SEX</th>
<th>CITIZENSHIP</th>
<th>ADDRESS</th>
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</tbody>
</table>

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS:

From 10 April 1955 to present I have been Chief of the Special Investigations
Division of the Counter Intelligence Staff DOD conducting investigations and
supervising five officers and four clerical employees in relation to investigations
of a sensitive nature involving operational security matters.
**APPLICATION FOR FEDERAL EMPLOYMENT**

**INSTRUCTIONS**—Answer every part in full, neatly and completely. Do not write in the margin. Answer questions based on your experience during the 12 months prior to the date of your application, unless otherwise indicated.

1. Have you ever been employed by the Federal Government? [ ] Yes [ ] No

If you were employed by the Federal Government, give present grade and duty if known.

2. Current or most recent position held.

3. Have you ever been unemployed? [ ] Yes [ ] No

If you were unemployed, give present grade and duty if known.

4. (Optional) A brief statement of your present employment.

5. Name of examination announcement.

6. Reference number.

7. Name of employer, or official organization.

8. Telephone number.

9. Address.

10. Initials and date.

11. If you have never been employed, state your present occupation.

12. If you have a civil service rating, state your civil service number.

13. Describe your educational background.

14. How long have you been employed?

15. Would you accept appointment on a temporary basis?

16. (a) Would you accept appointment on a permanent basis?

16. (b) Would you accept appointment after

   1. 1 to 3 months
   2. 3 to 6 months
   3. 6 to 12 months

16. (c) Highest rank you will accept:

   1. Commissioned officer
   2. Non-commissioned officer
   3. Enlisted
   4. Position

17. Experience:

   (a) State your present employment.

   (b) Describe your work.

   (c) Indicate the position number and grade.

   (d) Starting salary.

   (e) Present salary.

   (f) Reason for desiring change in employment.

(continued on next page)
<table>
<thead>
<tr>
<th>Name of employment (Month, year)</th>
<th>Exact title of your position</th>
<th>Starting $</th>
<th>Final $</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Description of your work:**

**Date of your position:**

**Place of employment (City and State):**

**Name and address of employer (firm, organization, or person):**

- Federal, state department, bureau, or establishment, etc.
- Kind of business or organization (e.g., wholesale, retail, insurance agency, etc.):
- Number and kind of employees supervised by you:
- Name and title of immediate supervisor:
- Reason for leaving:

**Date of your position:**

**Place of employment (City and State):**

**Name and address of employer (firm, organization, or person):**

- Federal, state department, bureau, or establishment, etc.
- Kind of business or organization (e.g., wholesale, retail, insurance agency, etc.):
- Number and kind of employees supervised by you:
- Name and title of immediate supervisor:
- Reason for leaving:

**Date of your position:**

**Place of employment (City and State):**

**Name and address of employer (firm, organization, or person):**

- Federal, state department, bureau, or establishment, etc.
- Kind of business or organization (e.g., wholesale, retail, insurance agency, etc.):
- Number and kind of employees supervised by you:
- Name and title of immediate supervisor:
- Reason for leaving:

**Date of your position:**

**Place of employment (City and State):**

**Name and address of employer (firm, organization, or person):**

- Federal, state department, bureau, or establishment, etc.
- Kind of business or organization (e.g., wholesale, retail, insurance agency, etc.):
- Number and kind of employees supervised by you:
- Name and title of immediate supervisor:
- Reason for leaving:
### Education

<table>
<thead>
<tr>
<th>School</th>
<th>Degree Completed</th>
<th>Dates Attended</th>
<th>Grades Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California, Los Angeles</td>
<td>Bachelor of Science in Engineering</td>
<td>1981-1985</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Courses Studied

- Mechanics
- Thermodynamics
- Circuit Theory
- Control Systems

#### Institutions

- [University of California, Los Angeles](URL)
- [Stanford University](URL)

**Number of hours of training per week:** 40

**Number of months of training:** 12

**Total time of training:** 1 year

**Field:** Electrical Engineering

**Specialization:** Signal Processing

---

**Certificate/Training Completed:**

- **Certificate in Electrical Engineering:**
  - **Institution:** California Institute of Technology
  - **Dates:** 1985-1986
  - **Courses:**
    - Linear Systems
    - Digital Signal Processing
    - Communication Systems

---

**Languages:**

- **Proficient:** English, Spanish
- **Elementary:** French, German, Japanese

---

**Using the following abbreviations:**

- MS: Master of Science
- PhD: Doctor of Philosophy
- GPA: Grade Point Average
- ECE: Electrical and Computer Engineering

---

**Military Experience:**

- **Enlisted in the U.S. Army:** 1986-1990
- **Rank:** Private First Class

---

**Additional Qualifications:**

- **Certified:**
  - **Engineering:** 1987
  - **Computer Science:** 1988

---

**References:** Available upon request.
<table>
<thead>
<tr>
<th>23.</th>
<th>Are you a citizen of the United States?</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>25.</td>
<td>Within the past 12 months, have you been involved in any organization, association, or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>26.</td>
<td>Have you ever been convicted of a crime?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>27.</td>
<td>If you answer &quot;Yes&quot; to Item 25, give complete details on Item 26.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>If you answer &quot;Yes&quot; to Item 27, give complete details on Item 26.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>If you answer &quot;Yes&quot; to Item 28, give complete details on Item 26.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>31.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>32.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>33.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>34.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>35.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>36.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>37.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>38.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>39.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>40.</td>
<td>Have you ever been a member of any organization or society that advocates the overthrow of the Government of the United States by force or violence?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
</tbody>
</table>

**THIS SPACE FOR USE OF APPOINTING OFFICE ONLY**

The information contained in the far right column of this page has been verified by comparison with the discharge certificate on this page.
SECRET

TO: Security Officer, GSC
FROM: CIDCO

SUBJECT: Communications Debriefing of _____________________________

The above named individual has been debriefed by this office and a copy of the debriefing statement is attached for inclusion in the individual files.

FOR THE CHIEF, COMMUNICATIONS DIVISION

cc with Attachments:

SED ✓

CVD

SECRET
SECRET

CENTRAL INTELLIGENCE AGENT

COMMUNICATIONS DIVISION

SIGNAL SECURITY AND CONTROL SECTION

CONFIDENTIAL

1. I do solemnly swear (or affirm) that I will not disclose, divulge, publish or cause to be published any information concerning the communications of the Central Intelligence Agency or its organization, personnel, location, methods of operation, cryptographic systems, communications channels and facilities used.

I do further solemnly swear (or affirm) that I will not disclose, divulge, publish or cause to be published any classified information or intelligence of which I am cognizant by virtue of my communications duties with C.I.A.

I do further solemnly swear (or affirm) that I will not disclose, divulge, publish or cause to be published any classified information or intelligence of which I am cognizant by virtue of my communications duties with C.I.A. unless specifically authorized in writing to do so by the Director of Central Intelligence.

I have read the provisions of the Espionage Act and understand that after leaving my relations with the Communications Division, C.I.A., I am still bound by that Act and if it is violated, I am subject to its penalties.

I do further solemnly swear (or affirm) that no classified papers, booklets, material, or equipment remain in my possession and that all communications equipment, classified and unclassified, have been returned to the proper authorities of Communications Division, C.I.A.

I take this obligation freely, without any mental reservation or purpose of evasion.

[Signature]

Date: 20 February 1950

Witness: [Signature]

Position: [Title]

Date: 20 February 1950

SECRET
PERSONAL HISTORY STATEMENT

Instructions: 1. Answer all questions completely. If question does not apply write "not applicable." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use a separate sheet for extra details on any question or questions for which you do not have sufficient room.

2. Attach 2 recent passport size pictures to this form, date taken written on the back of each.

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

HAVE YOU READ AND UNDERSTOOD THE INSTRUCTIONS? Yes ☐ No ☐

SEC. 1. PERSONAL BACKGROUND

A. FULL NAME ☐ Mr. ☐ Mrs. ☐ Phone ☐ S1EJ

PRESENT ADDRESS ☐ United States of America

LEGAL RESIDENCE ☐ United States of America

B. NICKNAME ☐ None ☐ ANY OTHER NAMES THAT YOU HAVE EVER USED ☐ None ☐

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? ☐ Not applicable

HOW LONG? ☐ Not applicable IF A LEGAL CHANGE, GIVE PARTICULARS ☐ Not applicable

When ☐ Not applicable WHERE ☐ By WHAT AUTHORITY?

C. DATE OF BIRTH ☐ United States of America

RACIAL ORIGIN THROUGH MOTHER ☐ Anglo-Saxon ☐ THROUGH FATHER ☐ Anglo-Saxon

D. PRESENT CITIZENSHIP ☐ United States of America BY BIRTH ☐ Yes ☐ BY MARRIAGE ☐ Not applicable

BY NATURALIZATION CERTIFICATE ☐ Issued ☐ Not applicable WHERE ☐ By WHAT COURT?

AT ☐ Not applicable CITY ☐ State ☐ Country

HAVE YOU HAD A PREVIOUS NATIONALITY? ☐ NO ☐ WHAT? ☐ Not applicable

HELD BETWEEN WHAT DATES? ☐ Not applicable ☐ ANY OTHER NATIONALITY? ☐ No
OIVE PARTICULARS: Not applicable

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? No OIVE PARTICULARS: Not applicable

E. LAST U.S. PASSPORT: NUMBER, DATE AND PLACE OF ISSUE Issued Washington, D.C., 1942 actual date of issuance and number unknown.

HOW MANY OTHER U.S. PASSPORTS HAVE YOU HAD? One GIVE APPROXIMATE DATES:
Was issued latter part of January or first part of February 1942 at Washington, D.C.

PASSENGERS OF OTHER NATIONS? None

F. IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? Not applicable

PORT OF ENTRY? ON PASSPORT OF WHAT COUNTRY?

LAST U.S. VISA

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
<th>Place of Issue</th>
<th>Date of Issue</th>
</tr>
</thead>
</table>

SEC. 2. PHYSICAL DESCRIPTION

AGE 33 SEX Male HEIGHT 6 feet 1 in. WEIGHT 185

EYES Brown HAIR Brown COMPLEXION Medium SCARS Left cheek appendectomy

BUILD Slender OTHER DISTINGUISHING FEATURES None

SEC. 3. FATHER (Give the same information for Step-father and/or guardian on a separate sheet)
SEC. 4. MOTHER (Give reason for Step-mother on a separate sheet)

SEC. 5. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters)

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>PRESENT ADDRESS</th>
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SEC. 6. MARITAL STATUS

A. SINGLE No | MARRIED Yes | DIVORCED No | WIDOWED No

STATE DATE, PLACE AND REASON FOR SEPARATION OR DIVORCE

Neither separated nor divorced.

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND AND GIVE REQUIRED DATA FOR ALL PREVIOUS MARRIAGES):

(950)
SEC. 6. MARITAL STATUS (Cont'd)

OCCUPATION Housewife

LAST EMPLOYER U.S. Foreign Service

EMPLOYER'S OR OWN BUSINESS ADDRESS Dept. of State, Washington, D.C.

MILITARY SERVICE FROM None TO None

BRANCH OF SERVICE

COUNTRY

DETAILS OF OTHER GOVT. SERVICE, U.S. OR FOREIGN

Only government or foreign service has been as a clerk in the U.S. Foreign Service assigned to U.S. Embassy, Mexico City, 1941-1945.

SEC. 7. FATHER-IN-LAW

SEC. 8. MOTHER-IN-LAW

SEC. 9. CHILDREN OR DEPENDENTS (Include partial dependents)

NAME: None
RELATIONSHIP
AGE

NATIONALITY
ADDRESS: St. & No.
City State Country

NAME
RELATIONSHIP
AGE

NATIONALITY
ADDRESS: St. & No.
City State Country

NAME
RELATIONSHIP
AGE

NATIONALITY
ADDRESS: St. & No.
State Country
### SEC. 10. RELATIVES BY ADOPTION, AGE, OR ADOPTION, WHO ARE ABROAD, ARE UNDER THE JURISDICTION OF A FOREIGN POWER ARE NOT CITIZENS OF THE UNITED STATES, OR ARE MARRIED TO NON-CITIZENS:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>AGE</th>
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</table>

#### NAME
#### NATIONALITY
#### ADDRESS (St & No., City, State, Country)
#### REASON FOR LISTING UNDER THIS QUESTION

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>AGE</th>
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#### NAME
#### NATIONALITY
#### ADDRESS (St & No., City, State, Country)
#### REASON FOR LISTING UNDER THIS QUESTION

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<th>NAME</th>
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#### NAME
#### NATIONALITY
#### ADDRESS (St & No., City, State, Country)
#### REASON FOR LISTING UNDER THIS QUESTION

### SEC. 11. RELATIVES BY BLOOD OR MARRIAGE, IN MILITARY, NAVAL OR OTHER GOVT SERVICE—U.S. OR FOREIGN:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>AGE</th>
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#### NAME
#### NATIONALITY
#### ADDRESS (St & No., City, State, Country)
#### TYPE AND LOCATION OF SERVICE (IF KNOWN)

<table>
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<th>NAME</th>
<th>RELATIONSHIP</th>
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#### NAME
#### NATIONALITY
#### ADDRESS (St & No., City, State, Country)
#### TYPE AND LOCATION OF SERVICE (IF KNOWN)

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<th>NAME</th>
<th>RELATIONSHIP</th>
<th>AGE</th>
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</table>

#### NAME
#### NATIONALITY
#### ADDRESS (St & No., City, State, Country)
#### TYPE AND LOCATION OF SERVICE (IF KNOWN)

### SEC. 12. GIVE FIVE CHARACTER REFERENCES—IN THE U.S.—(Give business addresses where possible)

<table>
<thead>
<tr>
<th>NAME</th>
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-5-
SEC. 13. NAMES OF 5 PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES, NOT REFERENCES OR EMPLOYERS—(Give business addresses where possible)

1. NAME
2. NAME
3. NAME
4. NAME
5. NAME

SEC. 14. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S.

NAME:
NAME:
NAME:

SEC. 15. EDUCATION

SCHOOL: Bainbridge Grammar
ADDRESS: Bainbridge, Georgia
DATES ATTENDED: 1919-1927
DEGREE: Diploma

SCHOOL: Bainbridge High
ADDRESS: Bainbridge, Georgia
DATES ATTENDED: 1927-1931
DEGREE: Diploma

COLLEGE: University of Georgia
ADDRESS: Athens, Georgia
DATES ATTENDED: 1931-1935
DEGREE: A.B.

COLLEGE: University of Georgia Law School
ADDRESS: Athens, Georgia
DATES ATTENDED: 1935-1937
DEGREE: LL.B.

SEC. 16. MILITARY, NAVAL OR OTHER GOVT SERVICE—U.S. OR FOREIGN

<table>
<thead>
<tr>
<th>Service</th>
<th>Rank</th>
<th>Dates</th>
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<tbody>
<tr>
<td>U.S.</td>
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</table>

Alban, New York

REMKS:

(End)
SEC. 17. SELECTIVE SERVICE

CLASSIFICATION 4A
ORDER NO. 614A
APPROX. INDUCTION DATE Unknown
BOARD NO. 1
ADDRESS Bainbridge, Georgia

IF DEFERRED, GIVE REASON: Was deferred during the war upon request of the Federal Bureau of Investigation.

SEC. 18. HAVE YOU EVER BEEN DISCHARGED FROM ANY POSITION, OR LEFT UNDER CIRCUMSTANCES WHICH WERE NOT ENTIRELY FAVORABLE? PLEASE GIVE DETAILS:

No

SEC. 19. MISCELLANEOUS

DID YOU EVER HAVE OR DO YOU NOW HAVE MEMBERSHIP IN, OR SUPPORT, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES? No

IF "YES," EXPLAIN:

DO YOU USE, OR HAVE YOU USED INTOXICANTS? I have and do on occasions, take a drink of intoxicating liquor socially, but am not addicted to it.

USE NOR DO I USE IT EXCESSIVELY.

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

SEC. 20. FINANCIAL BACKGROUND

ARE YOU ENTIRELY_DEPENDENT ON YOUR SALARY? Yes

IF NOT, STATE SOURCES OF OTHER INCOME: Not applicable

NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS:

HAVE YOU EVER BEEN IN BANKRUPTCY? No

GIVE PARTICULARS:

Not applicable
SEC. 20. FINANCIAL BACKGROUND (Cont'd)

GIVE THREE CREDIT REFERENCES — IN THE U.S.

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<th>NAME</th>
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SEC. 21. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 10 YEARS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESS AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. INCLUDE LAST 5 POSITIONS AND COVER AT LEAST 10 YEARS.

**EMPLOYER: National Youth Administration**  
*Title of Job: Assistant Librarian*  
*Address:* Washington, D.C.  
*From:* Sept. 1936  
*To:* June 1937  
*Salary:* $20.00 per month  
*Reasons for Leaving:* This was merely temporary work which naturally terminated upon my graduation from Law School.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>SELF</th>
<th>TITLE OF JOB</th>
<th>Attorney at Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>402 Pine Street</td>
<td>Bainbridge, Georgia</td>
<td>D. S. A.</td>
</tr>
<tr>
<td>CITY</td>
<td>State</td>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>St. No.</td>
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</tbody>
</table>

**EMPLOYER: Federal Bureau of Investigation**  
*Title of Job: Special Agent*  
*Address:* Washington, D.C.  
*From:* Jan. 10, 1938  
*To:* May 31, 1946  
*Salary:* $3500 per annum  
*Reasons for Leaving:* Resigned. 
*Name of Supervisor:* J. E. Hoover

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>FEDERAL BUREAU OF INVESTIGATION</th>
<th>TITLE OF JOB</th>
<th>Special Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Washington, D.C.</td>
<td>City</td>
<td>State</td>
</tr>
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<td>St. No.</td>
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<td></td>
<td>Country</td>
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</tbody>
</table>

**EMPLOYER: General Government**  
*Title of Job: General Government*  
*Address:* Washington, D.C.  
*From:* Sept. 1936  
*To:* June 1937  
*Salary:* $20.00 per month  
*Reasons for Leaving:* This was merely temporary work which naturally terminated upon my graduation from Law School.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>SELF</th>
<th>TITLE OF JOB</th>
<th>General Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
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<td>Bainbridge, Georgia</td>
<td>D. S. A.</td>
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<tr>
<td>CITY</td>
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<td>Country</td>
<td></td>
</tr>
<tr>
<td>St. No.</td>
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</table>
SEC. 21 CHRONOLOGICAL HISTORY (Cont’d)

Accrued annual leave as a result of the above expired Oct. 16, 1946

EMPLOYER

TITLE OF JOB

ADDRESS

YOUR DUTIES AND SPECIALTY

KIND OF BUSINESS

NAME OF SUPERVISOR

FROM: TO: SALARY $ PER

REASONS FOR LEAVING

EMPLOYER

ADDRESS

YOUR DUTIES AND SPECIALTY

KIND OF BUSINESS

NAME OF SUPERVISOR

FROM: TO: SALARY $ PER

REASONS FOR LEAVING

SEC. 22 PATENT/TRADE MARKS

SEC. 23 RESIDENCE OR TRAVEL OUTSIDE THE UNITED STATES
SEC. 23 RESIDENCE OR TRAVEL (Cont'd)

<table>
<thead>
<tr>
<th>Residence</th>
<th>City or Section</th>
<th>Country</th>
<th>Dates</th>
<th>Purpose</th>
<th>Month &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston</td>
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<tr>
<td>City or Section</td>
<td>Country</td>
<td>Purpose</td>
<td>Dates</td>
<td>Month &amp; Year</td>
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SEC. 24. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, LABOR UNIONS, PROFESSIONAL SOCIETIES, EMPLOYEE GROUP ORGANIZATIONS OF ANY KIND (EXCLUDE MEMBERSHIP IN OR SUPPORT OF ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU HAVE BELONGED:

- Society of firms, social events of the
  - Name: American Legion, Street, New York City
  - St. & No.: City State

- Name: Kappa Alpha Order, Social Fraternity
  - St. & No.: City State

- Name: Phi Beta Kappa, Social Fraternity
  - St. & No.: City State

SEC. 25. RELIGIOUS AFFILIATION

CHURCH OF ATTENDANCE First Presbyterian Church

ADDRESS: 123 Main St., City, State
NAME OF MINISTER OR PRIEST: Rev. William Smith

SEC. 26. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT", "FAIR" OR "FLUENT")

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
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<tbody>
<tr>
<td>Spanish</td>
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<td>French</td>
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<td>Italian</td>
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<td>German</td>
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(602)
SEC. 26 GENERAL QUALIFICATIONS (Cont'd)

B. HAVE YOU ANY EXPERIENCE WITH RESPECT TO:

MOTOR VEHICLES?  (If yes, give details.)  AIRPLANES?  (If yes, give details.)  RADIO?  (If yes, give details.)

C. LIST all SPORTS AND HOBBIES WHICH INTEREST YOU; INDICATE DEGREE OF PROFICIENCY IN EACH.

Hunting - excellent
Fishing - good
Swimming - good
Golf - fair
Tennis - fair

D. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Yes, I have had considerable supervisory and administrative experience in the intelligence field, having been in charge of all F.I.I. personnel in Colombia and Mexico while in those countries. In addition, I supervised from Washington, the counter-intelligence work of the U.S. in her Latin American countries during 1935, 1936, and 1937. Additionally, I served as head of the Library, New York, Division of the F.I.I. as an incident to social work in Europe. I feel qualified to undertake administrative work in foreign countries.

SEC. 27. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME: [Redacted]
RELATIONSHIP: [Redacted]
ADDRESS: [Redacted]
City: [Redacted]
State: [Redacted]
Country: [Redacted]
SEC. 28. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED, AND YOU ARE INVITED TO MAKE ANY CHANGES (OR ADDITIONS) IN YOUR STATEMENTS THAT YOU MAY THINK ADVISABLE.

A. 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."

B. 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.

Applicant will not write below

COMMENTS OF INTERVIEWER:

SIGNATURE OF INTERVIEWER

INVESTIGATION REQUESTED BY ____________________________

DATE ____________________________

Originating Officer
CONFIDENTIAL

TO : Chief, Communications
FROM : Chief, Personnel Security Branch
SUBJECT: 

DATE: 11/7/51

In reply to your memorandum this is to advise that Subject meets the current requirements for cryptographic clearance and is approved for such duties as of this date.
SECURITY APPROVAL

Acting Chief, Personnel Division,

To : [REDACTED]

Administrative Staff Date: 22 August 1950

From : Chief of Inspection and Security Staff

Subject: [REDACTED]

1. Note "X" below:

Security approval is granted subject for access to classified information contingent upon the receipt of derogatory information at some future date.

Provisional clearance for full duty with CIA is granted under the provisions of paragraph 1, Administrative Instruction 10-2, which provides for a temporary appointment pending the completion of full security investigation.

Unless the applicant enters upon duty within 60 days from above date this approval becomes invalid.

2. Subject is currently on duty in ESS. This is to record security reapproval of him.

[REDACTED]

Chief, Personnel Security Branch
Investigation Report

Subject: 

To: 

1. Investigation directed by: 

2. Sources of information: 

3. Recommendation: 

Security approval recommended, though subject to the receipt of derogatory information at some future date. (ငှက်ပျောင်း အမိန့်) 

By: 

(302×3)
RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE July 1971