

MATTER: REVEALED AT CIA HEADQUARTERS TO
 HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

1997

FILE TITLE/NUMBER/VOLUME:

Smith, Joseph B.

INCLUSIVE DATES:

28 May 1954 - 18 May 1978

CUSTODIAL UNIT/LOCATION:

20

ROOM:

5E13

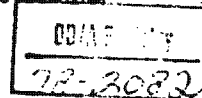
DELETIONS, IF ANY:

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CONTENTS MAY BE COPIED OR REPRODUCED FROM THIS FILE

SMITH, JOSEPH L.

SECRET



18 MAY 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director for Administration

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

SUBJECT : Mr. Joseph Burkholder Smith

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

2. (C) Mr. Smith was born in 1921, holds B.A. and M.A. degrees in History and has studied at the Ph.D. level in this field. He served as a Corporal in the U.S. Army (1943-46) and from 1946-51 he was an Assistant Professor of History at Dickinson College. He entered on duty with the Agency in September 1951 as a GS-09 and reached the GS-14 level before his retirement in June 1973. At the time of his retirement, he was assigned to the DIX/Western Hemisphere Division. He received the Career Intelligence Medal. Overseas assignments included [redacted] 1954-56; [redacted] 1958-60; [redacted] 1962-66; and his last assignment, [redacted] 1969-73.

3. (S) Apparently after retirement, he wrote a book, Portrait of a Cold Warrior, which he did not submit for security review or for DCI approval. His book was already printed in advance uncorrected proofs when the Agency first learned of its publication. It contained classified information; however, the Office of General Counsel advised us that it was the final decision of this Agency and the Department of Justice that we would not pursue civil action against Mr. Smith. In this sort of action you must prove damages. The Operations Directorate was reluctant for security and sensitivity reasons to point up those areas wherein we had been damaged.

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

F. W. M. Janney

Attachment

SECRET

78-1610

78-1468

15 MAY 1978

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

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

STANSFIELD TURNER

ARTICLE APPEARED
ON PAGE D-4

THE WASHINGTON POST
14 May 1978

How CIA Agents Suffer From Secrecy



CONTINUED

By Joseph Burkholder Smith

TWENTY-FIFTH college reunions are great occasions for letting the world know how well you've done, and mine was no exception. All my old classmates, it seemed, had become assistant secretaries of state or vice presidents of General Motors or had acquired some equally impressive title. So it was a little embarrassing when they'd ask me what I was up to.

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

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

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

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

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

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

Talking to Yourself

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

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

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

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

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

Envy, Jealousy, and Distrust

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

CONTINUED

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

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

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

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

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

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

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

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

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

"We'll Entertain Ourselves"

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

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

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

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

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

CONTINUED



CIA Director Adm. Stansfield Turner.

So when Adm. Stansfield Turner quickly fired 820 Clandestine Services officers last year, my initial approval (some of those fired, I thought, must have been the people who made me decide to leave the CIA in 1973) gave way to misgivings. It's true that the greatest physical hazard many spooks have ever faced is the danger of choking on the pit of the olive in their martini. But the greatest hazard we all face in life is not physical danger, it's having something eat away at our soul. No one has to be a clandestine operator, of course, but once he is, he is deprived of the normal means of sustaining his self-image that prevails in our society.

I don't mean Turner should have kept on incompetents. But I'm sure that after those 820 firings everybody else at Langley felt bitter and frightened. These are not, after all, people who have anything else to fall back on, and they need a lot of support from their organization. Turner has to use these people, and if he wants to use them effectively he ought to find a way of letting some go while making the rest feel secure.

The author, whose article is reprinted from *The Washington Monthly*, is a former high CIA official.

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER						8 June 1973	
2. NAME (Last-First-Middle)							
007894 SMITH, JOSEPH BURKHOLDER						COB	
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED	
CONVERSION FROM RETIREMENT (VOLUNTARY) UNDER CIARDS AND CANCELLATION OF N.S.C.A.						MONTH DAY YEAR	
						06 30 73	
5. CATEGORY OF EMPLOYMENT						REGULAR	
6. FUNDS						7. PAN AND NSCA	
<input type="checkbox"/> V TO V <input type="checkbox"/> V TO C <input type="checkbox"/> C TO V <input checked="" type="checkbox"/> C TO C						3135 0990 0000	
8. LEGAL AUTHORITY (Completed by Office of Personnel)						Public Law 88-643 Section 233	
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION	
DDO/WH DIVISION FOREIGN FIELD BRANCH 1							
11. POSITION TITLE						12. POSITION NUMBER	
OPS OFFICER						0340	
13. CLASSIFICATION SCHEDULE (G.S., F.N., etc.)						14. GRADE AND STEP	
GS						14 8	
15. OCCUPATIONAL SERIES						17. SALARY OR RATE	
0136.01						\$28478	
18. REMARKS							
LAST WORKING DAY 29 JUNE 1973.							
1 - Security 1 - Finance							
15A. SIGNATURE OF REQUESTING OFFICIAL C/WH/PERS. 8 JUN 73							
15B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER DATE SIGNED 6/13/73							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTELLIGENCE CODE	24. MODIFY CODE	25. DATE OF BIRTH	26. DATE OF GRADE
15	10	NUMERIC ALPHABETIC			3		
27. DATE OF LEE	28. DATE OF GRADE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CANCELLATION/REINSTATEMENT DATA	33. SECURITY REQ. NO.	34. SER
35. PAY PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. PERS./GRATE INSURANCE	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT.	43. FEDERAL TAX DATA	44. STATE TAX DATA				
45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED					
		6/13/73					

FORM 1152

USE PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-6372

18-3

APPROV

141

Ex. Office Registry
73-5753

4 September 1973

Mr. Joseph B. Smith

Dear Mr. Smith:

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

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

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

Sincerely,

/s/ W. E. Colby

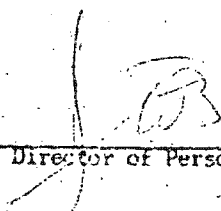
W. E. Colby
Director

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OP/RAD/ROB/WFW/lks

Originator:


Director of Personnel

SECRET

COVER CONTROL OF RETIREMENT PROCESSING										FILE
TO: Retirement Operations Branch Office of Personnel										DATE May 1971
RETIREE Joseph R. Smith					CATEGORY OF EMPLOYMENT					
On the basis of a review of the records of the Central Cover Staff, the following action is to be taken on processing retirement documentation for the person named above.										
TYPE RETIREMENT		CIVIL SERVICE		CIARDS		DATE June 1971				
COVER	OVERT ROUTINE	COVERT (OFFICIAL COVER) LOCK-UP	COVERT (NOC) SPECIAL	RETENTION OF AWARDS		YES		NO		
CORRESPONDENCE		OVERT		COVERT		THRU CCS				
FINANCES										
ANNUITY PAYMENTS SHOULD BE				U.S. GOV'T. CHECK		OTHER (Payment instructions follow)				
TAX DOCUMENTATION SHOULD BE				CIA	CSC	OTHER (MEMO FOLLOWS)				
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION				YES	NO	INTERNAL TRANSFER				
INSURANCE										
FGLI		OVERT	COVERT	MAINTAIN RECORDS INTERNALLY ONLY						
TYPE OF HOSPITALIZATION CARD: MED - LAY UP COVERAGE										
AUTHORIZATION TO CONVERT INSURANCE				YES	CONVERSION MUST BE APPROVED BY CCS					
RESERVE										
MEMBER OF CIVILIAN RESERVE				YES	NO	OVERT	COVERT			
REMARKS										
<p>CHIEF, COVER SUPPORT BRANCH, CENTRAL COVER STAFF</p> <p>THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY</p> <p>OTHER INSTRUCTIONS AS FOLLOWS: NO SECURITY OBJECTIONS TO ABOVE.</p>										
<p>CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY</p>										

FORM 3429

SECRET

E2. IMPDET CL. BY: 007327

7 - OFF. PERS. FILE ROOM

14-00000

SECRET

SUMMARY OF AGENCY EMPLOYMENT

JOSEPH B. SMITH

September 1951 to January 1954 - Began employment with the Department of the Army as a Civil Service employee in grade GS-11, assigned to the Pentagon in Washington, D.C. as a research analyst of economics and political affairs concerning Korea. Because of my wartime experience and some post war graduate work on Korea, I was contacted by the Army for this position during the Korean War.

January 1954 to August 1956 - In 1954 I applied for employment with the United States Information Service as an Information Officer with the Grade of Foreign Service Staff S. I served on the U.S.I.S. Mission in the Far East area. My duties included design execution and supervision of the U.S.I.S. media operations in the Far East. Also I was special liaison representative with the British Information Officer for the British High Commissioner for that area.

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

August 1956 to May 1969

May 1969 to August 1973 -

14-00000

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

CONCUR:

CCS

DATE

CI Staff

DATE

APPROVED:

Office of Security

DATE

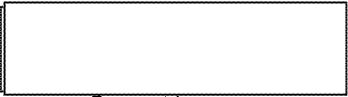
OPF

16 April 1973

MEMORANDUM FOR: Chief, WII Division
THROUGH : Deputy Director for Operations
SUBJECT : Career Intelligence Medal for
Mr. Joseph B. Smith

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

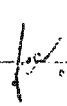
2. When Mr. Smith returns to Washington, please notify the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building, so that presentation arrangements may be made.


Recorder
Honor and Merit Awards Board

Att

Distribution:

- 0 & 1 @ Addressee
1 - D/Pers -- OPF W/Forms 382 & 600
1 - Exec Sec/HMAB
1 - Recorder/HMAB

REPORT OF HONOR AND MERIT AWARDS BOARD				DATE
				27 March 1973
The Honor and Merit Awards Board having considered a recommendation that:				
AL OR ID NO. 007894	NAME (Last-First-Middle) SMITH, Joseph B.	BIRTH YEAR 1921	SEA 4	TYPE EMPLOYEE Staff
OFFICE OF ASSIGNMENT DDO/WH	SD D	SCHEDULE GS	GRADE 14	STATION
RE AWARDED Career Intelligence Medal				
<input type="checkbox"/> FOR HEROIC ACTION ON				
<input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD September 1951 - Present				
<input checked="" type="checkbox"/> RECOMMENDS APPROVAL <input type="checkbox"/> DOES NOT RECOMMEND APPROVAL				
<input type="checkbox"/> RECOMMENDS AWARD OF				
UNCLASSIFIED CITATION				
<p>Mr. Joseph B. Smith is hereby awarded the Career Intelligence Medal in recognition of exceptional achievement throughout his Agency career. During more than 21 years of service, Mr. Smith, a dedicated intelligence officer, served in a variety of important positions at Headquarters and abroad--consistently demonstrating skill, imagination and enthusiasm. Mr. Smith is a recognized authority in his field. His overall performance and the high quality of his work have contributed significantly to the mission of the Central Intelligence Agency, reflecting credit on him and the Federal service.</p>				
REMARKS				
(Recommendation approved by ADD/O on 3 March 1973)				
APPROVED		SIGNATURE		
 1st Vernon A. Walters DIRECTOR OF CENTRAL INTELLIGENCE 13 APR 1973		/s/HARRY B. FISHER TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD Harry B. Fisher SIGNATURE Signed Original TYPED NAME OF RECORDS		

SECRET
(When Filled In)

OPF

RECOMMENDATION FOR HONOR OR MERIT AWARD (Submit in triplicate - see HR 20-37)										
SECTION A PERSONAL DATA										
1. EMP. SER. NO.		2. NAME OF PERSON RECOMMENDED (Last, First, Middle)			3. POSITION TITLE		4. GRADE		5. SD.	
007894		Smith, Joseph B.			Ops Officer		GS-14		D	
6. OFFICE OF ASSIGNMENT		7. OFFICE EXT. (If any)		8. STATION						
DDP/WH				HEADQUARTERS <input checked="" type="checkbox"/> FIELD (Specify location) <input type="checkbox"/>						
9. HOME ADDRESS (No., St., City, State, ZIP Code)				10. HOME PHONE		11. CITIZENSHIP AND HOW ACQUIRED				
						U.S. Birth				
12. RECOMMENDED AWARD					13. IF RETIRING, DATE OF RETIREMENT		14. POSTHUMOUS			
Career Intelligence Medal					15 August 1973		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
15. NAME OF NEXT OF KIN			16. RELATIONSHIP		17. HOME ADDRESS (No., St., City, State, ZIP Code)			18. HOME PHONE		
Jeanne H. Smith			Wife							
SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD										
19. WERE YOU AN EYEWITNESS TO THE ACT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>										
PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:										
20. FULL NAME				21. ORGN. TITLE		22. GRADE		23. OFFICE OF ASSIGNMENT		
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:										
24. FULL NAME				25. AWARD RECOMMENDED						
CONDITIONS UNDER WHICH ACT WAS PERFORMED:										
26. LOCATION			27. INCLUSIVE DATES			28. TIME OF DAY				
29. DEBATING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED										
30. DATES FOR WHICH AWARD RECOMMENDED			31. ASSIGNMENT COMPLETED			32. NOW IN SAME OR RELATED ASSIGNMENT				
			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE										
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>										
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE										
Recommendation covers entire career.										
35. COMPONENT OR STATION (Designation and location)										
Various.										
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION										
37. INCLUSIVE DATES FOR WHICH RECOMMENDED			38. ASSIGNMENT COMPLETED			39. NOW IN SAME OR RELATED ASSIGNMENT				
			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE										
40. FULL NAME				41. ORGN. TITLE		42. GRADE		43. OFFICE OF ASSIGNMENT		
LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE										
44. FULL NAME				45. TYPE OF AWARD						

SECRET
(When Filled In)

SECTION D		NARRATIVE DESCRIPTION	
<p>Award for Heroic Action or Acceptance of Hazard: Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain, why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. State results of the act. Enclose unclassified citation.</p> <p>Award for Achievement, Service, or Performance: State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to Fitness Reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citation.</p>			
<p>Mr. Joseph B. Smith has made an outstanding contribution to CIA operations for the past 21 years. He has consistently received strong/outstanding efficiency reports in a wide variety of assignments, including two in the Far East [redacted] and [redacted] and two in Latin America [redacted] and [redacted]. At Headquarters he served as Chief of the [redacted] Branch in FE Division, on the CA Staff, in WH Division on the [redacted] Desk and the Division CA Staff, and in OTR on a rotational tour.</p> <p>Mr. Smith is a recognized authority on Covert Action. While with OTR he was commended for his efforts in completely revamping the CA curriculum. In close coordination with the CA Staff he organized two totally new CA seminars, both of which evoked a very positive response. He also received praise for organizing and conducting a training course for military officers destined for Saigon where they were to conduct psychological warfare operations. In [redacted] he [redacted]</p> <p>[redacted] was rated as outstanding. He developed a long-time agent in one of the services to a point where the product was considerably improved. Political contacts at all levels developed by Mr. Smith in [redacted] have been instrumental in developing dissemination. In all his assignments his rating officers have consistently praised his imagination, flexibility, enthusiasm, perception and professionalism.</p> <p>Mr. Smith's career has been one of exceptional achievement and he has made an outstanding contribution to the Agency's Covert Action program and to Agency training. His record of commendations and sustained superior performance of duty of value to the Agency throughout his career make it fitting that he be awarded the Career Intelligence Medal upon [redacted]</p>			
<p>46. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYEWITNESS OR DOES NOT HAVE PERSONAL KNOWLEDGE OF THE ACT OR PERFORMANCE, ATTACH AFFIDAVITS OF EYEWITNESS OR INDIVIDUALS HAVING PERSONAL KNOWLEDGE OF THE FACTS.</p> <p>1. PROPOSED CITATION</p> <p>2.</p> <p>3.</p>			
47. RECOMMENDATION INITIATED BY		48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION	
Theodore G. Shackley		<i>Theodore G. Shackley</i> Chief, WH Division	
49. DATE		14/4/73	
SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION			
50. HEAD OF [redacted] D [redacted] CAREER SERVICE (Career service of business)		TITLE AND SIGNATURE	
		See Item 52	
51. DEPUTY DIRECTOR OF CAREER SERVICE		TITLE AND SIGNATURE	
		See Item 52	
52. DEPUTY DIRECTOR OF OPERATING COMPONENT		TITLE AND SIGNATURE	
		<i>[Signature]</i> Deputy Director for Plans	
53. DATE		3/1/74	

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(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								21 MAY 1969	
007894		SMITH, JOSEPH B.									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
					MONTH DAY YEAR 05 21 69			REGULAR			
6. FUNDS		V TO V		V TO C		7. FINANCIAL ANALYSIS NO. CHARGEABLE			8. LEGAL AUTHORITY (Completed by Office of Personnel)		
		C TO V		X C TO C		9135 0990					
9. ORGANIZATIONAL DEMONSTRATION					10. LOCATION OF OFFICIAL STATION						
DDP/WH FOREIGN FIELD BRANCH 1											
11. POSITION TITLE					12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION			
OPS. OFF/CGT					0340			D			
14. CLASSIFICATION SCHEDULE (GS, I.R., etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		04 7 14 6		17,289 \$ 19,771			
18. REMARKS											
<p><u>All</u> SICK AND <u>100</u> HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE</p> <p>MARITAL STATUS: MARRIED</p>											
DATE SIGNED				19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. STATION CODE	23. INTEREST CODE	24. MARITAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LSI		
55	10	51630 LWH		45075	5	3	06/16/61				
28. RET. EFF. DATE	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. COMPLETION, CANCELLATION DATA	33. SECURITY RIG NO		34. SEA			
						COD DATA					
35. RET. PREFERENCE	36. SERV. COMP. DATE	37. LEAVE (EMP. DATE)		38. CAREER CATEGORY	39. HEALTH INSURANCE	40. SOCIAL SECURITY NO.					
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA				
CODE					FORM EXECUTED		FORM EXECUTED				
1-NO PREVIOUS SERVICE 2-NO PREVIOUS SERVICE 3-1 YEAR IN SERVICE (LESS THAN 1 YEAR) 4-2 YEARS IN SERVICE (MORE THAN 1 YEAR)					NO. AND EXEMPTIONS		NO. AND EXEMPTIONS				
45. POSITION CONTROL CERTIFICATION					46. OFF. APPROVAL			DATE APPROVED			
								05-22-69			

1152 USE PREVIOUS EDITION

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 (When Filled In)
 (When Filled In)

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(10 has filled in)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 007894						2. NAME (Last-First-Middle) SMITH, JOSEPH B. —	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 28 18 69		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V CP TO V		X V TO CP CP TO CP		7. FINANCIAL ANALYSIS NO. CHARGEABLE 9135 0990		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH DDP/WH Foreign Field DDP/WH Branch I				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE OPS OFFICER (141)				12. GRADE AND STEP 0340		13. SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 6		17. SALARY OR RATE \$ 19771	
19. REMARKS FROM: DDP/WH/CA STAFF/POS. #0645 VICE ALBERT F. REYNOLDS 1 - Finance C/WH/Personnel							
18A. [Redacted]		DATE SIGNED 4-24-69		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Redacted]		DATE SIGNED 4-24-69	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 20	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51620 WH	22. STATION CODE 45825	23. INTEREST CODE	24. MODITY CODE 3	25. DATE OF BIRTH MO. DA. YR. 06/16/21	26. DATE OF GRADE MO. DA. YR.
27. DATE OF HI	28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE —CC —DC —FICA —RCHI	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRELATION/REASSIGNMENT DATA TYPE MO. DA. YR.	33. SECURITY REF. CO.	34. SEE
35. NET PREFERENCE CODE 1-10	36. SERV COMP DATE MO. DA. YR.	37. LONG. COMP DATE MO. DA. YR.	38. CAREER CATEGORY CAP. REL. PERS. TYPE	39. FLIGHT/HEALTH INSURANCE CODE CODE 1-15	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-10	42. LEAVE CAT CODE	43. RESERVE TAX DATA CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA CODE NO. TAX STATE CODE				
45. POSITION CONTROL INFORMATION 04-28-69 JMR				46. CP APPROVAL [Redacted]		DATE APPROVED 04-28-69	

FORM 1152 USE PREVIOUS EDITION

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GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

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NR-1198

17 June 1968

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

SUBJECT : Joseph B. Smith - Recommendation for Promotion from GS-14 to GS-15

1. Mr. Smith joined the Headquarters Training Branch of the OTR Operations School in October 1966 specifically to assume responsibility for Covert Action training. He spent the first few months in a thorough study and review of all CA courses previously given in OTR. This was a long and complicated job, compounded in part by the public compromise of a wide range of Agency CA activities. In closest coordination with the CA Staff, Mr. Smith devised a totally new and different CA curriculum, consisting of two short seminars for middle and senior grade officers -- one called a Covert Action Operations Seminar and one a Politics Workshop. These seminars, emphasizing the integrated nature of CS operations, have evoked a very positive response, confirming the soundness of Mr. Smith's creative efforts in revamping CA training in this fashion.

2. As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to foreign liaison representatives in such fields as organizations, and methods of countering Communist propaganda.

3. In February 1968 Mr. Smith was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction for (primarily young

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

4. During Mr. Smith's tour with OTR, he was requested to participate as a member of a Survey Team in a review of the effectiveness of the Propaganda Group of the CA Staff. In a 30 June 1967 memorandum of appreciation to the Director of Training, Chief, CA Staff commented as follows on Mr. Smith's work:

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

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5. In his last two fitness reports Mr. Smith has received a "Strong" rating and the Chief of the Operations School as reviewing official has added his opinion that Mr. Smith has done his job with distinction and with credit to himself and his career service, citing the assignment to OTR as a first-rate example of quality in rotational tours. While Mr. Smith passed on his expertise through the training process, he also enhanced his own versatility through involvement in the various training activities cited above.

6. In recognition of the foregoing, it is felt that Mr. Smith is qualified to carry out the duties of the GS-15 grade for which he is recommended. Mr. Smith has been in grade 5 1/2 years.

[Redacted]
Chief, Headquarters Training/OTR

CONCUR:

[Redacted] 200
Chief, Operations School/OTR

Smith has worked under my supervision on two occasions, once in [Redacted] and most recently in the Office of Training. Both jobs were in the CA field where Smith is, I believe, one of the Agency's most experienced officers. My own view is that Smith made an outstanding contribution to Agency training, particularly in CA, during his recent tour with OTR.

[Redacted]
Director of Training

21 JUN 1958

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MEMORANDUM FOR: Director of Training

SUBJECT: Statement of Appreciation - Mr. Joseph B. Smith

1. We wish to take this means and opportunity to express formally and for the record the appreciation of the Covert Action Staff for the work of Mr. Joseph B. Smith as Chief Instructor for Covert Action of the Headquarters Operations School in the Office of Training during the past two years.

2. As you know, Mr. Smith worked closely with the Covert Action Staff in totally revamping the Headquarters covert action training program. It was through his efforts that the new intensive Covert Action Operations Seminar was introduced as a technique of instruction to replace the outdated Covert Action Operations (Familiarization) Course. He carried his basic concept one good step further in introducing the Political Action Workshop as an advanced forum for studying and applying covert action operational and planning techniques. Mr. Smith's work has also laid the groundwork for more specialized follow-up in covert action training.

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

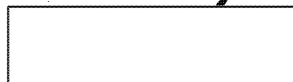
4. Those of us who had the opportunity to work closely with "Little Joe" learned to appreciate his vitality, flexibility and personal commitment to the success of these training innovations. The contribution they have already made, and will continue to make, to the Agency's training program are testimony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

CA-68-904

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5. I suggest that you forward this letter to Chief, WH so that it may be made a part of Mr. Smith's permanent personnel record.



Acting Chief
Covert Action Staff

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CS. 0382-18

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

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16 AUG 1967

MEMORANDUM FOR : Director of Training
Room 810
1000 Glebo Road

SUBJECT : Training of Military Officers
in Covert Psychological Warfare
Techniques

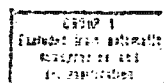
1. In response to my request of 2 May 1967 your Office did an extremely fine job in organizing and conducting the training course for the military officers who will be going to Saigon to work with Agency personnel in psychological warfare. Special note should be taken of the efforts of Mr. Joseph Smith, of your Office, who organized the course and provided not only the impetus for the program but also the catalysis for a very enthusiastic response from the students.

2. The group of trainees have been requested to provide a critique of the course after they have settled into their jobs in Saigon in order to determine how well the course material fitted their assignments. We will forward copies of these critiques as they become available.

3. Again let me express my appreciation for your very effective support.

Douglas S. Blaufarb
Douglas S. Blaufarb
Chief, Vietnam Operations

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PCN 1152 USE PREVIOUS EDITION

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GROUP 1
FIVE OTHERS: JACK ALLEN, GARY BOWEN, JIMMY
AND BRUCE WILSON

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(10 Nov 1-10-66) (a)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 007894		2. NAME (Last-First-Middle) <i>Smith, Joseph</i>		23 SEPTEMBER 1966	
3. NATURE OF PERSONNEL ACTION RESIGNATION			4. EFFECTIVE DATE REQUESTED MONTH: 10 DAY: 08 YEAR: 66		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V XX CF TO CF		7. COST CENTER NO. CHARGEABLE 7135-0633		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 4			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0084		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 5	
17. SALARY OR RATE 17198		18. REMARKS FROM: SAME [] WILL RESIGN EFFECTIVE CLOSE OF BUSINESS 8 OCTOBER 1966. 1 - Security 1 - Finance [] C/WH/Personnel DATE SIGNED: 26 Sept 66 [] DATE SIGNED: 17 Oct 66			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. INDICES CODE
25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LST MO. DA. YR.	28. SEPARATION DATA CODE	29. CORRELATION CANCELLATION DATA TYPE MO. DA. YR.	30. SECURITY RTO NO.
31. PREVIOUS SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO ENTRY IN SERVICE 2-ENTRY IN SERVICE (LESS THAN 3 YEARS) 3-ENTRY IN SERVICE (MORE THAN 3 YEARS)	32. LEAVE CAT CODE	33. MEDICAL DATA CODE 1-YES 2-NO	34. SOCIAL SECURITY NO.	35. HEALTH INSURANCE CODE 1-YES 2-NO	36. STATE TAX DATA CODE 1-YES 2-NO
45. POSITION CONTROL CERTIFICATION 10-17-66					

FORM 1152 USE PREVIOUS EDITION

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EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION


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1884

REQUEST FOR PERSONNEL ACTION										DATE PREPARED																																	
<div style="display: flex; justify-content: space-between;"> 1. SERIAL NUMBER 2. NAME (Last-First-Middle) </div> <div style="display: flex; justify-content: space-between;"> 007894 <i>Joseph D</i> </div>										21 February 1966																																	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>MONTH</th> <th>DAY</th> <th>YEAR</th> </tr> <tr> <td style="text-align: center;">03</td> <td style="text-align: center;">13</td> <td style="text-align: center;">66</td> </tr> </table>		MONTH	DAY	YEAR	03	13	66	5. CATEGORY OF EMPLOYMENT <div style="text-align: center; font-weight: bold;">REGULAR</div>																													
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18. REMARKS <div style="text-align: center; font-weight: bold;">EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.</div>																																											
19A. SIGNATURE OF REQUESTING OFFICIAL <div style="border: 1px solid black; height: 40px; width: 100%;"></div>				DATE SIGNED <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <div style="border: 1px solid black; height: 40px; width: 100%;"></div>																																					
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19. ACTION CODE <div style="text-align: center; font-weight: bold;">22</div>		20. EMPLOY CODE <div style="text-align: center; font-weight: bold;">10</div>		OFFICE CODING <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NUMERIC</th> <th>ALPHABETIC</th> </tr> <tr> <td style="text-align: center; font-weight: bold;">51633</td> <td style="text-align: center; font-weight: bold;">WH</td> </tr> </table>		NUMERIC	ALPHABETIC	51633	WH	22. STATION CODE <div style="text-align: center; font-weight: bold;">04041</div>		23. INTEGRITY CODE <div style="text-align: center; font-weight: bold;">3</div>		24. MONTHS <div style="text-align: center; font-weight: bold;">05</div>		25. DATE OF BIRTH <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>MO.</th> <th>DA.</th> <th>YR.</th> </tr> <tr> <td style="text-align: center;">16</td> <td style="text-align: center;">21</td> <td style="text-align: center;">12</td> </tr> </table>		MO.	DA.	YR.	16	21	12	26. DATE OF GRADE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>MO.</th> <th>DA.</th> <th>YR.</th> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">23</td> <td style="text-align: center;">62</td> </tr> </table>		MO.	DA.	YR.	12	23	62	27. DATE OF LEO <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>MO.</th> <th>DA.</th> <th>YR.</th> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">19</td> <td style="text-align: center;">65</td> </tr> </table>		MO.	DA.	YR.	12	19	65				
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35. VET. PREFERENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CODE</th> <th>0-NONE</th> <th>1-5 YR</th> <th>2-10 YR</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		CODE	0-NONE	1-5 YR	2-10 YR					36. LAST COMP. DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>MO.</th> <th>DA.</th> <th>YR.</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		MO.	DA.	YR.				37. LONG COMP. DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>MO.</th> <th>DA.</th> <th>YR.</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		MO.	DA.	YR.				38. CAREER CATEGORY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CODE</th> <th>1-11</th> <th>2-NO</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		CODE	1-11	2-NO				39. LEGAL HEALTH INSURANCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CODE</th> <th>1-YES</th> <th>2-NO</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		CODE	1-YES	2-NO				40. SOCIAL SECURITY NO. <div style="text-align: center; font-weight: bold;">000000000</div>	
CODE	0-NONE	1-5 YR	2-10 YR																																								
MO.	DA.	YR.																																									
MO.	DA.	YR.																																									
CODE	1-11	2-NO																																									
CODE	1-YES	2-NO																																									
41. PERSON'S GOVERNMENT SERVICE DATA <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CODE</th> <th>1-NO PREVIOUS SERVICE</th> <th>2-NO DUAL SERVICE</th> <th>3-DUAL A SERVICE (LESS THAN 3 YEARS)</th> <th>4-DUAL A SERVICE (MORE THAN 3 YEARS)</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				CODE	1-NO PREVIOUS SERVICE	2-NO DUAL SERVICE	3-DUAL A SERVICE (LESS THAN 3 YEARS)	4-DUAL A SERVICE (MORE THAN 3 YEARS)						42. LEAVE CAT CODE <div style="text-align: center; font-weight: bold;">1</div>		43. FEDERAL TAX DATA <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CODE</th> <th>1-YES</th> <th>2-NO</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		CODE	1-YES	2-NO				44. STATE TAX DATA <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CODE</th> <th>1-YES</th> <th>2-NO</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		CODE	1-YES	2-NO															
CODE	1-NO PREVIOUS SERVICE	2-NO DUAL SERVICE	3-DUAL A SERVICE (LESS THAN 3 YEARS)	4-DUAL A SERVICE (MORE THAN 3 YEARS)																																							
CODE	1-YES	2-NO																																									
CODE	1-YES	2-NO																																									
45. POSITION CONTROL CERTIFICATION 																																											

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 25 APRIL 1963	
1. SERIAL NUMBER 7794 035155		2. NAME (Last-First-Middle) Smith, Joseph B.			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH 05 DAY 12 YEAR 63		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS 		V TO V CF TO V	V TO CF CF TO CF	7. COST CENTER NO. CHARGEABLE 3135-5050-1000	
8. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION EE UNIT			10. LOCATION OF OFFICIAL STATION BUENOS AIRES, ARGENTINA		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0651		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (OS, LR, etc.) G3		15. OCCUPATIONAL SERIES 016.01		16. GRADE AND STEP 11 3	
17. SALARY OR RATE \$ 13695 ✓					

18. REMARKS

FROM: DDP/WH/2/BUENOS AIRES/BAF-848

Recorded by
OSPD

SM

19. NAME OF OFFICIAL ROBERT D. CASHMAN, C/WH/PERS		DATE SIGNED 4/25/63		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>		DATE SIGNED 29 Apr 63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION CODE 37	22. EMPLOY CODE 10	23. OFFICE CODING NUMERIC 64652 ALPHABETIC 28H		24. STATUS CODE 016041	25. INTEREST CODE 3	26. DATE OF DATA 24/12/61	
27. DATE OF DATA 24/12/61		28. DATE OF DATA 24/12/61		29. DATE OF DATA 24/12/61		30. DATE OF DATA 24/12/61	
31. DATE OF DATA 24/12/61		32. DATE OF DATA 24/12/61		33. DATE OF DATA 24/12/61		34. DATE OF DATA 24/12/61	
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371. DATE OF DATA 24/12/61		372. DATE OF DATA 24/12/61		373. DATE OF DATA 24/12/61		374. DATE OF DATA 24/12/61	
375. DATE OF DATA 24/12/61		376. DATE OF DATA 24/12/61		377. DATE OF DATA 24/12/61		378. DATE OF DATA 24/12/61	
379. DATE OF DATA							

SECRET
(When Filled In)


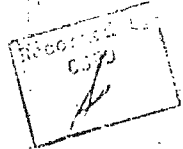

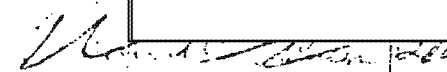
REQUEST FOR PERSONNEL ACTION										DATE PREPARED					
1. SERIAL NUMBER <i>036155</i> <i>✓</i> <i>007894</i>										2. NAME (Last, First-Middle) <i>Smith, Joseph B.</i>					
3. NATURE OF PERSONNEL ACTION PROMOTION					4. EFFECTIVE DATE REQUESTED MONTH <i>12</i> DAY <i>23</i> YEAR <i>62</i>			5. CATEGORY OF EMPLOYMENT REGULAR							
6. FUNDS					7. COST CENTER NO. CHAPDR-ADLE <i>3135-5050-1000</i>			8. LEGAL AUTHORITY (Completed by Office of Personnel)							
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2					10. LOCATION OF OFFICIAL STATION										
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0848			13. CAREER SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (GS, LN, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 3		17. SALARY OR RATE <i>15.695</i>								
18. REMARKS FROM: SAME															
DATE SIGNED <i>18 Dec 62</i>				SIGNATURE OF CAREER SERVICE APPROVING				DATE SIGNED <i>18 Dec 62</i>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE <i>22</i>		20. EMPLOY CODE <i>10</i>		21. OFFICE CODE <i>64650</i>		22. STATION CODE <i>WH</i>		23. INTEREST CODE <i>3</i>		24. DATE OF BIRTH <i>24/16/21</i>		25. DATE OF GRAD <i>12/23/62</i>		26. DATE OF LST <i>12/25/62</i>	
27. DATE EXPIRES MO. DA. YR.		28. SPECIAL REFERENCE <i>180</i>		29. DETACHMENT DATA 1 - YES 2 - NO		30. SEPARATION DATA CODE		31. CORRECTION/REINTEGRATION DATA TYPE		32. EOD DATA		33. SOCIAL SECURITY NO. NO. DA. YR.		34. STATE NO.	
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.		36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAREER PROB/TEMP		39. REG. / HEALTH INSURANCE CODE 0 - OTHER 1 - YES		40. SOCIAL SECURITY NO. HEALTH INS. CODE		41. SOCIAL SECURITY NO.		42. STATE	
43. PREVIOUS EMPLOYMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				44. FEDERAL TAX DATA CODE 1 - YES 2 - NO		45. STATE TAX DATA CODE 1 - YES 2 - NO		46. EMPLOYMENT DATA CODE 1 - YES 2 - NO		47. EMPLOYMENT DATA CODE 1 - YES 2 - NO		48. EMPLOYMENT DATA CODE 1 - YES 2 - NO		49. EMPLOYMENT DATA CODE 1 - YES 2 - NO	
49. POSITION CONTROL CERTIFICATION										DATE APPROVED <i>17 Dec 62</i>					

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 5 April 1962	
1. SERIAL NUMBER 036455		2. NAME (Last, First, Middle) Smith, Joseph O.			
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT <i>Career</i>			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS <input type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input checked="" type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHARGEABLE 2135-5050-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE OPERATIONS OFFICER (D)			12. POSITION NUMBER *RAF-848		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (DS, LH, etc.) GS (12)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 455	
17. SALARY OR RATE 4,675					
18. REMARKS <div style="text-align: center;"> C - 09/54 *Personal rank assignment in accordance with HR 20-21b.(2) for a maximum period of two years. The only qualified person available for assignment to a position which must be filled immediately. <div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-15deg);"> RECEIVED 15 APR 62 </div> <i>Approved for Chairman, Pmc</i> <i>Charles W. Craven</i> <i>15 Apr '62</i> </div>					
19A. DATE SIGNED			19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		19C. DATE SIGNED
[Signature]			[Signature]		
C/WH/Personnel/					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION CODE 13	21. EMPLOY CODE 10	22. EFFECTIVE DATE 64659 WH 00011	23. INDUCTION CODE 3	24. DATE OF BIRTH 06/16/21	25. DATE OF DEATH 09/15/55
26. RATE EXPENSES 80	27. SPECIAL REFERENCE 1	28. RETIREMENT DATA 1	29. SEPARATION DATA CODE 1	30. CONSENT TO ASSIGNMENT DATA 1	31. SOCIAL SECURITY NO. 000000000
32. PREFERENCE 1	33. LONG. SERV. DATE 10/03/48	34. LONG. SERV. DATE 09/12/51	35. MIL. SERV. CERTIFICATION 1	36. MIL. SERV. INSURANCE 1	37. SOCIAL SECURITY NO. 000000000
38. PREVIOUS GOVT. SERVICE DATA 1	39. MIL. SERV. DATA 6	40. FEDERAL TAX DATA 0	41. STATE TAX DATA 0	42. SOCIAL SECURITY DATA 0	43. SOCIAL SECURITY DATA 0
44. POSITION CONTROL CERTIFICATION END					45. DATE APPROVED 26 APR 62

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED																																		
1. SERIAL NUMBER 007894		2. NAME (Last-First-Middle) SMITH, Joseph B.				5 April 1962																																		
3. NATURE OF PERSONNEL ACTION RESIGNATION				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 36 62		5. CATEGORY OF EMPLOYMENT REGULAR																																		
6. FUNDS 		X V TO V CF TO V		7. COST CENTER NO. CHARGEABLE 2235-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)																																		
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 1				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.																																				
11. POSITION TITLE OPERATIONS OFFICER (A)				12. POSITION NUMBER 40505		13. CAREER SERVICE DESIGNATION D																																		
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS (14)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 245		17. SALARY OR 11675																																		
18. REMARKS <div align="center"></div>																																								
DATE SIGNED				100. SIGNATURE OF CAREER SERVICE APPROVING		DATE SIGNED																																		
<div align="center">SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL</div> <table border="1"> <tr> <td>19. ACTION CODE 45</td> <td>20. EMPLOY CODE 10</td> <td>21. OFFICE CODE DIPLMATIC ALPHABETIC</td> <td>22. POSITION CODE</td> <td>23. EMPLOY CODE</td> <td>24. MONTHS 1</td> <td>25. DATE OF BIRTH MM DD YY 00 16 31</td> <td>26. DATE OF DEATH MM DD YY</td> <td>27. DATE OF ISS. MM DD YY</td> </tr> <tr> <td>28. INT. EXPIRES MM DD YY</td> <td>29. SPECIAL REFERENCE</td> <td>30. RETIREMENT DATA 1 = YES 2 = NO 3 = YES 4 = NO</td> <td>31. SEPARATION DATA CODE 10000931</td> <td>32. EMPLOY CODE</td> <td>33. DATE OF DEATH MM DD YY</td> <td>34. SOCIAL SECURITY NO.</td> <td>35. GRADE</td> </tr> <tr> <td>36. PREVIOUS GOVT. SERVICE DATA 1 = YES 2 = NO 3 = YES 4 = NO</td> <td>37. SERV. COMP. DATE</td> <td>38. SERV. COMP. DATE</td> <td>39. MIL. SERV. DATA 1 = YES 2 = NO</td> <td>40. HEALTH INSURANCE 1 = YES 2 = NO</td> <td>41. SOCIAL SECURITY NO.</td> <td>42. GRADE</td> <td>43. STATE</td> </tr> <tr> <td>44. PREVIOUS GOVT. SERVICE DATA 1 = YES 2 = NO 3 = YES 4 = NO</td> <td>45. SERV. COMP. DATE</td> <td>46. SERV. COMP. DATE</td> <td>47. MIL. SERV. DATA 1 = YES 2 = NO</td> <td>48. HEALTH INSURANCE 1 = YES 2 = NO</td> <td>49. SOCIAL SECURITY NO.</td> <td>50. GRADE</td> <td>51. STATE</td> </tr> </table>								19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODE DIPLMATIC ALPHABETIC	22. POSITION CODE	23. EMPLOY CODE	24. MONTHS 1	25. DATE OF BIRTH MM DD YY 00 16 31	26. DATE OF DEATH MM DD YY	27. DATE OF ISS. MM DD YY	28. INT. EXPIRES MM DD YY	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 = YES 2 = NO 3 = YES 4 = NO	31. SEPARATION DATA CODE 10000931	32. EMPLOY CODE	33. DATE OF DEATH MM DD YY	34. SOCIAL SECURITY NO.	35. GRADE	36. PREVIOUS GOVT. SERVICE DATA 1 = YES 2 = NO 3 = YES 4 = NO	37. SERV. COMP. DATE	38. SERV. COMP. DATE	39. MIL. SERV. DATA 1 = YES 2 = NO	40. HEALTH INSURANCE 1 = YES 2 = NO	41. SOCIAL SECURITY NO.	42. GRADE	43. STATE	44. PREVIOUS GOVT. SERVICE DATA 1 = YES 2 = NO 3 = YES 4 = NO	45. SERV. COMP. DATE	46. SERV. COMP. DATE	47. MIL. SERV. DATA 1 = YES 2 = NO	48. HEALTH INSURANCE 1 = YES 2 = NO	49. SOCIAL SECURITY NO.	50. GRADE	51. STATE
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODE DIPLMATIC ALPHABETIC	22. POSITION CODE	23. EMPLOY CODE	24. MONTHS 1	25. DATE OF BIRTH MM DD YY 00 16 31	26. DATE OF DEATH MM DD YY	27. DATE OF ISS. MM DD YY																																
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43. POSITION CONTROL CERTIFICATION 				44. D.P. APPROVAL 																																				

SECRET

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:
(Date)

MY LAST WORKING DAY WILL BE:

DATE SIGNED

S

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO

State)

INSTRUCTIONS

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

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

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

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

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

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

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

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

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 25 August 1961	
1. SERIAL NUMBER 007894		2. NAME (Last-First-Middle) SMITH, Joseph B.					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH 09 DAY 15 YEAR 61		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. POST CENTER NO. CHARGEABLE 2235-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 1				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.			
11. POSITION TITLE OPS OFFICER (D)		12. POSITION NUMBER 505		13. PCR CONTROL NO.		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LT, etc.) GS (14)		15. OCCUPATIONAL SERIES 0136.C1		16. GRADE AND STEP 13 4		17. SALARY OR RATE '11415	
18. REMARKS (From: DDP/WH/1/Venezuela Sec/459/D.C.) Staffing complement change. <div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;">Recorded by GIRD 9/2 1961</div>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. POSITION CODE 10	21. OFFICE CODE 143	22. ALPHABETIC 46	23. STATE CODE 1	24. DATE OF BIRTH 06/16/21	25. DATE OF GRADE 1	26. DATE OF LEAVE 1
27. PAY BASIS 1		28. SPECIAL REFERENCE 1		29. RETIREMENT DATA 1	30. SEPARATION DATA 1	31. CORRECTION/CANCELLATION DATA 1	32. SECURITY NO. 1
33. AGE, PREFERENCE 1		34. SERV. COMP. DATE 1		35. SERV. COMP. DATE 1		36. SOCIAL SECURITY NO. 1	
37. PREVIOUS GOVERNMENT SERVICE DATA 1		38. FEDERAL TAX DATA 1		39. STATE TAX DATA 1		40. OTHER DATA 1	
41. FORM PREPARED 1		42. FORM PREPARED 1		43. FORM PREPARED 1		44. FORM PREPARED 1	

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 19 July 1961	
1. SERIAL NUMBER 007894 ✓		2. NAME (Last-First-Middle) SMITH, JOSEPH B.					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH 06 DAY 27 YEAR 6		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS ▶ <input checked="" type="checkbox"/> X <input type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHARGEABLE 2235 1000 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 1				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.			
11. POSITION TITLE OPS OFFICER (D)				12. POSITION NUMBER 100-459		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LH, etc.) GS (13)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 4 ✓		17. SALARY OR RATE \$11415 ✓	
18. REMARKS (FROM: DDP [REDACTED]) 3 1 copy to Security. <i>Release date 10/14 Dec 5 1961</i> Security Approval Granted by Pers. SD/OS <i>7/26/61</i> <div style="text-align: right;"> CONCURRENCE: [REDACTED] CA/Support Group </div>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37 10		20. OFFICE CODING NATIVE 48360 ALPHABETIC W17		21. STATE OR CODE 75013		22. WEAPON CODE 1	
23. DATE OF BIRTH 06/16/21		24. DATE OF GRADE 06/16/21		25. DATE OF ENTRY 06/16/21		26. DATE OF LEAVE 06/16/21	
27. DATE OF EXPIRATION 06/16/21		28. SPECIAL REFERENCE 06/16/21		29. SEPARATION DATA CODE 06/16/21		30. SEPARATION DATA CODE 06/16/21	
31. VET. PREFERENCE 06/16/21		32. SERVIC. COMP. DATE 06/16/21		33. SERVIC. COMP. DATE 06/16/21		34. SERVIC. COMP. DATE 06/16/21	
35. VET. PREFERENCE 06/16/21		36. SERVIC. COMP. DATE 06/16/21		37. SERVIC. COMP. DATE 06/16/21		38. SERVIC. COMP. DATE 06/16/21	
39. VET. PREFERENCE 06/16/21		40. SERVIC. COMP. DATE 06/16/21		41. SERVIC. COMP. DATE 06/16/21		42. SERVIC. COMP. DATE 06/16/21	
43. VET. PREFERENCE 06/16/21		44. SERVIC. COMP. DATE 06/16/21		45. SERVIC. COMP. DATE 06/16/21		46. SERVIC. COMP. DATE 06/16/21	
47. VET. PREFERENCE 06/16/21		48. SERVIC. COMP. DATE 06/16/21		49. SERVIC. COMP. DATE 06/16/21		50. SERVIC. COMP. DATE 06/16/21	

REQUEST FOR PERSONNEL ACTION											
12 Sept. 1960											
1. Ser. I No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vet. Pref.		5. Sex	
107894		SMITH JOSEPH B						None-0 5 Pt-1 10 Pt-2		1 M 1	
7. SCD		8. CSC Rmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.		11. FEGLI		12. LCD	
Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.		Yes-1 No-2		Mo. Da. Yr.	
10 03 48		1		50 USCA 403 J				09 17 51		13. <small>See Item 12b</small> Yes-1 No-2	
										Code 2	

PREVIOUS ASSIGNMENT

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

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		37		Mo. Da. Yr. 10 04 60		Regular		10			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP CA Staff Propaganda Group Guidance Branch						Wash., D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - USMID - Fragn.		Ops Officer				V 356		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		\$ 11415		D -		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 01 61		1221-1000-1000	

OF REQUEST

b. For Additional Information Call (Name & Telephone Ext.)					
Betty R. Wayland x 3625					
Chief, CA Staff					
CLEARANCES					
Clearance		Signature		Date	
A. Career Record				22/7/60	
B. Per. Control				18-27-60	
C. Classification				18-27-60	
Remarks					
Action to correct slotting.					

V to V		V to UV		SECRET (When Filled In)	COPY REQUEST FOR PERSONNEL ACTION				DATE PREPARED				
UV to V		UV to UV						Mo	Da	Yr			
1. Serial No	2. Name (Last-First-Middle)				3. Date Of Birth		4. Vnt. Pref		5. Sex		6. CS/CCD		
107094	SMITH, Joseph B.				Mo. Da Yr.		None-0 5 Pt-1 10 Pt-2		N A		Mo Da Yr		
7. SCD		8. CSC Grade		9. CSC Or Other Legal Authority		10. Appt. Authority		11. FEGLI		12. LCD		13. No. of Dependents	
Mo. Da Yr.		Yes-1 No-2		Code		Mo. Da Yr.		Yes-1 No-2		Code		Mo Da Yr.	
10 03 48		1		50 USCA 403 J		Mo. Da Yr.		1 09 17 51		2			

CURRENT ASSIGNMENT

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDP FE Branch 3 PP Section				5161						57557	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv		20. Occup. Series			
Dept. - USIA Field		Code		Ops Off		0710		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.	
13 4		5 10610		DP		10 09 55		10 05 58		8 3780 55 006	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment & Transfer to Vouchered Funds		02		Mo. Da Yr.		Regular		01			
				05 18 60							

PROPOSED ASSIGNMENT

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
DDP Covert Action Staff Propaganda Group Media Branch				4230		Wash., D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv		37. Occup. Series			
Dept. - USIA Field		Code		Ops Officer		0399		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.		Mo. Da Yr.	
13 4		5 10610		D		10 09 55		10 01 61		0221 1000 1000	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)		Date Approved	

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Chief Board						D. Placement					
B. For Control						E. Approved By					
C. Classification											

Two copies to Security

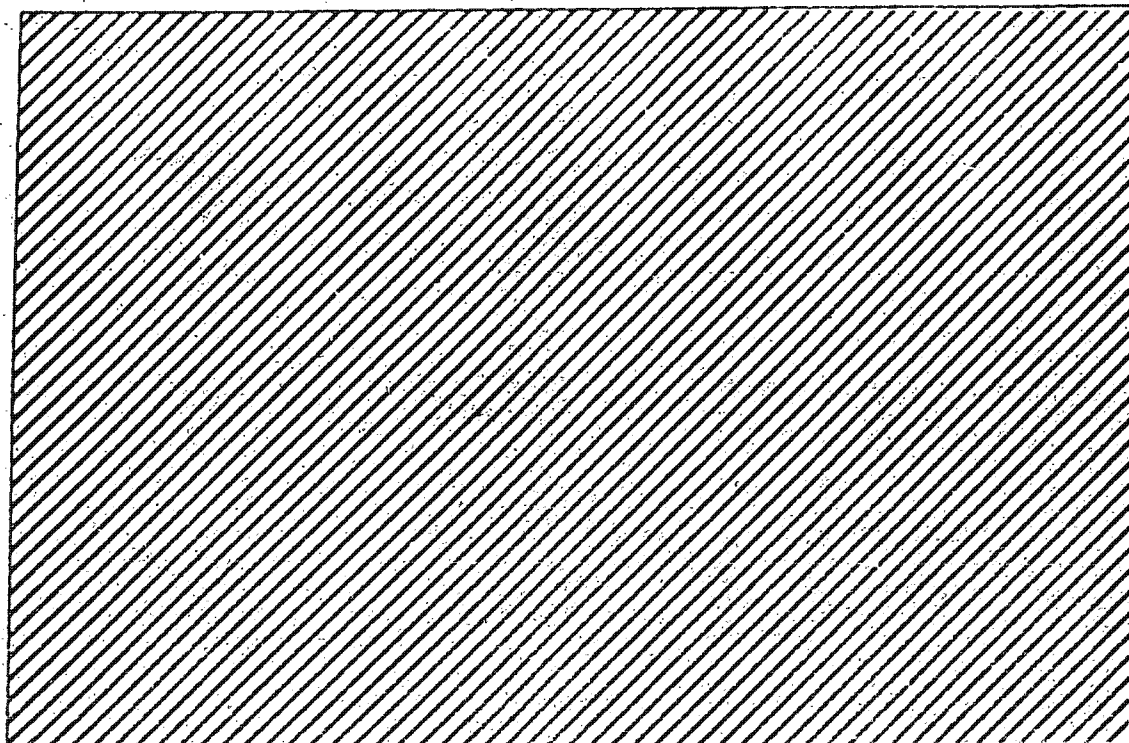
CONCUR:

☐ Continued ☐ Reverse Side

FORM 1152 1152 1152

SECRET

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last, First, Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
[Redacted]		59-04D

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

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

DATE OF NOTICE	SIGNATURE OF	
28 SEP 1958	[Redacted]	
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

REQUEST FOR PERSONNEL ACTION														
3 February 1958														
1. Serial No.		9. Name (Last-First-Middle)				3. Date Of Birth			14. Var. Prnt.		15. Sex		6. C. E. D.	
10000		JOSEPH E.				Mo. Da. Yr.			10 Pr-1 10 Pr-2		1		Mo. Da. Yr.	
7. SCD		8. CSC Rmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidavit			11. FGLI		18. LCB		13. W. H. C.	
Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.			Yes-1 No-2		Code		Mo. Da. Yr.	
				5. USCA 100 J										

PREVIOUS ASSIGNMENT													
14. Organizational Designations				Code		15. Location Of Official Station				Station Code			
OFFICE OF THE CHIEF				121		MASS. ST. C.				12018			
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series					
DDP FE		ASCA OPS OF D. E. R.		710		GS		0136.31					
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number			
10000		\$				Mo. Da. Yr.		Mo. Da. Yr.		E-3780-55-006			

ACTION													
27. Nature Of Action				Code		28. Eff. Date		29. Type Of Employee				Code: 30. Separation Type	
Reassignment (V to UV)				35		02.07.58		OK P. FE Regular				51	

PRESENT ASSIGNMENT													
31. Organizational Designations				Code		32. Location Of Official Station				Station Code			
DDP/FE Branch 3 FP Section				5161						57557			
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series					
DDP FE		Ops Off (FP)		710		GS		0136.31					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number			
10000		\$				10.10.55		10.10.55		E-3780-55-006			

SOURCE OF REQUEST													
A. Request Approved By Signature And Title				C. Request Approved By Signature And Title									
[Signature]				[Signature]									
S. [Signature]				[Signature]									
CLEARANCES													
Clearance		Signature		Date		Clearance		Signature		Date		Clearance	
A. Career Board		[Signature]		[Date]		D. Placement		[Signature]		[Date]		[Clearance]	
B. Post Control		[Signature]		[Date]		E. [Clearance]		[Signature]		[Date]		[Clearance]	
C. Classification		[Signature]		[Date]		F. Approved By		[Signature]		[Date]		[Clearance]	
Remarks: 2 copies to Security. W44 Du attached													

SECRET

(When Filled In)

DD/P PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B.

AGE: 16 JUN 1921

DATE: 3 FEB 1958

AND DUTIES: OPS OFF (PP)

DD/P UNIT: FE
REASSIGNMENT

PRIMARY CAREER
DESIGNATION: DP

PRESENT GRADE: GS-13

PRESENT T/O SLOT BF-3369

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-14

CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH.

WARFARE SEMINAR, F&S BRIEFING, BOC,
CPO, OC,

PROPOSED T/O SLOT BFF-710
NUMBER AND GRADE: GS-14

EDUCATION: 1943 HARVARD, AB IN HISTORY; 1943-44 YALE, 36 SEM HRS IN FE
POLITICS; 1947-48 JOHNS HOPKINS, 6 SEM HRS GOVT; 1950 U OF PENN, MA IN
LANGUAGE PROFICIENCY: JAPANESE-LIMITED; GERMAN-LIMITED HISTORY

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-46 JAPANESE LANGUAGE SPECIALIST, US ARMY

1946-51 ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

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

17 SEP 51 EOD, 10, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D.C.
30 MAR 52 PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR, WASH., D.C.
26 APR 53 PROMOTED TO GS-12
20 DEC 53 REASSIGNED AS 10, GS-12, DOP/FE, [REDACTED]
1 APR 54 ARRIVED [REDACTED], PCS
9 OCT 55 PROMOTION, OPS OFF (PP), GS-13, DOP/FE [REDACTED]
13 JUL 56 RETURNED TO HEADQUARTERS, PCS
2 DEC 56 REASSIGNED AS AREA OPS OFF (CH), [REDACTED] & [REDACTED] WASH.
1 APR 57 REASSIGNED AS ACTING DEPUTY CHIEF, FE/5
17 NOV 57 REASSIGNMENT, AREA OPS OFF (D CH), GS-13, DOP/FE, WASH., D.C.

RECOMMENDED BY:

CONCURRENCES:

[REDACTED], CFE/3

RECOMMENDATION OF CAREER SERVICE BOARD:

Classify According
To Control.

REQUEST FOR PERSONNEL ACTION 24 Dec. 1-57

1. Serial No.	2. Name (Last-First-Middle) SMITH, Joseph B.	3. Date of Birth Mo Da Yr 06 16 22	4. Fed. Post. Mo Da Yr 10 12 57	5. Sex M	6. CS - EDD Mo Da Yr 10 12 57
7. SCD Mo Da Yr 10 12 57	8. CSC Retire Yes - 1 No - 2	9. CSC Or Other Legal Authority	10. Appr. Authority Mo Da Yr 10 12 57	11. LCD Mo Da Yr 10 12 57	12. Yes - 1 No - 2

PREVIOUS ASSIGNMENT

14. Organisational Designations DDP/FE Branch 5 Office of the Chief	Code	15. Location of Official Station Washington, D.C.	Station Code
16. Dept. Field Code	17. Position Title Area Ops Off (Ch)	18. Position No. 302	19. Serv. 20. Occup. Series GS 0136.01
21. Grade & Step 13 2	22. Salary Or Rate \$9205.00	23. SD DP	24. Date of Grade Mo Da Yr 10 12 57
25. PSF Code Mo Da Yr 10 12 57	26. Appropriation Number B-3700-20		

ACTION

27. Nature Of Action Reassignment	Code	28. Eff. Date Mo Da Yr 10 12 57	29. Type Of Employee Regular	Code	30. Separation Date
--------------------------------------	------	---------------------------------------	---------------------------------	------	---------------------

PRESENT ASSIGNMENT

31. Organisational Designations DDP/FE Branch 5 Office of the Chief	Code	32. Location of Official Station Washington, D.C.	Station Code 75013
33. Dept. Field Code	34. Position Title Area Ops Off (D Hr Ch)	35. Position No. 302	36. Serv. 37. Occup. Series GS 0136.01
38. Grade & Step 13 2	39. Salary Or Rate \$9205.00	40. SD DP	41. Date of Grade Mo Da Yr 10 12 57
42. PSF Code Mo Da Yr 10 12 57	43. Appropriation Number B-3700-20		
SOURCE OF REQUEST			
C. Request Approved By (Signature And Title) [Signature] [Signature] [Signature]			
Date (Name & Telephone Ext.) X 2957			
CLEARANCES			
Clearance	Signature	Date	Clearance
A. Career Board			D. Placement
B. Pos. Control			E. Approved By
C. Classification			
Remarks [Signature]			

SECRET

(When Filled In)

DD/P. PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B.

AGE: 16 JUNE 1921

DATE: 26 SEP 57

STATION WASHINGTON, D.C.

AND DUTIES: AREA OPS OFF
(D BR CH)DD/P UNIT: FE
REASSIGNMENT

PRIMARY CAREER

DESIGNATION: DP

PRESENT GRADE: GS-13

PROPOSED GRADE: GS-13

CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH. WARFARE

SEMINAR, F&S BRIEFING, BOC, CFO, OC,

PRESENT T/O SLOT

NUMBER AND GRADE:

BF-303

GS-13/14

PROPOSED T/O SLOT

NUMBER AND GRADE:

BF-3369

GS-14

EDUCATION: AB IN HISTORY, 1943, HARVARD; 36 SEM HRS IN FE POLITICS,
1943-44, YALE; 6 SEM HRS GOV, 1947-48, JOHN HOPKINS; MA, HISTORY, U OF PENN
LANGUAGE PROFICIENCY: JAPANESE - LIMITED; 1950

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-46, JAPANESE LANGUAGE SPECIALIST, US ARMY

1946-51, ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

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

17 SEP 51, EOD, 10, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D. C.

30 MAR 52, PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR., WASHINGTON

26 APR 53, PROMOTION TO GS-12

20 DEC 53, REASSIGNED AS 10, GS-12, DDP/FE, [REDACTED]

1 APR 54, ARRIVED [REDACTED], PCS

9 OCT 55, PROMOTION, OPS OFF (PP), GS-13, DDP/FE, [REDACTED]

13 JUL 56, RETURNED TO HEADQUARTERS, PCS

DEC 56, REASSIGNED AS AREA OPS OFF (CH), [REDACTED], SEC. WASH.

1 APR 57, REASSIGNED AS ACTING DEPUTY CHIEF, FE-5

RECOMMENDED BY:

CONCURRENCES:

[REDACTED]

CFE/5

RECOMMENDATION OF CAREER SERVICE BOARD:

AVIT HUGH

[REDACTED]

1-00000
S-E-C-R-E-T

This Notice Expires 3 October 1957

CLAUDESTINE SERVICES
NOTICE NO. 1-138

CSN NO. 1-138
ORGANIZATION
3 September 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the appointment, effective
3 September 1957, of [] as Chief, FE/5, vice
Mr. Joseph B. Smith, Acting Chief. Mr. Joseph B. Smith has resumed
his position of Deputy Chief, FE/5.

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

S-E-C-R-E-T

SECRET

This Notice Expires 7 September 1957

CLANDESTINE SERVICES
NOTICE NO. 1-131

CSN NO. 1-131

ORGANIZATION
7 August 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the designation, effective 5 August 1957,
of Mr. Joseph B. Smith as Acting Chief, FE/S, vice
reassigned.

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

SECRET

FE/PT

S-E-C-R-E-T

This notice expires 15 May 1957

AMENDMENT TO
FE NOTICE NO. 1-46

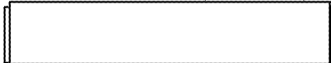
ORGANIZATION
20 March 1957

PAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

The designation of Mr. Joseph B. Smith as Acting Deputy Chief,

FE/5 is effective 1 April 1957.


ALFRED C. ULLER, JR. ✓
Chief, Far East Division

Distribution:
FE Staff and Branches
SSA/DEG
RI

S-E-C-R-E-T

S-E-C-R-E-T

This Notice expires 15 May 1957

FE NOTICE NO. 1-46

ORGANIZATION
20 March 1957

FAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

Effective 15 April 1957, Mr. Joseph B. Smith is designated Acting
Deputy Chief, FE/5, vice Mr. [REDACTED] reassigned.

[REDACTED]
Chief, Far East Division

Distribution:

FE Staffs and Branches
SMA/ENG
RI

S-E-C-R-E-T

STANDARD FORM 52 PREPARED BY THE U. S. CIVIL SERVICE COMMISSION WASHINGTON, D. C. 20535 GPO: 1964 O - 377-000		UNVOUCHERED VOUCHERED	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 Jan 1921	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		4. REQUEST NO. 4. DATE OF REQUEST 14 Nov. 56	
B. POSITION (Specify whether establish, change grade or title, etc.) B. APPROVED: <i>[Signature]</i>		5. EFFECTIVE DATE A. PROPOSED:	
FROM: Ops Officer (PP) BFF-923 GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5 <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div> <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		TO: Area Ops Officer (Ch) BF-303-13 GS-0136.01-13 \$8990.00 P/A DDP/FE Branch 5 <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div> Office of the Chief Washington, D.C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
6. REMARKS (Use reverse if necessary) TRANSFER OF FUNDS UNVOUCHERED TO VOUCHERED W/ ATTACHED 2 copies to Security?			
7. REQUEST APPROVED BY: Signature: <i>[Signature]</i> Title: Personnel Officer (and telephone extension)		8. DATE OF REQUEST NOV 20 1956	
9. VETERAN PREFERENCE NONE <input type="checkbox"/> 10% <input type="checkbox"/> 15% <input type="checkbox"/> 20% <input type="checkbox"/> 25% <input type="checkbox"/> 30% <input type="checkbox"/> 35% <input type="checkbox"/> 40% <input type="checkbox"/> 45% <input type="checkbox"/> 50% <input type="checkbox"/> 55% <input type="checkbox"/> 60% <input type="checkbox"/> 65% <input type="checkbox"/> 70% <input type="checkbox"/> 75% <input type="checkbox"/> 80% <input type="checkbox"/> 85% <input type="checkbox"/> 90% <input type="checkbox"/> 95% <input type="checkbox"/> 100% DISAB. OTHER		10. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL	
11. APPROPRIATION FROM: 7-3745-55-012 TO: 7-3700-20		12. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	
13. STANDARD FORM 50 REMARKS 		14. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED	
15. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED			
16. STANDARD FORM 50 REMARKS 			
17. STANDARD FORM 50 REMARKS 			
18. STANDARD FORM 50 REMARKS 			
19. STANDARD FORM 50 REMARKS 			
20. STANDARD FORM 50 REMARKS 			
21. CLEARANCES INITIAL OR SIGNATURE DATE REMARKS A. B. CEIL. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR ENPL			

SECRET

DD/P PERSONNEL DATA SHEET

NAME: Joseph B. SMITH

AGE: 35

DATE: 14 Sept 56

STATION: Washington, D.C.

AND DUTIES: Area Ops. Off. (Ch.) DD/P UNIT: FE

PRIMARY CAREER

DESIGNATION: SD:DP

PRESENT GRADE: GS-13

PROPOSED GRADE: GS-13

PRESENT T/O SLOT BPF-923

NUMBER AND GRADE GS-13

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

PROPOSED T/O SLOT: BF-303

NUMBER AND GRADE: GS-13/14

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

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943-1946 - U.S. Army, Cpl., MIS Japanese Language Specialist

1946-1951 - Asst. Professor of History, Eickenson College, Pennsylvania

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

17 Sept 1951 - Excepted appointment, GS-9, OPC/FE/Plans Br., Washington, D.C.

30 Mar 52 - Promotion and reassign., Ops. Off., GS-11, OPC/FE/Plans & Ops Br., Psych Warfare Unit, Wash. D.C.

26 Apr 1953 - Promotion, Ops. Officer GS-12, DDP/FE/Political & Psych Warfare Sec. Wash. D.C.

20 Dec. 1953 - Reass., Intelligence Officer, GS-12, FE, [] []
Malaya - Arrived O/S 1 April 1954)

28 Feb. 1954 - Reass., Ops. Officer PP - GS-12, FE/Branch 5, [] [] -
(9 October 1955 - Promotion to GS-13) to Present. Returned to Hqs. July 1956.

RECOMMEND BY:

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject Prom., GS-13, 9 October 1955
Rank In Grade - 61st of 95

Approved [] 20 1956

SECRET

STANDARD FORM 52
PREVIOUS EDITIONS BY THE
U. S. CIVIL SERVICE COMMISSION
REPLACED BY - FEDERAL PERSONNEL
MANUAL CHAPTER 51

SECRET

UNVOUCHERED

REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr., Mrs., Miss - One given name, initial(s), and surname) Mr. Joseph B. Smith	2. DATE OF BIRTH 16 June 1921	3. REQUEST NO.	4. DATE OF REQUEST 30 Aug. 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Conversion		6. EFFECTIVE DATE A. PROPOSED: C.O.B. 25 Aug. 1956 B. APPROVED:	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM - Ops Officer (PP) BFF-923 Info. Officer GS-0136.31-13 \$8990.00 P/A \$8015.00 P/A DDP/FE Branch 5	9. POSITION TITLE AND NUMBER	TO - Ops Officer (PP) BFF-923 GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5
10. SERVICE, GRADE, AND SALARY	10. ORGANIZATIONAL DESIGNATIONS	11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUEST APPROVED BY

Signature

Title

13. VETERAN PREFERENCE

NAME	WAR	OTHER	S.P.	15 MONTH SALAR. OTHER
				X

14. PERSON CLASSIFICATION ACTION

NEW	AND	C.A.	REAL

SD:DP

15. SEX
N

16. APPROPRIATION
FROM 7-3745-55-042
TO Same

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

18. DATE OF APPOINT-
MENT AFFIDAVIT'S
(ACCESSORY ONLY)

19. LEGAL RESIDENCE
☐ CLAIMED ☐ PROVED
STATE: 711

20. STANDARD FORM 50 REMARKS

31 AUG 1956
Confirmed in by 098110

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CIL. OR POS. CONTROL	WLN	31/6/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMP.	31/6/56		
E.			

F. APPROVED BY

31 Aug 1956

SECRET

STANDARD FORM 52 PREPARED BY THE U. S. GOVERNMENT PRINTING OFFICE WASHINGTON, D. C. 20540 GPO: 1955 O - 371-500		UNVOUCHERED	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 June 1921	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		4. DATE OF REQUEST 5 Aug. 55	
B. POSITION (Specify whether establish, change grade or title, etc.)		5. EFFECTIVE DATE A. PROPOSED: B. APPROVED:	
FROM: Ops Officer (PP) BFF-923-12 GS-0136.31-12 \$7200.00 P/A 7785 DDP/FE Branch 5		TO: Ops Officer (PP) BFF-923-12 GS-0136.31-13 \$8990.00 P/A DDP/FE Branch 5	
6. POSITION TITLE AND NUMBER		7. C. 9 OR OTHER LEGAL AUTHORITY	
8. SERVICE, GRADE, AND SALARY		8. APPROVED:	
9. ORGANIZATIONAL DELEGATIONS			
10. HEADQUARTERS			
11. FIELD OR DEPARTMENTAL		12. FIELD OR DEPARTMENTAL	
X FIELD		X FIELD	
A. REMARKS (Use reverse if necessary) Pers. Data Sheet, Recommendation, Job Description and Fitness Report attached.			
B. REQUEST APPROVED BY FE Personnel Officer		Signature: Title:	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) x3780		13. POSITION CLASSIFICATION ACTION: NEW VICE I.A. REU.	
14. VETERAN PREFERENCE NONE WHI OTHER 1-77 10 100% DISAB OTHER		15. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	
16. SEX (M) (W) M W		17. DATE OF APPOINTMENT AFFIDAVIT (ACCESSION ONLY) 20 Sept 55	
18. APPROPRIATION FROM: 6-3715--55-012 TO: Same		19. LEGAL RESIDENCE [] CLAIMED [] PROVED STATE:	
20. STANDARD FORM 50-REMARKS			
21. APPROVED Approved 13 1955			
22. CLEARANCES		INITIAL OR SIGNATURE	
A.			
B. CEIL OR POS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL			
E.			
F.			

SECRET

DD/P

PERSONNEL DATA SHEET

NAME: Joseph B. SMITH

AGE: 34

DATE: 9 September 1955

AND DUTIES: Ops Officer

DD/P UNIT: FE

PRIMARY CAREER

DESIGNATION: PP

PRESENT GRADE: GS-12

PRESENT T/O SLOT BFF-923

PROPOSED GRADE: GS-13

NUMBER AND GRADE: GS-12/13

CIA TRAINING: Orientation 2-5 Oct 51

Basic Psychological Warfare Seminar - May 52

PROPOSED T/O SLOT BFF-923

Advanced "

- Nov 52

NUMBER AND GRADE: GS-12/13

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

1943 - 1944, Yale, Far East Japanese, Certificate

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

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943 - 1946, U.S. Army, Cpl, MIS Japanese language specialist

1946 - 1951, Asst Professor of History, Eickenson College, Pennsylvania

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

17 Sep 51 - Excepted appointment, GS-9, OPC/FE/Plans Branch, Washington, D.C.

30 Mar 52 - Prom & Reass., Ops Officer, GS-11, OPC/FE/Plans & Operations Branch
Psychological Warfare Unit, Washington, D.C.

26 Apr 53 - Prom, Ops Officer, GS-12, ODP/FE/Political and Psychological Warfare
Section, Washington, D.C.

20 Dec 53 - Reass., Intelligence Officer, GS-12, FE

(arrived 1 April 1954)

28 Feb 54 - Reass., Ops Officer (PP), GS-12, FE/Branch 5

RECOMMENDED BY:

Chief, FE/5

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject promoted GS-12,

26 April 1955

26 55 11 01 VM.22

OFFICE OF PERSONNEL

SECRET

14-00000

SECRET

MEMORANDUM FOR: FE/Personnel

FROM : Chief, FE/5

SUBJECT : Promotion of Joseph B. Smith

1. Mr. Joseph Smith holds the position of senior KUCAGE officer in the [redacted] In this capacity Mr. Smith has conducted [redacted] on KUCAGE matters pertaining to his area and has assisted with KUCAGE [redacted] for all of Southeast Asia.

2. The position that Mr. Smith occupies calls for a considerable degree of initiative, diplomacy and resourcefulness. Mr. Smith has demonstrated that he possesses these qualities having displayed sound judgement in dealing with a service where many policy problems have to be met and solved. In addition, as will be noted from the attached recommendation from the field, the Chief of Station has delegated to Mr. Smith most of the responsibility for the conduct of the KUCAGE program at the station. An integral part of this program has been the development of very useful independent KUBARK/KUCAGE operations by Mr. Smith.

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

4. Mr. Smith is recommended for promotion to GS-13.

[redacted]
Chief, FE/5

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION Information

UNVOUCHERED

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

1. NAME (Mr., Miss, Mrs. - One given name, initials, and surname) Mr. Joseph B. SMITH	2. DATE OF BIRTH [Redacted]	3. REQUEST NO.	4. DATE OF REQUEST 17 Aug 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: 20 Dec 53 B. APPROVED:	
7. C. S. OR OTHER LEGAL AUTHORITY			
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM - Operations Officer (FW) EF-93 GS-132-12 \$7040.00 p/a DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect. Washington, D. C.	9. POSITION, TITLE AND NUMBER Intelligence Officer (GS) II S-5-12 GS-12 \$7040.00 p/a/ DDP/FE [Redacted]	10. SERVICE, GRADE, AND SALARY	11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	13. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		

A. REMARKS (Use reverse if necessary)

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Vouchered Funds

[Redacted]	[Redacted]	C# 1074
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

11. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> SPT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>				12. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/>					
13. APPROPRIATION FROM: 4-3700-20 TO: 4-3745-55-042				14. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		15. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSION ONLY)		16. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	

21. STANDARD FORM 50 REMARKS

E date 2. K.
per FE
J. 2/14/53
[Redacted]

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	07.		
E.			

F. APPROVED BY

SECRET

STANDARD FORM 52
FORM 52-1 (Rev. 1-55)
U.S. GOVERNMENT PRINTING OFFICE
16-50000-1

REQUEST FOR PERSONNEL ACTION

SECRET

UNVOUCHERED

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) Mr. Joseph B. SMITH	2. DATE OF BIRTH 16 June 1921	3. REQUEST NO.	4. DATE OF REQUEST 17 Aug 53
5. NATURE OF ACTION REQUESTED: A. POSITION (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

8. POSITION TITLE AND NUMBER Operations Officer (PW) 3P-93	9. SERVICE, GRADE, AND SALARY GS-12-12 \$7040.00 p/a	10. POSITION TITLE AND NUMBER Intelligence Officer (PW) 4S-5-12	11. SERVICE, GRADE, AND SALARY GS-12 \$7040.00 p/a
12. ORGANIZATIONAL DESIGNATIONS DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect. Washington, D. C.	13. HEADQUARTERS	14. ORGANIZATIONAL DESIGNATIONS DDP/FE 4S-5-12	
15. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		16. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Vouchered Funds

B. REQUESTED BY (Name and title) Personnel Officer		D. REQUEST APPROVED BY Signature: _____ Title: _____	
C. (Name and telephone extension) Room 3457		E. (Name and telephone extension)	
13. VETERAN PREFERENCE NONE: WAR: OTHER: SPT. 10 POINT DISAD: OTHER		14. POSITION CLASSIFICATION ACTION NEW: VICE: I.A.: REAL:	
15. APPROPRIATION FROM: 4-3700-20 TO: 4-3745-55-042		16. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	17. DATE OF APPOINTMENT AFFIDAVIT (REGULATIONS ONLY)
18. STANDARD FORM 50 REMARKS		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	

20. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CTR. OR POC CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMP.			
E.			

F. APPROVED BY

SECRET

Security Information

SECRET
Security Information

PP Career Service Officer

1 Sept 1953

Chief, FE

Transfer of Joseph B. Smith

1. Request for transfer of subject from the FE Division PP Staff T/O to the T/O of FE Branch 5 in order that he may be assigned as Senior PP Officer [redacted] was made 17 August 1953. The Branch was notified that no action would be taken until indication was given regarding Subject's fulfillment of training requirements.

2. Subject has satisfied Phase I by virtue of his 2 years' experience. He will undertake to complete his training beginning 5 October 1953 on which date he has been enrolled in the Phase II Course.

GEORGE E. AURELL

FE-5/JSmith:grc

Distribution:

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

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

[redacted]
PP/CS

SECRET
Security Information

SECRET
SECURITY INFORMATION

STANDARD FORM 52
FORM 52-1 (Rev. 1-54)
U. S. CIVIL SERVICE COMMISSION
GENERAL REG. - OFFICIAL PERSONNEL
BUREAU OF PERSONNEL

REQUEST FOR PERSONNEL ACTION

VOUCHERED FUNDS

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Joseph B. SMITH			27 Mar 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
Promotion			
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: <i>[Signature]</i>	

FROM: Operations Officer (PW) EF-93-11	TO: Operations Officer (PW) EF-93
GS-132-11 \$5940.00 p/a	GS-132-12 \$7040.00 p/a
DDP/FE	DDP/FE
Political & Psychological Warfare Staff	SAME
Political & Psychological Warfare	SAME
Section	
Washington, D.C.	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Position description is attached.

9. REQUESTED BY (Name and title)		10. REQUEST APPROVED BY																			
Kathryn J. Rex, Personnel Officer		<i>[Signature]</i>																			
11. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		Signature: <i>[Signature]</i>																			
Mary Lee Mitchell 2887 - 2314		Title: Personnel Officer																			
13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION																			
<table border="1"> <tr> <td>NONE</td> <td>WHY</td> <td>OTHER</td> <td>1-PT.</td> <td>12-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DEAD OTHER</td> </tr> </table>		NONE	WHY	OTHER	1-PT.	12-POINT					DEAD OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	I. A.	REAL				
NONE	WHY	OTHER	1-PT.	12-POINT																	
				DEAD OTHER																	
NEW	VICE	I. A.	REAL																		
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)																		
		FROM: 3700-20 TO: EF-93	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)																		
			20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																		

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL	<i>[Signature]</i>	4/10/53	
E.			


F. APPROVED BY: *[Signature]* 13 Apr 53 **SECRET** *[Signature]* 4/13/53

CONFIDENTIAL

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME SMITH, Joseph Burkholder			REQUESTED EFFECTIVE DATE 30 MAR.		
NATURE OF ACTION Reassignment Promotion			WHEN LEAVING (VOLUNTARY) LAST WORKING DAY EMPLOYEE'S SIGNATURE		
FROM			TO		
TITLE Intelligence Officer			Ch Intelligence Officer		
GRADE AND SALARY GS-9 \$5060.00 p/a			GS-11 \$5940.00 p/a		
OFFICE OPC			OPC		
DIVISION FE			FE		
BRANCH AND SECTION Plans Branch Slot 521			Plans and Operations Br. Psychological Warfare Unit		
OFFICIAL STATION Washington D. C.			Washington, D. C.		
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>			DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: (Slot 521) JK 132					
# 1389					
RECOMMENDED: 14 February 1952 [Redacted]					
FOR USE OF PERSONNEL ONLY					
PLACEMENT			TRANSACTIONS AND RECORDS		
DATE QUAL [Redacted]			APPROPRIATION: 2123700		
CL [Redacted]			RECEIPTS: 2017		
CLEARANCE APPROVED			C. S. C. AUTHORITY: Sec. 9 -		
DATE	TYPE	DATE	TYPE	DATE	TYPE
DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE
CLASSIFICATION			FEDERAL RELATIONS		
BUREAU NO. 7-13-52			DATE		
C. S. C. A. 7-13-52			SIGNATURE		
FORM			SUBJECT TO SECURITY CLEARANCE		
DATE 3/13/52			SIGNATURE OF EXECUTIVE		
EFFECTIVE DATE			DATE MAP 1 1952		

FORM NO. 37-3
REV. 1950

CONFIDENTIAL

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME SMITH, Joseph D.			REQUESTED EFFECTIVE DATE 17 Sept 51		
NATURE OF ACTION Appointment			WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:		
FROM			TO		
TITLE			Intelligence Officer		
GRADE AND SALARY			GS-9, \$4600 p/a		
OFFICE S.C. 29 Aug 51			OPC		
DIVISION			FE		
BRANCH AND SECTION			Plans Branch		
OFFICIAL STATION			Washington, D. C.		
DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/>			DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: C #1314 8-9 71302 # 8003 132					
RECOMMENDED: 12 June 1951 (DATE)			 Chief FE Division <small>(SIGNATURE OF CHIEF OF DIVISION)</small>		
FOR USE OF PERSONNEL ONLY					
PLACEMENT DATE QUALIFICATION 29/7/51			TRANSACTIONS AND RECORDS APPROPRIATION: 2125700 ALLOTMENT: 2017		
CLEARANCE REQUESTED: DATE TYPE			C. S. C. AUTHORITY:		
CLEARANCE APPROVED: DATE TYPE			DATE SIGNATURE 7/19-51		
DATE SIGNATURE			PERSONNEL OPERATIONS		
CLASSIFICATION BUREAU NO. 2974 C. S. C. NO. 3051 DATE APPROVED 6/2/49			DATE		
NEW <input checked="" type="checkbox"/> OLD <input type="checkbox"/> L.A. <input checked="" type="checkbox"/> REAL <input type="checkbox"/>			APPROVALS DATE		
DATE 6/26/51 EFFECTIVE DATE			DATE JUN 22 1951		

CONFIDENTIAL

REPORT ON INTERVIEW

28 May 1951

1950

Name of Candidate Joseph B. SmithPosition Considered for I.O. Office IL-3 Interviewer Personal
Appearance

Dignified.....	Natural.....	Awkward....
Well-groomed... <u>y</u>	Clean.....	Slovenly...
Wide-Awake....	Stolid.....	Apathetic..
Expressive.....	Ordinary....	Insignificant

Personality

Persuasive....	Responsive..	Tactless...
Imperturbable..	Steady.....	Excitable...
Cheerful.....	Traquill....	Defected....
Straight-forward <u>y</u>	Reserved....	Evasive.....
Modest.....	Complacent..	Conceited...
Dominant.....	Confident... <u>y</u>	Submissive..

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

Area Knowledge Extensive studies of Japan-Korea Area but no travel in
areaPrevious intelligence or related experience NIS Language SchoolSalary level requested \$ 5000 p/a Lowest salary acceptable \$ 5000 p/a

General Recommendations

1. Candidate is not recommended for employment. Remarks:
2. Candidate is recommended for employment. Justification:

Specific Recommendation for employment:

Position: _____ Branch: _____ Division: _____

Location: _____

Salary level: _____

Recommendation as to potential of candidate to the organization in other than the position presently under consideration: _____

(Enter any additional remarks)

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REPORT OF INTERVIEW

11/28/1954

Name of Candidate Smith, J. C. B.

Position Considered for _____ Office _____

Interviewer

Personal

Appearance

Dignified.....	Natural.....	Awkward....
Well-groomed..	Clean.....	Slovenly...
Wide-Awake....	Stolid.....	Apathetic..
Depressive....	Ordinary....	Insignificant

Personality

Persuasive....	Responsive..	Traitorous...
Imperturbable..	Steady.....	Excitable...
Cheerful.....	Troubled...	Defected....
Straight-forward	Reserved....	Evasive.....
Humble.....	Complacent..	Conceited...
Dominant.....	Confident...	Submissive..

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

Area Knowledge Study For Est.Previous intelligence or related experience Tapman Long SchoolSalary level requested \$65.4 Lowest salary acceptable \$5000.00

General Recommendations:

1. Candidate is not recommended for employment. Remarks: _____2.

Specific Recommendation for employment:

Position: _____ Branch: _____ Division: _____

Location: _____

Salary level: _____

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

(Enter any additional remarks or comments here.)

Signature of Interviewer SM

CONFIDENTIAL

1st - brief note to Dr.

off - out at the time she is being released
she should be - correctly handling
about paper of site family of power

Available about Sept 51

MILITARY STATUS QUESTIONNAIRE

THIS DATE

NAME (PRINT) (Last) (First) (Middle) BIRTH DATE (Day) (Month) (Year)
Smith, Burkholder, Joseph 16 June 1921

SEX MALE ☒ FEMALE ☐ RACE white CODE MARITAL STATUS ☐ (1) SINGLE ☒ (2) MARRIED ☐ (3) WIDOWED ☐ (4) DIVORCED ☐ (5) SEPARATED ☐

NO. OF DEPENDENTS AGENCY ASSIGNMENT

(INCLUDE WIFE) OFFICE DIVISION CODE

2

POSITION OR TITLE

GRADE

CODE

PRESENT DRAFT STATUS

(A) HAVE YOU REGISTERED FOR DRAFT? (1) YES ☐ (2) NO ☒

(B) IF YES, CHECK YOUR PRESENT DRAFT CLASSIFICATION BELOW

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1A AVAILABLE FOR MILITARY SERVICE, AGES 18-26 | <input type="checkbox"/> 4B OFFICIAL DEFERRED BY LAW. |
| <input type="checkbox"/> 1AO CONSCIENTIOUS OBJECTOR, BUT AVAILABLE FOR NON-COMBATANT DUTY. | <input type="checkbox"/> 4C ALIEN. |
| <input type="checkbox"/> 1C MEMBER OF ANY ACTIVE BRANCH OF MILITARY SERVICE, MUST BE ON FULL DUTY. | <input type="checkbox"/> 4D MINISTER OF RELIGION OR DIVINITY STUDENT. |
| <input type="checkbox"/> 1D MEMBER OF ANY RESERVE COMPONENT OF MILITARY SERVICE, CANNOT BE CALLED BY DRAFT BOARDS, CALLED ONLY BY MILITARY SERVICE CONCERNED. | <input type="checkbox"/> 4E CONSCIENTIOUS OBJECTOR - OPPOSED TO BOTH COMBATANT AND NON-COMBATANT SERVICE. |
| <input type="checkbox"/> 2A DEFERRED ON ACCOUNT OF OCCUPATION. | <input type="checkbox"/> 4F PHYSICALLY OR OTHERWISE UNFIT FOR SERVICE. |
| <input type="checkbox"/> 2C DEFERRED FOR AGRICULTURAL OCCUPATION. | <input type="checkbox"/> 5A MAN WHO HAS ATTAINED TWENTY-SIXTH BIRTHDAY, NOT LIABLE TO INDUCTION UNDER PRESENT ACT. |
| <input type="checkbox"/> 3A MAN HAS DEPENDENTS. | |
| <input type="checkbox"/> 4A REGISTRANT WHO HAS COMPLETED SUFFICIENT SERVICE IN WORLD WAR II TO BE CLASSIFIED AS A VETERAN (NINETY DAYS SERVICE DURING FIGHTING WAR OR ONE YEAR AFTER V-J DAY), SOLE SURVIVING SON IN FAMILY. IF A FAMILY HAD TWO SONS IN A WAR AND ONE HAS KILLED, THE SOLE SURVIVING SON COME IN THIS CATEGORY. | |

LOCAL DRAFT BOARD

NAME	NO.
ADDRESS (Street and No.)	

The remainder of this form will be filled out only by personnel who have performed duty in any of the U.S. Armed Services, Merchant Marine or any foreign military organization.

SERVICE RECORD

1. CHECK ORGANIZATIONS IN WHICH YOU HAVE SERVED:

- | | | |
|----------------------------------------------|----------------------------------------------|------------------------------------------------------------|
| (1) ARMY <input checked="" type="checkbox"/> | (4) AIR FORCE <input type="checkbox"/> | (7) NATIONAL GUARD <input type="checkbox"/> |
| (2) NAVY <input type="checkbox"/> | (5) COAST GUARD <input type="checkbox"/> | (8) FOREIGN MILITARY ORGANIZATION <input type="checkbox"/> |
| (3) MARINE CORPS <input type="checkbox"/> | (6) MERCHANT MARINE <input type="checkbox"/> | |

2. LENGTH OF ACTIVE DUTY IN THE U.S. ARMED SERVICES (INCLUDING TRAINING TOURS)

	YEARS	MONTHS
(1) WORLD WAR I AND ALL PRIOR DUTY		
(2) BETWEEN WORLD WAR I AND WORLD WAR II		
(3) WORLD WAR II	2	11
(4) SINCE WORLD WAR II		
ACTIVE DUTY TO DATE (TOTAL)	2	11

3. FURNISH THE FOLLOWING DATA AS TO YOUR COMMISSIONED OR ENLISTMENT STATUS UPON SEPARATION:

(1) COMMISSIONED ☐ OR (2) ENLISTED ☒

NAME OF SERVICE	RANK, GRADE OR RATING	ARM, BRANCH OR CORPS	LAST SERIAL, SERVICE OR FILE NO.
ARMY	T/S grade	HTS	11 081 132

DO NOT WRITE IN SPACES BELOW

4. CHECK TYPE OF DEPARTURE:

- (1) ☐ RETIREMENT FOR AGE
 (2) ☐ RETIREMENT FOR SERVICE
 (3) ☐ RETIREMENT FOR COMBAT DISABILITY
 (4) ☐ RETIREMENT FOR OTHER PHYSICAL DISABILITY
 (5) ☒ SEPARATED (POINTS, CATEGORY, ETC.) length of service category
 (6) ☐ RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY OR INTEREST
 (7) ☐ RELEASE BECAUSE OF UNDUO HARSHIPS

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

	DATE	CODES
COMMISSIONED _____	_____	_____
SERVICE _____	_____	_____
ARM, BRANCH OR CORPS _____	_____	_____
RANK, GRADE OR RATING _____	_____	_____
SERVICE, SERIAL OR FILE NO. _____	_____	_____

6. ARE YOU NOW IN THE NATIONAL GUARD? (1) YES ☐ (2) NO ☒

(a) IF YES, WHAT UNIT? _____

(b) DID YOU ENTER FEDERAL ARMED FORCES THROUGH NATIONAL GUARD? (1) YES ☐ (2) NO ☒7. DO YOU HAVE RESERVE STATUS? (1) YES-INACTIVE ☐ (2) YES-ACTIVE ☐ (3) NO ☒(a) ARE YOU ASSIGNED TO AN AGENCY UNIT? (1) YES ☐ (2) NO ☒(b) IF NO, WHAT IS YOUR ASSIGNMENT? none(c) IS YOUR ASSIGNMENT AN ORGANIZED UNIT? (1) YES ☐ (2) NO ☒8. DO YOU HAVE A MOBILIZATION ASSIGNMENT? (1) YES ☐ (2) NO ☒

(a) IF YES, STATE NAME OF UNIT ORGANIZATION _____

REMARKS:

Frank B. Smith
 SIGNATURE

SECRET

REPRODUCTION MASTERS

SECRET

DISCUSS

BIOGRAPHIC PROFILE

SECRET

H a n d l e W i t h C a r e

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP				DATE	FILE NO.
				20 June 1973	14732
TO: (Check)	<input checked="" type="checkbox"/>	CHIEF, CONTROL DIVISION, OP	CS NUMBER		
	<input type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 607004		
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER		
ATTN: Chief Support Staff			OFFICIAL COVER	<input checked="" type="checkbox"/>	ESTABLISHED
REF: Form 2554 Retirement				<input type="checkbox"/>	DISCONTINUED
SUBJECT			UNIT		
KEEP ON TOP OF FILE WHILE COVER IN EFFECT					
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS			CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:		
<input checked="" type="checkbox"/> BASIC COVER PROVIDED FROM EAO EFFECTIVE DATE			SUBMIT FORM 3254 _____ W-2 TO BE ISSUED. (HNB 20-11)		
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR TOY _____ OTHER (Specify)			SUBMIT FORM 842 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)		
<input checked="" type="checkbox"/> SUBMIT FORM 842 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)			EAA: CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/>		
<input checked="" type="checkbox"/> SUBMIT FORM 3254 _____ TO BE ISSUED. (HNB 20-11)			RETURN ALL OFFICIAL DOCUMENTATION TO CCS		
<input checked="" type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HNB 240-2*)			SUBMIT FORM 2688 FOR HOSPITALIZATION CARD		
<input checked="" type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HNB 240-2*)			DO NOT WRITE IN THIS BLOCK		
<input type="checkbox"/> EAA: CATEGORY I <input type="checkbox"/> CATEGORY II <input type="checkbox"/>			<div style="text-align: center;"> <p>FILE</p> <p>RETURN</p> </div>		
<input checked="" type="checkbox"/> SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD					
REMARKS AND/OR COVER HISTORY					
DISTRIBUTION: COPY 1 - CO OR CPD COPY 2 - OPERATING COMPONENT COPY 3 - OS/SRCD COPY 4 - GL/TVO COPY 5 - CCS-FILE					

SECRET

NOTIFICATION OF ESTABLISHMENT OF OFFICIAL COVER BACKSTOP		DATE 22 September 1966
TO: (C-)	<input checked="" type="checkbox"/> CHIEF, PERSONNEL OPERATIONS DIVISION	ESTABLISHED FOR SMITH, Joseph B.
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) WH	
ATTN:		FILE NO. K-1480
REF:	Form 1322 dated 20 September 1966	ID CARD NO. B-5261
OFFICIAL COVER BACKSTOP ESTABLISHED Services and Support Group (Provisional)		EMPLOYEE NO.

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

☒ Block Records:
(OPMEMO 20-800-11)

a. Temporarily for _____ days, effective _____

b. Continuing, effective as of 23 September 1954

☒ Submit Form 642 to change limitation category.
(HHR 20-7)

☒ Ascertain that Army W-2 being issued.
(HB 20-661-1)

☒ Submit Form 1322 for any change affecting this cover.
(R 240-250)

☒ Submit Form 1323 for transferring cover responsibility.
(R 240-250)

☐ Remarks:

☒ Cover History

JB/jaw

DISTRIBUTION: Copy 1-PDB, Copy 2-Operating Component, Copy 3-ON LOG, Copy 4-UL RELSVC, Copy 5-ND, ON
Copy 6-OCB OPS, Copy 7-File

File No. K-1480
21 July 1960

SECRET

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

SUBJECT : Joseph B. Smith

1. Cover arrangements are in process, and/or have been completed for the above-named Subject.

2. Effective 26 April 1960, it is requested that your records be properly blocked ~~REDACTED~~ [redacted]

3. This memorandum confirms an oral request of [redacted]

CCU/CCO

[redacted]
Chief, Central Cover Division

cc: SSD/OS

THIS MEMO MUST REMAIN
ON TOP OF FILE

FORM 1580a

14-12400

RECORD OF LEAVE DATA

1. NAME (Last - First - Middle) SMITH JOSEPH D				2. (FOR AGENCY USE)																																																																					
4. DATE AND NATURE OF SEPARATION RETIREMENT 063073				5. A. SUBJECT TO 5 USC ANNS 53 day leave ceiling? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO B. LAST DATE SUBJECT TO 5 USC 6304B: C. ANNUAL LEAVE BALANCE AS OF THAT DATE (month):																																																																					
6. TOTAL SERVICE FOR LEAVE (as of date of separation) <input type="checkbox"/> Less than 15 years (hours) _____ years _____ months _____ days <input type="checkbox"/> 15 years or more																																																																									
SUMMARY OF ANNUAL AND SICK LEAVE				SUMMARY OF HOME LEAVE (12/1/5)																																																																					
7. Carryover balance from prior leave year ending: 01 06 73 360 2018				18. Basic service period of 24 months of continuous service abroad: DATE STARTED: 11 11 11 DATE COMPLETED: _____																																																																					
8. Current leave year accrual through pay period ending: 09 04 2018				19. Current 12 months accrual period began on: _____ Hours absence without pay since that date: _____																																																																					
9. Total: 454 2067				20. Current balance (in accrual) as of: _____ No. days: 44																																																																					
10. Reduction in credits, if any (current year): 0 0				21. Twelve months accrual rate as of date of separation: _____ No. days: 15																																																																					
11. Total leave taken, current year through date of separation: 0 0				22. Dates leave used, prior 24 months: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="3">FROM</th> <th colspan="3">TO</th> </tr> <tr> <th>MO</th><th>DAY</th><th>YEAR</th> <th>MO</th><th>DAY</th><th>YEAR</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>				FROM			TO			MO	DAY	YEAR	MO	DAY	YEAR																																																						
FROM			TO																																																																						
MO	DAY	YEAR	MO	DAY	YEAR																																																																				
12. Balance: 454 2067				23. During current calendar year: A. Regular - active duty or training B. Special - civil disobedience																																																																					
13. Total hours paid in lump sum (includes _____ hours for holidays): 0				24. DURING LEAVE YEAR IN WHICH SEPARATED: 0																																																																					
14. Salary rate(s) per hour: \$13.89				25. DURING STEP INCREASE WAITING PERIOD WHICH BEGAN ON: 12 10 72 0																																																																					
15. Lump sum leave dates (if part-time leave, explain in remarks): <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>MO</th><th>DAY</th><th>YEAR</th><th>HOUR NO</th> </tr> <tr> <td>From</td><td>00</td><td>00</td><td>00</td> </tr> <tr> <td>To</td><td>00</td><td>00</td><td>00</td> </tr> </table>				MO	DAY	YEAR	HOUR NO	From	00	00	00	To	00	00	00	26. DURING MILITARY LEAVE: _____																																																									
MO	DAY	YEAR	HOUR NO																																																																						
From	00	00	00																																																																						
To	00	00	00																																																																						
ABSENCE WITHOUT PAY (Except while in receipt of pay from BECA)				MILITARY LEAVE																																																																					
27. DURING LEAVE YEAR IN WHICH SEPARATED: 0				28. DURING CURRENT CALENDAR YEAR: _____																																																																					
29. DURING STEP INCREASE WAITING PERIOD WHICH BEGAN ON: 12 10 72 0				29. DURING CURRENT CALENDAR YEAR: _____																																																																					
30. REMARKS (Include shore leave information, if applicable): SCD: 10/03/78																																																																									
31. CERTIFIED CORRECT BY: (Signature)				32. DATE																																																																					
33. TITLE AGENCY - ADDRESS TELEPHONE NO.				34. FOR CHIEF PAYROLL																																																																					

SECRET
(When Filled In)

DEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) SMITH JOSEPH B			
3. NATURE OF PERSONNEL ACTION CONVERSION FROM RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA		4. EFFECTIVE DATE MO. 06 YR. 30 173		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS CF TO V X CF TO CF		7. Financial Analysis No. Chargeable 3135 0990 0000		8. CSC OR OTHER LEGAL AUTHORITY P L 88-643 SECT 233	
9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD		10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0340		13. SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS, 18, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 8	
18. REMARKS					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 45		20. EMPLOY CODE 10		21. OTHER CODINGS POSITION ALPHABETIC	
22. STATION CODE		23. INTEREST CODE		24. HIGHER CODE	
25. DATE OF BIRTH MO. DA. YR.		26. SPECIAL REFERENCE		27. RETIREMENT DATA 1. YES 2. NO 3. N/A 4. N/A	
28. DATE EXPIRES MO. DA. YR.		29. SEPARATION DATA CODE 0BJ0000		30. CURRENT TYPE MO. DA. YR.	
31. VET PREFERENCE CODE		32. SERV. COMP. DATE MO. DA. YR.		33. LONG COMP. DATE MO. DA. YR.	
34. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		35. LEAVE CAT. CODE		36. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO	
37. STATE TAX DATA FORM EXECUTED 1. YES 2. NO		38. NO. TAX EXEMPTIONS		39. NO. TAX STATE CODE EXTEND	
SIGNATURE OR OTHER AUTHENTICATION					
POSTED 10/7/72					

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUND	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 8	\$28,478

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUND		5. LWOP MONTHS	
007894		SMITH JOSEPH B		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADD.
GS 14	7	\$26,954	12/14/69	GS 14	8	\$27,084	12/13/72		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
				10-13-72					
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS				AUDITED BY					
[Signature]				[Signature]				1/35	
FORM 560E Use previous editions PAY CHANGE NOTIFICATION WAF 554 (4-51)									

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
DCS 10/16/72									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
007894		SMITH JOSEPH B							
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
CHANGE IN N.S.C.A.			MO. DA. YE.						
			02 2 72						
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY					
<table border="1"> <tr> <td>V TO V</td> <td>V TO G</td> </tr> <tr> <td>G TO V</td> <td>G TO G</td> </tr> </table>		V TO V	V TO G	G TO V	G TO G	3135 0940 0002			
V TO V	V TO G								
G TO V	G TO G								
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION						
DDP/WH DIVISION			<div style="border: 1px solid black; height: 30px; width: 100%;"></div>						
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION				
OPS OFFICER			0340		D				
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)		15. OCCUPATIONAL SERIES		17. SALARY OR RATE					
GS		0136.01		16. GRADE AND STEP					
				16					
18. REMARKS									
SIGNATURE OF OTHER AUTHORIZATION									

FORWARDED

web 10-26-72

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND
EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 7	\$26,352

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 7	\$24,979

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51	620	CF GS 14 7	\$23,573

651

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
007894		SMITH JOSEPH B		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 14	6	\$21,621	12/17/67	GS 14	7	\$22,239	12/13/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD						9/2/1969			
						559			
CLEAR INITIALS						AUDITED BY:			
PCF 4 7-58 530.E Use previous editions						PAY CHANGE NOTIFICATION (4-31)			

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
SMITH JOSEPH B	007894 51 620 OF GS 14 6	\$21,621

MAY 69

SECRET
(When Filled In)

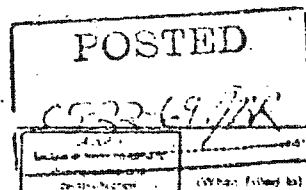
NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) SMITH JOSEPH B	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE MO DA YR 05 21 69	
5. CATEGORY OF EMPLOYMENT REGULAR		6. FINANCIAL ANALYSIS NO. CHARGEABLE 9135 0990 0000	
7. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J		8. FUND V TO V CF TO V X V TO CF CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0340	
13. SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	
15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 04 7 14 6	
17. SALARY OR RATE 17289 19771		18. REMARKS	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 35	20. EMPLOY CODE 10	21. OFFICE CODING NUMBER 51620 ALPHABETIC WH	22. STATION CODE 45075
23. PAYROLL CODE S	24. PAYROLL CODE 3	25. DATE OF BIRTH MO DA YR 06 16 21	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. DATE OF LEI MO DA YR	29. SPECIAL REFERENCE 1. CSC 2. CH 3. FCA 4. BAWA	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION/EXCEPTION DATA TYPE MO DA YR	33. SECURITY REQ. NO.	34. SER
35. VET PREFERENCE CODE 1. NONE 2. 10% 3. 15%	36. SERV COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CATEGORY C1A C1B C1C C1D C1E C1F C1G C1H C1I C1J C1K C1L C1M C1N C1O C1P C1Q C1R C1S C1T C1U C1V C1W C1X C1Y C1Z
39. FEDERAL TAX DATA CODE 1. YES 2. NO	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. YES (SEE INSTRUCTIONS) 3. YES (SEE INSTRUCTIONS) 4. YES (SEE INSTRUCTIONS)	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA CODE 1. YES 2. NO	44. STATE TAX DATA CODE 1. YES 2. NO	45. STATE TAX DATA CODE 1. YES 2. NO	46. STATE TAX DATA CODE 1. YES 2. NO
SIGNATURE OR OTHER AUTHENTICATION			

FORM 1150
1-64Use Previous
Edition

SECRET

PLW



(When Filled In)

16 MAY 69

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
007894		SMITH JOSEPH B	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS		05 18 69	REGULAR
6. FUNDS	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY	
V TO V CF TO V	X CF TO CF	9135 0990 0000 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP/WH FOREIGN FIELD BRANCH 1			
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER		0340	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 6	19771
18. REMARKS			
HOME BASE: WH			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
20	10	51620 WH	45075
23. DATE EMPLOYED	24. SPECIAL REFERENCE	25. RETIREMENT DATA	26. SEPARATION DATA CODE
NO DA			
27. PAY PREFERENCE	28. SERV COMP DATE	29. LONG COMP DATE	30. CAREER CATEGOR
NO DA			
31. PREVIOUS FEDERAL GOVERNMENT SERVICE		32. LEAVE CAT CODE	33. FEDERAL TAX DATA
1. NO PREVIOUS SERVICE 2. NO SERVICE IN SERVICE 3. SERVICE IN SERVICE (LESS THAN 1 YEAR) 4. SERVICE IN SERVICE (MORE THAN 1 YEAR)			
34. STATE TAX DATA		35. SOCIAL SECURITY NO.	
SIGNATURE AND OTHER AUTHENTICATION			

POSTED

05-16-69 1682

SECRET

PLW

FORM 1130
1-68
MAY 1968Use Previous
Edition

APPROVED FOR SIGNATURE	DATE

FVD: 16 JUL 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
007894		SMITH, JOSEPH B.									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						07 14 68		REGULAR			
6. FUNDS		7. TO V		8. TO CP		9. Financial Analysis No. Chargeable		10. CYC OR OTHER LEGAL AUTHORITY			
X		V TO V		V TO CP		9235 0620 0000		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDP/WH CA STAFF						WASH., D.C.					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
OPS OFFICER						0645		D			
16. CLASSIFICATION SCHEDULE (US 18, 48)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				0136.01		14 6		19771			
10. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. ACTION CODE		21. EMPLOY CODE		22. OFFICE CODING		23. STATION CODE		24. INTEREST CODE		25. DATE OF BIRTH	
37		10		51150 WH		75013		1		06 16 21	
26. DATE EMPLOYED		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. Conversion / Cancellation Date		31. SECURITY RTO NO.	
NO DA YR				COOM				NO DA YR		NO DA YR	
32. VET. PREFERENCE		33. SERV. COMP. DATE		34. LONG COMP. DATE		35. CAREER CATEGORY		36. FLIGHT / REASONING CODE		37. SOCIAL SECURITY NO.	
1. NONE 2. 10% 3. 15%		NO DA YR		NO DA YR		CAB SERV CODE		2. NONE 3. 10% 4. 15%		NO DA YR	
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE				39. LEAVE CAT CODE		40. FEDERAL TAX DATA				41. STATE TAX DATA	
CODE 1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE (LESS THAN 1 YEAR) 4. BREAK IN SERVICE (MORE THAN 1 YEAR)				CODE		CODE 1. YES 2. NO				CODE 1. YES 2. NO	
SIGNATURE OF OTHER AUTHORIZATION											
FROM: OTR											
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PC 1150
9-68Use Previous
Edition

SECRET

FVD

(When Filled In)

(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	51	150	V GS 14 6	\$18,481	\$19,771

D-5

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. EMP NOVS	
007894		SMITH JOSEPH B		17 500		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TIME ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	W	ADJ
GS 14	5	\$17,190	12/19/65	GS 14	6	\$18,721	12/17/67		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE				DATE					
				130 Oct 1967					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				FILED BY					
FORM 560 E				PAY CHANGE NOTIFICATION					

14 311

COMPTROLLER
 TAX DIVISION

14-00000
PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206,
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	17	600	V GS 14 5	\$17,190	\$17,953

MRT: 17 OCT 56

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
007894		SMITH JOSEPH B									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
EXCEPTED APPOINTMENT: CAREER						10 09 66		REGULAR			
6. FUNDS		7. TO V		8. FROM V		9. COST CENTER NO. CHARGEABLE		10. CXC OR OTHER LEGAL AUTHORITY			
X						7275 3000 0000		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDS/OTR OPERATIONS SCHOOL HEADQUARTERS TRAINING BRANCH OPERATIONS FACULTY						WASH., D.C.					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
INSTR OPERATIONS						1314		D			
16. CLASSIFICATION SCHEDULE (GS, LB, etc.)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				1712.32		14 5		17198			
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODING		24. STATION CODE	25. INTEGRATE CODE	26. MONTH CODE	27. DATE OF BIRTH		28. DATE OF PRASE		29. DATE OF LEL
13	10	17600 OTR		75012		1	05 10 21		12 23 62		12 19 65
30. NTR SERVICES		31. SPECIAL PREFERENCE		32. RETIREMENT DATA		33. SEPARATION DATA CODE		34. CORRECTION/CANCELLATION DATA		35. SECURITY RFD NO	
				2						00000 ML	
36. VET. PREFERENCE		37. SERV COMP DATE		38. LONG COMP DATE		39. CAREER CATEGORY		40. PAGES / REASON INSURANCE		41. SOCIAL SECURITY NO	
1		10 03 48		09 17 51		C		1			
42. PREVIOUS GOVERNMENT SERVICE DATA				43. LEAVE CAT		44. FEDERAL TAX DATA		45. STATE TAX DATA			
1				B		1		1			
SIGNATURE OF OTHER AUTHENTICATING											
<div style="text-align: right;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 17 OCT 56 </div> </div>											

FORM 1159

(1-57)

Use Previous Edition

SECRET

FORM 1
Use Previous Edition
(When Filled In)

(When Filled In)

NRT: 17 OCT 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) Smith, Joseph	
3. NATURE OF PERSONNEL ACTION RESIGNATION		4. EFFECTIVE DATE MO. DA. YR. 10 08 1966	
5. CATEGORY OF EMPLOYMENT REGULAR		6. COST CENTER NO. ASSIGNABLE 7135 0633 0000	
7. FUND V TO V CF TO V X CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 4		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE OPS OFFICER		12. GRADE AND STEP 0024	
13. CLASSIFICATION SCHEDULE (GS, AB, etc.) GS		14. OCCUPATIONAL SERIES 0136.01	
15. REMARKS		16. SALARY GR. RATE 17133	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
17. ACTION CODE W5	18. EMPLOY CODE 10	19. OFFICE CODES NUMERIC ALPHABETIC	20. STATION CODE
21. DATE OF BIRTH MO DA YR 06 11 1921	22. DATE OF GRADE MO DA YR	23. DATE OF LEI MO DA YR	24. SECURITY R50 00
25. HPE EXPIRES MO DA YR	26. SPECIAL REFERENCE 1. YES 2. NO	27. RETIREMENT DATA CODE	28. SEPARATION DATA CODE 600001
29. VET. PREFERENCE CODE	30. SERV. COMP. DATE MO DA YR	31. LEAVE CAT CODE	32. CAREER CATEGORY CODE
33. PREFERRED RESIDENCE SERVICE DATA CODE	34. LEAVE CAT CODE	35. FEDERAL TAX DATA CODE	36. STATE TAX DATA CODE

SIGNATURE FOR OTHER AUTHORIZATION

1122

Use Previous Edition

SECRET

SECRET

1. NAME
2. POSITION NO.
3. GRADE
4. DATE

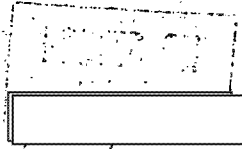
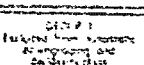
"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504,
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1963."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME
Smith, Joseph
~~XXXXXXXXXX~~

SERIAL	ORGN.	FUNDUS	GR-STEP	OLD SALARY	NEW SALARY
007894	51	720	OF GS 14 5	\$16,712	\$17,198

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER 007894		2. NAME (LAST FIRST MIDDLE) <i>Smith, Joseph</i>							
3. NATURE OF PERSONNEL ACTION REASSIGNMENT					4. EFFECTIVE DATE MO. DA. YR. 05 23 66		5. CATEGORY OF EMPLOYMENT		
6. FUNDS		V TO V		V TO G		7. COST CENTER NO. CHARGEABLE 6135 0633 0000		8. CSC OR OTHER LEGAL AUTHORITY	
		G TO V		X G TO G					
9. ORGANIZATIONAL DESIGNATIONS DDP&WH DIVISION BR 4					10. LOCATION OF OFFICIAL STATION				
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0084		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14		17. SALARY OR RATE		
18. REMARKS									
<div style="text-align: right;">  [Signature] </div>									
SIGNATURE OF OTHER AUTHENTICATION									
<div style="text-align: center;">  [Signature] </div>									

Form 1-63 11-60
ASFC 4-64

Use Previous
Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(4-5)

(When Filled In)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 007394		2. NAME (LAST-FIRST-MIDDLE) Smith, David									
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE MO. DA. YR. 03 13 66		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CP		7. COST CENTER NO. CHARGEABLE 6135 (633 0000		8. CSE OR OTHER LEGAL AUTHORITY PL 88-643 SEC1. 203			
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD UNASSIGNED						10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0000		13. SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 5		17. SALARY OR RATE 16712			
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											
19. ACTION CODE 23		20. EMPLOY CODE 10		21. OFFICE CODING SUBSIDIARY ALPHABETIC 51620 WH		22. STATION CODE 0404		23. INTEGRTEE CODE		24. HOURS CODE 3	
25. DATE OF BIRTH MO. DA. YR. 06 16 21		26. DATE OF GRADE MO. DA. YR. 12 23 62		27. DATE OF LEI MO. DA. YR. 12 19 65		28. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE 2		29. SEPARATION DATA CODE		30. CORRECTION/CANCELLATION DATA TIME MO. DA. YR. EOD DATA	
31. DATE EXPIRES MO. DA. YR.		32. SPECIAL REFERENCE		33. LONG TERM DATE MO. DA. YR.		34. CARRIER CATEGORY CIR. DESV. CODE PND. STUP.		35. FICA / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		36. SOCIAL SECURITY NO.	
37. VET. PREFERENCE CODE 0 - NONE 1 - 50% 2 - 100%		38. SERV. COMP. DATE MO. DA. YR.		39. LEAVE CAT. CODE		40. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		41. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO		42. STATE CODE	
43. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 1 YEAR 3 - BREAK IN SERVICE LONGER THAN 1 YEAR				44. SIGNATURE OR OTHER AUTHENTICATION							
<p>11-42 1150 Use Previous Edition</p> <p>SECRET</p> <p>03 70204 N</p> <p>GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION</p> <p>(When Filled In)</p>											

007894 *Smith, Frank* 51 720 CF

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTIONS		
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date	PSI	LS	ADI
GS 14	4	\$16.204	12/22/63	GS 14	5	\$16.712	12/19/65			

Remarks and Authorization

/ NO EXCESS LWOP
 / IN PAY STATUS AT END OF WAITING PERIOD
 / LWOP STATUS AT END OF WAITING PERIOD
 CLERKS' INITIALS AUDITED BY

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

SIGNATURE: DATE: *12 19 65*

PAY CHANGE NOTIFICATION

1-65 560E Mfg. 3-65 (4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
 AS AMENDED, AND A DCI POLICY DIRECTIVE DATED 4 OCTOBER 1962."
 EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME
Smith, Frank

SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
007894	51	720	CF GS 14 4	\$15.640	\$16.204

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

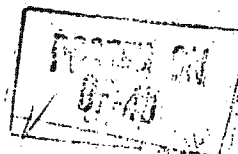
[illegible]

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

NAME

~~XXXXXXXXXX~~
Smith, Joseph

SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
007894	51	650	CF GS 14 4	\$14,120	\$14,965



WH-1

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
007894		[REDACTED]		51 650 CF			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 14	J	\$13,095	12/23/62	GS 14	4	\$14,120	12/22/63
7. TYPE ACTION							
PSI LM ADJ.							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY [REDACTED]							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE [REDACTED]				DATE 15 Oct 63			
c/WH/ZH PAY CHANGE NOTIFICATION							

Form 9-61 560 Obsolete previous Edition

(451)

SECRET
(When Filled In)

100: 10 MAY 63

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 007894		2. NAME (LAST-FIRST-MIDDLE) Smith, Joseph									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE MO. DA. YR. 05 12 63		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS		V TO V		F TO U		7. COST CENTER NO. CHARGEABLE 3135 5050 1000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2		10. LOCATION OF OFFICIAL STATION									
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0651		13. SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS				15. OCCUPATIONAL SERIES 0135101		16. GRADE AND STEP 14 3		17. SALARY OR RATE 13695			
18. REMARKS											
SPACE BELOW FOR EXTENSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 37		20. OFFICE CODING 64650 WH		21. STATION CODE 04741		22. INTERVIEW CODE 3		23. DATE OF BIRTH MO. DA. YR. 06 16 21		24. DATE OF GRAD MO. DA. YR.	
25. DATE OF LEI MO. DA. YR.		26. SPECIAL REFERENCE 1. CAC 2. FICA 3. NONE		27. RETIREMENT DATA CODE		28. DEFECTION DATA CODE TYPE		29. CORRELATION/CANCELLATION DATA MO. DA. YR.		30. SECURITY REQ. NO.	
31. PREFERENCE MO. DA. YR.		32. LEAVY COMP. DATE MO. DA. YR.		33. LEAVY COMP. DATE MO. DA. YR.		34. EMPLOYER CATEGORY CODE		35. FEELT/HEALTH INSURANCE CODE		36. SOCIAL SECURITY NO.	
37. PREVIOUS GOVERNMENT SERVICE DATA CODE				38. SERVICE CODE CODE				39. FEDERAL TAX DATA CODE			
40. STATE TAX DATA CODE				41. STATE TAX DATA CODE				42. STATE TAX DATA CODE			
43. SIGNATURE OR OTHER AUTHENTICATION											

POSTED ON
JUN 11 1963

POSTED

05/13/63

FORM 100-100

Use Previous Edition

SECRET 9 MAY 1963

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

LLG: 21 DEC. 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
OCB											
1. SERIAL NUMBER 000455		2. NAME (LAST-FIRST-MIDDLE) Smith, Joseph B.									
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE MO. DA. YR. 12 23 62		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS		V TO V		V TO CP		7. COST CENTER NO. CHARGEABLE 3135 5050 1000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
CF TO V		X		CF TO CP		9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2					
10. LOCATION OF OFFICIAL STATION											
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0848		13. CAREER SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 3		17. SALARY OR RATE 13695			
18. REMARKS											
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> RECEIVED 12/23/62 J. W. [Signature] </div>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 61650 WH		22. STATION CODE 04041	23. INTEGRAL CODE	24. HOURS 3	25. DATE OF BIRTH MO. DA. YR. 06 16 21		26. DATE OF GRADE MO. DA. YR. 12 23 62		27. DATE OF LEL MO. DA. YR. 12 23 62
28. HIG EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 80		30. RETIREMENT DATA 1. CSL 2. PICA 3. NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REG. NO.	
34. VET. PREFERENCE CODE 0. NONE 1. 0 PT. 2. 10 PT.		35. SERV. COMP. DATE MO. DA. YR.		36. LONG. COMP. DATE MO. DA. YR.		37. CAREER CATEGORY CAREER TEMP PROV. TEMP		38. FEGLI / HEALTH INSURANCE CODE CODE 0. DRIVEN 1. YES		39. SOCIAL SECURITY NO.	
40. PREVIOUS GOVERNMENT SERVICE DATA CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS.) 3. BREAK IN SERVICE (MORE THAN 3 YRS.)				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1. YES 2. NO		43. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> POSTED 01/14/63 [Signature] </div>											

FORM 1150
4-62Use Previous
Edition

21-1082

SECRET

 (When Filled In)
 (When Filled In)

14-811

11

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 794 AND
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST SALARY	OLD GR-ST SALARY	NEW GR-ST SALARY	NEW GR-ST SALARY
<u>Smith, Joseph</u>	<u>007894</u>						
	24445	44650	CF	13 5	\$11575	13 5	\$12610

gwh

ABM: 1 JUNE 62

SECRET
(When Filled In)

OAS											
NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 887894 93CH55		2. NAME (LAST-FIRST-MIDDLE) Smith, Joseph									
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT (CAREER)						4. EFFECTIVE DATE MO. DA. YR. 05 27 52		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS V TO V CF TO V		V TO V X		V TO CF CF TO CF		7. COST CENTER NO. CHARGEABLE 2135 5050 1000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 2						10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0848		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 5		17. SALARY OR RATE 11675			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 13		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC 64650 WH		22. STATION CODE 04041		23. INTERSEC CODE		24. MONTH CODE 3	
25. DATE OF BIRTH MO. DA. YR. 06 16 21		26. DATE OF GRADE MO. DA. YR. 10 09 55		27. DATE OF LEI MO. DA. YR. 10 01 61		28. NTE EXPIRES MO. DA. YR. 30		29. SPECIAL REFERENCE 30		30. RETIREMENT DATA 1. CSC 2. FICA 3. NONE 1	
31. SEPARATION DATA CODE TYPE C		32. CORRECTION/NULLIFICATION DATA MO. DA. YR. EOD DATA		33. SECURITY REQ. NO. 07894		34. SEX M1		35. VET. PREFERENCE CODE 1		36. SERV. COMP. DATE MO. DA. YR. 10 03 48	
37. LONG. COMP. DATE MO. DA. YR. 09 17 51		38. MIL. SERV. CREDIT/LCD 1. YES 2. NO C		39. FEGLI / HEALTH INSURANCE CODE 1		40. SOCIAL SECURITY NO.		41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1		42. LEAVE CAT. CODE 6	
43. FEDERAL TAX DATA CODE 0		44. STATE TAX DATA CODE 0		45. SIGNATURE OR OTHER AUTHENTICATION 26/07/62 UK		46. SIGNATURE OR OTHER AUTHENTICATION		47. SIGNATURE OR OTHER AUTHENTICATION		48. SIGNATURE OR OTHER AUTHENTICATION	

ARM: 1 LINE 62

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER

2. NAME (LAST-FIRST-MIDDLE)

007894

SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION

RESIGNATION

4. EFFECTIVE DATE

MO. DA. YR.
05 26 62

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

X

V TO V

V TO CF

CF TO V

CF TO CF

7. COST CENTER NO. CHARGEABLE

2235 1000 1000

8. CSC OR OTHER LEGAL AUTHORITY

9. ORGANIZATIONAL DESIGNATIONS

DDP WH
BRANCH 1
VENEZUELA SECTION

10. LOCATION OF OFFICIAL STATION

WASH., D. C.

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0505

13. CAREER SERVICE DESIGNATION

D

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

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

13 5

17. SALARY OR RATE

11675

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRATE CODE	24. REG. CODE	25. DATE OF BIRTH MO. DA. YR. 05 16 21	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LES MO. DA. YR.
28. MTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CAS 2. FICA 3. NONE	31. SEPARATION DATA CODE 1800091	32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REG. NO.		34. SEC	
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. MIL. SERV. CREDIT/ICD 1 - YES 2 - NO	39. FEBSA / HEALTH INSURANCE CODE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO DUREN IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO	45. STATE CODE				

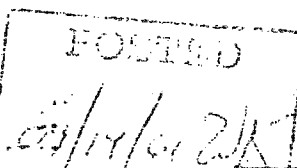
SIGNATURE OR OTHER AUTHENTICATION

POSTED

06/04/62 ZJK

AES: 15 SEPT 61

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
007894		SMITH JOSEPH B									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						09 15 61		REGULAR			
6. FUNDS		X		V TO V		V TO U		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
U TO V		U TO U		2235 1000 1000		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 1 VENEZUELA SEC						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER						6505		D			
14. CLASSIFICATION SCHEDULE (GS, WD, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		13 4		11415			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEREST CODE	24. PRIORITY CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEL
37	10	64300 WH		75013		1	09 16 21				
28. HSE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CANCELLATION/CANCELLATION DATA		33. SECURITY REG NO	
MO DA YR		1. CSC 2. FICA 3. NONE		CODE		TYPE		MO DA YR		34. SEC	
										EOD DATA	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. DIS. SERV. CREDIT/LOD		39. REG. / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		NO CA YR		NO CA YR		CODE CODE		O. NUMBER 1. YR		HEALTH INS CODE	
0 - NONE 1 - 5 YR 2 - 10 YR											
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE				CODE		CODE CODE		CODE CODE		CODE CODE	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)				1 - YES 2 - NO		NO PAY REDUCTIONS		FORM SUBMITTED 1 - YES 2 - NO		NO PAY REDUCTIONS	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;">  POSTED 09/14/61 JKS </div>											

Form 1150
6-60Obsolete Previous
Editions

SECRET

ARE:25 AUG 1961

SECRET
(When Filled In)

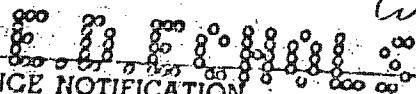
NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
007894		SMITH JOSEPH B									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						08 25 61		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. USC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF		2235 1000 1000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH I VENEZUELA SECTION						WASH., D. C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER						0459		D			
14. CLASSIFICATION SCHEDULE (GS, WB, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE		
GS			0136.01			13 4			11415		
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INITIATION CODE	24. PARTIAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES		
37	10	64300 WH		75013		1	06 16 21				
28. NIE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY		34. SER		
							EOD DATA				
35. PFI. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. MIL. SERV. CREDIT/LOS		39. FECA / HEALTH INSURANCE		40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE (LH) CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA				
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;"> <p>101110</p> <p>08/29/61 ZJK</p> </div>											

1150
Obsolete Previous Editions

SECRET

14-00000

SECRET
(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
07404		SMITH JOSEPH B.		WN 74			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
13	4	\$11,415	06/03/62	13	5	\$11,675	10/01/61
7. TYPE ACTION							
PSI		LSI		ADI			
8. Remarks and Authentication							
<p>✓ NO EXCESS LWOP</p> <p>✓ IN PAY STATUS AT END OF WAITING PERIOD</p> <p>✓ IN LWOP STATUS AT END OF WAITING PERIOD</p> <p style="text-align: right;">(Signature) WK</p>							
 PAY CHANGE NOTIFICATION							
Form 740 580		Obsolete Previous Edition		SECRET			

SECRET
(When Filled In)

BLT 30 SEPT 1960

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
007894		SMITH JOSEPH B							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT				10 02 60		REGULAR			
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY					
X		1221 1000 1000		50 USC 403					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP CA STAFF PROPAGANDA GROUP GUIDANCE BRANCH				WASH., D. C.					
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER				0356		D			
14. CLASSIFICATION SCHEDULE (GS, WB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		13 4		11415			
18. REMARKS									
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>10-20-60 WP</p> </div>									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEREST CODE	24. MONTH	25. DATE OF BIRTH		26. DATE OF GRADE
37	10	44300 CA		75013	1	06	16 21		
27. HIE EXPIRES		28. SPECIAL REFERENCE		29. RETIREMENT DATA		30. SEPARATION DATA CODE		31. CORRECTION/CANCELLATION DATA	
MO DA YA				1. CODE 2. FICA 3. NONE		TYPE		MO DA YA	
								EOD DATA	
32. VET. PREFERENCE		33. SERV. COMP. DATE		34. LONG COMP. DATE		35. MIL SERV. CREDIT-CD		36. FEGLI/HEALTH INSURANCE	
CODE		MO DA YA		MO DA YA		1. YES 2. NO		CODE	
0 - NONE 1 - 5 YR 2 - 10 YR								HEALTH INS CODE	
37. PREVIOUS GOVERNMENT SERVICE DATA				38. LEAVE (A)		39. FEDERAL TAX DATA		40. STATE TAX DATA	
CODE				CODE		CODE		CODE	
0 - NO PREVIOUS SERVICE 1 - 12 MONTHS IN SERVICE 2 - MORE THAN 12 MONTHS IN SERVICE 3 - BREAK IN SERVICE, MORE THAN 12 MONTHS				1. YES 2. NO		1. YES 2. NO		1. YES 2. NO	
SIGNATURE OR OTHER AUTHENTICATION									

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	SMITH JOSEPH B	107894	42 30	GS-13 4	\$10,610	\$11,415

/s/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

PAS: 25 JULY 1960										NOTIFICATION OF PERSONNEL ACTION									
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prof.		5. Sex		6. CS-EGD						
107894		SMITH JOSEPH B				Mo. Da. Yr. 06 16 21			None-0 5 Pt-1 10 Pt-9		Code 1		M 1		Mo. Da. Yr. 05 17 51				
7. SCD		8. CSC Reint.		9. CSC Or Other Legal Authority		10. Appt. Allidav.			11. FEGLI		12. LCB		13. 401 Form						
Mo. Da. Yr. 10 03 48		Yes-1 No-2 1		Code 1		50 USCA 403			Mo. Da. Yr. Yes-1 No-2 1			Mo. Da. Yr. 09 17 51		Yes-1 No-2 2					

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Section Code	
DDP COVERT ACTION STAFF PROPAGANDA GROUP MEDIA BRANCH				4230		WASH., D.C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Comm. Series			
DDP - 2 USMID - 4 Fign - 6		Code 2		OPS OFFICER		0399		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
13 4		\$ 10610		D		Mo. Da. Yr. 10 09 55		Mo. Da. Yr. 10 01 61		0221 1000 1000	
44. Remarks											
<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p align="center">DECLASSIFIED</p> <p align="center">2-26-60 AS</p> </div>											

0. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10	05	58

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
 IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO	DA	YR

13. REMARKS

14. AUTHENTICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 507894

2. NAME SMITH JOSEPH B

3. ASSIGNED ORGAN. DDP/FE - 34

4. FUNDS UV

5. ALLOTMENT

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
GS 13	2	\$10,130	04	07	57	GS 13	3	\$10,370	10	05	58

REMARKS

PERM-722

CERTIFICATION

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

TYPED, OR PRINTED, NAME OF SUPERVISOR

DATE 10 OCT 57

SIGNATURE OF SUPERVISOR

PERIODIC STEP INCREASE

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 507894

2. NAME SMITH JOSEPH B

3. ASSIGNED ORGAN. DDP/FE 20

4. FUNDS UV

5. ALLOTMENT

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
GS 13	3	\$10,370	10	05	58	GS 13	4	\$10,610	04	03	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP
 IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION

☐ P 31 ☐ L 31 ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

PAY CHANGE NOTIFICATION

SECRET

OFFICIAL PERSONNEL FOLDER

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	507894	GS-13-2	\$ 9,205	\$10,130

GORDON W. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DMG 7 FEB 58

1. Serial No.			2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD		
507894			SMITH JOSEPH B			Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-2		M 1		Mo. Da. Yr.		
7. SCD			8. CSC Retmt.			9. CSC Or Other Legal Authority			10. Appt. Allidav.			11. FLGLI		12. LCD	
Mo. Da. Yr.			Yes-1 No-2			Code			Mo. Da. Yr.			Yes-1 No-2		Code	
10 03 58			1			50 USCA 403			Mo. Da. Yr.			1 09 17 51		13. Yes-1 No-2	
														2	

PREVIOUS ASSIGNMENT

14. Organizational Designations			Code			15. Location Of Official Station			Station Code		
DDP FE BR 5 OFFICE OF THE CHIEF			5121			WASH. D. C.			75013		
16. Dept. - Field			17. Position Title			18. Position No.			19. Serv.		
Dope - 1 USId - 3 Frgn - 5			2 - AREA OPS OF D BR CH			3369			GS		
20. Occup. Series			21. Grade & Step			22. Salary Or Rate			23. SD		
0136.01			13 2			\$ 9205			BP		
24. Date Of Grade			25. Pst Due			26. Appropriation Number					
Mo. Da. Yr.			Mo. Da. Yr.			8 3700 20					
10 109 55			10 105 58								

ACTION

27. Nature Of Action			Code			28. Eff. Date			29. Type Of Employee			Code		
REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS			05			02 09 58			REGULAR			01		
30. Separation Data														

PRESENT ASSIGNMENT

31. Organizational Designations			Code			32. Location Of Official Station			Station Code		
DDP FE BRANCH 3 PP SECTION			5161						57557		
33. Dept. - Field			34. Position Title			35. Position No.			36. Serv.		
Dope - 1 USId - 3 Frgn - 5			OPS OFF PP			0710			GS		
37. Occup. Series			38. Grade & Step			39. Salary Or Rate			40. SD		
0136.31			13 2			\$ 9205			BP		
41. Date Of Grade			42. Pst Due			43. Appropriation Number					
Mo. Da. Yr.			Mo. Da. Yr.			8 3780 55 006					
10 109 55			10 105 58								

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

POSTED

C/M

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DWG.

1. Serial No.		2. Name (Last-First-Middle)		3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS-FOO			
107894		SMITH JOSEPH B		Mo.	Da.	Yr.	None-0 5 Pt-1 10 Pt-2	Code		M	1	Mo.	Da.	Yr.
7. SCB		8. CSC Rmt.		9. CSC Or Other Legal Authority			10. Apmt. Allidav.		11. FEGLI		12. LCD		13. M. S. 100-100	
Mo.	Da.	Yr.	Yes-1 No-2	Code				Mo.	Da.	Yr.	Yes-1 No-2	Code		
10	03	48		1	50 USCA 403							03	17	51

PREVIOUS ASSIGNMENT

14. Organizational Designations		Code		15. Location Of Official Station		Station Code	
DDP FE BR 5 MALAYA & AUSTRALIA SEC OFFICE OF THE CHIEF				WASH. D. C.			
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv. 20. Occup. Series	
Dept. - 2 USfld - 4 Frqn. - 6	Code	AREA OPS OFF CH		303		GS 0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade	
13.2		\$ 9205		DP		Mo. Da. Yr.	
						25. PSI Due	
						Mo. Da. Yr.	
						26. Appropriation Number	
						8 3700 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		11/17/57		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations		Code		32. Location Of Official Station		Station Code	
DDP FE BR 5 OFFICE OF THE CHIEF		5121		WASH. D. C.		75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv. 37. Occup. Series	
Dept. - 2 USfld - 4 Frqn. - 6	Code	AREA OPS OF D BR CH		3309		GS 0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade	
13.2		\$ 9205		DP		Mo. Da. Yr.	
						42. PSI Due	
						Mo. Da. Yr.	
						43. Appropriation Number	
						8 3700 20	

44. Remarks

POSTED

11/21/57 *JP*

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNC.		5. ACTION		
107894		SMITH JOSEPH B			DDP/FE 14		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
13	1	\$ 8,990	10	09	55	13	2	\$ 9,205	04	06	57
REMARKS											
<div style="text-align: right;">07</div>											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR			DATE		SIGNATURE OF SUPERVISOR						
[Redacted]			13 Nov 57		[Redacted]		CFF				
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 66

SECRET

PERSONNEL FOLDER

CENTRAL INTELLIGENCE AGENCY

CONFIDENTIAL

NOTIFICATION OF PERSONNEL ACTION

141

1. NAME (Last - First - Middle - One Given Name, Initial(s), and Surname) Mr. Joseph B. Smith 10789A		2. DATE OF BIRTH 16 Jan 1921		3. JOURNAL OR ACTION NO.		4. DATE 5 Dec 1956	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (Use Standard Terminology) Reassignment 01				6. EFFECTIVE DATE 2 Dec 1956		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J	
FROM				TO			
Ops Officer (FP) EF7-923 GS-0136.31-13 \$8990.00 per annum MS/FS Branch 5 <div></div>				Area Ops Officer (CH) EF-303-13 GS-0136.01-13 \$8990.00 per annum MS/FS Branch 5 Malaya & Australia Section Office of the Chief			
<div></div>				Washington, D. C.			
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL				<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/>				14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>			
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F				16. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)			
16. APPROPRIATION FROM: 7-3745-55-042 TO: 7-3700-20 750-13				17. SURVIVE TO C. 1. RETIREMENT ACT (1954-55) XSS			
18. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:							
20. REMARKS: <p style="text-align: center;">3 MOD 09/17/51</p> <p style="text-align: center;">"Transfer to Vouchered Funds FROM Unvouchered Funds."</p> <div style="text-align: right;"><div>FILED</div><div>1956</div></div>							
ENTRANCE PERFORMANCE RATING: Director of Personnel							
4. PERSONNEL FOLDER COPY							

CONFIDENTIAL

20 12/06/56

GO (2 PART)
 APRIL 1951
 COMPILED BY
 CIVIL SERVICE COMMISSION
 FEDERAL PERSONNEL MANUAL

SECRET

(WHEN FILLED IN)

MJW

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., MISS, ONE GIVEN NAME, INITIAL(S), AND SURNAME) MR. JOSEPH B. SMITH		2. DATE OF BIRTH 16 Jun 1921	3. JOURNAL OR ACTION NO.	4. DATE 6 Sept 1956
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Conversion from <input type="checkbox"/> Status 60		6. EFFECTIVE DATE 26 Aug 1956	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 5C USCA 403 J	
FROM Ops. Officer (FP) BFF-923 GS-0136.31-13 \$8990.00 per annum () \$8015.00 per annum		8. POSITION TITLE Ops. Officer (FP) BFF-923	TO Ops. Officer (FP) BFF-923 GS-0136.31-13 \$8990.00 per annum	
9. SERVICE, SENIOR, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATION DDP/FE Branch 5		
11. HEADQUARTERS 5		12. FIELD OR DEPTL. <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input checked="" type="checkbox"/> 10-POINT <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> SD/DP		
16. RACE W	17. APPROPRIATION FROM: 3745-55-042 TO: same 430-51	18. SUBJECT TO C. S. RETIREMENT ACT YES	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
(MARKS) <div style="text-align: right;">3 EOD</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> POSTED <i>1035 P</i> <i>1056</i> <i>WJR</i> </div>				

SEE PERFORMANCE RATING

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

1. EMPLOYEE COPY

ET

25 9/7/52

FORM 50 (7 PART)
11 1951
REV BY
OFFICE COMMISSION
CHAPTER XI, FEDERAL PERSONNEL MANUAL

SECRET
(WHEN FILLED IN)

NOTIFICATION OF PERSONNEL ACTION

rva

1. NAME (MR., MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) MR. JOSEPH B. SMITH		2. DATE OF BIRTH 16 June 1921		3. JOURNAL OR ACTION NO.		4. DATE 4 October 1955	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION				6. EFFECTIVE DATE 9 Oct. 1955		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 UBCA 403 J	
FROM Ops Officer (PP) RFF-923-12 OS-0136.31-12 \$7785.00 per annum Branch 5				TO Ops Officer (PP) RFF-923 OS-0136.31-13 \$8990.00 per annum DDP/PS Branch 5			
8. POSITION TITLE				9. SERVICE, CENTER, GRADE, SALARY			
10. ORGANIZATIONAL DESIGNATION				11. HEADQUARTERS			
12. FIELD OR DEPT'L				13. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>			
14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> 8D-DP				15. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input checked="" type="checkbox"/> 10-POINT <input type="checkbox"/> HEAD <input type="checkbox"/> OTHER <input type="checkbox"/>			
16. RACE M W				17. APPROPRIATION FROM: 6-5745-55-042 TO: Same		18. SUBJECT TO C. 5. RETIREMENT ACT (YES-NO) Yes	
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)				20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:			
21. REMARKS: <div style="text-align: center; font-size: 4em; margin-top: 20px;">✓</div> <div style="text-align: right; margin-top: 20px;"><div style="border: 1px solid black; padding: 5px; display: inline-block;">POSTED <i>10/10/55</i></div></div>							
22. SIGNATURE OR OTHER AUTHENTICATION							

ESTRANCE PERFORMANCE RATING:
Director of Personnel

1. EMPLOYEE COPY

recd 10/4/55

SECRET

Employee's name (and social security account number when appropriate)		1. EMP. NO.		2. Division		3. Ship No.		4. Ship No.	
SHUTT, Joseph J. M. 101		13-12 87010							
PAY ROLL CHANGE DATA									
7. Previous normal	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.	NET PAY	
8. New normal									
9. Pay this period									
10. Remarks	FINANCE DIVISION			11. Appropriation(s)			12. Prepared by		
PURSUANT TO DCI DIRECTIVE EFFECTIVE 13 MAR. 1955				ADJUSTED TO: 7785			8 Sep 54		
14. Effective date		15. Date last equivalent		16. New salary		17. Performance rating is satisfactory or better.		18. Audited by	
24 Oct 54		26 Apr 53		\$7240					
19. LWOP data (fill in appropriate spaces covering LWOP during following periods):									
No excess LWOP. Total excess LWOP									
STANDARD FORM NO. 1172d—Revised Form prescribed by Comp. Gen., U. S. Post: 8, 1950, General Regulation No. 107									
PAY ROLL CHANGE SLIP—PERSONNEL COPY									

Untruchered

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname) Mr. Joseph B. Smith	2. DATE OF BIRTH 16 June 1921	3. REQUEST NO.	4. DATE OF REQUEST 17 Feb 54
5. NATURE OF ACTION REQUESTED: A. REASSIGNMENT (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: FEB 28 1954	7. C.S. OR OTHER LEGAL AUTHORITY B. APPROVED: FEB 28 1954
8. POSITION (Specify whether establish, change grade or title, etc.)			

~~1235 - Intelligence Officer~~ 8-5

CS-12 \$7040. p/a

DIP/RE

2. POSITION TITLE AND

2. SERVICE GRADE AND SALARY

14 ORGANIZATIONAL
DELEGATIONS

11. HEADQUARTERS

10- O/B Officer / PP / BFF-923

GS-0136.31--12 *\$7040. p/a

Butter

☒ FIELD ☐ DEPARTMENTAL

12. FIELD OR DEPARTMENT:

☒ FIELD ☐ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

A REQUESTED BY (Name and title)

D. REG

6. [redacted] (name and telephone extension)

Signature

Title: EE Personnel Officer

B. CITIZEN PREFERENCE

NAME	UNIT	OTHER	APT.	10 POINT
			X	DEAD, OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL
-----	------	-------	------

CD:PP DP

PL. 86-360	17. APPROPRIATION
FROM: 4-3745-55-042	
TO: SUND	

10. SUBJECT TO C. S.
RETIREMENT ACT
(RES-RO)
V26

12 DATE OF APPOINT-
MENT AFFIDAVITS.
(ACCESSIONS ONLY)

20. LEGAL RESIDENCE
☐ CLAIMED ☐ PROVED
 STATE:

24. SIGNATURE FORM 50 REMARKS

2. DISCREPANCIES	INITIAL OR SIGNATURE	DATE	REMARKS
A.	Jr		
B. CELL OR POS. CONTROL			
C. CLASSIFICATION			83Eulosey
D. PLACEMENT OR ENCL.			
E.			

F. APPROVED BY

STANDARD FORM 52 FORM 52 OF THE U. S. CIVIL SERVICE COMMISSION JANUARY 1950 - FEDERAL PERSONNEL MANUAL, CHAPTER III		7/17/54 8/4/54 Sam	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) Mr. Joseph B. Smith	2. DATE OF BIRTH 16 June 1921	3. REQUEST NO.	4. DATE OF REQUEST 14 July 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <div></div>		B. EFFECTIVE DATE A. PROPOSED: 23 July 1954 B. APPROVED: 23 Feb 1954	7. C. S. OR OTHER LEGAL AUTHORITY
6. POSITION (Specify whether establish, change grade or title, etc.) INTELLIGENCE OFFICER # 5-5			
FROM: Off. Officer (PP) BPP 923- GS-0136-11-10 \$7040.00 P/A 65-132-12 DDP/FE <div></div>	8. POSITION TITLE AND NUMBER 9. SERVICE GRADE AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	TO: Information Officer BPP 923- FS3-5 \$7095.00 P/A DDP/FE <div></div>	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	
A. REMARKS (Use reverse if necessary) <div></div>			
D. REQUEST APPROVED Approved BPP 23-1052		Signature: <div></div>	
Title: PP/Career Service			
13. VETERAN PREFERENCE NONE WWB OTHER S. PY. 10-POINT DISAB. OTHER <input checked="" type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL CD : PP	
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 5-3745-55-042 TO: Same	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes
19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: PRUN	
21. STANDARD FORM 50 REMARKS <div style="text-align: center;">POSTED 16 AUG 1954</div>			
22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	PPC	3 Aug 54	
C. CLASSIFICATION		1/10/54	
D. PLACEMENT OR EXPL.			
E.			
F. APPROVED BY: <div></div>		7/29/54	

CENTRAL INTELLIGENCE AGENCY

SECRET

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 June 21		3. JOURNAL OR ACTION NO. & DATE 14 Dec. 53	
This is to notify you of the following action affecting your employment:					
4. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		5. EFFECTIVE DATE B. O. B. 20 Dec 53		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j	
FROM Operations Officer (PW) HF-93		8. POSITION TITLE Intelligence Officer		TO 8-5-12	
GS-132-12 \$7040.00 per annum		9. SERVICE, SERIES, GRADE, SALARY GS-132-12 \$7040.00 per annum			
DWP/VE		10. ORGANIZATIONAL DESIGNATIONS Political & Psychological Warfare		DWP/VE	
Political & Psychological Warfare Sect		11. HEADQUARTERS Washington, D. C.			
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> S-PT. <input type="checkbox"/> 10-POINT DISAB. OTHER <input type="checkbox"/> claimed		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> CD-PP			
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 4-3700-20 TO: 4-3745-55-042		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
				20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> MOVED STATE:	
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.					
"Transfer TO Unvouchered funds FROM Vouchered funds."					
ENTRANCE PERFORMANCE RATING: SECRET					
PERSONNEL DIRECTOR					

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) Mr. Joseph B. Smith		2. DATE OF BIRTH 16 June 21	3. JOURNAL OR ACTION NO.	4. DATE 16 Apr. 53
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 26 Apr. 53	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-6.116(b)	
FROM Operations Officer (PW) BF-93-11 08-132-11 \$5940.00 per annum DOP/YE Political and Psychological Warfare Political and Psychological Warfare Section Washington, D.C.		8. POSITION TITLE Same BF-93	TO 08-132-12 \$7040.00 per annum Same Same Same Same	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> RYAL <input type="checkbox"/>		
15. SEX M	16. RACE W	17. APPROPRIATION 1A2100 3700-20	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) 16 Apr. 53
20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED Georgia		21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		
ENTRANCE PERFORMANCE RATING: 1				
Chief, Personnel Division				

Form 1A (1-52) (Rev. 1-52)

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

(4) NAME	(5) ORG. INF. & POS. TITLE	(6) SCHEDULE SERIES-GAUGE	(7) SLOT NOS.	(8) ACTION	(9) ORG. INF. & POS. TITLE	(10) SCHEDULE SERIES-GAUGE	(11) SLOT NOS.
OPC/FE FE-2 China Sec	Intell Off.	GS-13	581		Pol & Psy T/F Staff C/C		
OPC/FE P&O Br	Secy-Steno	GS-6	501		Ops Off-Fls	GS-132-13	BF-98
OPC/FE P&O Br C&A Sec	Ops Off	GS-14	1173		Secy-Steno	GS-312-6	BF-90
OPC/FE P&O Br PLS Sec	Ops Off	GS-12	523		Pol & Psy T/F Staff C/C		
-P/W Unit	Intell Off	GS-11	521		Ops Off-Fls	GS-132-14	BF-91
OPC/FE P&O Br Ops Sec	Intell Off	GS-7	525		Ops Off P/W	GS-132-12	BF-92
Smith, Joseph - P/W Unit					Ops Off P.T.	GS-132-11	BF-93
OPC/FE P&O Br Int Sec					Ops Off-R.A.	GS-132-7	BF-94

(12) APPROVED BY: Staff or Division Chief

(13) APPROVED BY: Class. & Reg. Div.
S E C R E T
Security Information

(14) APPROVED BY: Personnel Div.

STANDARD FORM NO. 10 POSTER
REVISED 1950
REPRODUCED BY
EXEMPTED FROM G. P. O. COPYRIGHT LAWS
U. S. CIVIL SERVICE COMMISSION

P.C. 8/29/51

(ml)

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph D. Smith		15 June 1921	8003	17 Sept. 1951
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Accepted Appointment		17 Sept. 1951	Schedule A-6, 116(b)	
FROM		TO		
8. POSITION TITLE		Intelligence Officer, GS-9		
9. SERVICE, SERIES, GRADE, SALARY		GS-9-132 \$4600.00 per. annum.		
10. ORGANIZATIONAL DESIGNATIONS		OPC FE Plans Branch		
11. HEADQUARTERS		Washington, D. C.		
12. FIELD OR DEPT'L		FIELD		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
GRADE WHITE OTHER S-PT. 10-POINT DISAB. OTHER		NEW VICE L.A. DEAL Bu. #2974 CSO #3051 6/2/49		
15. SEX		16. RACE		17. APPROPRIATION
M		W		FROM: 2123900 TO: 8087
18. SUBJECT TO C. 1. RETIREMENT ACT (YES-NO)		19. DATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS ONLY)		20. LEGAL RESIDENCE [] CLAIMED [] PROVED STATE:
YES		17 Sept. 1951		DC
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND REVIEW BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.				
(71302)				
WANT TO DCI DIRECTIVE V. 24 OCT. 1951 ADJUSTED TO 5060				
This appointment is subject to the satisfactory completion of a trial period of one year.				
Subject to a satisfactory medical examination.				
61 Affairist Executed.				
COB-04/24/53 CEOC-07/17/57 CC-07/17/57				
Personal Division				
22. SIGNATURE OR OTHER AUTHENTICATION				
R. M. 4-10-57				
U. S. GOVERNMENT PRINTING OFFICE: 1949-833378				

4. PERSONNEL FOLDER COPY

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SO
Smith, Joseph B.			16 Jun 21	M	GS-14 D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION
Operations Officer			DDP/WH/1		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
31 December 1972			1 January - 31 October 1972		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>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> <p>P-Satisfactory Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 Supervises a section that is responsible for CA, Political, and Exile activities. This includes supervision over two officers, 1 NOC, one IA and one secretary.					RATING LETTER S
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets [redacted] arena.					RATING LETTER S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of Station third country targeted propaganda.					RATING LETTER S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the [redacted]					RATING LETTER S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, sociability, pertinent personal traits or habits, and potential 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

SECRET

OFFICE OF PERSONNEL

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 performance. Give recommendations for training. Comment on foreign language competence, if required. Do not explain ratings given in Section B to provide basis for determining future personnel action. *Manner of performance of managerial or supervisory duties.*

SECTION D

CERTIFICATION AND COMMENTS

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 007894	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Smith, Joseph B.			2. DATE OF BIRTH 16 June 21	3. GRADE GS-14	4. SO D
5. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DUTY/IN OF ASSIGNMENT DDP/WH/1		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) April 1971 - 31 December 1971		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>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> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.					RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets [redacted] arena.					RATING LETTER S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of station third country targeted propaganda.					RATING LETTER S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets [redacted]					RATING LETTER S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER S
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, personal traits or habits, and possible limitations or defects. 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.					

28 FEB 1972

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Feb 25 1 42 PM '72

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

9 Feb 1972

SIGNATURE OF EMPLOYEE

/s/ Joseph B. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

9 Feb 1972

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

9 Feb 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007894	
SECTION A GENERAL					
1. NAME (Last) SMITH, (First) JOSEPH B. (Middle)			2. DATE OF BIRTH 16 June 21	3. SEX M	4. GRADE GS-14
				5. SD D	
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/Branch 1		
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
10. CHECK (X) TYPE OF REPORT			11. DATE REPORT DUE IN O.P.		
			12. REPORTING PERIOD (From - to) April 1970 - 31 March 1971		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>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> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.					RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises operations for the collection of intelligence on selected targets [redacted] arena.					RATING LETTER S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of station third country targeted propaganda.					RATING LETTER O
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets [redacted]					RATING LETTER S
SPECIFIC DUTY NO. 5 Uses his language capability in the conduct of above-mentioned operational activity, especially 3 and 4.					RATING LETTER S
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

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject, a senior officer in AMB 16, 1-30-71, has been at this station for the past 20 months as the responsible CA and Political officer. His past fitness report covered very thoroughly and accurately his ability to meet, develop and recruit assets that are important to station's objective. He enjoys his work and the challenge of being on the spot. He is a thoroughly experienced officer in his field and although forced to specialize for years, we must start thinking of more responsible and more diversified employment for this fine officer.

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

26 March 1971

SIGNATURE OF EMPLOYEE

/s/

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

26 March 1971

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with all of the above. Subject does a marvelous job in the propaganda field, getting a great deal of product out of a greatly-reduced (in number and cost) propaganda apparatus. He has a good sense of politics,

He has a good way with people and has made some interesting acquaintances which, in themselves, greatly increase the sensitivity of the station.

Our lack of [] here, aside from the limited one

-continued

DATE

26 March 1971

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/

SECRET

SECTION C

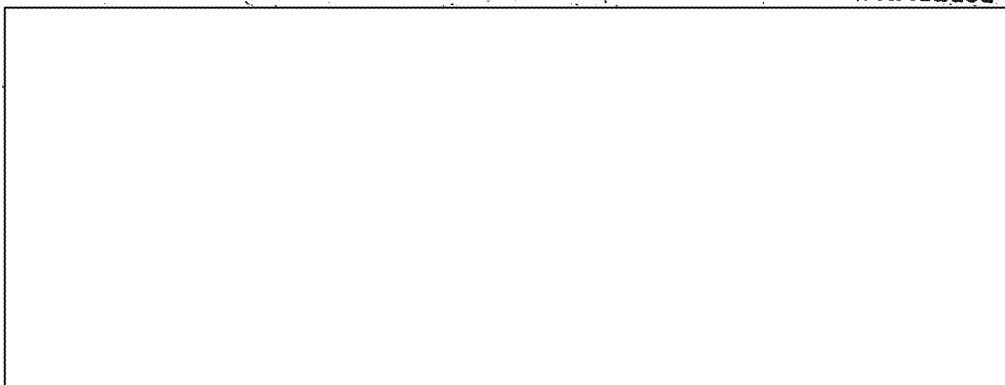
NARRATIVE COMMENTS

-continued

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

COMMENTS OF REVIEWING OFFICIAL

-continued



Reviewed by: [Signature]

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				007894			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) Smith Joseph B.			2. DATE OF BIRTH 16 June 21		3. SEX M	4. GRADE GS-14	5. SD D
6. OFFICIAL POSITION TITLE Ops Off.			7. OFF/DIV/BR OF ASSIGNMENT 8. CU DDF/WH/Br. 1				
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 05/70			12. REPORTING PERIOD (From - to) June 1969 - April 1970				
SECTION B PERFORMANCE EVALUATION							
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Chief of CA Section, supervising one Station Case Officer, two outside Case Officers and one secretary.						RATING LETTER S	
SPECIFIC DUTY NO. 2 Directing CA assets so that they not only accomplish assigned CA missions, but contribute to Station's efforts against Soviet targets.						RATING LETTER S	
SPECIFIC DUTY NO. 3 Development of new contacts and assets to contribute to priority Station objectives.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Liaison with the LNPURE political section and with QKFLOWAGE						RATING LETTER S	
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

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p><small>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</small></p> <p>Subject has his goals clearly in mind and has proceeded about his business with full confidence and perseverance. He is conscientious, dedicated and a team worker. Subject has gained the confidence of his supervisors and his subordinates have accepted him as one of the group.</p> <div style="border: 1px solid black; height: 30px; width: 100%; margin: 10px 0;"></div> <p style="text-align: center;">He was commended for this work by both Headquarters and Station management.</p> <p>He has developed contacts at all levels and has been very instrumental in developing disseminable information in this manner. He has quickly moved to replace assets which were terminated and by his efforts will fill in the void in a minimum amount of time.</p> <p>Subject enjoys meeting people and conducting operations. In the future, he will be forced to spend more time in managing his section due to administrative changes now taking place in the Station.</p> <p>He takes directions well and can be depended upon to fulfill all his obligations on schedule. He has an excellent command of the Spanish language and he is definitely cost conscious in the projects which he handles.</p> <p>Of special note is that Subject was one of the first officers to quickly retool his section when given a new requirement to fulfill. He responded immediately and in so doing once more indicated his desire</p>			
SECTION D		CERTIFICATION AND COMMENTS	
-continued			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 05/15/70	SIGNATURE OF EMPLOYEE /s/ Joseph B. Smith		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 05/15/70	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE /s/ []	
3. BY REVIEWING OFFICIAL			
<p><small>COMMENTS OF REVIEWING OFFICIAL</small></p> <p>Concur fully with above and would add that Subject is one of the Station's most aggressive and effective development/contact officers. In what has been an almost complete reorganization of the Station and the termination or redirection [] Subject has probably moved faster and more effectively than any other section. Perhaps even more notable, his development of [] has more than kept pace with the termination of those who have outlived their usefulness. While he is very thorough and effective in all of his undertakings, a tendency to go off on tangents has a slight effect on his overall efficiency. This is probably due in large</p> <p style="text-align: right;">-continued</p>			
DATE 05/15/70	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ []	

SECRET

SECTION C

NARRATIVE COMMENTS

Continued

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

COMMENTS OF REVIEWING OFFICIAL

Continued

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

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A				GENERAL	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SMITH, Joseph B.		16 Jun 21	M	GS-14	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH/CA Staff		Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-)			
30 April 1969		July 1968 to 31 March 1969			
SECTION B		PERFORMANCE EVALUATION			
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 Help to establish and monitor the political action and propaganda priorities and plans of the Division, including commenting on policy papers and plans originating outside the Division.					RATING LETTER P
SPECIFIC DUTY NO. 2 Prepare propaganda guidance to accomplish priority area-wide objectives.					RATING LETTER S
SPECIFIC DUTY NO. 3 Advise and consult with the Branches and Desks concerning the management of political and propaganda activities.					RATING LETTER S
SPECIFIC DUTY NO. 4 Direct the activities of a contract specialist in conducting _____ useful in the achievement of Division objectives.					RATING LETTER S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

24 February 1969

SIGNATURE

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

24 February 1969

OFFICIAL TITLE OF SUPERVISOR

C/WH/CA

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

in this report,

I concur

DATE

26 February 1969

OFFICIAL TITLE OF REVIEWING OFFICIAL

WH/Executive Officer

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				007894			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
SMITH, Joseph B.			16 June 1921	M	GS-14	D	
6. OFFICIAL POSITION TITLE			7. OFF DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Instr Ops			DDS/OTR/		Hdqs. USA/C5		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
30 April 1968				1 April 1967 to 29 March 1968			
SECTION B PERFORMANCE EVALUATION							
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>							
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	
Chief Instructor for the Covert Action Operations Seminar and the CA Politics Workshop.						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Course Coordinator for the Vietnam Psywar Course given to the military in conjunction with FE Division.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Tradecraft Advisor and Coordinator for the Operations Support Course						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
DE 50 - DM 60							
SPECIFIC DUTY NO. 5						RATING LETTER	
DE 10							
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	
20 MAY 1968						S	

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

As indicated in the last Fitness Report, Mr. Smith assumed responsibility for Covert Action training presented by this Branch in the wake of ~~the~~ ^{the} compromise of a wide range of Agency CA activities. Quite apart from all the operational consequences of these ~~there~~ ^{there} were also, of course, concomitant ramifications in the training field. Following careful study and examination of the new situation, Mr. Smith devised, in closest coordination with the CA Staff, a radically new and different Covert Action curriculum. The existing comprehensive courses on ~~operations~~ ^{operations} were discontinued for obvious reasons. In place of these and the part-time Covert Action Operations Course, Mr. Smith developed a new, full-time, three-day Covert Action Operations Seminar for middle and senior grade officers. This intensive seminar, stressing the integrated nature of CS operations, was designed as a basic core around which skills-oriented seminars or workshops could be built to deal with such topics as

~~etc.~~ ^{etc.} To date, in line with this concept, a ~~Workshop~~ ^{Workshop} has been created to provide training in the assessment, recruitment, and handling of assets among key interest groups;

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

10 May 68

2.

WHY HAS EMPLOYEE BEEN UNDER MY SUPERVISION

6

BY SUPERVISOR

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

DATE

10 May 1968

OFFICIAL TITLE OF SUPERVISOR

Chief, Headquarters Training, Operations School/OTR

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

10 May 1968

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Operations School/OTR

TYPE

SECRET

SECRET

SECTION C - NARRATIVE COMMENTS, Joseph B. Smith (cont.)

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

As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to [REDACTED]

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

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

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

SECRET

SECRET

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				007894			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	5. DO
SMITH, Joseph B.			16 June 1921		M	GS-14	D
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Instr Operations			DDI/CTU		Headquarters WAC		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR				
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
SPECIAL (Specify):			SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From to)			
28 April 1967				1 April 1966 - 31 March 1967			
SECTION B PERFORMANCE EVALUATION							
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>							
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	
Chief Instructor for Covert Action subjects presented in Headquarters Training						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

APR 21 9 27 AM '67

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

DATE

10 April 1967

I CERT

BY

C OF THIS REPORT

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6

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

DATE

7 April 1967

OFFICIAL TITLE OF SUPERVISOR

Chief, Headquarters Training

BY

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

13 April 1967

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Operations School/TR

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <u>SMITH, JOSEPH B</u> GENERAL				007894 ✓	
1. NAME (Last) (First) (Middle) <u>[REDACTED]</u>		2. DATE OF BIRTH 16 Jun 21	3. SEX M	4. GRADE GS-14	5. DO D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/4			
8. CHECK (X) TYPE OF APPOINTMENT		9. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> SPECIAL (Specify):			
10. CAREER/PROVISIONAL (See instructions - Section C)		11. REASSIGNMENT SUPERVISOR			
SPECIAL (Specify):		REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-) 1 April - 28 August 1968			
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 Operational and administrative management of [REDACTED] activities.					RATING LETTER S
SPECIFIC DUTY NO. 2 [REDACTED]					RATING LETTER S
SPECIFIC DUTY NO. 3 Spotting, developing, handling and exploiting unilateral assets.					RATING LETTER P
SPECIFIC DUTY NO. 4 Preparation of operational, contact and dissemination reports.					RATING LETTER S
SPECIFIC DUTY NO. 5 Preparation of operational programs, projects and briefing papers					RATING LETTER S
SPECIFIC DUTY NO. 6 [REDACTED]					RATING LETTER
30 DEC 1968 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

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

During this period, as in the preceding period, Subject carried out all of his assigned duties and responsibilities in a highly professional and thoroughly competent manner. He continued to show a good deal of initiative and imagination on day to day matters. He demonstrated a keen sense of the internal political situation and he made maximum use of his contacts to elicit a large amount of disseminable information. Subject took over during this period and he was able, because of his deep knowledge and understanding of the operational techniques employed in the CA field, to improve on the quality of the agent's product. Subject is an able and fully qualified officer who acquired a good deal of expertise about local operating conditions and then proceeded to apply his specialized knowledge and past experience to the Station's advantage. He has a great capacity for creative

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

14

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

15 September 66

Deputy Chief of Station

/s/

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL:

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

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

16 September 66

Chief of Station

/s/

SECRET

SECRET

- 2 -

SECTION C (CONTINUED)

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

Summed up, Subject is a highly regarded professional officer who made a most worthwhile contribution to the Station's overall mission.

SECRET

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

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

27 DEC 1966

This is to advise you that SMITH, Joseph Burkholder training
request # R-18762 attended the following external training program:

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

FOR THE DIRECTOR OF TRAINING:



Attachments:

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

GROUP I
excluded from automatic
downgrading and
declassification

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



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

NATIONAL INTERDEPARTMENTAL SEMINAR

This is to certify that

Joseph Burkholder Smith

has successfully completed the seminar on
**PROBLEMS OF DEVELOPMENT
AND INTERNAL DEFENSE**
at the Foreign Service Institute, Washington, D.C.

A TRUE COPY OF
SIGNED ORIGINAL

Seminar Coordinator

December 16, 1966

W. V. Collins
Director of FSI

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject has been under the direct guidance and supervision of this rating officer for the nine-month period covered by this report.

Subject is well grounded in the knowledge and application of Covert Action tradecraft techniques and he has amply demonstrated an ability for creative thinking. He is both imaginative and resourceful and he uses his extensive knowledge of the internal political scene and his fluency in Spanish to the best operational advantage. He has initiative and he is persistent in carrying things through to a conclusion. He has an excellent facility for written communication. His operational and positive reports are clear, concise and well presented. He requires a minimum of guidance and direction. He responds very well to supervision and he accepts comments, suggestions and criticism in the constructive light in which they are presented. As a supervisor he has been able to obtain satisfactory results.

Subject's only weakness is that he tends to be less cost conscious than is desirable and unless his activities are circumscribed he is apt to allow his fertile mind and enthusiasm to get out of hand.

Summed up, Subject is a highly professional and experienced officer who has all of the necessary operational and intellectual abilities to meet the requirements of the job.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 26 April 1966	SIGNATURE OF EMPLOYEE (P) [Signature] /s/	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION Nine	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 26 April 1966	OFFICIAL TITLE OF SUPERVISOR Deputy Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE [Signature] /s/
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL I would have rated Subject officer approximately the same. In the past eight months that I have observed him in action, he has demonstrated an ability to get things done in a professional manner. He is, without doubt, the most professional and effective senior case officer at this Station. It was a pleasure to work with this officer and he will be sorely missed after his departure in August.		
DATE 27 April 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station.	TYPED OR PRINTED NAME AND SIGNATURE [Signature] /s/

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 007394	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) [REDACTED]		2. DATE OF BIRTH 16 June 21	3. SEX M	4. GRADE GS-14	5. PD D
6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/4		8. CURRENT STATION [REDACTED]	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		10. CHECK (X) TYPE OF REPORT INITIAL <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> SPECIAL (Specify): WALK			
11. DATE REPORT DUE IN O.P. 31 August 1965		12. REPORTING PERIOD (From - to) 1 April 1965 - 12 July 1965			
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 [REDACTED]					RATING LETTER S
SPECIFIC DUTY NO. 4 Case officer for three unilateral CA projects in the following fields: [REDACTED] These projects have significant FI over- tones. [REDACTED]					RATING LETTER S
SPECIFIC DUTY NO. 3 Case officer of a new project essentially FI in nature.					RATING LETTER S
SPECIFIC DUTY NO. 4 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.					RATING LETTER S
SPECIFIC DUTY NO. 3 Assists the Station CA officer in over-all and tactical planning.					RATING LETTER S
SPECIFIC DUTY NO. 3 [REDACTED]					RATING LETTER [REDACTED]
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 pertinent 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

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p><small>Indicate significant strengths or weaknesses demonstrated in current position; keep in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</small></p>			
<p>This report is submitted due to the reassignment of the supervisor. Subject's performance remains as before. The Rating Letter of Specific Duty No. 1 was lowered from "O" to "S" for the simple reason that the goal in large measure has been achieved, i.e., a substantial reduction in costs but with a concurrent improvement in the net product - a not inconsiderable achievement in that this [redacted]</p>			
<p>[redacted] Specific Duty No. 2 lists three unilateral CA projects rather than four as described in the last report. This is due to the termination (on Subject's recommendation) of one of these projects.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	12 July 65	SIGNATURE OF EMPLOYEE	[redacted] /s/
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	15	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	12 July 65	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
		Operations Officer	[redacted] /s/
3. BY REVIEWING OFFICIAL			
<p><small>COMMENTS OF REVIEWING OFFICIAL</small></p> <p>This officer's performance in the last three months has continued at a high level and I have nothing to add to the reviewing comments made in his last report.</p>			
DATE	12 July 65	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
		Chief of Station	[redacted] /s/

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <i>Smith, Forrest B.</i> GENERAL				007694	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE
<i>Smith, Forrest B.</i>		16 June 21		M	CS-14
5. OFFICIAL POSITION TITLE		7. OFF/DIV. OR OF ASSIGNMENT		8. CURRENT ASSIGNMENT	
Opb. Officer		DDP/WV/L			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
31 May 1965			1 April 1964 - 31 March 1965		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 Maintains contact with the Chief and other key officers of the Psychological Action Department of the principal [redacted] and is case officer for an important and large O CA project run in conjunction [redacted]					RATING LETTER
SPECIFIC DUTY NO. 2 Case officer for four unilateral CA projects in the following fields: [redacted] These projects have significant FI overtones.					RATING LETTER S
SPECIFIC DUTY NO. 3 Case officer of a new project essentially FI in nature.					RATING LETTER S
SPECIFIC DUTY NO. 4 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.					RATING LETTER S
SPECIFIC DUTY NO. 5 Assists the Station CA officer in over-all and tactical planning.					RATING LETTER S
SPECIFIC DUTY NO. 6 Serves as coordinator of the Station's activities in the student youth field. D663					RATING LETTER P
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
24 JUN 1965					

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>There is little change over the previous report. Subject remains eager and aggressive and his enthusiasm for his assignment has not been dulled by the everyday frustrations and difficulties of doing business and living [redacted]. Subject's political action project was reactivated during this period with the return to [redacted] of the principal agent. This activity shows promise of making an important contribution to understanding the political tides at work in [redacted]. Subject has developed a [redacted] (and [redacted] to a point where the "take" has been considerably improved. Subject's project management remains good and his reporting is both timely and in depth.</p> <p>Subject supervises an American [redacted] in which effort Subject exhibits a high degree of competence. This officer continues to show an admirable cost consciousness which can be demonstrated in his management of a large and important CA [redacted] project; the costs to the Agency of this project have been reduced about 65% since subject assumed direction while at the same time improving the end result. Subject's Spanish continues to improve and he has no difficulty in understanding and in speaking with [redacted] who have no English.</p> <p>Subject has obviously established effective rapport with his agents and his [redacted] colleagues and friends. This is in part due to a genuine interest on Subject's part in these people, their country's problems, and their culture. Subject remains responsive to guidance</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
24 May 65	[redacted] /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
24 May 65	Operations Officer	[redacted] /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>From fairly close observation of his work I agree generally with ratings and comments of supervisor. The rating of "outstanding" on his work [redacted] was justified in his last report because of the exceptional job he had done in developing this relationship. While he has continued to maintain it at a high level, there is some question in my mind whether a rating of "outstanding" is still justified. He is definitely a strong and active officer, handling a heavy load of [redacted] operations. A well-rounded judgement of this officer should, however, include the statement that he sometimes rushes ahead a bit too precipitously and enthusiastically, and is inclined to gloss over [redacted] details which can be important. He is effective</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 May 65	Chief of Station	[redacted] /s/	

SECRET

14-00000

S E C R E T

SECTION C (Continued)

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

SECTION D.3. (Continued)

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

[REDACTED]

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 007894	
SECTION A GENERAL					
1. NAME (Last) <u>Smith, Joseph S.</u> (First) (Middle)		2. DATE OF BIRTH <u>16 June 1921</u>	3. SEX <u>M</u>	4. GRADE <u>GS-14</u>	5. SD <u>D</u>
6. OFFICIAL POSITION TITLE <u>Operations Officer</u>		7. OFF/DIV/BR OF ASSIGNMENT <u>DDP WHD 2</u>		8. CURRENT ASSIGNMENT	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <u>31 May 1964</u>		12. REPORTING PERIOD (From - to) <u>1 April 1963-31 March 1964</u>			
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 <u>Maintains contact with the Chief and other key officers of the Psychological Action Department of the [redacted] and is case officer for an important and large CA project run in conjunction with the [redacted]</u>					RATING LETTER <u>O</u>
SPECIFIC DUTY NO. 2 <u>Case officer for four unilateral CA projects in the following fields: [redacted]</u>					RATING LETTER <u>O</u>
SPECIFIC DUTY NO. 3 <u>Three of these have significant FI overtones. [redacted]</u>					RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 4 <u>Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work. [redacted]</u>					RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 5 <u>Assists the Station CA officer in over-all and tactical planning.</u>					RATING LETTER <u>P</u>
SPECIFIC DUTY NO. 6 <u>Serves as coordinator of the Station's activities [redacted]</u>					RATING LETTER <u>P</u>
SPECIFIC DUTY NO. 7 <u>[redacted]</u>					RATING LETTER <u>P</u>
SPECIFIC DUTY NO. 8 <u>[redacted]</u>					RATING LETTER <u>P</u>
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER <u>S</u>
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.					
<u>25 JUN 1964</u>					

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject remains the eager, aggressive, and intelligent individual described in his last Fitness Report. During the year under review, Subject was assigned case-officership of two agents taken over from an officer who departed PCS. One of these agents is in an area new to Subject--economic action and economic reporting. In total, Subject is case officer of four active projects plus one that is temporarily inactive as the agent is absent from [redacted]. Also, Subject is the supervisor of one American Staff Agent under deep cover. Subject handles these varied assignments with a high degree of competence and indicates a versatility of high degree. Subject's project management is good and his formal reporting to both his supervisor and Headquarters is kept current and done in depth.

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

Subject's language competence (Spanish) is sufficiently fluent to permit him to engage in extended professional conversations with agents and others who have no English.

--continued--

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

22 May 1964

SIGNATURE OF EMPLOYEE

/s/ [redacted]

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

20

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

DATE

22 May 1964

OFFICIAL TITLE OF SUPERVISOR

Operations Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ [redacted]

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

22 May 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ [redacted]

SECRET

SECRET

Continuation of Section C, Fitness Report, attachment
to HABT-2892, 22 May 1964

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

SECRET

SECRET
(When Filled In)

GA

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL				007894	
1. NAME (Last) <u>Smith</u> (First) <u>Joseph</u> (Middle) <u>W.</u>		2. DATE OF BIRTH <u>16 June 1921</u>	3. SEX <u>Male</u>	4. GRADE <u>GS-14</u>	5. SD <u>D</u>
6. OFFICIAL POSITION TITLE <u>Ops Officer</u>		7. OFF/DIV/BR OF ASSIGNMENT <u>DDP WII 2</u>		8. CURRENT STATION	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify)		<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P. <u>31 May 1963</u>		12. REPORTING PERIOD (From - to) <u>5 June 1962 - 31 March 1963</u>			
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 <u>Maintains contact with the Chief and other key officers of the Psychological Action Department of the</u>					RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 2 <u>Case officer for an important and large CA project run in conjunction</u>					RATING LETTER <u>O</u>
SPECIFIC DUTY NO. 3 <u>Case officer for two unilateral CA projects, one in the propaganda field and the other</u>					RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 4 <u>Case officer for two American staff agents in the CA field. This involves four formal projects and important developmental work.</u>					RATING LETTER <u>P</u>
SPECIFIC DUTY NO. 5 <u>Assists the Station CA officer in over-all and tactical planning.</u>					RATING LETTER <u>P</u>
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 <u>S</u>

NARRATIVE COMMENTS

Subject is an aggressive, eager, and intelligent person who knows ^{11/20/44} ~~how~~ ^{to} ~~do~~ ^{use} ~~the~~ ^{his} ~~money~~ ^{the} ~~to~~ ^{the} ~~do~~ ^{the} ~~with~~ ^{the} ~~and~~ ^{the} ~~where~~ ^{the} ~~to~~ ^{the} ~~take~~ ^{the} ~~his~~ ^{the} ~~projects~~ ^{the} ~~.~~ ^{the} ~~with~~ ^{the} ~~the~~ ^{the} ~~local~~ ^{the} ~~service~~ ^{the} ~~,~~ ^{the} ~~Subject~~ ^{the} ~~inherited~~ ^{the} ~~an~~ ^{the} ~~expensive~~ ^{the} ~~project~~ ^{the} ~~over~~ ^{the} ~~which~~ ^{the} ~~little~~ ^{the} ~~control~~ ^{the} ~~had~~ ^{the} ~~been~~ ^{the} ~~exercised~~ ^{the} ~~in~~ ^{the} ~~either~~ ^{the} ~~effective~~ ^{the} ~~utilization~~ ^{the} ~~of~~ ^{the} ~~funds~~ ^{the} ~~or~~ ^{the} ~~the~~ ^{the} ~~actual~~ ^{the} ~~operations~~ ^{the} ~~.~~ ^{the} ~~After~~ ^{the} ~~analyzing~~ ^{the} ~~the~~ ^{the} ~~project~~ ^{the} ~~to~~ ^{the} ~~determine~~ ^{the} ~~the~~ ^{the} ~~state~~ ^{the} ~~of~~ ^{the} ~~assets~~ ^{the} ~~,~~ ^{the} ~~capabilities~~ ^{the} ~~, etc.,~~ ^{the} ~~Subject~~ ^{the} ~~ingratiated~~ ^{the} ~~himself~~ ^{the} ~~in~~ ^{the} ~~a~~ ^{the} ~~highly~~ ^{the} ~~commendatory~~ ^{the} ~~way~~ ^{the} ~~with~~ ^{the} ~~the~~ ^{the} ~~concerned~~ ^{the} ~~to~~ ^{the} ~~the~~ ^{the} ~~end~~ ^{the} ~~that~~ ^{the} ~~Subject's~~ ^{the} ~~ideas~~ ^{the} ~~and~~ ^{the} ~~positive~~ ^{the} ~~cooperation~~ ^{the} ~~are~~ ^{the} ~~now~~ ^{the} ~~sought~~ ^{the} ~~on~~ ^{the} ~~a~~ ^{the} ~~daily~~ ^{the} ~~basis.~~ ^{the} ~~This~~ ^{the} ~~has~~ ^{the} ~~resulted~~ ^{the} ~~in~~ ^{the} ~~greatly~~ ^{the} ~~improved~~ ^{the} ~~project~~ ^{the} ~~management~~ ^{the} ~~and,~~ ^{the} ~~better,~~ ^{the} ~~more~~ ^{the} ~~demonstrable~~ ^{the} ~~results~~ ^{the} ~~for~~ ^{the} ~~the~~ ^{the} ~~money~~ ^{the} ~~spent.~~ ^{the}

Also, during this period Subject

(continued on separate sheet)

CERTIFICATION AND COMMENTS

BY EMPLOYEE

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

SIGNATURE OF EMPLOYED

24 May 1963

141

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

Flight

OFFICIAL TITLE OF SUPERVISOR

24 May 1963

Operations Officer

 TYPED OR PRINTED NAME AND SIGNATURE

19

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am in general agreement with the supervisor's assessment of this individual, whom I have seen fairly frequently. He is extremely active and aggressive and has moved ahead rapidly into new activities [redacted] and unilateral field. He has only recently taken over the direction and supervision of two other case officers so it is too early to know what his abilities in this area are, but it is in this direction that he should work for broadening his career potential.

OFFICIAL TITLE OF REVIEWING OFFICIAL

24 May 1963

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

151

SECRET

Continuation of Section C, Fitness Report, attachment to HABT-2308, 24 May 1963

Subject has no important weaknesses. His aggressiveness and eagerness have at times led to hasty action that might have resulted in professionally embarrassing results. On the other hand, [redacted]

[redacted] Subject is responsive to guidance and direction. He reports fully and within time limits. Subject's rapport with those with whom he is in professional contact appears excellent.

SECRET

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE
Smith Joseph P.		16 June 1921		Male	GS-13
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT	
D	Operations Officer			DDP/WH/1	
8. CAREER STAFF STATUS				9. TYPE OF REPORT	
<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR	
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD From To 1 Jan 52-30 Apr 62		
			SPECIAL (Specify)		

SECTION 8. EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

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

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Provide lqs support to field installations by reviewing projects and forwarding them for approval, obtaining news traces, clearances, etc.			RATING NO. 5	SPECIFIC DUTY NO. 4 Meet, brief, debrief non-US Government figures of intelligence and/or operational interest.		
SPECIFIC DUTY NO. 2 Have primary responsibility for operational and intelligence correspondence with the field via cable and psuch.			RATING NO. 5	SPECIFIC DUTY NO. 5 Supervise area desk personnel (ops officers, reports officers, JOTs, secretaries)		
SPECIFIC DUTY NO. 3 Prepare oral briefings, memoranda, studies, Special Group Papers, other correspondence for DGI and other senior officials of CIA and other USG agencies.			RATING NO. 5	SPECIFIC DUTY NO. 6		

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

1. Performance in many important respects fails to meet requirements. 2. Performance meets most requirements but is deficient in one or more important respects. 3. Performance clearly meets basic requirements. 4. Performance clearly exceeds basic requirements. 5. Performance in every important respect is superior. 6. Performance in every respect is outstanding.	RATING NO. 5
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------

SECTION D	DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree					
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	RATING				
					1	2	3	4	5
GETS THINGS DONE								X	
RESOURCEFUL								X	
ACCEPTS RESPONSIBILITIES								X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES								X	
DOES HIS JOB WITHOUT AROUND SUPPORT								X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X
WRITES EFFECTIVELY								X	
SECURITY CONSCIOUS							X		
THINKS CLEARLY									X
DISCIPLINE IN ORGANIZATING, MAINTAINING AND DISPOSING OF RECORDS							X		
OTHER (INDICATE)									

SEE SECTION "E" ON REVERSE SIDE

SEE SECTION "E" ON REVERSE SIDE

SECRET

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Mr. Smith was head of the [] Desk at the beginning of the reporting period. He left this position shortly thereafter in preparation for an overseas assignment, with another Branch of WHD. During his duty with WH/1, Mr. Smith was a strong asset. With his previous operational experience and his innate good sense, he supervised the [] Desk in a most effective fashion. This was particularly evident during the Presidential visit to [] in December 1961. The effective management of the Headquarters aspects of the visit called for a well-coordinated, efficient and intensive effort by all concerned. Mr. Smith and the personnel under his supervision measured up quite well in this situation.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE: [] SIGNATURE OF EMPLOYEE: []

2. BY SUPERVISOR

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

Four months

Subject departed on overseas assignment.

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS: []

REPORT MADE WITHIN LAST 90 DAYS: []

OTHER (SPECIFY): []

DATE: 8 June 1962 OFFICIAL TITLE OF SUPERVISOR: AC/EE/1 TYPED: [] TRUE: []

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION: []

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION: []

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION: []

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

COMMENTS OF REVIEWING OFFICIAL: []

DATE: [] OFFICIAL TITLE OF REVIEWING OFFICIAL: [] TYPED OR PRINTED NAME AND SIGNATURE: []

SECRET

SECRET
(When Filled In)

SECTION A FITNESS REPORT		NAME Smith, Joseph B.	DATE 15 June 1961	SEX Male	GRADE 13
SECTION B GENERAL		1. EMPLOYER'S ORGANIZATION AND THE TYPE OF SERVICE OR ORGANIZATION OF THE EMPLOYEE Operations Officer			
2. REPORTING PERIOD 28 February 1962		3. REPORTING PERIOD 19 Jul 61 - 31 Dec 61			
SECTION C EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES		List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).			
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable	
4 - Competent		5 - Excellent		6 - Superior	
7 - Outstanding					
SPECIFIC DUTY NO. 1 Reviews, assesses, and supervises all current operations in his area and provides guidance and support to the field.		RATING NO. 5		SPECIFIC DUTY NO. 4 Drafts dispatches, memoranda and cables. Edits and occasionally drafts project actions, assures their proper coordination and processes them for approval.	
SPECIFIC DUTY NO. 2 Recommends courses of action to the field and policy to his superiors.		RATING NO. 5		SPECIFIC DUTY NO. 5 Reviews and monitors field monetary obligations and expenditures.	
SPECIFIC DUTY NO. 3 Keeps abreast of the political and economic situation in his country and briefs superiors as requested.		RATING NO. 5		SPECIFIC DUTY NO. 6 Supervises reports officer's and secretary's work and exercises general responsibility for all operational and administrative duties of his unit.	
RATING NO. 5		RATING NO. 5		RATING NO. 6	
SECTION D EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4
SECTION E DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Lowest possible degree		2 - Limited degree		3 - Normal degree	
4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS		NOT APPLICABLE		NOT OBSERVED	
GETS THINGS DONE				RATING 1 2 3 4 5	
RESOURCEFUL				X	
ACCEPTS RESPONSIBILITIES				X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				X	
DOES HIS JOB WITHOUT NEEDING SUPPORT				X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE				X	
GETS EFFECTIVELY				X	
SECURELY CONSCIOUS				X	
WORKS CLEARLY				X	
DISCIPLINED IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS				X	
OTHER CHARACTERISTICS					

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

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

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

4 April 1962

SIGNATURE

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

26 March 1962

OFFICIAL TITLE OF SUPERVISOR

C/WH/1

TYPED OR PRINTED NAME AND SIGNATURE

/s/

3.

BY REVIEWING OFFICIAL

XX

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

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

DATE

4 April 1962

OFFICIAL TITLE OF REVIEWING OFFICIAL

AC/WH/1

SIGNATURE

SECRET

U-S-C-R-2-T
(When filled in)

TRAINING REPORT

Spanish Basic Reading, Speaking, Writing I
Hours, part time

100, 16 January 1961 - 24 March 1961 6 students

Student: Joseph B. Smith

Year of Birth: 1921

SD Date: September 1951 Grade: GS-13

Office: CA Staff

COURSE OBJECTIVES - CONTENT AND METHODS

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

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

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

ACHIEVEMENT RECORD

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

Unsatisfactory

Satisfactory

Excellent

Incomplete

3 *

3

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

FOR THE DIRECTOR OF TRAINING: /s/

[Signature Box]

22 May 1961
Date

U-S-C-R-2-T
(When filled in)

CONFIDENTIAL
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

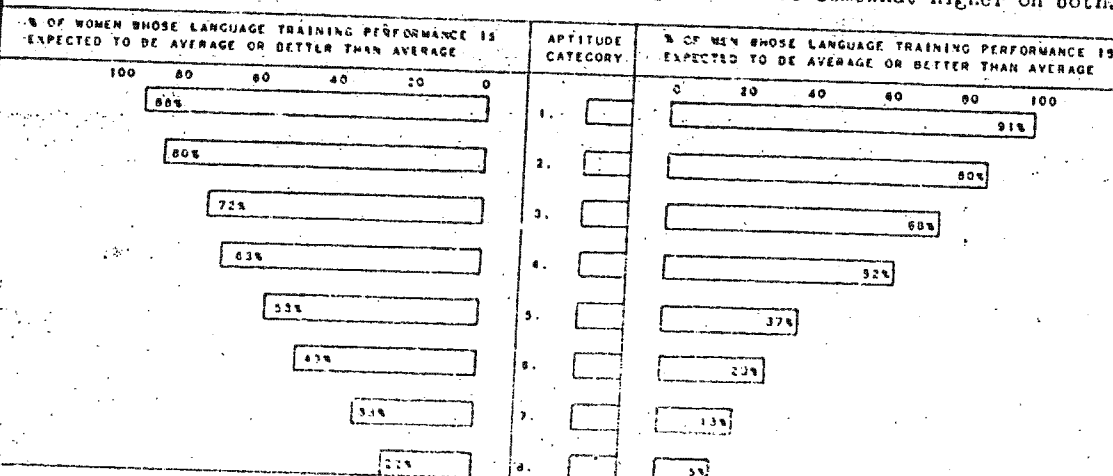
NAME

OFFICE

MALE

FEMALE

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



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

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL

MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (2 PARTS OF 100%)	
HIGH SCHOOL	COLLEGE	OTHER	READING OR LISTENING	SPEAKING
15	2	2	2	2

DATE

SIGNATURE OF CHIEF, R S & STAFF

3. 101

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

FORM 1674

CONFIDENTIAL

1411

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYER SERIAL NUMBER 7894								
SECTION A GENERAL												
1. NAME (Last) SMITH (First) Joseph (Middle) B.		2. DATE OF BIRTH 16 June 1921		3. SEX M	4. GRADE GS-13							
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/CA								
8. CAREER STAFF STATUS			9. TYPE OF REPORT									
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE									
10. DATE REPORT DUE IN O.P. 31 January 1961		11. REPORTING PERIOD From 25 May 60 - 31 Dec. 60 To										
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES												
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>1 - Unsatisfactory</td> <td>2 - Barely adequate</td> <td>3 - Acceptable</td> <td>4 - Competent</td> <td>5 - Excellent</td> <td>6 - Superior</td> <td>7 - Outstanding</td> </tr> </table>						1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding						
SPECIFIC DUTY NO. 1 Conceive, write and coordinate propaganda guidance on matters relating to area of geographic and substantive competence. (WH)		RATING NO. 5/6	SPECIFIC DUTY NO. 4 Supervise the establishment & maintenance of basic files including those deriving from NSC & OCB policy papers & those necessary for the conduct of campaigns.		RATING NO. 5							
SPECIFIC DUTY NO. 2 Originate, develop and coordinate continuing strategic propaganda campaigns of world-wide significance. (Nationalism-Neutrality)		RATING NO. 3	SPECIFIC DUTY NO. 5 Participate in review of and contributes substantively to Agency 5/6 planning-cycle documents.		RATING NO. 5/6							
SPECIFIC DUTY NO. 3 Analyze such public and official papers & communications as may be required to maintain knowledge in area of assigned responsibility & to assure stimulation & coord of propaganda operations.		RATING NO. 5/6	SPECIFIC DUTY NO. 6		RATING NO.							
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION												
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations of talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.												
1. Performance in many important respects fails to meet requirements. 2. Performance meets most requirements but is deficient in one or more important respects. 3. Performance clearly meets basic requirements. 4. Performance clearly exceeds basic requirements. 5. Performance in every important respect is superior. 6. Performance in every respect is outstanding.					RATING NO. 5/6							
SECTION D DESCRIPTION OF THE EMPLOYEE												
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee												
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree				
CHARACTERISTICS					NOT APPLICABLE	NOT OBSERVED	RATING					
							1	2	3	4	5	
GETS THINGS DONE										X		
RESOURCEFUL											X	
ACCEPTS RESPONSIBILITIES										X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES										X		
DOES HIS JOB WITHOUT STANDING SUPPORT											X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X	
WRITES EFFECTIVELY										X		
SECURITY CONSCIOUS										X		
THINKS CLEARLY										X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS										X		
OTHER (Specify):												

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

JAN 27 2 21 PM '61

Mr. Smith has demonstrated both competence and versatility since his assignment to CA/PROP. With no prior experience in the area, he was assigned to WH affairs and has quickly developed both a surprising knowledge of the problems of that volatile group of countries and an excellent rapport with members of the Division (which, on several occasions has indicated a strong interest in securing his services when his release from the staff can be arranged). Assignments are completed with dispatch and in good order.

The rating of 3 with regard to the

reflects only that we have not yet got underway in this admittedly difficult and controversial field. The sum of research which Mr. Smith has done in this field leads him to the present conclusion (in which undersigned concurs) that unlike most of our other campaigns this will have to be conducted on a selected country basis and differently tailored for each.

During the absence of the rating official Mr. Smith has acted as Branch Chief.

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I

DATE

23 January 1961

SIGNATURE

this Report.

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

OTHER (Specify):

REPORT MADE WITHIN LAST 30 DAYS

DATE

23 January 1961

OFFICIAL TITLE OF SUPERVISOR

CA/PROP/C/Guidance Branch

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

I COULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I COULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I COULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

CA/C/PROP

TYPED OR PRINTED NAME AND SIGNATURE

HENRY C. SUTTON

SECRET

SECRET
(When Filled In)

4 Apr 60 63-115
13-27
22 NOV

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 63-115	
SECTION A 63-115 13-27 GENERAL					
1. NAME (Last) (First) (Middle) SMITH, Joseph B.		2. DATE OF BIRTH 16 June 1921		3. SEX M	4. GRADE GS-13
5. SERVICE DESIGNATION AF		6. OFFICIAL POSITION TITLE Asst. Chief		7. OFF/DIV/BR OF ASSIGNMENT AF/AFSA/INTELLA	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)	
		1 Nov 59 30 Mar 60			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding					
SPECIFIC DUTY NO. 1 Operations officer, political action		RATING NO. 6	SPECIFIC DUTY NO. 4 Assisting in political action planning		RATING NO. 4
SPECIFIC DUTY NO. 2 Collection and processing of intelligence		RATING NO. 4	SPECIFIC DUTY NO. 5		RATING NO.
SPECIFIC DUTY NO. 3 Origination of correspondence		RATING NO. 5	SPECIFIC DUTY NO. 6		RATING NO.
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important aspects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important aspects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4/5
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree 2 - Limited degree 3 - Normal degree 4 - Above average degree 5 - Outstanding degree					
CHARACTERISTICS		NOT APPLIED	NOT OBSERVED	RATING	
				1	2
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS				X	
THINKS CLEARLY				X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER (Specify)					

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

In preparing this report, careful consideration was given to the guidance in FS Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance.

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

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

/s/ Joseph B. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 30 DAYS

OTHER (SPECIFY)

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

30 March 1960

/s/ [redacted]

3.

BY REVIEWING OFFICIAL

☒ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

30 March 1960

/s/ [redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER					
SECTION A GENERAL											
1. NAME (Last) SMITH, (First) Joseph (Middle) B.			7. DATE OF BIRTH 16 June 1921		3. SEX M		6. GRADE GS-13				
8. SERVICE DESIGNATION DP		8. OFFICIAL POSITION TITLE OPS Officer, []			7. OFF/DIV/RR OF ASSIGNMENT []						
9. CAREER STAFF STATUS				9. TYPE OF REPORT							
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN O.P. Sept 1958-31 Oct 1959				11. REPORTING PERIOD From To Sept 1958-31 Oct 1959							
12. SPECIAL (Specify) Promotion											
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding											
SPECIFIC DUTY NO. 1 As case officer has directed and managed two well established [] projects.		RATING NO. 5		SPECIFIC DUTY NO. 4 Assists in the production of [] themes as required.		RATING NO. 5					
SPECIFIC DUTY NO. 2 Served as a principal case officer for a [] project.		RATING NO. 6		SPECIFIC DUTY NO. 5 Acts as Deputy Chief, PP		RATING NO. 5					
SPECIFIC DUTY NO. 3 Collects and produces intelligence according to Station requirements.		RATING NO. 5		SPECIFIC DUTY NO. 6 []		RATING NO. 4					
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 4/5				
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLICABLE	NOT OBSERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE											X
RESOURCEFUL										X	
ACCEPTS RESPONSIBILITIES											X
CAN MAKE DECISION ON HIS OWN WHEN NEED ARISES										X	
DOES HIS JOB WITHOUT STRONG SUPPORT											X
FACILITATES SMOOTH OPERATION OF HIS OFFICE										X	
WRITES EFFECTIVELY										X	
SECURITY CONSCIOUS									X		
THINKS CLEARLY											
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS										X	
OTHER (Specify):											

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

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

In preparing this report, careful consideration was given to the guidance in FE Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance in that subject has clearly demonstrated a high degree of operational capability as indicated herein.

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

5 November 1959

SIGNATURE OF EMPLOYEE

/s/ Joseph B. Smith

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

21 months

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 30 DAYS

REPORT MADE WITHIN LAST 30 DAYS

OTHER (Specify):

DATE

5 November 1959

OFFICIAL TITLE OF SUPERVISOR

C/PP

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

9 November 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET

9 November 1959

COMMENT OF REVIEWING OFFICIAL:

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

[redacted] I have no hesitation in stating that I regard him as an unusually qualified officer for [redacted]

[redacted] I believe also that he should be promoted as soon as practicable from GS-13 to GS-14.

[redacted]

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) SMITH	(First) Joseph	(Middle) B.	2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION ED DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT [Blank]			6. OFFICIAL POSITION TITLE Ops Officer--Deputy Chief, (PP)		
7. GRADE GS-13	8. DATE REPORT DUE IN OP [Blank]	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 September 1958			
10. TYPE OF REPORT (Check one)		11. REASSIGNMENT-SUPERVISOR			
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> SPECIAL (Specify)			
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

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

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

BY [Signature]	DATE 17 DEC 1958
Posted Pcs. Control	
[Signature]	DEC 18 1958

☐ CONTINUED ON ATTACHED SHEET

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

1. THIS DATE **5 Nov 58** B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL **[Blank]** C. OFFICIAL TITLE OF REVIEWING OFFICIAL **COB**

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

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

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty by supervisors those who supervise a secretary only.</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate then on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
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CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
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CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS																									
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p> <p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>																											
<p>SPECIFIC DUTY NO. 1</p> <p>As case officer directs and manages two well-established ops</p>	<p>RATING NUMBER</p> <p>5</p>	<p>SPECIFIC DUTY NO. 4</p> <p>Acts as Deputy Chief PP</p>	<p>RATING NUMBER</p> <p>5</p>																								
<p>SPECIFIC DUTY NO. 2</p> <p>Collects and produces intelligence according to Station requirements</p>	<p>RATING NUMBER</p> <p>5</p>	<p>SPECIFIC DUTY NO. 5</p> <p></p>	<p>RATING NUMBER</p> <p></p>																								
<p>SPECIFIC DUTY NO. 3</p> <p>Assists in the production of Station themes as required</p>	<p>RATING NUMBER</p> <p>5</p>	<p>SPECIFIC DUTY NO. 6</p> <p></p>	<p>RATING NUMBER</p> <p></p>																								
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>Subject has a well developed background applied to PROCTOATE operations in the [redacted] He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.</p>																											
<p>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>DIRECTIONS: Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <p>1 - DEFINITELY UNSUITABLE... HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY... COULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE... HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																											
<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p> <p>Well qualified for most operational assignments both PROCTOATE and DIAGNOSTIC.</p>																											

SECRET

SECRET

(When Filled In)

2 DEC RECD

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH Joseph B.	16 June 1921	M	EE DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
		Ops Officer-Deputy Chief, (PP)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13		15 March-15 September 1950	
10. TYPE OF REPORT (Check one)	11. REASSIGNMENT SUPERVISOR		
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> SPECIAL (Specify)		
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
5 Nov 1950		Chief, PP
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Nov 1950		COI

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	2 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (clerk-typers, stenographers, technicians or professional specialists of various kinds) whose contact with immediate subordinates is frequent (First line supervisor)		
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	3	A GROUP, AND MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPERATIVE STAFF		
		Other (Specify)		

SECRET

Potential

SECRET

(When Filled In)

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

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer in both PROGNOSIS and DIAGNOSTIC activities.

18 25 PM '58

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

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

Subject and family well adapted to overseas duties

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

4. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
CATEGORY NUMBER
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVELY DISCREET WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. DOES WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. REMAINS WELL TO IMPROVE VISION	4	25. DISPLAYS JUDGMENT
3	6. SHOWS WISH TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HAS CRITICISM AS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES ANOTHER'S OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOTTED TIME LIMITS	4	30. DOES NOT REAGRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

34

6 JUN 1958

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH Joseph B.	16 June 1921	M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
		Ops Officer--Deputy Chief, (PP)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13	Special	15 March-15 May 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	X Promotion action

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

11. THIS DATE	12. TYPE	13. NATURE OF SUPERVISION	14. SUPERVISOR'S OFFICIAL TITLE
19 May 1958			Chief, PP

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

BY	DATE
Posted Det. Control	14 JUL 1958
Reviewed by: PJO	7/24/58

☐ CONTINUED ON ATTACHED SHEET

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

16. THIS DATE	17. TYPED OR FR OFFICIAL	18. OFFICIAL TITLE OF REVIEWING OFFICIAL
19 May 1958		COG

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

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

SECRET

Performance

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERVIEWS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	INTERVIEWING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
Typing	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	3 - PERFORMS THIS DUTY ACCEPTABLY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1 As case officer directs and manages two well-established PP ops	RATING NUMBER 5	SPECIFIC DUTY NO. 6 Act as Deputy Chief PP	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Collect and produce intelligence according to Station requirements	RATING NUMBER 5	SPECIFIC DUTY NO. 7	RATING NUMBER
SPECIFIC DUTY NO. 3 Assist in the production of Station PP themes as required	RATING NUMBER 5	SPECIFIC DUTY NO. 8	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject has a well developed background applied to PBOCTOATE operations in the [redacted]. He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

Well qualified for most operational assignments both PBOCTOATE and DTGHOSTLY.

SECRET

SECRET

(When Filled In)

JUN 1958

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FIVE AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL EFFORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section 2 below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH - Joseph E.	16 June 1921	M	DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
	Ops. Officer-Deputy Chief, (PP)		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13	Special	15 March - 15 May 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	REASSIGNMENT-EMPLOYEE	X	Promotion action

SECTION F.

CERTIFICATION

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

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

5

RATING NUMBER

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

2. SUPERVISORY POTENTIAL

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

- DESCRIPTIVE RATING NUMBER
- 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (GROUP DRIVER, SIGNALLERS, TECHNICIANS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATIONS AND POLICE (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

Potential

(4)

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

Two Months

JUN 26 2 03 PM '58

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer in both PROSTATE and URGHOSTLY activities.
MAIL ROOM

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

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

Subject and family well adapted to overseas duties.

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY NUMBER

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO GET ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTICAL IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STRIVES CONSCIENTIOUSLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JOISTMENT
3	6. KNOWS WHEN TO ASK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRAIN OR EFFORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. GETS WORK DONE FAST	4	18. IS ORGANIZED	4	28. HIS COUNSEL IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. PARTICIPATES IN SHARED OPINION OF HIS OFFICE
4	10. CAN GET ON WITH OTHERS	4	20. CONSIDERS ALL ASPECTS OF A PROBLEM BEFORE MAKING A DECISION	4	30. WILL NOT ABANDON DUTY AND CONTINUES TO EXERCISE AUTHORITY

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) SMITH (First) Joseph (Middle) B.	2. DATE OF BIRTH 15 June 1921	3. SEX M	4. SERVICE DESIGNATION SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FR 5		6. OFFICIAL POSITION TITLE Area Ops Officer, ADR. Ch.	
7. GRADE GS-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957	
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE

2 August 1957

BY

D. SUPERVISOR'S OFFICIAL TITLE

Chief, FR/5

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

BY DATE

Posted For Control

23 AUG 1957

Reviewed by RUD

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 9 AUG 1957	B. TYPED OFFICE	C. OFFICIAL TITLE OF REVIEWING OFFICIAL CSE
----------------------------	-----------------	------------------------------------------------

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important ~~STAFF~~ ^{JOINT STAFF} duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual ^{Aug 27 10:20 AM '57} performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TELEPHONING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

- | | | |
|---------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------|
| DESCRIPTIVE
RATING
NUMBER | 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER |
| | 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| | 3 - PERFORMS THIS DUTY ACCEPTABLY | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| | 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | |
| | 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

SPECIFIC DUTY NO. 1 Supervision, as Deputy Chief of Branch	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Operational and administrative planning	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Prepares cables and dispatches	RATING NUMBER 5	SPECIFIC DUTY NO. 5 Coordination of branch activities	RATING NUMBER 5
SPECIFIC DUTY NO. 3 Oral briefings	RATING NUMBER 5	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) SMITH	(First) Joseph	(Middle) B.	2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION SD:DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP FE 5			6. OFFICIAL POSITION TITLE Area Ops Officer, ADBr.Ch.		
7. GRADE GS-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 December 1956 - 2 August 1957			
10. TYPE OF REPORT (Check one)		INITIAL <input type="checkbox"/>		REASSIGNMENT-SUPERVISOR <input checked="" type="checkbox"/>	
		ANNUAL <input type="checkbox"/>		REASSIGNMENT-EMPLOYEE <input type="checkbox"/>	
SPECIAL (Specify)					

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 2 August 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE Chief, FE/S
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 9 AUG 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL CFE

SECTION G.

ESTIMATE OF POTENTIAL

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

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

2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP COUNTS THE BASIC JOB (first line supervisors, technicians or professional specialists of various kinds), where contact with immediate subordinates is frequent (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

(When Filled In)

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

2. COMMENTS CONCERNING POTENTIAL
 Subject has many qualities which as he acquires experience and maturity, will make him increasingly valuable as a supervisor, operator, and a high level case officer.

MAIL ROOM

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Management training might be useful.

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

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

1 - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
 2 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 3 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 4 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 5 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 6 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. BORN WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
3	6. ENJOYS OTHER TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPERVISOR	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES EFFECTIVE OPERATION OF HIS OFFICE
4	10. CAN cope WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ESTABLISHED TIME LIMITS	4	30. DOES NOT REGULATE HIMSELF AND CONTINUOUSLY IMPROVES HIMSELF

SECRET

TRAINING EVALUATION

COUNTERESPIONAGE OPERATIONS COURSE NO. 16

NAME SMITH, Joseph B.	SEX Male	DATE OF COURSE 25 Nov - 13 Dec 1957	NO. OF STUDENTS 15
DATE OF BIRTH 16 June 1921	EDD DATE 17 Sept 1951	GRADE OR RANK GS-13	OFFICE DDP FR
PRESENT ASSIGNMENT OR PRESENT POSITION Deputy Chief of FR/S.			

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

During the course each student is required to present orally a CE case and to submit a written version of the case. Evaluations are based on problems, written exercises requiring analyses of assigned case studies, the case analyses presented by the student, and on objective tests.

S-E-C-R-E-T

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

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

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		6	8 *			1
Total of ratings in 15 classes	1	15	199	18		4

- B. Four written exercises requiring analysis of assigned CB case studies.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		4	9 *	1		1
Total of ratings in 14 classes			193	24		1

- C. Case Analysis (Student Presentation.)

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class			8	6 *		1
Total of ratings in 15 classes			179	49		1

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

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

17

Mr. Smith was reserved, but his contributions were quite pertinent and advanced the progress of the class discussions. In his written work he showed a sound knowledge and a feel for the handling of agents, but in other aspects of the cases and problems his efforts were more casual. His student presentation demonstrated a cautious approach and a comprehensive analysis of a possible double agent.

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

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

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

Fair Although the student may have met some of the standards set for student achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

Unsatisfactory The student was unable to grasp the concepts or information presented, or demonstrated that he had not acquired the necessary information and skills to operate at even minimum competency in this area.

FOR THE SIGNATURE OF TEACHER



SECRET

REPORT OF [] TRAINING

Date: 27 Oct 1955

Grade:

1. Pseudo: Joseph B. Smith
~~Agent~~

2. Office: Division:

Branch:

3. Project Assignment: []

4. Dates Trained: 10 Oct 1955

Location: []

5. Training Received: []
Basic SW: Briefing in use of []
F. S. 10 restoration
Other:

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

7. Instructor: []

Chief, []

SECRET

SECRET

(When Filled In)

107894		LANGUAGE DATA RECORD			
PART I-GENERAL					
1. NAME (Last-First-Middle)			2. DATE OF BIRTH		
SMITH, Joseph S.			MONTH DAY YEAR June 76 1963		
3. LANGUAGE		4. TODAY'S DATE		5.	
German		MONTH DAY YEAR May 2 1967		<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE	
PART II-LANGUAGE ELEMENTS					
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.					
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.					
5. I HAVE NO READING ABILITY IN THE LANGUAGE.					
SECTION B. Writing (41)					
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.					
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.					
5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
CONTINUE ON REVERSE SIDE					

CONTINUATION OF PART II-LANGUAGE ELEMENTS

OFFICE OF PERSONNEL

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN 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 (14)

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 JOSES 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 (43)

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

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25.115, PAR. 1C143. 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

2 May 1957

1401

1422

SECRET

(When Filled In)

(11-8)		LANGUAGE DATA RECORD		
107894				
PART I-GENERAL				
1. NAME (Last-First-Middle) (7-24)		2. DATE OF BIRTH (15-30)		
SMITH, Joseph B.		MONTH	DAY	YEAR
June		16	1981	
3. LANGUAGE (31-32)	4. TODAY'S DATE (34-39)		5.	
Japanese	MONTH	DAY	YEAR	<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
379	May	2	1957	
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
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CONTINUATION OF PART II-LANGUAGE ELEMENTS

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- ☒ 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. 25-115, PAR. 10(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 REVOLUTIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

2 May 1967

SIGNATURE

(43)

(44)

CONFIDENTIAL

15 February 1956

FITNESS REPORT (PART I) PERFORMANCE			
<p>INSTRUCTIONS</p> <p>FOR THE SUPERVISOR: This report is designed to help you prepare your evaluation of your subordinate who is to receive this evaluation. It is your responsibility to make a fair and accurate evaluation. It is also your responsibility to help your subordinate understand the evaluation process and to help him prepare for a discussion with him of his strengths and weaknesses. It is also your responsibility to help your subordinate understand the evaluation process and to help him prepare for a discussion with him of his strengths and weaknesses. It is also your responsibility to help your subordinate understand the evaluation process and to help him prepare for a discussion with him of his strengths and weaknesses.</p>			
<p>SECTION A.</p>	<p>SMITH, Joseph B.</p>	<p>GENERAL</p>	<p>DATE OF BIRTH 16 June 1921 M DP</p>
<p>OFFICE OF ORIGIN FE/</p>	<p>GRADE GS-13</p>	<p>Dps Officer (PP)</p> <p>Year prior to his departure on 24 May 1956.</p>	
<p>SECTION B.</p>			
<p>CERTIFICATION</p> <p>Rated after his departure.</p>			
<p>24 July 1956</p> <p>Chief of Station</p>			
<p>Aug. 1956</p> <p>Chief, FE/5</p>			
<p>5</p>			

Figure 1 (face)

Performance

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15 February 1956

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2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below in terms of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include more than two important duties.
- Note performance on each specific duty, considering only effectiveness in performance of this specific duty.
- For supervisory duties, the supervisor will always be rated as a specific duty, but need not necessarily show one superior to another.
- Compare, in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

OPER. BRIEFING GIVING INSTRUCTIONS CONDUCTING MEETINGS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TESTING TAKING DICTATION SUPERVISING	NAV AND LOGS APPR. ENGINEERING DEVELOPING NEW PROGRAMS ANALYZING INDUSTRIAL REPORTS MANAGING FILES OPERATING RADIO COORDINATING WITH OTHER OFFICERS DUTY REGULATIONS PREPARING CORRESPONDENCE	CONDUCTING INTERVIEWS TRANSLATING SUMMARIES TRANSLATING GERMAN DEBRIEFING SOURCES CAPT. MESSAGES DRIVING TRUCK MAINTAINING AIR CONDITIONING EVALUATING SIGNIFICANCE OF DATA
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESIGNATIVE:

- INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
- POORLY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
- PERFORMS THIS DUTY ADEQUATELY
- PERFORMS THIS DUTY IN A COMPETENT MANNER
- PERFORMS THIS DUTY IN SUCH A MANNER AS TO BE A DISTINCT ASSET TO THE JOB

SPECIFIC DUTIES:

Planning, developing unilateral local operations	5	Writes intelligence reports and estimates	5
Case officer for unilateral operations	5	Handling of Station KUCAGE correspondence	5
[redacted] especially	5	Liaison with and work for QKFLOWAGE and ODACID	5

SMOOTH on KUCAGE

NARRATIVE DESCRIPTION OF NATURE OF JOB PERFORMANCE:

Stress strengths and weaknesses, particularly those which affect development in present job.

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

1. IS THIS INDIVIDUAL OF USE TO BE RETAINED?
2. IF SO, FOR WHAT PURPOSE?
3. IF SO, IN WHAT POSITION?
4. IF SO, IN WHAT ORGANIZATION?
5. IF SO, IN WHAT COUNTRY?
6. IF SO, IN WHAT CITY?
7. IF SO, IN WHAT AREA?
8. IF SO, IN WHAT DEPARTMENT?
9. IF SO, IN WHAT DIVISION?
10. IF SO, IN WHAT SECTION?
11. IF SO, IN WHAT OFFICE?
12. IF SO, IN WHAT ROOM?
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99. IF SO, IN WHAT DIVISION?
100. IF SO, IN WHAT SECTION?

6

MAIL ROOM

SEP 12 11 17 AM '55

OFFICE OF PERSONNEL

Figure 3 (back)

CONFIDENTIAL

CONFIDENTIAL

15 February 1956

CONFIDENTIAL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION. 26 months																																																																				
2. Smith is ready, willing and able to shoulder additional responsibilities inherent in a more responsible position in the organization. He has the intelligence, know-how, enthusiasm and drive that the organization desires in its officers.																																																																				
SECTION II. FUTURE PLANS 3. Smith is scheduled for assignment in KUCAGE, Headquarters, which he is fully qualified to handle. It is hoped he will, during his Headquarters tour, be able to take the Basic Management training course. After his headquarters tour, should receive a field assignment to make full use of his abilities.																																																																				
4. Smith is happily married to an intelligent young lady, and they have two attractive daughters. His wife is willing to go anywhere her husband desires on assignment for KUBARK.																																																																				
SECTION I. DESCRIPTION OF INDIVIDUAL DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words liberally. 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 COVERED THIS, HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL. 2. APPLIES TO THE INDIVIDUAL TO THE GREATEST POSSIBLE DEGREE. 3. APPLIES TO INDIVIDUAL TO A LIMITED DEGREE. 4. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE. 5. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE. 6. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE.																																																																				
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3	8. HAS REASON FOR ALL HE DOES.																																																																			
4	9. IS NOT OVERLY INTERESTED IN HIS WORK.																																																																			
4	10. CAN GET ALONG WITH SUPERVISORS.																																																																			
CATEGORY	STATEMENT																																																																			
4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT.																																																																			
5	12. SHOWS ORIGINALITY.																																																																			
5	13. ACCEPTS RESPONSIBILITY.																																																																			
3	14. KNOWS HIS LIMITS.																																																																			
3	15. BELIEVES HE WILL BE SUPERIOR.																																																																			
4	16. DOES HIS JOB WITHOUT STARTING A FIGHT.																																																																			
4	17. COMES UP WITH SOLUTIONS TO PROBLEMS.																																																																			
3	18. IS CHARY.																																																																			
4	19. IS A GOOD TEAM PLAYER.																																																																			
3	20. CAN GET ALONG WITH SUPERVISORS.																																																																			
CATEGORY	STATEMENT																																																																			
4	21. IS AFFECTIONATE AND DISCREET WITH ASSOCIATES.																																																																			
3	22. IMPLEMENTS DECISIONS OF SUPERVISORS TO THE BEST OF HIS ABILITY.																																																																			
4	23. IS INDEPENDENT OF OTHERS.																																																																			
4	24. DOES NOT LET OTHERS PRESSURE HIM.																																																																			
4	25. DISPLAYS DISCRETION.																																																																			
4	26. IS SECURITY CONSCIOUS.																																																																			
4	27. IS PUNCTUAL.																																																																			
3	28. HAS A GOOD REPUTATION FOR RELIABILITY.																																																																			
4	29. IS A GOOD TEAM PLAYER.																																																																			
4	30. DOES NOT SHOW HIS STRENGTH AND CAPABILITY TO OTHERS.																																																																			

OFFICE OF PERSONNEL

Figure 2 (back)

SECRET

23072

CUMULATIVE TRAINING RECORD						DATE
NAME						PP 1 October 1955
Joseph B. SMITH						
FROM: Ops Off PP, GS-13, []						TO: Ops Off PP, GS-13, Hqs. 17 Sept 51
PROJECTED PERSONNEL ACTION						
PROMOTION <input checked="" type="checkbox"/> PLACEMENT <input checked="" type="checkbox"/> OTHER (Explain)						
ROTATION <input type="checkbox"/> TRAVEL <input type="checkbox"/>						
X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN	REMARKS
	BASIC ORIENT. ALSO DIC. BITC. SOG. BIP. PH. I			AIR OPS. 1 2 3 4 5		1. CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS <input type="checkbox"/> BACKGROUND <input type="checkbox"/> EXPERIENCE <input type="checkbox"/> TRAINING.
	CLAND. M & T ALSO OC. PH. II	5/10-6/11/53		WAR. OPS. 1 2 3 4 5		2. SUBJECT HAS COMPLETED TRAINING OR RECEIVED CONSTRUCTIVE CREDIT AS SHOWN AT THE LEFT.
	CLAND. OPS. ALSO AIC. AITC. AOC. CAI. PH. III			CLAND. PLD. ACT. 1 2 3 4 5 6		TRAINING OFFICER COMMENTS:
	RESISTANCE OPS. ALSO PH. I-III III BAFY			SURVIVAL 1 2 3 4 5 6		<input type="checkbox"/> A. THIS DOES (NOT) MEET TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION.
R	CLAND. SERV. REV.			BASIC PHOTO		<input type="checkbox"/> NO FURTHER TRAINING RECOMMENDED AT THIS TIME.
	WORLD COMMUNISM	880 CPO		DOCUMENTATION		<input type="checkbox"/> B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN "S". THE COMPLETION OF WHICH WILL SATISFY BASIC QUALIFYING STANDARDS.
A	ANTI-COMM. OPS.			LOCKS		<input checked="" type="checkbox"/> C. UNLESS SUBJECT HAS HAD PREVIOUS HQ. OR FIELD EXPERIENCE WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE
	ADMIN PROCEDURES			SECRET WRITING		<input checked="" type="checkbox"/> QUALIFYING <input checked="" type="checkbox"/> REFRESHER A-Addt'l.
	OPS. SUPPORT			FLAPS & SEALS		<input checked="" type="checkbox"/> X XXXXXX When Available
	TRADECRAFT-PHASE			SMALL ARMS FAM.		<input type="checkbox"/> UPON RETURN TO HQ.
	ADMIN PHASE			OTHER TRAINING		<input checked="" type="checkbox"/> D. WAIVER AND CC. SHOULD BE REQUESTED FOR THOSE COURSES MARKED WITH A "W".
	REPORTS			CPO	7-18/12/53	<input type="checkbox"/> E. RECOMMENDATIONS FOR ADDITIONAL TRAINING WERE MADE <input type="checkbox"/> DATE THESE RECOMMENDATIONS HAVE NOT BEEN MET.
	ORDER OF BATTLE			CIA O.	2-5/10/51	Subject to Waiver test.
	COUNTERESPIONAGE					STATION TRAINING OFFICER
	ADV. COUNTER-ESPIONAGE					
	OPS. SECURITY					
	WAR PLANS					
X	CLAND. POL. WARF.					
	STAYBEHIND OPS.					
	TECH. DEV.					
	ORIENT.					
	INSTR. TECH.					
	EVASION-ESCAPE					
	SAB. OPS.					
	INVEST. TECH.					
	ALSO CI TECH.					
	ADMIN REFRESHER					
	SOG. IMPROVE.					
	BASIC SUPV.					
A	BASIC MGMT.			PRE-TEST		
	BALLOON OPS.			ASSESSMENT		
TO: Personnel Officer,						FROM: Cap. []
The above projected personnel action has been <input checked="" type="checkbox"/> approved <input type="checkbox"/> disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.						
Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.						
DATE						SIGNATURE
20 November 1956						[]

SECRET

(2-4-43)

SECRET
(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

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

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

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

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY

1. NAME OF INDIVIDUAL <i>Joseph B. Smith</i>		2. DATE OF BIRTH <i>16 June 1921</i>	3. SEX <i>M</i>	4. SERVICE DESIGNATION <i>KUGAGE SP:OP</i>
5. GRADE <i>GS-12</i>	6. STATION DESIGNATION (Current) [Redacted]			
7. DUE DATE OF THIS REPORT [Redacted]		8. PERIOD COVERED BY THIS REPORT (Inclusive dates) <i>31 March 1954 - 1 May 1955</i>		

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION <i>Senior Kugage Officer, Singapore</i>	2. DATE ASSUMED RESPONSIBILITY FOR POSITION <i>31 March 1954</i>
3. STATE THE SPECIFIC ASSIGNMENTS OF TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	
<ol style="list-style-type: none"> 1. Conduct [Redacted] SMOTH FE Headquarters on KUGAGE matters relating to FE. 2. Conduct of covert KUGAGE projects. [Redacted] 3. Initiation through Project [Redacted] of covert themes targeted at other SEA countries. 4. Development of additional covert operational activity and agents. 5. Development of [Redacted] with SMOTH targeted at SEA. 6. Coordination of DTPIIAR-SMOTH [Redacted] 7. Development of plans for other [Redacted] with SMOTH targeted at various FE countries. 8. Contact with QKHAYSEED-FBCRUMBLE. 	

SECTION III (To be completed at Headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

4. AUTHENTICATION OF REPORT AND SIGNATURES	
5. NAME OF FIELD SUPERVISOR [Redacted]	6. NAME OF REVIEWING OFFICIAL IN FIELD (True) [Redacted]
7. THIS REPORT (X) WAS [] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
8. DATE REPORT APPROVED <i>Aug. 1955</i>	9. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS [Redacted]

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

SECTION IV

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

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

STATEMENTS		CATEGORIES					
		NOT OB- SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES			X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X	
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.						X	
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X	
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.						X	
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG- TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.						X	
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.						X	
25. NEEDS TO DO HIS JOB WITHOUT STRONG SUPPORT.						X	

SECRET

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(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

no.

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

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

none. Experience in the field is what is needed.

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

none.

SECTION VI

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

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

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

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

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

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

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

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

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

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

SECRET

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

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

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

Items 7 through 10 will be completed by the person evaluated

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

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

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

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

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

Psychological and political warfare operations.

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

10.

11 Sept 1953

Items 11 through 13 will be completed by Supervisor

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

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

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SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?
See Para. 11 (b) and realistic application of covert techniques.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
Should concentrate on more concise oral presentations.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
No.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
Due for complete training prior to field assignment in January 1954.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
NA
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
21 Dec 1953 DATE
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)
28 Dec DATE
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

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

1. NAME (Last)		(First)		(Middle)	2. GRADE	3. POSITION TITLE	
Smith		Joseph		Burkholder	GS-12	Ops Officer (PW) 20-PP	
4. OFFICE		STAFF OR DIVISION		BRANCH FE/PP		<input checked="" type="checkbox"/> DEPT'L.	IF FIELD, SPECIFY STATION
DDP		FE		Political		<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT				6. TYPE OF REPORT			
From To				<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special			
2-17-53 9-17-53				<input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

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

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

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

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

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

10.

DATE

SIGNATURE

Items 11 through 12 will be completed by Supervisor

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

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

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

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

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

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

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

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

Psychological and political warfare operations.

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

DATE	SIGNATURE
------	-----------

Items 11 through 13 will be completed by Supervisor.

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

a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FE Division.

b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST SATISFACTORY OR OUTSTANDING? See Para. 11 (b) and realistic application of covert techniques.	
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? Should concentrate on more concise oral presentations.	
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.	
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.) No.	
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? Due for complete training prior to field assignment in January 1954.	
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
DATE _____	SIGNATURE OF SUPERVISOR _____
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)	
DATE _____	SIGNATURE OF REVIEWING OFFICIAL _____
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)	

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TRAINING EVALUATION

OPERATIONS

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

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

NAME OF STUDENT (LAST) (FIRST) (MIDDLE)

NAME OF STUDENT (LAST)		(FIRST)	(MIDDLE)	AGE	GRADE (GS OR NNA)	DATE OF REPORT
SMITH,		Joseph	B.	32	GS-12	13 November 1953
DIVISION		PROJECTED ASSIGNMENT			COURSE NO.	
PERFORMANCE RECORD		Senior PP Officer			4	

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

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

THE FOLLOWING INDICATES THE MAJOR

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

C. Constructive Imagination (NOT OBSERVED)				
1	2	3	4	5
Does not construct the imagination or inventiveness in approach to problems.	Shows only a very limited degree of constructive imagination.	Shows sufficient constructive imagination to meet most school situations satisfactorily.	Demonstrates the possession of creative ability to a greater than average degree.	Outstandingly creative, inventive, or original.
D. Astuteness (NOT OBSERVED)				
1	2	3	4	5
Appears quill and naïve.	Exhibits below average skepticism and discernment.	Displays adequate judgment and perspicacity.	Displays above average perspicacity and skepticism.	Displays exceptional shrewdness and perspicacity.
E. Industry (NOT OBSERVED)				
1	2	3	4	5
Does not show sufficient application of time and effort.	Applies only the minimum amount of time and effort necessary.	Shows adequate compliance as regards time and effort necessary.	Volunteers greater time and effort than is normally expected in this course.	Was unusually industrious, giving generously of time and effort.
F. Initiative (NOT OBSERVED)				
1	2	3	4	5
Consistently fails to act without being specifically instructed to do so.	Generally exhibits a low level of enterprise but occasionally acts on his own.	Normally takes steps to implement ideas without external prompting.	Usually displays enthusiasm and aggressiveness in carrying out projects.	Displays unusual energy, enthusiasm, and aggressiveness.

E. Ability to Write (NOT OBSERVED ☐)

1	2	3	4	5
Unable to express thoughts clearly in written form.	Was weak in expressing thoughts clearly in written form.	Written work showed no significant weakness.	Good oral ability to express thoughts clearly in written form.	Was outstanding in ability to express ideas in clear, correct, coherent manner.

F. Facility of oral expression (NOT OBSERVED ☐)

1	2	3	4	5
Unable to express self clearly. Presented ideas in groping and incoherent fashion.	Lacked fluency or ease in his speech, but meaning usually clear.	Displayed reasonable facility in oral expression.	Spoke confidently, conveying ideas clearly and readily.	Outstanding in fluency and clarity of oral expression.

G. Ability to Get Along With Associates. (NOT OBSERVED ☐)

1	2	3	4	5
Frequently alienated his associates.	Failed to win social acceptance but did not actively antagonize others.	Reasonably effective in his social relations.	Displayed definite ability to achieve harmonious relationships with his associates.	Unusually effective in his ability to win acceptance from others.

H. Ability to Influence His Associates. (NOT OBSERVED ☐)

1	2	3	4	5
Withdrew from group activities.	Normally, socially reticent.	Was fairly successful in selling a point or himself.	Was excellent at his own personality and thinking.	Was outstanding in respect and attraction through his personality and thinking.

I. Tact (NOT OBSERVED ☐)

1	2	3	4	5
Harshly blunt and indiscreet.	Frequently said or did something which induced an unfavorable reaction.	Reasonably discreet and tactful.	Has good discernment for the appropriate thing to say or do.	Consistently demonstrated keen perception for fitting speech or conduct.

J. Adaptation to Training (NOT OBSERVED ☐)

1	2	3	4	5
Displayed no interest or enthusiasm for training and failed to adapt himself to the demands made upon him.	Accepted training program reluctantly and had difficulty adapting himself to the training.	Displayed average interest in and acceptance of training.	Displayed an excellent acceptance of training and readily adapted to demands made upon him.	Outstanding in his acceptance of training and display of enthusiasm and interest.

Subject was outstanding in his performance and especially so in his ability to adjust to training. He met and exceeded all normal requirements. His superior thinking ability allows him to cover most of the ground on all pertinent points rapidly and it is only through deliberate self-control that he slows down sufficiently to make an easily understandable oral presentation.

His imaginative analytical ability make him a natural for directing clandestine activity. His professional background would make him very worthwhile for consideration by the Office of Training upon completion of his contemplated tour of duty in the field.

APPROVED	SIGNATURE OF CHIEF INSTRUCTOR
SIGNATURE OF DEPUTY FOR STAFF TRAINING	REVIEWED
	SIGNATURE OF CHIEF, TRAINING AND EVALUATION

51-66

SECRET

SECRET

(OVER)
1951

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

SUBJECT: Training Evaluation
Communist Party Operations Course, Advanced Training Division

Student's Name SMITH, Joseph B. Course No. 19
Division and Branch FE-5/PP Grade GS-12 Age 32

The Communist Party Operations Course is a specialized two-weeks' course designed to provide adequate background and understanding of the World Communist Movement, and to increase the effectiveness of staff personnel charged with the planning and conduct of operations against these movements. The emphasis is on essentials, the generally valid aspects of Party policy, tactics, administration, organization, and action.

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

1. Student Performance in the Classroom:

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

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

2. Willingness to Share Own Experiences or Thinking

Freely expressed ideas when appropriate to the subject.

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

Pleasant but reserved.

S-E-C-R-E-T

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

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

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

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

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

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

Punctual and security conscious.

Instructors' over-all comment where appropriate.

Eric J. Vesely
Chief Instructor, CEF

Date 22 December 1953

S-E-C-R-E-T

1 December 1952

1. Name: Joseph Smith 2. Grade: GS-11

3. Position: _____

4. Period for which report is made: _____

5. Nature of his assignment: _____

Time in Grade: 9 months

Education: _____

Previous Experiences: _____

	Unsatisfactory	Fair	Good	Very Good	Excellent	Outstanding
His efficiency in carrying out this assignment						✓
Degree to which he extended himself in fulfilling his assigned duties						✓
His ability to get along with his associates					✓	
His ability to get along with his superiors						N.H.
The conduct of his social and personal life insofar as it affected the performance of his duties					✓	
His ability to carry out his duties in the face of discouragement and frustration						
His political conviction and attitude toward the Government						✓
His attitude toward current events as reflected by the press					✓	
Emotional stability under stress and strain						N.H.
Degree to which he shows initiative					✓	
Ability to work without supervision						✓

6. Other Comments: N.H.

Supervisor

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

Chief of Bureau

SECRET

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

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

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

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
SMITH Joseph Burkholder 007894	June 16 - 1921 6/16/21	714 18 4732
EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)	

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

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

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

☒
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

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

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

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

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

STATISTICAL STUB

6 10/4/64

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED FOR PERSONNEL
FEB 20 11 23 AM '68

SECRET

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-1
(Rev. May 1953)
(For use with SF 176-14, 1953)
176-101

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 9 July 1970, and the information brochure for PCS returnees, dated May 1964.

[Redacted Signature Box]

Signature

Joseph B. Smith

12 July 71
Date

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY		
NAME OF EMPLOYEE (use pseudo only if SA)		DATE (from item S-1)	NAME OF SUPERVISOR (true)	DATE (from item S-2)
Joseph B. Smith		21 Oct. 1970		21 Oct. 1970
DATE RECEIVED AT HEADQUARTERS:		DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
29 Oct. 1970		HMMT -10581		
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
16 June 1921	D	C/CA, [] 14	[]	LNGOLD
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
21 June 1969				
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:				
Three: wife 47, daughter 19, son 11				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
<p>LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240-B)</p> <p>Supervise one case officer, one career agent and one secretary in planning and conducting Station CA activities and intelligence collection activities []</p> <p>Support and conduct operations against other priority Station targets</p>				
9. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS				
None				

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

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

I prefer to continue in my present assignment.

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

- ☒ EXTEND TOUR 18 months MONTHS AT CURRENT STATION TO Jan 1973 (DATE)
- ☐ BE ASSIGNED TO HQ/RS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STATE OR OFFICE.
1ST CHOICE WH 2ND CHOICE DO 3RD CHOICE OTR
- ☐ BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
1ST CHOICE WH 2ND CHOICE EUR 3RD CHOICE FE
- ☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

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

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

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING. he deserves.

Per ~~HR~~ 7052, Mr. Smith has been approved for home leave and return

to for a second tour of duty.

DATE 23 Nov 70 TITLE C/WH/Personnel SIGNATURE

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO.

CABLE NO.

ED:

ED:

CAREER SERVICE REPRESENTATIVE:

DATE:

SECRET

SECRET
(When Filled In)

FILE

PUNCHED

BY RT

REPORT OF SERVICE ABROAD

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

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-8 007894	(Print) Smith	7-24 Joseph	B.

INSTRUCTIONS:

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
26-28	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38	39
06	27	69							40-42
									43-45

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 5 - CANCELLATION	37	38	39
									40-42
									43-45

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. 1N 37612 DOCUMENT DATE/PERIOD 13 June 1969

REMARKS

PREPARED BY	REPORT VALIDATED ON SOURCE DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
ACD	DATE <u>11/24/69</u>	SIGNATURE
1 - D L DIVISION, 4700		
1 - C & T DIVISION		

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

SECRET

HR

Supplement to Staff Employee Personnel

Action for Integration of Joseph B. Smith

Effective 21 May 1969

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

1. As an employee of this organization, at the present grade and salary of GS-14 \$19,771.00 per annum, [redacted] another instrumentality of the Government (hereinafter referred to as [redacted]) effective as of 21 May 1969. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that facility.

[redacted]

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty [redacted]. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour [redacted]. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

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

SECRET

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

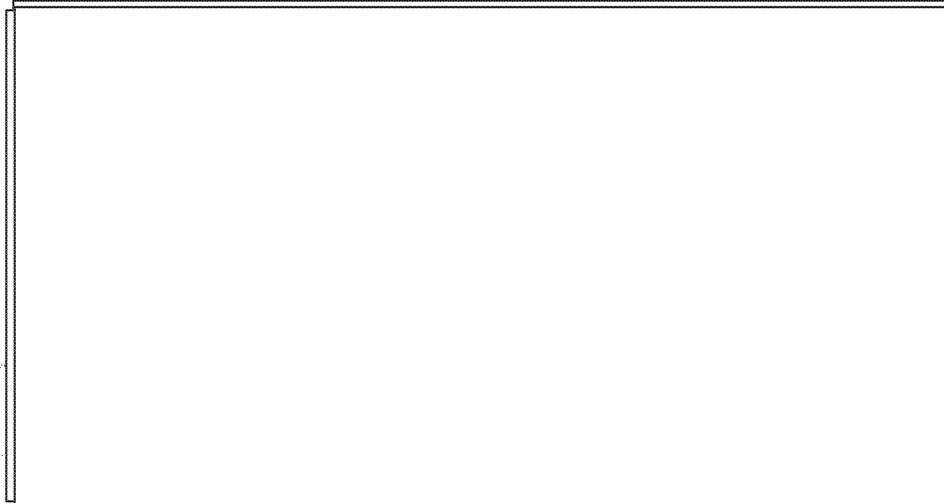
4. Salary and allowances [redacted] shall be retained by you to the extent that they do not exceed the salary and allowance payment due you on the basis of your grade level with this organization.

[redacted]

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


[redacted]

SECRET



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

UNITED STATES GOVERNMENT

BY ACCEPTED: 

3

CONFIDENTIAL
(When filled in)

IMPORTANT

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

MEMORANDUM OF UNDERSTANDING

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



13 OCT 1969
Date

CONFIDENTIAL

Group 1 - Excluded from
automatic downgrading
and declassification.

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE
-PUNCHED

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

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-0 007894	(Print) SMITH	7-24 Joseph	B.

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 OFI NO. 88, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		C/P	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	USE ONLY		CODE
25-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION	37	39 39		40-42
						8 - CANCELLATION				

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)		
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 = TDY (Basic) 4 = CORRECTION 6 = CANCELLATION	CODE					
25-26	27-28	29-30	31-32	33-34	35-36		37	38	39			
0	4	2	7	6	9		0	5	1	0	6	9

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER WH-538-69	DISPATCH
	CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	4/21/69 @ 1725 - 5/10/69 @ 2130

NOTES

No leave

PREPARED BY		X	REPORT APPROVED BY	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE	
DSN			ADDITIONAL DOCUMENT	DOCUMENT CITED	
X	U S A NAVY, CDR.	DATE	5/13/69	SIGNATURE	
	C & P DIVISION			DSV	

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

SECRET

11 MAY
11 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Smith, Joseph
Change of Home Leave Address

REFERENCE:

HABT-3734, 29 April 1966

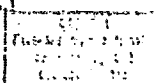
It is requested that the home leave address of [redacted] be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. [redacted] last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending [redacted] in [redacted] and he plans to visit this area on home leave.

[redacted]
C/ol/Personnel

Concur:

[redacted]
Director of Personnel11 May 66
(Date)Attachment:
Reference

SECRET



DISPATCH

SECRET

TO Chief, WH Division

INFO

FROM

Chief of Station

SUBJECT

Change of Home Leave Address of [redacted]

ACTION REQUIRED - REFERENCES

ACTION REQUIRED: As noted below

It is requested that the home leave address of John W. [redacted] be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. [redacted] last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending [redacted] in [redacted] [redacted] and he plans to visit this area on home leave.

Distribution:
O 5 2 - Chief, WHD

[redacted]

GROUP I
Excluded from automatic
downgrading and
declassification

FORMS REFERENCE TO

REPORTS, ORDERS AND NUMBERS

DATE

HAPT-3734

21 April 1966

CLASSIFICATION

REPORT NUMBER

SECRET

SECRET

TM-837055

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (Type)	DATE (from item 5.1)	NAME OF SUPERVISOR (Type)	DATE (from item 5.2)
[REDACTED]	27 Dec. 65	[REDACTED]	28 Dec. 1965
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW: <i>Recd 28 March 1966</i>			
DO NOT COMPLETE			
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
16/6/21	14	Operations Officer	29/8/64
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		7B. EXPECTED DATE OF DEPARTURE FROM FIELD
D	Banda Aceh		29/8/66
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS
None			29/10/66
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
<p>a. Case officer for a large-scale [REDACTED] activity in the CA field.</p> <p>b. Station functional officer for media activity.</p> <p>c. Station functional officer for university and university student field.</p> <p>d. Supervises staff agent concerned with university target.</p> <p>e. Case officer for two unilateral media operations.</p> <p>f. Case officer for a political action research project.</p>			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
<p>A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.</p> <p>I list the choices in question 9 because of the limited opportunity for achievement in operations and case. I believe I have abilities that can be used to better the work of the group in other areas. I have five years of college training, which would be of use to CIR; I have maintained high level political and business contacts which experienced could be useful to D.B; my educational background and operational area experience should help qualify me for DCI.</p>			
<p>B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):</p>			

SECRET

B. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:	
<input type="checkbox"/> RETURN TO MY CURRENT STATION	
<input type="checkbox"/> BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT:	
1ST. CHOICE <u>CTR</u> 2ND. CHOICE <u>DDO</u> 3RD. CHOICE <u>DDO</u>	
<input type="checkbox"/> BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:	
1ST. CHOICE _____ 2ND. CHOICE _____ 3RD. CHOICE _____	
19. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? _____	
INDICATE NUMBER OF WORK DAYS <u>30</u>	
20. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:	
wife and two children; ages: 42, 13, 6	
21. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT.	
Desire to be in the United States for the senior year and graduation from college of my older daughter.	
22. SIGNATURE: _____ COMPLETE ITEM NO. 3-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.	
TO BE COMPLETED BY SUPERVISOR AT FIELD STATION	
23. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:	
The Station concurs in Subject's request for his next assignment. Based on the capabilities that he has demonstrated during his present tour of duty, we have every reason to believe that he will perform in a professional and highly competent manner in either one of the three areas that he has selected. If Subject is considered for another field assignment, it is strongly recommended that he be afforded official cover status.	
24. SIGNATURE: _____ COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.	
TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS	
25. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:	
The WH Division Personnel meeting of 24 February 1966 concurred with the Subject's request for assignment [redacted]	
C/WH/Personnel	
26. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER	SIGNATURE
DATE	
FOR USE OF CAREER SERVICE	
27. EMPLOYEE <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	28. REFERENCE DISPATCH NO. _____ CABLE NO. _____
29. TYPED OR PRINTED NAME	30. SIGNATURE
31. TITLE	32. DATE
33. COMMENTS	
WH + CSRS jointly will cable Smith to authorize early return for assignment to CTR. K. Byrd will discuss with Smith while at B.A.	

SECRET

LG

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05073 C
100-540007

100-540007

MEMORANDUM FOR: Director of Training

SUBJECT: Appreciation: Joseph Smith

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

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

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

[Redacted Signature]

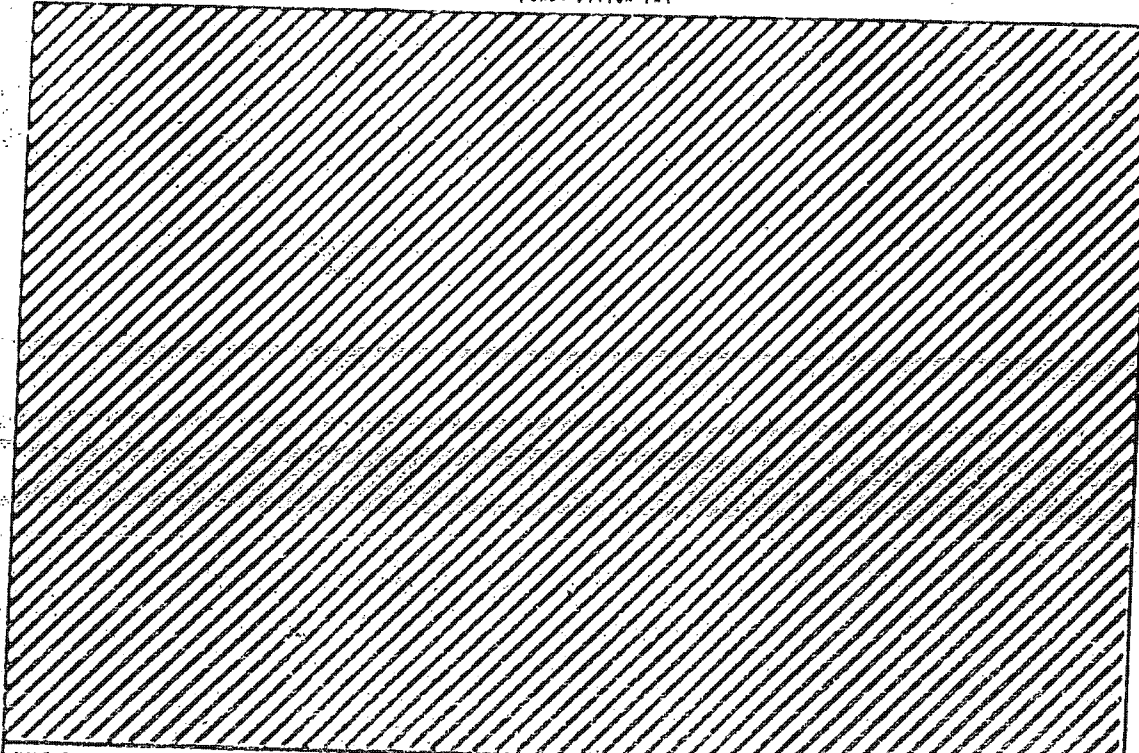

Chief
Covert Action Staff

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FIELD REASSIGNMENT QUESTIONNAIRE			
DO NOT COMPLETE		DO NOT COMPLETE	
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (NAME)	Pseudo	DATE (from item 5-1)	20 Sep 63
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		DATE	25 Sep 63
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
18 June 1921	GS-14	Operations Officer, GS-12	5 June 1962
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		7B. EXPECTED DATE OF DEPARTURE FROM FIELD
D			5 June 1964
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS
None			None
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
<p>a. Case officer for large-scale KUWOLF project with</p> <p>b. Supervisor of two staff agents conducting KUWOLF activities.</p> <p>c. Case officer for two unilateral KUWOLF projects.</p> <p>d. Station functional officer for projects in</p>			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.			
<p>If not reassigned to present post, I would prefer to work in the political action field as a unilateral case officer with staff agent status. I believe my past experience and performance qualifies me for this type of assignment and I know that I find this type of work stimulating and challenging. Most preferred would be an assignment combining KUTUBE and KUWOLF responsibilities.</p>			
B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):			
None, if reassigned to present post.			

SECRET
(When Filled In)

		
NAME OF EMPLOYEE (Last, First, Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
<i>Smith, Joseph</i>	<i>Alamy, Jr. - Wife</i>	<i>015-1-182</i>
<p>There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent) for an illness, injury, or death incurred on <u><i>20 March 52</i></u>. <i>apendix</i></p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE	SIGNATURE OF	
<i>20 MAR 52</i>		
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

Supplement to Staff Agent Personnel Action

For [REDACTED] Effective 27 MAY 1962

Mr. Smith, Joseph

Dear Mr. [REDACTED]:

In view of your contemplated cover assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are \$ 11,675.00 and GS-13⁵ respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(d) If permanent quarters are not furnished, your quarters allowance will be granted at the maximum rate established for your post of assignment, family status and grade. No accounting for this allowance will be required.

[REDACTED]

such case any money you receive as a result of your participation in such activities must be returned to this organization. Whether participation in a particular activity is or is not in conformity will be determined by the responsible officer.

2. Non-Financial Incentive Premium Pay. You are hereby authorized Non-Financial Incentive Premium Pay for all services with this organization as an employee. For your information, currently this premium pay is ten per cent of your basic salary, or payments and allowances for the compensation on a non-yearly basis for the period of time you are assigned overseas.

3. Repatriation Allowance. You will be authorized on repatriation allowance in accordance with applicable organization regulations.

4. Travel Expenses. You will be entitled to travel, transportation and storage in accordance with the regulations of this organization. HR 2051 provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations or HR 20, whichever allows the greater amount.

5. Travel Liabilities. You hereby agree that your assignment abroad will be for a minimum of two years from the date of your arrival at your permanent post of duty. If your assignment shall be sooner terminated by the Government for its convenience, your violation of such agreement may result in regulatory travel liabilities. HR 22-b provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, at Government expense shall not be allowed.

AGREED

6. Secrecy. You will be required to keep secret all information, documents and all information which you may obtain by reason of your duties, released in writing by the Government (in or out of 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).

1A

JUC

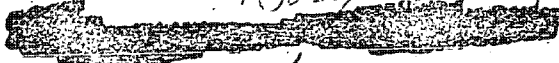

5A.

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
36 #9296 007894	(Print) Smith, (Post) 			ES-76 64

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COL TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING 1. NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL				DEPARTURE				COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1. PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42	
3. CORRECTION										
4. CANCELLATION										
	01	06	05	62					040	

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE				RETURN				AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
2. TDY (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42	
3. CORRECTION										
4. CANCELLATION										

SOURCE OF RECORD DOCUMENT

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> RAIL	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

HABT-1787

DOCUMENT DATE/PERIOD

8 June 1962

REMARKS

PREPARED BY

☒ REPORT ANNOTATED ON SOURCE DOCUMENT

ABOVE DATA

FISCAL DIVISION

DATE

6/20/62

SIGNATURE

FINANCE DIVISION

CONTRACT INFORMATION AND CHECK LIST				TELEPHONE EXTENSION 6556	DATE
<small>INSTRUCTIONS: Use Form 1000-2, Rev. 10-10-64. For guidance, see Form 1000-1, Rev. 10-10-64. When items are not applicable, forward original and two copies for preparation of contract.</small>					
SECTION I GENERAL					
1. NAME <input checked="" type="checkbox"/> COVERED <input type="checkbox"/> TRUE <i>Smith, Frank</i>		2A. PROJECT <i>NA</i>		3. ALLOTMENT NO.	
5. PREVIOUS CIA PSEUDONYM OR ALIASES <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		19. PERMANENT <input checked="" type="checkbox"/> NA		36. FUNDS <i>NA</i> <input checked="" type="checkbox"/> <i>XX</i>	
		4. SLOT NO. BAP-8.8			
		8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input type="checkbox"/> NA <input type="checkbox"/> NO			
7. SECURITY CLEARANCE (Type and date) Staff Employee		2A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> OBTAINED <input type="checkbox"/> INSTALLED <input type="checkbox"/> NOT REC'D.		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent	
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		6. INDIVIDUAL HAS BEEN EMPLOYED BY OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.) Staff Employee - 9 September 1951 to date			
SECTION II PERSONAL DATA					
11. CITIZENSHIP U. S.		12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO		13. AGE 40	
14. DATE OF BIRTH (Month, day, year) 16 June 1921		15. CURRENT RESIDENCE (City and state or country) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
16. LE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		17. MA <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED			
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP:			
SECTION III U.S. MILITARY STATUS					
20. RESERVE No		21. VETERAN Yes		22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
23. BRANCH OF SERVICE Army		24. RANK OR GRADE Corporal		25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
				26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SECTION IV COMPENSATION					
27. BASIC SALARY 11,650		28. POST DIFFERENTIAL		29. COVER (Breakdown, if any) NA	
				30. FEDERAL TAX WITHHOLDING COVER <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)					
31. QUARTERS 3,500		32. POST		33. OTHER Equalization \$915 and 10% Staff Agent Premium pay <i>JK</i>	
34. COVER (Breakdown, if any)					
SECTION VI TRAVEL					
35. TYPES <input checked="" type="checkbox"/> ACS <input type="checkbox"/> DOMESTIC OPERATIONAL <input checked="" type="checkbox"/> FOREIGN OPERATIONAL		36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		37. PERSONAL VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
37. HME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		37A. HME TO BE STORED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		38. PERSONAL VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
39. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH		See 18 above.			
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES					
SECTION VII OPERATIONAL EXPENSES					
42. PURCHASE OF INFORMATION		43. ENTERTAINMENT		44. OTHER	
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES					

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)				CASE OFFICER		DIVISION	
NOTE: SEE INSTRUCTIONS ON FIRST SHEET				TELEPHONE EXTENSION		DATE	
SECTION VIII				OTHER BENEFITS			
46. BENEFITS (See # 20-615, # 20-620, # 20-670, # 20-1000, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)							
All benefits and allowances of a staff employee.							
SECTION IX				COVER ACTIVITY			
47. STATUS (Check)		48. TYPE (Check)		49. IS COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSEMENT BASIS		50. OFFSET OF INCOME	
<input checked="" type="checkbox"/> PROPOSED <input checked="" type="checkbox"/> ESTABLISHED		<input type="checkbox"/> PROPRIETARY <input checked="" type="checkbox"/> SUBSIDIARY		<input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> MILITARY		<input type="checkbox"/> TOURIST <input type="checkbox"/> OTHER	
				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL			
SECTION X				TERMINATION			
51. OFFSET OF INCOME AND OTHER EVOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)				52. EFFECTIVE DATE			
<input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> NONE				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SECTION XI				FUNCTION			
53. PRIMARY FUNCTION (CI, PI, PP, other)				54. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION			
<input checked="" type="checkbox"/> RA <input type="checkbox"/> PP				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
SECTION XII				DUTIES			
55. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED							
SECTION XIII				QUALIFICATIONS			
56. EXPERIENCE							
See personnel file.							
SECTION XIV				EDUCATION			
57. LANGUAGE COMPETENCY				58. INDIVIDUAL'S COUNTRY OF ORIGIN			
<input checked="" type="checkbox"/> (Check Appropriate Degree Competency)				<input checked="" type="checkbox"/> U.S.A.			
59. AREA KNOWLEDGE Graduate study, History & Politics (2 courses). Chief, Venezuela Desk (6 mos.)				60. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING			
See personnel file.							
SECTION XV							
61. ADDITIONAL INFORMATION							
62. ADDITIONAL OR CRUCIAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (If not within scope of necessary)							

SECRET

SECRET
(When Filled In)

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		THIS DATE
INSTRUCTIONS		
<p>This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.</p>		
SECTION I GENERAL		
1. FULL NAME (Last-First-Middle)		
SMITH JOSEPH BURKHOLDER		
2. CURRENT ADDRESS (No., Street, City, Zone, State)		3. PERMANENT ADDRESS (No., Street, City, Zone, State)
[Redacted]		SOME W 2
4. HOME TELEPHONE NUMBER	5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE	
[Redacted]	PENNSYLVANIA	
SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		
1. NAME (Last-First-Middle) PREVIOUSLY RESIDING IN U.S.		2. RELATIONSHIP
[Redacted]		WIFE
3. HOME ADDRESS (No., Street, City, Zone, State, Country)		
Same as above		
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country) - INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE		
NA		
5. HOME TELEPHONE NUMBER	6. BUSINESS TELEPHONE NUMBER	7. BUSINESS TELEPHONE EXTENSION
None at present	NA	NA
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.		
NO OTHER CLOSE RELATIVES		
SECTION III MARITAL STATUS		
1. CHECK (X) ONE: <input checked="" type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED		
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS		
[Redacted]		
<p>SPHISE. If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancé.</p>		
3. NAME		
[Redacted]		
4. DATE OF MARRIAGE		
1960-04-11		
5. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country)		
1918 1/2 Street NW WASHINGTON DC		
6. LIVING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
7. DATE OF DEATH		
8. CAUSE OF DEATH		
9. CURRENT ADDRESS (Give last address, if deceased)		
Same as above		
10. DATE OF BIRTH		
1 SEP 1918		
11. PLACE OF BIRTH (City, State, Country)		
Perry PA USA		
12. IF BORN OUTSIDE U.S., DATE OF ENTRY		
13		
13. PLACE OF ENTRY		
14		
14. CITIZENSHIP (Country)		
USA		
15. DATE ACQUIRED		
16. WHERE ACQUIRED (City, State, Country)		
17		
18. OCCUPATION		
Mechanical		
19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers)		
[Redacted]		
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)		
[Redacted]		

SECTION III CONTINUED TO PAGE 2

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR <i>APRIL 1945 - FEB 1946</i>	
22. BRANCH OF SERVICE <i>1. 8888th Central Postal Directory</i>	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED <i>U.S.</i>
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN <i>None</i>	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) <i>1/1A</i>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)		
2. RELATIONSHIP		
3. AGE		
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)		
2. RELATIONSHIP		
3. AGE		
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)		
2. RELATIONSHIP		
3. AGE		
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.			
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.			
5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.			

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

(When Filled In)

SECTION V CONTINUED FROM PAGE 2

9. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION

ADDRESS (City, State, Country)

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?

YES

NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

N/A

SECTION VI

CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP

U.S.

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:

☒ BIRTH☐ MARRIAGE☐ OTHER (Specify):3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? ☐ YES ☒ NO

4. GIVE PARTICULARS

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION. (First papers, etc.)

N/A

SECTION VII

EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

☐ LESS THAN HIGH SCHOOL GRADUATE☐ OVER 120 YEARS OF COLLEGE - NO DEGREE☐ HIGH SCHOOL GRADUATE☐ BACHELOR'S DEGREE☐ TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE☒ GRADUATE STUDY LEADING TO HIGHER DEGREE☐ TWO YEARS COLLEGE OR LESS☒ MASTER'S DEGREE☒ DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/CTR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
	Hist	EC	1940	1942	A.P.	1942	?
	Hist	religion	1942	1950	M.A.	1950	?
	Hist		1946	1947	-	-	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL WEEKS
		FROM	TO	
Ind. Int. Language school	Tagalogese	1944	1945	?
Ind. Int. Language school	Tagalogese	1944	1944	?

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECRET

(When Filled In)

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Taiwan	Study of map	-			X	
China	Study	-			X	
Korea	" "	-			X	

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			HOQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
	politics, govt.	1953 (2 years)		X	
	" "	1954-1956		X	
	" "	1957-1960		X	

SECTION IX TYPING AND STENOGRAPHIC SKILLS				
1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM		
		GREGG	SPEEDWRITING	STENOGRAPH
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Computers, Micrograph, Card Punch, etc.)				
SECTION X SPECIAL QUALIFICATIONS				
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH				
Tennis - good				
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK				
Approved for teaching experience				
3. EXCLUDING EQUIPMENT NOTED IN SECTION A, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTRANGE RADIO, MULTILITH, TURBO LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.				
118				
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF ANY.				
118				
5. FIRST LICENSE OR CERTIFICATE (Year of issue)		6. LATEST LICENSE OR CERTIFICATE (Year of issue)		

SECRET

SECRET

(When Filled In)

SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

5 years Teaching Dictation College community public speaking

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

AMERICAN ASSN. OF UNIVERSITY PROFESSORS, SEVERAL UNDERGRADUATE

SECTION XI. ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From and To)

FEB 1957 - MAR 1958

2. GRADE

13

3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

DDP/EE/EE-5

4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION

29

5. OFFICIAL POSITION TITLE

Deputy Branch Chief

6. DESCRIPTION OF DUTIES

As usual for the position

1. INCLUSIVE DATES (From and To)

MAR 1958 - MAR 1960

2. GRADE

15

3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

DDP/EE/EE-5

4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION

1

5. OFFICIAL POSITION TITLE

CHS OFFICER

6. DESCRIPTION OF DUTIES

Senior PP officer concentrating on pol. action activities

1. INCLUSIVE DATES (From and To)

2. GRADE

15

3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION

6. DESCRIPTION OF DUTIES

1. INCLUSIVE DATES (From and To)

2. GRADE

15

3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION

6. DESCRIPTION OF DUTIES

1. INCLUSIVE DATES (From and To)

2. GRADE

15

3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION

6. DESCRIPTION OF DUTIES

(Use additional pages if required)

SECRET

SECRET

(When Filled In)

SECTION XII		CHILDREN AND OTHER DEPENDENTS				
1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.			2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepchildren, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.			
3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS						
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
	Daughter	1946		X	US	Same as 2nd type
	"	1952		X	US	"
ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS						
<div style="height: 300px; border: 1px solid black;"></div>						
DATE COMPLETED			SIGNATURE OF EMPLOYEE			
27 June 60						

SECRET

SECRET
(When Filled In)

63-115
P-27

1. PERSONNEL SERIAL NO. (1-6) GIBSON		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. 1036
3. NAME (17-24) LAST Smith, Joseph E.		FIRST	MIDDLE	4. OFFICE OR DIVISION 100	5. LANGUAGE English	6. LAMP CODE (25-27) 725
7. DATE OF TEST (46-51) May 18, 1962		8. ANNIVERSARY DATE May 18, 1963		9. GRADE 11	10. DATE OF BIRTH January 16, 1901	
11. REASON FOR TAKING TEST		12. TEST SCORES				
X. APPLY FOR AWARD		READING (34) R	WRITING (35) I	PRONUNCIATION (36) I	SPEAKING (37) I	UNDERSTANDING (38) I
ESTABLISH SKILL LEVEL						
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
XX. A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R)	SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA		A	G-H	G		
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$87.50 (40-43)		
REMARKS				SIGNATURE		
				DATE		
				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
				OBLIGATION REF. NO.		
				CHARGE ALLOTMENT NO.		
				SIGNATURE		

FORM 1273
5-60

OBsolete PREVIOUS
EDITIONS

SECRET

(10-43)

MRD COPY

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE										237949 MAR 162		
TO: Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall												
EMPLOYEE SERIAL NO.		NAME OF EMPLOYEE						OFFICE/COMPONENT				
LAST		FIRST		MIDDLE								
1. S		(Print)		S. S.				24-28				
007894		SMITH Joseph B.						64 WTH				
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.												
PCS DATES OF SERVICE												
TYPE OF DATA		ARRIVAL				DEPARTURE				COUNTRY		OMIT
1. PCS (Basic)		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			39-41	
2. CORRECTION		26	27-28	29-30	31-32	33-34	35-36	37-38				
3. CANCELLATION												
TDY DATES OF SERVICE												
TYPE OF DATA		DEPARTURE				RETURN				AREA(S)		OMIT
2. TDY (Basic)		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			39-41	
4. CORRECTION		26	27-28	29-30	31-32	33-34	35-36	37-38				
6. CANCELLATION												
		2	27	6	62	13	62		WTH		811	
SOURCE OF RECORD DOCUMENT												
<input checked="" type="checkbox"/> TRAVEL VOUCHER						DISPATCH						
CABLE						DUTY STATUS OR TIME AND ATTENDANCE REPORT						
OTHER (Specify)												
DOCUMENT IDENTIFICATION NO.						DOCUMENT DATE/PERIOD						
						6-13 Jan 62						
REMARKS												
5/4/62. adw												
PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT				SOURCE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED						
FISCAL DIVISION		DATE				SIGN						
FINANCE DIVISION		5 March 62										

FORM 1451a

SECRET

(4-10)

SECRET

3 1970

MEMORANDUM FOR: Chief, FE/PLA

SUBJECT : Appreciation for Briefing of []
Government Officials

1. FE [] would like to take this opportunity to express its appreciation for the briefing conducted by Mr. Joseph Smith on 14 September for the benefit of []

2. Before beginning the return portion of their trip to [] the two officials requested that their expressions of gratitude be conveyed to Mr. Smith for his presentation on subjects of mutual interest.

3. Briefings such as these contribute materially to our relationships with these officials and their organizations and result in considerable benefit to the overall U.S. Intelligence effort in []. Your continued indulgence and cooperation are requested.

[]
Chief, FE/PLA

SECRET

LB/P 2-0080

CONFIDENTIAL


8 January 1962

MEMORANDUM FOR: Mr. Joseph D. Smith

SUBJECT : Commendation for Services Performed in
Connection with President John F. Kennedy's
Visit to Venezuela and Colombia

1. It gives me a great deal of personal pleasure to commend you on the high degree of competence and devotion to duty you displayed in connection with President John F. Kennedy's visit to Colombia and Venezuela. The professionalism you demonstrated in planning for and during the President's visit contributed to the outstanding success of his trip.

2. A copy of this memorandum is being made a matter of record in your personnel file.


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

CONFIDENTIAL

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

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

EMPLOYEE SERIAL NO. 1-8	NAME OF EMPLOYEE			OFFICE/COMPONENT 29-28
	LAST (Print)	FIRST 1-24	MIDDLE	
07894	SMITH	JOSEPH	B	37

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.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. PCS (Basic)	27	29-29	30-31	32-33	34-35	36-37	38-39		40-42
2. CORRECTION									
3. CANCELLATION									
	1				03	27	60		575

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
2. CORRECTION									
3. CANCELLATION									

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	1	DISPATCH
CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

FPMT 2250

20 MAR 60

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION	4/20/60	

FORM 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

~~Secret~~

COMMENDATION

Joseph B. Smith

1. This is to commend [redacted] for his operation activities in connection with MIECU which culminated in the accomplishment of Phase One on April 24, 1959.

2. [redacted] Smith is a capable, imaginative, and versatile professional operative who has had broad PROTOATE experience. He has handled MID-SHIP-4 in a most effective and professional manner, and rapidly developed MIREDEEM-1 at a time that proved strategic for the creation of Phase One of MIECU. He has conscientiously attempted to fulfill the objectives of MIECU.

3. It is requested that this commendation be made a part of his personnel record.

[redacted]

Signed by: [redacted]

7 May 1959

Secret

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

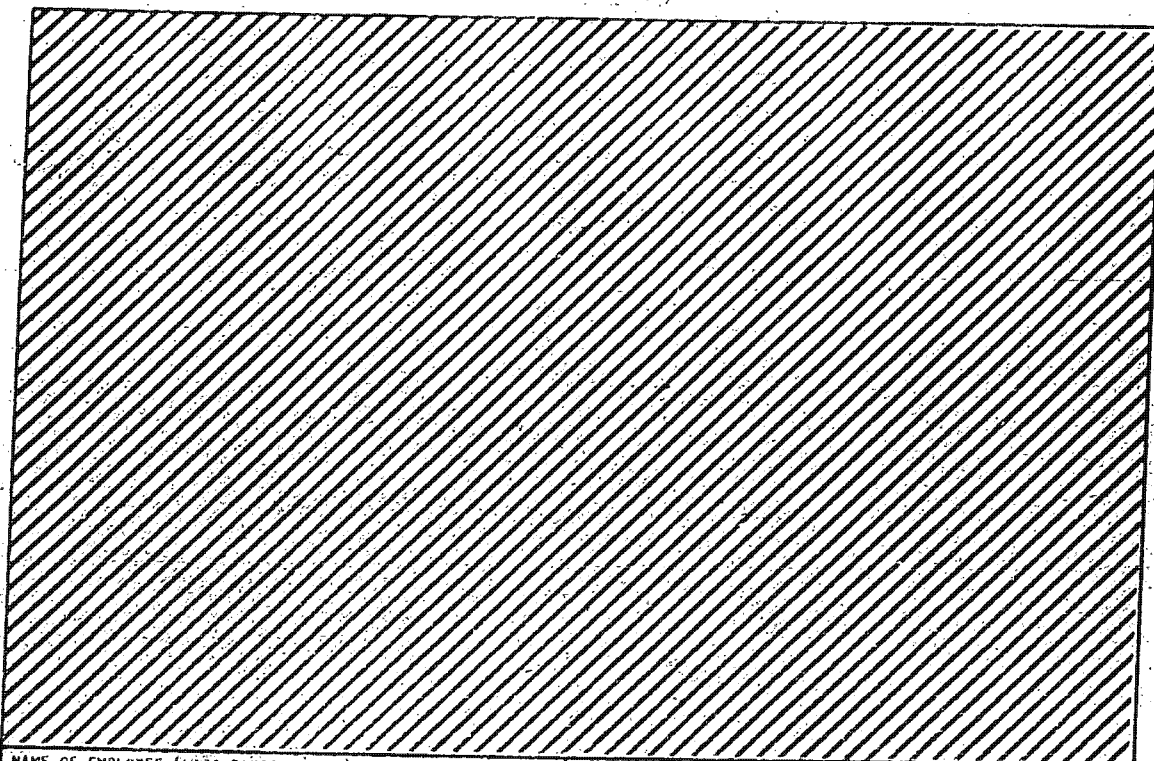
WITNESS:

[Redacted Signature Box]

[Redacted Signature Box]
Joseph B. Smith (Employee)

Date: 4 Feb 58

SECRET
(When Filled In)



NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)

SMITH, Joseph B.

DATE OF BIRTH

unk

PAGE OR CLAIM NUMBER

56-255

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or death incurred on January 1955.

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

DATE OF NOTICE

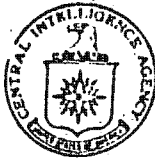
22 Aug. 1957

SIGNATURE OF ACD RE

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET

FEIS



CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

3 APR 1955

MEMORANDUM FOR: Joseph B. Smith

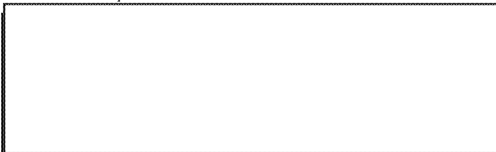
SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 17 September 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE



Chairman, CIA Selection Board

Noted:



Date: 13 July 1955

Career Service Staff
Office of Personnel

20 JUL 1955

SECRET

K-420

SECRET

SECURITY INFORMATION

27 May 1952

MEMORANDUM FOR: D/FE/PC

SUBJECT: Covert Psychological Warfare Conferences Attended by
Mr. Joseph Smith

1. Between 18 January and 26 May 1952 your consultant held a group of sixteen Secret conferences on specialized techniques in covert psychological warfare with particular reference to the Far Eastern area. These conferences amounted to a series of reorientation and developmental meetings in which persons actually on the job at CIA in OPC capacities could review their own doctrine, talents, and opportunities for serving the Government and the Agency in this field.

2. The topics covered included: a survey of the goals sought through covert activities of the U.S. Government; the basic bibliography on covert operations; the action response of target groups; media vehicles and the cultural terrain; specific covert psychological warfare techniques; the intelligence need for CPW; the operational vocabulary of Marxism; psychiatry and CPW; propaganda analysis; content analysis; press techniques of the Chinese Communists; covert economic warfare and CPW; personality problems in covert operations; basic doctrine on passive resistance; and a review meeting.

3. In difficulty and in seriousness of approach, this series of conferences corresponded to an advanced graduate course in an American university. It was a mixture of the seminar and lecture techniques.

4. Mr. Joseph Smith immediately made himself one of the outstanding participants of the group. He brought the capacity of a reflective and richly educated mind to this new field and demonstrated a real talent for seeing the opportunities presented by novel and unconventional methods of attack upon Communism. Not only did Mr. Smith learn a great deal himself; he contributed substantially to the intellectual participation of the other members of the conferences in the common tasks.

Consultant to FE/PC

FE/PC:

Distributions:

D/FE/PC, Original
FE Personnel
CIA Personnel
Mr. Smith
FE:

SECRET

SECRET
Security Information

Smith Joseph Burkholder
Name: Last, First Middle

CODED

FOR

QUALIFICATIONS

DATE 21 Aug 52

TO: All C. I. A. Personnel

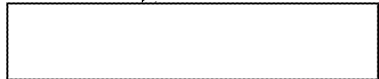
FROM: Personnel Director

SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.


Personnel Director

SECRET
Security Information

SECRET
Security Information

SECRET
Security Information

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry) 7894	2. NAME: (last) (first) (middle) Smith Joseph Burkholder			3. Office Ope (FE)	
4. Date of Birth 16 June 1921	5. Sex: <input checked="" type="checkbox"/> male <input type="checkbox"/> female (2)		Martial Status M Nr. Dependents 2		6. CIA Entry Date: 17 Sept 1951
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____				

SEC. I. EDUCATION

1. Extent: (circle one)

1. Less than high school	4. Two years college, or less	<input checked="" type="radio"/> 8. Masters degree
2. High school graduate	5. Over two years, no degree	9. Doctors degree
3. Trade, Business or Commercial school graduate	6. Bachelor degree	
	7. Post-graduate study (minimum 8 sem. hrs.)	

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
Harvard University Cambridge, Mass.	History	Govt.	1940	43	3		AB	1943	120
Yale University New Haven, Conn.	FE Politics	JAPAN	1943	1944	1				36
Johns Hopkins Baltimore, Md.	Govt.		1947	1948	1				6
University of PENNA. Philadelphia, PA.	Hist. & Pol. Sci		1948	1951	3		MA	1950	134

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
U. of Michigan Ann Arbor, Mich.	1944	1945	9	Japanese
SP. SNELLING Minneapolis, Minn.	1945	1945	04	Japanese, Intelligence

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
<i>This entry should have been made here, I suppose</i>				

SECRET

SECRET

Security Information

SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIC, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>1951</u> To <u>1952</u> Tot. mos. <u>10</u>	Description of Duties: <u>ASSIST IN PLANNING OF SEA OBJECTIVES AND COUNTRY PLANS</u>
Grade <u>11</u> Salary <u>5940</u>	<u>ASSIST DESK OFFICERS IN WRITING PROJECTS IN POLITICAL AND PSYCHOLOGICAL WARFARE</u>
Office <u>OpC (FE)</u>	<u>COORDINATE FE MATTERS WITH ADPC'S STAFF AND WITH OTHER AGENCIES AND DEPT.</u>
Position <u>Operations Officer</u>	<u>ASSIST IN WRITING PSYOP PLANS</u>
Duty <u>Psy War and Pol Warfare</u>	Duty Station, if overseas:
Title: <u>Advisor For SEA</u>	
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

SECRET

SECRET

Security Information

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From <u>1946</u> To <u>1957</u> Tot. mo's <u>63</u>	Exact Title of your position <u>Asst. Prof. of History</u>
Classification Grade (if in Federal Service) _____ Salary <u>3600</u>	Description of Duties: <u>Teach 14 hrs history weekly, including For Eastern, American, European (middle ages) (general survey)</u>
Number and Class of Employees Supervised: <u>150 students (ad.)</u>	
Employer <u>Dickinson College</u>	
Kind of Business or organization (i.e., paper products mfr, public utility) <u>College</u>	
Duty Station if overseas: _____	
From <u>1943</u> To <u>1946</u> Tot. mo's <u>35</u>	Exact Title of your position _____
Classification Grade (if in Federal Service) <u>T/S</u> Salary <u>90 per mo.</u>	Description of Duties: <u>Japanese language specialist</u>
Number and Class of Employees Supervised: _____	
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) <u>U.S. Army (MIS)</u>	
Duty Station if overseas: _____	
From _____ To _____ Tot. mo's _____	Exact Title of your position _____
Classification Grade (if in Federal Service) _____ Salary _____	Description of Duties: _____
Number and Class of Employees Supervised: _____	
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) _____	
Duty Station if overseas: _____	
From _____ To _____ Tot. mo's _____	Exact Title of your position _____
Classification Grade (if in Federal Service) _____ Salary _____	Description of Duties: _____
Number and Class of Employees Supervised: _____	
Employer _____	
Kind of Business or organization (i.e., paper products mfr, public utility) _____	
Duty Station if overseas: _____	

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SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|----------------------------------------------------------|----------------------------------------------------------|
| 01 <input type="checkbox"/> U.S. Secret Service | 24 <input type="checkbox"/> Air Force A-2 |
| 02 <input type="checkbox"/> Civil Police | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input type="checkbox"/> Counter Intelligence Corps |
| 04 <input type="checkbox"/> U.S. Border Patrol | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U.S. Narcotics Squad | 28 <input type="checkbox"/> Strategic Services Unit |
| 06 <input type="checkbox"/> FBI | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div. | 30 <input type="checkbox"/> Central Intelligence Group |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information | 32 <input type="checkbox"/> Coordinator of Information |
| 23 <input checked="" type="checkbox"/> Army G-2 | 33 <input type="checkbox"/> Office of Facts & Figures |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare |
| | 35 <input type="checkbox"/> Federal Communications Comm. |

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE					HOW ACQUIRED				
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study (inc. CIA training)
<u>Japanese</u>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein. I have sufficient Spoken Japanese for Category #2 (above) but my knowledge of written Japanese needs more extensive review.

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
JAPAN				
CHINA				X
MAINLAND SEA				X
				X

2. Specialized Knowledge of Area
List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION) *NA*

Skill	Per. Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1.	2.		1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. <i>None</i>	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. <i>Writing</i>

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. <i>AMERICAN HISTORY ASSN.</i>
<i>AMERICAN ASSN. OF UNIVERSITY PROFESSORS</i>

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SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

"The Koreans and Their Living Space", Korean Review, Sept. 1949.
"A Frontier Experiment with Higher Education", PSMAA History, Jan. 1949
Understanding Our State Government, Masland and Sons, Carlisle, Pa 1949

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
NONE	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
NONE	

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

NONE

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour ☒ (2) 4 year Tour ☒ (3) Not interested ☐

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Work on psychological and political warfare matters related to the Far East, at headquarters or in the field, in a planning and/or supervisory capacity.

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SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? Yes ☒ No. ☐
If yes, indicate your present draft classification _____

2. Present Reserve or National Guard Status
Do you now have Reserve or National Guard Status Yes ☒ No. ☐
If yes, complete the following.

1. National Guard
2. Air National Guard
3. Active Reserve Status (member of organized unit)
4. Inactive Reserve Status

Service _____ Grade _____ Location _____

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known _____

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates	(to)	Hours
<i>None</i>			

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

From 15 JAN 1952 to 15 MAY 1952, I attended a seminar in psychological warfare given by an AF Division consultant, a professor at SAIS.

DATE 24 June 1952

SIGNATURE

Joseph B. Smith

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classroom of category
X-V

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM										
STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE					OFFICE		DIVISION			
Smith, Robert Sinkholder					CFC		FS			
					BRANCH		SECTION			
					FACIL		IV			
I. FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)										
AGENCY	LOCATION	FROM			TO			TOTAL SERVICE		
		DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.
Central Intelligence Agency	Washington, D.C.	17	9	1941	31	12	51	15	3	-
Total Civilian Service								15	3	
II. MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)										
BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE			
	DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.	
U.S. Army	11	3	1943	24	2	1946	14	11	2	
Total Military Service								14	11	2
III. CERTIFICATION										
I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.										
<div style="display: flex; justify-content: space-between;"> <div> DATE <u>10/1</u> SIGNED <u>[Signature]</u> </div> <div> SIGNED <u>[Signature]</u> TITLE <u>[Title]</u> </div> </div>										
IV. REMARKS: (COMMENTS, AGENCIES)					V. FOR PERSONNEL OFFICE USE ONLY					
<div style="text-align: center;"> or 10/1/51 62-112-1151 </div>					TOTAL CREDITABLE SERVICE					
					DAYS		MONTHS		YEARS	
					29		2		3	
					C-6					
NOT BE CONTAINED ON NON-DETACHABLE REVERSE SIDE										

APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

(Bureau or division)

Washington, D. C.

(Place of employment)

I, Joseph Burkholder Smith, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

17/9/51
(Date of entrance on duty)

Subscribed and sworn before me this 17 day of September, A. D. 1951,

at Washington,
(City)

D. C.
(State)

[SEAL]

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

DECLARATION OF APPOINTEE

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

		FILE NO.
		RELATES WITH

THE PAGE IS WRITING? ☐ YES ☒ NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

<small> If so, fill each such relative fill in the blanks below. If additional space is necessary, complete under item 10. </small>					
NAME	POST OFFICE ADDRESS (Give street number, if any)	<small> (1) INDUSTRY - (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED </small>	RELATIONAL SHIP	<small> D-R FIED (Check one) </small>	SINGLE
1. _____	_____	1. _____ 2. _____ 3. _____	_____	_____	_____
2. _____	_____	1. _____ 2. _____ 3. _____	_____	_____	_____
3. _____	_____	1. _____ 2. _____ 3. _____	_____	_____	_____
4. _____	_____	1. _____ 2. _____ 3. _____	_____	_____	_____

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	ITEM NO.	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS
				WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	✓			
2. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?		✓		
If your answer is "Yes", give details in Item 10.				
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA OR FROM ANY OTHER SOURCE ON ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE?		✓		
If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 8 years' service; amount of retirement pay; and under what retirement act; and rating, if retired from military or naval service.				
4. SINCE YOUR LAST APPOINTMENT OR FILING IN THIS APPOINTMENT HAS, YOU BEEN VOLUNTARILY OR COMPELLED TO RESIGN, FOR DISCHARGE OR UNDESIRABLE FACTORY SERVICE FROM ANY POSITION?		✓		
If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.				
5. HAVE YOU BEEN ARRESTED WHILE INCLUDING TRAVELING, VOLUNTARILY OR COMPELLED, BEEN FINGERED OR PLACED OR FINGERED OR PLACED OF THE LOCAL CANT? YOU FILED APPLICATIONS ARISING IN THIS APPOINTMENT?		✓		
If your answer is "Yes", give all such cases under Item 10. Give in each case: (1) the date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any; or other disposition of the case; if appointed, your fingerprints will be taken.				

INSTRUCTIONS TO APPOINTING OFFICER

* The Special Agent referred to the foregoing conditions under which he reached his own satisfaction that this agreement would be a compromise with the Civil Service Act, approved that same date and forwarded and got it Congress pertaining to a settlement.

There have never been charges for trading of coffee, pepper, especially in connection with any record of record documents of export, and particularly for the

(c) Education and apprenticeship - It is the duty of the management to offer to prospective employees an opportunity to receive the necessary specialized training and education. The terms of such apprenticeship must be subject to the company's discipline and management will be compensated only for the production of the trainee beyond normal level. If the employee qualified as a worker, he will be paid as a worker. If he is a professional, he will be paid as a professional. The terms of apprenticeship must, which are based on the production of the trainee, may be varied against the actual results. The employer may also be compensated on his basis of paying the wages and which he pays to the

(7) Age and ethnic age limits have been established for the position of student to be determined that applicant is not outside the age range for appointment. In such determination of male, the appropriate age will be used.

(4) Consent - The sponsoring office is responsible for obtaining the necessary permission of: (1) the United States and (2) appropriate state, federal or consular authorities for each program and in appropriate cases of international travel in the absence of consular clearance. In doubtful cases the sponsoring agency must be contacted and a response has been received from the relevant office of the Civil Service Commission.

[illegible]

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(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last, First, Middle)	GID		
2. TO POSITION	3. OFFICE, DIVISION, BRANCH	4. DATE	5. GRADE
SMITH, [Redacted]	JOSEPH B.	25 July 1956	GS-13
6. EVALUATE FOR		7. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas		<input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
<input type="checkbox"/> General <input checked="" type="checkbox"/> Overseas <input type="checkbox"/> Returned			
II REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks: Subject is qualified for Departmental Duties (8/3/56). May be re-evaluated on request.			
[Redacted]			
SECRET			
MEDICAL OFFICE			

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION (<input type="checkbox"/> OVERT <input checked="" type="checkbox"/> COVERT) (<input checked="" type="checkbox"/> ISR <input type="checkbox"/> CSE)			
1. NAME (Last, First, Middle)	2. TO POSITION	3. OFFICE, DIVISION, BRANCH	4. DATE
SMITH	Intell. Off.	Joseph B.	2 Dec. 53
5. TYPE OF POSITION	6. EVALUATE FOR	7. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input checked="" type="checkbox"/> Overseas	<input type="checkbox"/> General <input checked="" type="checkbox"/> Overseas <input type="checkbox"/> Returned	<input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
II REPORT OF MEDICAL EVALUATION		Transfer of funds.	
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks: Transfer of funds from Vouchered to Unvouchered.			
Return to [Redacted] Wing 1-J, Curie Hall			
S. had exam 3-30-53 and found qualified for Full duty/General 12-9-53.			
[Redacted]			
MEDICAL OFFICE			

FORM NO. 37-115
MAY 1950

TO: Medical Division
FROM: Transactions & Records
SUBJECT: Joseph B. Smith

Request that above named subject be given a physical examination.

POSITION: Intelligence Officer

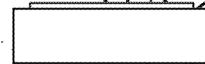
GRADE: GS-9

BRANCH: OPS

SERVICE: Departmental

NATURE OF APPOINTMENT: Exc.

FORM NO. 37-115
MAY 1950



9/17/51

PHYSICAL QUALIFICATION RECORD

NAME Smith, Joseph E.	NATURE OF ACTION BOD
TITLE OF POSITION I.O.	GRADE GS-9
DEPARTMENT OR FIELD Department	

Subject was found physically ☒ fit ☐ unfit for duty with this organization in the above grade and position.

RECOMMENDATIONS:

17 Sept 1971

DATE

SIGNATURE OF

PHYSICAL REQUIREMENTS OFFICER

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FITNESS REPORT				NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
SECTION A GENERAL INFORMATION							
1. EMPLOYEE NUMBER 007894		2. NAME (last, first, middle) Smith, Joseph B.		3. DATE OF BIRTH 16 Jun 21		4. SEX M	5. GRADE GS-14
6. SO D				7. OFFICIAL POSITION TITLE Ops Officer		8. OFF/DIV/BR OF ASSIGNMENT DDO/WH/1	
9. CURRENT STATION							
10. TYPE OF APPOINTMENT				11. TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH	<input type="checkbox"/> REASSIGNMENT	<input checked="" type="checkbox"/> SPECIAL Retirement
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	12. REPORTING PERIOD (From-to) 1 Nov 72 - 30 June 73		13. DATE REPORT DUE IN O.P. ment		
SECTION B PERFORMANCE EVALUATION							
<p><u>U—Unsatisfactory</u> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><u>M—Marginal</u> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><u>P—Proficient</u> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><u>S—Strong</u> Performance is characterized by exceptional proficiency.</p> <p><u>O—Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
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).							RATING LETTER
SPECIFIC DUTY NO. 1 Responsible for CA and Political activities.							S
SPECIFIC DUTY NO. 2 Collects intelligence on selected targets in the [redacted] and political arena.							S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of Station third country targeted propaganda.							S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the [redacted]							S
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

FORM 45N

CONFIDENTIAL

8 AUG 1973

8 AUG 1973

CONFIDENTIAL

SECTION C		NARRATIVE COMMENTS	
<small>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 justify best judgment in 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.</small>			
<p>Subject will retire effective 80 June 1973 thus this will be his final agency Fitness Report. Subject's performance at this Station, during the past four years, has always been consistently strong. Subject has primarily concentrated his attention on CA and [redacted].</p> <p>He has done very well at developing contacts in [redacted] circles and we have taken advantage of this ability.</p> <p>Subject is responsive to guidance and direction and has an excellent grasp and understanding of local politics and its ever changing profile. Subject is a mature seasoned officer who will be missed at this Station. His departure for retirement will be most felt in the area of his specialization.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 29 22 June 1973	SIGNATURE OF EMPLOYEE /s/ [redacted]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 48	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 29 22 June 1973	OFFICIAL TITLE OF SUPERVISOR DCOS	TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]	
3. BY REVIEWING OFFICIAL			
<p>COMMENTS OF REVIEWING OFFICIAL</p> <p>In writing a comment on his Fitness Report in January 1973, I spoke of what a loss he will be to the Station. Because of overlap problems, he will have retired soon after the new COS arrives and before the new DCOS has come. It is typical of him that he has offered to perform introductions to some of his contacts even after retirement. He will be [redacted] and while the Station must be careful [redacted]</p>			
DATE 29 22 June 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL COS	TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]	

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(When Filled In)

11C

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I						
BIOGRAPHIC AND POSITION DATA						
EMP. SER. NO. 007894	NAME (Last-First-Middle) SMITH Joseph Burkholder			DATE OF BIRTH 16 June 1921		
SECTION II						
EDUCATION						
HIGH SCHOOL						
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)		YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO		
COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED (FROM-TO)	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
SECTION III						
MARITAL STATUS						
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:						
2. NAME OF SPOUSE (Last) (First) (Middle) (maiden)						
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)				
5. OCCUPATION		6. PRESENT EMPLOYER				
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U.S. CITIZENSHIP ACQUIRED	
SECTION IV						
DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE						
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS		
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						

FORM 444n

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(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATE OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	TEST-DEGREE	TRAVEL	STUDY	WORK-ASSIGNMENT
[REDACTED]	politics, sociology	Jun. 62-Aug 66	APR 12 1968	X	X		X
		Jun 64	M		X		

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (SPM)	2. SHORTHAND (SPM)
3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM	
<input type="checkbox"/> GREGG	<input type="checkbox"/> SPEEDWRITING
<input type="checkbox"/> STENOGRAPHY	<input type="checkbox"/> OTHER SPECIFY:

SECTION VII SPECIAL QUALIFICATIONS	
PROVIDE INFORMATION ON Hobbies, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.	

SECTION VIII MILITARY SERVICE	
CURRENT DRAFT STATUS	
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION
<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON
MILITARY RESERVE, NATIONAL GUARD STATUS	
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG	<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK
3. EXPIRATION DATE OF CURRENT OBLIGATION	
4. CHECK CURRENT RESERVE CATEGORY	<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED
5. MILITARY MODIFICATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)	
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION
DATE COMPLETED	
<input type="checkbox"/> RESIDENT <input type="checkbox"/> AGENCY-SPONSORED	

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS		
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP
		FROM TO
1.		
2.		
3.		

SECTION X REMARKS	
No updating necessary for portions not filled in.	

DATE	SIGNATURE
9 April 1968	[REDACTED]

(GREEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE									
APPLICANT CODING DATA									
1. ID		2. APPL. NO. 6-DIGITS		3. NAME MUST CONTAIN 20-DIGITS					
4. DATE OF BIRTH MO DA YR		5. DATE CODED MO DA YR			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 444c															
1. ID		2. EMPLOYEE NO.		3. NAME		4. LANGUAGE DATA CODE									
◁ 3 •		•		3-LETTERS •		BASE CODE •		R	W	P	S	U	T	YR	
5. DATE SUBMITTED				6. DATE OF BIRTH				WHEN FORM 444c DENOTES NO. LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)							
MO		DA		YR		MO						DA		YR	
•		•		•		•									

LANGUAGE PROFICIENCY TEST DATA														
1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST										
		3-LETTERS	C-A-D	BASE CODE	R	W	P	S	U	T	YR			
65	007894	SMI	C	BL18	4	3	4	4	4	4	63			
6. LANGUAGE DATA AFTER TEST				7. DATE OF TEST			DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273. LANGUAGE PROFICIENCY AWARDS DATA.							
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR				
BL18	H	3	1	1	H	4	67	04	13	167				

[illegible]


SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4-22)

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY																
1. EMPLOYEE NO.		2. NAME (LAST-FIRST-MIDDLE)				3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST								
		SMITH, JOSEPH B.				A=ADD C=CHANGE D=DELETE		CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR
5. LANGUAGE DATA AFTER TEST								6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION		
LAN. CODE	R	W	P	S	U	I/T	YEAR	04/13/67		06/16/21		14		OTR		
NOTICE TO PERSON TESTED																
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD)</u> <u>BL18</u> AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE)																
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS						
H		+		I		I		H		0 = ZERO 1 = INTERMEDIATE 2 = SLIGHT 3 = HIGH 4 = ELEMENTARY 5 = NATIVE						
11. REMARKS										12. SIGNATURE						
CODED FOR QUALIFICATIONS DATE 10 JUN 1967										 13. LD NUMBER 13652						

FORM

11-64

1273

OBSOLETE PREVIOUS EDITIONS

(10-45)

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

1 - OP/QAB

SECRET

OFFICIAL USE ONLY

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I				
BIOGRAPHIC AND POSITION DATA				
1. EMP. DES. NO.	2. NAME (Last, first, middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE, GRADE, STEP
337864	SMITH, JOSEPH B	M	06/16/21	GS-14-03
6. SSN	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Agency, City)	
D	INSTR OPERATIONS	OTR	WASH., D.C.	

SECTION II				
AGENCY OVERSEAS SERVICE				
	TYPE TOUR	PERIOD		
		FROM	TO	
[Redacted]	TDY PCS	56	53/06/01	53/08/01
	PCS	56	94/03/01	56/06/01
	PCS	56	58/03/01	60/07/01
	PCS	56	62/06/01	66/08/01

OVERSEAS DATA

CODED

DATE:

INITIALS:

14 Jun 67

JPT

SECTION III			
EDUCATION			
GRADE	MAJOR FIELD	COURSE	YEAR
MAJ	HISTORY, GENERAL	HARVARD UNIV. MASS	43
MAJ	HISTORY, GENERAL	PA UNIV	50

SECRET

67 JUN ENTD

SECRET

(When Filled In)

SECTION IV GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY ... CHECK ONE			
				RESEARCH	TRAVEL	STUDY	WORK ASSIGNMENT
JAPAN	political, cultural		1942-44			X	
CHINA	political, cultural		1943-44			X	
	political, cultural		1951-53, WASH DC				X
	political, cultural		1951-53, WASH DC				X
	political, cultural		1951-53, WASH DC				X
	political, industrial, cultural	1953	1953-54 WASH DC	X			X
	political, cultural	1954-56	1956-58 WASH DC	X			X
	political, cultural	1958-1960		X			X
	political, cultural	1960-1961	1960-1961 WASH DC				X
	political, cultural	1962-1966		X			X

SECTION V TYPING AND STENOGRAPHIC SKILLS			
1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK ONE, APPROPRIATE ITEM	
		<input type="checkbox"/> GREGG <input type="checkbox"/> SHELTONS <input type="checkbox"/> STENO TYPE <input type="checkbox"/> OTHER SPECIFY	
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (computer, mimeograph, card punch, etc.)			

SECTION VI SPECIAL QUALIFICATIONS	
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.	
2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES, SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW, speed, coding & receiving), OFFSET PRESS, TURRET LATHE, ETC AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.	
3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PHOTO ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, TERRITORY, ETC. (Provide license number, if any.)	5. FIRST LICENSE/CERTIFICATE (year of issue)
CHINESE LANGUAGE 1951-1953	6. LATEST LICENSE/CERTIFICATE (year of issue)
SEE PHS	
7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR. (Do not submit copies unless requested. INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING - non fiction or scientific articles, general interest, technical, abstract, etc.)	
SEE PHS	
8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED	
9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE	
SEE PHS	

SECRET

SECRET

(When Filled In)

SECTION IX					MARITAL STATUS								
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried, SPECIFY)													
2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)													
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)											
5. OCCUPATION		6. PRESENT EMPLOYER											
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U. S. CITIZENSHIP ACQUIRED								
SECTION X													
DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE													
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS									
SECTION XI						PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP								
					FROM	TO							
DATE		SIGNATURE											
20/4/1957													

SECRET
- 7 -

SECRET

27 April 1962

MEMORANDUM FOR: Chief, Contract Personnel Division
ATTENTION : Staff Agents Branch
FROM : Chief, Personnel Security Division
SUBJECT : *Smith, Joseph*
~~XXXXXXXXXX~~ (P)
#56159

1. Reference is made to your memorandum dated 26 April 1962 in which a covert security clearance was requested to permit Subject's use as a Staff Agent, GS-15, by DDP/WN/2/ in the capacity of Operations Officer at [redacted]

2. This is to advise that a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.

3. If your office should desire at a later date to change the status or use of this individual, a request to cover any proposed change should be submitted to this office.

4. This clearance becomes invalid in the event the Subject's services are not utilized within six months of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:



SECRET

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE						REQUEST NO. (11-9)	
NAME (LAST, FIRST, MIDDLE) [REDACTED] <i>Smith, Joseph</i>						REQUEST DATE (16-11) 26 April 1962	
POSITION TITLE Ops Officer						YEAR OF BIRTH (29-30) 06/16/21	
LOCATION (CITY, STATE, COUNTRY) [REDACTED]						GRADE (42-44) GS-13	
POSITION NUMBER (31-36) DDP/WH/21						ORGN. CODE (45-48)	
OCCUP. CODE (37-42)						TYPE OF APPL. (40)	
ASSIGNMENT (OFFICE, DIVISION, BRANCH) DDP/WH/21						HDSYS & FUND (50)	
CONVERSION ACTION SE-SA						CLEARANCE (51)	
IF OTHER, SPECIFY:						RECRUIT. CODE (52-54)	
TYPE OF APPLICANT REGULAR <input checked="" type="checkbox"/> CONSULTANT <input type="checkbox"/>						VET PREF. & SEE (55)	
TYPE OF ASSIGNMENT AND FUND HQS <input type="checkbox"/> USF <input type="checkbox"/> PF <input type="checkbox"/> V <input type="checkbox"/> UV <input type="checkbox"/>							
CLEARANCE REQUIRED PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP): COVERT SECURITY CLEARANCE							
ATTACHMENTS PERSONAL HISTORY STATEMENT <input type="checkbox"/> APPENDIX I <input type="checkbox"/> REQUEST FOR WAIVER <input type="checkbox"/>							
PHOTOGRAPH (51) <input type="checkbox"/> APPENDIX II <input type="checkbox"/> REPORT OF INTERVIEW <input type="checkbox"/>							
VETERAN STATUS MALE - VETERAN <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/>							
MALE - NON-VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN <input type="checkbox"/>							
REMARKS:							
<p>Security #: 56169</p> <p>[REDACTED]</p> <p>(under nonofficial cover)</p> <p>Please forward clearance memo to SA Branch/CPD</p> <p>Attn: [REDACTED]</p> <p>5 E 36</p> <p>Please verbal concurrence to [REDACTED]</p> <p align="center">x7170</p>							
SPACE BELOW FOR OS USE ONLY							

PERSONAL HISTORY STATEMENT

Instructions: 1. Answer all questions completely. If question is not applicable write "NA." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? **yes**

(Yes or No)

SEC. 1. PERSONAL BACKGROUND

A. FULL NAME ^{Miss} **Joseph Burkholder Smith** Telephone **265**
(Use No Initials) ^{STX} (First) (Middle) (Last) Office **none**
Ext. **none**
Home **Mt Holly**
909-R-12

PRESENT ADDRESS **Box 323 B, Route 2, Gardners, Pa.** **USA**
(St. and Number) (City) (State) (Country)

PERMANENT ADDRESS **same as above**
(St. and Number) (City) (State) (Country)

B. NICKNAME **Joe** WHAT OTHER NAMES HAVE YOU USED? **none**

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES?

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

C. DATE OF BIRTH **6/16/21** PLACE OF BIRTH **Harrisburg, Pa., USA**
(Where?) (By what authority?) (City) (State) (Country)

D. PRESENT CITIZENSHIP **U.S.** BY BIRTH? **yes** BY MARRIAGE?

BY NATURALIZATION CERTIFICATE NO. ISSUED BY

AT (City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? **no**
(Yes or No) (Country)

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY?

GIVE PARTICULARS

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? **no** GIVE PARTICULARS:

Sec. 4. CHILDREN OR DEPENDENTS (Include partial dependents):

1. NAME RELATIONSHIP daughter AGE 5
CITIZENSHIP U.S. ADDRESS Box 323B, Route 2, Gardners, Pa. U.S.
(St. and Number) (City) (State) (Country)
2. NAME no other children RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
3. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)

Sec. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME
(First) (Middle) (Last)
LIVING OR DECEASED living DATE OF DECEASE _____ CAUSE _____
PRESENT, OR LAST, ADDRESS
(St. and Number) (City) (State) (Country)
DATE OF BIRTH PLACE OF BIRTH Baltimore, Md. U.S.
(City) (State) (Country)
IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____
CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Baltimore, Md.
OCCUPATION Auto clerk LAST EMPLOYER
EMPLOYER'S OR OWN BUSINESS ADDRESS P.O. Box 239 Enola, Pa. U.S.
(St. and Number) (City) (State) (Country)
MILITARY SERVICE FROM none TO _____ BRANCH OF SERVICE _____
(Date) (Date)
COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN _____

Sec. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME
(First) (Middle) (Last)
LIVING OR DECEASED living DATE OF DECEASE _____ CAUSE _____
PRESENT, OR LAST, ADDRESS
(St. and Number) (City) (State) (Country)
DATE OF BIRTH PLACE OF BIRTH Harrisburg, Pa. U.S.
(City) (State) (Country)
CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa.
(Date) (Date) (Date)
IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____

(4)

OCCUPATION housewife LAST EMPLOYER none
EMPLOYER'S OR OWN BUSINESS ADDRESS _____
(St. and Number) (City) (State) (Country)
MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____
COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN _____

Sec. 7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters):

1. FULL NAME _____ AGE deceased
(First) (Middle) (Last)
PRESENT ADDRESS no other brothers or sisters
(St. and Number) (City) (State) (Country) (Citizenship)
2. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
3. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
4. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)
5. FULL NAME _____ AGE _____
(First) (Middle) (Last)
PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country) (Citizenship)

Sec. 3. FATHER-IN-LAW

FULL NAME _____
(First) (Middle) (Last)
LIVING OR DECEASED deceased DATE OF DECEASE heart CAUSE failure
PRESENT, OR LAST, ADDRESS _____
DATE OF BIRTH _____ PLACE OF BIRTH Washington, Pa. U.S.
IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____
CITIZENSHIP U.S. WHEN ACQUIRED birth WHERE? Washington, Pa.
OCCUPATION agent LAST EMPLOYER Prudential Insurance Co

272. 9. MOTHER-IN-LAW

FULL NAME (First) (Middle) (Last)
 LIVING OR DECEASED deceased DATE OF DECEASE CAUSE hyperthyroid
 PRESENT, OR LAST, ADDRESS (St. and Number) (City) (State) (Country)
 DATE OF BIRTH PLACE OF BIRTH Harrisburg, Pa.
 IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY
 CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa. (City) (State) (Country)
 OCCUPATION housewife LAST EMPLOYER none

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES: NA

1. NAME RELATIONSHIP AGE
 CITIZENSHIP ADDRESS (St. and Number) (City) (State) (Country)
 2. NAME RELATIONSHIP AGE
 CITIZENSHIP ADDRESS (St. and Number) (City) (State) (Country)
 3. NAME RELATIONSHIP AGE
 CITIZENSHIP ADDRESS (St. and Number) (City) (State) (Country)

272. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

1. NAME RELATIONSHIP 1st cousin AGE 44
 CITIZENSHIP U.S. ADDRESS (St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) medical officer, VA (I believe)
 2. NAME RELATIONSHIP husband or 1st cousin AGE 56
 CITIZENSHIP U.S. ADDRESS (St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) bacteriologist, Washington D.C. wife's
 3. NAME RELATIONSHIP 3rd cousin AGE 32
 CITIZENSHIP U.S. ADDRESS unknown (St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) AMJ, Japan, (I believe)

(6)

SEC. 12. POSITION DATA

A. KIND OF POSITION APPLIED FOR Intelligence specialist, Far East,
Planning, and/or research

B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 4600
(You Will Not Be Considered For Any Position With A Lower Entrance Salary.)

C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY occasionally
FREQUENTLY _____, CONSTANTLY _____

D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C. x
ANYWHERE IN THE UNITED STATES x OUTSIDE THE UNITED STATES _____

E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:

SEC. 13. EDUCATION

ELEMENTARY SCHOOL Cameron ADDRESS Harrisburg, Pa. U.S.
(City) (State) (Country)
DATES ATTENDED 1928-1934 GRADUATE? yes

HIGH SCHOOL William Penn ADDRESS Harrisburg, Pa., U.S.
(City) (State) (Country)
DATES ATTENDED 1937-1940 GRADUATE? yes

COLLEGE Harvard ADDRESS Cambridge, Mass., U.S.
(City) (State) (Country)
MAJOR AND SPECIALTY His. Govt., Ec. YEARS COMPLETED graduated
American History
DATES ATTENDED 1940-1943 DEGREE A.B. cum laude

COLLEGE Yale ADDRESS New Haven, Conn., U.S.
(City) (State) (Country)
MAJOR AND SPECIALTY Far East YEARS COMPLETED 1
Japanese
DATES ATTENDED 1943-1944 DEGREE certificate

CHIEF UNDERGRADUATE COLLEGE SUBJECTS History, Government, Economics,

CHIEF GRADUATE COLLEGE SUBJECTS Japanese, Political Science, His-
tory, Geography.

Sec. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE

1946

U.S. Army corporal Mar. 1943-Feb. 1946
(Country) (Service) (Rank) (Date of Service)
 Ft. Snelling, Minn. U.S. 11081139 honorable
(Last Station) (Serial Number) (Type of Discharge)

REMARKS:

SELECTIVE SERVICE BOARD NUMBER 3 ADDRESS Harrisburg, Pa.

IF DEFERRED GIVE REASON

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS College 4n-
 listed Reserve, July 1942-Mar. 1943.

Sec. 15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)

FROM August 1, 1946 TO date CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Dickinson College

ADDRESS Carlisle, Pa. U.S.
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS college NAME OF SUPERVISOR Herbert Wing, Jr.

TITLE OF JOB Asst. Prof. of History SALARY \$ 3600 PER year

YOUR DUTIES teach 12 hours of history weekly

REASONS FOR LEAVING no chance for advancement

FROM May 1946 TO July 1946 CLASSIFICATION GRADE CAF 1 (I think)
(IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY

ADDRESS 2nd and Locust Sts. Harrisburg, Pa. U.S.
(St. and Number) (City) (State) (Country)

KIND OF BUSINESS employment NAME OF SUPERVISOR

TITLE OF JOB SALARY \$ 108 PER month

YOUR DUTIES process veterans' applications for unemployment compensation; hand out checks.

REASONS FOR LEAVING to accept position at

(8)

FROM Mar. 1943 TO Feb. 1946 CLASSIFICATION GRADE COLTGTAL
(IF IN FEDERAL SERVICE)
EMPLOYING FIRM OR AGENCY U.S. Army
ADDRESS principal stations, Yale U. of Michigan, Mt. Snelling, Minn
(St. and Number) (City) (State) (Country)
KIND OF BUSINESS soldier NAME OF SUPERVISOR NA
TITLE OF JOB principally Japanese language specialist SALARY \$ 90 PER mo.
YOUR DUTIES student and trainee translation of Japanese
military materials. Last few weeks before dis-
charge I served as a company clerk.
REASONS FOR LEAVING honorable discharge, length of service

FROM Feb. 1946 TO May 1946 CLASSIFICATION GRADE
(IF IN FEDERAL SERVICE)
EMPLOYING FIRM OR AGENCY unemployed
ADDRESS [REDACTED]
(St. and Number) (City) (State) (Country)
KIND OF BUSINESS NA NAME OF SUPERVISOR NA
TITLE OF JOB NA SALARY NA PER NA

YOUR DUTIES [REDACTED]

FROM Feb. 1943 TO Mar 1943 CLASSIFICATION GRADE
(IF IN FEDERAL SERVICE)
EMPLOYING FIRM OR AGENCY [REDACTED]
ADDRESS Market Square, Harrisburg, Pa. U.S.
(St. and Number) (City) (State) (Country)
KIND OF BUSINESS newspaper NAME OF SUPERVISOR [REDACTED]
TITLE OF JOB reporter SALARY \$ 20 PER week
YOUR DUTIES general reporting
REASONS FOR LEAVING to enter U.S. Army

14-00000
SEC. 16. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

no

SEC. 17. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")

LANGUAGE Japanese SPEAK fluent READ fair WRITE slight

LANGUAGE German SPEAK fair READ fair WRITE slight

LANGUAGE SPEAK READ WRITE

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

badminton, fair bridge, fair

tennis, fair

gardening, good

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Japanese language specialist, MIS

college professor of history, 5 years experience

D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:

none

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 40 SHORTHAND 0

(10)

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.

no

IF YES, INDICATE KIND OF LICENSE AND STATE

FIRST LIC. OR CERTIFICATE (YR) LATEST LIC. OR CERTIFICATE (YR)

F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:

- (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT SUBMIT COPIES UNLESS REQUESTED)
- (2) YOUR PATENTS OR INVENTIONS
- (3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
- (4) HONORS AND FELLOWSHIPS RECEIVED

"The Koreans and Their Living Space," Korean Review, Korean American Cultural Assn., Sept. 1949

"A Frontier Experiment in Higher Education", Pennsylvania History Pennsylvania Historical Assn., Jan. 1949

Understanding Our State Government, C.H. Masland and Sons, Carlisle, Pa. 1946.

Held full tuition scholarships at Harvard, 1940-43, from various G. HAVE YOU A PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:

no

H. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:

no

14-00000

SEC. 18. GIVE FIVE CHARACTER REFERENCES—IN THE U. S.—WHO KNOW YOU INTIMATELY—(Give residence and business addresses where possible.)

Name	City	State

SEC. 19. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES—NOT REFERENCES, RELATIVES, SUPERVISORS, OR EMPLOYERS—(Give residence and business addresses where possible.)

--	--	--

SEC. 20. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U. S.—(Give residence and business addresses where possible.)

--	--	--

SEC. 21. FINANCIAL BACKGROUND

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY: yes IF NOT, STATE SOURCES OF OTHER INCOME

--	--	--

(12)

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? no
GIVE PARTICULARS, INCLUDING COURT:

D. GIVE THREE CREDIT REFERENCES--IN THE U. S.

1. NAME Carlisle Deposit ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)
2. NAME Carlisle Trust Co. ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)
3. NAME Montgomery Ward Inc. ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)

SEC. 22. RESIDENCES FOR THE PAST 15 YEARS

FROM 1950 TO Present Box 322 B, Route 2, Carlisle, Pa.
(St. and number) (City) (State) (Country)
FROM 1949 TO 1950 50 W. College St., Carlisle, Pa.
(St. and number) (City) (State) (Country)
FROM 1947 TO 1949 100 W. College St., Carlisle, Pa.
(St. and number) (City) (State) (Country)
FROM 1943 TO 1947 1928 Green St. Harrisburg, Pa.
(St. and number) (City) (State) (Country)
FROM 1940 TO 1943 Harvard University, Cambridge, Mass.
(St. and number) (City) (State) (Country)
or 2225 N. 3rd St. Harrisburg, Pa.
(St. and number) (City) (State) (Country)
FROM 1939 TO 1940 2203 Green St. Harrisburg, Pa.
(St. and number) (City) (State) (Country)
FROM 1936 TO 1939 2220 N. 3rd St. Harrisburg, Pa.
(St. and number) (City) (State) (Country)

SEC. 23. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

NA
A. FROM TO
(City or section) (Country) (Purpose)
FROM TO
(City or section) (Country) (Purpose)
FROM TO
(City or section) (Country) (Purpose)
FROM TO
(City or section) (Country) (Purpose)
FROM TO
(City or section) (Country) (Purpose)

SEC. 24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

1. American Association of University Professors
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: local chapter, Dickinson, Carlisle Pa. 1949-
date
2. American Historical Association, Washington, D.C.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1947 - date
3. Signet Society, Harvard University, Cambridge, Mass.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1941-1943

4. Harvard Crimson, Harvard University, Cambridge, Mass.
(Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: 1941-1943
5. Crimson Network and Radio Workshop, Harvard University, Cambridge Mass.
(Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: 1941-1943
6. Zion Lutheran Church, Harrisburg, Pa.
(Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: 1934-to date
7. Carlisle, Inter-cultural Council, Carlisle, Pa.
(Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: 1947-1949

SEC. 25. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

no

IF "YES," EXPLAIN:

yes

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? IF SO, TO WHAT EXTENT?

moderately

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

no

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

no

E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1946:

Central Intelligence Agency

Army Intelligence

Chief of Military History

Historical Office, Army Chemical Center, Edgewood, Md.

Navy Intelligence

Operations Research Office

(14)

7. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

not to my knowledge

Sec. 26. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

[Redacted box for emergency contact information]

Sec. 27. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO."

no

Sec. 28. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

[Redacted box for signature and additional details]

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACES REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

14-00000

Addenda

Sec. 11. I wish to state that the material here furnished is approximate only. I have not seen any of these relatives in over 10 years and cannot check the material any further.

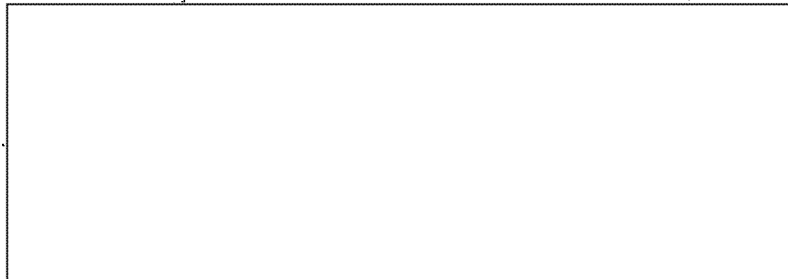
Sec. 13. Colleges: (continued)

University of Michigan, Ann Arbor, Mich.
[redacted], Japanese and Far Eastern society
certificate granted (12 hours graduate credit)

Johns Hopkins University, Baltimore, Md.
[redacted] Political Science and Political Geography
Far East (especially Korean area-speciality)

University of Pennsylvania, Philadelphia, Pa.
[redacted] (part time)
History, especially American social history
M.A., January, 1950.

Sec. 13.



Sec. 24. 8. Foreign Policy Association, Branch, Harrisburg, Pa.
1950 to date
9. Employee groups--Blue Cross and Blue Shield Ins.
1947 (I think) to date.

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Types with or pencil in 1946. In applying for a position in the United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the

instructions on the advertisement and regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. If you wish to mail to the same office and other forms required by the announcement, identify the other with this application and file this application of any change in your address.

<p>APPLICATION NO.</p>	<p>1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR Historian</p> <p>2. SPECIALTY (if mentioned in examination announcement) Intelligence, Social Science Analyst</p> <p>3. PLACE OF EXAMINATION APPLIED FOR (City and State) Washington, D. C.</p> <p>4. DATE OF THIS APPLICATION April 3, 1950</p> <p>5. NAME (First name) (Middle) (Surname, if any) (Last) Joseph Bartholomew Smith</p> <p>6. (a) STREET AND NUMBER OR R. D. NUMBER 50 North College Street (b) CITY OR POST OFFICE (including postal zone) AND STATE Carlisle, Pennsylvania</p> <p>7. LEGAL OR POLITICAL RESIDENCE (State) (a) OFFICE PHONE (b) HOME PHONE Pennsylvania 265 288 R</p> <p>8. DATE OF BIRTH (month, day, year) June 16, 1921</p> <p>9. (a) MARRIED (b) SINGLE MARRIED</p> <p>10. PLACE OF BIRTH (City and State; if born outside U. S., name city and country) Harrisburg, Pennsylvania</p> <p>11. (a) SEX (b) HEIGHT WITHOUT SHOES (c) WEIGHT MALE 5 FEET 7 INCHES 165 POUNDS</p>	<p>DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only</p> <p><input type="checkbox"/> APPROVED <input type="checkbox"/> MATERIAL <input type="checkbox"/> EXTENDED REVIEW</p> <p><input type="checkbox"/> NOT APPROVED <input type="checkbox"/> SUBMITTED <input type="checkbox"/> RETURNED</p> <p>NOTATIONS:</p> <p>APPROVED:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>OPTION</th> <th>GRADE</th> <th>EARNED RATING</th> <th>PREFERENCE</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 5 POINTS (TENT.)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 10 POINTS</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> WIFE OR WIDOW</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> DISAL.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> BEING INVESTIGATED</td> <td></td> </tr> </tbody> </table> <p>INITIALS AND DATE</p>	OPTION	GRADE	EARNED RATING	PREFERENCE	REMARKS				<input type="checkbox"/> 5 POINTS (TENT.)					<input type="checkbox"/> 10 POINTS					<input type="checkbox"/> WIFE OR WIDOW					<input type="checkbox"/> DISAL.					<input type="checkbox"/> BEING INVESTIGATED	
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			<input type="checkbox"/> DISAL.																													
			<input type="checkbox"/> BEING INVESTIGATED																													
<p>12. (a) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? (b) YES (c) NO YES</p> <p>13. (a) GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE Jr. Clerk, July 1946</p> <p>14. (a) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? (b) YEAR 1500</p> <p>15. (a) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR: <input type="checkbox"/> 1 TO 3 MONTHS <input type="checkbox"/> 3 TO 6 MONTHS <input type="checkbox"/> 6 TO 12 MONTHS</p> <p>NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.</p> <p>16. IF YOU ARE WILLING TO TRAVEL, SPECIFY: <input checked="" type="checkbox"/> OCCASIONALLY <input type="checkbox"/> FREQUENTLY <input type="checkbox"/> CONSTANTLY</p> <p>17. (a) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: <input checked="" type="checkbox"/> IN WASHINGTON, D. C. <input type="checkbox"/> ANYWHERE IN THE UNITED STATES <input type="checkbox"/> OUTSIDE THE UNITED STATES</p> <p>18. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS:</p>																																
<p>19. (a) CERTIFICATION: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing authority to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, as starting for all periods of unemployment. Responses cannot more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the space below in its proper sequence.</p> <p>(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.</p> <p>(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."</p>																																
<p>20. PRESENT POSITION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DATE OF TERMINATION (month, year)</th> <th>EXACT TITLE OF YOUR PRESENT POSITION</th> <th>CLASSIFICATION GRADE (if in Federal Service)</th> <th>SALARY OR EARNINGS: STARTING, PRESENT, PAY PER HOUR</th> </tr> </thead> <tbody> <tr> <td>August 1946</td> <td>Asst. Professor History</td> <td></td> <td>STARTING, 126.00 PRESENT, 134.00</td> </tr> </tbody> </table> <p>21. NAME AND TITLE OF IMMEDIATE SUPERVISOR Herbert Wing, Jr., Chairman, History Dept.</p> <p>22. NAME OF BUSINESS OR ORGANIZATION (a. g., wholesale firm, insurance agency, manufacture or trade, etc.) Four Year Liberal Arts College</p> <p>23. NUMBER AND KIND OF EMPLOYEES EMPLOYED BY YOU 150 Students</p> <p>24. REASON FOR DESIRING TO CHANGE EMPLOYMENT No chance for advancement</p> <p>25. (a) 16 hours teaching, including: World History, American History, international geography, historical geography, Far Eastern History. (b) Also taught: English History, International Relations History, history of Science, medieval history. (c) Committee work: president's policy committee (served on major policy decisions). (d) World civilization course committee. (e) honors candidates committee (those last two are self-explanatory)</p>			DATE OF TERMINATION (month, year)	EXACT TITLE OF YOUR PRESENT POSITION	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR EARNINGS: STARTING, PRESENT, PAY PER HOUR	August 1946	Asst. Professor History		STARTING, 126.00 PRESENT, 134.00																						
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August 1946	Asst. Professor History		STARTING, 126.00 PRESENT, 134.00																													

(CONTINUED ON NEXT PAGE)

1300-2440

BIOGRAPHICAL DATA

NAME: Joseph Burdesholeb Smith

DATE AND PLACE OF BIRTH: June 16, 1921
Harrisburg, Pa.

Marital status: Married

Children: one daughter, aged 4

EDUCATION: Entered Harvard University, Sept. 1940, completed requirements for degree, cum laude, in history, government and economics, Feb. 1943, awarded degree while in service, Nov. 1943.
History: 30 hours, including, American, modern European, ancient, medieval, Honors thesis: Andrew Jackson and the Presidency
Government: 12 hours, including, American federal, comparative, administration, political theory.
Economics: 12 hours, including, principles, banking, international trade.

Further: Yale University, 1943-44, ASTP, Far Eastern Area and Japanese, including, Chinese and Japanese history, Pacific islands, society, Japanese political parties and society and spoken Japanese.

University of Michigan: MIS Language School, including spoken and written Japanese, Japanese political, social and military organization (awarded 12 hours graduate credit) 1944-45.

GRADUATE: Training: Johns Hopkins University, 1947-48, 6 hours, international relations and political geography, including economic geography and seminar study of Korea.

University of Pennsylvania, 1948-50, 34 hours, history and political sciences.

History: 30 hours, including, American social, diplomatic, development and organization of British Empire, British foreign policy 1919-1949, American colonial, political since 1865, United States and Latin America.
Political Science: 4 hours, government and politics Latin America.

DEGREES: A. B. Harvard, A.M. University of Pennsylvania (doctorate expected in history, University of Pennsylvania 1951).

MILITARY SERVICE: U. S. Army, 1943-1946, Grade: corporal, Unit: MIS, Japanese specialist.

EXPERIENCE: Instructor in history, Dickinson College, Carlisle, Pa., 1946-48.
Assistant Professor of history, Dickinson College, Carlisle, Pa., 1949 -
Subjects taught: world history, medieval, American, Far East, international relations, human geography, historical geography.

PUBLICATIONS: "A Frontier Experiment in Higher Education", Pennsylvania History, Pa., Historical Association, January 1949. A study in the social problems in the establishment of Dickinson College in Carlisle, Penn. 1763-1863. "The Koreans and Their Living Space", Korean Review, Korean Cultural Association, September, 1949. An attempted analysis of the Korean situation in terms of political and economic geography.

Understanding our State Government, C. F. Masland and Sons,
Carlisle, Pa., 1919. A booklet discussing the history, organization
and functioning of the government of Pennsylvania published for
the Masland employees and for use in the schools of Pennsylvania.

ORGANIZATIONS: American Historical Association, American Association of University
Professors.

[illegible]

INDICATE YES OR NO BY CHECKING "YES" OR "NO" IN FIRST COLUMN		INDICATE YES OR NO BY CHECKING "YES" OR "NO" IN SECOND COLUMN		YES	NO
25. HAS INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR ORGANIZATIONAL QUALIFICATIONS?	<input checked="" type="checkbox"/> YES	26. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?	<input checked="" type="checkbox"/> YES		
		If your answer is "Yes," give details in Item 39.			
27. ARE YOU A CITIZEN OF OR DO YOU HAVE ALLEGIANCE TO THE UNITED STATES?	<input checked="" type="checkbox"/> YES	28. IN THE UNITED STATES, DO YOU HOLD EMPLOYMENT IN A CIVIL CAPACITY OR RELATIVE TO THE UNITED STATES OR HOLD ONE WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE LAST 24 MONTHS?	<input checked="" type="checkbox"/> YES		
		If your answer is "Yes," show in Item 39 for EACH such relative (1) full name, (2) present address, (3) relationship, (4) Department or Agency by which employed, and (5) kind of appointment.			
29. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY, U.S.A. OR ANY COMMUNIST ORGANIZATION?	<input checked="" type="checkbox"/> YES				

SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE.

A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a Purple Heart or as a disabled VETERAN, or as the WIFE OF A DISABLED VETERAN, or as the WIDOW OF A WAR OR CAMPAIGN VETERAN, attach Veteran Preference Cards, GPO Form No. 10-64, with your application.

B. If you are a WAR-TIME VETERAN not claiming disability preference, you should NOT submit your service with this application. Preference will be granted on the basis of your discharge certificate showing honorably to the appointing officer, and in some cases, official evidence of service.

<p>If your answer to question 27, 28, or 29 above is "yes," state in Item 34 the names of all such organizations, associations, movements, groups, or organizations of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding their membership or activities therein.</p>	<p>tion from active service in the armed forces of the United States in Item 26.</p>	<p>158 - 20</p>
<p>34</p>	<p>27. (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR?</p>	<p>(B) IS THE WORD "SATISFACTORY" OR THE WORD "SATISFACTORY" USED</p>

1. SINCE YOUR BIRTHDAY, 1913, YOU HAVE BEEN REGISTERED IN THE DEFENSE REGISTRATION ACT AS A "National, Practising Citizen, and a Person of Military Age," you are hereby notified and convicted, fined, imprisoned, or otherwise punished, if you have been known to desert or to fail to appear for the selec- tion of any law, which would be to your advantage in avoiding such training or registration, for which a fine of not more than \$100 and imprisonment of not more than 1 year may be imposed.		2. IN YOUR REGISTRATION OR DEFERRATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE, THE DEFERRATION WAS SHOWN AS "D-5" OR AN ACTIVE FULL TIME D-5, WITH FULL MILITARY POWERS AND DUTIES.	
(D) DATE OF ENTRY OF DEFERRATION: March 1943		DATE OF REGISTRATION OR DEFERRATION: February 1946	
(E) NAME OF SERVICE: United States Army (F) NAME OF SERVICE: United States Army (G) NAME OF SERVICE: United States Army		(H) (If true, show photo of service record: 11 Oct 1946	

<p>NAME, SOCIAL SECURITY NUMBER, ADDRESS, TELEPHONE NUMBER FOR PERSONS WHO DO NOT HAVE A HOME PHONE, AND DATE OF BIRTH. If you answer is "Yes," give in item 33 the home and address of employer, date, and reason in each case.</p>	<p>33. (a) IF YOU HAVE EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE (GIVEN PLACE, TIME OR FOR HOW LONG, PARTICIPATED IN A CAMPAIGN, ACTION, FICTION AND RECEIVED A CAMPAIGN BADGE OR SERVICE MEDAL)</p>	<p>YES NO</p>
<p>(b) HAVE YOU EVER BEEN BARRED BY A U.S. GOVERNMENT AGENCY FROM TAKING EXAMINATIONS OR RECEIVING ANY SERVICE RECOMMENDATION?</p>	<p>(b) ARE YOU A DISABLED VETERAN? (1) Yes, and you have not listed your disability in answer to item 33; explain in item 35 below</p>	<p>YES NO</p>
<p>(c) HAVE YOU EVER BEEN BARRED BY A U.S. GOVERNMENT AGENCY FROM TAKING EXAMINATIONS OR RECEIVING ANY SERVICE RECOMMENDATION?</p>	<p>(c) ARE YOU A VETERAN? (YES OR NO) HAS NOT REMEMBERED</p>	<p>YES NO HAS NOT REMEMBERED</p>

11. HAVE YOU ANY PERSONS, MEMBERS, CLERGY, OR OTHER INDIVIDUALS WHO SHOULD BE CONSULTED IN CONNECTION WITH THIS MATTER?	12. ARE YOU THE HEAD OF A CHURCH WHO HAS A SPONSOR CONNECTED WITH IT?
13. DO YOU RECEIVE AN ANNUITY FROM THE UNITED METHODIST CHURCH OR ANNUITY FROM ANY OTHER CHURCH OR SOCIETY?	THIS SPACE FOR USE OF APPOINTING OFFICER ONLY
14. DO YOU RECEIVE AN ANNUITY FROM THE UNITED METHODIST CHURCH OR ANNUITY FROM ANY OTHER CHURCH OR SOCIETY?	The information contained on the reverse to Question 12 above has been verified by competition with the discharge certificate on _____ 12_____.

1. NAME OF THE PARTY _____

See attached summary

33. Full file exist at:
University of Iowa,
Placement Service
Attention: Miss Quick
Philadelphia, Pa.

11. If there have been changes, list page or pages and the page. Write on each sheet your name, address, list of books, and examination title. Attach to these 1500 applications.

Before signing this application, check back over it to make sure that you
I CERTIFY that the statements made by me in this application are true
believe, and are true to the best of my knowledge.

the statement on this application is provided by Law 46, R. Code, Title 18, Section 801.

SIGNATURE OF APPLICANT

Print your name in full (last, first, middle and surname) - If female, your maiden name also - and your date of birth in full (month, day, year) on this line.

Joseph B. Smith
Box 323 E. Route 2
Gardners, Pa.

Items 21 and 23, Form 57

I. Educational Background

A. Undergraduate

1. Student at Harvard College
 - a. Held tuition scholarships granted from various funds
 - b. Activities included: Crimson (asst. editorial chairman) dramatics, radio (Harvard Radio Workshop)
 - c. Completed requirements for A.B. degree (cum laude), in 2 and one-half years.
 - d. Field of concentration - History, Government, Economics
 - 1) 12 hours American history, 12 hours European history, 6 hours ancient history.
 - 2) honors thesis
Andrew Jackson and the Tribunician Theory of the Presidency
 - a) An analysis of the concept of the powers of the president held by Jackson and his lieutenants, including an attempt to trace their origin in the democratic movement of the 1830s
 - 3) Other subjects studied
 - 12 hours government
 - 6 hours economics
 - 6 hours sociology
 - 6 hours geology
 - 3 hours political philosophy

B. Military Training

1. Student at Yale University
 - a. 36 hours Japanese and history and politics of the Far East
 - b. 18 hours Japanese and 18 hours history of China and Japan.
 - 1) Emphasis placed on analysis of society of these countries
 - a) Research in the political organization of modern Japan and modern China
 - b) Study of the military organization of Japan and China
 - c) Some study of personalities
2. Student at University of Michigan,
 - a. 12 hours graduate credit for study of Japan and Japanese
 - b. Hours divided between study of written and spoken Japanese and history of Japan
 - 1) Emphasis placed on history and politics in the study of the language in addition to special study of political organization
 - a) Example-study of recent Japanese history in Japanese.
3. Ft. Snelling, Minnesota, HIS Japanese Language School
 - a. Major emphasis on Japanese military organization
e.g. units of Japanese army, navy, weapons, equipment.

C. Graduate Study

1. Johns Hopkins University
 - a. International relations and seminar in political geography.

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Items 21 and 23, Form 57

C. Graduate Study (continued)

Work Project #1

A. Project Synopsis

1. The strength and vulnerability of Korea as an independent nation.
2. Location - Johns Hopkins University, Baltimore, Md.
3. I was the sole worker employed.
4. The political geography seminar was concerned in 1947-48 with areas of maximum change. Members of the seminar conducted studies of India, Iceland, Newfoundland, Ceylon, Sinkiang, Korea.
 - a. Each member made a deep-level study of the area of his choice. I chose Korea.
5. Principal sources used by me were: USAMG Reports, all available background studies, interviews with Koreans stationed at Carlisle, (Carlisle Barracks AMG School) and with Miss Phyllis Johnson, reporter who was in Korea 1945-46.
6. The material covered mostly the years 1945-46-47, and was fairly complete for South Korea. I was unable to get information on North Korea, nor would the Army give me political information other than that officially published.
7. Methods used were historical and political because of my previous training. Statistics were used wherever possible.
8. Length of study-Sept. 1947-Sept. 1948.
9. Findings and conclusions
 - a. I made an analysis of Korean physiographic features; including edaphic as well as usual climatic and topographical factors.
 - 1) I attempted to find the physical potential for the successful maintaining of Korean independent national existence.
 - 2) Conclusion: such obviously favorable factors as Korean peninsular situation were nullified by other space relations which made Korea vulnerable to Russian and Chinese attack.
 - I found also that the soil was not adaptable throughout Korea for the practice of the nation's most thoroughly learned economic technique-rice culture.
 - b. Secondly, I made a complete check on the resources of the Korean economy, as far as I could. The limitations imposed by censorship made it impossible for me to correlate North Korean industrial activity with South Korean agricultural activity as completely as I could have otherwise done.
 - 1) Conclusion: The country would have to be industrialized to overcome the problem of overpopulation.
 - The Korean people had not shown in the past any significant evidence of the ability to operate a democratic government.
10. My study was not used by any government agency.
11. My study was published, in part, under the title "The Koreans and their Living Space", in the Korean Review, Korean-American Cultural Association, Sept. 1949.

Work Project #1
continued

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12. Two persons with knowledge of this project: Dr. E.F. Penrose
Johns Hopkins
Baltimore, Md.
Owen Lattimore
Johns Hopkins
Baltimore, Md.

B. Participation

1. I was the person responsible for formulating and carrying out the Korean part of the general project (See A, 4).
2. The determination of the sources used was made by me. I was assisted, in part, by Dr. Penrose and Mr. Lattimore.
3. I gathered the data.
 - a. I analyzed the data according to three principal criteria
 - Accuracy of information
 - Existence of corroborating information
 - Use of statistics when available in preference to other data
 - b. General procedure followed
 - Gather as much information as possible
 - Attempt to eliminate waste effort by concentrating objective (the strength or vulnerability of Korea as an independent state)
 - c. Dr. Penrose, Mr. Lattimore and Dr. Jean Wottmann advised me at various points mostly on methodology
4. Conclusion and report preparation
 - a. Conclusions were my own responsibility
 - b. Writing and editing were done by me with one exception
 - Exception: Mr. Lattimore advised me to re-examine the peninsular situation of Korea and suggested the idea which led to my conclusion on this point (See A, 9, a).
5. This was an independent study and not a government project and I not supervising any assistants.
6. My responsibility in promotion and interpretation was limited to an exposition of them and a defense of my conclusions before members of the faculty and student body of the Pease School, Johns Hopkins University.
 - a. This was carried on in several sessions
 - 1) Preliminary report
 - 2) Final revision session

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Items 21 and 23, Form 57

C. Graduate Training (cont.)

2. University of Pennsylvania
 - a. At Pennsylvania I have taken courses primarily in American history.
 - b. I received a master's degree, Feb.
 - c. I have completed course work for my Ph. D. I expect soon to take my doctoral examination.
 - d. I have taken several courses in foreign area study.
Latin American History
The U.S. and Latin America
Latin American Parties and Politics
British Foreign Policy 1919-1939.
 - e. In addition to the above, I have taken course work in U.S. foreign policy 1990 to date.

II. Research and Publication

A. See pp. 2 and 3, Work Project #1

B. Work Project #2

1. Sponsored by
2. Scope- to investigate the relation of Dickinson College to the frontier community in which it was established in 1783.
3. I was the sole researcher.
4. Principal sources were: the large letter collection, Dickinson College Library, Church records at Carlisle and Philadelphia (Presbyterian Historical Society), early Carlisle newspapers, (American Antiquarian Society, Worcester, Massachusetts), contemporary writings, local histories.
5. This study was made from
6. Methods were historical.
7. Findings and Conclusions
 - a. Dickinson College, founded 1783, had numerous problems incident to the establishment of any such institution, but intensified by the hostility of frontier society; e.g. financial, disciplinary, recruitment.
 - b. Frontier society rejects higher education as unnecessary and even hostile to its social goals.
 - c. That under-developed areas need so-called practical education first.
8. The material was used in the publication of the first volume of materials on early America published by the college under title of Bulwark of Liberty, June, 1950.
Also published in part as "A Frontier Experiment in Higher Education", Pennsylvania History, Pennsylvania Historical Association, January, 1949.
9. Two persons associated with this project

10. I was solely responsible for methods, procedure and writing.
11. The project was promoted by the college as noted in (1).

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Items 21 and 23, Form 57

II. Research and Publication (cont.)

C. Understanding Our State Government, C.H. Masland and Sons, June, 1949.

1. A pamphlet giving a simple account of the Pennsylvania state government.
 - a. The divisions of the government and their functions
 - b. The citizen and his government.
2. Used in the Masland Company monthly magazine for the benefit of their employees.
3. Distributed to the Pennsylvania schools for use in problems of democracy classes.

III. Teaching Experience

- A. I call attention to the subjects I have taught in the past five years (Item 16, (1), Form 57, corrected as noted here to 5)
- B. Explanation of techniques and scope of work in my courses in:
 - International Relations
 - Far Eastern History
 - Human and Historical Geography

1. International Relations

a. Scope

The history of the national state system, international law, and history of the idea and attempts at world government.

The strategic evaluation of the major powers

Analysis of their geographic, economic, and demographic resources

Evaluation of their military potential

Study of their diplomatic policies in regard to the above

b. Technique

Use of Sprouts' text Foundations of National Power, which I consider most appropriate for the strategic material stressed

Use of outside readings on international law and world organization

Analysis of current newspapers to give the student practise at gathering information regarding the economies, military potentials and activities of the major powers.

The students must evaluate their newsreports and attempt to correlate them in the form of reports on strategic situations.

2. Far Eastern History

a. Scope

Historical background on the ancient civilization of China and Japan, major emphasis on the Far East since 1500, special attention to the diplomacy of imperialism and the reaction to it throughout Asia, also attention to 20th century Chinese and Japanese internal politics.

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Items 21 and 22, Form 57

III. Teaching Experience (cont.)

b. technique

Text used is Eckel, Far East since 1500

Supplemental reading is used for the ancient civilizations. Use is made of China Yearbook, Japan Yearbook, and U.S. State Department Documents in order to give the students practice in gathering and correlating data on the modern Far East and U.S. policy there.

Emphasis is placed on reports on the strategic evaluation of the Chinese and Japanese nations and their adjacent areas, viz. Korea, Sinkiang, Mongolia, Manchuria.

Emphasis is placed on understanding of personalities prominent in Chinese and Japanese affairs.

3. Human and Historical Geography

nb. Historical Geography is a second semester continuation of Human Geography which stresses an historical survey of western civilization (Rome to 1950) from a geographical view.

a. Scope

Analysis of the physical environment, geography of climatic regions, topographical regions, oceans and their coasts, minerals, ground and surface waters, soils, and man's relation to this environment -- human ecology

In the second semester spacial factors are stressed, political geography analyzed, and then a survey made of the geography of ancient, medieval and modern Europe, evaluating the history of these periods in terms of the physical, spacial, and human ecological factors studied.

b. Techniques

Texts: White and Renner, Human Geography, Whittlesey, Environmental Foundations of European History.

Emphasis is placed on the gathering of geographical information by the students, map study and interpretation.

Example: the strategic position of the major powers in modern times is studied, attention being paid to the identification of the problems of areal size, form, geometrical position, natural situation and geographical location.

CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 3 October 1966

YOUR
REFERENCE: 42095

CASE NO. : 56169

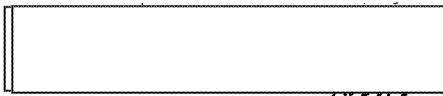
TO : Director of Personnel

ATTN :

SUBJECT : SMITH, Joseph Burkholder

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
3. As part of the entrance on duty processing:
 - ☐ A personal interview in the Office of Security must be arranged.
 - ☒ A personal interview is not necessary.
 - ☐ Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.
4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:


Chief, Personnel Security Division

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (11-2)	
				42095	
NAME (LAST - FIRST - MIDDLE)				REQUEST DATE (11-11)	
Smith, Joseph B.				21 Sept 1966	
POSITION TITLE				YEAR OF BIRTH (11-20)	
Ops Officer				1921	
POSITION NUMBER (11-21)				GRADE (11-22)	
				OS-14	
LOCATION (CITY, STATE, COUNTRY)				ORGN. CODE (11-23)	
Washington, D.C.					
ASSIGNMENT (OFFICE, DIVISION, BRANCH)				TYPE OF APPL. (11-24)	
DDS/OTR/Ops School/Hd. Trng Br.					
CONVERSION ACTION				IF OTHER, SPECIFY	
SA-SB					
TYPE OF APPLICANT				TYPE OF APPL. (11-25)	
<input type="checkbox"/> REGULAR <input type="checkbox"/> CONSULTANT					
NAME				REGTR. & FUND (11-26)	
TYPE OF ASSIGNMENT AND FUND				CLEARANCE (11-27)	
<input type="checkbox"/> REG <input type="checkbox"/> USP <input type="checkbox"/> PF <input type="checkbox"/> V <input type="checkbox"/> UY				SECRET	
CLEARANCE REQUIRED				FULL	
Full Clearance					
ATTACHMENTS				REGRUIT. CODE (11-28)	
<input type="checkbox"/> PERSONAL HISTORY STATEMENT <input type="checkbox"/> APPENDIX 1 <input type="checkbox"/> REQUEST FOR WAIVER					
<input type="checkbox"/> PHOTOGRAPH(S) <input type="checkbox"/> APPENDIX 2 <input type="checkbox"/> REPORT OF INTERVIEW					
VETERANS STATUS				VET PREP. & BEN (11-29)	
<input type="checkbox"/> MALE - VETERAN <input type="checkbox"/> FEMALE - VETERAN					
<input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN					
Security #: 56169					
Clearance memo to SA Branch/CFD					
Attn: [redacted]					
5 E 69					
SPACE BELOW FOR OS USE ONLY					

FE-11
V

CONFIDENTIAL
SECURITY APPROVAL

Blf
int

Date: 29 August 1951

TO: Chief, Covert Personnel Division

Your Reference: 12143

FROM: Chief, Security Division

Case Number: 56169

SUBJECT: SMITH, Joseph Burkholder

1. This is to advise you of security action in the subject case as indicated below:
 - ☒ Security approval is granted the subject person for access to classified information.
 - ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - ☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the EOD procedures.

*Br. notified
31 Aug 1951
Blf
per Ethel
18 Sept.
1000*

call in

[Redacted Box]

J

CONFIDENTIAL