FILE TITLE/NUMBER/VOLUME: Phillips, David Atlee

INCLUSIVE DATES: 28 MAY 1952 – 13 MAY 1975

CUSTODIAL UNIT/LOCATION: CP
ROOM: 5E13

DELETIONS, IF ANY:

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<th>DATE RETURNED</th>
<th>REVIEWED BY (PRINT NAME)</th>
<th>SIGNATURE OF REVIEWING OFFICIAL</th>
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<td>2/10/78</td>
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<tr>
<td>17/1/78</td>
<td>8/17/78</td>
<td>Dan Hardway</td>
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</table>

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

SECRET
FROM TIME TO TIME WE RECEIVE LETTERS AND TELEPHONIC INQUIRIES CONCERNING THE ASSOCIATION OF RETIRED INTELLIGENCE OFFICERS. IN VIEW OF THE RESTRICTIONS OF THE PRIVACY ACT, WE HESITATE TO RELEASE YOUR NAME AND ADDRESS WITHOUT YOUR PRIOR KNOWLEDGE AND CONSENT.

IF YOU HAVE NO PROBLEM WITH OUR PROVIDING YOUR NAME AND ADDRESS IN RESPONSE TO SUCH INQUIRIES, PLEASE INDICATE TO THAT EFFECT BY SIGNING BELOW AND RETURNING THIS LETTER TO US FOR OFFICIAL FILING. IN THE FUTURE, WE WOULD THEN BE FREE TO RELEASE THIS INFORMATION CONCERNING THE ASSOCIATION OF RETIRED INTELLIGENCE OFFICERS WITHOUT CONSULTING YOU IN EACH AND EVERY INSTANCE.

THANK YOU FOR YOUR ASSISTANCE IN THIS MATTER, AND BEST WISHES.

Sincerely,

[Signature]

B. DeFelice
Acting Director of Personnel

I HEREBY AUTHORIZETHE DIRECTOR OF PERSONNEL TO RELEASE MY NAME AND ADDRESS TO INDIVIDUALS SEEKING CONTACT WITH OR INFORMATION CONCERNING THE ASSOCIATION OF RETIRED INTELLIGENCE OFFICERS:

[Signature] 4 FEBRUARY 1976

[Signature]

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

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

Addresses for former Agency employees organizations:

Association of Retired Intelligence Officers
Mr. David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland, 20234

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

Date
Mr. David A. Phillips  
3224 Stone Trail Drive  
Bethesda, Maryland 20034

Dear Dave:

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

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

Sincerely,

P. W. M. Janney  
Director of Personnel

Distribution:  
Orig. - Addressee  
- OFF  
OP/RAD/ROB/MWBentall:cl (1 July 75)
10 June 1975

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

Dear Dave:

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

Sincerely,

W. E. Colby
Director

WEC: 3lp (10 June 75)
Distribution:
Orig - Addressee
1 - DCI
1 - Dir/Personnel
1 - ER
**REQUEST FOR PERSONNEL ACTION**

**SERIAL NUMBER**
024545

**NAME**
Phillips, David A.

**NATURE OF PERSONNEL ACTION**
Cancellation of N.S.C.A and Retiree (Voluntary) under CIARDS

**EFFECTIVE DATE REQUESTED**
05 09 75

**CATEGORY OF EMPLOYMENT**
Regular

**FUND**

**ORGANIZATIONAL DESIGNATIONS**

**LOCATION OF OFFICIAL STATION**

**DDO/LA Division**
Office of the Chief

**Wash., D.C.**

**CNSM**

**OCCUPATIONAL SERIES**
GS 0001.10

**GRADE AND STEP**
18 1

**SALARY OF RATE**
$36,000.

**NOTES**


**Coordinated with**


**H.L. Berthof, C/LA/Pers 28 Mar 75**

**DATE SIGNED**

**F.F. Signature of Requesting Official**

**DATE SIGNED**

**DATE APPROVED**

**O.P. Approval**

**DATE APPROVED**


**SECRET**


**SECRET**


**SECRET**


**SECRET**
**REQUEST FOR PERSONNEL ACTION**

**DATE PREPARED:** 27 Dec 73

1. **SERIAL NUMBER:** 024345

2. **NAME:** PHILLIPS DAVID A

3. **NATURE OF PERSONNEL ACTION:** PROMOTION

4. **EFFECTIVE DATE REQUESTED:**
   - **MONTH:** 12
   - **DAY:** 23
   - **YEAR:** 73

5. **CATEGORY OF EMPLOYMENT:** REGULAR

6. **Funds:**
   - **V TO V:**
   - **V TO CP:**
   - **CP TO V:**
   - **CP TO CP:**

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

8. **CLASSIFICATION SCHEDULE (GA, J.R., Etc.):** GS

9. **OCCUPATIONAL SERIES:** 0001.10

10. **GRADE AND STEP:** 18 1

11. **SALARY OR RATE:** $36,000

12. **REMARKS:**

   - Approved by Dec 1 or 21 Dec 1973
   - Ris

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

**ACTION:**

- **CODE:**
- **CODE:**
- **CODE:**
- **CODE:**

**FUNDING:**

- **CODE:**
- **CODE:**
- **CODE:**
- **CODE:**

**CLASSIFICATION:**

- **CODE:**
- **CODE:**
- **CODE:**
- **CODE:**

**REMARKS:**

- **CODE:**
- **CODE:**
- **CODE:**
- **CODE:**

**DATE APPROVED:** 27 Dec 73
### REQUEST FOR PERSONNEL ACTION

**Date Prepared:** 10 July 1973

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<th>15. OCCUPATIONAL SERIES</th>
<th>16. GRADE AND STEP</th>
<th>17. SALARY OR RATE</th>
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<td>$36,000</td>
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**Remarks:**

WASH., D.C.

---

**Security:**

**Finance:**

**E2 IMPDET**: CL BY 007034

---

**Approved:**

HENRY L. BERTRAND, C/WH/PERS 10 Jul 73

---

**EOD DATA**

**Security:**

**Finance:**

---

**PREVIOUS CIVILIAN SERVICE**

**STATE TAX DATA**

**POSITION CONTROL CERTIFICATION**

**FORM APPROVAL**

**DATE APPROVED:** 16 JUL 1973

---

**SECRET**
### REQUEST FOR PERSONNEL ACTION

**Date Prepared:** 15 June 1973

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<th>4. EFFECTIVE DATE REQUESTED</th>
<th>5. CATEGORY OF EMPLOYMENT</th>
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<th>8. LEGAL AUTHORITY (Completed by Office of Personnel)</th>
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<td>1st Secretary In Rel Off Chief, WH Division (1s)</td>
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<td>$36,000.00</td>
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**Remarks:**

FROM: DDO/WH/FOR FOLD/BR 3/1 0093

VICE THEODORE G. SHACKLEY

Supervise Budget- 77003

1. - Security
2. - Finance

**Signature of Requesting Official:**

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

**Signature of Career Service Approving Officer:**

[Signature]

**Date Signed:** 20 June 73

---

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

**Action Code:**

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**Date of Birth:**

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<th>24. D.O.B.</th>
<th>25. DATE OF BIRTH</th>
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<td>10-03-1932</td>
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**Social Security Number:**

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**STATE TAX DATA:**

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**Position Control Certification:**

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**G.P. Approval:**

[Signature]

**Date Approved:** 28 June 1973
OUTGOING MESSAGE

SECRET

STAFF

CONF: CWH3

INO: FILE

TO: IMMEDIATE

RYBAT PLVUCADET

CHOADEH FROM PARDEE

REF: [IN 923770]

1. I am pleased to inform you that you have been selected as Chief, WH Division. Your appointment will be effective at such time as you (and your family) can conveniently return to the Washington Area. Orders for your move will be requested on a priority basis on 12 May. Would appreciate your tentative schedule as soon as practicable.

2. Your selection will be announced early next week. Therefore, you should feel free to indicate to whomever you feel necessary locally the reason for your return and what your next assignment will be.

3. I want to extend my personal congratulations on your selection. I am sure you will handle this very important assignment with the same kind of excellence, dedication and leadership that have characterized your past assignments.

DATE: L9 MAY 1973

CONCUR: (5/23/73)

Director of Personnel

[Signature]

[Authentication Officer]
REQUEST FOR PERSONNEL ACTION

024345  PHILLIPS  DAVID A

REASSIGNMENT

9 August 1972

Vice Thomas J. Flores

Approved 259a attached.

1-1 Payroll

H.L. Berthold C/WH/Pers 8/9/72

118A. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED 118B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

117. DATE OF LEAVE

115. SECURITY CLASSIFICATION

113. PREVIOUS CIVILIAN GOVERNMENT SERVICE

43. POSITION CONTROL CERTIFICATION

44. J-5 APPROVAL

46. STATE TAX DATA

48. D-5 APPROVAL

NO. 1552 USE PREVIOUS EDITION SECRET

CLASSIFIED BY: EXCERPT FROM OFFICIAL SECRECY CLASSIFICATION SCHEM .....

10/22/72

25/22/72

09/24/72

09/24/72

09/24/72

09/24/72
Phillips, David A.

SS#

31 Oct 22

GS-17

DDP/WK/

COS

7431

COS/0093/GS-16

August 1972

five

Vice: Thomas Flores

Please schedule appointments for the week of 10 July.

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

10 May, 72

3D 5309 Hqs

7431

QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS

Chairman, Overseas Candidate Review Panel

REQUEST FOR PCS OVERSEAS EVALUATION
REQUEST FOR PERSONNEL ACTION

24 November 1971

024345 Phillips, David A

Promotion

Regular

2135-0694-0000

DDP/WH
FOREIGN FIELD BRANCH 5

Chief of Station

D

GS 0136.05
17 3 34,716

cc: Payroll

Robert W. Sheay, C/CSPS 24 Nov 71

SECRET
MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director for Plans

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

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

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

William V. Broe
Chief
Western Hemisphere Division

1 Attachment
Biographic Profile (Parts 1 and 2)

APPROVAL RECOMMENDED:

Deputy Director for Plans Date
SECRET

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

The recommendation in paragraph 1 is APPROVED:

[Signature]
Director of Central Intelligence

[Date]

SECRET
REQUEST FOR PERSONNEL ACTION

2 January 1970

PHILLIPS, DAVID A.

DDP/WH
FOREIGN FIELD
BRANCH 5

REASSIGNMENT

011 1170

0135.0694

0186

16 3

FROM: DDP/WH/COG/OFF OF THE CH/POS #1105
HOME BASE WH
APPROVED 259a attached

1 - Finance
2 - Security

HENRY L. BERTHOLD
C/WH/PER

DATE SIGNED 1-1-76

SECRET

57

G
SECRET

NAME (Last, First, Middle)  Phillips, David A.

DATE OF BIRTH  10/31/22

GRADE  GS-16

OFFICE, DIVISION, BRANCH (OR OVERSEAS STATION AND
EXISTING COVER OF LATERAL ASSIGNMENT)  DDP/WH/COG

PRESENT POSITION  Branch Chief

EMPLOYEE EXTENSION  7451

PROPOSED POSITION (TITLE, NUMBER, GRADE)  COS # 0186, GS-00

TYPE OF COVER AT NEW STATION

ESTIMATED DATE OF DEPARTURE  o/a 28 Dec., 569

NO. OF DEPENDENTS TO ACCOMPANY  7

COMMENTS

Vic Roberts D. Gahagen

Form DS-1686 to be forwarded

DATE OF REQUEST

SIGNATURE OF REQUESTING OFFICIAL

ROOM NUMBER AND BUILDING

EXTENSION  6815

OFFICE OF MEDICAL SERVICES DISPOSITION

OFFICE OF SECURITY DISPOSITION

OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION
<table>
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<th>Officer designation, rank number, and building</th>
<th>Nominated</th>
<th>Verified</th>
<th>Initials</th>
<th>CCT</th>
<th>Remarks</th>
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<tbody>
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<td>1.</td>
<td>Chairman, FIC</td>
<td></td>
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<td></td>
<td>Mr. Phillips' current assignment as Chief, Ocean Operations Group plus previous overseas tours in VII Div. including a tour as Chief of Station, qualify him for the proposed assignment as Chief of Station. He will enter language training this fall which should provide adequate exposure to make the transition from which he speaks with native fluency. Mr. Phillips has been highly effective as a senior member of VII Div., both at Headquarters and in the field. His relations with his co-workers and subordinates have always been excellent and his station with State Department representatives has been marked by good will and mutual respect.</td>
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<td>Above statement prepared by VII Division. Mr. McEwen has been recalled from the Station. The DCS Mr. Stewart D. McEwen, CS-15, will serve as Acting DCS until the arrival of Mr. Phillips in January 1970.</td>
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MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director for Plans

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

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

2. Mr. Phillips has been an employee of the Agency since 1951, initially in a contract capacity. He has served in Europe, Mexico City and most recently as Chief, Cuban Operations Group. Mr. Phillips is fluent in the language and is scheduled for two months of full-time training immediately prior to his departure. A biographical profile including information regarding his Agency experience and training is attached.

Sincerely,

William V. Broo

Chief
Western Hemisphere Division

Attachment
Biographical Profile (Parts 1 and 2)
SECRET

- 2 -

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

APPROVAL RECOMMENDED:

/s/ [Signature]

Deputy Director for Plans

Date

The recommendation in paragraph one is APPROVED:

[Signature]

Director of Central Intelligence

Date

Distribution:

Original & 2 - Addresses
1 - DEP
1 - C/WMD
1 - C/CRP
1 - C/MR/5
1 - C/WR/66
1 - C/AA/Personnel

DEP/WMD/WR/66 (5 August 1956)
23 October 1968

MEMORANDUM FOR: Secretary, Clandestine Services
Career Service Board

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

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

2. Mr. Phillips stands out among his peers as a true
Clandestine Services operator. He has had a range of opera-
tional assignments enjoyed by few Clandestine Services officers.
He served in Cuba, Mexico and the

Contract Agent, Operations Officer

Chief of Station, and he is currently assigned
as Chief, Cuban Operations Group. In regard to his tour as
Chief of Station, [ ] I cite the following quote
made by [ ] concerning the turbulent events in his
country during his tenure:

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

[Signature]

William V. Broe
Chief
Western Hemisphere Division
SECRET.

27 February 1969

MEMORANDUM FOR: Chief, WH Division

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

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

Chief, WH Division

SECRET.
REQUEST FOR PERSONNEL ACTION

6 December 1968

1. SERIAL NUMBER 024345

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

3. NATURE OF PERSONNEL ACTION PROMOTION

4. EFFECTIVE DATE REQUESTED 12 | 15 | 68

5. CATEGORY OF EMPLOYMENT Regular

6. RANK

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

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

9. POSITION TITLE

10. POSITION NUMBER

11. CARRER SERVICE DESIGNATION

12. OCCUPATIONAL SERIES GS

13. GRADE AND STEP 0136.01

14. SALARY DATE $25,118

15. REMARKS

16. SIGNATURE OF REQUESTING OFFICIAL

17. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE

20. EMPLOYEE CODE

21. OFFICE CODE

22. STATION CODE

23. INVENTORY CODE

24. CODE

25. DATE OF BIRTH

26. DATE OF HIRE

27. DATE OF LEAVE

28. EXTRA DUTY DATA

29. CASUALTY DATA

30. EMERGENCY DATA

31. SECURITY CLEARANCE

32. SOCIAL SECURITY

33. HEALTH INSURANCE

34. LEAVE

35. FEDERAL EMPLOYMENT SERVICE

36. FEDERAL LOAN

37. FEDERAL AGES

38. DATE APPROVED

39. CODE

40. CODE

41. CODE

42. CODE

43. CODE

44. CODE

45. CODE

46. CODE

47. CODE

48. CODE

49. CODE

50. CODE

51. CODE

52. CODE

53. CODE

54. CODE

55. CODE

56. CODE

57. CODE

58. CODE

59. CODE

60. CODE

SECRET
Dear Dave:

I thought you would be pleased about a reference to you which came up in the course of a longish conversation last night with


in his country three years ago.

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

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

Cordially,

Richard G. Cushing
Deputy Director

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

**DATE PREPARED:** 30 August 1967

**SERIAL NUMBER:** 24345

**NAME:** PHILIPS, David A.

**ORGANIZATIONAL DESIGNATIONS:**

**DDP/WH**

**WH/COG**

**OFFICE OF THE CHIEF**

**WASH., D.C.**

**C/WH/ Pers.:** Henry L. Berthold

**CLASSIFICATION SCHEDULE:** GS

**OCCUPATIONAL SERIES:** 0136.01

**GRADE AND STEP:** 15 & 5

**POSITION NUMBER:** 1105

**CAREER SERVICE DESIGNATION:** D

**REMARKS:**

**FROM:** DDP/WH/ STATION

**DATE SIGNED:** 9/11/67

**SIGNATURE OF CAREER SERVICE APPROVING OFFICER:**

**DATE APPROVED:** 8/3/67

**FORMAT NUMBER:** 1152

---

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

---

**FEDERAL TAX INCOME:**

**STATE TAX:**

**GROUP: 1**

---

**SECRET**
SECRET
(When Filled In)

25 October 1966

MEMORANDUM FOR: David A Phillips

THROUGH:

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

REFERENCE: Book Dispatch 5096 dated 12 August 1965

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

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

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

THROUGH: Deputy Director for Plans

SUBJECT: Commendation

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

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

Richard Helms
Director of Central Intelligence
REQUEST FOR PERSONNEL ACTION

SERIAL NUMBER: 024345
NAME: PHILLIPS, DAVID A.

EFFECTIVE DATE REQUESTED: 10/23/66
CATEGORY OF EMPLOYMENT: REGULAR

ORGANIZATIONAL DESIGNATIONS:

LOCATION OF OFFICIAL STATION:

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

DATE PREPARED: 4 October 1966

[Signature]
CONFIDENTIAL

NOTICE OF CREDITABLE SERVICE

[FOR LEAVE PURPOSES]

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

SERIAL NO.
004745

OFFICE (and Division)
LD&F/HR
Foreign Field
Branch

ORIGINAL

X CORRECTION

SERVICE COMPUTATION DATE (Mo - da - yr)
01-15-53

THIS DATE
7-02-66

SIGNATURE (Office of Personnel)

CONFIDENTIAL

FORM 5-63 171 OTHER EDITIONS.
**REQUEST FOR PERSONNEL ACTION**

**DATE PREPARED:** 27 JULY 1965

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<td>PHILLIPS, DAVID A.</td>
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**CATEGORY OF EMPLOYMENT:**

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<tr>
<td>JUN</td>
<td>6</td>
<td>65</td>
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**REASSIGNMENT**

**FUND/DEPT:**

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<th>CF TO V</th>
<th>CF TO CF</th>
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**ORGANIZATIONAL DESIGNATIONS:**

DDP/WH
FOREIGN FIELD
BRANCH 2

**STATION**

(CHIEF OF STATION)

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<th>GRADE AND STEP</th>
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<th>SALARY OR PAY</th>
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**FROM:**

DDP/WH/BRANCH 1, MEXICO CITY, MEXICO; STATION/0340/65

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

FORM 259 HAS BEEN SUBMITTED

**DATE SIGNED:** 27 JUN 65

**SIGNATURE OF CAREER SERVICE APPROVING OFFICER:**

**SECRET**

**CODE DATA**

**STATE OF HIRE:**

31 SECURITY CODE
36 SEX

**SOCIAL SECURITY NO:**

**PREVIOUS GOVERNMENT SERVICE DATA:**

**FEDERAL TAX DATA:**

**STATE TAX DATA:**

**POSITION CONTROL CERTIFICATION:**

**DATE APPROVED:** 3 JUN 65
TO: David A. Phillips

SUBJECT: TDY in [ ]

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

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

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

[Signature]
Richard Helms
Deputy Director of Central Intelligence

S-E-C-R-E-T

S-E-C-R-E-T
MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Plans

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

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

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

Desmond Fitzgerald
Chief
Western Hemisphere Division

1 Attachment
Biographic Profile (Part 1)

APPROVAL RECOMMENDED:

[Signature]
Deputy Director for Plans
(Date)

The recommendation in paragraph 1 is APPROVED:

[Signature]
Deputy Director of Central Intelligence
(Date)

SECRET
REQUEST FOR PERSONNEL ACTION

27 September 1963

1. SERIAL NUMBER 2. NAME (Last-First-Middle)
024365 / PHILLIPS, DAVID A

3. NATURE OF PERSONNEL ACTION 4. EFFECTIVE DATE REQUESTED 5. CATEGORY OF EMPLOYMENT
PROMOTION 5/29/63 REGULAR

6. FUNDS 7. COST CENTER NO. CHARGE-ABLE
V TO V 435700 1000
X TO V

8. ORGANIZATIONAL DESIGNATIONS 9. LOCATION OF OFFICIAL STATION
DOD WH 10. LOCATION OF OFFICIAL STATION
BRANCH 3 MEXICO CITY
MEXICO STATION MEXICO CITY, MEXICO

11. POSITION TITLE 12. POSITION NUMBER 13. CAREER SERVICE DESIGNATION
OPS OFFICER 0340 D

14. CLASSIFICATION SCHEDULE (CGR, DPR, etc.) 15. OCCUPATIONAL SERIES
0136.01 15 E 2

16. REMARKS

This is a PMA in accordance with 50 26-260(1) 67 3 e 2

ROBERT D. GASMAN, C/W/H/PEHS

SECRET
**REQUEST FOR PERSONNEL ACTION**

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<th>SERIAL NUMBER</th>
<th>PHILLIPS, DAVID A.</th>
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**NATURE OF PERSONNEL ACTION**

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<td>CF TO Y</td>
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<td>CF TO Y</td>
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**COST CENTER NO. CHARGEABLE**

| 1135 5700 1000 |

**LOCATION OF OFFICIAL STATION**

| MEXICO CITY, MEXICO |

**CLASSIFICATION SCHEDULE (GS, RP, ETC.)**

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**OCCUPATIONAL SERIES**

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<th>14</th>
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<tr>
<td>0196.01</td>
<td>3</td>
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</table>

**SALARY ON DATE**

| 12,730 |

**REMARKS**

- Subject scheduled to integrate 0/a 22 August 1961.
- It is requested that this action be made effective no later than 6 August 1961.
- 1 copy to Security.

**Security Approval**

- Approved by: 31/12/41
- 11/11/41

**POSITION CONTROL CERTIFICATION**

- Signed: 15/61
- Approved: 11/52
MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

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

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

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

RICHARD M. DILLE, JR.
Deputy Director
(Plaus)

cc: ASIA (Pore)
Attn: Panel A
Mr. Phillips
Thru C/WH
--OP/BND

SECRET
SECRET

1 June 1961

MEMORANDUM FOR: Chief, Finance Division

FROM: Chief, WH/4/Support

SUBJECT: Premium Pay

Due to the recent reduction in heavy workload requirements, the following employees are no longer entitled to Premium Pay. It is requested that this entitlement be discontinued effective c.o.b. 10 June 1961. The salaries are chargeable to Allotment #535-5000-5C21:

BROWN, Fravel S.

CARTWRIGHT, Cecil J.

PHILIPS, David A.

REYNOLDS, Robert

KENT, William M.

MORALES, David S.

MURRAY, William J.

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

SECRET

Serial No. 1. Name (Last Name, First Name, Middle Initial)
P H I L L I E R , D A V I D A.

11. Civic Affiliation
22. M. D. Yr. Passed Code
33. Expiration Code

PREVIOUS ASSIGNMENT

14. Organizational Designation
15. Location Of Official Station

16. Date Of Birth
17. Sex Code

ACTION

7. Nature Of Action

EXCEPTED APPOINTMENT

21. Type Of Employee

PRESENT ASSIGNMENT

31. Organizational Designation
32. Location Of Official Station

33. Name Of Official Station
34. Position Title

CLEARANCES

A. Career Board
B. Rev. Control
C. Classification

Remarks

*See DFR 10716 (OWP 105377) released by DDF on 16 January 1960. Proposed EOD date is 22 February 1960.

2 copies to Security Office.
OFFICE OF PERSONNEL

REIGNATION

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<th>Reason For the Following Reason:</th>
<th>RGL 1 2 3 7 PM 94</th>
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<tbody>
<tr>
<td>Mail Room</td>
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</table>

- Ms. Last Working Day Will Be
- This Date (Date of Signature)
- Signature

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

1. The signature for processing is below equipment for
2. The equipment time processing then to approved
3. Any not. 10 times the following.
Office Memorandum • UNITED STATES GOVERNMENT

TO : File

FROM : PHILLIPS, DAVID A.

DATE: 18 March 1960

SUBJECT: Effective date of CA is 19 Aug 1958, per Mr. Toomey, x2823

This time is creditable for LCD only, per Mr. Stevens.

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

Per Mr. Waterhouse x8 8v 6v

Phillips is primarily contact agent and (emph. staff employee)
DOP approval per Brielle win Cash
voice to You to 2nd March.

WII - has already contacted anyway
but they will speak clearance, subject to policy.

Kennedy (my) has copies of 89 (on
Phillips' site) (other clients). He says
she's to enter our duty, but will be subject to medical order our duty.

Phillips will be in (emph.) soon.
for T0Y and will come early at
that time (1:00 pm).

Poly this
2-8-68
Carrick, April 8, 68
**SECRET**

(When Filled In)

REQUEST FOR SECURITY CLEARANCE

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<th>POSITION TITLE</th>
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<td>MALE - VETERAN</td>
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<td></td>
<td>APPENDIX I</td>
<td>MALE - NON-VETERAN</td>
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<td>APPENDIX II</td>
<td>FEMALE - VETERAN</td>
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<tr>
<td></td>
<td>REPORT OF INTERVIEW</td>
<td>FEMALE - NON-VETERAN</td>
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PLEASE TYPE:

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

Former Staff Employee. Your Case #103696.

Presently Contract Agent.

HARD SHOT

0 50
0 07F

SPACE BELOW FOR OS USE ONLY
<table>
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<tr>
<th>FROM: WH/Personnel</th>
<th>TO: (Officer designation, room number, and building)</th>
<th>DATE</th>
<th>OFFICER'S INITIALS</th>
<th>COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment)</th>
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<tr>
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<td>WM/Pers Ofer</td>
<td>22 Jan 1960</td>
<td></td>
<td>Service as CA with agency as creditable source FSCD, but not SCD. 3-14-60 per General.</td>
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<td>CS/PO</td>
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</table>

Please coordinate with WH/Pers on 22 Jan 60.

Send 257 P to Mrs. Kennedy, MO. Stating 69's Lane has been promised to MO on PhillipsMage and all children.

To M 4-10-U.

End made 15-Mar-8:30
<table>
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<td>6/3</td>
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<td>Finance Toegler</td>
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<td>7/30/58</td>
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<td>CPD</td>
<td>15 Aug 58</td>
<td></td>
<td>1, 13, 00, 4, 1</td>
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<td>OFFICE OF PERSONNEL</td>
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<td>In your signature Olsam - thru Rating</td>
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<td>C/O</td>
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| FROM:         | NEA/ADM/Personnel  
|              | 1103 I Bldg xS671  |
| DATE:        | 16 May 1957        |

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<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**
- Please attach current fitness records.
- Latest Fitness Report for period February-September 1957 is in file. Shortly after this period submit new record for TOV with NEA.
- CPD: 10/01/16 - 20/01/16
- For your signature please.

**Requests:**
- Need submitted report.
- 12 June 1957
**REPORT OF SEPARATION**

<table>
<thead>
<tr>
<th>1. NAME: LAST, FIRST, MIDDLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. DATE OF BIRTH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. JOB TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ops Officer(PP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. GRADE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. OFFICE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOP/NEA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. DIVISION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOP/NEA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. LONGEVITY COMPTATION DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. DATE OF RESIGNATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Aug 58</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. DATE EXIT INTERVIEW:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. NAME OF EXIT INTERVIEWER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

**REMARKS**

To enter Private Business

This is for record only
No exit interview conducted

**SIGNATURE OF SUPERVISING**

**SIGNATURE OF PLACEMENT OFFICE**

**SIGNATURE OF PERSONNEL RELATIONS OFFICE**
Office Memorandum • UNITED STATES GOVERNMENT

TO: The record
FROM: CPD (Staff Agent Branch)
SUBJECT: [Handwritten note]

DATE: 15 Aug 58

1. This is certification that during the Personnel interview with Mr. [Handwritten note] on 7 Aug 58 he specifically stated that he did not want an SP-8 (Unemployment Compensation Program) sent to the DDF/HIA Division.

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

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

To person from Central Office

in the company

Effective 21 August 2018

31 August 1978

Dear Mr. Smith

833 WASHOULDS ST.
FORT WORTH, TEXAS
SECRET

REIGNATION

Enter Private Business

[Signature]

Date of Resignation: Oct 13, 1958

Forward Communications, including salary checks and bonds, to the following address (Number, Street, City, Zone, State):

4004 W. SHERMAN - FORT WORTH, TEXAS
REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr. - Miss. - Mrs. - One given name, initial, and surname)  
   (R. W. Phillips)

2. DATE OF BIRTH  
   31 Oct. 1922

3. REQUEST NO.  
   16 May '57

4. DATE OF REQUEST
   16 May '57

5. EFFECTIVE DATE
   30 April 1957

6. EFFECTIVE DATE
   16 May 1957

7. C.S.R. OR OTHER
   LEGAL AUTHORITY
   6 May 1957

8. APPROVED
   16 May 1957

9. POSITION (Specify whether move, change grade or title, etc.)
   Reassignment

10. POSITION (Specify whether move, change grade or title, etc.)
     Project PECTATE

11. SERVICE, GRADE, AND SALARY
     GS-0136.31-14 $10,555.00 p.a.

12. ORGANIZATIONAL
     DESIGNSATIONS
     DDP/NEA
     Egypt and Arab States Branch
     Project PECTATE

13. HEADQUARTERS
     Havana, Cuba

14. FIELD OF DEPARTMENTAL
     X

15. FIELD OF DEPARTMENTAL
     X

16. REMARKS (Use reverse if necessary)

17. APPROVED
   16 May 1957

18. DATE OF APPOINTMENT

19. LEGAL RESIDENCE
   CLAIMED
   PROVED

20. S.D.R.P.

21. CLEARANCES INITIAL OR SIGNATURE DATE REMARKS

A

B. CELL OR POS CONTROL
   29/5
   25 June 57

C. CLASSIFICATION
   2/7/57
   25 June 57

D. PLACEMENT OR EMPL.
   19/5/57
   25 June 57

E

F. APPROVED BY
   Louis W. Matthews
   10 July 1957
REQUEST FOR PERSONNEL ACTION

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

1. NAME (Last — First — Middle from given name initial(s), and surname) 1. DATE OF BIRTH 1. REQUEST NO.

2. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether, appointment, promotion, separation, etc.) 2. EFFECTIVE DATE 2. PROPOSED

3. POSITION (Specify whether established, change grade or title, etc.) 3. C.S. OR OTHER LOCAL AUTHORITY

4. FROM

Ops Officer (FR) 4. POSITION TITLE AND AGENCY 4. SERVICE, RANK, AND SALARY

5. ORGANIZATIONAL IDENTIFICATIONS

6. HEADQUARTERS

7. TO

Ops Officer (FR) 7. POSITION CLASSIFICATION ACTION 7. SUBJECT TO C. S. RETIREMENT ACT (YES — NO)

8. PAY RANGE

9. APPROPRIATION

10. TO

11. STANDART FORM 52 REMARKS

12. CLEARANCES

<table>
<thead>
<tr>
<th>INITIAL OR SIGNATURE</th>
<th>DATE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. CEIL. OR POS. CONTROL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. CLASSIFICATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. PLACEMENT OF EMPL.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. APPRrovers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTIFICATION OF PERSONNEL ACTION

USDL IN LIEU OF FF10

FIELD

DEPARTMENT

A. REMARKS (Use reverse of document)

New T/O

USDL IN LIEU OF SF10

SIGNATURE

TITLE

SIGNATURE

TITLE

SO-DF

APPROVED

CAREER SERVICE

SECRET
**REQUEST FOR PERSONNEL ACTION**

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME (Mr., Ms., Mgr., etc.)</td>
<td>[Fill in name]</td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>31 Oct 1922</td>
</tr>
<tr>
<td>3. REQUEST NO.</td>
<td>[Fill in request number]</td>
</tr>
<tr>
<td>4. DATE OF REQUEST</td>
<td>16 Jan 56</td>
</tr>
<tr>
<td>5. NAME OF DESIGN REQUESTED</td>
<td>[Fill in name]</td>
</tr>
<tr>
<td>6. OFFICE (Specify whether appointment, promotion, separation, etc.)</td>
<td>[Specify]</td>
</tr>
<tr>
<td>7. POSITION (Specify whether establish, change grade or title, etc.)</td>
<td>[Specify]</td>
</tr>
<tr>
<td>8. POSITION TITLE AND BUREAU</td>
<td>[Fill in title and bureau]</td>
</tr>
<tr>
<td>9. SERVICE, GRADE, AND SALARY</td>
<td>GS-0136-31, 14, $10,320.00 p.a.</td>
</tr>
<tr>
<td>10. ORGANIZATIONAL DESIGNATIONS</td>
<td>DDP/AR</td>
</tr>
<tr>
<td>11. HEADQUARTERS</td>
<td>Havana, Cuba</td>
</tr>
</tbody>
</table>

**FREQUENCY:**

| FREQUENCY | [Specify frequency] |

**B. REMARKS (Use reverse if necessary):**

<table>
<thead>
<tr>
<th>REMARKS</th>
</tr>
</thead>
</table>

**C. REQUEST APPROVED BY**

| SIGNATURE | [Sign here] |

**D. FOR IDENTIFICATION ONLY**

<table>
<thead>
<tr>
<th>NAME AND TELEPHONE EXTENSION</th>
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</table>

**E. VETERAN PREFERENCE**

<table>
<thead>
<tr>
<th>VETERAN PREFERENCE</th>
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</thead>
</table>

**F. POSITION CLASSIFICATION ACTION**

<table>
<thead>
<tr>
<th>ACTION</th>
</tr>
</thead>
</table>

**G. APPROPRIATION**

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
</tr>
</thead>
</table>

**H. STANDARD FORM 31 REMARKS**

<table>
<thead>
<tr>
<th>REMARKS</th>
</tr>
</thead>
</table>

**I. CLEARANCES**

<table>
<thead>
<tr>
<th>CLEARANCES</th>
<th>INITIAL OR SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

**J. APPROVAL**

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>[Signature]</th>
</tr>
</thead>
</table>

**K. CONTROL NUMBER**

<table>
<thead>
<tr>
<th>CONTROL NUMBER</th>
</tr>
</thead>
</table>

**L. FEB 7 1956**
# REQUEST FOR PERSONNEL ACTION

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME (Ms. - Miss - Mrs. - one given name, initial(s), and surname)</td>
<td>Mrs. David A. PHILLIPS</td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>31 Oct 1922</td>
</tr>
<tr>
<td>3. REQUEST NO.</td>
<td>16 Jan 1956</td>
</tr>
<tr>
<td>4. DATE OF REQUEST</td>
<td>16 Jan 1956</td>
</tr>
<tr>
<td>5. NATURE OF ACTION REQUESTED:</td>
<td>Resignation</td>
</tr>
<tr>
<td>6. SERVICE, GRADE, AND SALARY</td>
<td>Op Officer IB-229 05-0136 24-11 $10,320.00 per</td>
</tr>
<tr>
<td>7. ORGANIZATIONAL DESIGNATIONS</td>
<td>DDP/TF Operations Staff Information Coordination Division Office of the Chief Washington, D.C.</td>
</tr>
<tr>
<td>8. POSITION TITLE AND NUMBER</td>
<td>To--</td>
</tr>
<tr>
<td>10. DEPARTMENTAL</td>
<td>1</td>
</tr>
<tr>
<td>11. FIELD OR DEPARTMENTAL</td>
<td></td>
</tr>
<tr>
<td>12. FOR ADDITIONAL INFORMATION CALL (Ranks and telephone extension)</td>
<td></td>
</tr>
<tr>
<td>13. VIETNAMESE PREFERENCE</td>
<td>X 0 0 0 5 7</td>
</tr>
<tr>
<td>14. POSITION CLASSIFICATION ACTION</td>
<td>SD-DP</td>
</tr>
<tr>
<td>15. APPROXIMATE DATE FROM</td>
<td>6-2105-20</td>
</tr>
<tr>
<td>16. SUBJECT TO C-R REENLISTMENT ACT (YES-NO)</td>
<td>YES</td>
</tr>
<tr>
<td>17. DATE OF APPOINTMENT AFFIRMATIVES (ACCESSIONS ONLY)</td>
<td></td>
</tr>
<tr>
<td>18. LEGAL RESIDENCE CLAIMED PROVED STATE</td>
<td></td>
</tr>
<tr>
<td>19. STANDARD FORM 50 REMARKS</td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS**

Concurrent with Mr. Stover's resignation by Jan 5, Feb 1956.

**APPROVED**

Janet Collins, 18 Jan 1956.

**APPROVED BY**

[Handwritten signature]
**REQUEST FOR PERSONNEL ACTION**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME (Mr., Ms., Mrs., One given name, initial(s), and surname)</td>
<td>MR. DAVID A. PHILLIPS</td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>31 Oct '22</td>
</tr>
<tr>
<td>3. REQUEST NO.</td>
<td>16 Sept '55</td>
</tr>
<tr>
<td>4. DATE OF REQUEST</td>
<td>16 Sept '55</td>
</tr>
<tr>
<td>5. NATURE OF ACTION RECALLED</td>
<td>REASSIGNMENT (CORRECTION)</td>
</tr>
<tr>
<td>6. EFFECTIVE DATE</td>
<td>14 Aug '55</td>
</tr>
<tr>
<td>7. C &amp; O OR OTHER LEGAL AUTHORITY</td>
<td></td>
</tr>
<tr>
<td>8. POSITION (Specify a further establish, change grade or title, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

---

**FROM:**
Para military Off. BW-156  
GS-0136.11-14 $8000 p/a  
DDP/PP Operations Staff  
Office of the Chief  
Washington, D.C.

**TO:**
Ops Officer BW-229  
GS-0136.31-14 $8130 p/a  
DDP/PP Operations Staff  
Information Coordination Div.  
Office of the Chief  
Washington, D.C.

---

**A REMARKS (Use Remarks, if necessary):**

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

---

**PP/Admin**

**D. REQUEST APPROVED BY**

Frances A. Taylor - x-8606

---

**13. VETERAN PREFERENCE**

**14. POSITION CLASSIFICATION ACTION**

**SD/DP**

---

**22. CLEARANCES**

**SIGNATURE**

**DATE**

**REMARKS**

---

Approved: SEP 20 U 122

PP/Career Service
# Request for Personnel Action

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
<td>Mr. David M. Phillips</td>
</tr>
<tr>
<td>2. Date of Birth</td>
<td>31 Oct. 1922</td>
</tr>
<tr>
<td>3. Date of Request</td>
<td>1 July 1955</td>
</tr>
<tr>
<td>4. Nature of Action Requested</td>
<td>Reassignment</td>
</tr>
<tr>
<td>5. Personnel Identification, Promotion, Separation, etc.</td>
<td></td>
</tr>
<tr>
<td>6. Position (Specify whether establish, change grade or title, etc.)</td>
<td></td>
</tr>
<tr>
<td>7. Former Title and Grade</td>
<td>Paramilitary Off., BW-156 GS-0136.10-14</td>
</tr>
<tr>
<td>8. Service, Grade, and Salary</td>
<td></td>
</tr>
<tr>
<td>9. Effective Date</td>
<td>10 Aug 1955</td>
</tr>
<tr>
<td>10. New Title and Grade</td>
<td>Ops Officer, BW-229 GS-0136.31-14</td>
</tr>
<tr>
<td>11. New Service, Grade, and Salary</td>
<td></td>
</tr>
<tr>
<td>13. New Employment Agency</td>
<td></td>
</tr>
<tr>
<td>14. Remarks (Use reverse of form if necessary)</td>
<td>For record purposes only</td>
</tr>
<tr>
<td>15. Requested by</td>
<td></td>
</tr>
<tr>
<td>16. Request Approved by</td>
<td></td>
</tr>
<tr>
<td>17. For Additional Information Call</td>
<td>Frances A. Taylor, x 8606</td>
</tr>
</tbody>
</table>

**Position Classification Action**

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
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<tbody>
<tr>
<td>18. Sex</td>
<td>Male</td>
</tr>
<tr>
<td>19. Rank</td>
<td>W</td>
</tr>
<tr>
<td>20. Standard Form 50 Written</td>
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</tr>
<tr>
<td>21. SD-DP</td>
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</table>

**Clearances**

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>22. Initial or Signature</td>
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<tr>
<td>23. Date</td>
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</table>

**Appointed by**

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td></td>
</tr>
</tbody>
</table>

**Approved:** JUL 14 1955

**Signature:**

**PP/Career Service:**
REQUEST FOR PRE-EMPLOYMENT MEDICAL EVALUATION

1. DATE: 6/7/55

2. NAME: Phillips, David Allan

3. POSITION TITLE AND GRADE: Paramilitary Off. GS-14

4. PERSONNEL DIVISION: Full

5. The Medical Office is requested to check the desired action, returning the original copy of this form to the appropriate personnel division no later than the suspense date indicated in item no. 3.

A. Approve processing
B. Hold pending receipt of additional medical information (form letters attached)

C. Request pre-employment medical examination

D. Rejected for medical reasons

6. Remarks:

This (applicable) accompanies the new (highlight) information.

Signature for Medical Office

CONFIDENTIAL

ADDITIONAL MEDICAL INFO ON: (4-6-55)
CONFIDENTIAL

REQUEST FOR SECURITY CLEARANCE

FULL NAME: Phillips, David
POSITION: Operations Staff
LOCATION: Office of Chief
 
DATE: 29 March 1955
 
REMARKS:

MALICIOUS

Attachments:
- 1 (SG) 1 (otf)
- Appendix: 4-11-1

Director: Personnel
## Routing and Record Sheet

**Instructions:** Officer designations should be used in the "TO" column. Under each column, a line should be drawn across sheet and each column numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further printing. This Routing and Record Sheet should be returned to Registry.

### From:

<table>
<thead>
<tr>
<th>TO</th>
<th>ROOM NO</th>
<th>DATE REC'D</th>
<th>PHONE</th>
<th>OFFICER'S INITIALS</th>
<th>TELEPHONE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>C5/CSP 2001</td>
<td>3/13</td>
<td>3/2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McCardell</td>
<td>3/17</td>
<td>3/17 BW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R. RD Curie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date:** 3rd March 55

1. Do suggest we arrange an early briefing of the C5/CSP and Circulate a brief sheet for all interested.
2. 3' agree.

---

**Form:** 51-10

**Security:** SECRET

**Confidentiality:** UNCLASSIFIED
REQUEST FOR PERSONNEL ACTION

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

L NAME (Mr.-Miss-Mrs.—One given name, initial(s), and surname) 3. DATE OF BIRTH

MR. DAVID ATLEE PHILLIPS 31 October 1922

4. REQUEST NO.

5. DATE OF REQUEST

B. NATURE OF ACTION REQUESTED

A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

EXCEPTED APPOINTMENT

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

8. POSITION TITLE AND NUMBER

9. SERVICE, GRADE, AND SALARY

10. ORGANIZATIONAL DESIGNATIONS

11. HEADQUARTERS

12. FIELD OR DEPARTMENTAL

C. REMARKS (Use reverse if necessary)

For sloting purposes only pending approval of new T/O

14. POSITION CLASSIFICATION

C. C. S. or OTHER LEGAL AUTHORITY

15. OFFICE OF THE CHIEF

16. HEADQUARTERS

17. FIELD OR DEPARTMENTAL

WASHINGTON, D.C.

18. FIELD

19. E. REQUEST APPROVED BY

Signature: John S. Baker, C/PP

20. LEGAL RESIDENCE

21. STANDARD FORM 30 REMARKS

22. CLEARANCES INITIAL OR SIGNATURE DATE REMARKS

A. B. C. D. E.

F. APPROVED BY

Signature: John S. Caldwell

10-13-55
<table>
<thead>
<tr>
<th>TO</th>
<th>PHONE NO</th>
<th>DATE</th>
<th>OFFICER'S INITIALS</th>
<th>TELEPHONE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/ff</td>
<td>2032 K</td>
<td>PEP</td>
<td></td>
<td></td>
<td>Contract will be terminated after April 30</td>
</tr>
<tr>
<td>cs/ff</td>
<td>303/25</td>
<td>2/12</td>
<td>29/feb 1955</td>
<td></td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>PP/CMO</td>
<td>240/60</td>
<td>2/12</td>
<td>29/feb 1955</td>
<td></td>
<td>Dwight,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>personal telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>conversation indicated that</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>our China status should</td>
</tr>
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<td>provide for the review of</td>
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<td>such cases from the</td>
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<td>point of view of:</td>
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<td>2) Whether the person's background</td>
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<td>of experience indicates that he</td>
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<td>should be picked up under the</td>
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<td>jurisdiction of a special panel</td>
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<td>of docs papers.</td>
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<td>It seems to me that</td>
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<td>such review could be the</td>
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<td>responsibility of the CDF or if the</td>
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<td>functional FD (unless).</td>
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<td>The latter seems to make most</td>
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<td>sense.</td>
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<td>Could you review this one</td>
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<td>in PP from that point of view</td>
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<td>and let me know how you</td>
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<td>follow back on the policy question?</td>
</tr>
</tbody>
</table>

7 February 1955
MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment

[Signed]

1. Effective 15 December 1957, subject individual's equalization allowance is decreased from $993 to $585 per annum due to a decrease in the cost of living at subject's post as compared with Washington, D.C.

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

SIGNED

Louis W. Armstrong
Chief, Contract Personnel Division

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

OP/CPD:HSurley:ahw (9 Dec 57)
MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION:

FROM: Deputy Director of Security (Investigations and Support)

SUBJECT:

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

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

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

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

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

FOR THE DIRECTOR OF SECURITY:

Robert H. Cunningham

S-E-C-R-E-T
SECRET

Date: 18 June 1957

MEMORANDUM FOR: Chief, Special Security Division

FROM: Chief, Special Contracting, Allowances & Processing Staff, Wing 2F Curie Hall

SUBJECT: (P); Your Number 40636

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

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

( ) Field [ ] Dept'1 Field or Hours. ( ) Field [ ] Dept'1

2. Changes other than specified above:

Cover is Commercial
Case Officer: X348

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

Please phone verbal concurrence to Dot Kreinhader X3885

Verbal Concurrence

LOUIS W. ARMSTRONG

GRANTED BY MR. JODER

21 June 1957

SECRET
MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for

1. Effective 13 January 1957, subject individual's equalization allowance is decreased from $3780 to $3145 per annum due to a reduced cost of living index for subject's post.

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

SIGNED

RALPH S. POLLOCK
Chief, Contract Personnel Division

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

26 April 1987

MEMORANDUM FOR: Deputy Director for Investigations & Operational Support

THROUGH: Contract Personnel Division

SUBJECT: Change of Pseudonym

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

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

/s/ J. C. KING
Chief, R&D

Distribution:

See Reference
RD
Charge - Statistics
Reference Staff
Reference "86
CIA
SECRET

26 April 1957

MEMORANDUM FOR: Deputy Director for Investigations & Operational Support

THROUGH: Contract Personnel Division

SUBJECT: New Pseudonym

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

The pseudonym of subject of reference has been changed to

David Phillips

J. C. AINU
Chief, WDO

SECRET
MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for

Philippe, David

1. Effective 7 October 1956, subject individual's equalization allowance is increased from $3670 to $3780 per annum.

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

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

SUBJECT: Equalization Allowance for Phillips Div.

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

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

Louis W. Armstrong
Chief, Contract Personnel Division

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

nih - 2 July 1957
CLASSIFIED MESSAGE

TO: HAVANA, CUBA
FROM: DIRECTOR

INFO: FI/ADM, FI/RI 2, OP 2, 3/C 2

DIR 6833 (OUT 67172) 214628 FEB 56

TO: HAVANA

SUBJECT: DTR 30629 (OUT 66720)

David Philips

ARR HAVANA 1440 HRS 9 FEB PAA 436 WITH FACILITIES.

END OF MESSAGE
Office Memorandum - UNITED STATES GOVERNMENT

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

SUBJECT: Philips, slut

1. Reference is made to your request dated 20 January 1956 for a Covert Security Clearance to permit appointment of Subject to Staff Agent/Operations officer at Havana, Cuba.

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

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

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

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

FOR THE DIRECTOR OF SECURITY

[Signature]

SECRET
REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE) | 1956
---|---
David Phillips

POSITION/CLASS | OCCUP. CODE
---|---
Not Specified | 52-28

LOCATION (CITY, STATE, COUNTRY) | UTP/UP
---|---
Nevada, USA | Not Specified

TYPE OF APPLICANT | TYPE OF ASSIGNMENT AND FUNDS
---|---
Civilian | NOS. FUND (50)

CLEARANCE REQUIRED | COVER SHEET CLEARANCE
---|---
FULL | COVER SHEET COVERED

ATTACHMENTS | VETERANS STATUS
---|---
Personal History Statement | Male - Veteran
Photographs | Female - Non-Veteran
Appraiser | Male - Non-Veteran
Appraisal Report | Female - Veteran
Request for Waiver | VET. PREP. & BIA (50)

REMARKS:
Security #0696

Space below for SO use only

FORM 377

SECRET
**CLASSIFIED MESSAGE**

**DATE:** 03/08/57
**INFO:** FI/OPS 2, FI/RI 2, FD.3, OP 2, S/C 2

**TO:** DIRECTOR
**FROM:** NEA 6
**ACTION:** routine

**ROUTING**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>4</td>
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<tr>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>

**TO:** DIR
**INFO:** A

**PECTATE**

**And family arrived 30 April.**

**END OF MESSAGE**

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

*It is forbidden to make a copy of this message.*

Copy No.
To: PRITY DIR  
INFO:  
ADMIN  

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

END OF MESSAGE
<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILLIPS, David Atlee</td>
<td>31-Oct-1922</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Position Title &amp; Occupational Code</th>
<th>Grade</th>
<th>O.R.G. Organization &amp; Organizational Title of Eff. DTG.</th>
<th>Location</th>
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<tr>
<td>Jun 1973</td>
<td>17, 0001.10</td>
<td></td>
<td>E/C/Chief, MI Division</td>
<td>Eq</td>
</tr>
<tr>
<td>Dec 1973</td>
<td>18, 0001.10</td>
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<td>H2</td>
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</tbody>
</table>

**DATE DEVELOPED:** 1 Jun 1974

**PROFILE REVIEWED BY:**

**FILE NO.:** 1200-1a
PHILLIPS, David Allen

31 Oct 1922

Secret Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom, during the period Jan - Jul 1974.

Contribution 1961 from OAS for loyal and devoted performance while serving with the Joint Task Force, Intelligence Medal of Merit for outstanding dedication and devotion to the cause of freedom.

Appreciation 1963 from D3 Ambassador, Khamis City conveying President Kennedy's thanks to Embassy Staff who contributed to success of his Khamis visit.


Contribution 1964 from the ICI for especially meritorious service during the past year by members of the Station.

Appreciation 1963 from Director, Voice of America, USA for subject's able and effective representation of the United States during turbulent events in the country three years ago.

Appreciation 1969 from GSH, USAF for briefing the DO Base Chiefs' Conference - 17 Feb 1969.
NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

TC:
X CHIEF, CONTROL DIVISION, OP

CHIEF, CONTRACT PERSONNEL DIVISION, OP

X CHIEF, OPERATING COMPONENT (For action)

ATTN: CHIEF SUPPORT STAFF

VERDAD

SUBJECT: DAVID ATLEE PHILLIPS

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS

CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS

EFFECITIVE DATE: 22 JULY 1973

TO BE ISSUED. (MIN 20-11)

SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY (MIN 10-7.3)

EAA CATEGORY I CATEGORY II

RETURN ALL OFFICIAL DOCUMENTATION TO CCS

SUBMIT FORM 323 IMMEDIATELY TO NOTIFY COMPASS RESPONSIVE

SUBMIT FORM 2688 FOR HOSPITALIZATION CARD

REAS AND/OR DATA:
15 JAN 53-54
MAR 54-FEB 56
FEB 56-APRIL 57
APRIL 57-JULY 58
JULY 58-MARCH 60
MARCH 60-22 AUG 61-B6A
23 AUG 61-JULY 65
JULY 65-JUNE 67
JUNE 67-JAN 70-B6S
JAN 70-JULY 71
JULY 71-JULY 72

DISTRIBUTION
COPY 1: CC OR CFO
COPY 2: OPERATING COMPONENT
COPY 3: CSS/RBD
COPY 4: G/CC/FP
COPY 5: CSS/FILE

(TO BE CONTINUED)
# COVER CONTROL OF RETIREMENT PROCESSING

**To:** Retirement Operations Branch  
Office of Personnel  

**Date:** 13 April 1975  

**Retiree Name:** [Redacted]  
**Category of Employment:** [Redacted]  

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

<table>
<thead>
<tr>
<th>Type of Retirement</th>
<th>Civil Service</th>
<th>Clandestine (Clandestine Cover)</th>
<th>Clandestine (Clandestine)</th>
<th>Retention of Awards</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Cover</td>
<td>Overt</td>
<td>Covert</td>
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<tr>
<td>Correspondence</td>
<td>Overt</td>
<td>Covert</td>
<td>Thru CCS</td>
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</table>

**Finances:**
- Annuity Payments Should Be: U.S. Gov't. Check  
- Tax Documentation Should Be: CIA  
- Request Transfer of Funds From Civil Service Commission: Yes  
- Other (Memo Follows): [Redacted]

**Insurance:**
- FEGLI: Covert  
- Maintain Records Internally Only: Yes  

**Type of Hospitalization Card:** Yes  

**Authorization to Convert Insurance:** Yes  
Conversion Must Be Approved by CCS

**Member of Civilian Reserve:** Yes  
No  
Overt  
Covert

**Remarks:**

Chief, Cover Support Branch  
Cover & Commercial Staff

**This Section to Be Completed by Office of Security:**
- No Security Objections to Above

**Other Instructions as Follows:**

Chief, Employee Activities Branch, Office of Security

- [Signature]
FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED,
YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

PHILLIPS DAVID A
024345
41354523

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5309 OF
TITLE 5, U.S.C., AND EXECUTIVE ORDER 11411 PURSUANT TO AUTHORITY OF OECI
AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND OECI DIRECTIVE
DATED ON OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME    SERIAL ONCA FUMS OR-STEP NEW SALARY
PHILLIPS DAVID A 024345 51 250 CF CS 18 1 430,000
**NOTIFICATION OF PERSONNEL ACTION**

<table>
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<tr>
<th>SECS</th>
<th>NAME</th>
<th>LAST FIRST MIDDLE</th>
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<tr>
<td>24345</td>
<td>PHILLIPS DAVID A</td>
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**NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY)**

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**FUND**

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<td>5135 4523 dddd PL 88-643 SECT 233</td>
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**ORGANIZATIONAL DESIGNATIONS**

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<th>DDO/LA DIVISION</th>
<th>-office of the chief</th>
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<td>OFFICE OF THE CHIEF</td>
<td>WASH., D.C.</td>
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**POSITION TITLE**

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**LOCATION OF OFFICIAL STATION**

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**POSITION NUMBER**

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**SERVICE DESIGNATION**

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**SALARY OR RATE**

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**REMARKS**

"IN ACCORDANCE WITH HR 25-23(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."
NOTIFICATION OF PERSONNEL ACTION

PROMOTION

PHILLIPS DAVID A

024345

DIRECTIVE DATE:
12 23 73

REGULAR

V TO V

X

V TO CF

4135 4523 0001

50 USC 403 J

FUND

X TO CF

LOCATION OF OFFICIAL STATION

DOO/WH DIVISION

OFFICE OF THE CHIEF

WASH., D.C.

CHIEF WH DIVISION

0001

D

CLASSIFICATION

OCCUPATIONAL SERIES

GRADE AND STEP

SERVICE DESIGNATION

GS

0001.10

18 1

36000

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

ACTION CODE

5 10 20

OFFICE CODE

51050 WH

515013

11 12 13 14 15 16 17

DATE OF BIRTH

10 31 22 12 23 73

DATE OF GRADE

12 23 73

DATE OF LD

SOCIAL SECURITY NO

678 90 12 34

HEALTH INSURANCE

VMD

SOCIAL SECURITY NO

678 90 12 34

PREVIOUS EMPLOYMENT

1980

STATE TAX DATA

500 00

000

SIGNATURE OR OTHER AUTHENTICATION

LOTED

STATE OF FLORIDA

STATE OF FLORIDA

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME: PHILLIPS DAVID A

SERIAL NO.: 024345

FUND: 51 050 CF

GS: 17 4

S36,000

SECRET

(Information Follows)

NOTIFICATION OF PERSONNEL ACTION

OFC

024345 PHILLIPS DAVID A

EFFECTIVE DATE: 14 OCTOBER 1973

FUND: 51 050 CF

GS: 0001.10

S36,000

WASH, D.C.

"IN ACCORDANCE WITH PAR 20-23A(3), AN EMPLOYEE WILL HOLD SUPERGRAD FLOR FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."
NOTIFICATION OF PERSONNEL ACTION

READING

NAME: Phipps David A.

NATURE OF PERSONNEL ACTION: REASSIGNMENT

FROM: V TO V

TO: CF TO V

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

OFFICE OF THE CHIEF WASH., D.C.

POSITION TITLE: CHIEF WH DIVISION

LOCATION OF ORGANIZATION: WASH., D.C.

CLASSIFICATION: GS-11

OCCUPATIONAL GROUP: 2141

PAY STEP: 10

IN ACCORDANCE WITH HR 21-23-12, AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

POSTED
"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF UCI AS PROVIDED IN THE CIVIL SERVICE ACT OF 1949, AS AMENDED, AND UCI INSTRUCTIVE DATED 07 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME

PHILLIPS CAVID A

SERIAL CRGN. FUNDS OR-STEP NEW SALARY

024545 51 745 CF CS 17 4 $36,000

"CERTIFICATION AND AUTHENTICATION
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE"

SIGNATURE

DATE 11/9/17

☐ NO EXCESS LWOP ☐ 0
☐ ON PAY STATUS AT END OF WAITING PERIOD
☐ LWOP STATUS AT END OF WAITING PERIOD

PAY CHANGE NOTIFICATION
SECRET

NOTIFICATION OF PERSONNEL ACTION

SERIAL NUMBER: 024345
NAME: PHILLIPS DAVID A

NATURE OF PERSONNEL ACTION: REASSIGNMENT

REASSIGNMENT:
- V TO V
- V TO CF
- CF TO V
- CF TO CF

ORGANIZATIONAL DESIGNATIONS:
- DDP/WM DIVISION
- FOREIGN FIELD
- BRANCH 3-

LOCATION OF OFFICIAL STATION:

POSITION TITLE: CHIEF OF STATION

CLASSIFICATION: GS 0135.05

SUPERIOR RANK:

IN ACCORDANCE WITH 21 U.S.C. 2343, AN EMPLOYEE WILL HOLD SUPERIOR RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED.

SECRET

FOSTED
NOTIFICATION OF PERSONNEL ACTION

<table>
<thead>
<tr>
<th>SERIAL NUMBER</th>
<th>NAME (LAST, FIRST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Phillip</td>
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</table>

<table>
<thead>
<tr>
<th>NATURE OF PERSONNEL ACTION</th>
<th>EFFECTIVE DATE</th>
<th>CATEGORY OF EMPLOYMENT</th>
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<td>V TO V</td>
<td>01/01/74</td>
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<tr>
<th>ORGANIZATIONAL DESIGNATIONS</th>
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<tr>
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(Space below is for exclusive use of the office of personnel)
"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11597 PURSUANT TO AUTHORITY OF OIC AS PROVIDED IN THE CDA ACT OF 1949, AS AMENDED, AND A OIC DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT 9 JANUARY 1972

NAME: PHILLIPS DAVID A
SERIAL: 024345
U.S. GOVERNMENT FUNDS: GS 173
STEP: 3
BASE SALARY: $57,000.00

NOTIFICATION OF PERSONNEL ACTION

DOC: 024345
PHILLIPS DAVID A

DOP/VIA DIVISION: FOREIGN FIELD
BRANCH: 3

CHIEF OF STATION: 0188

CLASSIFICATION: GS 173

LOCATION OF OFFICE STATION: 34716

SECRET (When Filed In)

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL.
PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES IN PL 91-231 AND
EXECUTIVE ORDER 11924 PL 91-231, AS AUTHORIZED BY THE
CIA ACT OF 1949, AS AMENDED, AND A CIA DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 28 DECEMBER 1969

NAME
PHILLIPS DAVID A

SERIAL
024743

ORG., FUNDS OR STEP
51 730 CF 04 10 4

SALARY
$29,227

<table>
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<tr>
<th>SERIAL NO.</th>
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<td>024743</td>
<td>PHILLIPS DAVID A</td>
<td>51 730 CF</td>
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Old Salary Date: 12/12/69
New Salary Date: 12/13/70
Type Action: Grade Step
Grade: 65
Step: 10

Certification and Authentication:
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

Signature: [Signature]
Date: [Date]

PAY CHANGE NOTIFICATION

EFFECTIVE DATE OF PAY ADJUSTMENTS 28 JANUARY 1971

NAME
PHILLIPS DAVID A

SERIAL
024743

ORG., FUNDS OR STEP
51 730 CF 04 10 4

SALARY
$30,287
**NOTIFICATION OF PERSONNEL ACTION**

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**REASSIGNMENT**

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**LOCATION OF OFFICIAL STATION**

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

**SECRET**

**JBC**

**Effective Date of Pay Adjustment: 9 October 1967**

<table>
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<tr>
<td>Phillips David A 024345 51 900 CF 55 15 5</td>
<td>820 876 822 816</td>
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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-246 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DOL AS PROVIDED IN THE CBA ACT OF 1949, AS AMENDED, AND A-101 DIRECTIVE DATED 9 OCTOBER 1967."

**Effective Date of Pay Adjustment: 19 July 1968**

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<tr>
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**Schedule:**

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<th>Certification and AUTHORIZATION</th>
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<tbody>
<tr>
<td>2216</td>
<td>23075</td>
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<td>09/23/66</td>
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**Signature:**

Donald G. Marcell

**Date:** 12 July 1968

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<th>In Pay Status at End of Waiting Period</th>
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<td>Old Salary Rate</td>
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<td>GS 15 4 1/1964</td>
<td>GS 15 5 1/24/66</td>
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NO EXCESS LWOP
IN PAY STATUS AT END OF WAITING PERIOD
LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS 
AUDITED BY

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

SIGNATURE: ___________________________ DATE: 15/7/66

PAY CHANGE NOTIFICATION
NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 03-43345
2. NAME (LAST FIRST MIDDLE): PHILLIPS, DAVID A

3. NATURE OF PERSONNEL ACTION: RETIREMENT AND DISABILITY SYSTEM

4. FUND: 7/156
5. EFFECTIVE DATE: 10/23/66
6. CATEGORY OF EMPLOYMENT: REGULAR

7. COST CENTER NO: 7135 0875 0000
8. LOCATION OF OFFICIAL STATION: PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS:

10. LOCATION OF OFFICIAL STATION:

11. POSITION TITLE:

12. POSITION NUMBER: 12

13. SERVICE DESIGNATION:

14. CLASSIFICATION SCHEDULE (GS, SE, etc.):

15. OCCUPATIONAL SERIES:

16. GRADE AND STEP:

17. SALARY OR DATE:

18. REMARKS:

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

SECRET (When Filled In)

SECRET (When Filled In)

SECRET (When Filled In)
PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504

EFFECTIVE DATE OF PAY ADJUSTMENTS: 3 JULY 1966

NAME
PHILLIPS DAVID A

SERIAL ORGN. FUNDS GR-STEP OLD SALARY NEW SALARY
024345 51 750 CF GS 15 4 $18,825 $19,371

SECRET

30 June 1966

MEMORANDUM FOR: Chief, TRB

SUBJECT: Record of Contract Service for
David A. Phillips

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

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

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

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

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

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

Contract Agent:
EOD 1 February 1951: $2600.00 P/A
Term 28 February 1951: $2600.00 P/A
EOD 25 January 1952: $2600.00 P/A
Term 31 August 1953: $2600.00 P/A
Contract Employee:
EOD 4 March 1954: $7200.00 P/A
Pay Inc. 1 August 1954 to $8360.00 P/A
Term, 31 March 1955: $8360.00 P/A

Staff Employee:
Ex. Appt. 1 April 1955: $8600.00 P/A
Pay. 6 February 1966: $10,320.00 P/A

Staff Agent:
Ex. Appt. 7 February 1966: $10,320.00 P/A
PSI 7 October 1966: $11,535.00 P/A
Pay Raise 12 January 1968: $11,695.00 P/A
PSI 6 April 1968: $11,825.00 P/A
Pay, 12 August 1968: $11,935.00 P/A

Contract Agent:
EOD 19 August 1968: $7,200.00 P/A
Term, 12 March 1969: $7,200.00 P/A

Staff Employee:
Ex. Appt. 14 March 1966: $11,835.00 P/A
Subject has been a Staff Employee since 14 March 1966

Chief
Agent Payroll Branch
NOTIFICATION OF PERSONNEL ACTION

SERIAL NUMBER 024345  PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION
REASSIGNMENT

4. EFFECTIVE DATE 08/1/85  CATEGORY OF EMPLOYMENT REGULAR

6. FUNDS V TO V  REGULAR
V TO CF

X  CF TO V

8. ORGANIZATIONAL DESIGNATIONS
DDP/WH
FOREIGN FIELD

9. LOCATION OF OFFICIAL STATION 50 USC 403 J

11. POSITION TITLE CHIEF OF STATION
12. POSITION NUMBER 0274

14. CLASSIFICATION SCHEDULE NO. 18, SUB.

15. OCCUPATIONAL SERIES GS 0138.05

16. GRADE AND STEP 15 4

17. SALARY OR DATE 18170

18. REMARKS MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION 20. EMPLOYEES
CODE CODE
02 10

21. OFFICE COUNTER
22. STATION CODE 23. INTEGRITY CODE
12032 1

24. RATE: 25. DATE OF BIRTH 26. DATE OF GRADE 27. DATE OF FED
M 1 3 11/10/62 1 1 1

28. NEXT DEPARTURE
29. SPECIAL RETIREMENT DATA
30. SEPARATION DATA CODE

32. CORRECTION CANCELLATION DATA
33. SECURITY 34. SEQ
000 000

35. VET PREFERENCE
36. EMPLOYEE DATE 37. LUMP SUM DATE 38. CARRY OVER CODE
CODE CODE CODE
0 0 0 1 1 1

41. PREVIOUS FEDERAL SERVICE
42. LEAVE DATE 43. FEDERAL FEDERAL TAX
CODE 44. STATE TAX
CODE
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45. SIGNATURE OR OTHER AUTHENTIC ID

(Signature and ID)
## NOTIFICATION OF PERSONNEL ACTION

### ADP D 03/31/69

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### NATURE OF PERSONNEL ACTION

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### ORGANIZATIONAL DESIGNATION

| DUP/WH DIVISION                  | X |

### POSITION TITLE

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### GRADE AND STEP

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### SALARY OR RATING

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**SIGNATURE OR OTHER AUTHENTICATION:**

**POSTED**

[Signature]

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<td>$3,385 $3,500 $3,615 $3,730 $3,845 $3,960 $4,075 $4,180 $4,295 $4,420</td>
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<tr>
<td>GS-2</td>
<td>$3,680 $3,805 $3,930 $4,055 $4,180 $4,305 $4,430 $4,555 $4,680 $4,805</td>
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<tr>
<td>GS-3</td>
<td>$4,005 $4,140 $4,275 $4,410 $4,545 $4,680 $4,815 $4,950 $5,085 $5,220</td>
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<td>$4,480 $4,630 $4,780 $4,930 $5,080 $5,230 $5,380 $5,530 $5,680 $5,830</td>
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<td>GS-5</td>
<td>$5,000 $5,165 $5,330 $5,495 $5,660 $5,825 $5,990 $6,155 $6,320 $6,485</td>
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<td>$5,505 $5,690 $5,875 $6,060 $6,245 $6,430 $6,615 $6,800 $6,985 $7,170</td>
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<td>$6,050 $6,250 $6,450 $6,650 $6,850 $7,050 $7,250 $7,450 $7,650 $7,850</td>
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<td>$6,630 $6,850 $7,070 $7,290 $7,510 $7,730 $7,950 $8,170 $8,390 $8,610</td>
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<td>$7,220 $7,465 $7,710 $7,955 $8,200 $8,445 $8,690 $8,935 $9,180 $9,425</td>
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<td>$7,900 $8,170 $8,440 $8,710 $8,980 $9,250 $9,520 $9,790 $10,060 $10,330</td>
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<td>$8,650 $8,945 $9,240 $9,535 $9,830 $10,125 $10,420 $10,715 $11,010 $11,305</td>
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<td>$14,170 $14,660 $15,150 $15,540 $16,130 $16,620 $17,110 $17,600 $18,000 $18,580</td>
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<td>$16,460 $17,030 $17,600 $18,170 $18,740 $19,310 $19,880 $20,450 $21,020 $21,590</td>
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<td>$18,935 $19,590 $20,245 $20,900 $21,555 $22,210 $22,865 $23,520 $24,175</td>
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<td>$21,445 $22,195 $22,945 $23,695 $24,445</td>
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<td>$24,500</td>
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-973 AND ACT  
HEMPHORD DATED 1 AUGUST 1969, SALARY IS ADJUSTED AS FOLLOWS.  
EFFECTIVE 9 JANUARY 1964.

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<td>$15,425</td>
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SECRET  
(When Filled In)

MHC: 27 SEPT 63

NOTIFICATION OF PERSONNEL ACTION

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<tr>
<td>BRANCH 3</td>
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MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

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</table>

SIGNATURE OR OTHER AUTHENTICATION

[Signature]

[Signature]

[Signature]
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-736, ALL
CURRENTLY EARNED DATES 1 OCTOBER 1964, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 1 OCTOBER 1964.

<table>
<thead>
<tr>
<th>Name</th>
<th>Serial No.</th>
<th>Fund</th>
<th>Initial Salary</th>
<th>Initial Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILLIPS DAVID A</td>
<td>024345</td>
<td>64700</td>
<td>14 4</td>
<td>512790</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name</th>
<th>Cost Center Number</th>
<th>LWOP Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>024345</td>
<td>PHILLIPS DAVID A</td>
<td>64700</td>
<td>CF 8</td>
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</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Step</th>
<th>Salary</th>
<th>Last En Date</th>
<th>Grade</th>
<th>Step</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 14</td>
<td>4</td>
<td>$14,120</td>
<td>09/17/61</td>
<td>GS 14</td>
<td>5</td>
<td>$14,545</td>
<td>09/19/63</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

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

Signature: [Signature]
Date: [Date]

PAY CHANGE NOTIFICATION

SECRET
(When Filled In)

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name</th>
<th>Cost Center Number</th>
<th>LWOP Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>24345</td>
<td>PHILLIPS DAVID A</td>
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<td>UV</td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Step</th>
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<th>Last En Date</th>
<th>Grade</th>
<th>Step</th>
<th>Salary</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>GS 14</td>
<td>3</td>
<td>$12,710</td>
<td>09/14/63</td>
<td>GS 14</td>
<td>6</td>
<td>$12,670</td>
<td>09/17/61</td>
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</table>

Remarks and Authentication:
/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / IN LWOP STATUS AT END OF WAITING PERIOD
NOTIFICATION OF PERSONNEL ACTION

1. NAME (Last First Middle)
   PHILLIPS DAVID A

2. SERIAL NUMBER
   024345

3. EFFECTIVE DATE
   23.61

4. CATEGORY OF EMPLOYMENT
   REGULAR

5. FUND
   0 TO 0

6. COST CENTER NO.
   2135 5700 1000

7. USC OR OTHER LEGAL AUTHORITY
   50 USC 403 J

8. LOCATION OF OFFICIAL STATION
   MEXICO CITY, MEXICO

9. POSITION TITLE
   GPS OFFICER

10. OFFICE COUPON
    0340

11. OCCUPATIONAL SERIES
    GS

12. GRADE AND STEP
    0136.01

13. SALARY OR DATE
    14 3

14. CODE DATA

EOD DATA

SIGNED OR AUTHENTICATION

SECRET

1100	Obsolete Previous
Edition

14 019
**NOTIFICATION OF PERSONNEL ACTION**

**OCF**

<table>
<thead>
<tr>
<th>SERIAL NUMBER</th>
<th>NAME (LAST, FIRST, MIDDLE)</th>
<th>EFFECTIVE DATE</th>
<th>CATEGORY OF EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>024345</td>
<td>PHILLIPS DAVID A</td>
<td>08 15 61</td>
<td>REGULAR</td>
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</table>

**REASIGNMENT**

<table>
<thead>
<tr>
<th>FUND</th>
<th>FROM TO</th>
<th>TO FROM</th>
<th>210 2000 50 USC 403 J</th>
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</thead>
<tbody>
<tr>
<td>V</td>
<td>X</td>
<td></td>
<td>2135 5700 1600</td>
</tr>
</tbody>
</table>

**ORGANIZATIONAL DESIGNATIONS**

- DOD WH
- BRANCH 3
- MEXICO CITY, MEXICO STATION
- MEXICO CITY, MEXICO

**POSITION TITLE**

- OPS OFFICER

**CLASSIFICATION**

- GS 0136.01 14 3 12730

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

- Action: 37
- Date: 10 31 22
- WH: 64700
- Code: 45075
- KOD DATA

**SIGNATURE OR OTHER AUTHENTICATION**

- Signed: [Signature]
- Date: 03/27/61
- L1
IN ACCORDANCE WITH THE PROVISIONS OF P.L. 88-368 AND DOO Heading Dated 1 August 1964, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE IN JULY 1965.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERIAL</th>
<th>ORGN</th>
<th>GRADE</th>
<th>OLD SALARY</th>
<th>NEW SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILLIPS DAVID A</td>
<td>524345</td>
<td>46</td>
<td>17</td>
<td>GS-14 3</td>
<td>$11,835</td>
</tr>
</tbody>
</table>

/S/  EVERETT D. FCHOLS
DIRECTOR OF PERSONNEL

SECRET

NOTIFICATION OF PERSONNEL ACTION

BWS: 15 APR 1960

524345  PHILLIPS DAVID A 10 31 22 9 PI-1 1 41 1 03 14 60

02 12 58 50 60 50 USCA 203 8

PREVIOUS ASSIGNMENT

CS/CS DEVELOPMENT COMPLEMENT DCP WM DIVISION

Dept. - 1 FLKD - 3 Code 1 1 OPS OFFICER 031460 GS 0136.01

21. Grade & Step 22. Salary Or Rate 23. SD
14 3 $11,835 03 14 60 02 17 60 02 0320 1968

ACTION

REASSIGNMENT

56 04 17 60 REGULAR 01

PRESENT ASSIGNMENT

DCP WM BRANCH 4

32. Dept-Field 33. Position Title 34. Position No. 35. Serv. 36. Occup. Series
Dept. - 1 Code 1 1 OPS OFFICER 0624 GS 0136.01

38. Grade & Step 39. Salary Or Rate 40. SD
14 3 $11,835 03 14 60 02 17 61 02 0135 1000 1000

44. Remarks

- 28 - 60 - 11K
NOTIFICATION OF PERSONNEL ACTION

3. NAME
   Phyllis McPherson

4. DATE
   18 Aug 80

5. NATURE OF ACTION
   RESIGNATION (STAFF AGENT)

6. EFFECTIVE DATE
   15 Aug 80

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
   EDCO 4031

8. POSITION TITLE
   Opr Officer (FF)

9. SERVICE, SWEET, GRADE, SALARY
   GS-0136-31-12 $11,655.00 p/a

10. DUTIES/TRACK
    Project Amex
    Egypt & Arab States Branch
    Project PEGEAST

11. DEPARTMENT
    DEPARTMENTAL

12. FIELD OR DEPT.
    DEPARTMENTAL

13. VETERAN'S PREFERENCE
   
14. POSITION CLASSIFICATION
    SD 2DP

15. APPROVING OFFICE
    9:3351-91-218

16. DATE OF EMPLOYMENT
    1955

17. SUBJECT TO C.F. 15

18. DATE OF EMPLOYMENT (RETIREMENT)
    1955

19. LEGAL RESIDENCE
    1. CLAIMED 2. PROVED

20. MEMO:
    Subj debriefed by Security (Propose)
    Subj debriefed by Finance (Shipley)
    Subj debriefed by Personnel (Krainhedar)

FOR DIRECTOR OF PERSONNEL

[Signature]

ENRANCE PERFORMANCE DATA:

SECRET

1. COPY

SECRET
NOTIFICATION OF PERSONNEL ACTION

<table>
<thead>
<tr>
<th>2. NAME OF OFFICER</th>
<th>3. DATE OF BIRTH</th>
<th>4. DATE OF ACTION</th>
<th>5. DATE</th>
<th>6. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>31 Jan 1522</td>
<td>15 Aug 57</td>
</tr>
</tbody>
</table>

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

**REASSIGNMENT (COLOCATION) STAFF AGENT**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ops. Off (PP) RAP-126</td>
<td>Ops. Officer (PP) PAP-6127</td>
</tr>
</tbody>
</table>

| GS-0136.51-14 | $10,535.00 p/a |
| GS-0136.21-14 | $10,535.00 p/a |

DDP/VIII

Branch III

Havana Cuba Station

Havana, Cuba

<table>
<thead>
<tr>
<th>11. HEADSECTIONS</th>
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<tr>
<td>DDP/IN</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>12. FIELD ON DEPT</th>
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<tr>
<td>DEPARTMENTAL</td>
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<table>
<thead>
<tr>
<th>13. VETERAN'S PREFERENCE</th>
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<tbody>
<tr>
<td>OTHER</td>
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<table>
<thead>
<tr>
<th>14. POSITION CLASSIFICATION ACTION</th>
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<tr>
<td>NEW VICE</td>
</tr>
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<td>SDTCP</td>
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<table>
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<tr>
<th>15. SEX</th>
</tr>
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<tbody>
<tr>
<td>M</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>16. APPROPRIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
</tr>
<tr>
<td>TO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. SUBJECT TO S.A. RETIREMENT ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
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</table>

<table>
<thead>
<tr>
<th>18. DATE OF APPOINTMENT ANNOUNCEMENT</th>
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</thead>
<tbody>
<tr>
<td>15 Jan 57</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>19. LEGAL RESIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAIMED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20. REMARKS</th>
</tr>
</thead>
</table>

"Subject arrived PCS 30 Apr 57, Project FECTAE was approved 15 Jan 57"

FOR DIRECTOR OF PERSONNEL

Louis W. Armstrong

ENTRANCE PERFORMANCE RATINGS

SECRET

1st COPY

120
NOTIFICATION OF PERSONNEL ACTION

1. NAME: [Redacted]
2. DATE OF BIRTH: 31 Oct 1922
3. JOURNAL OR ACTION NO.: [Redacted]
4. DATE: 11 July 1957

5. MATTER OF ACTION:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ops Off (PP) RAF-125</td>
<td>Ops Officer(PP) REP-8127</td>
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</table>

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>GS-0132.31-14 $10,535.00 p/a</th>
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<tbody>
<tr>
<td>SERVICE SERIES</td>
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</tr>
<tr>
<td>GRADE</td>
<td>SALARY</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
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<tr>
<td>CS-0136.31-14</td>
<td>$10,535.00 p/a</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE SERIES</th>
<th>GRADE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDP, USA</td>
<td>Project Annex</td>
<td>Egypt and Arab States Branch</td>
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<tr>
<td>Project</td>
<td>REP-3434</td>
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</table>

6. EFFECTIVE DATE: 16 June 57
7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY: 50 USCA 4051

8. POSITION CLASSIFICATION ACTION:

SD: DP

9. VALIDITY OF CLASSIFICATION: [Redacted]

10. NUMBER OF YEARS: [Redacted]

11. EMPLOYMENT EXPERIENCE:

<table>
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<tr>
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<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>6-3666-55-055</td>
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<tr>
<td>M</td>
<td>7-3361-51-315</td>
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</table>

12. REMARKS:

FOR DIRECTOR OF PERSONNEL

Louis W. Armstrong

SECRET

21. SIGNATURE OR OTHER AUTHENTICATION

SECRET copies
## Payroll Change Data

<table>
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<tr>
<th>EVENT</th>
<th>PAYROLL CHANGE SLIP PERSONNEL COPY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>12-28-66</td>
</tr>
<tr>
<td>NET PAY</td>
<td>$10,836.00</td>
</tr>
</tbody>
</table>

### CONTINUATION

**Step Increase Certification**

<table>
<thead>
<tr>
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<th>PAY ROLL CHANGE DATA</th>
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<tbody>
<tr>
<td>EMPLOYEE</td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>PAY ROLL CHANGE DATA</td>
</tr>
<tr>
<td>DATE</td>
<td>12-28-66</td>
</tr>
<tr>
<td>NET PAY</td>
<td>$10,836.00</td>
</tr>
</tbody>
</table>

**Pursuant to OPM Directive**

**Effective 12 Jan 1968**

**Salary Adjusted To**

$10,836.00

**PREPARED BY**

DAK 3 Feb 68

**AUDITED BY**

DAK 3 Feb 68
NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST NAME FIRST GIVES DATE, INITIALS AND TITLE):
Mr. David A. Phillips

2. DATE OF BIRTH:
31 Oct 1922

3. JOURNAL OR ACTION NO.:

4. DATE:
7 Feb 1956

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

6. EFFECTIVE DATE:
6 Feb 1956

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY:

FROM:

Ops Officer B4-259
OD-0136.31-14 $10,320.00 per annum
DDP/PF Operations Staff
Information Coordination Division
Office of the Chief
Washington, D.C.

TO:

8. POSITION TITLE:

9. SERVICE SERIES, GRADE, SALARY:

10. ORGANIZATIONAL DESIGNATIONS:

11. HEADQUARTERS:

12. FIELD OR DEPT.:

13. VETERAN'S PREFERENCE:

14. POSITION CLASSIFICATION ACTION:

15. DATE RECLASSIFIED:

16. APPROPRIATION:

17. SUBJECT TO C. S. RETIREMENT ACT:

18. DATE OF APPOINTMENT AND POSITION:

19. LEGAL RESIDENCE:

20. REMARKS:

To seek other employment.

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

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

ENTRANCE PERFORMANCE RATING:

Director of Personnel:

4. PERSONNEL FOLDER COPY:

[Signature]
# Central Intelligence Agency

## Notification of Personnel Action

**Name:** Mr. David A. Phillips  
**Date of Birth:** 31 Oct 1922  
**Journal Action No.:** 4  
**Date:** 4 October 1955

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

**Assignment (Correction):**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramilitary Off. B-156</td>
<td>Geo Officer</td>
</tr>
<tr>
<td>GS-0136, 31-14, $10,320.00 Per Annum</td>
<td>GS-0136, 31-14, $10,320.00 Per Annum</td>
</tr>
<tr>
<td>Office of the Chief</td>
<td>DDF/PY Operations Staff</td>
</tr>
<tr>
<td></td>
<td>Information Coordination Division</td>
</tr>
<tr>
<td></td>
<td>Office of the Chief</td>
</tr>
<tr>
<td></td>
<td>Washington, D.C.</td>
</tr>
</tbody>
</table>

**Veteran's Preference:**

- **Departmental:**
  - **Position Classification Action:**
    - **Point:**
      - 6-101-20
    - **Legal Residence:**
      - Yes
  - **Subject to Retirement Act:**
    - Yes
  - **Appointed:**
    - Yes
  - **Claimed:**
    - No

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

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

**Name:** JANE, A.L.

**Status:** Paramilitary Officer

**From:**

- From: 14 Aug 1955
- Department: 50-0-204

**To:**

- To: 17 Aug 1955
- Department: 50-0-204

**Position:**

- **From:** Ops Officer 0-229
- **To:** Ops Officer 0-229

**Salary:**

- **From:** $13,000 per annum
- **To:** $13,000 per annum

**Notes:**

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

**Director of Personnel**

- Performance Rating: 3.0

**Personnel Folder Copy**

- Date: 7/11/55
CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

FC 26 April 1955

Mr. David A. Phillips

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

Exempted Appointment from 1 April 1955

FROM

Para Military OFF. FM Bu-156-14

TO

DFP/FP Operations 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.

Subject to a satisfactory physical examination.

RC 06
D.G. 04-03-55
GED 04-03-55
LFO 04-03-55
12 May 1966

MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION  

SUBJECT: Verification of Contract Service
          PHILLIPS, David A.

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

Signed

Deputy Chief, Transactions & Records Branch

Distribution:
  0 & 1 - Addressee
  ? - OPR - PHILLIPS
  1 - TRN - Chrono
4 February 1971

David A. Phillips

30 June 1966

31 March 1955

4 March 1954

WH/Personnel
30 June 1966

MEMORANDUM FOR: Chief, TRB

SUBJECT: Record of Contract Service for David A. Phillips

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

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

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

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

Rogers C. Brooks
Acting Chief, Contract Personnel Division

Distribution:
Orig - Addressee
2 - CPD
The records of the Office of Finance show the following Agency service for Subject:

**Contract Agent:**
- EOD 1 February 1951 $300,000 P/A
- Term 28 February 1951 $300,000 P/A
- EOD 28 January 1952 $600,000 P/A
- Term 31 August 1952 $600,000 P/A
- EOD 2 March 1954 $7200,000 P/A
- Pay Inc. 1 August 1954 $8360,000 P/A
- Term 31 March 1955 $8360,000 P/A

**Staff Employees:**
- Ex. Aptr. 1 April 1955 $8600,00 P/A
- Pay. 6 February 1956 $70,320,00 P/A

**Staff Agents:**
- Fy. Aptr. 7 February 1956 $70,320,00 P/A
- Pay. 7 October 1956 $70,525,00 P/A
- Pay. Raise 12 January 1953 $71,525,00 P/A
- Pay. 6 April 1953 $71,835,00 P/A
- Pay. 13 August 1953 $72,835,00 P/A

**Contract Agent:**
- Pay. 19 August 1958 $7,200,00 P/A
- Term. 13 March 1960 $7,200,00 P/A

**Staff Employees:**
- Pay. Aptr. 14 March 1960 $81,835,00 P/A

Subject has been a Staff Employee since 14 March 1960.
**SECTION A**
**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER</th>
<th>S. NAME (Last, First, Middle)</th>
<th>DATE OF BIRTH</th>
<th>GRADE</th>
<th>BD</th>
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<tbody>
<tr>
<td>024345</td>
<td>Phillips, David A.</td>
<td>10/31/22</td>
<td>GS-13</td>
<td>D</td>
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<tr>
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<th>OFFICE DIVISION OR ASSIGNMENT</th>
<th>CURRENT STATION</th>
<th>TD CODE</th>
<th>EAN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief, HQ Division</td>
<td>DDO/WH/O-CH</td>
<td>Headquarters</td>
<td>S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF APPOINTMENT</th>
<th>TYPE OF REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAREER</td>
<td>C</td>
</tr>
<tr>
<td>RESERVE</td>
<td>R</td>
</tr>
<tr>
<td>CONTRACT</td>
<td>CON</td>
</tr>
<tr>
<td>OTHER (SW/SH)</td>
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</tr>
<tr>
<td>TEMPORARY</td>
<td>T</td>
</tr>
</tbody>
</table>

**REPORTING PERIOD:** 1 May 1973 - 31 March 1974

**DATE REPORT DUE IN Q.P.:** 30 April 1974

**SECTION B**
**QUALIFICATIONS UPDATE**

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

**SECTION C**
**PERFORMANCE EVALUATION**

- **Unsatisfactory:** Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling to further training, to placing an employee on probation, to reassignment to or from position. Described action taken or proposed is outlined in Section D.
- **Marginal:** Performance is below minimum standards. Reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- **Profound:** Performance is unsatisfactory. Desired results are being produced in the manner expected.
- **Strong:** Performance is characterized by exceptional proficiency.
- **Outstanding:** Performance is exceptionally high in relation to requirements of the work and in comparison to the performance of other 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 performing of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (delegated number of employees supervised).

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 1</th>
<th>RATING LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans, organizes and implements the programs of the Operations Directorate in the Western Hemisphere area.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 2</th>
<th>RATING LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises approximately staff employees in Headquarters and Stations and Bases abroad.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 3</th>
<th>RATING LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represents the Agency in contacts with senior representatives of liaison services.</td>
<td>O</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 4</th>
<th>RATING LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represents the Directorate and/or the Agency in official contacts with other components of our government.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 5</th>
<th>RATING LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implements the EEO policy of the Agency.</td>
<td>S</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 6</th>
<th>RATING LETTER</th>
</tr>
</thead>
</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, cooperation, performance in matters of work and 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 area of performance.

**RATING LETTER**

- **S** (Satisfactory)
- **O** (Outstanding)
- **M** (Marginal)
- **P** (Profound)
- **S** (Strong)

**AUTHOR**

[Signature]

**CLASSIFICATION**

US4581

**STAMPE**

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

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

(continued next page)

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

Section D., Continued:

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

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

1. EMPLOYEE NUMBER 6. NAME (Last, First, middle) 5. DATE OF BIRTH
024345 Phillips, David A. 10/31/22

2. DATE OF HIRE 7. OFFICIAL POSITION TITLE
M GS-18 D

3. GRADE 8. OFF/DIV/BR OF ASSIGNMENT
4. B. OFF/_DIV/BR OF ASSIGNMENT
DDO/WI/O-CH

10. CODE

5. CURRENT STATION

SECTION B
QUALIFICATIONS UPDATE

12. TYPE OF APPOINTMENT

CAREER RESERVE CONTRACT OTHER TEMPORARY

13. DATE OF APPOINTMENT
1 May 1973

14. REPORTING PERIOD (MM/YY)
13 - 31 March 1974

15. DATE REPORT DUE IN O.P.
30 April 1974

SECTION C
PERFORMANCE EVALUATION

U- Unsatisfactory: Performance is unsatisfactory. Rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D. 

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

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

S- Superior: Performance is characterized by exceptional proficiency.

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

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 performed EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1
Plans, organizes and implements the programs of the Operations Directorate in the Western Hemisphere area.

RATING LETTER
S

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

RATING LETTER
S

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

RATING LETTER
O

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

RATING LETTER
S

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

RATING LETTER
S

OVERALL PERFORMANCE IN CURRENT POSITION

Enter 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.

OVERALL RATING
S

DATE
11 July 1974

CLASSIFICATION

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

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(continued next page)

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Fitness Report - David A. Phillips

Section D., Continued:

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**Section A: General Information**

- **Employee Number**: D-28445
- **Name**: Phillips, David A.
- **Date of Birth**: 31 Oct 22
- **Grade**: GS-17 D
- **Position Title**: Chief of Station
- **Type of Appointment**: DDP/M/13

**Section B: Qualifications Update**

- **Reporting Period**: 1 February 1972 - 31 March 1973
- **Date Report Due in O.P.**: 31 May 1973

**Section C: Performance Evaluation**

- **Unsatisfactory**: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
- **Marginal**: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial action taken or recommended.
- **Satisfactory**: Desired results are being produced in the manner expected.
- **Outstanding**: Performance is characterized by exceptional proficiency.

**Specific Duties**

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

**Overall Performance in Current Position**

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

**Rating Letter**: SECRET
Mr. Phillips is a highly experienced senior operations officer with outstanding leadership ability. In both the Chief of Station positions covered by this report his performance was superior in every important respect.
SECRET

SECTION D - NARRATIVE COMMENTS

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

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

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

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

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

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

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

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

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

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

**SECTION A**

<table>
<thead>
<tr>
<th><strong>GENERAL</strong></th>
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<tbody>
<tr>
<td><strong>1. NAME</strong></td>
</tr>
<tr>
<td>Phillips, David A.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>6. OFFICIAL POSITION TITLE</strong></th>
<th><strong>7. OFFICE/DIVISION OF ASSIGNMENT</strong></th>
<th><strong>8. CURRENT STATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Station</td>
<td>DDP/WH/5</td>
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<tr>
<th><strong>9. CHECK (x) TYPE OF APPOINTMENT</strong></th>
<th><strong>10. CHECK (x) TYPE OF REPORT</strong></th>
</tr>
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<tbody>
<tr>
<td>X</td>
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<tr>
<th><strong>X CAREER</strong></th>
<th><strong>X RESERVE</strong></th>
<th><strong>X TEMPORARY</strong></th>
<th><strong>X INITIAL</strong></th>
<th><strong>X REASSIGNMENT SUPERVISOR</strong></th>
<th><strong>X REASSIGNMENT EMPLOYEE</strong></th>
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<tr>
<th><strong>SPECIAL (Specify):</strong></th>
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<tr>
<td>Special (Specify):</td>
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</table>

<table>
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<tr>
<th><strong>11. DATE REPORT DUE IN O.P.</strong></th>
<th><strong>12. REPORTING PERIOD (From to)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 July 1971 - 31 January 1972</td>
<td></td>
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</table>

**SECTION B**

**PERFORMANCE EVALUATION**

- **U-Unsatisfactory**  Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or recommended should be described.

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

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

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

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

**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).  

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<thead>
<tr>
<th><strong>SPECIFIC DUTY NO. 2</strong></th>
<th><strong>RATING LETTER</strong></th>
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<thead>
<tr>
<th><strong>SPECIFIC DUTY NO. 3</strong></th>
<th><strong>RATING LETTER</strong></th>
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<tr>
<th><strong>SPECIFIC DUTY NO. 4</strong></th>
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<tr>
<th><strong>SPECIFIC DUTY NO. 5</strong></th>
<th><strong>RATING LETTER</strong></th>
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<tr>
<th><strong>SPECIFIC DUTY NO. 6</strong></th>
<th><strong>RATING LETTER</strong></th>
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</thead>
</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.

<table>
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<tr>
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**SECRET**
Please see attached MEMORANDUM IN LIEU OF FITNESS REPORT.

<table>
<thead>
<tr>
<th>SECTION D</th>
<th>CERTIFICATION AND COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</td>
</tr>
<tr>
<td>DATE:</td>
<td>27 January 1972</td>
</tr>
<tr>
<td>SIGNATURE OF EMPLOYEE</td>
<td>/s/ David A. Phillips</td>
</tr>
</tbody>
</table>

| 2.        | BY SUPERVISOR |
| DATE:     | 10 January 1972 |
| OFFICIAL TITLE OF SUPERVISOR | Chief, WII Division |
| TYPE OR PRINTED NAME AND SIGNATURE | William V. Broc |

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

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

William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum: This fitness report is being sent to David A. Phillips in for his signature and to be returned to Headquarters for file.

/s/ David A. Phillips
David A. Phillips

27 January 1972
Date

Comments of Reviewing Official:

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

Cord Meyer, Jr.
Assistant Deputy Director for Plans

15 Jan. 72
Date
10 January 1972

MEMORANDUM IN LIEU OF FITNESS REPORT.

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

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

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

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

Station relations with key people in the government, especially the security agencies, have been highly productive but through recent efforts, these relations have been placed on a much higher plane with the decision ________________ to give the station copies of the briefings especially prepared for ________________
# Fitness Report

**Employee Serial Number:** 024345

## Section A: General

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
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<tbody>
<tr>
<td>1. NAME</td>
<td>Phillips, David A.</td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>31 Oct 1922</td>
</tr>
<tr>
<td>3. SEX</td>
<td>M</td>
</tr>
<tr>
<td>4. GRADE</td>
<td>GS-16</td>
</tr>
<tr>
<td>5. OFFICIAL POSITION TITLE</td>
<td>Chief of Station</td>
</tr>
<tr>
<td>6. OFF. DIV/BR OF ASSIGNMENT</td>
<td>DDP/WI/5</td>
</tr>
</tbody>
</table>

## Section B: Performance Evaluation

- **W - Weak:** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **A - Adequate:** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- **P - Proficient:** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- **S - Strong:** Performance is characterized by exceptional proficiency.
- **O - Outstanding:** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

### Specific Duties

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

- **Specific Duty No. 1:** See attached memorandum.
  - **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, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

- **Rating Letter:** S
SECRET

(SECTION C) NARRATIVE COMMENTS

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

Aug 5

Aug 5 11 95 kb 71

M-L. ROHM

See attached memorandum.

(SECTION D) CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE: 11 August 1971

SIGNATURE OF EMPLOYEE: /s/ David A. Phillips

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 30

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: Copy of report will be sent to Mr. Phillips for acknowledgment.

DATE: 30 June 1971

OFFICIAL TITLE OF SUPERVISOR: Chief, WH Division

TYPED OR PRINTED NAME AND SIGNATURE: William V. Broe

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL: See attached.

DATE: 11 95 kb 71

OFFICIAL TITLE OF REVIEWING OFFICIAL: Assistant Deputy Director

TYPED OR PRINTED NAME AND SIGNATURE: Cord Meyer, Jr.

/signed/

SECRET
30 June 1971

MEMORANDUM IN LIEU OF FITNESS REPORT

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

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

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

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

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

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

William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips

Date

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

Cord Meyer, Jr.
Assistant Deputy Director for Plans

Date
S-E-C-R-E-T

TRAINING REPORT

Course #: 3/71

Specialized Training in Weapons for
Self-Defense and Countermeasures Against
Vehicular Kidnapping

Date: 2-5 February 1971

Trainee: PHILLIPS, David A. Office: WH

Purpose and Scope of the Course:

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

Achievement Record:

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

FOR THE DIRECTOR OF TRAINING:

[Signature]

CHIEF, SPECIAL ACTIVITIES BRANCH

10 February 1971
DATE
**FITNESS REPORT**

**SECTION A**

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>2. DATE OF BIRTH</th>
<th>3. S.</th>
<th>4. GRADE</th>
<th>5. SD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, David A</td>
<td>10/31/22</td>
<td>M</td>
<td>16</td>
<td>D</td>
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</table>

**COS**

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<th>8. CURRENT STATION</th>
</tr>
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<tbody>
<tr>
<td>DDP/NI/Br 5</td>
<td></td>
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</tbody>
</table>

**SECTION B**

**PERFORMANCE EVALUATION**

- **U-Unsatisfactory**: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **M-Marginal**: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- **P-Proficient**: Performance is satisfactory. Desired results are being produced in the manner expected.
- **S-Strong**: Performance is characterized by exceptional proficiency.
- **O-Outstanding**: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

**SPECIFIC DUTIES**

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

**SPECIFIC DUTY NO. 1**

See attached memorandum.

**SPECIFIC DUTY NO. 2**

**SPECIFIC DUTY NO. 3**

**SPECIFIC DUTY NO. 4**

**SPECIFIC DUTY NO. 5**

**SPECIFIC DUTY NO. 6**

**OVERALL PERFORMANCE IN CURRENT POSITION**

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

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

**SIGNATURE**

5 AUG 1970
See Attached Memorandum in Lieu of Fitness Report.
15 July 1970

MEMORANDUM IN LIEU OF FITNESS REPORT

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

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

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

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

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

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

William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

26 Sept 1970
David A. Phillips
LANGUAGE TRAINING REPORT

Date of Report
15 January 1970

Student Name
PHILLIPS, DAVID A.

Courses
FULL-TIME
Inclusive Dates
11/03/69-12/18/69

Proficiency Level
before and After Training

<table>
<thead>
<tr>
<th></th>
<th>Before</th>
<th>After</th>
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</thead>
<tbody>
<tr>
<td>Speaking</td>
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<td>1.0</td>
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<tr>
<td>Aural Comprehension</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

"Instructors' Estimate of Language Proficiency" (Official Test)

Hours of Instruction
Scheduled: 244
Actual: 198
Absences: 20

LANGUAGE TRAINING AIMS AND EVALUATION CRITERIA

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

This student evaluation is based on (1) Instructor and Linguist Observations; (2) regularly administered oral and written achievement tests; (3) final comprehensive achievement examination. The achievement rating reflects only performance and achievement in the course and is conditioned by the length of time the student spent in training, achievement potential based upon his or her aptitude for language study and upon motivation. This rating should not be confused with the Proficiency Rating which is submitted separately on Form 1773, Certification of Language Proficiency.

PROGRESS IN ACHIEVING COURSE AIMS

<table>
<thead>
<tr>
<th></th>
<th>Speaking</th>
<th>Aural Comprehension</th>
<th>Reading Comprehension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>Superior</td>
<td>N.A.</td>
<td></td>
</tr>
</tbody>
</table>

PERFORMANCE EVALUATION

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

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

(1) the student's determination to make as much of a conversion from as possible and

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

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

For the Director of Trainings

[Signature]

[Language School/Unit]
however, his having achieved a corresponding tested level because of the

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

SHORT RANGE AGENT CONTACT SURVEY (A-165)

Training Report

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

1: OBJECTIVES:

To provide a general knowledge in:

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

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

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

SECRET

INSTRUCTIONS:

TSO/TECHNICAL SCHOOL
SECRET

FITNESS REPORT

SECTION A

GENERAL

1. NAME
   Phillips, David A.

2. DATE OF BIRTH
   10/31/22

3. SEX
   M

4. GRADE
   GS-16

5. SD
   D

6. OFFICIAL POSITION TITLE
   Ops Officer

7. OFFICE/DEPT. OF ASSIGNMENT
   DDP/WH/COC

8. CURRENT STATION
   Hq.

9. CHECK [X] TYPE OF APPOINTMENT
   X CAREER
   [ ] RESERVE
   [ ] TEMPORARY
   [ ] INITIAL
   [ ] REASSIGNMENT SUPERVISOR
   [ ] CAREER-PROVISIONAL (See Instructions - Section C)
   X ANNUAL
   [ ] REASSIGNMENT EMPLOYEE
   [ ] SPECIAL (Specify): [ ] SPECIAL (Specify):

10. CHECK [X] TYPE OF REPORT
    X ANNUAL
    [ ] SPECIAL (Specify): [ ] SPECIAL (Specify):

11. DATE REPORT DUE IN D.P.
    04/69

12. REPORTING PERIOD (From - To)
    1 April 68 - 31 March 69

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, to reassignment or to separation. Describe action taken or proposed in Section C.

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

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

S - Strong
   Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1
   RATING LETTER

SPECIFIC DUTY NO. 2
   RATING LETTER

SPECIFIC DUTY NO. 3
   RATING LETTER

SPECIFIC DUTY NO. 4
   RATING LETTER

SPECIFIC DUTY NO. 5
   RATING LETTER

SPECIFIC DUTY NO. 6
   RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

S

SECRET

4-68 USE PREVIOUS EDITIONS
SECTION C
NARRATIVE COMMENTS
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

See attached Memorandum in Lieu of Fitness Report.

SECTION D
CERTIFICATION AND COMMENTS

1.
BY EMPLOYEE
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

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

2.
BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE  OFFICIAL TITLE OF SUPERVISOR  /signed/ John R. Horton
6 June 1969  Deputy Chief, WH Division

COMMENTS OF REVISING OFFICIAL

See attached.

DATE  OFFICIAL TITLE OF REVISING OFFICIAL  /signed/ William V. Broe
27 June 1969  Chief, WH Division
MEMORANDUM IN LIEU OF FITNESS REPORT

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

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

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

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

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

His performance has been very Strong.

John R. Horton
Deputy Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips Date 7 June 1969

Comments of Reviewing Official:

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

William T. Bloe
Chief
Western Hemisphere Division Date 27 June 1969
The CAS Station Chief has been at the post only since August 13, 1972. Although this period may seem unusually short for the preparation of a performance evaluation, I would like to say that I have been enormously and favorably impressed by his performance during this initial period.

The CAS Station Chief comes from a series of highly responsible positions in which, I understand, he performed outstandingly. He has taken hold of his new position in a commanding manner and gives every indication of being thoroughly on top of his job. He is understanding of needs, professionally competent in his approach to his work, and highly articulate in explaining those facts and factors which are of importance to me and to other officers of

I am very favorably impressed by the initial performance of the CAS Station Chief and I consider myself fortunate to have him with me at
The previous incumbent completed his assignment at this post and departed on June 29, 1972. During the period under review he continued to perform in a highly creditable manner, working well with other members of the staff and handling the affairs of his agency in a most professional, efficient and effective manner.

In my last evaluation I stated that both the Agency and were fortunate to have a man of the rated officer's abilities and qualities as CAS Chief at this important post. I am happy to say that his performance throughout his assignment here reinforced that view.
<table>
<thead>
<tr>
<th>OFFICER BEING RATED</th>
<th>POST</th>
</tr>
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<tbody>
<tr>
<td>Chief CAS</td>
<td>American Embassy</td>
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<tr>
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<table>
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<th>EVALUATION OF PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Outstanding □ Satisfactory □ Unsatisfactory</td>
</tr>
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</table>

II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? □ Yes □ No (If no, explain in detail below.)

Has he seen this report? □ Yes □ No

<table>
<thead>
<tr>
<th>NARRATIVE COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)</td>
</tr>
</tbody>
</table>

Mr. Phillips is an able officer and a highly cooperative member of [ ] I have been impressed and pleased with the degree of cooperation which exists between him and other members of the [ ] He has, to the extent that is possible considering the nature of his work, cooperated in our efforts to bring about maximum coordination of reporting. With rare exceptions he has, I believe, kept me appropriately advised on all matters relating to his functions, and the material which he provides on a regular basis has been extremely useful in the discharge of my mission.

Mr. Phillips works quietly and discreetly and is alert to any situation which might create problems for [ ] and the United States. I fully share the view of [ ] expressed in a previous evaluation, that both Mr. Phillips and his wife conduct themselves in a quiet, friendly and wholly creditable manner.

I feel that both the Agency and [ ] are fortunate in having a man of Mr. Phillips' abilities and qualities as CAS Chief at this important [ ]
Mr. Phillips' performance during the four months covered by this evaluation has been highly satisfactory. For some years previous to my arrival here, in June 1970, I had been acquainted with him, and from this I already had a favorable impression of his qualities. This impression has continued and has improved further. He has worked quietly and discreetly, has kept me informed of all important developments, and has coordinated as necessary with other offices in the Commission. His interest in his work, and his dedication to the job, have been outstanding. His relations with others are very good. Because of wide previous experience in this hemisphere, he frequently is helpful to other officers in areas outside his own specialization. He appears to manage his personnel well. In functions outside the Station, both he and his wife conduct themselves in a quiet, friendly, and wholly creditable manner.
<table>
<thead>
<tr>
<th>OFFICER BEING RATED</th>
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<tr>
<td>David A. PHILLIPS</td>
<td></td>
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<td>April 24, 1970</td>
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<th>TITLE</th>
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</table>

**EVALUATION OF PERFORMANCE**

- [ ] Outstanding
- [ ] Satisfactory
- [ ] Unsatisfactory

- [x] Yes  [ ] No  *(If no, explain in detail below.)*

<table>
<thead>
<tr>
<th>NARRATIVE COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)</td>
</tr>
</tbody>
</table>

Phillips has been here too short a time and there has been too little opportunity for us to work together for me to be able to discuss his performance in detail. I am able to say, however, that he has impressed me and officers with whom he works, including very favorably, indeed. He is a cool-headed, straightforward, intelligent man who seems professionally very capable. He has a clear understanding of the appropriate role for himself and his organization and is working to achieve a genuinely low profile. He has already demonstrated his interest in the best possible relations with the rest of the U.S. Government organization and he knows how to act in order to achieve such a relationship. He has come to me a number of times to volunteer detailed information which he did not feel important enough to bother about, but he has kept fully informed about all those subjects which were of sufficient interest to him. I see every reason to assume that he will be a positive, constructive and very dependable and reliable factor in.

Mrs. Phillips is an attractive and personable young lady who has particularly impressed my wife and me with her attitude and intellect.
I have been associated with the CAS Station Chief since my arrival at [redacted] on January 11, 1966. Inasmuch as I have kept in very close daily touch with him, I believe that I am in position to evaluate his performance.

Let me say at the outset that the Rated Officer has had to work under the most varied and difficult circumstances. His service at [redacted] began, for example, in a revolutionary situation marked by great and continuing violence. The attention of a good part of the world was focused upon this situation, and some of the highest national interests of the United States were involved. The presence of the [redacted] of its major U.S. component, and of [redacted] in his unusual and unprecedented role added greatly to the dimensions of the work done by the Rated Officer.

In the aftermath of revolution, he had unusual, delicate and complicated tasks to perform in connection with the establishment and maintenance in power of [redacted]. The CAS Station Chief faced a changing and constantly challenging set of requirements. Finally, his tour of duty at [redacted] has encompassed the transition from [redacted] and the gradual firming up of the position and institutions of the present democratically elected administration.

To this intricate complex of circumstances, the CAS Station Chief has brought a background knowledge of the Latin American area and its
people as well as a proficiency in Spanish which has enabled him to deal readily and effectively with a heterogeneous range of contacts.

His performance can only be described as outstanding. He has provided a completely professional response to a most difficult and varied challenge. He has mounted an organization and provided a mechanism fully up to the tasks confronting it and the high-level requirements levied upon it. With the advantages afforded by hindsight, I suggest that the success which has been achieved speaks for itself.

It is pertinent to mention that the Rated Officer invariably places business ahead of pleasure and personal interests. He works long and irregular hours and is continuously available in time of need. He has evidenced the highest degree of cooperation with representatives of

His quiet and professional approach inspires their confidence, and on innumerable occasions he has proven that he is an excellent team player who genuinely wants to be of assistance to all members of the official community. The harmonious, close relations among all the intelligence components of the [redacted] are due in great part to the tactful, skillful and thoughtful leadership of the Station Chief.

There is probably little need for me to comment upon the Rated Officer's technical achievements at this [redacted] Under his guidance, specialized security agencies of the [redacted] Government have been brought to a state of high readiness. Penetration of subversive groups has reached impressive proportions. Subversive document seizures have been abundant. Counterespionage work has been impressively successful.

The CAS Station Chief is in/sense a narrow technician or specialist. He keeps his eye on the broad picture, understands what he sees there and intelligently relates it to his own work. He is imaginative in his approach and does not hesitate to suggest innovations of various kinds. To mention only one of these, it was as a result of his initiative that

with a salutary calming effect upon the potential for political violence at the moment.
I wish to make special mention of, first, the scrupulousness with which the Rated Officer has consulted me and kept me informed about his activities, and, second, his strict adherence to the guidance I have given him. At no time have I had any doubts concerning the care and fidelity with which he has followed my instructions.

I have developed the highest personal and professional regard for the Rated Officer. I have valued greatly his advice and his support not only upon matters within his own special field of competence, but also over a considerably broader spectrum of U.S. activities. I could not have asked for a better Chief of Station than the one whom I have had at I very much regret his departure but am comforted by the knowledge that his successor, as his deputy, has been trained by him.

I earnestly hope that these comments of mine -- based on a very close and continuous working relationship -- will be given full consideration and will contribute significantly to his career advancement.
**FITNESS REPORT**

**SECTION A / GENERAL**

<table>
<thead>
<tr>
<th>NAME</th>
<th>Date of Birth</th>
<th>Sex</th>
<th>Grade</th>
<th>Branch Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, David</td>
<td>10/31/22</td>
<td>M</td>
<td>15</td>
<td>WH-COG Hqts.</td>
</tr>
</tbody>
</table>

**Official Position Title**: Ops Officer Ch

**Checklist**

- [X] Career Reserve
- [ ] Temporary
- [ ] Initial
- [ ] Reassignment Supervisor
- [ ] Reassignment Employee
- [ ] Special (Specify)

**Date Report Due in O.P.**: 04/68
**Reporting Period (From To)**: 1 April 1967 - 31 March 1968

**SECTION B / PERFORMANCE EVALUATION**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Specific Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Responsibility for overall management of Headquarters Branch activities.</td>
</tr>
<tr>
<td>S</td>
<td>Support and guidance of field operations.</td>
</tr>
<tr>
<td>O</td>
<td>Reporting to higher authority; implementing of policy level decisions.</td>
</tr>
<tr>
<td>O</td>
<td>Supervision and management of personnel.</td>
</tr>
<tr>
<td>O</td>
<td>Liaison with State Department and other agencies.</td>
</tr>
</tbody>
</table>

**OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or 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.

Reviewed by OP/FD/EAB

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

(See attached sheet)

<table>
<thead>
<tr>
<th>SECTION D</th>
<th>CERTIFICATION AND COMMENTS</th>
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<tbody>
<tr>
<td>1.</td>
<td>BY EMPLOYEE</td>
</tr>
<tr>
<td>DATE</td>
<td>13 MAY 1968</td>
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<tr>
<td>SIGNATURE OF EMPLOYEE</td>
<td>[Signature]</td>
</tr>
<tr>
<td>2.</td>
<td>BY SUPERVISOR</td>
</tr>
<tr>
<td>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</td>
<td>32</td>
</tr>
<tr>
<td>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>10 MAY 1968</td>
</tr>
<tr>
<td>OFFICIAL TITLE OF SUPERVISOR</td>
<td>Deputy Chief, WHD</td>
</tr>
<tr>
<td>TYPE OR PRINTED NAME AND SIGNATURE</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

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

| DATE | 20 MAY 1968 |
| OFFICIAL TITLE OF REVIEWING OFFICIAL | Chief, WH Division |
| TYPE OR PRINTED NAME AND SIGNATURE | [Signature] |
Fitness Report - David A. Phillips

SECTION C (Continued)

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

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

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

TRAINING REPORT

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

Participant: Phillips, David A. Office: WH
Year of Birth: 1922 Service Designation: D
Grade: 16 No. of Students: 8
EOD Date: Apr'55

COURSE OBJECTIVES, CONTENT AND METHODS

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

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

[Signature]

Date: OCT 30

S-F-C-R-E-T
# Fitness Report

### General Information

<table>
<thead>
<tr>
<th>Employee Serial Number</th>
<th>024345</th>
</tr>
</thead>
</table>

**Name:** Phillips, David A.  
**Date of Birth:** 10/31/22  
**Sex:** M  
**Grade:** GS-15  
**Supervisor:** Chief of Station  
**Officer of Assignment:** DDP/WH/7  
**Type of Report:** Initial Assignment  
**Assignment Supervisor:** Special (Specify)  
**Assignment Employee:** Special (Specify)  
**Date Report Due in OP:** May 1967  
**Reporting Period (From to):** 1 April 1966 to 31 March 1967

### Performance Evaluation

- **W - Weak:** Performance is so unsatisfactory that it is entirely unsatisfactory. It is entirely unsatisfactory. It is characterized by a deficiency in performance. Describe action taken or proposed in Section C.
- **A - Adequate:** Performance meets all requirements. It is entirely satisfactory and is characterized by excellence in performance.
- **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 an exceptional ability to meet the requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

### Specific Duties

- **Specific Duty No. 1:** Station management.  
  **Rating Letter:** S
- **Specific Duty No. 2:** Direction of the operational program.  
  **Rating Letter:** O
- **Specific Duty No. 3:** Liaison with other U.S. agencies.  
  **Rating Letter:** S
- **Specific Duty No. 4:**  
  **Rating Letter:**
- **Specific Duty No. 5:**  
  **Rating Letter:**
- **Specific Duty No. 6:**  
  **Rating Letter:**

**Overall Performance in Current Position:**

**Rating Letter:** O

MAY 1967

**Handwritten Note:**

"Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, project success, initiative, good or bad, cooperation, personal traits or habits, and particular limitations or talents. Based on your knowledge of the employee's overall performance during the reporting period, please rate him in the rating box corresponding to the statement which most accurately reflects his level of performance."
Mr. Phillips is nearing completion of his tour of duty as Chief of Station. During the past several months he has had the difficult task of reorganizing his Station and redirecting its manpower following a major election operation. His task has been made more difficult by a series of almost weekly political or security crises which not only required intensive intelligence coverage but also frequently involved Station assets.

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

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

I concur with the rating and statements made concerning Mr. Phillips. He is one of the best. He will take over as Chief, Cuban Operations Group this summer and we can expect new impetus in this difficult denied area program. We are carefully observing his promotional progress and are making every effort that he advance in accordance with his excellent capabilities and potential.
Fitness Report  --  David A. Phillips

SECTION C - (Cont'd)

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

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

Opr Officer/Chief of Station

DDP/WH/DR

1. Name: PHILLIPS, David A.
2. Official Position Title: Opr Officer/Chief of Station
3. Grade: GS-15
4. Grade: D
5. Date of Birth: 31 Oct 22
6. Sex: M
7. Type of Appointment: Initial
8. Type of Report: Initial
9. Date Report Due in O.R.: 1 April 65 - 31 March 66
10. Reporting Period: 1 April 65 - 31 March 66

SECTION B: PERFORMANCE EVALUATION

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 to or 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 characteristic of 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

Direction of Station CA program.

RATING LETTER: O

SPECIFIC DUTY NO. 2

Direction of Station FL/CJ efforts.

RATING LETTER: P

SPECIFIC DUTY NO. 3

Liaison responsibilities with Embassy and other U.S. Government representatives.

RATING LETTER: O

SPECIFIC DUTY NO. 4

Managerial responsibilities as Chief of Station.

RATING LETTER: S

SPECIFIC DUTY NO. 5

Cost consciousness.

RATING LETTER: S

SPECIFIC DUTY NO. 6

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness; pertinent personal traits or habits, and particular limitations or pluses. 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

16 June 65

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

(Continued - See attached sheet)

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

SECTION C - Continued:

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

Subject had little managerial experience of the scope required by his present position prior to his arrival in but had had much experience in FI matters. He has adapted readily however, and he continued to broaden these respects with the passage of time.

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

TRAINING REPORT

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

Participant: PHILLIPS, David A.

Year of Birth: 1922

Grade: GS-15

EOD Date: April 1955

19 April - 7 May 1965

Office: MI

Service Designation: "D"

No. of Students: 15

COURSE OBJECTIVES, CONTENT AND METHODS

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

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

ACHIEVEMENT RECORD

This is a certificate of attendance.

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

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

FOR THE DIRECTOR OF TRAINING:

[Signature]

Acting Chief Instructor

Date: 5/3/65

SECRET
SECRET

FITNESS REPORT (Part 1) PERFORMANCE

INSTRUCTIONS

FOR THE SUPERVISOR: This report is designed to help you assess your evaluation of your subordinate and to transmit this evaluation to your superior and senior officers. The evaluation policy requires that you inform the subordinate where he stands with you. Completion of this report can help you prepare for a discussion 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 20.175. 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 on or before the date indicated in item B, of Section 4, below.

SECTION A: GENERAL

1. NAME

2. ORGANIZATION DESIGNATION

3. DATE OF BIRTH

4. SERVICE DESIGNATION

5. GRADE & DATE OF APPOINTMENT

6. OFFICIAL POSITION TITLE

7. DATE OF REPORT (CHECK ONE)

8. TYPE OF REPORT

9. RATING-EMPLOYER

10. RATING-EMPLOYEE

SECTION B: CERTIFICATION

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

4. CHECK (x) APPROPRIATE STATEMENTS:

   This report reflects my opinions of this individual.

   This report was prepared by my assistant.

   This report was submitted to the division chief.

   This report was submitted to the personnel office.

   This report reflects the accuracy of the opinions of myself and the previous supervisor.

   I have reviewed this report and agree with the statements and recommendations in this report.

   I certify that the opinions of this individual reflect in my judgment, his performance to the best of my knowledge.

2. THIS DATE

3. SUPERVISOR'S OFFICIAL TITLE

   Chief of Station

4. BY DATE

   Reviewed by: PUD

SECTION C: JOB PERFORMANCE EVALUATION

1. RATING OF GENERAL PERFORMANCE

   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. NOT PERFORMING DUTIES ABSOLUTELY INDEPENDENTLY, HE IS INCAPABLE OF PERFORMANCE. ALTHOUGH HE HAS NO SPECIFIC KNOWLEDGE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPECTABLY.

   4. PERFORMS DUTIES IN AN EFFECTIVE MANNER, OCCASIONALLY REVEALS SOME ABILITY OR SKILL.

   3. PERFORMS DUTIES IN AN EFFECTIVE MANNER, OCCASIONALLY REVEALS SOME ABILITY OR SKILL.

   2. PERFORMS DUTIES IN SUCH MANNER THAT HE IS ACCOMPLISHED BY OTHERS IN APPOINTMENTS KNOWN TO THE SUPERVISOR.

   1. PERFORMS DUTIES IN SUCH MANNER THAT HE IS ACCOMPLISHED BY OTHERS IN APPOINTMENTS KNOWN TO THE SUPERVISOR.
SECRET

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the most important specific duties performed during the period from 1-1-62 to 12-31-62. Place the most important first. In the remaining space, indicate any duties performed which are not included in performance of these specific duties.

b. Rate performance on each specific duty. Choose the rating which best describes your performance of these specific duties.

c. For supervisors, ability to supervise will always be rated as a specific duty. Rate supervisors when you supervise a secretary only.

d. Compare your rating with the individual's being rated with other persons doing the same duty at a similar level of responsibility.

e. Two individuals with the same position may be rating different duties. If so, rate them on different duties.

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

- GIVING LECTURES
- DEVELOPS NEW PROGRAMS
- CONDUCTS SEMINARS
- ANALYZES INDUSTRIAL REPORTS
- WRITES TECHNICAL REPORTS
- OPERATES RADIO

MAIL ROOM
- CURRENT INTERPRETATIONS
- HANDLES AREAS
- TRANSPARENCIES
- MANAGES FILE
- TRANSLATES GROPEMS
- DISBURSES INCOME
- REFERRAL DUTIES
- DRAFTS REPORTS
- MAINTAINS RECORDS
- COORDINATES WITH OTHER OFFICES

TELEPHONIC
- KEPS RECORDS
- PREPARES CORRESPONDENCE
- ROUTES OFFICIALS
- PRODUCES INTERNATIONAL CONFERENCES
- PREPARES SIGNIFICANCE OF DATA
- ELECTRONIC OPERATIONS
- RADIO
- CHIEF SERVICE
- TELEPHONE OPERATIONS
- INCREASED

S: For each job, duties may be broken down even further if supervisors consider it advisable, e.g., combined key and phone operation, in the case of a radio operator.

1. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2. BARELY QUALIFIED IN THE PERFORMANCE OF THIS DUTY
3. PERFORMS THIS DUTY IN A MINIMUM MANNER
4. PERFORMS THIS DUTY IN A COMPETENT MANNER
5. PERFORMS THIS DUTY IN SUCH A MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB

<table>
<thead>
<tr>
<th>SPECIFIC DUTY NO. 1</th>
<th>RATING NUMBER</th>
<th>SPECIFIC DUTY NO. 2</th>
<th>RATING NUMBER</th>
<th>SPECIFIC DUTY NO. 3</th>
<th>RATING NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises KSCAGE projects</td>
<td>4</td>
<td>Supervises staff agents</td>
<td>4</td>
<td>Supervises staff agents</td>
<td>4</td>
</tr>
<tr>
<td>Develops new KSCAGE programs</td>
<td>5</td>
<td>Spots and develops contacts</td>
<td>4</td>
<td>Spots and develops contacts</td>
<td>4</td>
</tr>
<tr>
<td>Has uses KSCAGE Knowledge</td>
<td>5</td>
<td>Prepares progress reports</td>
<td>4</td>
<td>Prepares progress reports</td>
<td>4</td>
</tr>
</tbody>
</table>

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

1. DEFINITELY UNSUITEABLE - SHOULD BE SEPARATED
2. OF QUESTIONABLE SUITABILITY - SHOULD NOT BE SEPARATED
3. A COMPETENT EMPLOYEE. DESIRABLE BUT WITH NO UNNECESSARIES SUFFICIENTLY OUTSTANDING TO WARRANT SEPARATION
4. OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IF YES, EXPLAIN FULLY.
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 90 days at least 30 days. If less than 90 days have elapsed, if the employee is in the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the B- no later than 30 days after the due date indicated in step 6 of Section "F" below.

SECTION E. GENERAL

1. NAME (Last, First, Middle)

2. DATE OF BIRTH

3. SEX

4. RANK OR RATING

5. GRADE (OR DATE REPORT DUE IN OR CS-11) - 9 August 1956

6. SERVICE DESIGNATION

7. OFFICIAL POSITION TITLE

8. ACTUAL DATE POSITION IS OCCUPIED

9. EMPLOYEE'S DATE OF APPOINTMENT

10. TYPE OF REPORT (Check one) ANNUAL

SECTION F. CERTIFICATION

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

2. DATE: 19 Sept. 1956

3. RATER’S NAME AND SIGNATURE OF SUPERVISOR

4. SUPERVISOR’S OFFICIAL TITLE

5. CHIEF OF STATION

6. DATE OF APPROVAL

7. OFFICIAL TITLE OF APPROVING OFFICIAL

8. ESTIMATE OF POTENTIAL

SECTION D. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED

2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED

3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES

4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES

5. WILL PROBABLY QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING

RATING NUMBER

SECTION G. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question, "Has this person the ability to be a supervisor?" If your answer is "YES," indicate below your opinion as to the kind of supervisory ability this person will reach after suitable training. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing his present level, rate his potential in the "potential" column.

DESCRIPTIVE RATING

1. HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION

2. BELIEVE INDIVIDUAL WOULD BE A FAIR SUPERVISOR IN THIS KIND OF SITUATION

3. BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS KIND OF SITUATION

ACTUAL POTENTIAL

DESCRIPTIVE SITUATION

1. A GROUP DOING THE BASIC JOB (Team drivers, technicians, mechanics or special.

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

3. A GROUP WHOSE activities are those of the establishment, which is responsible for major plans, operations and policy (Executive level)

4. WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT

5. WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION

6. WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX

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

OFFICE OF PERSONNEL

Six months

This officer has a natural aptitude for his present assignment. He is qualified for
future unofficial or staff assignment on more responsible

Future Plans

None at present.

Note other factors, including personal circumstances, to be taken into account in individual's future assignments.

As senior ENGRAVE officer, better knowledge of Station procedures and
practices would be helpful.

Description of Individual

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

1. HAVE NOT OBSERVED THIS, HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE

CATEGORICAL NUMBERS:

1. APPLIES TO THE INDIVIDUAL TO THE LESS 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

CATEGORIES

STATEMENTS

1. able to see another's point of view

2. can make excellent or minor decisions

3. was assertive

4. is analytic in his thinking

5. strives constantly for new knowledge and ideas

6. moves when to seek assistance

7. can get along with people

8. has memory for facts

9. gets things done

10. can cope with emergencies

11. has high standards of accomplishment

12. shows originality

13. accepts responsibility

14. admits his errors

15. responds well to supervision

16. does his job without strong support

17. combs up with solutions to problems

18. is steadfast

19. thinks clearly

20. initiates assignments

21. is effective in discussion with associates

22. implements decisions regardless of our feelings

23. is thoughtful of others

24. works well under pressure

25. displays judgment

26. is security conscious

27. is versatile

28. his criticism is constructive

29. facilitates smooth operation of his office

30. does not require strong and continuous supervision

SECRET
FITNESS REPORT

The fitness report is an important factor in agency personnel management. It seeks to provide:
1. The agency's selection board with information of value when considering the application of
an individual for membership in the career services; and
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 transmission 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 bear 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, through-
out the period this individual has been under your supervision, you have discharged your supervisory responsibil-
ity by frequent discussions of his work, so that in a general way he knows where he stands.

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

SECTION I (To be filled in by Administrative Officer)

1. NAME

PHILLIPS, David

2. DATE OF BIRTH

Oct 22

3. SEX

M

4. CAREER DESIGNATION

FP

6. OFFICE ASSIGNED TO

Information Coordination

8. FUNCTION

Information Coordination

11. GRADE

GS-14

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION

Radio & Television Officer, PP/ICD

2. DATE ASSUMED RESPONSIBILITY FOR POSITION

1 April 1955

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List
in order of frequency):

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

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

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

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

DATE

18 Jan

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE AND SIGN

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated indi-
vidual the manner in which he has performed his job and provided suggestions and criticisms where such
are needed. I believe that his performance is consistent with my evaluation of him as evi-
denced by this report. 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 noty-
fying him of unsatisfactory performance.

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

6 January 1956

John Q. Shaffer, Chief, PP/ICD

19 Jan

This form may be used.

SECRET
### SECRET

This section is provided as an aid in describing the individual. Your description is not limited to the ability of the individual but should relate to his or her potential in relation to a particular job or assignment. The descriptive model should be interpreted literally.

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

#### Statements

<table>
<thead>
<tr>
<th>Statements</th>
<th>Not Observed</th>
<th>Applies to a Limited Degree</th>
<th>Applies to a Reasonable Degree</th>
<th>Applies to an Above Average Degree</th>
<th>Applies to an Outstanding Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Able to see another's point of view</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Practical</td>
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<tr>
<td>3. A good reporter of events</td>
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<tr>
<td>4. Can make decisions on his own when need arises</td>
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<tr>
<td>5. Caution in action</td>
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<tr>
<td>6. Has initiative</td>
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<tr>
<td>7. Unemotional</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8. Analytical in his thinking</td>
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<td></td>
<td></td>
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<tr>
<td>9. Constantly striving for new knowledge and ideas</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10. Gets along with people at all social levels</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>11. Has sense of humor</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>12. Knows when to seek assistance</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>13. Calm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Can get along with people</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>15. Memory for facts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Gets things done</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>17. Keeps oriented toward long term goals</td>
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<td></td>
</tr>
<tr>
<td>18. Can cope with emergencies</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>19. Has high standards of accomplishment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Has stamina, can keep going a long time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Has wide range of information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Short originality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Accepts responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Shows initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Responds well to supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Even disposition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Able to do his job without special support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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SECRET
### SECTION IV

<table>
<thead>
<tr>
<th>No.</th>
<th>Trait</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Can think on his feet.</td>
<td>X</td>
</tr>
<tr>
<td>27</td>
<td>Comes up with solutions to problems.</td>
<td>X</td>
</tr>
<tr>
<td>28</td>
<td>Stimulating to associates; a &quot;spark plug&quot;.</td>
<td>X</td>
</tr>
<tr>
<td>29</td>
<td>Tough minded.</td>
<td>X</td>
</tr>
<tr>
<td>30</td>
<td>Observant.</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Capable.</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Clear thinking.</td>
<td>X</td>
</tr>
<tr>
<td>33</td>
<td>Completes assignments within allowable time limits.</td>
<td>X</td>
</tr>
<tr>
<td>34</td>
<td>Evaluates self realistically.</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Well informed about current events.</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Deliberate.</td>
<td>X</td>
</tr>
<tr>
<td>37</td>
<td>Effective in discussions with associates.</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Implements decisions regardless of own feelings.</td>
<td>X</td>
</tr>
<tr>
<td>39</td>
<td>Thoughtful of others.</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Works well under pressure.</td>
<td>X</td>
</tr>
<tr>
<td>41</td>
<td>Displays judgement.</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Gives credit where credit is due.</td>
<td>X</td>
</tr>
<tr>
<td>43</td>
<td>Has drive.</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Is security conscious.</td>
<td>X</td>
</tr>
<tr>
<td>45</td>
<td>Versatile.</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>His criticism is constructive.</td>
<td>X</td>
</tr>
<tr>
<td>47</td>
<td>Able to influence others.</td>
<td>X</td>
</tr>
<tr>
<td>48</td>
<td>Facilitates smooth operation of his office.</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Does not require strong and continuous supervision.</td>
<td>X</td>
</tr>
<tr>
<td>50</td>
<td>A good supervisor.</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION V

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

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

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

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

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

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [ ] NO [ ] YES. IF YES, JAN 16, 3 47 PM 56

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Operations Familiarization course.

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

None

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under 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. Rarely accepts in performance. Although he has had specific guidance or training, he too often fails to carry out responsibilities competently.
[ ] 3. Performs most of his duties acceptably; occasionally reveals some area of weakness.
[ ] 4. Performs duties in a typically competent, effective manner.
[ ] 5. A fine performance, carries out many of his responsibilities exceptionally well.
[ ] 6. Perfoms his duties in an outstanding manner that he is equalled by few other persons assigned to the task.

Is this individual better qualified for work in some other area? [ ] NO [ ] YES. If yes, what better qualified for field assignment in the area only because such assignment can utilize his language and area experience in addition to utilizing the characteristics that have made him a successful staff officer.

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

[ ] 1. Has reached the highest grade at which satisfactory performance can be expected.
[ ] 2. Is making progress, but needs more time in present grade before promotion to a higher grade can be recommended.
[ ] 3. Is ready to take on responsibilities of the next higher grade, but may need training in new area.
[ ] 4. Will probably adjust quickly to the more responsible duties of the next higher grade.
[ ] 5. Is already performing at the level of the next higher grade.
[ ] 6. An exceptional person who is one of the few who should be considered for rapid advancement.

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

[ ] 1. Has an antagonistic attitude toward the agency...will definitely leave the agency at the first opportunity.
[ ] 2. Has strong negative attitude toward the agency...restricted by restrictions...regard agency as a temporary stop until he can get something better.
[ ] 3. Tends to have an unfavorable attitude toward the agency...bothered by minor frustrations...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 a favorable attitude toward the agency...makes allowances for restrictions imposed by working for an agency...thinks in terms of a career in the agency.
[ ] 6. Definitely has a favorable attitude toward the agency...barring an unexpected outside opportunity...will probably choose to make a career in the agency.
[ ] 7. 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 doubtfull suitability, would not have accepted him if I had known what I know now.
[ ] 3. A barely acceptable employee, definitely below average but with no weaknesses sufficiently outstanding to warrant his separation.
[ ] 4. A typical employee, he displays the same suitability as most of the people I know in the agency.
[ ] 5. A fine employee - has done outstanding strengths.
[ ] 6. An unusually strong person in terms of the requirements of the agency.
[ ] 7. Exceeds by only a few in suitability for work in the agency.
MEETING FOR: U/E/120

ATTENTION: Training Officer

SUBJECT: attendance at IFM In-Service-Training Series 10 January to 20 March 1956


1. David Phillips attended the lectures of the subject series which are scheduled from 11 to 12 noon hours, 1 February 1956. During said period, instruction in "Preparation and Processing of IFM Projects" was given as follows:

   a. INTRODUCTION

   b. PROJECT DOCUMENTATION

   c. PROJECT ADMINISTRATION

   d. PROJECT REVIEW AND CONTINGENCY

   e. PROJECT OFFICER'S RESPONSIBILITIES

   f. PROJECT EXECUTIVE

   g. PROJECT CONTROL

   h. Project Enquiry

   i. Project Administration

   2. It is also required to study the following references in order to assist in the instruction:

   a. "PROJECT CONTROL" OF IFM

   b. "PROJECT MANAGEMENT" OF IFM

   c. "PROJECT ADMINISTRATION" OF IFM

   d. "PROJECT CONTROL" OF IFM

   e. "PROJECT MANAGEMENT" OF IFM

   f. "PROJECT CONTROL" OF IFM

   g. "PROJECT MANAGEMENT" OF IFM

   h. "PROJECT CONTROL" OF IFM

   i. "PROJECT MANAGEMENT" OF IFM

   j. "PROJECT CONTROL" OF IFM

   k. "PROJECT MANAGEMENT" OF IFM

   l. "PROJECT CONTROL" OF IFM

   m. "PROJECT MANAGEMENT" OF IFM

   n. "PROJECT CONTROL" OF IFM

   o. "PROJECT MANAGEMENT" OF IFM

   p. "PROJECT CONTROL" OF IFM

   q. "PROJECT MANAGEMENT" OF IFM

   r. "PROJECT CONTROL" OF IFM

   s. "PROJECT MANAGEMENT" OF IFM

   t. "PROJECT CONTROL" OF IFM

   u. "PROJECT MANAGEMENT" OF IFM

   v. "PROJECT CONTROL" OF IFM

   w. "PROJECT MANAGEMENT" OF IFM

   x. "PROJECT CONTROL" OF IFM

   y. "PROJECT MANAGEMENT" OF IFM

   z. "PROJECT CONTROL" OF IFM

   {Signature}

   {Date: Feb 56}
(3) CSH 230-72

THE CHARACTERISTIC ENGINEERING
SYSTEMATIC INVESTIGATION, CHAPTER 11,
THE ELECTRICAL, 1ST EDITION 1971.

1. EXPLANATION OF THE ENGINEERING

2. H 23-12

3. H 23-2

4. H 23-3

5. CSH 23-1

6. CSH 23-6

7. CSH 23-8

8. CSH 23-9

9. INFORMATION PROVIDED TO 11TH COMPLETE RECOVERY
WATER RECLAIMING THE SYSTEMS ARE IN GOOD SHAPE.

Best. L. G. Smith

Name and Signature
SECRET

TRAINING EVALUATION

READING IMPROVEMENT COURSE # 88

SECTION I: IDENTIFYING INFORMATION

Name: Phillips, David
Date of Birth: 21 October 1924
Sex: M
Grade or Rank: 0034
Dates of Course: 9 December 1963
No. of Students: 20

SECTION II: OBJECTIVES OF THE COURSE

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

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The course consists of 30 class hours, one hour a day, 5 days a week. 9 hours are devoted to lectures and practice exercises, 12 hours to speed reading practice and 9 hours to specific perception techniques. Each student's reading skills are analyzed at the beginning of the course and the student then concentrates on the development of those skills in which he is deficient or those which are most frequently demanded by the nature of his office reading.

SECTION IV: METHOD OF EVALUATION

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

SECRET
SECTION VI: TEST DESCRIPTION

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

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

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

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

SECTION VII: REPORT OF SKILL LEVEL

This student is being compared with the following norm group:
Group I = Four or more years of college
Group II = Two or less years of college

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

SECTION VIII: OVER-ALL ACHIEVEMENT

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

FAIL POOR MINS SATISFACTORY PLUS EXCELLENT SUPERIOR

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Typically performed by a student who is highly effective at an advanced level and who can perform in high level areas.</td>
</tr>
<tr>
<td>B</td>
<td>Adequately performed by a student who has some skills but limited in area.</td>
</tr>
<tr>
<td>C</td>
<td>Adequately performed by a student who has some skills but limited in area.</td>
</tr>
<tr>
<td>D</td>
<td>Adequately performed by a student who has some skills but limited in area.</td>
</tr>
<tr>
<td>F</td>
<td>Adequately performed by a student who has some skills but limited in area.</td>
</tr>
</tbody>
</table>

CONCLUSIONS:

Incomplete - 5 hours Overseas assignment

FOR THE DIRECTOR OF TRAINING:

Chief Instructor
DESIGNATION OF BENEFICIARY
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

INFORMATION CONCERNING THE INSURED:

NAME

(First) Phillips, David A.

(Middle)

(Last)

DATE OF BIRTH (Month, day, year)

IF YOU ARE RETIRED OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION BENEFITS OR AN APPLICANT FOR SUCH BENEFITS

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

□ — AN EMPLOYEE □ — RETIRED OR AN APPLICANT FOR RETIREMENT

□ — RECEIVING FEDERAL EMPLOYEES' COMPENSATION BENEFITS OR AN APPLICANT FOR SUCH BENEFITS

DEPARTMENT OR AGENCY IN WHICH PRESENTLY EMPLOYED

Central Intelligence Agency

(Department or agency)

Langley, Va.

(Location—City, State, and ZIP Code)

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

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

Type or print first name, middle initial, and last name of each beneficiary

VIRGINIA S. PHILLIPS

Type or print address (including ZIP Code) of each beneficiary

8244 Press Trace

BEARING, MD. 20854

Relationship

Wife

Share to be paid to each beneficiary

To My Will

For distribution according to

Signature of insured

For each type of insurance (regular and optional): (1) I hereby direct, unless otherwise indicated above, that if more than one beneficiary is named, the share of any beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. (2) I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death. I hereby specifically reserve the right to cancel or change this Designation of Beneficiary at any time without knowledge or consent of the beneficiary.

(Date of execution—month, day, year)

Signature of insured

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

Signature of witness

Print or type name and address (including ZIP Code) of insured

Print or type name and address (including ZIP Code) of insured

THIS SPACE RESERVED FOR RECEIVING AGENCY

See reverse side of duplicate copy for instructions on where to file these forms. Do not file with the Office of Federal Employee Group Life Insurance.
**REPORT OF SERVICE ABROAD**

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

**SERIAL NO.** 024345  
**LAST NAME** PHILLIPS  
**FIRST NAME** DAVID  
**MIDDLE NAME** A

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (one only). Report dates by using the number for the month, and last two digits only for year. Refer to OFI No. 5/8, Revised.

**PCS DATES OF SERVICE**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>CODE</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-26</td>
<td>27-29</td>
<td>31-32</td>
<td>33-35</td>
<td>57</td>
</tr>
</tbody>
</table>

**TOY DATES OF SERVICE**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>CODE</th>
<th>AREA(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-26</td>
<td>27-29</td>
<td>31-32</td>
<td>33-35</td>
<td>EUR 801</td>
</tr>
</tbody>
</table>

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

**SOURCE DOCUMENT AND CERTIFICATION**

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

**DOCUMENT IDENTIFICATION NO.**  
**DOCUMENT DATE/PERIOD**

**REMARKS**

**PREPARED BY**

**REPORT AUTHORIZED ON**

**ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE**

**DOCUMENT CITED**

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

**ADDITIONAL INFORMATION**

**INTERNAL USE ONLY**
### REPORT OF SERVICE ABROAD

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

**SERIAL NO:** 024325

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION. WHEN USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR, REFER TO OFF NO. 5942 page 39.

#### PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>CODE</th>
<th>CODE</th>
</tr>
</thead>
</table>

#### TOY DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>CODE</th>
<th>CODE</th>
</tr>
</thead>
</table>

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

**SOURCE DOCUMENT AND CERTIFICATION**

- **X** TRAVEL VOUCHER
- **CABLE**

**DOCUMENT IDENTIFICATION NO:**

**DOCUMENT DATE/PERIOD:** 13-15 Dec '74

**REMARKS**

**PREPARED BY**

**REPORT ANNOTATED ON**

**ABOVE DATA CERTIFIED**

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

**ADMINISTRATIVE-Internal Use Only**
FILE COPY OF STANDARD FORM 56

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

on file with the Retirement Operations Branch,

Office of Personnel (x3257).
ELECTED DECLINATION OR WAIVER OF LIFE INSURANCE COVERAGE

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] (first) (middle) (last)  [DATE OF BIRTH (month, day, year)]  [SOCIAL SECURITY NUMBER]
   [M. H. C. Williams]  [D. G. D. Williams]  [October 31, 1922]  
   [EMPLOYING DEPARTMENT OR AGENCY] [LOCATION (city, state, zip code)]
   
   HAVE YOU EVER BEEN HIRED OR EMPLOYED AS A MEMBER OF THE INSURANCE COVERAGE?
   [ ] Yes  [ ] No
   
   IF "YES," your last such form remains in effect and you should not be the new form unless you want to change the old one. (See Instructions for Employees on page 4.) You must make the change in writing, but you cannot, for other purposes.

3. MARK AN "X" IN ONE OF THE BOXES BELOW (DO NOT MARK MORE THAN ONE):

   [ ] ELECTED OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
   I elect the $10,000 additional optional insurance and authorize the monthly 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.
   
   [ ] DECLINED OPTIONAL (BUT NOT REGULAR) INSURANCE
   I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until 1 year after the effective date of this declination and unless, at the time I apply for insurance under the plan, 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 optional insurance.
   
   [ ] WAIVER OF LIFE INSURANCE COVERAGE
   I do not want to be insured and have coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until 1 year after the effective date of this waiver and unless, at the time I apply for insurance under the plan, 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.

   [SIGNATURE] (do not print)
   [DATE] 20 March 1970

   FOR EMPLOYING OFFICE USE ONLY
   [RECEIVED] March 20, 1970
   [Personnel Officer]

   See Table of Effective Dates on Last Page

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM NO. 126

176-102
ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

TO COMPLETE THIS FORM:

FOLLOW THESE GENERAL INSTRUCTIONS:

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

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

NAME (last) (first) (middle) 024315
Phillips David Atlee
DATE OF BIRTH (month, day, year) SOCIAL SECURITY NUMBER
31 Oct 1922

EMPLOYING DEPARTMENT OR AGENCY LOCATION (city, state, ZIP code)

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

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

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

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

DATE 13 February 1968

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET
Mr. David A. Phillips is hereby awarded the Distinguished Intelligence Medal in recognition of his outstanding service to the Central Intelligence Agency for more than 22 years. Throughout his career Mr. Phillips has held a series of highly important positions in headquarters and overseas, including four assignments as Chief of Station. In each instance his superior accomplishments were marked by his broad area knowledge, initiative, drive and imagination. His most recent assignment as Chief of a major division is further evidence of his exceptional capability. Mr. Phillips' efforts during his career constitute a major contribution to the mission of the Agency, reflecting great credit on him and the Federal service.

(Recommendation approved by DD/O on 5 March 1975)
RECOMMENDATION FOR HONOR OR MERIT AWARD
(Submit in triplicate - see RE 12-37)

SECTION A

<table>
<thead>
<tr>
<th>1. EMPLOYEE NO.</th>
<th>2. NAME OF PERSON RECOMMENDED (Last, First, Middle)</th>
<th>3. POSITION TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>024345</td>
<td>Phillips, David A.</td>
<td>Division Chief</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. GRADE</th>
<th>5. SD</th>
<th>6. OFFICE OF ASSIGNMENT</th>
<th>7. RECOMMENDED AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-18</td>
<td>D</td>
<td>DDO/IA</td>
<td>Distinguished Intelligence Medal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. INCLUSIVE DATES FOR WHICH RECOMMENDED</th>
<th>9. IF RETIRING, DATE OF RETIREMENT</th>
<th>10. POSTHUMOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1953 - May 1975</td>
<td>9 May 1975</td>
<td>XX YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. HOME ADDRESS</th>
<th>12. HOME PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8228 Stone Trail Drive, Bethesda, Maryland</td>
<td>365-0527</td>
</tr>
</tbody>
</table>

SECTION B

LIST ANY PERSONNEL GIVEN AN AWARD OR RECOMMENDED FOR AWARD WHO ASSISTED IN THE ACT OR PARTICIPATED IN THE PERFORMANCE.

<table>
<thead>
<tr>
<th>13. FULL NAME</th>
<th>14. TYPE OF AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION C

ATTACH NARRATIVE DESCRIPTION OF PERFORMANCE OR SERVICE WARRANTING AWARD, ANY SUPPORTING DOCUMENTS AND A PROPOSED, UNCLASSIFIED CITATION.

SECTION D

<table>
<thead>
<tr>
<th>15. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>William E. Nelson</td>
<td></td>
</tr>
<tr>
<td>Deputy Director for Operations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. (CAREER SERVICE)</th>
<th>17. (CAREER SERVICE)</th>
<th>18. (CAREER SERVICE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD OF D C.S.</td>
<td>DEPUTY DIRECTOR OF C.S.</td>
<td>DEPUTY DIRECTOR OF OPERATING COMPONENT</td>
</tr>
<tr>
<td>TITLE AND SIGNATURE</td>
<td>TITLE AND SIGNATURE</td>
<td>TITLE AND SIGNATURE</td>
</tr>
<tr>
<td>See Item #18</td>
<td>See Item #18</td>
<td>See Item #18</td>
</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
</tr>
</tbody>
</table>
Mr. David A. Phillips is retiring after a distinguished career with the Agency. He has been an employee of the Agency since 1951 when he initially joined as a Contract employee. He served with distinction in Mexico City, and his excellent command of each of his assignments in Latin America. A true DDOer, fifteen years of this glorious and active career were spent overseas. His outstanding dedication and devotion to the cause of freedom won for him in 1956, the Intelligence Medal of Merit. His file is replete with letters of commendation and appreciation from the DCI, DDCI, the former Ambassadors, and military commanders, all of whom recognized his uniqueness. Mr. Phillips has been highly effective as a senior member of the Latin American Division which has been under his immediate command since 1973. An excerpt from a late fitness report nicely characterizes the caliber of his work. "It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible." Mr. Phillips will be remembered for his initiative, drive and imagination, and for the excellence of his representational responsibilities which in large part is attributable to his native charm, area knowledgeability and superb language skills. He will be remembered for his intent capability and desire to fulfill the needs of the Organization. It is fitting and proper that upon his retirement, Mr. Phillips be recognized with the award of the Distinguished Intelligence Medal.
Dear Dave,

You have just finished an important albeit grueling GS-16 Evaluation Exercise at my direction. The recommendations for promotion and executive development you gave me were a major factor in my recommendations to the Director for the upward movement of officers who will be the top management cadre of the Directorate in the near future.

I believe you will find that the last several weeks will have sharpened your focus on one of our most important management responsibilities, our personnel. Many thanks for a job well done.

William E. Nelson
Deputy Director for Operations
**REPORT OF SERVICE ABROAD**

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

<table>
<thead>
<tr>
<th>SERIAL NO.</th>
<th>LAST</th>
<th>FIRST</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-8</td>
<td>Phillips, David</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TBY. Insert appropriate code number in "CODE" column to designate whether submission is of basic data, correction, or cancellation (one only). Report dates by using the number for the month, and last two digits only for year. Refer to DOD No. 59, revised.

### PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>ARRIVAL D/S</th>
<th>DEPARTURE D/S</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>DAY</td>
<td>YEAR</td>
<td></td>
</tr>
<tr>
<td>23-26</td>
<td>27-28</td>
<td>31-32</td>
<td>33-34</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
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</table>

### TBY DATES OF SERVICE

<table>
<thead>
<tr>
<th>ARRIVAL D/S</th>
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<th>TYPE OF DATA</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>DAY</td>
<td>YEAR</td>
<td></td>
</tr>
<tr>
<td>25-26</td>
<td>27-28</td>
<td>31-32</td>
<td>33-34</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

- WE HEMISPHERE

SOURCE DOCUMENT AND CERTIFICATION

- TRAVEL VOUCHER
- CABLE
- DUTY STATUS OR TIME AND ATTENDANCE REPORT
- OTHER (Specify)  

DOCUMENT IDENTIFICATION NO.: 1910 1944  
DOCUMENT DATE/PERIOD: 11/11-12/13

**REMARKS**

PREPARED BY

This report will be filed in the Office of Personnel in the individual's official personnel folder.
REPORT OF SERVICE ABROAD

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

SERIAL NO. 024345

INSURATIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (060 ALL). REPORT DATES BY USING THE NUMBER FOR THE MONTH AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO D/L NO. 58, REVISED.

PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>ARRIVAL D/S</th>
<th>DEPARTURE D/S</th>
<th>TYPE OF DATA</th>
<th>O/P COUNTRY</th>
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</thead>
<tbody>
<tr>
<td>MONTH DAY YEAR</td>
<td>MONTH DAY YEAR</td>
<td>CODE</td>
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TOY DATES OF SERVICE

<table>
<thead>
<tr>
<th>ARRIVAL D/S</th>
<th>DEPARTURE D/S</th>
<th>TYPE OF DATA</th>
<th>USE ONLY</th>
<th>AREA(S)</th>
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<tbody>
<tr>
<td>MONTH DAY YEAR</td>
<td>MONTH DAY YEAR</td>
<td>CODE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-29 12-31 06-47 07-3</td>
<td>06-12 03-7 01-3 00-1</td>
<td>19</td>
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<td></td>
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</table>

OFFICE OF PERSONNEL USE ONLY – PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

× TRAVEL VOUCHER

DISPATCH

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

WHD: BTO = 1/74

DOCUMENT DATE/POR:

1/74 1/74

REMARKS

PREPARED BY

REPORT ANNOTATED OR
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE

DOCUMENT CITED

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

SECRET
**REPORT OF SERVICE ABROAD**

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

**SERIAL NO.**
034/345

**NAME**
PHILLIPS DAVID A.

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in space column to designate whether submission is of basic data, correction, or cancellation (DO NOT AMP). Report dates by using the number for the month, and last two digits only for year. Refer to OPI No. 58, Revised.

**PCS DATES OF SERVICE**

<table>
<thead>
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<th>Arrival O/S</th>
<th>Departure O/S</th>
<th>Type of Data</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td>Year</td>
</tr>
<tr>
<td>01-26</td>
<td>27</td>
<td>69-20</td>
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**TOY DATES OF SERVICE**

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<th>Arrival O/S</th>
<th>Departure O/S</th>
<th>Type of Data</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td>Year</td>
</tr>
<tr>
<td>02</td>
<td>11</td>
<td>74</td>
</tr>
</tbody>
</table>

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

**SOURCE DOCUMENT AND CERTIFICATION**

- **TRAVEL VOUCHER**
- **CABLE**
- **DUTY STATUS OR TIME AND ATTENDANCE REPORT**
- **OTHER (Specify)**

**DOCUMENT IDENTIFICATION NO.**
WH 1-74

**DOCUMENT DATE SERVICED**
11 Feb - 5 March 74

**REMARKS**

**PREPARED BY**

**DATE**
1 May 74

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

**SECRET**
**REPORT OF SERVICE ABROAD**

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

**SERIAL NO.**
037345

**NAME**
PHILIPS, WOODY

**INSTRUCTIONS**
Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "code" column to designate whether submission is of basic data, correction, or cancellation (on"). Report dates by using the number for the month, and last two digits only for year, refer to OFI No. 58, Revised.

### PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>Arrival O/S</th>
<th>Departure O/S</th>
<th>Type of Data</th>
<th>O/P Use Only</th>
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<tbody>
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<td>OUT</td>
<td>YEAR</td>
<td>NORTH</td>
<td>OUT</td>
</tr>
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<td>17-29</td>
<td>23-30</td>
<td>23-34</td>
<td>33-35</td>
</tr>
</tbody>
</table>

### TOY DATES OF SERVICE

<table>
<thead>
<tr>
<th>Arrival O/S</th>
<th>Departure O/S</th>
<th>Type of Data</th>
<th>O/P Use Only</th>
<th>Area(s)</th>
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<tr>
<td>NORTH</td>
<td>OUT</td>
<td>YEAR</td>
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<td>OUT</td>
</tr>
<tr>
<td>13-24</td>
<td>17-29</td>
<td>23-30</td>
<td>23-34</td>
<td>33-35</td>
</tr>
</tbody>
</table>

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

**SOURCE DOCUMENT AND CERTIFICATION**

- **Travel Voucher**
- **Dispatch**
- **Cable**
- **Duty Status or Time and Attendance Report**
- **Other (Specify)**

**DOCUMENT IDENTIFICATION NO.**
641685

**DOCUMENT DATE/PERIOD**
27 June 1963

**REMARKS**

**PREPARED BY**

**REPORT ANNEXED TO**

**ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED**

**SIGNATURE**

**T. W. DIVISION EXHIBIT**

**C. & T DIVISION**

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

SERVICE ABROAD AGREEMENT

I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS OR FOR PERSONAL REASONS OF SIGNIFICANT IMPORTANCE TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES INCURRED OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, HOWEVER IT IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 12 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE

David A. Phillips

1. NAME OF POST OR ASSIGNMENT

B. NONSTANDARD TOUR OF DUTY OF ___________ MONTHS PREVIOUSLY APPROVED PER HR 20-18.

OPERATING OFFICIAL

C/WH/Pers

REQUESTED (Wms attached)

OPERATING OFFICIAL

C. NONSTANDARD TOUR OF DUTY OF ___________ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT.

(See HR 20-18)

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

APPROVED

DIRECTOR OF PERSONNEL

II. TOUR OF DUTY ABROAD

III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE MADE IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE PRIMARY DATA RECORD, IT MUST BE SPECIFIED WHETHER THE PLACE IS IN THE UNITED STATES, IN A FOREIGN AREA, OR IN A PHYSICAL DWELLING PLACE. IT IS FURTHER REQUIRED TO SPECIFY WHETHER THIS PLACE IS THE PHYSICAL DWELLING PLACE IN WHICH YOU AND YOUR FAMILY WILL RESIDE OR WHETHER IT IS THE PHYSICAL DWELLING PLACE IN WHICH YOU AND YOUR FAMILY WILL RESIDE AS A SECONDARY OR ACCESSORY DWELLING PLACE.

WARNING NOTICE

THE ATTACHED PROPERTY INFORMATION CERTIFICATE WILL BE RECORDED IN THE COUNTY RECORDS OF THE LOCALITY IN WHICH YOU PLAN TO LIVE. THE INFORMATION THEREIN MAY BE ACCURATE AND RELEVANT OR MAY BE INACCURATE AND IRRELEVANT. IT IS ADVISED THAT YOU APPOINT THE ATTACHED PROPERTY INFORMATION CERTIFICATE TO YOUR ATTORNEY TO DETERMINE WHETHER THE INFORMATION IS ACCURATE AND RELEVANT.

CLASSIFIED

RECIPIENT THREE-FOURTHS THE UNITED STATES, ITS TERRITORIES OR ANY FOREIGN PERFORMANCE AREA.

JS-6 (Rev. 2-2-73)
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Physical Address (Final Address at End of Tour)</td>
<td>3243 Scott Street, Dallas, TX 75204</td>
</tr>
<tr>
<td>5. Other Place Requested (Requested Permanent Place of Residence Not Distinct from Item 4)</td>
<td></td>
</tr>
<tr>
<td>7. Home Leave Point</td>
<td>Among the places you may request as a Home Leave Point are: your permanent place of residence shown above, headquarters area, and where your children, parents, parents-in-law, brothers, sisters, brothers-in-law, or sisters-in-law reside. You may request for approval some other point subject to the provisions of 30 U.S.C. 301(a). The request must be accompanied by a memorandum explaining the circumstances.</td>
</tr>
<tr>
<td>9. Designation per Item 7 Above</td>
<td>Same as 5 Above</td>
</tr>
<tr>
<td>10. Designation per Item 9 Above</td>
<td></td>
</tr>
<tr>
<td>Relationship of Relative at Home Leave Point</td>
<td></td>
</tr>
<tr>
<td>Employee Certification</td>
<td>I have read and understand my service obligations and travel entitlements as described in this agreement.</td>
</tr>
<tr>
<td>Signature of Employee</td>
<td>7/28/72</td>
</tr>
</tbody>
</table>
REPORT OF SERVICE ABROAD

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

SERIAL NO. 1-6

LAST NAME (PRINT) 024345, PHILIP, P.

FIRST NAME 11, 93, DAVID

MIDDLE INITIAL A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (DATA ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>ARRIVAL D/O/S</th>
<th>DEPARTURE D/O/S</th>
<th>TYPE OF DATA</th>
<th>O/P USE ONLY</th>
<th>COUNTRY</th>
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</thead>
<tbody>
<tr>
<td>MONTH I/O/28</td>
<td>MONTH O/P</td>
<td>CODE</td>
<td>CODE</td>
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</tr>
<tr>
<td>19-20</td>
<td>21-28</td>
<td>37</td>
<td>42</td>
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<td>19-28</td>
<td>27-30</td>
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<td>39</td>
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TOY DATES OF SERVICE

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<th>TYPE OF DATA</th>
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<td>MONTH I/O/28</td>
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<td>CODE</td>
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<tr>
<td>25-20</td>
<td>27-28</td>
<td>37</td>
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<tr>
<td>27-28</td>
<td>29-30</td>
<td>38</td>
<td>39</td>
<td></td>
</tr>
</tbody>
</table>

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

- TRAVEL VOUCHER
- DISPATCH
- CABLE
- DUTY STATUS OR TIME AND ATTENDANCE REPORT
- OTHER (Specify)

DOCUMENT IDENTIFICATION No. 1D/74

REMARKS

Correction

PREPARED BY

DATE 7/9/71

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

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

**SERIAL NO.** 06-1/8

**LAST NAME** Phillips

**FIRST NAME** Lood

**MIDDLE NAME** A

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (on front). Report dates by using the number for the month, and last two digits only for year. Refer to OMPF, No. 3b, Revised.

**PCS DATES OF SERVICE**

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<thead>
<tr>
<th>ARRIVAL D/O/S</th>
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<th>TYPE OF DATA</th>
<th>G/O USE ONLY</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 - PCS (Basic)</td>
<td>37 38 39 40</td>
<td>42-42</td>
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</tbody>
</table>

**TOY DATES OF SERVICE**

<table>
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<th>DEPARTURE D/O/S</th>
<th>TYPE OF DATA</th>
<th>G/O USE ONLY</th>
<th>AREA(S)</th>
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<tr>
<td></td>
<td></td>
<td>2 - TOY (Basic)</td>
<td>37 38 39 40</td>
<td>40-42</td>
</tr>
</tbody>
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**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

- **TRAVEL VOUCHER**
- **DISPATCH**
- **Duty Status or Time and Attendance Report**

**OTHER (Specify)**

**DOCUMENT IDENTIFICATION NO.** 13872

**DOCUMENT DATE/PERIOD** 8 July 1971

**REMARKS**

- Natural

**PREPARED BY**

**ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED**

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

**SECRET**
1. As Headquarters is well aware, a constant flow of TDY personnel was provided the Station by Headquarters during the crisis period of the recent revolution. Obviously, the Station would have found it most difficult, if not impossible, to perform in the fashion it did without this assistance. What deserves special comment, however, is the generally high quality of their performance under quite demanding, fluid, and, often, dangerous conditions. With few exceptions, already known to Headquarters, the TDY personnel did a magnificent job both collectively and as individuals. Considering the grade and experience of most of these officers, it can probably be assumed that this was to be expected. But, what clearly was not predictable was their willingness to accept any type of assignment regardless of grade or circumstances, their quick adaptability and initiative in an unfamiliar and confused situation, and their stamina under the stress of long and irregular work days seven days a week. Furthermore, in spite of the close working quarters, constant association, and strain inherent in this type of situation, "personality clashes" or other signs of incompatibility were very few indeed.

2. Undoubtedly, Headquarters has sensed the foregoing from reports. The purpose of sending this dispatch is to make it a matter of record and to suggest to Headquarters that their standard of performance under these conditions may merit consideration of some special recognition in the personnel files of the personnel concerned.

Continued...

Distribution:
3 - WHD

Attachment:
As stated - h/w
3. Without detracting one bit from the performance of any of the other officers on TDY assignment, the present COS would like to single out [redacted] and [redacted] as deserving special commendation. Their performance has been exceptional. A special note is attached for [redacted]. Therefore, it is recommended that the attached memoranda be inserted into each of their personnel files.

4. Also, the COS would like to register the fact that the foregoing not only speaks highly of the TDY personnel assigned, but Headquarters as well in providing this type of support.

5. As a final comment, Headquarters may care to check this memorandum with [redacted] the COS for a good part of this period, to obtain any special comments he might wish to make in this regard -- either with respect to content or individuals whom he considered exceptional and who are not known to the present COS.

David Phillips
MEMORANDUM FOR THE RECORD

SUBJECT: TDY in Santo Domingo

1. [Blank] was assigned to Station [Blank] on a TDY basis for the period 2 June to 16 July 1965. During this assignment, [Blank] was placed in charge of the Station C.I.A. program with special emphasis on exploiting targets of opportunity in the very fluid crisis situation then prevalent and, simultaneously, generating new assets and new approaches to lay the groundwork for the altered situation which would be confronting the Station in the post-crisis era. In addition to supervising the C.I.A. program, he handled a number of existing agents, developed some new assets, and conducted numerous special C.I.A. operations, including some quite effective black activities. On this assignment, [Blank] worked some fourteen to sixteen hours a day throughout the entire period.

2. The undersigned is aware that C.I.A. would expect a quite professional and dedicated performance from an officer of [Blank] seniority, experience, and caliber; however, even taking this into consideration, his performance in every respect was exceptional, and should merit special recognition.

3. It is recommended that a copy of this memorandum be placed in [Blank] personnel folder.

S-E-C-R-E-T
MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director for Plans

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

1. The appointment of Mr. David A. Phillips, GS-16, as Chief of Station, effective on or about 15 January 1970 is recommended. Mr. Phillips would replace Mr. Robert D. Gahagen.

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

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

William V. Broe
Chief
Western Hemisphere Division

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

APPROVAL RECOMMENDED:

[Signature]
Deputy Director for Plans
20 Dec 69
Date

The recommendation in paragraph one is APPROVED:

[Signature]
Director of Central Intelligence
1 Jan 70
Date

SECRET
Complete in original. The data recorded on this form is essential in determining travel advances, all types of connection with leave; self or government expense, overseas duty, return to residence, repayment, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

**NAME OF EMPLOYEE**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips</td>
<td>David</td>
<td>Alice</td>
</tr>
</tbody>
</table>

**SOCIAL SECURITY NUMBER**

| 660-28-3330 |

**PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington D.C.</td>
<td>Bethesda, MD.</td>
</tr>
</tbody>
</table>

**MARITAL STATUS**

<table>
<thead>
<tr>
<th>Single</th>
<th>Married</th>
<th>Separated</th>
<th>Divorced</th>
<th>Widowed</th>
<th>Annulled</th>
</tr>
</thead>
</table>

**DATE OF MARRIAGE**

| 28 March 1960 |

**DATE SPOUSE DIED**

**IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE(S), REASON(S) FOR TERMINATION, AND DATE(S)**

*Joan Hildebrandt, Incompatibility, circa September 1941*  
*Helen Haasch, Incompatibility, 22 November 1967.*

**MEMBERS OF FAMILY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia S. Phillips</td>
<td>8225 Stone Trail Drive, Bethesda Md.</td>
<td>202-367-8934</td>
</tr>
<tr>
<td>Maria</td>
<td>Same as above</td>
<td>466-6733</td>
</tr>
<tr>
<td>David, Jr</td>
<td>Same as above</td>
<td>F 1949</td>
</tr>
<tr>
<td>Christopher</td>
<td>Same as above</td>
<td>M 1951</td>
</tr>
</tbody>
</table>

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

<table>
<thead>
<tr>
<th>Name (Mrs., Mr., etc.)</th>
<th>Relationship</th>
<th>Address (City, State, Zip Code)</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Phillips</td>
<td>Brother</td>
<td>Same as above</td>
<td>Unknown</td>
</tr>
<tr>
<td>Port Arthur National Bank, 6201 Fort Worth, Texas</td>
<td>Unknown</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

** IS THIS INDIVIDUAL DESIGNATED AS YOUR EMERGENCY ADDRESSEE?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 4 ON THE REVERSE SIDE OF THIS FORM.
CONFIDENTIAL

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estates and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

Indicate name and address of any banking institution with which you have accounts and the names in which the accounts are carried:

Fort Worth National Bank, Fort Worth, Texas, Checking and Savings.
Potomac National Bank, Potomac, Md., Checking.
Columbia Federal (House mortgage).

All in name David A. Phillips

Are you a member of the Northwest Federal Credit Union? □ Yes □ No
If yes, do you have a joint account? □ Yes □ No

Have you completed a last will and testament? □ Yes □ No. (If "Yes" where is document located?

In possession of my brother and attorney, Edwin T. Phillips, Jr. (See above).

Have you preplanned an arranged guardianship of your children in case of common disaster to both parents? □ Yes □ No. (If "Yes" give names and address

But my children would go to their mother; my step-children to their father.

Have you executed a power of attorney? □ Yes □ No. (If "Yes", who possess the power of attorney?)

My brother, Edwin T. Phillips, Jr.

ADDITIONAL DATA AND OR CONTINUATION OF PRECEDING ITEMS

Continuation of children:

The following are my step children, who live with and receive more than half their support from me. (All have common address of 8224 Stone Trail Drive):

Deborah Anne Ahern (f)
Bryan Hope Ahern (m)
Hynne Augheron Ahern

Signed at: Washington, D.C. 19 November 1969

Signature: [Signature]

CONFIDENTIAL
**REPORT OF SERVICE ABROAD**

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

**SERIAL NO.** 023 456

**NAME** Phillips, David A.

**INSTRUCTIONS**

Use appropriate space below to report data for either PCS or TDY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (one only). Report dates by using the number for the month; and last two digits only for year. Refer to OIC No. 68, Revised.

**PCS DATES OF SERVICE**

<table>
<thead>
<tr>
<th>Arrival O/S</th>
<th>Departure O/S</th>
<th>Type of Data</th>
<th>Code</th>
<th>Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH</td>
<td>DAY</td>
<td>YEAR</td>
<td>MTH</td>
<td>DAY</td>
</tr>
</tbody>
</table>


**TDY DATES OF SERVICE**

<table>
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<tr>
<th>Arrival</th>
<th>Departure</th>
<th>Type of Data</th>
<th>Code</th>
<th>Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH</td>
<td>DAY</td>
<td>YEAR</td>
<td>MTH</td>
<td>DAY</td>
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</tbody>
</table>


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

080569 080669

**SOURCE DOCUMENT AND CERTIFICATION**

- **Travel Voucher**
- **Cable**
- **Other (Specify)**

**Document Identification No.** Wh 71-70

**Document Date/Period** 5 - 8 Aug 69

**REMARKS**

**PREPARED BY**

**REPORT ANNOTATED ON CONTROL DOCUMENT**

**ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED**

**SIGNATURE**

21 Nov 69

This report will be filed in the Office of Personnel in the individual's official personnel folder.
### Secret

REPORT OF SERVICE ABROAD

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

**Serial No.**

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<tr>
<td>C24</td>
<td>2615</td>
<td>S. A. A.</td>
</tr>
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**Instructions**

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "code" column to designate whether submission is of basic data, correction, or cancellation (CS-M-T). Report dates by using the number for the month, and last two digits only for year. Refer to CP 4444 DO 58, Revised.

#### PCS Dates of Service

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<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Type of Data</th>
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<th>Country</th>
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<td>19-30</td>
<td>31-34</td>
<td>35-39</td>
<td>09-14</td>
<td>1 - PCS (Basic)</td>
<td>CS</td>
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<td>40-45</td>
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</table>

#### TOY Dates of Service

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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<tbody>
<tr>
<td>07-18</td>
<td>01-12</td>
<td>24-67</td>
<td>01-12</td>
<td>24-67</td>
<td>01-12</td>
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</tr>
</tbody>
</table>

**Office of Personnel Use Only - Punch Area**

**Source Document and Certification**

**Travel Voucher**

**Cable**

**Dispatch**

**Duty Status or Time and Attendance Report**

**Other (Specify)**

**Document Identification No.**

**Document Date/Period**

**Remarks**

**Prepared By**

**Report Originated On**

**Above Data Certified Correct Based Upon Source Document Cited**

**Signature**

This report will be filed in the office of personnel in the individual's official personnel folder.
REPORT OF SERVICE ABROAD

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

SERIAL NO. | LAST | FIRST | MIDDLE
--- | --- | --- | ---
024315 | PHILLIPS | LAVID | A.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (204 only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPS NO. 89, REVISED.

PCS DATES OF SERVICE

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<thead>
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<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>USE ONLY</th>
<th>COUNTRY</th>
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<td>31-32</td>
<td>1-10</td>
<td>11-20</td>
<td>21-30</td>
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<td>33-36</td>
<td>37-38</td>
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<td>7-10</td>
<td>11-20</td>
<td>CANCELLATION</td>
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TOY DATES OF SERVICE

<table>
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<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>TYPE OF DATA</th>
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<td>1-10</td>
<td>11-20</td>
<td>21-30</td>
<td>TOY (Basic)</td>
<td>97</td>
<td>52-59</td>
<td>49-6E</td>
</tr>
<tr>
<td>1-32</td>
<td>33-36</td>
<td>37-38</td>
<td>1-6</td>
<td>7-10</td>
<td>11-20</td>
<td>CANCELLATION</td>
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<td></td>
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</tr>
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</table>

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

05 19 69 05 21 69

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO. DOCUMENT DATE/PERIOD

5 thru 21 May 1969

REMARKS

PREPARED BY REPORT AUTHORIZED ON CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

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

FORM 1451A obsolete previous EDITIONS

SECRET 14-10
### Verified Record of Overseas Service

**To:** Office of Personnel, Statistical Reporting Branch, Room 5 E 2506 Headquarters

**Employee Serial No.** 021345  
**Name of Employee** Phillips David A.  
**Office/Component** WH Division

**Instructions**  
Use appropriate space below to report data for either PCS or TDY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (whichever). Report dates by using the number for the month, and last two digits only for year.

#### PCS Dates of Service

<table>
<thead>
<tr>
<th>Type of Data</th>
<th>Code</th>
<th>Arrival Month</th>
<th>Arrival Day</th>
<th>Arrival Year</th>
<th>Departure Month</th>
<th>Departure Day</th>
<th>Departure Year</th>
<th>Country</th>
<th>Unit</th>
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</thead>
<tbody>
<tr>
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<td>26-27</td>
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<td>36-37</td>
<td>39-39</td>
<td>40-42</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### TDY Dates of Service

<table>
<thead>
<tr>
<th>Type of Data</th>
<th>Code</th>
<th>Departure Month</th>
<th>Departure Day</th>
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<th>Return Year</th>
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<td>32-33</td>
<td>36-37</td>
<td>36-37</td>
<td>39-39</td>
<td>40-42</td>
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</tr>
</tbody>
</table>

**Source of Record Document**

- **Travel Voucher**  
- **Dispatch**  
- **Cable**  
- **Other (Specify)**

**Document Identification No.:** WH-738-68  
**Document Date/Period:** 22-25 May 1968

**Remarks**

---

**Prepared By:**  
**Report Annotated On:**  
**Above Data Verified Correct, Based Upon Source Document Cited:**

**C & B Division**  
**C & B Division**  
**Signature:**  
**Date:** 5 August 1968  
**Secret**
Credible Source

Military
45-10-37
43-02-13
02-08-19

Contract Employee — 54-03-04
55-09-31
Continuous
Staff Employee — 55-04-01
56-02-06
Service
Staff Agent — 56-02-07
58-05-13

Independent Contractor — 58-08-19
Not
60-03-13
Selling
Service
Staff Employee — 03-14-00
To Present

02-05-19 Military
58-08-13
04-05-10
54-09-04
56-13-27
04-05-10
07-01-29
55-02-14
07-01-29
53-01-15
60-6-01-66
L.C.D. 55-10-04
DESIGNATION OF BENEFICIARY

UNPAID COMPENSATION OF
DECEASED CIVILIAN EMPLOYEE

IMPORTANT
Read instructions
on back of duplicate
before filling in this form

INFORMATION CONCERNING THE EMPLOYEE:

NAME (Last) (First) (Middle) Date of Birth (Month, day, year)
Phillips David Atlee October 31, 1922

DEPARTMENT OR AGENCY IN WHICH EMPLOYED

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type of print first name, middle initial, and last name of each beneficiary

<table>
<thead>
<tr>
<th>Type or print address of each beneficiary</th>
<th>Relationship</th>
<th>Share to be paid to each beneficiary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria L. Phillips 8224 Stone Trail Drive Bethesda, Maryland 20034</td>
<td>daughter</td>
<td>one-fourth</td>
</tr>
<tr>
<td>David A. Phillips, Jr. 8224 Stone Trail Drive Bethesda, Maryland 20034</td>
<td>son</td>
<td>one-fourth</td>
</tr>
<tr>
<td>Atlee Y. Phillips 8224 Stone Trail Drive Bethesda, Maryland 20034</td>
<td>daughter</td>
<td>one-fourth</td>
</tr>
<tr>
<td>Christopher C. Phillips 8224 Stone Trail Drive Bethesda, Maryland 20034</td>
<td>son</td>
<td>one-fourth</td>
</tr>
</tbody>
</table>

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form presented by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

1 December 1967
(Full name of employee)

WITNESSES TO SIGNATURE:

2400 So. Glebe Rd Arlington, Va 22206
(Marking address)
(Number and street)
(City, zone number, and state)

8137 Prescott Dr Vienna, Va 22180
(Marking address)
(Number and street)
(City, zone number, and state)

PRINT OR TYPE NAME AND ADDRESS OF EMPLOYEE

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

DELIVER BOTH COPIES TO THE PROPER OFFICER OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED

05 DEC 1967
REPORT OF SERVICE ABROAD

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

SERIAL NO. 0243+5  
NAME
LAST 9  
FIRST 3  
MIDDLE A  

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA. FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DISTINGUISH whether submission is of BASIC DATA, CORRECTION, or CANCELLATION (OFF-HH2). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 55, REVISED.

PCS DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>DEPARTURE MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1 - PCS (Basic)</td>
<td>37</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 - CORRECTION</td>
<td>40-42</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>5 - CANCELLATION</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

TDY DATES OF SERVICE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>DEPARTURE MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>USE</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1 - TDY (Basic)</td>
<td>37</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 - CORRECTION</td>
<td>40-42</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6 - CANCELLATION</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER  
CABLE  
OTHER (Specify)

DOCUMENT IDENTIFICATION NO.  
DOCUMENT DATE-PERIOD

REMARKS

PREPARED BY  
OFFICE OF  
S ECTOR

REPORT ANNOTATED ON  
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED

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

FORM 1451a OSSGELTE PREVIOUS 5-67 EDITIONS SECRET
Action: See para two

1. Attached find an original and two copies of a letter of appreciation from ________________ until 18 January, ________________

2. It is requested that the original be placed in the personnel file of Michael C. CHOADEN. The first copy, marked "A," should be placed in the personnel file of Stewart R. PATAKER. The second copy, marked "B," should be passed to Franklyn D. WALLEK for his information and disposition.

Attachment: Letter

Distribution:
3 - Chief, WHD w/att h/w
HEADQUARTERS
UNITED STATES FORCES
APO New York 09478

17 January 1966

SUBJECT: Letter of Appreciation

THRU:

TO: DAVID E. PHILLIPS

1. I wish to express my sincere appreciation for the outstanding contributions you and your staff have made in the accomplishment of Intelligence missions from 1 May 1965 through 17 January 1966. The first intelligence contact upon our arrival on 1 May was a representative from your office. From that day on a mutual respect, cordial relationship and a unity of effort prevailed throughout the many trying days in the crisis. Without your assistance we would have realized a serious gap in the intelligence picture, a gap which would have made intelligence evaluations and the development of tactical estimates most difficult.

2. My has frequently mentioned the close association and coordination he has had with you and the members of your organization and repeatedly expressed the high esteem and respect he has for the professionalism and competence displayed by you and your subordinates.

3. The intelligence unity of effort in has been exemplary and a prototype for future operations. This cohesive atmosphere is directly attributable to your efforts.
SUBJECT: Letter of Appreciation

4. Again I wish to express my appreciation and congratulations on a job well done.
CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 29 August 1961.

[Signature]

DAVID A. PHILLIPS

[Date]

2 October 1963

CONFIDENTIAL
REPORT OF NO: 165861
(Conducted Pursuant to Regulations No 20-635 and AIR 20-635)

The Honor Awards Board having considered a recommendation that:

NAME: David Atlas

RANK/LT: 

SERVICE: 

DEPARTMENT: 

POSITION TITLE: Court Associate

PRESENT GRADE: 2235.00 p.m.

OFFICE ASSIGNED TO: 40th Division

STATION: 

To be awarded:

1. Distinguished Intelligence Medal

☐ FOR HEROIC ACTION ON

☐ FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD

January - July 1953

☐ APPROVES THE RECOMMENDATION

☐ DISAPPROVES THE RECOMMENDATION

☐ APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF: Intelligence Medal of Merit

CITATION

DAVID ATLAS (HANNA) is hereby awarded the Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom.

While assigned a position of responsibility in creating a psychological agency to further the efforts of removing a serious threat to the security and welfare of the government, he, personally, with superior talent and concentration of energy, proceeded to develop a program which greatly contributed to the ultimate elimination of the threat which concurrently brought historical relief to the oppressed people of an entire population.

The psychological agency developed and sustained by Mr. David Atlas was directed and operated with such ingenuity, resourcefulness and forceful imagination that he was able to create and maintain a completely rational situation for an extended period thereby making it possible to achieve the objectives of his government. This achievement has no parallel in the history of psychological warfare.

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD

APPROVED

SIGNED

Dated: September 8, 1953

DIRECTOR OF CENTRAL INTELLIGENCE

SIGNATURE

TYPE NAME OF CHAIRMAN, HONOR AWARDS BOARD

SIGNATURE

TYPE NAME OF RECIPIENT

OCT 1953 57-176
**SECRET**

SECRET

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, Room 152 Curie Hall

EMPLOYEE SERIAL NO. | NAME OF EMPLOYEE | OFFICE/COMPONENT
--- | --- | ---
E-6 | Phillips David | 35-

INSTRUCTIONS

Use appropriate space below to report data for either PCS or TOY. Insert appropriate code number in "Code" column to designate whether submission is of basic data, correction, or cancellation (one only). Report dates by using the number for the month and last two digits only for year.

**PCS DATES OF SERVICE**

<table>
<thead>
<tr>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PCS (Basic)</td>
<td>27</td>
<td>28-29</td>
<td>30-31</td>
<td>32-33</td>
<td>34-35</td>
<td>36-27</td>
<td>38-39</td>
</tr>
<tr>
<td>2. CANCELLATION</td>
<td>1</td>
<td>29</td>
<td>25</td>
<td>61</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOY DATES OF SERVICE**

<table>
<thead>
<tr>
<th>TYPE OF DATA</th>
<th>CODE</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TOY (Basic)</td>
<td>27</td>
<td>28-29</td>
<td>30-31</td>
<td>32-33</td>
<td>34-35</td>
<td>36-27</td>
<td>38-39</td>
</tr>
<tr>
<td>2. CANCELLATION</td>
<td>1</td>
<td>29</td>
<td>25</td>
<td>61</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOURCE OF RECORD DOCUMENT

Travel Voucher

Cable

Duty Status or Time and Attendance Report

Other (Specify)

DOCUMENT IDENTIFICATION NO.

HMMT-2316

DOCUMENT DATE PERIOD

13 October 1961

PREPARED BY

REPORT ANNEXED TO

SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT.

BASED UPON SOURCE DOCUMENT CITED

SECRET
MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

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

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

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

RICHARD M. BISSELL, Jr.
Deputy Director
(Plans)

cc: ASIA (Pers)
Attn Panel A
Mr. Phillips
Thru C/WI
CP/RSD

SECRET
**CONFIDENTIAL**

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with the employee's travel at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

<table>
<thead>
<tr>
<th>NAME OF EMPLOYEE</th>
<th>(First)</th>
<th>(Middle)</th>
<th>(Last)</th>
<th>SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLACE OF RESIDENCE WHEN INITIALLY APPOINTED**

<table>
<thead>
<tr>
<th>Place</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LAST PLACE OF RESIDENCE IN CONTINENTAL U.S.**

<table>
<thead>
<tr>
<th>Place</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE**

<table>
<thead>
<tr>
<th>Place</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HOME LEAVE RESIDENCE**

<table>
<thead>
<tr>
<th>Place</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MARITAL STATUS**

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF MARRIED, PLACE OF MARRIAGE**

<table>
<thead>
<tr>
<th>Place</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF DIVORCED, PLACE OF DIVORCE DECREE**

<table>
<thead>
<tr>
<th>Place</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF WIDOWED, PLACE SPOUSE DIED**

<table>
<thead>
<tr>
<th>Place</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON FOR TERMINATION, AND DATE (S) OF TERMINATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Reason</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEMBERS OF FAMILY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HELEN M. PHILLIPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAMES OF CHILDREN**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF FATHER (or male guardian)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF MOTHER (or female guardian)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WHAT MEMBERSHIP, IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THIS ORGANIZATION OR CONTACT IS REQUIRED IN AN EMERGENCY?**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Address</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDWARD T. PHILLIPS</td>
<td>MASTER</td>
<td>4122 W. 54TH ST., ENGLEWOOD, CO.</td>
<td></td>
</tr>
</tbody>
</table>

**IS THE INDIVIDUAL NAMED ABOVE WITHHOLDING YOUR AGENCY AFFILIATION? (If "No" give name and address of organization, if none he knows you work for.)**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If "No" explain why in item 8.)**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please state in item 6 on the reverse side of this form.
The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are [ ] and to set forth certain rights and obligations which are incident to your status [ ]. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of [ ] per annum, you will accept cover employment with [ ] (hereinafter referred to as "your cover facility") effective as of [ ] 21 August 1961[ ].

You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your [ ] to your cover facility is being effected at [ ] and salary of [ ] per annum.

You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of [ ] twenty-four months from the date of your arrival at your overseas [ ]

Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas [ ], you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas [ ] you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas [ ].
SECRET

3. Travel to your overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your cover facility shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such cover payments exceed the amount due, the balance will be remitted to this organization at designated intervals, presently __________. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for Federal and, if applicable, District of Columbia income taxes withheld by your cover facility against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report cover facility payroll changes.

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

a. Upon __________ into your cover facility, you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half per cent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your cover facility and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with your cover activity, you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your cover facility of any status with your cover based on your services performed with that organization at the request of this organization.
SECRET


6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Law, dated 25 June 1946, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

ACCEPTED:


Form 9-60 1535a Obsolete Previous Edition SECRET (h-12)
11 January 1961

To: Director of Personnel

From: Chief, MO

SUBJECT: Additional Compensation in Lieu of Overtime Pay

Date: Referred dated 11 January 1961 from SSA/JFS to MO/S, approved by MO/S, Subject: "Employee Benefits for JFSX Personal"; and referred dated 21 December 1960 from AD(1) to Deputy Director (Plans), Subject: "Employee Benefits for Personnel Assigned to Plans".

In accordance with referenced memoranda, it is requested that the personnel listed below be authorized to receive additional compensation effective 8 January 1961, at the rate of 15% of their respective rates of basic annual compensation (but not to exceed the minimum rate for MUS-12) in lieu of payment of the regular, overtime rates for irregular, unscheduled and frequent overtime.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Serial No.</th>
<th>Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVANS, John D.</td>
<td>56729</td>
<td>OFS Officer</td>
<td>$14,057</td>
</tr>
<tr>
<td>HALL, Robert E.</td>
<td>509150</td>
<td>GS Officer</td>
<td>12,990</td>
</tr>
<tr>
<td>MILLER, Robert A.</td>
<td>654560</td>
<td>GS Officer</td>
<td>14,057</td>
</tr>
<tr>
<td>TERRY, Louis F.</td>
<td>612145</td>
<td>GS Officer</td>
<td>12,216</td>
</tr>
<tr>
<td>THOMAS, Walter P.</td>
<td>664733</td>
<td>OFS Officer</td>
<td>12,730</td>
</tr>
<tr>
<td>POTSDAM, John D.</td>
<td>509433</td>
<td>GS Officer</td>
<td>11,975</td>
</tr>
<tr>
<td>WICKS, Victor W.</td>
<td>609944</td>
<td>Instructo (OFS)</td>
<td>8,755</td>
</tr>
<tr>
<td>BILEY, James</td>
<td>56131</td>
<td>GS Officer</td>
<td>9,475</td>
</tr>
<tr>
<td>MILLER, Anthony L.</td>
<td>553127</td>
<td>GS Officer</td>
<td>7,330</td>
</tr>
<tr>
<td>FABLE, Sidney J.</td>
<td>509137</td>
<td>GS Officer</td>
<td>11,155</td>
</tr>
<tr>
<td>REYNOLDS, Robert</td>
<td>54007</td>
<td>GS Officer</td>
<td>12,470</td>
</tr>
<tr>
<td>SPENCE, Ernest W.</td>
<td>52285</td>
<td>Instructor (OFS)</td>
<td>12,470</td>
</tr>
<tr>
<td>ELLERT, Americus S.</td>
<td>61201</td>
<td>GS Officer</td>
<td>6,475</td>
</tr>
<tr>
<td>COLVIN, Cecil J.</td>
<td>5784-0</td>
<td>GS Officer</td>
<td>5,215</td>
</tr>
<tr>
<td>ROBINSON, Steven J.</td>
<td>53227</td>
<td>AD Officer</td>
<td>7,620</td>
</tr>
<tr>
<td>JOHNSON, David S.</td>
<td>53385</td>
<td>GS Officer</td>
<td>12,210</td>
</tr>
<tr>
<td>KENT, William P.</td>
<td>554193</td>
<td>GS Officer</td>
<td>5,215</td>
</tr>
</tbody>
</table>

All the above employees are on Allotment #35-5000-1021.

[Signature]

Chief, MO

SECRET
APPOINTMENT AFFIDAVITS

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

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C.

I, DAVID ATLEE PHILLIPS, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

[Signatures]

Subscribed and sworn before me this 11th day of March, A. D. 1960.

W. J. MURPHY
Notary Public

NOTE.—The oath of office must be administered by a person specified in 5 U. S. C. 18, or by a person designated to administer oaths under Section 206, Act of June 28, 1943, 5 U. S. C. 16a. If by a Notary Public, the date of expiration of his commission should be shown.
DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (street and number, city and state):
   **ALGAN TOWERS - 3500 MASS. AVE. (WASHINGTON, D.C.)**

2. DATE OF BIRTH:
   03/1/1922

3. PLACE OF BIRTH (city and state or city and foreign country):
   D.C.

4. RELATIONSHIP:
   WIFE

5. STREET AND NUMBER CITIES AND STATE:
   ALGAN TOWERS

6. TELEPHONE NO.:
   606-6400

7. DOES THE UNITED STATES GOVERNMENT EMPLOY, OR IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (OTHER THAN BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 2 YEARS?:
   □ YES  ☑ NO

8. FOR EACH SUCH RELATIONSHIP, LIST IN THE BLANKS BELOW. If additional space is necessary, complete under Item 12.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POST OFFICE ADDRESS (Give street number, if any)</th>
<th>(3) AGENCY OR OFFICE OF EMPLOYMENT (4) APARTMENT OR ROOM IN WHICH EMPLOYED</th>
<th>RELATIONSHIP</th>
<th>MAX. AGE</th>
<th>(5) YES  NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

9. INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN.
   YES  NO

10. INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN.
    YES  NO

11. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT:
   A. HAVE YOU BEEN DISCHARGED FROM EMPLOYMENT BECAUSE:
      (1) Your conduct was not satisfactory?
      (2) Your work was not satisfactory?
      (3) Have you resigned after official notification that:
      (4) Your conduct was not satisfactory?
      (5) Your work was not satisfactory?
      (6) Have you been discharged from the Armed Services under other than honorable conditions?

12. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item number to which answer applies).

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TEXT NO.</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and (2) his physical appearance against the medical certificate.
**STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS**

**IMPORTANT:** The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

---

### PART I—EMPLOYEE'S STATEMENT

**NAME (Last, first, middle initial):** PHILLIPS, DAVID ATLEE

**DATE OF BIRTH:** 06/04/1964

**PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE**

**A. RETENTION GROUP**

**B. TYPE OF PRESENT APPOINTMENT**

---

**NAME AND LOCATION OF AGENCY**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>TYPE OF APPOINTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART III—SERVICE**

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>FROM</th>
<th>TO</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIA</td>
<td>1/19</td>
<td>13</td>
<td>C.T.</td>
</tr>
</tbody>
</table>

---

**PART IV—PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES**

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>FROM</th>
<th>TO</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARMY</td>
<td>1952</td>
<td>1963</td>
<td>?</td>
</tr>
<tr>
<td>AIR FORCE</td>
<td>1952</td>
<td>1963</td>
<td>?</td>
</tr>
</tbody>
</table>

---

**PART V—TOTAL SERVICE**

**12. TOTAL SERVICE**

---

**PART VI—NONRETIABLE SERVICE (Leave purposes only):**

**13. PERIODS OF NONRETIABLE SERVICE (LWOP, Furl, Swap, AWOL, Mars)**

---

**PART VII—PERIODS OF REENLISTMENT**

**14. PERIODS OF REENLISTMENT (NIP purposes only):**

---

**PART VIII—RETENTION RIGHTS**

**15. RETENTION RIGHTS**

---

**PART IX—EXPIRATION DATE OF RETENTION RIGHTS**

---

**PART X—REEMPLOYMENT RIGHTS**

**16. REEMPLOYMENT RIGHTS**

---

**PART XI—TYPE OF KNOWLEDGE**

**17. TYPE OF KNOWLEDGE**

---

**PART XII—EMPLOYEE'S STATEMENT**

**A. NUMBER OF DECEASED OR DISABLED VETERAN**

---

**PART XIII—SIGNATURES**

**I swear (or affirm) that the above statements are true to the best of my knowledge and belief.**

**DATE:** 06/04/1964

**SIGNATURE:**

**affe 1964 at WASHINGTON, D.C.**

**STATE:**

---

**NOTE:** If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

**INSTRUCTIONS:** File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.
### Part III. Determination of Competitive Status

(Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter 52.) Employee has a competitive status. This determination is based upon the following evidence:

<table>
<thead>
<tr>
<th>NAME OF AGENCY</th>
<th>SIGNATURE AND OFFICIAL TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part IV. Determination of Creditable Service and Service Computation Date for Leave Purposes

<table>
<thead>
<tr>
<th>TOTAL SERVICE</th>
<th>NONCREDITABLE SERVICE</th>
<th>CREDITABLE SERVICE</th>
<th>ENTRANCE ON DUTY DATE</th>
<th>LESS CREDITABLE SERVICE</th>
<th>SERVICE COMPUTATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Item 12)</td>
<td>(Item 13)</td>
<td>(Leaves Purposes)</td>
<td>(Present Agency)</td>
<td>(Leaves Purposes)</td>
<td>(Leaves Purposes)</td>
</tr>
<tr>
<td>Years</td>
<td>1940</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Months</td>
<td>03</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days</td>
<td>14</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part V. Determination of Creditable Service and Service Computation Date for Reduction in Force Purposes

(Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)

<table>
<thead>
<tr>
<th>TOTAL SERVICE</th>
<th>NONCREDITABLE SERVICE</th>
<th>CREDITABLE SERVICE</th>
<th>ENTRANCE ON DUTY DATE</th>
<th>LESS CREDITABLE SERVICE</th>
<th>SERVICE COMPUTATION DATE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Item 12)</td>
<td>(Item 13)</td>
<td>(RIF Purposes)</td>
<td>(Present Agency)</td>
<td>(RIF Purposes)</td>
<td>(RIF Purposes)</td>
</tr>
<tr>
<td>Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Months</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 2

**Remarks:**
CONFIDENTIAL

INSTRUCTIONS: COMPLETE IN DUPLICATE. THE DATA RECORD IN THIS FORM IS ESSENTIAL IN DETERMINING TRAVEL EXPENSES ALLOWABLE IN CONNECTION WITH LEAVE AT GOVERNMENT EXPENSE, OVERSEAS DUTY, RETURN TO RESIDENCE UPON SEPARATION, AND FOR PROVIDING CURRENT RESIDENCE AND DEPENDENCY INFORMATION REQUIRED IN THE EVENT OF AN EMPLOYEE EMERGENCY. THE ORIGINAL OF THIS FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONAL FOLDER.

NAME OF EMPLOYEE

PHILLIPS DAVID ATLEE

PLACE OF RESIDENCE WHEN APPOINTED

HAWAII, CURA

PLACED IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE

2006 WASHINGTON, D.C.

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE

FORT WORTH, TEXAS

DATE OF BIRTH

JULY 4, 1943

MARRITAL STATUS

SINGLE

IF MARRIED, INDICATE PLACE OF MARRIAGE

FORT WORTH, TEXAS

DATE OF MARRIAGE

JULY 4, 1943

IF DIVORCED, PLACE OF DIVORCE DECREE

DATE OF DECREE

IF WIDOWED, INDICATE PLACE SPouse DIED

DATE SPOUSE DIED

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE(S), REASONS FOR TERMINATION, AND DATES

JOHN HILDEBRANDT, DIVORCE DEGREE FOR (INCOMPATIBILITY)

FORT WORTH, TEXAS, 1971 - 

3.

MEMBERS OF FAMILY

NAME OF SPOUSE

HELEN M. PHILLIPS

ADDRESS (NO., STREET, CITY, STATE, ZIP)

ALABAMA, UTICA, AL 35167

TELEPHONE NUMBER

(205) 6-6-6-6

NAME OF CHILDREN

MARC LOUISE PHILLIPS

DAVID A. PHILLIPS

ALICE YOUNG PHILLIPS

CHRISTOPHER G. PHILLIPS

NAME OF MOTHER (OF FATHER'S GROWN CHILDREN)

ERMA WILSON PHILLIPS

ADDRESS

ADDRESS

SEX

F

AGE

9

SEX

F

AGE

7

SEX

M

AGE

3

NAME OF FATHER (OF FATHER'S GROWN CHILDREN)

JOHN HILDEBRANDT

ADDRESS

ADDRESS

SEX

M

AGE

--

SEX

F

AGE

--

DATE

DATE

WHAT MEMBERS OF YOUR FAMILY HAVE BEEN TOLD OF YOUR AFFILIATION WITH THE AGENCY FOR EMERGENCY PURPOSES?

NAME AND ADDRESS (NO., STREET, CITY, STATE) OF PERSONS TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (MRS., MRS., MRS., MRS.)

PHILLIPS HELEN PHILLIPS

RELATIONSHIP

WIFE

ADDRESS (NO., STREET, CITY, STATE) AND NAME OF EMPLOYER, IF APPLICABLE

3500 MAIN STREET, DALLAS, TEXAS

BUSINESS TELEPHONE NUMBER

(214) 6-6-6-6

INDICATE ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME

FORT WORTH NATIONAL BANK

FORT WORTH, TEXAS

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

FORM NO. 3 JAN 37 EDITION.
DAVID A. PHILLIPS  SPECIAL ACCOUNT

5. (CONTINUED)
IN WHOSE NAME ARE NOT THE ACCOUNTS LISTED?

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [ ] YES [ ] NO. IF "YES", WHERE IS DOCUMENT LOCATED?

LAW OFFICE OF EDWIN T. PHILLIPS, JR., FORT WORTH NATIONAL

HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [ ] NO. IF "YES", WHO POSSESSED THE POWER OF ATTORNEY?

FIRST WELLS NATIONAL BANK, ELIZABUG, FORT WORTH, TX

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT
[UNREADABLE]

DATE
[UNREADABLE]

CONFIDENTIAL
SUBJECT: Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO DISCLOSE YOURSELF WITH THIS AGENCY FOR CREDIT參考 OR FOR ANY OTHER PURPOSE.

2. You are to disregard this portion of the pre-hiring Personnel Orientation and the pre-hiring Security Introduction (which you will receive during your initial or hired week with the Agency) which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreements, and similar purposes.

3. You will be required to have your Officer's Office to the above information contain or your employee identification card along with the other identification cards you may be required to carry. Any questions should be referred to your Personnel Office to see the Security Officer responsible for your activity.

G. W. SIMPSON
Director of Personnel

I have read the above and understand that I am not to disclose with the Personnel Orientation Agency for credit purposes or for any other purposes.

[Signature of Employee]
SECRET

STAFF AGENT LETTER OF APPOINTMENT

Mr. Philippe

Dear Mr. Philippe,

1. Pursuant to the authority vested in me by section 5.2 of the Confidential Fund Regulations, you are hereby appointed a Staff Agent of the Government at an initial salary of $10,320, grade GS-14, effective as of ________ 1956 ________.

2. As a Staff Agent of the Government, you are an appointed employee of the Government and as such are entitled to all the emoluments-of, and subject to the restrictions of, that status. As a Staff Agent, you will under-

3. As an appointed employee of the Government, you are required to make certain contributions to the Civil Service Retirement Fund. In the event

4. (a) In addition to your basic salary, you will be entitled to any post differential, living-quarters allowances, cost-of-living allowances (except post allowance), or other allowances that are granted Government employees stationed at the same ________ abroad. You will account for such allowances in compliance with applicable Government regulations.

(b) In addition to the above payments, effective upon the arrival of you and your dependents at your initial permanent ________ overseas you will be entitled to an equalization allowance calculated at the rate of $3,670 per annum. This allowance is in lieu of any present or future standardized post allowance established for your initial permanent ________ overseas, but is subject to the entitlement provisions applicable to standardized ________ allowances. It is understood and agreed that this allowance is predicated upon the comparative cost of living between Washington, D.C., and your overseas ________ family status and basic compensation. Consequently, this allowance may be unilaterally adjusted or discontinued by the Government whenever warranted by a change in any of these factors. No accounting will be required for this allowance.

SECRET
5. You will be advanced or reimbursed funds for necessary expenses including travel and operational expenses which are authorized by the Government. Accounting for such expenses will be in compliance with applicable Government regulations unless such accounting is inconsistent.

6. (a) It is specifically understood and agreed that as an appointed employee of the Government you are entitled to receive and retain only the salary, allowances, and other benefits which are commensurate with your appointed position and salary grade except as provided in paragraph five (5) above and paragraphs six (6), (b) and (c), below.

(b) It is understood and agreed that any fees derived from the remaining three (3) lectures on your current lecture tour will not be subject to the offset provisions of this agreement. It is further understood and agreed, however, that said lectures will be made by you while on annual leave and that you will be solely responsible for all expenses incidental thereto. Subsequent to the completion of said three (3) lectures, the income derived from any additional lectures will be presumed to be activities and will, therefore, be subject to offset unless specifically excluded by an amendment hereeto.

(c) It is understood and agreed that should a specific manuscript, the title of which is set forth in your operational letter of instructions, be published during your tour of duty hereunder, the income derived therefrom will not be subject to offset as said manuscript was completed in its entirety prior to your appointment as a Staff Agent.

7. It is understood and agreed that your overseas assignment is to be for a minimum of two (2) years from the date of your arrival at your overseas unless such assignment shall be sooner terminated by the Government for its convenience. If, in violation of this letter, you terminate your overseas assignment for your convenience at any time prior to the expiration of two (2) years from the date of your arrival at your overseas you shall not be entitled to return travel or transportation for yourself or your dependents from such [______] to the United States; and, further, if, in violation of this letter, you terminate your overseas assignment for your convenience prior to the expiration of one (1) year from the date of your arrival at your overseas [______] you shall reimburse the Government for all its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas [______].

8. It is expressly understood and agreed that any and all documents which you may execute in the course of such [______] are subordinate to this letter and any contradiction in terms which may in any way appear to amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this letter which shall always be dominant.
9. Upon termination you will revert to normal staff employee status, unless for good and sufficient cause, such as misconduct or demonstrated incompetency, such reversion would be opposed to the best interest of the Government.

10. If, in the performance you assume the custody of Government funds or take title of record to property of any nature whatsoever situate which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

11. Instructions received by you from the Government in briefing or training are a part of this letter and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

12. You will be required to keep forever secret this letter and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY

Office of Personnel

ACCEPTED:

[Signature]

Special ?????
**CONTRACT INFORMATION AND CHECK LIST**

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<thead>
<tr>
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<tbody>
<tr>
<td>[Handwritten]</td>
<td>6-3515-55-055</td>
<td>BAF-125</td>
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</table>

**PREVIOUS CIA Pseudonym or Alias**

<table>
<thead>
<tr>
<th>INDIVIDUAL IS PRESENTLY ENGAGED</th>
<th>PRIOR CIA OR ITS ALLIED ACTIVITIES CARRIER IN SOME CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[-]</td>
<td>[-]</td>
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**.security clearance (Type and date)**

<table>
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<tr>
<th>CONTRACT IS TO BE WRITTEN IN STERILE FORM</th>
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<tbody>
<tr>
<td>[X] yes [ ] no</td>
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**Top Secret**

<table>
<thead>
<tr>
<th>INDIVIDUAL WILL WORK UNDER &quot;CONTROLLED CONDITIONS&quot;</th>
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</thead>
<tbody>
<tr>
<td>[ ] yes [X] no</td>
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**Employer:**

<table>
<thead>
<tr>
<th>REGULAR OFFICE HOURS</th>
<th>SUPERVISION OF STAFF EMPLOYEE</th>
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</thead>
<tbody>
<tr>
<td>[X] yes [ ] no</td>
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**Proposed Category:**

<table>
<thead>
<tr>
<th>CONTRACT AGENT</th>
<th>CONTRACT EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[X] yes [ ] no</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Agent**

<table>
<thead>
<tr>
<th>U.S.</th>
<th>Age</th>
<th>Date of Birth (Month, day, year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[X] 35</td>
<td>31</td>
<td>31 October 1922</td>
</tr>
</tbody>
</table>

**Legal Residence (City and State of County):**

| 4400 Washburn, Fort Worth, Texas, USA | 949 Rose Lane, Falls Church, Va. |

**Marital Status (Check as appropriate):**

<table>
<thead>
<tr>
<th>SINGLE</th>
<th>MARRIED</th>
<th>ANNULLED</th>
<th>SEPARATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] yes [X] no</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of Dependents:**

<table>
<thead>
<tr>
<th>Wife</th>
<th>Helen H. Phillips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daughter</td>
<td>Marie Louise Phillips</td>
</tr>
<tr>
<td>Son</td>
<td>David A. Phillips, Jr.</td>
</tr>
<tr>
<td>Daughter</td>
<td>Atlee Young Phillips</td>
</tr>
</tbody>
</table>

**U.S. Military Status:**

<table>
<thead>
<tr>
<th>Reserve</th>
<th>Veteran</th>
<th>If Retired, Indicate Category (Longevity, combat disability, service disability, non-combat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] yes</td>
<td>[ ] no</td>
<td></td>
</tr>
</tbody>
</table>

**Branch of Service:**

<table>
<thead>
<tr>
<th>Rank or Grade</th>
<th>Draft Eligible</th>
<th>Draft Exempt Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] yes [ ] no</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Salary:**

<table>
<thead>
<tr>
<th>Post Differential</th>
<th>Cover (Breakdown, if any)</th>
<th>Amount to Be Withheld by Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>[X] yes [ ] no</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quarters:**

<table>
<thead>
<tr>
<th>Post</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>[X] yes [ ] no</td>
<td></td>
</tr>
</tbody>
</table>

**Cover (Breakdown, if any):**

| [ ] yes [ ] no |

**With Dependents:**

<table>
<thead>
<tr>
<th>Household Effects to Be Shipped</th>
<th>Personal Vehicle to Be Shipped</th>
<th>Transported Vehicle to Be Used for Operational Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] yes [ ] no</td>
<td>[ ] yes [ ] no</td>
<td>[ ] yes [ ] no</td>
</tr>
</tbody>
</table>

**If with Dependents State Relationship, Citizenship, Age and Date of Birth:**

<table>
<thead>
<tr>
<th>Helen H. Phillips, Wife, U.S. 36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Louise Phillips, Daughter, U.S. 6</td>
</tr>
<tr>
<td>David A. Phillips, Jr., Son, U.S. 4</td>
</tr>
<tr>
<td>Atlee Young Phillips, Daughter, U.S. 2</td>
</tr>
</tbody>
</table>

**Payment and Accountability Will Be in Conformance With:**

<table>
<thead>
<tr>
<th>CIA Regulations</th>
<th>CIA Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] yes [ ] no</td>
<td></td>
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</tbody>
</table>

**Purchase of Information:**

<table>
<thead>
<tr>
<th>Entertainment</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] yes [ ] no</td>
<td></td>
</tr>
</tbody>
</table>

**Payment and Accountability Will Be in Conformance With:**

| [ ] yes [ ] no |
**SECRET**

**CONTRACT INFORMATION AND CHECK LIST**

**CONTINUED**

**OFFICE**

**DATE**

17 January 1956

---

**SECTION VIII**

**BENEFITS**

(See Part IV of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested, see R-19-232 or successor regulations.)

**Staff Agent Benefits**

---

**SECTION IX**

**COVER ACTIVITY**

<table>
<thead>
<tr>
<th>STATUS (CHECK)</th>
<th>TYPE (CHECK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPIRABLE</td>
<td></td>
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<tr>
<td>EXPIRABLE</td>
<td></td>
</tr>
<tr>
<td>PERMANENT</td>
<td></td>
</tr>
<tr>
<td>PERMANENT</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION X**

**OFFSET OF INCOME**

- OFFSET OF INCOME AND OTHER EINDUCTIONS DERIVED FROM COVER ACTIVITIES (IF LESS THAN TOTAL, JUSTIFY IN SEPARATE SHEET ATTACHED HERETO.)

---

**SECTION XI**

**TERM**

- **DURATION**
  - MONTHS: 2

- **EFFECTIVE DATE**
  - UPON DEPARTURE

- **TERMINATION NOTICE** (NUMBER OF DAYS)

- **FUNCTION**

- **FUNCTION**

---

**SECTION XII**

**PRINCIPAL FUNCTION (PF, PP, others)**

PP

---

**SECTION XIII**

**DUTIES**

- **PP Officer, Cuba**

---

**SECTION XIV**

**QUALIFICATIONS**

- **EXPERIENCE**
  - Contract Agent 1952-1954 in
  - Contract Agent 1954 (PRESIDENT & PB), 1955
  - Associate 1954-1955

- **EDUCATION**

<table>
<thead>
<tr>
<th>HIGH SCHOOL GRADUATE</th>
<th>HIGH SCHOOL GRADUATE</th>
<th>COLLEGE (NO DEGREE)</th>
<th>COLLEGE DEGREE</th>
<th>POST GRADUATE</th>
<th>MA</th>
<th>PHD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL GRADUATE</td>
<td>HIGH SCHOOL GRADUATE</td>
<td>COLLEGE (NO DEGREE)</td>
<td>COLLEGE DEGREE</td>
<td>POST GRADUATE</td>
<td>MA</td>
<td>PHD</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **LANGUAGES**
  - Spanish: X
  - French: X

- **CULTURAL KNOWLEDGE**
  - Latin America, Europe

---

**SECTION XV**

**PREVIOUS EMPLOYMENT**

- **SELF EMPLOYED**: Newspaper editor and publisher; lecturer.

---

**SECTION XVI**

**ADDITIONAL INFORMATION**

- **ADDITIONAL OR UNUSUAL REQUIREMENTS OR EXPLANATIONS**

---

**WHT**
You will utilize your

You have chosen to live temporarily because of unfulfilled lecture contracts in the United States. You have not returned to your business in because of the great expense of traveling between

and the United States. You will, in fact, return to the United States on two occasions to deliver lectures contracted before your employment as a Staff Employee of this Agency. (February 14 and 15 in Sioux Falls, South Dakota, and Wichita, Kansas; and March 13 in Palm Beach, Florida). You are strictly enjoined against using any material relating to intelligence or other covert activities. You are advised that

you may not advertise

(this letter of instruction). It is understood that the lectures will be made while on annual leave and that all expenses incidental thereto will be met by you. At some future date, should it be decided that you should renew your lecture activities, the decision as to whether or not the income will be

are

You are also informed that should the manuscript entitled now in the hands of your literary agent, be published during your tour of duty the income therefrom will not be subject to
SECRET

CONTRACT INFORMATION AND CHECK LIST

SECTION I

1. NAME

2. PROJECT

3. ALLOTMENT NO.

4. SLOT NO.

SECTION II

5. PREVIOUS CIA PREFERENCES OR ALLIANCES

6. INDIVIDUAL IS PRESENTLY ENGAGED OR HAS BEEN ENGAGED BY CIA OR ITS ALLIES IN ANY ACTIVITIES OF A COMPARABLE NATURE

7. SECURITY CLEARANCE (Type and dates)

8. CONTRACT IS TO BE WRITTEN IN STERLING FORM e.g., U.S. GOVERNMENT

9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUSPECTED WORLD AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT

10. PROPOSED CATEGORY (Contract Agent, Contract Employee, etc.)

11. CIVILIAN

12. LOCAL RESIDENCE (City and state or country)

13. LEGAL RESIDENCE (City and state or country)

14. MARRITAL STATUS (Check as appropriate)

15. NUMBER OF DEPENDENTS (not including individual in employment relationship)

16. NUMBER OF DEPENDENTS (not including individual in employment relationship)

17. NUMBER OF DEPENDENTS (not including individual in employment relationship)

18. NUMBER OF DEPENDENTS (not including individual in employment relationship)

19. NUMBER OF DEPENDENTS (not including individual in employment relationship)

20. NUMBER OF DEPENDENTS (not including individual in employment relationship)

21. NUMBER OF DEPENDENTS (not including individual in employment relationship)

22. NUMBER OF DEPENDENTS (not including individual in employment relationship)

23. NUMBER OF DEPENDENTS (not including individual in employment relationship)

24. NUMBER OF DEPENDENTS (not including individual in employment relationship)

25. NUMBER OF DEPENDENTS (not including individual in employment relationship)

26. NUMBER OF DEPENDENTS (not including individual in employment relationship)

27. NUMBER OF DEPENDENTS (not including individual in employment relationship)

28. NUMBER OF DEPENDENTS (not including individual in employment relationship)

29. NUMBER OF DEPENDENTS (not including individual in employment relationship)

30. NUMBER OF DEPENDENTS (not including individual in employment relationship)

31. NUMBER OF DEPENDENTS (not including individual in employment relationship)

32. NUMBER OF DEPENDENTS (not including individual in employment relationship)

33. NUMBER OF DEPENDENTS (not including individual in employment relationship)

34. NUMBER OF DEPENDENTS (not including individual in employment relationship)

35. NUMBER OF DEPENDENTS (not including individual in employment relationship)

36. NUMBER OF DEPENDENTS (not including individual in employment relationship)

37. NUMBER OF DEPENDENTS (not including individual in employment relationship)

38. NUMBER OF DEPENDENTS (not including individual in employment relationship)

39. NUMBER OF DEPENDENTS (not including individual in employment relationship)

40. NUMBER OF DEPENDENTS (not including individual in employment relationship)

41. NUMBER OF DEPENDENTS (not including individual in employment relationship)

42. NUMBER OF DEPENDENTS (not including individual in employment relationship)

43. NUMBER OF DEPENDENTS (not including individual in employment relationship)

44. NUMBER OF DEPENDENTS (not including individual in employment relationship)

45. NUMBER OF DEPENDENTS (not including individual in employment relationship)

46. NUMBER OF DEPENDENTS (not including individual in employment relationship)

47. NUMBER OF DEPENDENTS (not including individual in employment relationship)

48. NUMBER OF DEPENDENTS (not including individual in employment relationship)

49. NUMBER OF DEPENDENTS (not including individual in employment relationship)

50. NUMBER OF DEPENDENTS (not including individual in employment relationship)

51. NUMBER OF DEPENDENTS (not including individual in employment relationship)

52. NUMBER OF DEPENDENTS (not including individual in employment relationship)

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55. NUMBER OF DEPENDENTS (not including individual in employment relationship)

56. NUMBER OF DEPENDENTS (not including individual in employment relationship)

57. NUMBER OF DEPENDENTS (not including individual in employment relationship)

58. NUMBER OF DEPENDENTS (not including individual in employment relationship)

59. NUMBER OF DEPENDENTS (not including individual in employment relationship)

60. NUMBER OF DEPENDENTS (not including individual in employment relationship)

SECTION III

U.S. MILITARY STATUS

10. RESERVE

11. WORLD WAR II

12. IF RETIRED, INDICATE CATEGORY (Honorable, Combat Dishonorable, etc.)

13. BRANCH OF SERVICE

14. RANK OR GRADE

15. DRAFT ELIGIBLE

16. DRAFT DEFERRED OBTAINED BY

SECTION IV

COMPENSATION

27. BASIC SALARY

28. POST DIFFERENTIAL

29. COVER (Breakdown, if any)

30. TAXES TO BE WITHHELD BY COVER

SECTION V

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

31. QUARTERS

32. POST

33. OTHER

34. COVER (Breakdown, if any)

SECTION VI

TRAVEL

35. TYPES

36. WITH DEPENDENTS

37. HOUSEHOLD EFFECTS TO BE SHIPPED

38. PERSONAL VEHICLE TO BE SHIPPED

39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL

40. IF WITH DEPENDENTS, STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMITY WITH

42.襲染D INFORMATION

43. ENTERTAINMENT

44. OTHER

45. NA
SECTION VIII. OTHER BENEFITS

Usual staff employee benefits

SECTION IX. COVER ACTIVITY

47. STATUS (Check) □ PROPOSED □ PROPOSAL
□ ESTABLISHED □ DEFEATED

48. TYPE (Check) □ PROPOSED □ PROPOSAL
□ ESTABLISHED □ DEFEATED

49. IF COVER PAYMENTS ARE CONTINGENT, THEY WILL BE EFFECTED ON RESUMABLE BASIS
□ YES □ NO □ COMPLETE □ PARTIAL

SECTION X. OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)
□ TOTAL □ PARTIAL □ NONE

SECTION XI. TERM

51. DURATION 2 YEARS

57. EFFECTIVE DATE 59. RENEWABLE □ YES □ NO

58. TERMINATION NOTICE (NUMBER OF DAYS) □ YES □ NO

SECTION XII. FUNCTION

56. PRIMARY FUNCTION (PS, PP, OTHER) PP

SECTION XIII. DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

SECTION XIV. QUALIFICATIONS

58. EXPERIENCE

PP operations officer in the development, management and supervision of radio broadcasting facilities; professional experience in several media, particularly newspapers and radio.

59. EDUCATION (Check Highest Level Completed)

□ GRADE SCHOOL □ HIGH SCHOOL GRADUATE □ TRADE SCHOOL GRADUATE
□ BUSINESS SCHOOL GRADUATE □ COMMERCIAL SCHOOL GRADUATE
□ COLLEGE (No Degree) □ COLLEGE DEGREE □ POST GRADUATE

60. LANGUAGE COMPETENCY

□ SPANISH □ FRENCH □ GERMAN

61. INDIVIDUAL’S COUNTRY OF ORIGIN

□ U.S.A.

62. AREA KNOWLEDGE

Central and South America; North Africa; Italy

SECTION XV. PRIOR EMPLOYMENT

65. JOB AND SALARY PRIOR TO SERVICE FOR CIA

Editor and publisher, lecturer, actor and free-lance writer.

SECTION XVI. ADDITIONAL INFORMATION

66. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (IF OTHER SIDE OF NECESSARY)

Assignment to Project PECTATE should be effective 30 April 1957

DATE 10 May 57

APPROVAL

[Signature]
1. NAME
   (Last)  Phelps  
   (First)  
   (Middle)  

2. THIS DATE  7/21/55

3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:
   - New England Employees Protective Association (NEEPA)
   - Group Hospitalization Incorporated (GHI)
   - United Life Insurance (ULIC)
   - Life Insurance

4. CITIZENSHIP (To be completed only for individuals making application for Life Insurance)

5. I, (Your Name), would like to participate in the insurance program listed above.

<table>
<thead>
<tr>
<th>TYPE OF POLICY</th>
<th>DESIGNER</th>
<th>NEW HAVEN</th>
<th>POLICY NUMBER</th>
<th>REDUCTIONS AUTHORIZED</th>
<th>CASH PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Insurance</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Group Health</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
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<td>1</td>
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<td></td>
<td></td>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE ABOVE INSURANCE PROGRAMS

7. EMPLOYEE INTERVIEWED BY C-T. Friedman

8. REMARKS

CONFIDENTIAL

FORM NO. 797 REPLACES FORM 57-190
1 SEP 55 WHICH IS OBSOLETE.
RESIDENCE AND DEPENDENCY REPORT

INSTRUCTIONS: Submit in duplicate when ordered overseas or whenever designated place of residence, marital or dependency status changes. This information is important in determining travel expenses allowable in connection with leave or Government expenses, overseas duty, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

1. NAME OF EMPLOYEE
   (Last) Phillips
   (First) David
   (Middle) Allen

2. RESIDENCE DATA
   PLACE OF RESIDENCE WHEN APPOINTED
   Old Rose Lane, Falls Church, Va.
   LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (IF APPOINTED ABROAD)
   1300 Washburn, Fort Worth, Texas.

3. MARITAL STATUS
   □ SINGLE
   □ MARRIED
   □ DIVORCED
   □ WIDOWED
   PLACE OF MARRIAGE
   Fort Worth, Texas
   DATE OF MARRIAGE
   5 June 1948
   PLACE OF DIVORCE DECREE
   DATE OF DIVORCE DECREE

4. MEMBERS OF FAMILY
   NAME OF SPOUSE
   Helen Hasch Phillips
   ADDRESS (Number) 910 Rose Lane, Falls Church Va.
   STREET (City) J5-3-9672
   STATE TELEPHONE

   NAMES OF CHILDREN
   □ Male
   □ Female
   □ Deceased
   □ Other
   □ Age
   □ Age
   □ Age

   NAME OF FATHER (or male guardian)
   Deceased
   □ Other
   □ Age
   □ Age
   □ Age

   NAME OF MOTHER (or female guardian)
   Deceased
   □ Other
   □ Age
   □ Age
   □ Age

5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY
   NAME
   Edwin T. Phillips, Jr.
   ADDRESS (Number) 1300 Washburn
   STREET (City) Fort Worth
   (State) Texas
   TELEPHONE

   THE PERSON NAMED IN ITEM 4 ABOVE WILL ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS."

VOLUNTARY ENTRIES

THE FOLLOWING AGENCY ENDORSED LIFE AND HOSPITALIZATION INSURANCE POLICIES ARE IN FORCE IN MY NAME: THE "POLICY NO." SHOULD BE ENTERED IF POSSIBLE, SINCE IT WILL ASSIST IN EXPEDITING ACTION BY THE INSURANCE COMPANY SHOULD A CLAIM BECOME PAYABLE.

6. FULL NAME OF COMPANY
   U.S. Government Employee
   Mutual of Omaha Hospitalization
   ADDRESS OF HOME OFFICE
   Washington, D.C.
   Oklahoma, Okla.
   POLICY NO.
   0171514

7. I HAVE COMPLETED THE FOLLOWING: BILL □ YES (X) □ NO POWER OF ATTORNEY □ YES □ NO

8. REMARKS
   Power of Attorney to:
   Edwin T. Phillips, Jr.
   1300 Washburn, Fort Worth, Texas.
   Edward H. Fannon
   Carilla 1950, Santiago, Chile

SIGNED AT
Washington, D.C.
DATE 27 December 1948
SIGNATURE
CERTIFICATE OF ATTENDANCE

I certify that on MAY 17, 1955, I have attended
the Induction Course specified by Regulation 25-110.

DAVID A. PHILLIPS

[Signature]

[Handwritten notes:
Displaced absence from May 12, 1955 to May 14, 1955 due to illness.

[Handwritten notes:

[Handwritten notes:

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APPOINTMENT AFFIDAVITS

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

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C.

I, DAVID A. PHILLIPS, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny 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.

1 April 1955

(Date of receipt on duty)

(Signature of appointee)

Subscribed and sworn before me this 24 day of April, A. D. 1955,

at Washington, D. C.

[Seal]

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

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of appointment or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

<table>
<thead>
<tr>
<th>1. PRESENT ADDRESS (street and number, city and state)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2. (a) DATE OF BIRTH (Month, Day, Year)</th>
<th>2. (b) PLACE OF BIRTH (city or town and State or country)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>3. (a) OCCUPATION (Present earnings)</th>
<th>3. (b) RELATIONSHIP</th>
<th>3. (c) STREET AND NUMBER, CITY AND STATE</th>
<th>3. (d) TELEPHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<th>4. DO YOU DECLARE UNDER THE UNITED STATES CONSTITUTION TO BE, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 2 MONTHS?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If no, for each relative fill in the blanks below. If additional space is necessary, complete under item 10.

<table>
<thead>
<tr>
<th>5. (a) NAME OF RELATIVE</th>
<th>(Give street number, if any)</th>
<th>(b) OCCUPATION</th>
<th>(c) STREET AND NUMBER, CITY AND STATE</th>
<th>(d) TELEPHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. (a) OCCUPATION (Present earnings)</th>
<th>6. (b) RELATIONSHIP</th>
<th>6. (c) STREET AND NUMBER, CITY AND STATE</th>
<th>6. (d) TELEPHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

<table>
<thead>
<tr>
<th>7. ARE YOU A CITIZEN OF, OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your answer is &quot;Yes&quot;, give details in Item 10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. DO YOU RECEIVE ANY PAY FROM THE UNITED STATES GOVERNMENT, OR ANY REVENUE OR OTHER COMPENSATION FROM THE UNITED STATES GOVERNMENT, FOR ANY INDIVIDUAL OR OCCUPATIONAL ACTIVITIES?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your answer is &quot;Yes&quot;, give in Item 10 reason for receipt of pay, that is, age, national origin, or other reason for receipt of pay, nature of pay, place of pay and, if retired from military or naval service, rank and branch.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Write in left column numbers of items to which detailed answers apply) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
|                                                                                                                                   |    |    |

INSTRUCTIONS TO APPOINTEE OFFICER

The appointing officer before whom the foregoing certificate is made shall determine in his or her discretion that this appointment would be made in accordance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointments. This form should be filled in by the officer, person, or official in charge, with any record of recent discharge or service, and particularly for the form furnished.

(1) Identity of Appointee — It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the person whose appointment is authorized. The appointee's name must be compared with the name as it appears on the final action of the action. The appointment must be made in the name of the appointee, as signed in the last action. In cases where the name as printed is not the same as the name on the appointment, the form furnished must be used as a guide. The appointee may also be questioned on the personal history for agreement with the present statement.

(2) 4(a) If definite age limits have been established for the position, it should be determined that the appointee is not outside the age range for appointments. Until such determination is made, the appointment may not be contemplated.

(3) Citizenship — The appointing officer is responsible for obtaining the examination provisions of 12a the Civil Service Act, and (b) the Civil Service Act, and to fillout this form as required for both purposes and in accordance with the new positions and certificates. The appointing officer shall not be bound by the regulations bearing the date of this form.

(4) Members of Family — Section 9 of the Civil Service Act provides that horse certificates bear the names of a family, including stepchildren, if the same service is not classified as a public service. This section may only be used for appointments to the group of temporary appointments to the group of temporary appointments on the group of temporary appointments. The appointing officer is not bound by the regulations relating to temporary appointments. These views may be referred to the appropriate officer of the Civil Service Commission for decision.

U.S. OFFICIAL PRINTING OFFICE 18-12618-G
REQUEST FOR MEDICAL EVALUATION

NAME: Phillips, David A.

POSITION TITLE: C/LAD

GRADE: GS-18

OFFICE: DDO/LA

EMPLOYEE'S I.D.: 5103

7. PURPOSE OF EVALUATION

☐ PRE-EMPLOYMENT
☐ ENTRANCE ON DUTY
☒ TDY STANDBY
☐ SPECIAL TRAINING
☐ ANNUAL
☐ RETURN TO DUTY
☐ FITNESS FOR DUTY
☐ MEDICAL RETIREMENT

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

☐ YES
☐ NO

9. REQUESTING OFFICER

SIGNATURE: LA/Trang

ROOM NO.: 7431

10. COMMENTS

Subject has completed his Executive Annual.

11. REPORT OF EVALUATION

Qualified for XXXXMDY Standby until 1 October 1975.

DATE: 4 February 1975

SIGNATURE: William T. Golder, CMS/Registrar

SECRET
REQUEST FOR MEDICAL EVALUATION

NAME: Phillips, David A. (Dependents of)

DEPARTMENT: COS

GRADE: GS-17

PHYSICAL CONDITION: 

DATE OF REQUEST: 10 May 1972

PURPOSE OF EVALUATION:

- PRE-EMPLOYMENT
- ENTRANCE ON DUTY
- TDY STANDBY
- SPECIAL TRAINING
- ANNUAL
- RETURN TO DUTY
- FITNESS FOR DUTY
- MEDICAL RETIREMENT

OVERSEAS ASSIGNMENT:

- NO
- YES (Overseas)

ETA:

- August 1972

STATION:

TDY OR PCS:

TYPE OF COVER:

NO OF DEPENDENTS TO ACCOMPANY:

YES: Five

NO OF DEPENDENTS: REPORTS OF MEDICAL HISTORY ATTACHED

OVERSEAS PLANNING EVALUATION (Use block and border):

- YES
- NO

SIGNATURE:

REQUESTING OFFICER:

ROOM NO. & BUILDING:

3D 5309 Hqs

EXP 7431

COMMENTS:

Please schedule appointments for the week of 10 July.

Virginia S. wife 26 Feb 43
Deborah Anne 25 Dec 59
Bryan 31 Dec 60

QUALIFIED FOR 3 PCS

SIGNATURE FOR CHIEF OF MEDICAL STAFF:

SECRET
REQUEST FOR MEDICAL EVALUATION

17 October 1969

2. NAME (Last, First, Middle): Phillips, David A. (dependents)
3. POSITION TITLE: Branch Chief
4. GRADE: CS-15
5. OFFICE, DIVISION, BRANCH: DLP/III/CDX
6. EMPLOYEE'S EXT.: 7951

7. PURPOSE OF EVALUATION

- [ ] Pre-Employment
- [ ] Entrance on Duty
- [ ] TOY Standby
- [ ] Special Training
- [ ] Annual
- [ ] Return to Duty
- [ ] Return from Overseas
- [ ] Fitness for Duty
- [ ] Medical Retirement
- [ ] Overseas Assignment
- [x] Overseas Assignment

- [ ] O/A 28 December 1969

- [ ] Station
- [ ] Type of Cover
- [ ] No. of Dependents to Accompany: 7
- [ ] No. of Dependents/Reports of Medical History are attached and to be forwarded

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] Yes
- [ ] No

9. REQUESTING OFFICER

- [ ] Signature

- [ ] Stuttgart AFSC Personnel

- [ ] Ext.

- [ ] ST 333 1Kg 6815

10. COMMENTS

- Virginia S. - wife -
- Christopher Clark - son -
- Bryan Moss - son -
- Dunn Anderson - son -

11. REPORT OF EVALUATION

- [ ] Qualified or PCS - 12-31-69

- [ ] Signature for Chief of Medical Staff

- [ ] Date
<table>
<thead>
<tr>
<th>1. NAME (Last, First, Middle)</th>
<th>2. DATE OF BIRTH</th>
<th>3. GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, David A.</td>
<td>10/31/72</td>
<td>GS-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. OFFICE, DIVISION, BRANCH (OR OVERSEAS STATION AND ASSISTING CODE OF LOCAL ASSIGNMENT)</th>
<th>5. PRESENT POSITION</th>
<th>6. EMPLOYEE EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDP/VR/COG</td>
<td>Branch Chief</td>
<td>7451</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>7. PROPOSED STATION</th>
<th>8. PROPOSED POSITION (Title, Number, Grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS, NOLAG, GS-00</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>9. TYPE OF COVER AT NEW STATION</th>
<th>10. ESTIMATED DATE OF DEPARTURE</th>
<th>11. NO. OF DEPENDENTS TO ACCOMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3/4/23 Dec. '69</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Robert D. Cahagen</td>
</tr>
<tr>
<td>Form DS-1656 to be forwarded</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. DATE OF REQUEST</th>
<th>14. SIGNATURE OF REQUESTING OFFICIAL</th>
<th>15. ROOM NUMBER AND BUILDING</th>
<th>16. EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SD 3329</td>
<td>6613</td>
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<table>
<thead>
<tr>
<th>17. OFFICE OF MEDICAL SERVICES DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICALLY QUALIFIED FOR PROPOSED GS PCS.</td>
</tr>
<tr>
<td>DONALD FARLEY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. OFFICE OF SECURITY DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 24 69</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION</th>
</tr>
</thead>
</table>

REQUEST FOR PCS OVERSEAS EVALUATION
REQUEST FOR MEDICAL EVALUATION

1. NAME (Last, First, Middle)
   PHILLIPS, David A.

2. POSITION TITLE
   Ops Officer

3. GRADE
   GS-15

4. OFFICE, DIVISION, BRANCH
   DOD/MD/CGO

5. EMPLOYEE'S EXT.

6. PURPOSE OF EVALUATION
   - PRE-EMPLOYMENT
   - OVERSEAS ASSIGNMENT
     - ETA: 22 May - 5 June 1968
     - STATION: Mexico City
     - TOY OR P.S.: TBD
     - NO. TO ACCOMPANY: TBD
     - # OF DEPENDENTS: REPORTS OF MEDICAL HISTORY (OF DEP.) ATTACHED
   - RETURN FROM OVERSEAS
   - FITNESS FOR DUTY
   - MEDICAL RETIREMENT

7. OVERSEAS PLANNING EVALUATION
   (The block must be checked)

8. REQUESTING OFFICER
   SIGNATURE
   ROOM NO. & BUILDING: 315309
   EXT.: 1516

9. COMMENTS

10. QUALIFIED FOR PROJECT
    TOY: TBD
    RX JANT: TBD
    DATE: TBD
    SIGNATURE FOR CHIEF OF MEDICAL STAFF: TBD

FORM 259 11/9/21-09
SECRET
**REQUEST FOR MEDICAL EVALUATION**

**Phillips, David**

<table>
<thead>
<tr>
<th>Purpose of Evaluation</th>
<th>Hook/Toq</th>
<th>Overseas Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance on Duty</td>
<td></td>
<td></td>
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<tr>
<td>TDY Standby</td>
<td></td>
<td></td>
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<tr>
<td>Special Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual - Executive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return to Duty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitness for Duty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Retirement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8. Overseas Planning Evaluation**

- [ ] Yes
- [ ] No

**9. Requesting Officer**

- Signature
- Room No. & Building
- Ext.

**10. Comments**

- 

**11. Report of Evaluation**

- Date
- Signature for Chief of Medical Staff

---

**FORM 259 USE PAPER 04/19/69**

**SECRET**
# Request for Medical Evaluation

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name (Last, First, Middle)</td>
<td>Phillips, David A.</td>
</tr>
<tr>
<td>2. Position Title</td>
<td>Ops Off.</td>
</tr>
<tr>
<td>3. Grade</td>
<td>GS-15</td>
</tr>
<tr>
<td>4. Office, Division, Branch</td>
<td>DDP/WH/3</td>
</tr>
<tr>
<td>5. Purpose of Evaluation</td>
<td></td>
</tr>
<tr>
<td>- Pre-Employment</td>
<td></td>
</tr>
<tr>
<td>- Entrance on Duty</td>
<td></td>
</tr>
<tr>
<td>- TDY Standby</td>
<td></td>
</tr>
<tr>
<td>- Special Training</td>
<td></td>
</tr>
<tr>
<td>- Annual</td>
<td></td>
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<tr>
<td>- Return to Duty</td>
<td></td>
</tr>
<tr>
<td>- Fitness for Duty</td>
<td>Yes</td>
</tr>
<tr>
<td>- Medical Retirement</td>
<td></td>
</tr>
<tr>
<td>6. Overseas Planning Evaluation (one block must be checked)</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Fitness for Duty</td>
<td></td>
</tr>
<tr>
<td>8. Date of Referral</td>
<td></td>
</tr>
<tr>
<td>9. Requesting Officer</td>
<td></td>
</tr>
</tbody>
</table>
| 10. Comments                                                         | Wife: Helen F.  
Dau: Maria L.  
Son: David A.  
Son: Atlee L.  
Son: Christopher |             |
| Date                                                                |             |
| Signature for Chief of Medical Staff                                |             |

**Form:** 259  
**Use Previous Editions:** 1969  
**Secret**
REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST
31 October 1966

2. NAME (Last, First, Middle)
Phillips, David A.

3. POSITION TITLE

4. GRADE

5. OFFICE, DIVISION, BRANCH

6. EMPLOYEE'S EXT.

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TOY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL - Executive
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HOOS/TOY
- [ ] OVERSEAS ASSIGNMENT

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

10. COMMENTS

QUALITY FOR CURRENT DUTIES

11. REPORT OF EVALUATION

GEOFFREY B. WATTS

DATE: 12/10/66

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM PREVIOUS EDITIONS.

SECRET
REQUEST FOR MEDICAL EVALUATION

NAME (Last, First, Middle): PHILLIPS, David A.
OFFICE, DIVISION, BRANCH: DDP/MI/3

2. NAME (Last, First, Middle):

PHILLIPS, David A.

3. OFFICE, DIVISION, BRANCH: DDP/MI/3

DATE OF REQUEST: 7 June 64

4. POSITION TITLE:

Ops Officer

5. GRADE:

15

6. EMPLOYEE'S EXT.:

x5909

7. PURPOSE OF EVALUATION

- [x] HOUS/TOY
- [ ] OVERSEAS ASSIGNMENT
- [ ] ENTRANCE ON DUTY
- [ ] TOY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [x] YES
- [ ] NO

9. REQUESTING OFFICER

SIG:

10. COMMENTS

Will be in Hqs beginning 30 June until 3 July for TDY.

11. REPORT OF EVALUATION

QUALIFIED FOR PROPOSED O'S

JOE W. CLINE

SIGNATURE FOR CHIEF OF MEDICAL STAFF:

DATE:

259

USE PREVIOUS EDITIONS.

SECRET
REQUEST FOR MEDICAL EVALUATION

PHILLIPS, DAVID A.

27 JULY 1965

PHILLIPS, DAVID A.

1. NAME (Last, First, Middle)

2. OFFICE, DIVISION, BRANCH

DOP/WH/BRANCH 2

3. PURPOSE OF EVALUATION

☐ PRE-EMPLOYMENT

☐ ENTRANCE ON DUTY

☐ LATERAL TRANSFER

☐ TOY STANDBY

☐ PCS

☐ SPECIAL TRAINING

☐ TYPE OF COVER

☐ ANNUAL

☐ NO. OF DEPENDENTS TO ACCOMPANY

☐ RETURN TO DUTY

☐ NO. OF DEPENDENTS' REPORTS OF MEDICAL

☐ RETURN FROM OVERSEAS

☐ HISTORY (SF 89) ATTACHED

☐ MEXICO CITY, MEXICO

5.

OVERSEAS PLANNING EVALUATION (One block must be checked)

☐ YES

☐ NO

MR. PHILLIPS IS A DIRECT TRANSFER.

QUALIFIED FOR PROPOSED PCS

10. COMMENTS

SIGNATURE FOR CHIEF OF MEDICAL STAFF

DATE

F7 30 65

FORM 259

SECRET
**REQUEST FOR MEDICAL EVALUATION**

<table>
<thead>
<tr>
<th>1. DATE OF REQUEST</th>
<th>22 June 1961</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. NAME (Last, First, Middle)</td>
<td>PHILLIPS, David D.</td>
</tr>
<tr>
<td>3. POSITION TITLE</td>
<td>Ops Officer</td>
</tr>
<tr>
<td>4. GRADE</td>
<td>65-14</td>
</tr>
<tr>
<td>5. OFFICE, DIVISION, BRANCH</td>
<td>DDP/WRD</td>
</tr>
<tr>
<td>6. EMPLOYEE'S EXT.</td>
<td>8242</td>
</tr>
</tbody>
</table>

**7. PURPOSE OF EVALUATION**

- [ ] Pre-Employment
- [ ] Entrance on Duty
- [ ] Overseas Assignment
- [ ] TDY Standby
- [ ] Special Training
- [ ] Annual
- [ ] Return to Duty
- [ ] Fitness for Duty
- [ ] Medical Retirement

**8. OVERSEAS PLANNING EVALUATION** (One block must be checked)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**9. REQUESTING OFFICER**

<table>
<thead>
<tr>
<th>SIGNATURE</th>
</tr>
</thead>
</table>

**10. REASON FOR EVALUATION**

- ETO: 16 August 1961
- STATION: Mexico City
- TDY or PCS: PCS
- NO. OF DEPENDENTS TO ACCOMPANY: five
- NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 26) ATTACHED:

**11. REPORT OF EVALUATION**

<table>
<thead>
<tr>
<th>DATE</th>
<th>10 AUG 1961</th>
</tr>
</thead>
</table>

**SECRET**
# REQUEST FOR MEDICAL EVALUATION

**1. DATE OF REQUEST:** 12 April 1960

**2. NAME (Last, First, Middle):** Phillips, David Atlas

**3. OFFICE, DIVISION, BRANCH:** Washington, D.C.

**4. GRADE:** GS-14

**5. POSITION TITLE:** [Blank]

**6. EMPLOYEE’S EXT.:** 2660

### I. PURPOSE OF EVALUATION

- [ ] Pre-Employment
- [ ] Overseas Assignment
- [ ] Entrance on Duty
- [ ] Overseas Return
- [ ] Toy Standby
- [ ] Toy
- [ ] Special Training
- [ ] Annual
- [ ] Return to Duty
- [ ] Fitness for Duty
- [ ] Medical Retirement

**8. OVERSEAS PLANNING EVALUATION (One block must be checked):**

- [ ] Yes
- [ ] No

**9. REQUESTING OFFICER:**

- Name: [Blank]
- Room: [Blank]
- Ext.: [Blank]

**10. REPORT OF EVALUATION:**

- Date: 21 Apr 1960
- Signature for Chief of Medical Staff: [Blank]
**REQUEST FOR MEDICAL EVALUATION**

<table>
<thead>
<tr>
<th>1. NAME (Last, First, Middle)</th>
<th>2. POSITION TITLE</th>
<th>4. GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FELTNER, DAVID A.</td>
<td></td>
<td>00-01-24</td>
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</table>

<table>
<thead>
<tr>
<th>5. OFFICE, DIVISION, BRANCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>REP/1R 25/50 Develop. Perf. Cap. Impact</td>
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</table>

<table>
<thead>
<tr>
<th>6. EMPLOYEE'S EXT.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. PURPOSE OF EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- [ ] Pre-Employment
- [ ] Overseas Assignment
  - ETO
  - Station
  - TDY or PCS
  - Type of Cover
  - No. of Dependents to Accompany
  - No. of Dependents' Reports of Medical History (SF 48) Attached
- [ ] Overseas Return
- [ ] TDY Standby
- [ ] Special Training
- [ ] Annual
- [ ] Return to Duty
- [ ] Fitness for Duty
- [ ] Medical Retirement

<table>
<thead>
<tr>
<th>8. OVERSEAS PLANNING EVALUATION (One box to be checked)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**SIGNATURE**

**REQUESTING OFFICER**

**DATE**

**FORM 259 USE PREVIOUS EDITIONS**

SECRET
REQUEST FOR MEDICAL EVALUATION

<table>
<thead>
<tr>
<th>1. NAME (Last, First, Middle)</th>
<th>2. POSITION TITLE</th>
<th>3. GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILLIPS, J. A.</td>
<td>O.M. O.S. E. V.</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. OFFICE, DIVISION, BRANCH</th>
<th>5. EMPLOYEE# EST.</th>
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</thead>
<tbody>
<tr>
<td>D.1.4.11 CE/CC DEV/MENT Div.</td>
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</table>

<table>
<thead>
<tr>
<th>7. PURPOSE OF EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- PRE-EMPLOYMENT
- OVERSEAS ASSIGNMENT
- ENTRANCE ON DUTY
- OVERSEAS RETURN
- TDY STANDBY
- SPECIAL TRAINING
- ANNUAL
- RETURN TO DUTY
- FITNESS FOR DUTY
- MEDICAL RETIREMENT

8. OVERSEAS PLANNING EVALUATION (One block must be checked)
- YES
- NO

9. REQUESTING OFFICER

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>ROOM</th>
<th>EST.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. REPORT OF EVALUATION

DEPARTMENTAL DUTIES

[Signature]

DATE
24 MAR 1960

[Signature for Chief of Medical Staff]
**REQUEST FOR MEDICAL EVALUATION**

<table>
<thead>
<tr>
<th>1. DATE OF REQUEST</th>
<th>2. NAME (Last, First, Middle)</th>
<th>3. POSITION TITLE</th>
<th>4. GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FELDING, DAVID A.</td>
<td>OTE O.F.</td>
<td>6G-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CIV/BR AS/CL Development Command**

<table>
<thead>
<tr>
<th>5. OFFICE, DIVISION, BRANCH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**7. PURPOSE OF EVALUATION**

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TOY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

**6. OVERSEAS PLANNING EVALUATION (One block must be checked)**

- [ ] YES
- [ ] NO

**9. REQUESTING OFFICER**

<table>
<thead>
<tr>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**10. REPORT OF EVALUATION**

- [ ] PLEASE PREPARE

**DATE**

**SIGNATURE FOR CHIEF OF MEDICAL STAFF**

**SECRET**
REQUEST FOR MEDICAL EVALUATION

1. NAME (Last, First, Middle)  
   PHILLIPS, LADIA A. (DEFEND IN)  
   2. OFFICE, DIVISION, BRANCH  
   1DP/TH GS/-S Development Complement

3. POSITION TITLE  
   OSP  
   4. GRADE  
   1A

5. PURPOSE OF EVALUATION

- Pre-Employment
- Overseas Assignment
- Entrance on Duty
- Overseas Return
- Temporary Duty (TDY) or PCS
- Special Training
- Annual
- Return to Duty
- Fitness for Duty
- Medical Retirement

6. OVERSEAS PLANNING EVALUATION (One block must be checked)

- Yes
- No

7. REQUESTING OFFICER

   SIGNATURE

   8. REPORT OF EVALUATION

   PLEASE EXPATiate (DEPENDENTS)

   DATE

   SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 259 USE PREVIOUS EDITIONS.
**SECRET**

**MEDICAL ACTION REQUEST AND REPORT**

<table>
<thead>
<tr>
<th>1. NAME (LONG)</th>
<th>2. DATE</th>
<th>3. TO POSITION</th>
<th>4. TYPE OF POSITION</th>
<th>5. EVALUATE FOR</th>
<th>6. REPORT OF MEDICAL EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, David A.</td>
<td>12 Dec., 1955</td>
<td>Operations Officer (OP)</td>
<td>Departmental</td>
<td>100</td>
<td>Qualified for Full Duty (General)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>U.S. Field</td>
<td></td>
<td>Qualified for Departmental Duty Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Overseas</td>
<td></td>
<td>Disqualified</td>
</tr>
</tbody>
</table>

Remarks: Subject is qualified for proposed 7 days TDY assignment. (12/12/55) Must have a physical examination on return from trip. This memo supersedes previous qualification.
### MEDICAL ACTION REQUEST AND REPORT

<table>
<thead>
<tr>
<th>1. REQUEST FOR PHYSICAL EXAMINATION BY</th>
<th>2. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILLIPS</td>
<td>2 August 1954</td>
</tr>
<tr>
<td>PHILLIPS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. TYPE OF POSITION</th>
<th>7. EVALUATE FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental</td>
<td>EEO, Overseas, Annual, Special (Specify)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

Full duty/General (2-9-54)
# QUALIFICATIONS SYSTEM RECORD CHANGE

## APPLICANT CODING DATA

<table>
<thead>
<tr>
<th>1. ID</th>
<th>2. APPL NO.</th>
<th>3. NAME</th>
<th>4. D-DIGITS</th>
<th>5. MUST CONTAIN 20-DIGITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. DATE OF BIRTH</th>
<th>7. DATE CODED</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO DA YR</td>
<td>MO DA YR</td>
</tr>
</tbody>
</table>

The data above (items 2 thru 5) will be filled in when coding an applicant for the first time. This form is then attached to Form 1962, Master Qualifications Coding Record.

## LANGUAGE CODING DATA - FORM 114C

<table>
<thead>
<tr>
<th>1. ID</th>
<th>2. EMPLOYEE NO.</th>
<th>3. NAME</th>
<th>4. LANGUAGE DATA CODE</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

When form 114C denotes no language competence, enter the following in item 4: "NO LANGUAGE" (12-DIGITS)

## LANGUAGE PROFICIENCY TEST DATA

<table>
<thead>
<tr>
<th>1. ID</th>
<th>2. EMPLOYEE NO.</th>
<th>3. NAME</th>
<th>4. CODE</th>
<th>5. LANGUAGE DATA BEFORE TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

9. LANGUAGE DATA AFTER TEST:

<table>
<thead>
<tr>
<th>10. DATE OF TEST</th>
<th>11. DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PLW</td>
</tr>
</tbody>
</table>

## QUALIFICATIONS RECORD CHANGE

<table>
<thead>
<tr>
<th>1. ID</th>
<th>2. EMP/APPL NO.</th>
<th>3. NAME</th>
<th>ENTER UNDER &quot;TYPE&quot; -</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>A = ADDITION TO RECORD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C = CHANGE TO EXISTING RECORD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D = DELETION OF DATA FROM EXISTING RECORD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE # 1</th>
<th>CODE # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE 1</td>
<td>2</td>
</tr>
<tr>
<td>BASE 1</td>
<td>2</td>
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</tr>
</tbody>
</table>

**SECRET**

**GROUP 1**

**11-01-1962a**

14-313
The authorization to process this employee's disclaim of proficiency in the language factors indicated on this form is contained in a memorandum on file and designated "Language Proficiency Disclaim File", located in the Qualifications Analysis Branch, Office of Personnel.
# PERSONAL HISTORY STATEMENT

**INSTRUCTIONS**

- **DO NOT ATTEMPT TO COMPLETE THIS FORM UNTIL YOU HAVE READ THE FOLLOWING INSTRUCTIONS—**

1. Answer all questions completely or check (X) the box which applies. If the question is not applicable, write “NA”.
2. If you do not know the answer and it cannot be obtained from personal records, write “Unknown”. Use the blank space on pages 15 and 16 for extra details on any question for which you do not have enough space.
3. Leave blank any boxes or columns which are marked “FOR OFFICE USE ONLY”.
4. Consider each of your answers carefully, accurate completion of the form will permit review of your qualifications to the best advantage. Your signature at the end of the form will certify to its correctness.
5. Page 17 entitled “Personal History Summary” must be completed. It is a brief abstract of information from other parts of the form and will help to speed the processing of your application.

## SECTION I - GENERAL PERSONAL AND PHYSICAL DATA

<table>
<thead>
<tr>
<th>1. Full Name (last name first)</th>
<th>Virginia, Simmons</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Age</td>
<td>26</td>
</tr>
<tr>
<td>3. Sex</td>
<td>Male</td>
</tr>
<tr>
<td>4. Social Security Number</td>
<td></td>
</tr>
</tbody>
</table>

5. Nickname (if any)

6. Other names you have used

7. Indicate circumstances (including length of time) under which you have used the names noted in rows 5 & 6 above

| 9. Height | 5' 3 |
| 10. Weight | 105 |
| 11. Color of eyes | Green |
| 12. Color of hair | Blond |
| 13. Type of complexion | Light |
| 14. Build | Light |

8. If legal change of name, give particulars (who and by what authority)

append.: Garcia

15. Other distinguishing physical features

append.: scar on forehead

16. Current address (No. Street, City, State & ZIP code – country if not U.S.)

<table>
<thead>
<tr>
<th>17. Current address</th>
<th>9741 Cortez Dr., Potomac, Maryland 20854</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Current phone number</td>
<td>301-536-22</td>
</tr>
<tr>
<td>19. Long distance area code</td>
<td>301</td>
</tr>
</tbody>
</table>

18. Permanent address (No. Street, City, State, & ZIP code – country if not U.S.)

<table>
<thead>
<tr>
<th>20. Permanent address</th>
<th>9741 Cortez Dr., Potomac, Maryland 20854</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Permanent phone number</td>
<td>301-536-22</td>
</tr>
<tr>
<td>22. Long distance area code</td>
<td>301</td>
</tr>
</tbody>
</table>

19. Office phone number

<table>
<thead>
<tr>
<th>23. Office number</th>
<th>N/A</th>
</tr>
</thead>
</table>

## SECTION II - POSITION DATA

<table>
<thead>
<tr>
<th>24. Office location</th>
<th>N/A</th>
</tr>
</thead>
</table>

1. Indicate the type of work or position for which you are applying

2. The type of work or position

3. Dates available for employment

4. Indicate your willingness to travel

5. Indicate your willingness to accept assignment in the following locations – check (X) each row applicable

- Washington, D.C.
- Outside continental U.S.
- Anywhere in U.S.
- Certain locations only (Specify):

6. Indicate any reasons you would place on assignment outside the Washington, D.C. area

(For Office Use Only)

Date of this application

---

THIS SHEET MUST BE COMPLETED
### SECTION III

**Citizenship**

<table>
<thead>
<tr>
<th>No.</th>
<th>Citizenship acquired by</th>
<th>Date naturalized</th>
<th>Naturalization certificate number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Court issuing naturalization certificate</th>
<th>Issued at (City, State, Country)</th>
<th>Date and place of entry in U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Have you held previous citizenship?</th>
<th>If yes, give name of country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### N/A

#### 14. Last U.S. visa (Number, type, place of issue)

<table>
<thead>
<tr>
<th>No.</th>
<th>N/A</th>
</tr>
</thead>
</table>

### SECTION IV

**Education**

#### Elementary School

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of elementary school</th>
<th>Address (City, State, Country)</th>
<th>Years attended (From – To)</th>
<th>Graduate</th>
</tr>
</thead>
</table>

#### High Schools

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of High School</th>
<th>Address (City, State, Country)</th>
<th>Years attended (From – To)</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### College or University Study

<table>
<thead>
<tr>
<th>No.</th>
<th>Name and location of college or university</th>
<th>Subject</th>
<th>Year Received</th>
<th>Grade or Point Average</th>
<th>Number of Sem./Qtr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| No. | | |
|-----| | |

4. If a graduate degree has been noted above, what subject(s) were you trained in at the college or university, and what was the objective of your study?

#### Trade, Commercial and Specialized Schools

<table>
<thead>
<tr>
<th>No.</th>
<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>1</td>
<td></td>
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<td>3</td>
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<td>4</td>
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</tr>
</tbody>
</table>
### EDUCATION (Continued)

<table>
<thead>
<tr>
<th>Name and address of school</th>
<th>Years or specialisation</th>
<th>From</th>
<th>To</th>
<th>No of months</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Other education or training not indicated above.

---

### SECTION V

**FOREIGN LANGUAGE ABILITIES**

List below the foreign language or languages in which you possess any degree of competence. Indicate your proficiency in each of the five skill factors shown (reading comprehension, writing ability, etc.) by noting the number most indicative of your level of skill under the factor being considered.

If your proficiency relates to a particular dialect of a major language, identify this dialect by noting it in parentheses after the language on the same line.

If you have no proficiency in any foreign language, check (X) box at right and leave other items blank.

<table>
<thead>
<tr>
<th>Skill Factors</th>
<th>Level of Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0  1  2  3  4  5</td>
</tr>
<tr>
<td></td>
<td>(None)</td>
</tr>
</tbody>
</table>

- Reading
- Writing
- Conversational
- Composition
- Other

---

2. If you have had experience as a translator, interpreter or instructor - explain and specify in which language(s) you have had such experience.

3. Describe your ability to do specialized language work involving vocabularies and terminologies in the scientific, engineering, telecommunications, military and other specialized fields.

---

4. If you have needed proficiency in language, would you be willing to use this ability in any position for which you might be selected? [ ] Yes [ ] No

(For Office Use Only)

---

**THIS SHEET MUST BE COMPLETED**
**SECTION XII**

**CHILDREN AND OTHER DEPENDENTS**

1. Provide the following information for all children and dependents.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date &amp; Place of Birth</th>
<th>Citizenship</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

2. No. of children (include adopted & step children) who are unmarried, under 18 years of age, and are NOT self-supporting.

3. No. of other dependents (e.g., spouse, parents, grandparents, etc.) who depend on you for at least 50% of their support or children over 18 who are NOT self-supporting.
### SECTION XVII: MOTHER-IN-LAW

<table>
<thead>
<tr>
<th>1. Full name (last - first - middle - maiden)</th>
<th>2. Spouse's name she has used</th>
</tr>
</thead>
</table>

Indicate circumstances (including length of time) under which any names noted in item 3 where used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Citizenship (Country)

9. Former citizenship(s) (country(ies))

10. Date U.S. citizenship acquired

11. Where acquired (City, State, Country)

12. Naturalization certificate number

13. If alien, prove alien registration number

14. Date and place of arrival in U.S.

15. Occupation

16. Present employer (Give last employer if mother or few deceased or unemployed)

17. Current address (Give last address, if deceased)

### SECTION XVIII: RELATIVES BY BLOOD, MARRIAGE OR ADOPTION

<table>
<thead>
<tr>
<th>1. Name (last - first - middle)</th>
<th>2. Relationship</th>
<th>3. Date of birth</th>
<th>4. Place of birth (City, State, Country)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simmons, George Stuart</td>
<td>Grandfather</td>
<td>3-17-84</td>
<td>San Francisco, Calif</td>
</tr>
</tbody>
</table>

5. Citizenship (Country)

6. Address or country in which relative resides

7. Employed by

8. Frequency of contact

9. Date of last contact

### SECTION XIX: RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO ARE IN THE MILITARY OR CIVIL SERVICE OF THE UNITED STATES

<table>
<thead>
<tr>
<th>1. Name (last - first - middle)</th>
<th>2. Relationship</th>
<th>3. Date of birth</th>
<th>4. Place of birth (City, State, Country)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>(3)</td>
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</table>

5. Citizenship (Country)  

6. Address (Number, Street, City, State, Country)

7. Type and location of service (if known)

### (For Office Use Only)  

THIS SHEET MUST BE COMPLETED
### SECTION XI  MARITAL STATUS  FORMER HUSBAND

<p>| | | |</p>
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<td>23. Washington, D.C.</td>
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<td>7.</td>
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<td>Hyattsville, Maryland</td>
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<tr>
<td>20.</td>
<td>4622 Hunt Avenue, Chevy Chase, Maryland</td>
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</tr>
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</table>

*THIS SHEET MUST BE COMPLETED*
PERSONAL HISTORY STATEMENT — (Appendix 1)

Listed below are names of organizations identified by the Attorney General, under his responsibility pursuant to Executive Order 10450, dated 27 April 1953, to list the names of each foreign or domestic organization, association, movement, group, or combination of persons which he designates as totalitarian, Fascist, Communist, or subversive, or as having adopted or having shown a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means.

Each applicant or employee and spouse (if any) must review the following list of organizations for certification purposes, and sign on the last page.

<table>
<thead>
<tr>
<th>Organization Name</th>
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</thead>
<tbody>
<tr>
<td>Abraham Lincoln Brigade</td>
</tr>
<tr>
<td>Abraham Lincoln School, Chicago, Illinois</td>
</tr>
<tr>
<td>Action Committee to Free Spain Now</td>
</tr>
<tr>
<td>Alabama People’s Educational Association (see Communist Political Association)</td>
</tr>
<tr>
<td>American Association for Reconstructive Tyrolia, Inc</td>
</tr>
<tr>
<td>American Branch of the Federation of Greek Maritime Unions</td>
</tr>
<tr>
<td>American Christian Nationalist Party</td>
</tr>
<tr>
<td>American Committee for European Workers’ Relief (see Socialist Workers Party)</td>
</tr>
<tr>
<td>American Committee for Protection of Foreign Born</td>
</tr>
<tr>
<td>American Committee for Spanish Freedom</td>
</tr>
<tr>
<td>American Committee for the Settlement of Jews in Ebrodiah, Inc</td>
</tr>
<tr>
<td>American Committee for Yugoslav Relief, Inc.</td>
</tr>
<tr>
<td>American Committee to Survey Labor Conditions in Europe</td>
</tr>
<tr>
<td>American Council for a Democratic Greece, formerly known as the</td>
</tr>
<tr>
<td>Greek American Council; Greek American Committee for National Unity</td>
</tr>
<tr>
<td>American Council on Soviet Relations</td>
</tr>
<tr>
<td>American Croatian Congress</td>
</tr>
<tr>
<td>American Jewish Labor Council</td>
</tr>
<tr>
<td>American League Against War and Fascism</td>
</tr>
<tr>
<td>American League for Peace and Democracy</td>
</tr>
<tr>
<td>American National Labor Party</td>
</tr>
<tr>
<td>American National Socialist League</td>
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<tr>
<td>American National Socialist Party</td>
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<tr>
<td>American Patriotic, Inc.</td>
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<tr>
<td>American Peace Crusades</td>
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<tr>
<td>American Peace Mobilization</td>
</tr>
<tr>
<td>American Peace Society</td>
</tr>
<tr>
<td>American Polish Labor Council</td>
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<tr>
<td>American Polish League</td>
</tr>
<tr>
<td>American Rescue Ship Mission (a project of the United American</td>
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<tr>
<td>Jewish Aid Committee)</td>
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<tr>
<td>American-Russian Fraternal Society</td>
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<tr>
<td>American-Russian Institute, New York, also known as the American</td>
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<tr>
<td>Russian Institute for Cultural Relations with the Soviet Union</td>
</tr>
<tr>
<td>American Russian Institute, Philadelphia</td>
</tr>
<tr>
<td>American Russian Institute of San Francisco</td>
</tr>
<tr>
<td>American Russian Institute of Southern California, Los Angeles</td>
</tr>
<tr>
<td>American Rabbi Congress</td>
</tr>
<tr>
<td>American Women for Peace</td>
</tr>
<tr>
<td>American Youth Congress</td>
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<tr>
<td>American Youth for Democracy</td>
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<tr>
<td>American Progresive League of America</td>
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<tr>
<td>Associated Rias of America</td>
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<tr>
<td>Association of Georgia Rias</td>
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<tr>
<td>Association of German Nationalities (Fechtedeutsche Vereinigung)</td>
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<td>Ausland-Organisation der NDAP, Overseas Branch of Nazi Party</td>
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<td>Baltimore Forum</td>
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<tr>
<td>Benjamin Davis Freedom Committee</td>
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<tr>
<td>Black Dragon Society</td>
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<tr>
<td>Boston School for Marxist Studies, Boston, Massachusetts</td>
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<tr>
<td>Bridge-Robertson-Schmidt Defense Committee</td>
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<tr>
<td>Bulgarian American People’s League of the United States of America</td>
</tr>
<tr>
<td>California Emergency Defense Committee</td>
</tr>
<tr>
<td>California Labor School, Inc., 321 Divisadero Street, San Francisco, California</td>
</tr>
<tr>
<td>Carpatho-Russian People’s Society</td>
</tr>
<tr>
<td>Central Council of American Women of Croatian Decurt, also known as Central</td>
</tr>
<tr>
<td>Council of American Croatian Women, National Council of Croatian Women</td>
</tr>
<tr>
<td>Central Croatian Association (Slovakensch Huponyi Kii)</td>
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<tr>
<td>Central Lusophone Association of Southern California</td>
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<tr>
<td>Central Organization of the German-American National Alliance</td>
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<tr>
<td>(Deutscho-Amerikanische Einheitsfront)</td>
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<tr>
<td>Cervantes Fraternal Society</td>
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<tr>
<td>China Welfare Appeal, Inc.</td>
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<tr>
<td>Chopin Cultural Center</td>
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<tr>
<td>Citizens Committee for Harry Bridges</td>
</tr>
<tr>
<td>Citizens Committee of the Upper West Side (New York City)</td>
</tr>
<tr>
<td>Citizens Committee to Free Karl Browder</td>
</tr>
<tr>
<td>Citizens Emergency Defense Conference</td>
</tr>
<tr>
<td>Citizens Protective League</td>
</tr>
<tr>
<td>Civil Liberties Sponsoring Committee of Pittsburgh</td>
</tr>
<tr>
<td>Civil Rights Congress and its affiliated organizations, including:</td>
</tr>
<tr>
<td>Civil Rights Congress for Texas</td>
</tr>
<tr>
<td>Veterans Against Discrimination of Civil Rights Congress of New York</td>
</tr>
<tr>
<td>Civil Rights Congress for Texas (see Civil Rights Congress)</td>
</tr>
<tr>
<td>Colombians</td>
</tr>
<tr>
<td>Coordinador Pro Republica Espanola</td>
</tr>
<tr>
<td>Comite Pro Derechos Civiles</td>
</tr>
<tr>
<td>(See Puerto Rican Comite Pro Libertades Civiles)</td>
</tr>
<tr>
<td>Committee for a Democratic Far Eastern Policy</td>
</tr>
<tr>
<td>Committee for Constitutional and Political Freedom</td>
</tr>
<tr>
<td>Committee for Nationalist Action</td>
</tr>
<tr>
<td>Committee for Peace and Brotherhood Festival in Philadelphia</td>
</tr>
<tr>
<td>Committee for the Defense of the Pittsburgh Six</td>
</tr>
<tr>
<td>Committee for the Negro in the Arts</td>
</tr>
<tr>
<td>Committee for the Protection of the Bill of Rights</td>
</tr>
<tr>
<td>Committee for World Youth Friendship and Cultural Exchange</td>
</tr>
<tr>
<td>Committee to Abolish Discrimination in Maryland</td>
</tr>
<tr>
<td>(See Congress Against Discrimination, Maryland Congress)</td>
</tr>
<tr>
<td>Committee to Abolish Discrimination in the State of Maryland</td>
</tr>
<tr>
<td>Committee to Aid the Fighting South</td>
</tr>
<tr>
<td>Committee to Defend Mario Richardson</td>
</tr>
<tr>
<td>Committee to Defend the Rights and Freedom of Pittsburgh’s Political Prisoners</td>
</tr>
<tr>
<td>Committees to Uphold the Bill of Rights</td>
</tr>
<tr>
<td>Commonwealth College, Mesa, Arizona</td>
</tr>
<tr>
<td>Communist Party, U. S. A., its subsidiaries, subsidiaries, and affiliates</td>
</tr>
</tbody>
</table>
CERTIFICATION

I certify that I have read the names of the above listed organizations.

To the best of my knowledge and belief, I am not, nor have I been a member of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any organization listed above, or any organization outside the United States espousing Communist, Fascist, Totalitarian or Nazi causes, except as noted below.

To the best of my knowledge and belief, none of my close relatives are, nor have ever been members of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any such organizations, except as noted below.

INSTRUCTIONS

For the purpose of this certification, if an applicant or employee is completing this form, the term "close relative" will include spouse, children, parents, brothers, sisters, uncles, and aunts. "Close relatives" of the spouse, for this purpose, will include children, parents, brothers, sisters, uncles, and aunts.

If there are exceptions to this certification, set forth below under Remarks all pertinent information concerning the nature and extent of your activities or those of your close relatives in such organizations, including the names of the organizations, dates of membership, meetings attended, titles of positions held, amounts and dates of contributions, nature of petitions signed joining within the meaning of the above certification and circumstances thereof, titles and authors of literature received, and dates on which received.

In exceptions concerning relatives, include only such information presently known to you or available from your own records.

If necessary, use additional sheets and sign each sheet. Write none if there are no exceptions.

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<thead>
<tr>
<th>REMARKS: To be completed by Spouse</th>
<th>REMARKS: To be completed by Applicant or Employee</th>
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</table>

Date: ____________________________

Signature of Spouse: ____________________________

Address — City and State: ____________________________

Witness: ____________________________

Address — City and State: ____________________________

Date: ____________________________

Signature of Applicant or Employee: ____________________________

Address — City and State: ____________________________

Witness: ____________________________

Address — City and State: ____________________________
PHILLIPS DAVID 1955 M\n
SUBJECT: NOTIFICATION OF GRANTING OR OF REVOCATION OF CRYPTOGRAPHIC CLEARANCE

The above named individual (item 1) has been granted a cryptographic clearance for the cryptographic clearance held by him individual has been revoked under the provisions of ND 804. The clearance (item 2) or revocation (item 4) is effective as of the month and year shown above. Subject has been briefed on disclosure, as appropriate, concerning cryptographic and related communications security matters and has signed a briefing/debriefing statement, as appropriate. Acknowledging responsibility for the protection of cryptographic information, upon revocation of cryptographic clearance subject is not authorized to have continued custody of, access to, or otherwise gain further knowledge of staff cryptographic material or information.

When employee no longer requires the clearance in order to perform his/her assigned duties, it is requested that the communications security office, OC, be notified that the clearance may be revoked.

DISTRIBUTION:
1. EMPLOYEE'S COMPONENT (ITEM 3)
2. OFFICE OF PERSONNEL

CONFIDENTIAL

FROM: 597B
PREVIOUS

SUBJECT: NOTIFICATION OF GRANTING OR OF REVOCATION OF CRYPTOGRAPHIC CLEARANCE
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<th>LANGUAGE PROFICIENCY AND AWARDS DATA</th>
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<td>3. NAME (7-24) FIRST</td>
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<td>3. NAME (7-24) MIDDLE</td>
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<td>5. LANGUAGE</td>
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<td>9. GRADE</td>
<td>10. DATE OF BIRTH</td>
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<td>10</td>
<td>May 23, 1925</td>
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<td>12. ESTABLISH SKILL LEVEL</td>
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<td>WRITING (32)</td>
<td>PRONUNCIATION (36)</td>
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<td>COMPLETE Achiev (E)</td>
<td>14. TYPE OF AWARD</td>
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<td>INCOMPLETE ELEMENTARY (E)</td>
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<td>MAINTENANCE (M)</td>
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<td>SIGNATURE</td>
<td>DATE</td>
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<td>17. CERTIFY THAT FUNDS ARE AVAILABLE</td>
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<td>CHARGE ALLOWANCE NO.</td>
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<th>18. INELIGIBLE (REASON)</th>
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<td>did not achieve an acceptable level.</td>
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<tr>
<th>19. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF</th>
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<th>23. CHARGE ALLOTMENT NO.</th>
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<th>MRD COPY</th>
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</table>

(10-43)
**SECRET**

**LANGUAGE DATA RECORD**

**PART I - GENERAL**

1. **NAME (Last-First-Middle)**
   
   **PHILLIPS, DAVID A.**

2. **DATE OF BIRTH**
   
   Oct 6 1941

3. **LANGUAGE**
   
   French

4. **SPEAKING DATE**
   
   March 14, 1960

5. **I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE**
   
   [ ]

**PART II - LANGUAGE ELEMENTS**

**SECTION A.**

1. **Reading (40)**
   
   - I can read texts of any difficulty, of a general nature or in fields I am familiar with, using the dictionary only rarely.
   
   - I can read texts of most grades of difficulty, of a general nature or in fields I am familiar with, using the dictionary occasionally.
   
   - I can read texts of average difficulty (newspapers, reference materials, etc.), using the dictionary frequently.
   
   - I can read simple texts, such as street signs, newspaper headlines, etc., using the dictionary frequently.
   
   - I have no reading ability in the language.

2. **Writing (41)**
   
   - I can write personal letters and similar material with complete success without using the dictionary. I can write factual narrative and expository material with reasonable clarity, with very few grammatical errors, in native style, using the dictionary only rarely.
   
   - I can write personal letters and similar simple material with complete success, using the dictionary only rarely. I can write factual narrative and expository material with reasonable clarity, with few grammatical errors, but in a style which may not be native, using the dictionary occasionally.
   
   - I can write personal letters and similar simple material, with reasonable success in conveying my meaning, but with occasional minor grammatical errors and in obviously foreign, awkward style, using the dictionary occasionally.
   
   - I can write personal letters and similar simple material, with reasonable success in conveying my meaning, but with many grammatical errors and in a very foreign, awkward style, using the dictionary frequently.
   
   - I cannot write in the language.

**SECTION C.**

1. **Pronunciation (42)**
   
   - My pronunciation is native.
   
   - While natives can detect an accent in my pronunciation, they have no difficulty understanding me.
   
   - My pronunciation is obviously foreign, but only rarely causes difficulty for natives to understand.
   
   - My pronunciation is occasionally difficult for natives to understand.
   
   - I have no skill in pronunciation.

**CONTINUE ON REVERSE SIDE**
SECTION D. Speaking (43)

1. I speak fluently and accurately in all practical and social situations, I converse freely and idiomatically in all fields with which I am familiar.

2. I speak fluently and accurately in nearly all practical and social situations; I can converse in most fields with which I am familiar and I employ some popular sayings, literary quotations, and common proverbs.

3. I get along quite well in situations of daily life and travel and can conduct routine business in particular fields.

4. I manage to get along in the most common situations of daily life and travel.

5. I have no ability to use the language in any of the above respects.

SECTION E. Understanding (44)

1. I understand non-technical conversation on all subjects, both face-to-face and on the telephone. I understand nearly everything I hear on the radio and at the movies, plays, and lectures.

2. I understand non-technical conversation on nearly all subjects, both face-to-face and on the telephone. I understand most of what I hear on the radio and at the movies, plays, and lectures, including most jokes and puns.

3. I understand nearly all conversation on topics of daily life and small, both face-to-face and on the telephone; I understand much of what I hear on the radio, and at the movies, plays, and lectures.

4. I understand the simplest conversation, both face-to-face and on the telephone; I understand some of what I hear on the radio and at the movies, plays, and lectures.

5. I am not able to understand the spoken language.

Before continuing - check Part II to ensure that you have circled one number per section.

PART III - Experience as Translator or Interpreter (45)

1. I have had experience as a translator.

2. I have had experience as an interpreter.

3. Both of the above statements apply.

4. None of the above statements apply.

PART IV - Certification

I certify that the information given above is true and accurate to the best of my knowledge and belief. This certification constitutes my application for a maintenance award provided I am eligible under the terms of Regulation No. 23-175, Part 1. If I understand that I must pass an objective language proficiency test before I become eligible for an award. Any that, irrespective of the date of testing, any maintenance awards will be cumulative as of the anniversary date of completing this form.

Date Signed: 14 March 1968
Signature: [Signature]

[1463]
### LANGUAGE DATA RECORD

#### PART I - GENERAL

1. NAME (Last-Prefix-Middle): **PHILLIPS, DAVID ATLEE**
2. DATE OF BIRTH: **11-11-1922**
3. LANGUAGE: **Spanish**
4. TODAY'S DATE: **11-14-1964**
5. I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

#### SECTION A. Reading (40)

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

#### SECTION B. Writing (45)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS, WITHOUT USING THE DICTIONARY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY OCCASIONALLY.
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AMERICAN STYLE, USING THE DICTIONARY OCCASIONALLY.
5. I CANNOT WRITE IN THE LANGUAGE.

#### SECTION C. Pronunciation (42)

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

CONTINUE ON REVERSE SIDE...
SECTION D. Speaking (43)

1. I speak fluently and accurately in all practical and social situations; I converse freely and systematically in all fields with which I am familiar.

2. I speak fluently and accurately in nearly all practical and social situations; I can converse in most fields with which I am familiar and I employ some popular sayings, literary quotations, and common proverbs.

3. I get along quite well in situations of daily life and travel and can conduct routine business in particular fields.

4. I manage to get along in the most common situations of daily life and travel.

5. I have no ability to use the language in any of the above respects.

SECTION E. Understanding (34)

1. I understand non-technical conversation on all subjects, both face-to-face and on the telephone; I understand nearly everything I hear on the radio and at the movies, plays, and lectures.

2. I understand non-technical conversation on nearly all subjects, both face-to-face and on the telephone; I understand most of what I hear on the radio and at the movies, plays, and lectures, including most jokes and puns.

3. I understand nearly all conversation on topics of daily life and travel, both face-to-face and on the telephone; I understand much of what I hear on the radio, and at the movies, plays, and lectures.

4. I understand the simplest conversation, both face-to-face and on the telephone; I understand some of what I hear on the radio and at the movies, plays, and lectures.

5. I am not able to understand the spoken language.

Before continuing — check Part II to ensure that you have circled one number per section.

PART III—Experience as Translator or Interpreter (45)

1. I have had experience as a translator.

2. I have had experience as an interpreter.

3. Both of the above statements apply.

4. None of the above statements apply.

PART IV—Certification

I certify that the information given above is true and accurate to the best of my knowledge and belief. This certification constitutes my application for a maintenance award provided I am eligible under the terms of regulation No. 35-175, par. 1(c)(6). I understand that I must pass an objective language proficiency test before I become eligible for an award, and that irrespective of the date of testing, annual maintenance awards will be cumulative as of the anniversary date of completing this form.

Date signed:
19 March 1960

Signature: [Signature]
LANGUAGE DATA RECORD

PART I - GENERAL

1. NAME (Last First Middle): [Redacted]
2. DATE OF BIRTH: OCTOBER 31 1937
3. LANGUAGE: FRENCH 265
4. DAY'S DATE: OCTOBER 22 1957
5. I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II - LANGUAGE ELEMENTS

SECTION A. READING (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.

2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.

3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (NEWSPAPERS, REFERENCE MATERIAL, ETC.) USING THE DICTIONARY FREQUENTLY.

4. I CAN READ SIMPLE TEXTS SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.

5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. WRITING (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.

2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.

3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MAJOR GRAMMATICAL ERRORS AND IN A NOT MAJOR FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.

4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.

5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. PRONUNCIATION (42)

1. MY PRONUNCIATION IS NATIVE.

2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.

3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.

4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.

5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

SECRET
CONTINUATION OF PART II - LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I speak fluently and accurately in all practical and social situations. I converse freely and idiomatically in all fields with which I am familiar.

2. I speak fluently and accurately in nearly all practical and social situations. I can converse in most fields with which I am familiar and can employ some popular sayings, literary quotations, and common proverbs.

3. I get along quite well in situations of daily life and travel and can conduct routine business in particular fields.

4. I manage to get along in the most common situations of daily life and travel.

5. I have no ability to use the language in any of the above respects.

SECTION E. Understanding (44)

1. I understand non-technical conversation on all subjects, both face-to-face and on the telephone. I understand nearly everything I hear on the radio and at the movies, plays, and lectures.

2. I understand non-technical conversation on nearly all subjects, both face-to-face and on the telephone. I understand most of what I hear on the radio and at the movies, plays, and lectures, including most jokes and puns.

3. I understand nearly all conversation on topics of daily life and travel, both face-to-face and on the telephone. I understand much of what I hear on the radio, and at the movies, plays, and lectures.

4. I understand the simplest conversation, both face-to-face and on the telephone. I understand some of what I hear on the radio and at the movies, plays, and lectures.

5. I am not able to understand the spoken language.

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

SECTION F - EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I have had experience as a translator.

2. I have had experience as an interpreter.

3. Both of the above statements apply.

4. None of the above statements apply.

PART IV - CERTIFICATION

I certify that the information given above is true and accurate to the best of my knowledge and belief. This certification constitutes my application for a maintenance award provided I am eligible under the terms of Regulation No. 25-125, Part. Secs. 4). I understand that I must pass an objective language proficiency test before I become eligible for an award, and that irrespective of the date of testing, annual maintenance awards will be cumulative as of the anniversary date of completing this form.

DATE SIGNED: ________________________

SIGNATURE: ________________________
### LANGUAGE DATA RECORD

#### PART I - GENERAL

1. **Name (Last-Fist-Middle)**: David A. Phillips  
2. **Date of Birth**: October 31, 1922
3. **Language**: Spanish
4. **Birth Date**: October 22, 1922
5. **Proficiency in Any Foreign Language**: No

#### PART II - LANGUAGE ELEMENTS

**Reading (40)**

1. I can read texts of any difficulty, of a general nature or in fields I am familiar with, using the dictionary only rarely.
2. I can read texts of high grades of difficulty, of a general nature or in fields I am familiar with, using the dictionary occasionally.
3. I can read texts of average difficulty (newspapers, reference materials, etc.), using the dictionary frequently.
4. I can read simple texts, such as street signs, newspaper headlines, etc., using the dictionary frequently.
5. I have no reading ability in the language.

**Writing (41)**

1. I can write personal letters and similar material with complete success without using the dictionary. I can write factual narrative and expository material with reasonable clarity, with very few grammatical errors, in native style, using the dictionary only rarely.
2. I can write personal letters and similar simple material with complete success, using the dictionary only rarely. I can write factual narrative and expository material with reasonable clarity, with few grammatical errors, but in a style which may not be native, using the dictionary occasionally.
3. I can write personal letters and similar simple material, with reasonable success in conveying my meaning, but with occasional minor grammatical errors and in obviously foreign, awkward style, using the dictionary occasionally.
4. I can write personal letters and similar simple material, with reasonable success in conveying my meaning but with many grammatical errors and in a very foreign, awkward style, using the dictionary frequently.
5. I cannot write in the language.

**Pronunciation (42)**

1. My pronunciation is native.
2. Natives can detect an accent in my pronunciation they have no difficulty understanding me.
3. My pronunciation is obviously foreign, but only rarely causes difficulty for natives to understand.
4. My pronunciation is occasionally difficult for natives to understand.
5. I have no skill in pronunciation.

---

**CONTINUE ON REVERSE SIDE**

**SECRET**
CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D.  Speaking (43)

1. I speak fluently and accurately in all practical situations; I converse freely and technically in all fields with which I am familiar.

2. I speak fluently and accurately in nearly all practical and social situations; I can converse in most fields with which I am familiar and I employ some popular sayings, literary quotations, and common proverbs.

3. I get along quite well in situations of daily life and travel and can conduct routine business in particular fields.

4. I manage to get along in the most common situations of daily life and travel.

5. I have no ability to use the language in any of the above respects.

SECTION E.  Understanding (44)

1. I understand non-technical conversations in all subjects, both face-to-face and on the telephone; I understand nearly everything I hear on the radio and at the movies, plays, and lectures.

2. I understand non-technical conversations on nearly all subjects, both face-to-face and on the telephone; I understand most of what I hear on the radio and at the movies, plays, and lectures, including most jokes and puns.

3. I understand nearly all conversations on topics of daily life and travel, both face-to-face and on the telephone; I understand much of what I hear on the radio and at the movies, plays, and lectures.

4. I understand the simplest conversations, both face-to-face and on the telephone; I understand some of what I hear on the radio and at the movies, plays, and lectures.

5. I am not able to understand the spoken language.

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

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I have had experience as a translator.

2. I have had experience as an interpreter.

3. Both of the above statements apply.

4. None of the above statements apply.

PART IV-CERTIFICATION

I certify that the information given above is true and accurate to the best of my knowledge and belief. This certification constitutes my application for a maintenance award prescribed by an eligible under the terms of Regulation No. 29-119, Part 10(c). I understand that I must pass an objective language proficiency test before I become eligible for an award, and that regardless of the date of testing, annual maintenance awards will be cumulative as of the anniversary date of completing this form.

DATE SIGNED  SIGNATURE

1963  [Signature]
CONFIDENTIAL

SECURITY APPROVAL

DATE: 9 February 1960

REFERENCE: E-8573 CS/CS Pvw. Comp.

CASE NO.: 40690

TO: Director of Personnel

FROM: Director of Security

SUBJECT: PHILLIPS, David Atlee

1. This is to inform you of security approval of the subject person as follows:

☐ Subject has been approved for the appointment specified in your request under the provisions of Regulations 10-810 and 20-730 including access to classified information through Top Secret as required in the performance of his duties.

☐ Subject has been approved for appointment under the authority of Paragraph 4(4) of Regulation 10-810, and under Regulation 20-730 including access to classified information through Top Secret as required in the performance of his duties.

2. Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.

3. As part of the entrance on duty processing:

☐ A personal interview in the Office of Security must be arranged.

☐ A personal interview is not necessary.

☐

FOR THE DIRECTOR OF SECURITY:

W. A. Osborne
Acting Chief, Personnel Security Division

2. 21-60

CONFIDENTIAL
CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 26 April 1955

TO: Chief, Processing & Records Division
    Personnel Office
FROM: Chief, Security Division
       Personnel
SUBJECT: PHILLIPS, David Atlee

1. This is to advise you of security action in the subject case as indicated below:

☑ Security approval is granted the subject person for access to classified information.

☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of EOD procedures.

4. The clearance is effective to 1 April 1955.

[Signature]
Ernst F. Gehr

CONFIDENTIAL
FILE TITLE/NUMBER/VOLUME: Phillips, David A.

INCLUSIVE DATES: 25 March 1975-2 Feb 1976

CUSTODIAL UNIT/LOCATION: OP Files

ROOM: 5E13

DELETIONS, IF ANY:

<table>
<thead>
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<th>DATE RECEIVED</th>
<th>DATE RETURNED</th>
<th>REVIEWED BY</th>
<th>SIGNATURE OF REVIEWING OFFICIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10/75</td>
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<td>Dan Hardway</td>
<td>Dan Hardway</td>
</tr>
<tr>
<td>12/26/75</td>
<td>4/17/76</td>
<td>Dan Hardway</td>
<td>Dan Hardway</td>
</tr>
</tbody>
</table>

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

SECRET
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Feb 51</td>
<td>Independent contractor</td>
<td>$600 per mo</td>
</tr>
<tr>
<td>23 Feb 51</td>
<td>Contract terminated</td>
<td>$600</td>
</tr>
<tr>
<td>25 Jan 52</td>
<td>Independent contractor</td>
<td>$6,000 p.a.</td>
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<tr>
<td>31 Aug 53</td>
<td>Contract terminated</td>
<td>$6,000</td>
</tr>
<tr>
<td>4 Mar 54</td>
<td>Contract Employee</td>
<td>$7,200</td>
</tr>
<tr>
<td>31 Jul 54</td>
<td>Contract terminated</td>
<td>$7,200</td>
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<tr>
<td>1 Aug 54</td>
<td>Contract Employee</td>
<td>$8,360</td>
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<tr>
<td>31 Mar 55</td>
<td>Contract terminated</td>
<td>$8,360</td>
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<tr>
<td>1 Apr 55</td>
<td>Agency Staff Agent service</td>
<td></td>
</tr>
<tr>
<td>13 Aug 58</td>
<td>Independent contractor (Note: the base rate of pay of $7,200 is subject to increase on occasions wherein subject performs specialized assignments)</td>
<td>$8,200</td>
</tr>
<tr>
<td>13 Mar 60</td>
<td>Contract terminated</td>
<td>$7,200</td>
</tr>
<tr>
<td>14 Mar 60</td>
<td>Entered on duty as an Agency Staff Employee at the rate of GS-11/3 ($11,835).</td>
<td></td>
</tr>
</tbody>
</table>
13 May 1975

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at $7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at $13,000 P/A.

<table>
<thead>
<tr>
<th>DATES</th>
<th>PAID AT $7200 P/A</th>
<th>DUE DIFFERENCE BETWEEN $7200 P/A &amp; $13000 P/A</th>
<th>TOTAL</th>
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<tr>
<td>19-31 Aug 58</td>
<td>$240.00</td>
<td>-0-</td>
<td>$240.00</td>
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<tr>
<td>Sept 58</td>
<td>600.00</td>
<td>$32.22</td>
<td>632.22</td>
</tr>
<tr>
<td>Oct 58</td>
<td>600.00</td>
<td>434.97</td>
<td>1034.97</td>
</tr>
<tr>
<td>Nov 58-Jan 59</td>
<td>1800.00</td>
<td>-0-</td>
<td>1800.00</td>
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<tr>
<td>Feb 59</td>
<td>600.00</td>
<td>88.60</td>
<td>688.60</td>
</tr>
<tr>
<td>March 59</td>
<td>600.00</td>
<td>-0-</td>
<td>600.00</td>
</tr>
<tr>
<td>April 59</td>
<td>600.00</td>
<td>157.07</td>
<td>757.07</td>
</tr>
<tr>
<td>May 59</td>
<td>600.00</td>
<td>128.88</td>
<td>728.88</td>
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<tr>
<td>June-July 59</td>
<td>1200.00</td>
<td>-0-</td>
<td>1200.00</td>
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<tr>
<td>Aug 59</td>
<td>600.00</td>
<td>80.55</td>
<td>680.55</td>
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<tr>
<td>Sept 59-Feb 60</td>
<td>3600.00</td>
<td>-0-</td>
<td>3600.00</td>
</tr>
<tr>
<td>1-13 March 60</td>
<td>260.00</td>
<td>-0-</td>
<td>260.00</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>$11,300.00</strong></td>
<td><strong>$922.29</strong></td>
<td><strong>$12,222.29</strong></td>
</tr>
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</table>

[Signature]
Deputy Chief
Compensation and Tax Division

*Administrative-Internal Use Only*
David Phillips

19 Aug 58 - $720.00

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 58</td>
<td>$260.00</td>
</tr>
<tr>
<td>Sep 58</td>
<td>600.00 + $32.22</td>
</tr>
<tr>
<td>Oct 58</td>
<td>600.00 + $39.98</td>
</tr>
<tr>
<td>Nov 58</td>
<td>100.00 + Jan 59 100.00</td>
</tr>
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<td>Feb 59</td>
<td>600.00 + $5.60</td>
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<td>Mar 59</td>
<td>688.60</td>
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<tr>
<td>Apr 59</td>
<td>600.00</td>
</tr>
<tr>
<td>May 59</td>
<td>600.00 + $157.07</td>
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<tr>
<td>Jun 59</td>
<td>600.00 + $128.88</td>
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<td>Jul 59</td>
<td>600.00</td>
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<td>Aug 59</td>
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<td>Jan 60</td>
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<tr>
<td>Feb 60</td>
<td>600.00</td>
</tr>
<tr>
<td>Mar 60</td>
<td>260.00</td>
</tr>
</tbody>
</table>

1-13 Mar 60
$11,320 paid at $2,200

Also req $777.30

Total Paid $12,097.30
4 March 1975

BACKGROUND ON REQUEST FOR CREDITABLE SERVICE: August 1950 Until 3 March 1954

1. A basic document in consideration of this request is HCSA-825, dated 4 February 1954.

2. I was running an English-language newspaper when asked to work with our Station there. My first pay was $50.00 per month. The file contains a project approval dated 31 May 1950; TCS-A-1064 asks that the first payment be made to the U.S. bank on 1 August 1950.

3. During this period I recall a number of activities undertaken for the Station, and I travelled to New York for clandestine training. The file indicates "He was originally approved operationally to handle the complex Soviet espionage case of FULMINATER-2. His conduct of this case was considered excellent." Also, "It will be recalled that Headquarters was very pleased with the printing job...which he had done." The latter was indicative of a number of such chores, when I stayed behind in my plant after the employees had left for the night, printing leaflets, booklets, etc. I also handled agents and did a number of spotting and assessing jobs for the Station.

4. I signed a new contract on 25 January 1952 for $500.00 per month which ran until the termination date of 31 August 1953. (Actually this was in the form of a loan which was paid off at the rate of $500.00. The advance was used to purchase printing equipment which allowed me to do certain work for the Station, but which I retained.)

5. After termination of the contract on 31 August I remained in the office until 4 March 1954. During this period I recruited a CP agent who still works for the Station--and was a cabinet member under Allende. On 3 February 1954 Headquarters asked that I be made available for another assignment. The Station pointed out that I was working on the recruitment, and that I and my family were planning on a European vacation. Headquarters again requested my assignment. Thus I departed for the project in early March, abandoning my free family trip to Europe (tickets paid for by advertising in my paper) and leaving my family behind to pack up. I accepted this assignment without knowing where it was, or for how long it would last. Indeed I did not even have a contract.
6. I worked for the Agency in [ ] then, between 1 August 1950 until departure for PBSUCCESS on 4 March 1954. I was always available and when I finally did leave it was for Agency business rather than my own. Thus I request that all or part of this time be approved as creditable toward retirement.

David A. Phillips
Mr. DeFelice:

Information from Adele regarding Dave Phillips' creditable service:

As of 31 December 1974:

18 years, 11 months, 27 days
(Agency civilian service)

2 years, 8 months, 11 days
(military service)

Total creditable service:

21 years, 8 months, 8 days.

Sick leave will be added to that.

For your information, [redacted] has an appointment with Mr. Phillips on Wednesday afternoon. He is in the CIARDS system and with his birth date in 1922, he is eligible for voluntary retirement.
18 - 11

Mon 34 - 400

1 Dgr 34 - 31 Mar 37

Mar 36 - Mar 37 - 38

3 May 55 - 15 Nov 56 - 38

Nov 36 - Nov 37 - 15

Dec 36 - 7 Feb 36 - 14 19 58

Raymond Beale - Show

Conf 34 - 1 Feb 51 - 28 Feb 51 - 53

Conf 36 - 1 March 54 - 31 Mar 55

Conf 37 - 1 Apr 55 - 6 Feb 56

Conf 38 - 6 - 13 57

Conf 39 - 13 Nov 60

Conf 40 - 6 Dic 61
David A. Phillips

Exempted Appointment Staff Employee 19 Apr 55
Resignation Staff Employee 6 Feb 56
Exempted Appointment Staff Agent 7 Feb 56
Resignation Staff Agent 13 Aug 58

Contract Agent 19 Aug 58
Terminated 13 Mar 60

Exempted Agent Staff Employee 19 Mar 60
Staff Employee since 19 Nov 60
MEMORANDUM FOR: Office of Finance/C&TD


REFERENCE: Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975

1. Based upon new information it has now been determined that subject served as an Agency contract employee during period 19 August 1958 through 13 March 1960, and that this period is creditable for both retirement and leave account category purposes. Civil Service Retirement deductions were not withheld during the period. Records of this office reflect subject was authorized compensation during referenced period at the rate of $7,200 per annum, except that when he was outside of the United States he was paid at the rate of $13,000 per annum. For times and amounts involved in change of rate see reference.

2. Action required:

   (a) Office of Finance: Please post the above information to subject's retirement records.

   (b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

   (c) RAD/ROB: For your information and assistance in retirement processing.

   Rogers C. Brooks
   Deputy Chief
   Contract Personnel Division

Distribution:
Orig - Addressee
1 - DDO/LA/Pers
1 - RAD/ROB

OGC Concurrence: ____________________________

SECRET
13 May 1975

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at $7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at $13,000 P/A.

<table>
<thead>
<tr>
<th>DATES</th>
<th>PAID AT $7200 P/A</th>
<th>DUE DIFFERENCE BETWEEN $7200 P/A &amp; $13000 P/A</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-31 Aug 58</td>
<td>$240.00</td>
<td>-0-</td>
<td>$240.00</td>
</tr>
<tr>
<td>Sept 58</td>
<td>600.00</td>
<td>32.22</td>
<td>632.22</td>
</tr>
<tr>
<td>Oct 58</td>
<td>600.00</td>
<td>434.97</td>
<td>1034.97</td>
</tr>
<tr>
<td>Nov 58-Jan 59</td>
<td>1800.00</td>
<td>88.60</td>
<td>1888.60</td>
</tr>
<tr>
<td>Feb 59</td>
<td>600.00</td>
<td>-0-</td>
<td>600.00</td>
</tr>
<tr>
<td>March 59</td>
<td>600.00</td>
<td>157.07</td>
<td>757.07</td>
</tr>
<tr>
<td>Apr 59</td>
<td>600.00</td>
<td>128.88</td>
<td>728.88</td>
</tr>
<tr>
<td>May 59</td>
<td>600.00</td>
<td>-0-</td>
<td>600.00</td>
</tr>
<tr>
<td>June-July 59</td>
<td>1200.00</td>
<td>80.55</td>
<td>1280.55</td>
</tr>
<tr>
<td>Aug 59</td>
<td>600.00</td>
<td>-0-</td>
<td>600.00</td>
</tr>
<tr>
<td>Sept 59-Feb 60</td>
<td>3600.00</td>
<td>-0-</td>
<td>3600.00</td>
</tr>
<tr>
<td>1-13 March 60</td>
<td>260.00</td>
<td>-0-</td>
<td>260.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$11,500.00</td>
<td>$922.29</td>
<td>$12,222.29</td>
</tr>
</tbody>
</table>

Deputy Chief
Compensation and Tax Division

ADMINISTRATIVE-INTERNAL USE ONLY
MEMORANDUM FOR: Office of Finance/C&TD


REFERENCE: Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975.

1. Based upon new information it has now been determined that subject served as an Agency contract employee during period 19 August 1958 through 13 March 1960, and that this period is creditable for both retirement and leave account category purposes. Civil Service Retirement deductions were not withheld during the period. Records of this office reflect subject was authorized compensation during referenced period at the rate of $7,200 per annum, except that when he was outside of the United States he was paid at the rate of $13,000 per annum. For times and amounts involved in change of rate see reference.

2. Action required:

(a) Office of Finance: Please post the above information to subjects retirement records.

(b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

(c) RAD/ROB: For your information and assistance in retirement processing.

Yes! Rogers C. Brooke
Rogers C. Brooke
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - DDO/LA/Pers
1 - RAD/ROB
1 - Subjects CPD file
1 - CPD Chrono file
DDA/OP/CPD: RCB; ap (21 May 1975)

CL by: 063537
MEMORANDUM FOR: Chief, TRB

SUBJECT: Verification of Contract Employee Service for (P) Current Staff Employee

REFERENCE: CPD Memorandum of 30 June 1966 to Chief, TRB, Subject: "Record of Contract Service for..."

1. Referent memorandum is revised in its entirety to reflect the following periods of full time contract employee service as being creditable service for both leave and Civil Service Retirement purposes.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>PER ANNUM COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 March 1954</td>
<td>Contract employee</td>
<td>$7,200</td>
</tr>
<tr>
<td>31 July 1954</td>
<td>Contract terminated</td>
<td>7,200</td>
</tr>
<tr>
<td>1 August 1954</td>
<td>Contract employee</td>
<td>8,360</td>
</tr>
<tr>
<td>31 March 1955</td>
<td>Contract terminated</td>
<td>8,360</td>
</tr>
</tbody>
</table>

2. Period of service 4 March 1954 through 31 December 1954 had in previous memorandum been declared creditable service for both leave and retirement purposes. It denied creditable retirement service for the period 1 January 1955 through 31 March 1955 because of a Federal statutory provision relating to periods covered by Social Security. The foregoing position was removed by P.L. 91-630 of 31 December 1970, thereby having the effect of rendering said service as creditable.

3. Action required:
Office of Finance/CATD: Please post the above information to subject's retirement records.

DDO/LA/Personnel: Please advise subject of the contents of this memorandum.

Rogers C. Brooks
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - CP/ROB
1 - OF/CATD
1 - DDO/LA/Personnel
1 - CPD Subject file
1 - CPD Chrono
OP/CPD/R.C.Brooks:jc (10 March 1975)
S E C R E T

SUBJECT: Verification of Contract Service

15 Oct 70

Subject, now a retired personnel, asked for assistance to see if any of his old contract time is creditable towards OASDI retirement. Currently, subject is assigned to an 11 field, but is currently in Korea on TDY.

21 Oct 70

Met with subject and discussed all aspects of his questions and his prior contractual service. Provided him with additional information concerning his service, including criteria OPM used in determining independent contractor service vs contract employee service, applicability of the "social security rule" providing the use of contract employee time under social security, credit of contract retirement time, etc. Also, provided subject with a sample of a memo which could be written to OPM requesting old independent contractor time be converted to contract employee time. Also indicated to subject we could help him draft an appropriate memo if he (subject) felt he had a good case. In general, from information provided by subject, it appeared that subject's old independent contractor time was not of a type that might lend itself to conversion to contract employee time.

3 Dec 70: As of this date, OPM had heard nothing more from subject and it was determined that subject had, due at least for the immediate moment, decided not to pursue the matter further.

Paul Wilson
3 Dec 1970
O/Personnel/Contract Personnel Div
57-69 Hyms.
(Paul R. Wilson)

23 April 1970

OP/ADD - 205 Magazine Bldg.
Attn: Adalo J. Subkonon

1. Adalo: Please the following with
   help you
   (a) Attached in our CPD file on
       loan. In it find a chron of
       all of subject's contract
       service.
   (b) Information in our CPD memo of
       30 June 66 is reaffirmed. How-
       ever, note it did not cite sub-
       ject's 1951/52/53 service, which
       service is cited in the 0/Finance
       memo of 16 June 1966. This
       1951/52/53 service is independent
       contractor service and not
       creditable for purposes of
       Civil Service Retirement.
   (c) Our CPD memo of 30 Jun 66 indi-
       cates subject was had a social
       security obligation for period
       1 Jan 55 thru 31 Mar 55. Since
       this obligation came about
       retroactively in mid 55, possi-
       bility exists that neither sub-
       ject or the Agency made contri-
       butions to the Social Security
       System. If they were not made,
       it is possible for such to be
       made at this late date and if
       subject or wh division is in-
       terested in looking into this,
       they should contact Red Brooks
       of CPD.

   Paul R. Wilson
<table>
<thead>
<tr>
<th>ID.</th>
<th>OFFICER DESIGNATION, ROOM NUMBER, AND BUILDING</th>
<th>DATE RECEIVED</th>
<th>DATE FORWARDED</th>
<th>OFFICER'S INITIALS</th>
<th>COMMENTS (Number each column to check from whom to whom. Draw a line across column after each column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CP/RAD 205 Magazine ATTN: Adele J. Sukowicz</td>
<td></td>
<td>1/3</td>
<td></td>
<td>Attached is Mr. Sukowicz's official file and a dispatch from him in which he requests a computation of his time with the Agency for retirement purposes. It is a very complicated case. Good luck!</td>
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<td>6.</td>
<td>Chief, Contract Personnel Div 5-1 69 546</td>
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<td></td>
<td>1 to 6: On the basis of NID's memo dated 30 June 1966 (copy attached) ruling on the credibility of subject's contract service, NID can reply to the attached dispatch. However, it is requested that NID review this for its factual content and advise NID if the memo of 30 Jun 66 is reaffirmed. Your attention is invited to a discrepancy in identifying 1951 contract service. In the dispatch (para 5) subject refers to himself as a &quot;covert associate&quot; to the office of finance (see memo dated 16 Jun 66) copy attached) lists the time as &quot;contract agent&quot; service and your memo of 30 Jun 66 lists the time as &quot;contract employee&quot; service.</td>
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<td>14.</td>
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<td>15.</td>
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</tbody>
</table>
Action Required: See Paragraph 9 et al.

1. During his RVROCK career has served as Contract Agent, Covert Associate, Staff Agent and Contract Employee. On one occasion resigned from RVROCK, became a Contract Agent, then returned as a Staff Employee. The purpose of this dispatch is to request a review of exactly what status has been over the years, what must be done to repay retirement funds for any periods of creditable service not now covered, and to study the possibility that some periods of tenure might be converted from uncreditable to creditable status.

2. Served in the Air Force from February 1945 through October 1945, with total service of two years, eight months and 19 days.

3. The dates of first RVROCK service are very hazy. He does recall that he was first recruited by the COS, but cannot recall if this was on a formal, salaried basis. At some time during 1950 or 1951, probably the latter, signed an RVROCK contract, for at least two years, possibly longer. The salary is remembered as US$500 per month, and on one occasion this salary was paid in advance to allow to purchase printing equipment. Please check the contract covering this period and advise: (a) the duration of the contract and (b) if any provision for deductions (or future payment of) was made. If, as suspected, there were no deductions, even for Social Security, would appreciate Headquarters comment on the possibility that this period might be retroactively converted to creditable service status (after payments into retirement system, of course). In this connection it is suggested

---

**Distribution:**
- 3: Chief, WMD
- 2: Chief, OPSER

---

**Dispatch No. and Number:** HBRT-7797
**Date:** 25 March 1970
**Classification:** SECRET
that a discussion might be held with James G. COLLETT, who was COS in during most of that time, believes that COLLETT will confirm that [redacted] demonstrated his intense interest in his RVRock work by performing not only the work called for in his contract (mostly communication printing) but other chores as well. Example: during this period, or perhaps just after the expiration of contract, under Station guidance and instruction, approached and recruited a Communist Party agent. (It is understood that the agent is still reporting.) Another example: in March 1954, COS COLLETT approached [redacted] and asked him if he would accept the Headquarters' request that he leave board an airplane for the U.S. and assist in an unidentified operation which would last "some months." That was the extent of the offer, [redacted] accepted. This was despite the fact that he had no contract, and that he had to leave his family behind and to abandon a trip which had been planned through Europe. It is recalled that this indicates that was pretty much "under Rock control" during this period. (Perhaps training records can assist in finding information on this period, as went to New York on one occasion for a six-week training course).\[4\]

4. The next contract employment is also hazy. The operation in which [redacted] was asked to participate turned out to be PSUCCESS. Some sort of contract was drawn up, but does not recall if any deduction for retirement was made, nor of the terms of the contract. It is requested that this contract be reviewed and, should there have been no retirement credit, that it too be reviewed for possible conversion to credible service. There is no question of "responding to Rock control" during this period. It was full time work, and most of it performed away from family—some of it in the jungle. About sixty days, [redacted] recalls, was spent in Project PBHISTORY. [redacted] was awarded an RVRock decoration for his work during this period.

5. As the result of his participation in PSUCCESS, [redacted] was contracted as a Covert Associate from (about; this is a guess) October, 1954 until April 1955. [redacted] distinctly recalls that this contract called for retirement credit if chosen as a future option. (It is not impossible that this contract was made retroactive to cover [redacted] in March, 1954.) It would be appreciated if would be advised of the exact duration and terms of this contract.

6. [redacted] was a Staff Employee from 1 April 1955 until 13 July of 1958, when he resigned. Retirement payments for this period were returned to [redacted] and he understands that they must be repaid sometime before retirement to make the period creditable.

7. After resigning in 1959 [redacted] went to Cuba and within a week signed a contract— as an independent operator and, to the best of [redacted] recollection, without any retirement benefits. Again, it is requested that this contract be reviewed with the view of possible conversion to credible status.

8. On March 14, 1960 [redacted] again became a Staff Employee, and has remained in that status.

9. Despite a rather long tenure with RVRock [redacted] now finds that much of his service is either not creditable, or is creditable and not paid, [redacted] would like to set this house in order, and to begin having regular deductions from his salary begin building up his paid-up creditable retirement equities. Headquarters' assistance in arriving at this happy state would be appreciated. [redacted] is especially interested in obtaining approval for conversion of the early contract days in. It seems apparent that if repayment into the retirement system is to be initiated,
it would be wiser to repay the early years first (so as to add more time more quickly with less payment). In any event, a Headquarters' review of the case would be appreciated.
30 June 1966

MEMORANDUM FOR: Chief, TRB

SUBJECT: Record of Contract Service for

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

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

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

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

Rogers G. Brooks
Acting Chief, Contract Personnel Division

Distribution:
Crg. = Addressee
Z = CFD
Chief, Contract Personnel Division

16 June 1966

Compensation and Tax Division
Office of Finance
Agency Service of

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

**Contract Agents:**

- EOD 1 February 1953 @ $600.00 P/A
- Term 28 February 1953 @ $600.00 P/A

- EOD 10 January 1953 @ $600.00 P/A
- Term 11 August 1953 @ $600.00 P/A

- EOD 1 March 1954 @ $7200.00 P/A
  Pay Rise, 1 August 1954 @ $8350.00 P/A
  Term, 11 March 1955 @ $8360.00 P/A

**Staff Employees:**

- Br. Appr. 1 April 1953 @ $6600.00 P/A
  Pay, 5 February 1956 @ $10,300.00 P/A

**Contract Agents:**

- Br. Appr. 7 February 1956 @ $10,320.00 P/A
- Pay Rise 7 October 1956 @ $10,535.00 P/A
- Pay Rise 13 January 1958 @ $11,795.00 P/A
- Pay Rise 6 April 1958 @ $11,835.00 P/A
- Term, 13 August 1958 @ $11,835.00 P/A

**Contract Agents:**

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

**Staff Employees:**

- Br. Appr. 26 March 1960 @ $11,635.00 P/A
  Subject has been a Staff Employee since 16 March 1960.

Chief

Agent Farrell French
# Statement of Prior Federal Civilian and Military Service and Determination of Competitive Status

**Important:** The information on this form will be used (1) in determining eligible service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I, the Personnel Office should complete Parts II through V.

## Part I - Employee's Statement

1. **Name (Last, First, middle initial):** Phillips, David Ates

## Part II - This column is for personnel office use

2. **Date of Birth:** Oct 27, 1927

## Service

### 1. Service

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Month</th>
<th>Day</th>
<th>Type of Appointment or Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>4</td>
<td>13</td>
<td>2013</td>
<td>4</td>
<td>1</td>
<td>O-19</td>
</tr>
</tbody>
</table>

### 4. List periods of active service in any branch of the armed forces of the United States. If you had no active military service, write "none."

- **Branch:** Army Air Force
- **Period of Service:**
  - **From:** 1947 Jul 1
  - **To:** 1947 Oct 31
  - **Discharge Date:** Nov 2, 1947

**Note:** This SF-171 was completed by subject on 1st March 1960 on occasion of entering on duty as an Agency Staff Employee. Note that he did not claim any of his prior contract service. Original of this SF-171 on file in subject's Staff Employee file.

---

1. **I swear (or affirm) that the above statements are true to the best of my knowledge and belief.**

**(Signature):** [Signature]

**(Date):** 14 Mar 1960

**(Place):** Washington, D.C.

**(State):** [State]

**Seal:** [Seal]

**Note:** If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

**Instructions:** File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel actions involved.
SECRET

14 March 1960

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Termination of [Contract]

It is requested that the contract of [Contract] be terminated as of close of business 13 March 1960 in view of his appointment to staff employee status effective 14 March 1960

J. C. King
Chief, Western Hemisphere Division
Dear [Name],

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 19 August 1958, as amended.

Effective 16 February 1960, said contract, as amended, is further amended by adding after paragraph seven (7), entitled "Travel and Operational Expenses," the following paragraph:

"8. Return Travel. Upon the successful completion of your services under this agreement you will be advanced or reimbursed funds for authorized travel and transportation expenses for you, your dependents and your household effects from Havana, Cuba to the Washington, D.C. area, including per diem in lieu of subsistence in the course of such travel. Such funds will be subject to payment and accounting in conformance with applicable Government regulations."

All other terms and conditions of the contract, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

BY

Contracting Officer

[Signature]

[Date]

[Other Notes]
MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Amendment to Contract -

It is requested that Subject's contract dated 19 August 1958, as amended, be further amended to authorize return travel from Havana, Cuba, to Washington, D.C., for Subject and his dependents at Government expense. It is also requested that the amendment authorize shipment of household effects from Havana, Cuba, to Washington, D.C., at Government expense.

J.C. ENG
Chief, OHD
S-C-R-E-T
(when filled in)

RE: REQUEST FOR CHIEF, Finance Division

FRG. 1 Contract Personnel Division

SUBJECT: Contract Extension for __________ to __________

1. Effective __________, the contract (as amended)
   for the subject individual, effective __________, is
   extended for __________.

2. All other terms and conditions of the contract (as extended)
   remain in full force and effect.

UNITED STATES OF AMERICA

BY: ____________________________
  COLLECTING OFFICER

S-B-C-R-E-T
SECRET 13 August 1959

MEMORANDUM FOR: Chief, Contract Personnel Division
Attention: [Blank]

FROM: Acting Chief, WHD

SUBJECT: Renewal of Contract of [Blank]

It is hereby requested that the contract of [Blank] effective 19 August 1958 and amended, be renewed for one (1) year effective 19 August 1959.

[Signature]

From: R. E. Gomez
Acting Chief, Western Hemisphere Division
Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 17 August 1958.

Effective 17 August 1958, said contract is amended in the following manner:

(a) The first sentence of paragraph one (1), entitled "Compensation," is deleted and in lieu thereof the following sentence is substituted:

"In full consideration for the purchase of such information and services you will be compensated in an amount calculated at the rate of $7200 per annum except that for those periods of time during which you are performing services necessitating certain specialized professional skills on a full time basis outside of the country of your present permanent assignment, you will be compensated at the rate of $13,000 per annum."

(b) The following paragraph is added after paragraph six (6), entitled "Term":

"7. Travel and Operational Expenses. While performing those tasks for which you will be compensated at the rate of $13,000 per annum, as set forth in paragraph one (1) above, you will be advanced or reimbursed funds for necessary expenses incurred in connection with such operational travel as may be directed or authorized by the Government. This may include per diem in lieu of subsistence in the course of such travel and while on temporary duty away from your permanent post of assignment overseas. In addition, you will be advanced or reimbursed funds for necessary operational expenses as specifically approved by the Government. Payment and accounting for the items set forth herein will be in conformance with applicable Government regulations."

All other terms and conditions of the contract remain in full force and effect.

You will please indicate your approval by signing in the space provided below.

UNITED STATES GOVERNMENT

BY

Contracting Officer

ACCEPTED:

[Signature]

WITNESS:

[Signature]

APPROVED:

[Signature]
MEMORANDUM FOR: Chief, Contract Personnel Division
Attention: ____________________________

FROM: Chief, Western Hemisphere Division

SUBJECT: Amendment to Contract of ____________________________

1. It is hereby requested that the contract of ____________________________ be amended to provide that he be compensated in an amount calculated at the rate of $1,000 per annum while travelling outside Cuba at the request of the United States Government and engaged full time in the work of the United States Government. It is further requested that while so travelling outside Cuba, be paid per diem at the standard United States Government rate for the area of travel or temporary residence.

2. ____________________________ possesses certain specialized professional skills which are in temporary, but urgent demand in a country (other than Cuba) within the jurisdiction of the Western Hemisphere Division. The contract amendment outlined in paragraph 1. (above) is being requested so as to provide a means by which ____________________________ skills might be made available to meet this current need for them.

Adviser

J. C. KING
Chief, Western Hemisphere Division

SECRET
Dear [Name],

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an independent contractor for the purchase of certain information and related services of a confidential nature under the following terms and conditions:

1. **Compensation.** In full consideration for the purchase of such information and services, you will be compensated in an amount calculated at the rate of $7200 per annum. Payments will be made as directed by you in writing in a manner acceptable to the Government. No taxes will be withheld therefrom but it will be your responsibility to report such income under existing Federal income tax laws and regulations. A Form No. 1099 prepared in a manner to conceal the true source of such income will be furnished you by the Government in order that said responsibility may be properly fulfilled. Income received pursuant to this contract is not subject to relief from Federal income taxes on the basis of foreign residence.

2. **Status.** You are not an employee of the United States Government under this agreement and are not entitled to any benefits normally incident to an employee status.

3. **Secrecy.** You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1917, as amended, and other applicable laws and regulations.

4. **Instructions.** Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

5. **Unauthorized Commitments.** No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

6. **Term.** This contract is effective as of 1 August 1958, and shall continue thereafter for a period of one (1) year unless sooner terminated either:

   (a) By fifteen (15) days' actual notice by either party hereto, or
(b) Without prior notice by the Government in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be extended upon notice from the Government. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY

Contracting Officer

ACCEPTED:

WITNESS:

APPROVED:

\[ \text{Signature} \]

\[ \text{Date: } \text{M} / \text{mm} / \text{yy} \]
**Section I: Personal Data**

- **Nationality:** U.S.
- **Residence:** 2404 Washburn, Fort Worth, Texas, Fabens, Cuba
- **Employment:** Contract Agent

**Section II: Citizenship and Permanent Address**

- **Citizenship:** U.S.
- **Residence:** 2404 Washburn, Fort Worth, Texas, Fabens, Cuba

**Section III: U.S. Military Status**

- **Current Rank:** N/A
- **Branch of Service:** N/A
- **Date of Separation:** N/A
- **Reason for Separation:** N/A

**Section IV: Compensation**

- **Basic Salary:** $7200 p.a.
- **Class:** N/A

**Section V: Allowances**

- **Housing Allowance:** N/A
- **Travel Allowance:** N/A

**Section VI: Travel**

- **Type:** N/A
- **With Dependents:** N/A

**Section VII: Operational Expenses**

- **Purchase of Information:** N/A
- **Entertainment:** N/A
- **Other:** N/A

**Other Notes:**

- **N/A**
N. A.

To be assigned by OSS, Havana, according to Station requirements.

Editor and publisher, actor, lecturer, free-lance writer.
7 February 1955

MEMORANDUM FOR:  CHIEF, SCARS

VIA : Contract Approving Officer, PP Staff

SUBJECT : Termination of Contract.

It is requested that the contract on 

be terminated effective 1 April 1955.

SIGNED

Chief of Administration
Psychological and Paramilitary
Operations Staff

[Signature]
19 October 1954

MEMORANDUM FOR: Chief, Psychological and Paramilitary Operations Staff

SUBJECT: (P) - Covert Associate

REFERENCE: Memo to Special Contracting Officer, CIA, dated 12 October 1954, Same Subject

Pending publication of a regulation on Employee Services, the Office of Personnel issued N 20-660-19, dated 29 July 1954 to be effective 1 August 1954. This Notice announced the availability of two life insurance and two health insurance programs sponsored by the Agency under the name of "Government Employees Health Association, Inc." Eligibility for these life and health insurance programs has been limited to those categories of personnel expressly stipulated in the Notice. Nowhere are Covert Associates listed as an eligible group, although in fact a Covert Associate may be an employee of the U.S. Government. Until the notice or the proposed regulation is changed, this Staff is precluded from inserting in contracts similar to that of subject individual's any reference to health and life insurance programs normally available to staff employees.

JOHN L. DISCHOFF
Special Contracting Officer

DHL/pr
Orig & 1 Addressee
1 cc Employee Services Div., attn. 
1 cc subject file
1 cc chrono
1 cc corres w/PPStaff file
MEMORANDUM FOR: SPECIAL CONTRACTING OFFICE, CIA

SUBJECT: (P)--Severe Associate

It is requested that the subject's contract effective 1 August 1954 be amended to permit the subject to apply for Hospitalization and Life Insurance with the Agency.

[Signature]

Chief
Psychological and Paracellary Operations Staff

[Signature]
MEMORANDUM FOR: Mr. Kermit Roosevelt

ATTENTION: Mr. John Baker

SUBJECT: Employment as CIA Staff Officer

1. To those of us at Headquarters who have followed closely the work of [ ] in connection with PBSUCCESS, it is completely evident that he made one of the major and most outstanding contributions to this Operation and that he has demonstrated himself to be exceptionally qualified in the field of political and psychological operations (covert). I have just been informed by Messrs. Barnes and [ ] that the latter who heretofore been employed in the capacity of a Contract Agent, desires to become more closely associated with the Agency and would like to be employed as a regular staff officer. I am very much in favor of following up on this opportunity, and I have good reason to believe that the Director likewise is specifically interested.

2. There are certain aspects of this case which appear to require special handling and tailoring -- none of which presents any difficulties as I see it -- but, on the contrary, would tie in very neatly with both the near term and longer range aspects of the employment of [ ].

These aspects are as follows:

(a) [ ] desires to begin his term of employment by the Agency with a period of service at Headquarters. (He has spent many years in Latin America, principally in [ ] where he has owned and still owns a newspaper, and, in my judgment, it would be mutually advantageous to the Agency and to [ ] for him to spend not less than a year as a member of the Headquarters organization.)

(b) [ ] has for some years in the past been giving an annual series of lectures in various Latin American capitals. These lectures have been arranged by an agent of his in New York and his audiences have consisted of business and professional groups and women's organizations. The general subject matter of his lectures has included talks on the threat of international Communism to Latin America. [ ] would desire, if it can be worked out, to be permitted to continue to deliver lectures of this kind in the future and is at the present time
contemplating a series of lectures on Latin America to be given in various
cities within the United States.

(c) ______ would be ready and able to accept a field assignment
in South America following the conclusion of the period of Headquarters'
duty referred to.

3. As already indicated, it seems to me that there are no serious
problems involved in any of the foregoing and that the material can be
readily cut to fit the pattern. It is the recommendation of Mr. Barnes in
which I concur, that ______ be assigned to the PP Staff during his
tour of duty here. He could in this capacity work very closely with WH
Division, but it seems to Tracy and myself that he can contribute importantly
to the work of the PP Staff and in the process broaden himself. As regards
the matter of the lectures, I would recommend that arrangements be made
to permit and even encourage him to continue these since it seems to me
that they would fit in very well with his general PP assignment -- assuming, of
course, that his Headquarters and field cover are properly designed and main-
tained. The Headquarters cover problem is not a substantial one and as far
as the field is concerned if ______ were to go ______ cover
of the right kind this also should present no problem. There is a ready-
made cover in the field and in a critically important country by virtue of
his ownership -- for some six years -- of a newspaper in ______. It
would not be incompatible with his resumption of his position as owner and
editor of the ______ newspaper to work in an annual series of lectures
either in Latin America or in the United States. There is only one further
point involved in connection with the lectures: Because of ______
intimate association with many of the details of PBSUCCESS and also in
light of the standing rules of the Agency, it would be desirable for him to
submit at least in general outlines, and preferably textually to the extent
feasible, the substance of his proposed lectures. He is anxious to do this
in connection with the forthcoming lectures -- for his own piece of mind
since he would like to be double-checked on the things which he should say
and those which he should not say with respect to the Guatemalan develop-
ment. He could and in the material to Mr. Holcomb or myself -- or to you -- and
after it has been checked over by one of us, we could arrange to submit it
to the Office of Security for such further checking as may be desirable.

4. ______ proposes to take a leave of absence of a month or
six weeks, starting within the next few days. I believe it would be
desirable for Mr. Baker, to start the necessary personnel and other admin-
istrative actions, including any additional security clearances which may
which may be necessary, etc., looking toward having everything in line for [missing word] to come aboard officially at the conclusion of this leave.

5. His home address is: 811 Hollywood Blvd.
   Hollywood, Florida

FRANK G. WISNER
Deputy Director (PLANS)

cc: "COPS -- DD/P
   CWH
Reference is made to your contract effective 4 March 1954 with the United States Government, as represented by the Central Intelligence Agency, for the submission of certain information and related services of a confidential nature.

Effective 14 November 1954, said contract is terminated and in lieu thereof the following contract is substituted:

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you as a Covert Associate for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the submission of certain information and related services of a confidential nature, you will be compensated at the rate of $8350 per annum. In addition, you will be entitled to authorized overtime in excess of 40 working hours per week at the rate of $1,51 per hour. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from any sums paid to you hereunder directly by CIA, but it will be your responsibility to report such sums in accordance with applicable Federal income tax laws and regulations.

2. Travel. You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as may be directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel while away from Washington, D.C., and while on temporary duty overseas. You will be required to account for such expenses in accordance with applicable CIA regulations or those of your cover facility, whichever is directed by CIA.

3. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to CIA employees. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

(c) Civil Service Retirement deductions will not be made from your wages since your employment hereunder is not a covered employment under the Civil Service Retirement Act. However, your status is that of an
employee of the United States Government paid from Government funds; Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in conformance with Civil Service Regulations.

3. Cover. It is anticipated that you will undertake certain cover employment in the course of your performance under this agreement. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

6. Leave Without Pay. During the term of this contract it is anticipated that you will undertake contracted speaking engagements. For such periods of time necessary to fulfill these commitments you will be considered on leave without pay status under the terms of this agreement.

7. Execution of Documents. If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situated, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1918, as amended, and other applicable laws and regulations.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 1 August 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

(a) By fifteen (15) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.
employees of the United States Government paid from Government funds. Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in accordance with Civil Service Regulations.

5. Cover. It is anticipated that you will undertake certain cover employment in the course of your performance under this agreement. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

6. Offset. Any sums or substantially similar benefits or allowances received from your cover facility will be used to offset those due under this contract by CIA. Sums or similar benefits or allowances thus received through your cover facility are acknowledged and agreed to be payment by CIA within the provisions of this contract. You will report all sums or substantially similar benefits received from your cover facility at least every four (4) months during the term of this contract.

7. Execution of Documents. If, in the performance of your cover service, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 23 June 1948, as amended, and other applicable laws and regulations.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 15 September 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

(a) By written actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.
SECRET

Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES OF AMERICA

BY
Special Contracting Officer

ACCEPTED:

WITNESS:

APPROVED:

[Signature]
Dear [Name],

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. **Compensation.** In full consideration for the submission of such information and services, you will be paid an amount calculated at the rate of $7200.00 per annum. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from this amount, and it will be your responsibility to report such income under existing Federal income tax laws and regulations.

2. **Travel.** (a) You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as is directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel and while on a temporary duty status away from your permanent station. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with CIA regulations.

   (b) Upon the successful completion of your services under this contract or any renewal thereof, you will be advanced or reimbursed funds for return travel and transportation expenses to your permanent residence in

3. **Operational Expenses.** You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. **Benefits.** (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees’ Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

   (b) You will be entitled to continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U.S.C.A., App. 1001-1015).

   (c) You will be entitled to fourteen (14) calendar days’ leave per contract year. Such leave may be accrued during the term of this contract or any renewal hereof except that payment in lieu of unused leave will not be authorized. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

5. **Execution of Documents.** If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either
express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

5. Status. You are not an employee of the United States Government under this agreement and are not entitled to any benefits normally incident to an employee status, except as specifically enumerated herein.

7. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

8. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

9. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws dated 25 June 1917, as amended, and other applicable laws and regulations.

10. Term. This contract is effective as of 4 March 1954, and shall continue thereafter for a period of two (2) years, unless sooner terminated by CIA either:

(a) By thirty (30) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. In the event of voluntary termination on your part or termination for cause by CIA prior to the expiration of this agreement or any renewal thereof, you will not be entitled to return travel and transportation expenses to

Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES OF AMERICA

[Signature]

Con-Accepted

ACCEPTED:

[Signature]

APPROVED:
13 June 1952

MEMORANDUM FOR: Record

SUBJECT: PROZVAL - Amendment #1

1. This data copy number four of subject project has been forwarded to Mr. William Rowland for approval in view of the fact that the original and copies number two and three have been temporarily misplaced.

2. As amendment number two to PROZVAL covers no substantive operations it has not been coordinated with Security and Cover.

3. It is requested that approval of subject project amendment be given as soon as possible in view of the urgency of action as stated in the project itself.

[Signature]

Project Coordinator

WJD/HR/jo

Distribution

Cfrs: SF/CO
cc: Special Contracting Officer (Mr. J.L. Bischoff)
    CM (Mr. Ernest W. Pittman)
    Chief, Branch I
    Project File #8901914/79/40
    Chrono F&O
28 May 1952

MEMORANDUM FOR: CD TO

ATTN: 

SUBJECT: Project SCHEDULE, Amendment No. 1

1. Forwarded herewith are the original and two copies of subject amendment plus an extra copy of 10C Form B.

2. It is respectfully requested that approval of subject amendment be expedited as the Project Financial Data, Form B, indicates that payment of eight thousand ($8,000.00) dollars to F.A.L.P., LANAI-FI, must be made on or about 20 June 1952.

3. Subparagraph six of the Proposal indicates that as a prerequisite to issuance of a loan to LANAI-FI, the letter will be required to submit a complete narrative inventory of all machinery and equipment involved in the loan transaction, its physical existence in the custody, title to the property, and an approximate evaluation of its worth (as determined by WD station personnel). We will be prepared to do this shortly after Amendment No. 1 is approved and the necessary funds are available for payment.

4. Subparagraph five of the Proposal indicates the details of the loan contract and selection of the appropriate legal instrument to secure a lien on the machinery and equipment will be arranged as soon as the amendment is approved and will conform to the financial plan governing the expenditure of the funds requested.

J. C. IME

NH/JK/5/36

Distribution

Tight

cc: Special Contracting Officer (Mr. J. C. Ime)
CM (Mr. Ernest M. Stone, Jr.)
Chief, Finance I
Project File File form
Chron 56/10