

SECRET

CIA/DDO-HOUSE COMMITTEE ON ASSASSINATIONS RECORDS
(File Title)

CIA PERSONNEL FILES
(RECORD NAME)

REEL NO. 58

ENDS WITH 


FILE
CUSTODIAN 

DATE
FILMED 26 AUG. 1980

SECRET

Photographic

23 WEST MAIN STREET

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6
2200 100 1000 1000
Mg47 WPM00 A7074 C692

POINT
SIZE

395596 L1cdg
3397n E119g
Z531g Hq477 Sub In Y550n
Z691n W604t H947 519g

A resolution test chart featuring various patterns of horizontal and vertical lines. The patterns are arranged in a grid-like fashion, with numerical values indicating the resolution level. The values include 1.0, 1.1, 1.25, 1.4, 1.6, 1.8, 2.0, 2.2, 2.5, 2.8, 3.2, 3.6, 4.0, 4.5, 5.0, 5.6, 6.3, 7.1, 8.0, 9.0, 10.0, 11.2, 12.5, 14.0, 16.0, 18.0, 20.0, 22.0, 25.0, 28.0, 32.0, 36.0, 40.0, 45.0, 50.0, 56.0, 63.0, 71.0, 80.0, 90.0, 100.0, 112.0, 125.0, 140.0, 160.0, 180.0, 200.0, 220.0, 250.0, 280.0, 320.0, 360.0, 400.0, 450.0, 500.0, 560.0, 630.0, 710.0, 800.0, 900.0, 1000.0, 1120.0, 1250.0, 1400.0, 1600.0, 1800.0, 2000.0, 2200.0, 2500.0, 2800.0, 3200.0, 3600.0, 4000.0, 4500.0, 5000.0, 5600.0, 6300.0, 7100.0, 8000.0, 9000.0, 10000.0.

3lrrr Aaahd 4h 5W Cnha, B3a1P 4 C3TR0 H2AUS B3KCU ZLJCD 12C6B
 B3rrr W0lnk Cnllm Zm79a 6 12C6B U5H7P PNEG8 D1KOG
 Tlwhz zh9oz bun'Yr Dm5z5 8 XM8B0 HWEKH XYAHQ S1DD5
 KP7Yc Rho9t Umkh9 Eeafd 10 V1LNU MZHSF XM8B0 HWEKH
 C6Jfm Zm79a 3s43l IskrY 126FRKM EB7AU FUDWM BOONF
 Oz7h9 B5e1P Wo8nk 8t1zx 14 C9E83 B1BAJ Z7QYI 0KJDO

SERIF (BASKERVILLE) POINT SIZE SANS SERIF (MICROFONT)

SHOULD MEASURE .25" AT REDUCTION

0 12x 16x 20x 24x 28x 30x

SECRET
CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 6 Dec. 1951

TO: Chief, Covert Personnel Division

Your Reference: L-2960

FROM: Chief, Security Division

Case Number: 57514

SUBJECT: [REDACTED]

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.

SECRETIAL

SECRET
SECURITY INFORMATION

TO : Chief, Communications

DATE: 11 Jan. 1952

FROM : Chief, Security Division

SUBJECT: [REDACTED]

5751A

In reply to your memorandum this is to advise that Subject meets the current requirements for cryptographic clearance and is approved for such duties as of this date.

C. V. Brodley
C. V. BRODLEY

[REDACTED] ✓
SECRET

SECRET

SECURITY INFORMATION

28 MAY 1952

TO : Chief, Personnel Division (Covert)
ATTENTION: Transactions and Records Branch
FROM : Chief, Special Security Division
SUBJECT : [REDACTED] (Pseudo)
[REDACTED]

1. Reference is made to your memorandum, dated 14 May 1952, in which a covert security clearance was requested to enable the WH Division to utilize the Subject's services as an Intelligence Officer (Staff Agent), in [REDACTED]. Reference memorandum indicated that Subject will be used [REDACTED].

2. In accordance with the provisions set forth in the Director's Memorandum of 14 February 1949, entitled "Security and Operational Clearances", a covert security clearance is granted for the covert use of the Subject as described in your request as set forth in Paragraph 1. above.

3. The Subject is not to represent himself as, nor is he to be represented as, an employee of CIA.

4. Your attention is called to the fact that a covert security clearance does not constitute complete compliance with the provisions of CIA Regulation 10-9. Therefore, if you should desire at a later date to change the status or use of this individual, a request for clearance to cover any proposed change should be submitted to this office.

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

FOR THE SECURITY OFFICER, CIA

[REDACTED]

SECRET

Dec 21

CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 21 September 1955

TO: Chief, Records & Services Division
Personnel Office
FROM: Chief, Security Division
Personnel

Your Reference: C-1932 WH

Case Number: 57514

SUBJECT: [REDACTED]

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 ETD procedures.
- [REDACTED]

CONFIDENTIAL

CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 2 October 1956

TO: Chief, Records & Services Division

Your Reference: C-6163 WH

FROM: Chief, ~~Security Division~~
Personnel Office
Personnel

Case Number: 57514

SUBJECT: [REDACTED]

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.

*advised 10/5/56
rcy*

CONFIDENTIAL

CONFIDENTIAL
(When Filled In)

STAFF AGENT CLEARANCE

DATE : 30 June 1966

YOUR REFERENCE: 42055

CASE NO. : 57514

TO : Chief, Contract Personnel Division

ATTN. : Staff Agents Branch

SUBJECT :

1. This is to advise that a security clearance is granted for the employment of the Subject as GS-13, as Ops Officer by DDP/WH/ at Operation Office

2. If your office should desire at a later date to change the status or use of the Subject, a request to cover any proposed change should be submitted to this office.

3. Unless arrangements are made within 60 days for entrance on duty within 120 days, this Approval becomes invalid.

4. As a part of entrance on duty processing:

☐ A personal interview in the Office of Security must be arranged by your office.

☒ A personal interview is not necessary.

☐

CHIEF, PERSONNEL SECURITY DIVISION. GS

CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 11 February 1970

YOUR
REFERENCE: Request #73407 DDP/WH

CASE NO. : 57514

TO : Director of Personnel

ATTN : SA Branch/CPD

SUBJECT : [REDACTED]

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. Conversion from Staff Agent to Staff Employee.

FOR THE DIRECTOR OF SECURITY:

[REDACTED]
for Chief, Personnel Security Division

Latin American Institute

900 Park Avenue

N.Y.C.-N.Y.

SUBJECT	No. of Weeks	Grade	SUBJECT	No. of Weeks	Grade	SUBJECT	No. of Weeks	Grade
LANGUAGE SCHOOL			FRENCH			BUSINESS SCHOOL		
SPANISH			Basic			STENOGRAPHY (Gregg-Pittman)		
Grammar 1	2/49	16 92/92	Elementary			English I	7/49	16 92/92
Grammar 2	5/49	16 92/91	Intermediate			Spanish		
Grammar 3	5/50	16 92/91	Advanced			French		
Conversation 1	5/49	16 92/90	Commercial Correspondence			Portuguese		
Conversation 2	2/49	16 85/86	ENGLISH			Dictation & Transcription		
Conversation 3	2/50	16 92/92	APPROX English			English French		
S.P. Commercial Correspondence	2/50	16 89/92	Roman Writing			Spanish Portuguese		
Diplomatic Correspondence			English for Foreigners			TYPEWRITING		
Word Study and Spelling	2/50	16 92/92	Business Correspondence			English I	5/49	16 92/92
Translation Technique	5/50	16 85/90	Diplomatic Correspondence			English III	2/49	16 87/88
Technique of Interpreting			Writing for Publication			Spanish		
Bibliographic Research			DIPLOMATIC & ADMINISTRATION SCHOOL			French		
Cultural Background of Latin America			Banking			Portuguese		
Contemporary Latin American Thought			Economics			COMMERCIAL SUBJECTS		
Hispano-American Painting			Finance			Bookkeeping	7/50	16 90/90
SPANISH JOURNALISM			Econ. & Pol. Geography			Secretarial Accounting		
Style and Structure			International Relations			Principles of Accounting		
Foreign Reporting			World Problems			Cost Accounting		
Script Writing and Translation			Latin American History			Accounting for Executives		
Advertising Copy Writing			American History I			Business Machines		
Advertising Promotion			European History			Business Mathematics	2/50	16 90/95
PORTUGUESE			Far Eastern History			Business Etiquette		
Grammar 1			World History			Business Law	2/49	16 87/88
Grammar 2			Diplomatic History of U. S.			EXPORT		
Grammar 3			Economic Resources of U. S.			Export Consular Documents		
Conversation 1			Admiralty Law			Accounting for Export		
Conversation 2			International Commerce			Credits & Collections		
Conversation 3			Technique of Taking Exams			Export Transportation		
Commercial Correspondence			Personnel Management			Market Analysis		
Diplomatic Correspondence			Psychology			Export Practice & Procedure	7/50	16 90/90
Word Study and Spelling			Sociology			Air Freight Traffic		
Translation Technique			Business Personality			Foreign Trade I		
Technique of Interpreting			Advertising Principles			Foreign Trade II		
Bibliographic Research			Public Relations Principles			Inter-Relations II	5/49	16 85/86
GERMAN			Merchandising					
Grammar			Diplomatic Etiquette					
Conversation			Am. Lit. I					
Commercial			Civ. Lit. I					
			Editing					
			Civ. Sp. I					
			Pers. Lit. I					

Exc from CC II by Dr. Angel

ATTENDANCE RECORD

Days Absent

Times Tardy

U.S. Embassy
San Salvador, El Salvador

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
			M	GS-14	D
7. OFFICIAL POSITION TITLE		8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ck one)	
Ops Officer		DDO/PS/CMG/NOC	Washington	HQS	DF
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
CAREER	RESERVE	CONTRACT	OTHER (Spec.)	TEMPORARY	ANNUAL
X				X	
13. REPORTING PERIOD (from-to)			14. DATE REPORT DUE IN O.P.		
1 January 75 - 31 October 75			30 November 75		

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

No

SECTION C

PERFORMANCE EVALUATION

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

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

P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1 Under the general guidance of Branch management, develops and implements a centralized system for finding suitable NOC personnel to fill specific vacancies; devises and implements procedures for identifying suitable NOC positions for unassigned NOC personnel	RATING LETTER O
SPECIFIC DUTY NO. 2 Maintains effective working relationships with various elements of the DDA such as Office of Personnel, Office of Medical Services, Office of Security and DDO's operating divisions concerning placement and assignment of personnel for NOC duties	RATING LETTER O
SPECIFIC DUTY NO. 3 As Chief of the Branch's Personnel Resources and Requirements Section, establishes and maintains liaison with the respective CIA components to develop data on nationality, background, education, language skills, professional specialties available to the Branch as aids to systematic NOC personnel	RATING LETTER S
SPECIFIC DUTY NO. 4 searches and surveys Serves as Branch area referent for LA and AF Divisions. Monitors and reviews assignments, effectiveness, and problems of NOC officers in LA and AF Divisions. Recommends as appropriate concurrence or corrective actions in conformity with DO objectives and standards	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

O

SECRET

COMMENTS OF REVIEWING OFFICIAL (contd) [REDACTED]

Clandestine Service, one of my prime responsibilities is to try to reestablish the integrity of the current letter evaluations used in fitness reports and one of the first places for me to start is in my own Staff.

With that said, I do wish to underscore the fact that [REDACTED] is a responsible and responsive professional who knows what he has to do, does it with a minimum of fuss, writes clearly and to the point, is dedicated and in my judgment fully warrants an overall evaluation of strong. The above comments will be shown to the rater as well as the ratee.

SECRET

SECRET

SECTION D Narrative Comments (Continued)

languages (Spanish and Italian), and his admirable command of English prose which enables him to write crisp operational communications with speed and precision, all aid him in carrying out his responsibilities in a superior manner.

Subject does not become a victim of routine. In addition to developing the effective referrals system noted above, he has also on his own initiative created our own "skills bank" in which we are able to locate suitable NOC candidates, and those on board, in terms of needed professional or area experience, rare and esoteric language skills, etc. to the point that we can supply "leads" to divisions in a matter of minutes. (Several hundred NOC applicants and on-board personnel have thus been listed by skills bank criteria.)

Subject constantly seeks to make the NOC Branch a more meaningful and useful management tool. I find him a thoughtful and canny colleague, careful to observe in full the regulatory limits of our activity but quick to perceive opportunities to support and assist the divisions within those limits. He is a firm, fair, no-nonsense supervisor of Branch personnel. He speaks his mind, honestly but tactfully, when differences occur between him and me. It is my conviction that he is ready to enter into the upper reaches of staff and supervisory echelons of the Directorate and has by now proven that he is as adept at staff responsibilities as he was previously impressive in his field and desk operational responsibilities. In short, a comer and a cherished colleague.

NOV 1 5 28 PM '55
RECEIVED
SECRET

SECRET

SECTION D

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 points given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

In February 1976, following the emergency hospitalization and retirement of my deputy, Subject became my new deputy, a position he has filled since that time in addition to performing most of the assignments he had been tasked with earlier. His undiminished energy and enthusiasm for his work is a hall-mark of his performance since that time. Subject has, on his own initiative, developed our referrals system (finding new NOC applicants and those on board for filling specific area priority needs) to a point where it is serving the entire Directorate with distinction and precision, especially in the "crisis" areas of NOC needs, such as Africa and Near East Divisions. Thanks to his creation of an orchestrated system of finding and "shopping" new-hire applicants with rare skills, we have also begun to serve the newly-created Clandestine Corps program with dozens of such applicants, in addition to serving normal area division NOC needs.

As a Branch supervisor, Subject deals with the entire spectrum of Branch activity in my absence with sureness and confidence. His broad operational background abroad, his near-native ability in two

/continued/

SECTION E

CERTIFICATION AND COMMENTS

1. 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

24 January 1977

Chief, NOC Branch

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

SIGNATURE

HAVE ATTACHED

X

HAVE NOT ATTACHED

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I became C/CMS on 1 October 1976 and thus my comments must be restricted to the October-December 1976 time frame. I have no basic disagreement with the narrative comments but do challenge the letter evaluations. While performance has been strong and he has amply demonstrated he is a GS-15 level officer capable of assuming greater responsibilities, I cannot concur that his performance "is so exceptional to requirements of the work and in comparison of others doing similar work as to warrant special recognition". On purely technical grounds there is no other officer serving as DC/CMS/NOC and thus the comparison is invalid. Secondly, as Chief, Career Management Staff and administrator of the

(contd) A

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED

26 January 1977

Chief, CMS

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.

DATE

CLASSIFICATION

SECRET

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
			M	GS-15	DYB
7. OFFICIAL POSITION TITLE		8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (check one)	
Ops Officer - Deputy Chief		DDO/CMS/NOC	Hqs	X	HQS. DF
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL
			<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL	
13. REPORTING PERIOD (from-to)			14. DATE REPORT DUE IN O.P.		
1 November 1975 - 31 December 1976			31 January 1977		

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

No

SECTION C

PERFORMANCE EVALUATION

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

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

P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1	As head of the Branch's Referral Section, develops and implements a centralized system for locating suitable new-hire NOC personnel to fill specific NOC needs by area divisions; also does the same for unassigned NOC personnel as coordinator between area divisions.	RATING LETTER
SPECIFIC DUTY NO. 2	As deputy to Chief, CMS/NOC, serves as latter's alter ego in absence of branch chief, and as his principal adviser in all matters concerning nonofficial cover in which the Branch is involved.	RATING LETTER
SPECIFIC DUTY NO. 3	Maintains effective working relationship with various Agency components including Office of Personnel, Office of Medical Services, Office of Security, etc. as well as serving as Branch senior officer in dealing with Central Cover Staff, concerning placement, assignment and appropriate cover for personnel under non-official cover.	RATING LETTER
SPECIFIC DUTY NO. 4	In charge of our Branch data bank on availability of NOC personnel and specialties by nationality, language skills, professional skills and specialties, foreign area experience etc.	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

SECRET

18 May 1977

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED], Period: 1 January - 20 May 1977

1. As I depart from the assignment as Chief, Non-official Cover Branch, Career Management Staff, I should like to make a final comment on the performance of [REDACTED] who has served with me during the entire period of my assignment and who, since March 1976, has been my deputy. More specifically, the period since 1 January 1977 has been a trying one for this component and has culminated with its sudden transfer from one component (CMS) to another (ADDO/D).

2. During this most recent period, [REDACTED] has demonstrated his capacity for growth and leadership. He has himself handled virtually all of the transition aspects for the Branch, involving briefings and counsel for his new overall chief (the ADDO/D) and for his new branch chief. He has served in the past 30 days substantially as acting branch chief, given my fairly lengthy TDY absence abroad during that period. I can only reiterate my judgment in the last fitness report that [REDACTED] is a senior and mature supervisory officer, very well organized in his work habits and capable of making measured judgments and decisions. His continuity in all aspects of nonofficial cover and its ramifications makes him a valued and valuable staff officer. I would say his future contribution lies in the entire area of managing and guiding Directorate personnel. I have noted the clear progress he has made in the past year in taking supervisory decisions involving personnel, firmly and crisply.

3. Given his impressive field and Headquarters experience, [REDACTED] should be given an opportunity to display his worth in future Directorate assignments involving discretion, professionalism and maturity. I give him an unquestioned "Strong" for this final period he has served with me.

[REDACTED]
Chief
Nonofficial Cover Branch

SECRET

SECTION D 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 C 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 D, attach a separate sheet of paper.

MAIL ROOM

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 18 May 1977	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED <input checked="" type="checkbox"/> HAVE NOT ATTACHED <input type="checkbox"/>	18 May 1977	

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am in basic agreement with these comments and with the overall rating of Strong. Unfortunately, due to the physical separation of my office and that where [redacted] labors, I find it difficult to provide meaningful substantive comments. I have served as C/CMS only since 1 October 1976 and, while individual branches within CMS are widely dispersed, I have been lucky in having each managed and run by a senior experienced officer of supergrade rank. This was true in CMS/NOC and I am more than willing to accept C/CMS/NOC's evaluation of [redacted]. In my own dealings with [redacted] I have found him to be responsive, informed, articulate and an excellent team player. I am also aware of certain innovations developed by him and implemented within CMS/NOC which have benefically contributed to the Directorate's NOC program.

DATE 31 May 77	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, CMS	
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4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE 1 June 1977	
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CLASSIFICATION
SECRET

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
			M	GS-15	DYB
7. OFFICIAL POSITION TITLE		8. OFF/DIV/BR OF ASSIGNMENT		9. CURRENT STATION	
Ops Officer - Deputy Chief		DDO/CMS/NOC		Hqs	
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> ANNUAL
				<input checked="" type="checkbox"/> REASSIGNMENT	<input checked="" type="checkbox"/> SPECIAL
13. REPORTING PERIOD (from-to)			14. DATE REPORT DUE IN O.P.		
1 Jan 77 - 20 May 77					

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

No

SECTION C

PERFORMANCE EVALUATION

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

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

P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1	RATING LETTER
SEE MEMORANDUM IN LIEU OF FITNESS REPORT (ATTACHED)	
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

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION
SECRET

E2, IMPDET CL BY 007327

Section D (continued)

healthy skepticism enables him to contribute materially to the smooth, still on-going, transition from the old to the new way. In this context he has made invaluable suggestions on how we shall proceed in order to improve the operational efficacy of a NOC officer, as well as to ease the burdens imposed on the private life of a NOC officer.

3. Worthy of special note is the systematic and orderly fashion in which he tackled each new problem. These attributes resulted in his solving many of the thorny personnel problems which have confronted us of late. [REDACTED] industriousness -- on the average he spends 10 hours a day in the office -- together with his legendary meticulousness have enabled him to set up an effective referral system through which we control the flow-through of both traditional and new NOC officers -- a most difficult and at times frustrating task.

4. As a deputy and acting branch chief he has been a firm and stern supervisor who exacts precision and perfection from his subordinates. The firmness and sternness, however, are tempered by a judicious application of human understanding or compassion in cases of "hard-to-place" NOC officers. His advice in solving many of these cases to the satisfaction of both the officer and the operational component involved was most welcome.

5. In sum, [REDACTED] has been a most effective deputy. As noted above, he has many outstanding traits and his overall performance has been a solid strong.

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manure 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 C 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 D, attach a separate sheet of paper.

1. Having been appointed to my present position on 23 May 1977, this report covers seven months. In this time I have learned to appreciate [redacted] excellent performance in supporting and guiding the mission of this branch. Considering the outstanding evaluation he received from my predecessor, it must have been a great disappointment to [redacted] that he was not advanced to become branch chief. I make this observation because [redacted] has never demonstrated his obvious disappointment to me. On the contrary, from the first moment he has shown extraordinary and enthusiastic willingness in providing the needed continuity to run this branch which controls the career progression of the NOC officer complement consisting of between [redacted] officers at any given time. No doubt the reader is aware of the intricate, complicated and at times confusing bureaucratic machinery which governs the NOC officer program. [redacted] has done a superb job in helping me understand and cope with this maze.

2. With the creation of the Office of External Development and concomitant issuance of new, precise and explicit regulations we now hope to streamline and simplify this bureaucratic machinery. [redacted] knowledge of past practices coupled with his eagerness and at times

SECTION E CERTIFICATION AND COMMENTS

1. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
7	0 <u>S</u> <u>2</u> <u>P</u> <u>M</u> <u>U</u>

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
28 December 1977	Chief, OED/NOC Staff	[redacted]

2. BY EMPLOYEE	
STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE
HAVE ATTACHED <input checked="" type="checkbox"/> HAVE NOT ATTACHED <input type="checkbox"/>	28 Dec. 1977

3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I have not had the opportunity to observe [redacted] performance as closely as the rating officer. However, the rater's comments strike me as being eminently fair and accurate. [redacted] has certainly performed well and his thorough and accurate presentations have indeed been impressive. Despite my somewhat limited association with [redacted], but having full confidence in the rating officer's judgment, I have no hesitation in concurring in the overall rating of Strong.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 December 1977	Chief, OED	[redacted]

4. BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE
	3 January 1978

CLASSIFICATION
CONFIDENTIAL

Sec. 1e - P. Idren's Passport

Sec. 13 - Obtained diploma from Pittsburg H.S. while in the Army through series of examinations given by the School

Sec. 14 - Draft Classification: 4A (Draft-exempt at present)
Duties in 25th Mech. Cav. Ren. Trp.: Military Policeman and voice radio operator M.P. Radio Station.
Received special M.P. training immediately after assignment to 25th Mech. Cav. Ren. Trp.

Sec. 20 - Names in this section are of neighbors. I personally do not know these people except by sight. They do however know my parents a little better.

Sec. 21. d - Credit references given in this section are of my father. As I have no charge accounts nor am I in business I have no credit references in the U.S.

Sec. 23 - While living in Italy traveled with parents to:
Germany, France, Belgium, Luxembourg,
Switzerland, Austria.

While employed in El Salvador: visited
Guatemala - April 1951 - 10 days

On way home (driving) from El Salvador
traveled through: Guatemala, Mexico.

Sec. 18-19 - The following persons are persons who know me intimately as we lived in the same boarding house in El Salvador. They are all with the American Embassy in San Salvador with the exception of Sgt. Kriebel:

Mr. James N. Leaton,

Miss Johanna C. Gaffney,

Sgt. Irwin Ast, U.S.M.C.

Sgt. Wilmer Kriebel, U.S.A.

Miss Elizabeth Hunter

Also: Mrs. & Mrs. Robert Pittman
Tabacalera Morazan
San Salvador, El Salvador

Mr. William Whitland

U.S. Embassy

San Salvador, El Salvador

(over please)

(14)
F. 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:
NA

SEC. 26. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME
ADDRESS RELATIONSHIP *Father*
 U.S.A.
(City) (State) (Country)

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.

SIGNED AT *New York City*
(City and State)

DATE *July 16, 1951*

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

4. (Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: _____

5. (Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: _____

6. (Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: _____

7. (Name and Chapter) (St. and Number) (City) (State) (Country)
 DATES OF MEMBERSHIP: _____

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?

IF "YES," EXPLAIN:

No

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS?

IF SO, TO WHAT

EXTENT?

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

No

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES" GIVE DETAILS BELOW:

No

E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940:

(None) NA

2.

(Name and Chapter)

(St. and Number)

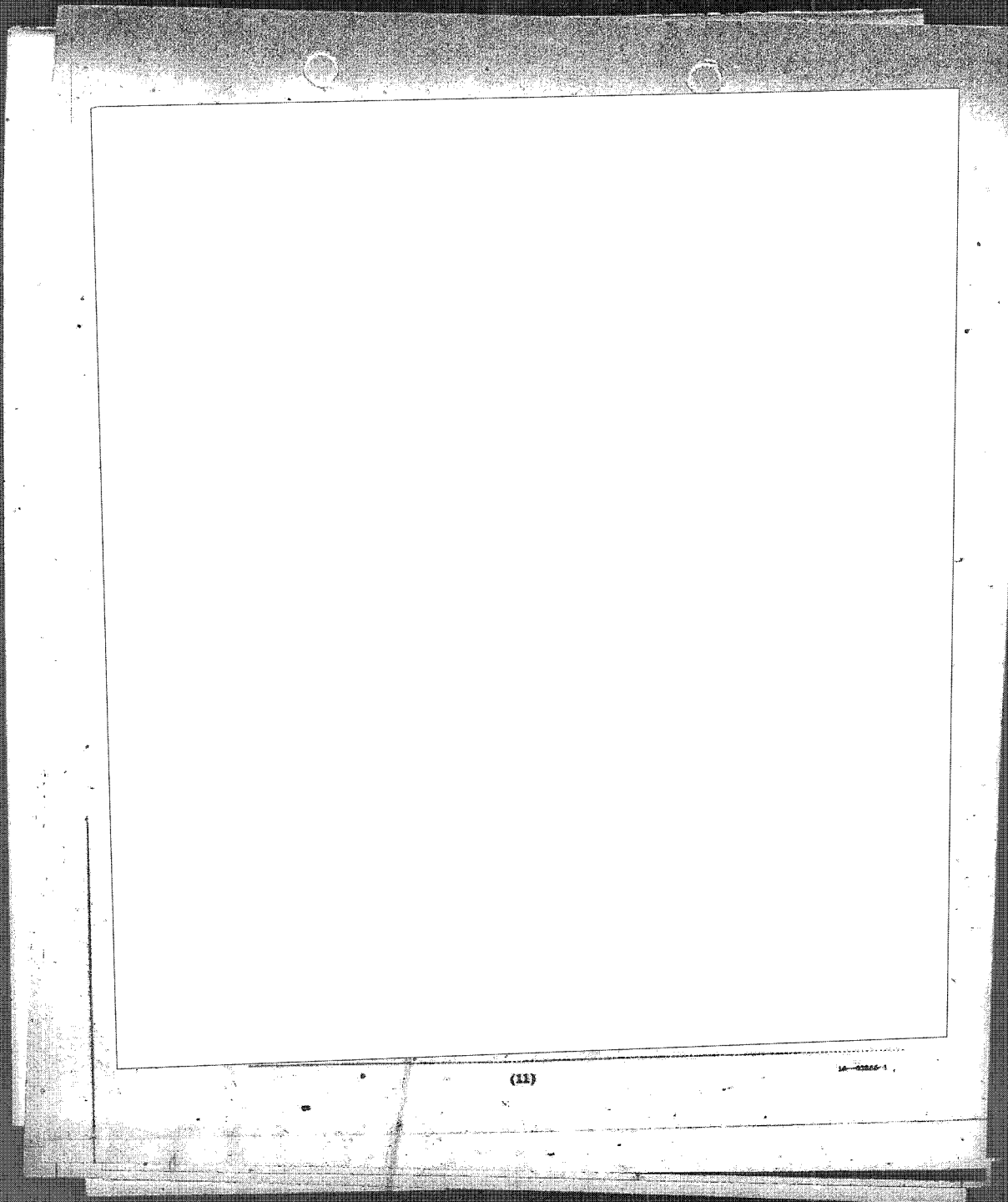
DATES OF MEMBERSHIP:

3.

(Name and Chapter)

(St. and Number)

DATES OF MEMBERSHIP:



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 *NA*

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

G. HAVE YOU A PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN: *No*

H. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS: *No*

SEC. 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:

H. No

SEC. 17. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")

LANGUAGE <i>Spanish</i>	SPEAK <i>Fluent</i>	READ <i>Fluent</i>	WRITE <i>Fluent</i>
LANGUAGE <i>Italian</i>	SPEAK <i>Fluent</i>	READ <i>Fluent</i>	WRITE <i>Fluent</i>
LANGUAGE <i>French</i>	SPEAK <i>Slight</i>	READ <i>Slight</i>	WRITE <i>Slight</i>
<i>German</i>	<i>Slight</i>	<i>Slight</i>	<i>Slight</i>

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU; INDICATE DEGREE OF PROFICIENCY IN EACH:

Track - High School Track Team; Baseball, Football (only as spectator)
Stamp Collecting *Writing*
Music and Dancing *Breeding and raising tropical fish*

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Some experience and travel in Latin America plus knowledge of Spanish would aid in work in Latin countries.

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:

IBM Proof Machine
Writing Short Stories
Cartooning
Typing

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING *50* SHORTHAND

CASHIER - ONLY USE THIS FORM IF APPROPRIATE

KIND OF BUSINESS NA NAME OF SUPERVISORTITLE OF JOB NA SALARY \$ NA PER NAYOUR DUTIES NA

REASONS FOR LEAVING

Foot Injury

SEC. 14. ACTIVE U.S. OR FOREIGN MILITARY SERVICE

SEC. 15.

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 *Aug. 1920* TO *June 1951*

CLASSIFICATION GRADE
(IF IN FEDERAL SERVICE)

NA

REASONS FOR LEAVING

FR

SEC. 12. POSITION DATA

A. KIND OF POSITION APPLIED FOR

B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 3000
(You Will Not Be Considered For Any Position With A Lower Entrance Salary.)C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY ☒
FREQUENTLY ☒ CONSTANTLY ☒D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C. ☒
ANYWHERE IN THE UNITED STATES ☒ OUTSIDE THE UNITED STATES ☒

E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:

NA

SEC. 13.

SEC. 9. MOTHER-IN-LAW

NA

FULL NAME _____
(First) (Middle) (Last)
 LIVING OR DECEASED _____ DATE OF DECEASE _____ CAUSE _____
 PRESENT, OR LAST, ADDRESS _____
(St. and Number) (City) (State) (Country)
 DATE OF BIRTH _____ PLACE OF BIRTH _____
 IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY _____
 CITIZENSHIP _____ WHEN ACQUIRED? _____ WHERE? _____
(City) (State) (Country)
 OCCUPATION _____ LAST EMPLOYER _____

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

None NA

1. NAME _____ RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) _____
 2. NAME _____ RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) _____
 3. NAME _____ RELATIONSHIP _____ AGE _____
 CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
 TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

SECRET
(When Filled In)

SECTION XI CONTINUED FROM PAGE 4

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.)

General Interest Subjects and Short Stories (but not significant) published.

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

NA

9. LIST ANY ~~PERSONAL~~ **PUBLIC RELATIONS** EXPERIENCE

During employment in [redacted]

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.

Received highest honors and 4 awards at Graduation from Latin American Institute: General Excellence, Diplomatic Subjects, Service to the School, and one other.

SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
May 1956 to present	GS-11	WH/III/Cuba
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NA	PP Ops Officer	
6. DESCRIPTION OF DUTIES		
[redacted]		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
September 55 to May 56	GS-9	WH/[redacted]
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NA	Station PP Officer	
6. DESCRIPTION OF DUTIES		
Assumed and reorganized Station PP program. Broadened existing assets and acquired new assets. Wrote Spanish language materials, drew cartoons, supervised publication [redacted] Organized anti-Communist demonstrations. Acted as co-Case Officer of FI penetration agent.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
July 1954-September 1955	GS-7	WH/[redacted]
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NA	FI Ops Officer	
6. DESCRIPTION OF DUTIES		
[redacted]		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
June 1952-July 1954	GS-6 GS-7	WH/[redacted]
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NA	FI Ops Officer	
6. DESCRIPTION OF DUTIES		
Same as 3, above, less CE Work and penetration agent handling.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
Dec. 1951-June 1952	GS-5	WH
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NA	FI Ops Officer	
6. DESCRIPTION OF DUTIES		
Training. Also orientation at various desks.		

(Use additional pages if required)

SECRET

SECRET

(When Filled In)

SECTION VIII

FOREIGN LANGUAGE ABILITIES

LANGUAGE <small>(List below each language in which you possess any degree of competence. Indicate your proficiency to read, write or speak by placing a check (X) in the appropriate boxes)</small>	COMPETENCE - IN ORDER LISTED															HOW ACQUIRED			
	EQUIVALENT TO NATIVE FLUENCY			FLUENT BUT OBVIOUSLY FOREIGN			ADEQUATE FOR RESEARCH			ADEQUATE FOR TRAVEL			LIMITED KNOWLEDGE			NATIVE TO COUNTRY	PROLONGED RESIDENCE	CONTACT (WITH PARENTS ETC.)	ACADEMIC STUDY (ALL LEVELS)
	R	W	S	R	W	S	R	W	S	R	W	S	R	W	S				
Spanish	X	X	X														X		X
Italian	X	X	X													X	X	X	X
French										X	X	X							X
German											X	X	X				X		X

2. IF YOU HAVE CHECKED "ACADEMIC STUDY" UNDER "HOW ACQUIRED", INDICATE LENGTH AND INTENSIVENESS OF STUDY
 Spanish: 2 yrs., 20 hrs per week//Italian: 4 yrs. in Italian elementary schools.
 French: 2 yrs., 5 hrs. per week.

3. DESCRIBE YOUR ABILITY TO DO SPECIALIZED LANGUAGE WORK INVOLVING VOCABULARIES AND TERMINOLOGY ON THE SCIENTIFIC, ENGINEERING, TELECOMMUNICATIONS, MILITARY OR ANY OTHER SPECIALIZED FIELD

Limited

SECTION IX

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. 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
Japan	General Knowledge only	1946-1948	X			X
Italy	General Knowledge only	1929-1939	X	X	X	X
Mexico	"	1949	X	X	X	
El Salvador	"	1951	X	X		
Panama	Political Terrain	1950-1951	X	X		X
		1952-1956	X	X		X

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE ABOVE

SECTION X

1. TYPE

40

GREGG SPEEDWRITING STENOGRAPHY OTHER (Specify):

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)

Mimeograph, Recordak

SECTION XI SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH
 Writing: have had some materials published//Cartooning: since childhood//
 Raising and breeding tropical fish: considerable knowledge//Photography, stamp collecting

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK
 Training and experience in writing, cartooning, advertising, public relations, languages, travel, sales, etc.

3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.

Voice radio (operational) experience in the Army.

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.

NA

5. FIRST LICENSE OR CERTIFICATE (Year of issue)

NA

6. LATEST LICENSE OR CERTIFICATE (Year of issue)

NA

SECRET

SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 2

4. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? ☐ YES ☒ NO

5. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE PARTICULARS, INCLUDING COURT AND DATE(S).
NA

6. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? ☐ YES ☒ NO

7. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE COMPLETE DETAILS
NA

8. 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? ☐ YES ☒ NO IF YOU HAVE ANSWERED "YES", GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

SECTION VI CITIZENSHIP

1. PRESENT CITIZENSHIP (Country) USA

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:
☐ BIRTH ☐ MARRIAGE ☒ OTHER (Specify): Naturalization

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? ☐ YES ☒ NO

4. GIVE PARTICULARS
NA

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.)
NA

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input checked="" type="checkbox"/> OVER TWO YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input checked="" type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR MINOR	DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/HR. HOURS SPECIFY
		FROM	TO			
<u>Latin American Institute, N.Y.C.</u>	<u>Diplom. Pub. Subject Int. Language Comm.</u>	<u>1948</u>	<u>1950</u>	<u>Yes</u>	<u>May 1950</u>	<u>191 Sem. Hrs.</u>
<u>Mexico City College, Mexico D.F.</u>	<u>Journ. Hist. Spanish</u>	<u>June 1949</u>	<u>Aug 1949</u>	<u>No</u>	<u>No</u>	<u>9 Sem. Hrs.</u>

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
<u>Latin American Institute (see above)</u>	<u>Diplomatic</u>			

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL MONTHS
		FROM	TO	
<u>Military Police School</u>	<u>M.P. Training</u>	<u>1947</u>		<u>2 mos.</u>

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE
Self Study, various fields.

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE (From- and To-) BY MONTH AND YEAR NA	
22. BRANCH OF SERVICE NA	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED NA
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN <div style="background-color: black; height: 20px; width: 100%;"></div>	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1	<div style="background-color: black; height: 100px; width: 100%;"></div>		
2	<div style="background-color: black; height: 100px; width: 100%;"></div>		
3	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
4	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. IF YOUR ANSWER IS "NO" TO THE ABOVE, STATE SOURCES OF OTHER INCOME NA			
3. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS			
NAME OF INSTITUTION		ADDRESS (City, State, Country)	
Falls Church Bank		Falls Church, Virginia, USA	

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

(When Filled In)

JAN

159198		PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT		THIS DATE 4 February 1957	
INSTRUCTIONS					
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 XIII 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.					
SECTION I GENERAL					
1. FULL NAME (Last-First-Middle) [REDACTED]					
2. CURRENT ADDRESS (No., Street, City, Zone, State) [REDACTED]			3. PERMANENT ADDRESS (No., Street, City, Zone, State) [REDACTED]		
4. HOME TELEPHONE NUMBER [REDACTED]		5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE Virginia			
SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY					
1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S. [REDACTED]			2. RELATIONSHIP Wife		
3. HOME ADDRESS (No., Street, City, Zone, State, Country) [REDACTED]					
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE NA					
5. HOME [REDACTED]		6. BUSINESS TELEPHONE NUMBER NA		7. BUSINESS TELEPHONE EXTENSION 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. [REDACTED]					
SECTION III MARITAL STATUS					
1. CHECK (X) ONE: SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED <input type="checkbox"/>					
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS NA					
WIFE OR HUSBAND: 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.					
3. NAME (First) (Middle) (Maiden) (Last) [REDACTED]					
4. DATE OF MARRIAGE [REDACTED]		5. PLACE OF MARRIAGE (City, State, Country) [REDACTED]			
6. HIS (or her) ADDRESS BEFORE MARRIAGE (No., Street, City, State, Country) [REDACTED]					
7. LIVING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		8. DATE OF DEATH NA		9. CAUSE OF DEATH NA	
10. CURRENT ADDRESS (Give last address, if deceased) Same as 2, above					
11. DATE OF BIRTH [REDACTED]		12. PLACE OF BIRTH (City, State, Country) [REDACTED]			
13. IF BORN OUTSIDE U.S., DATE OF ENTRY NA		14. PLACE OF ENTRY NA			
15. CITIZENSHIP (Country) USA		16. DATE ACQUIRED NA		17. WHERE ACQUIRED (City, State, Country) NA	
18. OCCUPATION [REDACTED]		19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employer) [REDACTED]			
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country) [REDACTED]					

SECTION III CONTINUED TO PAGE 2

SEC; 8 [REDACTED]

Full Name: [REDACTED]

Living

PRESENT ADDRESS: [REDACTED]

DATE OF BIRTH: [REDACTED]

CITIZENSHIP: [REDACTED]

OCCUPATION: [REDACTED]

SEC. 9. MOTHER-IN-LAW

[Redacted]

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

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)

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

[Redacted]

3. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

(4)

OCCUPATION _____ LAST EMPLOYER _____
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 _____

(First) (Middle) (Last)
PRESENT ADDRESS _____

(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 _____

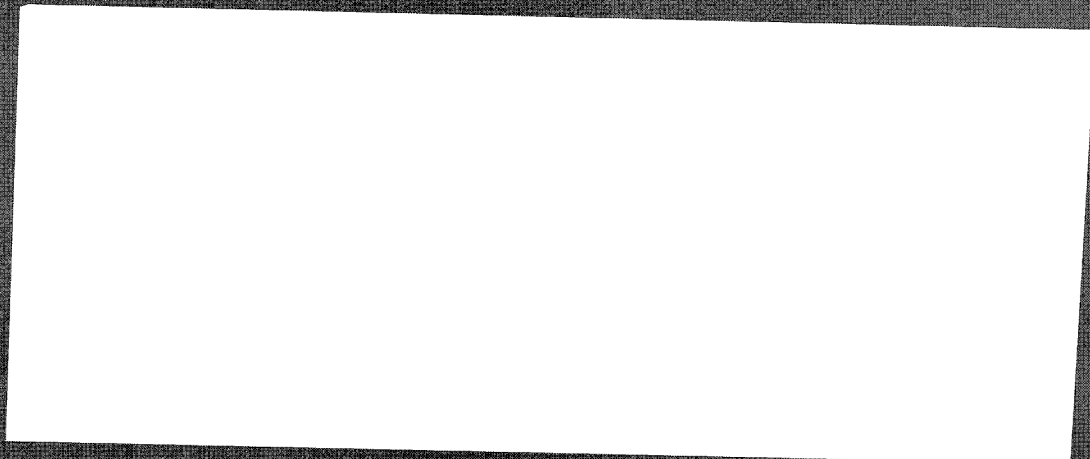
(First) (Middle) (Last)
PRESENT ADDRESS _____

(St. and Number) (City) (State) (Country) (Citizenship)
5. FULL NAME _____ AGE _____

(First) (Middle) (Last)
PRESENT ADDRESS _____

(St. and Number) (City) (State) (Country) (Citizenship)

SEC. 8. FATHER-IN-LAW



(2)

E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? _____

PORT OF ENTRY? _____ ON PASSPORT OF WHAT COUNTRY? _____

LAST U. S. VISA _____
(Number) (Type) (Place of Issue) (Date of Issue)

SEC. 2. PHYSICAL DESCRIPTION

AGE _____ SEX _____ HEIGHT _____ WEIGHT _____

EYES _____ HAIR _____ COMPLEXION _____ SCARS _____

BUILD _____ OTHER DISTINGUISHING FEATURES _____

SEC. 3. MARITAL STATUS

A. SINGLE _____ MARRIED X _____ DIVORCED _____ WIDOWED _____

STATE DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS _____

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

[Redacted area]

MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____
(Date) (Date)

COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN _____

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 or No)

Sec. 1. PERSONAL BACKGROUND

Telephone: _____

Office _____

Ext. _____

Home _____

B. NICKNAME _____ WHAT OTHER NAMES HAVE YOU USED? _____

_____ UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? _____

HOW LONG? _____ IF A LEGAL CHANGE, GIVE PARTICULARS _____

(Where?)

(By what authority)

C. DATE OF BIRTH _____ PLACE OF BIRTH _____
(City) (State) (Country)

D. PRESENT CITIZENSHIP _____ BY BIRTH? _____ BY MARRIAGE? _____
(Country)

BY NATURALIZATION CERTIFICATE NO. _____ ISSUED _____ BY _____
(Date) (Court)

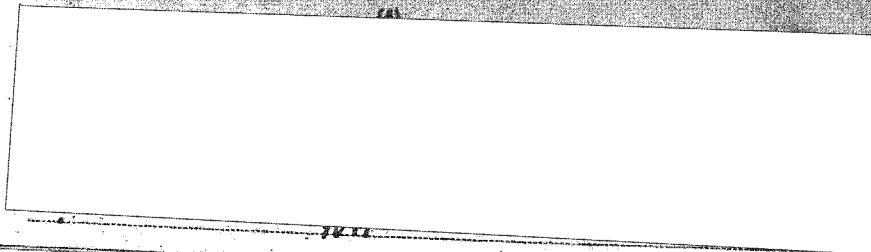
AT _____
(City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? _____
(Yes or No) (Country)

HELD BETWEEN WHAT DATES? _____ TO _____ ANY OTHER NATIONALITY? _____
(Country)

GIVE PARTICULARS _____

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? _____ GIVE PARTICULARS: _____



SEC. 7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters):

1. FULL NAME *None NH*
(First) (Middle) (Last) AGE
PRESENT ADDRESS
(St. and Number) (City) (State) (Country) (Citizenship)
2. FULL NAME
(First) (Middle) (Last) AGE
PRESENT ADDRESS
(St. and Number) (City) (State) (Country) (Citizenship)
3. FULL NAME
(First) (Middle) (Last) AGE
PRESENT ADDRESS
(St. and Number) (City) (State) (Country) (Citizenship)
4. FULL NAME
(First) (Middle) (Last) AGE
PRESENT ADDRESS
(St. and Number) (City) (State) (Country) (Citizenship)
5. FULL NAME
(First) (Middle) (Last) AGE
PRESENT ADDRESS
(St. and Number) (City) (State) (Country) (Citizenship)

SEC. 8. FATHER-IN-LAW

NH
FULL NAME
(First) (Middle) (Last)
LIVING OR DECEASED DATE OF DECEASE CAUSE
PRESENT OR LAST ADDRESS
(St. and Number) (City) (State) (Country)
DATE OF BIRTH PLACE OF BIRTH
IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY
CITIZENSHIP WHEN ACQUIRED? WHERE?
(City) (State) (Country)
OCCUPATION LAST EMPLOYER

SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents):

1. NAME NA 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)

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

(2)
E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY?

SEC. 2. PHYSICAL DESCRIPTION

SEC. 3. MARITAL STATUS

A. SINGLE ☒ MARRIED ☐ DIVORCED ☐ WIDOWED ☐

STATE, DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS NA

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.) NA

NAME OF SPOUSE (First) (Middle) (Maiden) (Last)

PLACE AND DATE OF MARRIAGE

HIS (OR HER) ADDRESS BEFORE MARRIAGE (St. and Number) (City) (State) (Country)

LIVING OR DECEASED DATE OF DECEASE CAUSE

PRESENT, OR LAST, ADDRESS (St. and Number) (City) (State) (Country)

DATE OF BIRTH PLACE OF BIRTH (City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP WHEN ACQUIRED WHERE (City) (State) (Country)

OCCUPATION LAST EMPLOYER

EMPLOYER'S OR BUSINESS ADDRESS (St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM (Date) TO (Date) BRANCH OF SERVICE

COUNTRY DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN

[redacted] advised Contract Personnel Division
this date that his date of naturalization
should be 20 July 1959 and not as indicated
on his Personal History Statement.

[redacted]

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*

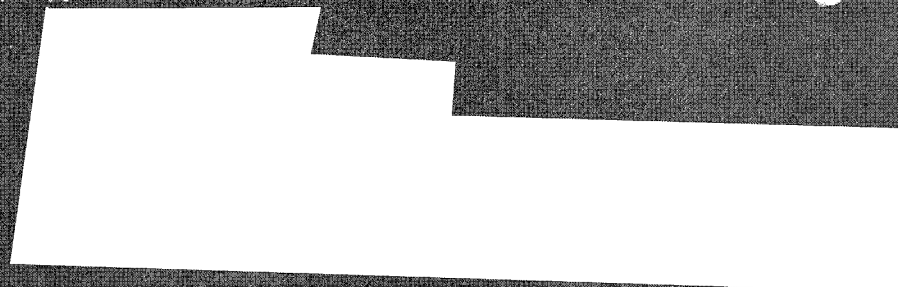
Sec. 1. PERSONAL BACKGROUND

[Empty box for personal background information]

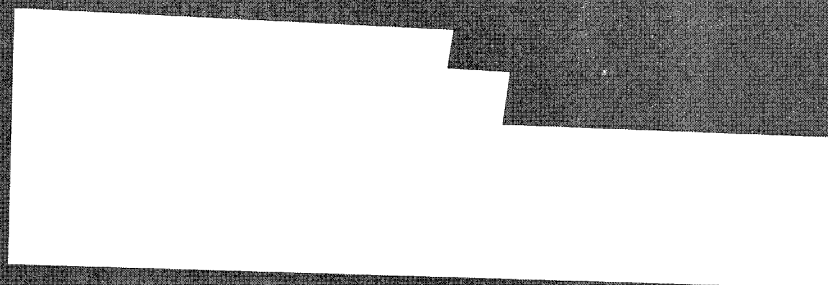
HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? *No* GIVE PARTICULARS:

NA.

SEC. 7:



SEC. 8:



(14)

F. 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:

Sec. 26. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME _____ RELATIONSHIP _____
ADDRESS _____
(St. and Number) (City) (State) (Country)

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."

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.

SIGNED AT Washington DC DATE 23 May 1952
(City and State)

(Witness) (Signature of Applicant)

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

SEC. 9. 1

OCCUPATION _____

LAST EMPLOYER _____

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

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)

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

1. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
TYPE AND LOCATION OF SERVICE (IF KNOWN) _____
2. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
TYPE AND LOCATION OF SERVICE (IF KNOWN) _____
3. NAME _____ RELATIONSHIP _____ AGE _____
CITIZENSHIP _____ ADDRESS _____
(St. and Number) (City) (State) (Country)
TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

(4)

OCCUPATION LAST EMPLOYER

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
(First) (Middle) (Last)

PRESENT ADDRESS
(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)

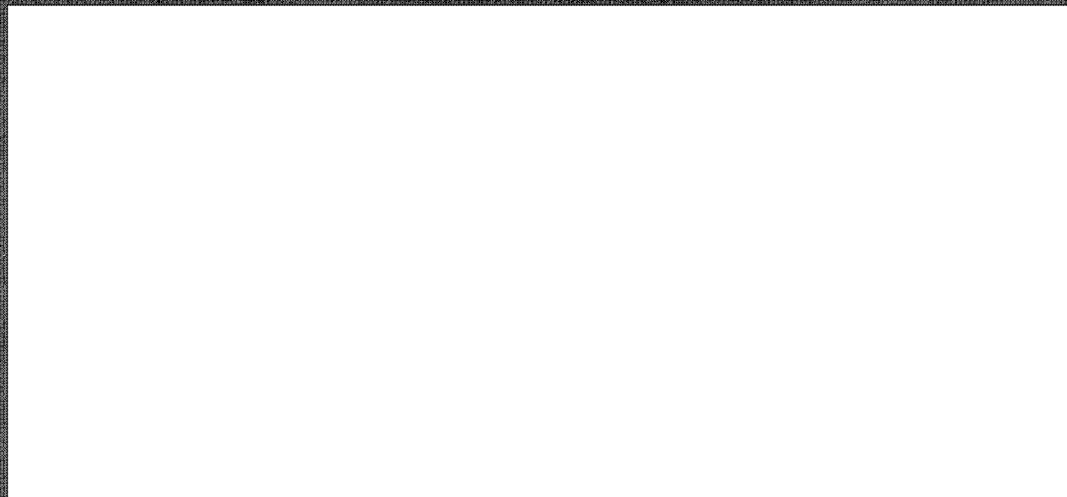
4. FULL NAME AGE
(First) (Middle) (Last)

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. 8.



Amendment to PHS
Due to Marriage

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 Mr. [Redacted] Telephone: Office
(Use No Initials) Mrs. [Redacted] Ext.
Home

PRESENT ADDRESS _____
(St. and Number) (City) (State) (Country)

PERMANENT ADDRESS _____
(St. and Number) (City) (State) (Country)

B. NICKNAME _____ WHAT OTHER NAMES HAVE YOU USED? _____

_____ UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? _____

HOW LONG? _____ IF A LEGAL CHANGE, GIVE PARTICULARS _____

(Where?) (By what authority)

C. DATE OF BIRTH _____ PLACE OF BIRTH _____
(City) (State) (Country)

D. PRESENT CITIZENSHIP _____ BY BIRTH? _____ BY MARRIAGE? _____
(Country)

BY NATURALIZATION CERTIFICATE NO. _____ ISSUED _____ BY _____
(Date) (Country)

AT _____
(City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? _____ (Yes or No) (Country)

HELD BETWEEN WHAT DATES? _____ TO _____ ANY OTHER NATIONALITY? _____
(Country)

GIVE PARTICULARS _____

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? _____ GIVE PARTICULARS: _____

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION XIII

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.

3

2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepparents, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.

1

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
[REDACTED]	[REDACTED]	[REDACTED]		X	US	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	X		US	"
[REDACTED]	[REDACTED]	[REDACTED]	X		US	"
[REDACTED]	[REDACTED]	[REDACTED]		X	US	"

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED 5 February 1957

SIGNATURE OF EMPLOY [REDACTED]

SECRET

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

CASE OFFICER

DIVISION

WHD

TELEPHONE EXTENSION

DATE

6032

15 June 1966

NOTE: SEE INSTRUCTIONS ON FIRST SHEET.

SECTION VIII

OTHER BENEFITS

46. BENEFITS (See HR 20-44, HR 20-41, HR 20-7, HR 20-53, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

Normal

SECTION IX

COVER ACTIVITY

47. STATUS (Check)	<input checked="" type="checkbox"/> PROPOSED <input checked="" type="checkbox"/> ESTABLISHED	48. TYPE (Check)	<input checked="" type="checkbox"/> PROPRIETARY <input type="checkbox"/> SUBSIDIZED	<input type="checkbox"/> CULTURAL <input type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MILITARY	<input type="checkbox"/> TOURIST <input type="checkbox"/> OTHER
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS						
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL						

NA

SECTION X

OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)

☐ TOTAL ☐ PARTIAL ☒ NONE

SECTION XI

TERM

51. DURATION	52. EFFECTIVE DATE	53. RENEWABLE
DAYS MONTHS YEARS NA	3 July 1966	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
54. TERMINATION NOTICE (Number of days)	55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION	
NA	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION XII

FUNCTION

56. PRIMARY FUNCTION (CI, FI, PP, other)
PP

SECTION XIII

DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

SECTION XIV

QUALIFICATIONS

58. EXPERIENCE

59. EDUCATION

(Check Highest Level Attained)

<input type="checkbox"/> TRADE SCHOOL	<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> TRADE SCHOOL GRADUATE
<input type="checkbox"/> BUSINESS SCHOOL GRADUATE	<input type="checkbox"/> COMMERCIAL SCHOOL GRADUATE	
<input type="checkbox"/> COLLEGE (No degree)	<input checked="" type="checkbox"/> COLLEGE DEGREE	<input type="checkbox"/> POST GRADUATE

60. LANGUAGE COMPETENCY

(Check Appropriate Degree Competency)

LANGUAGE	SPEAK			WRITE			READ		
	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR
Spanish	XX			XX			XX		
Italian		XX		XX			XX		
French			XX		XX			XX	

61. INDIVIDUAL'S COUNTRY OF ORIGIN

62. AREA KNOWLEDGE

Europe, Far East, Latin America

SECTION XV

EMPLOYMENT PRIOR TO CIA

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

SECTION XVI

ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

will be engaged in this Project for at least five years.

SECRET

CONTRACT INFORMATION AND CHECK LIST		CASE OFFICER	DIVISION
INSTRUCTIONS: Use HR 20-53 and HR 20-1000-1 for guidance. Complete all items, inserting "NA" when items are not applicable. Forward original and TWO copies for preparation of contract.		TELEPHONE EXTENSION 6032	DIVISION WHD
		DATE 15 June 1966	
SECTION I GENERAL			
1. NAME [REDACTED]	2A. PROJECT [REDACTED]	3. ALLOTMENT NO. 7195-0630	4. SLOT NO.
	2B. PERMANENT STATION [REDACTED]	3A. FUNDS [REDACTED] <input checked="" type="checkbox"/> UV	
5. PREVIOUS CIA PSEUDONYM OR ALIASES [REDACTED] at JMWAVE)	6. INDIVIDUAL HAS BEEN ENGAGED BY CIA 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.) [REDACTED] esent		
7. SECURITY CLEARANCE (Type and date)	7A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> OBTAINED <input type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D.	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) [REDACTED] Staff Employee	
SECTION II PERSONAL DATA			
11. CITIZENSHIP USA	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE 37	14. DATE OF BIRTH (Month, day, year) [REDACTED]
15. LEGAL RESIDENCE (City and state or country) [REDACTED]		16. CURRENT RESIDENCE (City and state or country) Same	
17. MARITAL STATUS (Check as appropriate) <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: [REDACTED]		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	21. VETERAN <input checked="" type="checkbox"/> XXX	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
23. BRANCH OF SERVICE	24. RANK OR GRADE	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 GS-13, Step 5	28. POST DIFFERENTIAL [REDACTED]	29. FEDERAL TAX WITHHOLDING COVER <input checked="" type="checkbox"/> YES <input 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 NA	32. POST NA	33. OTHER [REDACTED]	
34. COVER (Breakdown, if any) None			
SECTION VI TRAVEL			
35. TYPES <input checked="" type="checkbox"/> PCS <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <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 type="checkbox"/> YES <input type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input type="checkbox"/> NO	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH [REDACTED] 54 [REDACTED] 55			
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			

Approved by CS/CS Agent Panel

(Date) 7 July 1966

Secretary, CS/CS Agent Panel

(When Filled In)

MARITAL STATUS

2. NAME OF SPOUSE

(Lost)

1514

Final

[Maiden]

4. PLACE THE BINTO

6. PRESENT EMPLOYER

8. FORMER CITIZENSHIP(S) COUNTRY(IES)

9. DATE U. S. CITIZENSHIP ACQUIRED

DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

RELATIONSHIP

DATE AND PLACE OF BIRTH

CITIZENSHIP

PERMANENT ADDRESS

PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

ADDRESS (Number, Street, City, State, Country)

DATE OF M

FROM

SIGNATURE OF EMPLOYEE

9 January 1968

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(When Filled In)

SECTION IV GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
				✓	✓		
				✓	✓		✓
				✓	✓	✓	✓

SECTION V TYPING AND STENOGRAPHIC SKILLS			
1. TYPING (WPM) 60	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM: <input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY	
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (complanometer, 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. CAMPING - GOOD TROPICAL FISH - GOOD RAISING & SHOWING PUREBRED DOGS - GOOD STAMP COLLECTING - GOOD TRACK - FAIR	
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, sending & receiving) OFFSET PRESS, TURRET LATHE, EDP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.	
3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC.? <div align="right"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div>	
4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC. (Provide license registry number if known)	5. FIRST LICENSE/CERTIFICATE (year of issue)
	6. LATEST LICENSE/CERTIFICATE (year of issue)
7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do NOT submit copies unless requested); INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (non-fiction or 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. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE HAVE BEEN A CANDIDATE IN NON-PARTISAN TOWN COUNCIL ELECTIONS - THIS REQUIRED VARIOUS PUBLIC APPEARANCES AND SPEECHES.	

SECRET

(When Filled In)

1

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION 1		BIOGRAPHIC AND POSITION DATA	
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SECTION 1		BIOGRAPHIC AND POSITION DATA	
EMP SER NO	2 NAME		

1. EMP. SER. NO.	2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE/GRADE/STEP
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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SECRET

6. SSN	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Country, City)
123-45-6789	Software Engineer	Microsoft Corporation	United States, Redmond
987-65-4321	Product Manager	Google Inc.	United States, Mountain View
555-11-2222	Marketing Specialist	Amazon.com	United States, Seattle
444-33-4444	UX Designer	Facebook Inc.	United States, Menlo Park
333-22-3333	Systems Administrator	Apple Inc.	United States, Cupertino
222-11-2222	Business Development	LinkedIn	United States, Sunnyvale
111-00-1111	Operations Manager	Twitter Inc.	United States, San Francisco
000-00-0000	Human Resources	Slack Technologies	United States, San Francisco
999-99-9999	Quality Assurance	Dropbox Inc.	United States, San Francisco
888-88-8888	Customer Support	Zoom Inc.	United States, San Jose
777-77-7777	Finance Analyst	Paycom Software	United States, San Francisco
666-66-6666	Legal Counsel	Workday Inc.	United States, Fremont
555-55-5555	IT Support	ServiceNow	United States, Santa Clara
444-44-4444	Project Manager	NetScout Systems	United States, San Jose
333-33-3333	Sales Representative	Avaya Inc.	United States, Basking Ridge
222-22-2222	Operations Director	Veritas Technologies	United States, San Francisco
111-11-1111	Product Engineer	NetScout Systems	United States, San Jose
000-00-0000	Marketing Director	Veritas Technologies	United States, San Francisco

100-443887-100

SECTION II

6. SU	7. POSITION	8. OFFICE OF ASSIGNMENT	9. LOCATION

10	1986 OCT 1989	UNIT NAME, ASSIGNMENT	7. LOCATION (Country, City)
			WASH DC

1. **NAME** _____
 2. **DATE** _____
 3. **TIME** _____
 4. **LOCATION** _____
 5. **REASON** _____
 6. **REMARKS** _____
 7. **SIGNATURE** _____
 8. **DATE** _____
 9. **TIME** _____
 10. **LOCATION** _____
 11. **REASON** _____
 12. **REMARKS** _____
 13. **SIGNATURE** _____
 14. **DATE** _____
 15. **TIME** _____
 16. **LOCATION** _____
 17. **REASON** _____
 18. **REMARKS** _____
 19. **SIGNATURE** _____
 20. **DATE** _____
 21. **TIME** _____
 22. **LOCATION** _____
 23. **REASON** _____
 24. **REMARKS** _____
 25. **SIGNATURE** _____
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SECTION II	AGENCY OVERSEAS SERVICE
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TYPE FOUR	FROM	to

SECTION II AGENCY OVERSEAS SERVICE

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[REDACTED]			

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OVERSEAS DATA
CODE:
DATE: INITIALS:
18 MAR 1968



1991

18 MAR 1968

1 3 5 APR 1966

SECTION III		EDUCATION	
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DEGREE	MAJOR FIELD	COLLEGE	YEAR
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No	001	Case	DNA	ON	2009020
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(When Filled In)

SECTION V GEDGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY--CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.			JAN 18 JUL 1968				
2.							

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (WPM)	2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM.	
<input type="checkbox"/> GREGG	<input type="checkbox"/> SPEEDWRITING
<input type="checkbox"/> STENOTYPE	<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 MOBILIZATION 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
<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>

DATE	SIGNATURE OF
31 December 1968	

SECRET

SECRET
(When Filled In)

LLC

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. ID NO.	NAME (Last, First, Middle)	DATE OF BIRTH

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/CTR. 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
1.				
2.				

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				

SECRET
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY--CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.		OFFICE OF PERSONNEL					
2.		Apr 6 1 42 PM '71					

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (WPM)	2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM.	
<input type="checkbox"/> GREGG	<input checked="" type="checkbox"/> SPECTRA
<input type="checkbox"/> STENOGRAPH	<input type="checkbox"/> STENOGRAPHIC
<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 checked="" 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"/> NAVY	<input type="checkbox"/> COAST GUARD
<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> NATIONAL GUARD
<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 MOBILIZATION 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
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS	
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)
	DATE OF MEMBERSHIP
	FROM TO
1. Herndon Rotary Club	Herndon, Va. 1967 Present
2. Herndon Citizens Assn.	Herndon, Va. 1969 Present
3.	
SECTION X REMARKS	
DATE	S
5 April 1971	

SECRET

SECRET
(When Filled In)

PLW

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.	NAME (Last-First-Middle)	SD	GRADE
		D	GS-14

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/QTW. 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
1.				
2.				

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 checked="" type="checkbox"/> ADD <input type="checkbox"/> DEL			U.S.	
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

SECRET
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY--CHECK (X)			
				RESI- DENCE	TRAVEL	STUDY	WORK ASSIGN- MENT
1.		JAN 11	3 32 PM '72				
2.		MAY 11 1974					

SECTION VI TYPING AND STENOGRAPHIC SKILLS		
1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM.
		<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <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? <input type="checkbox"/> YES <input type="checkbox"/> NO	2. NEW CLASSIFICATION
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 MOBILIZATION 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. HERNDON ROTARY CLUB	HERNDON, VA	1961	PRESENT
2. HERNDON CITIZENS ASSN.	ci u	1969	PRESENT
3.			

SECTION X REMARKS	

DATE 10 January 1972	SIGNATURE <div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div>
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SECRET
(When Filled In)

BDC

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.	NAME (Last-First-Middle)	DATE OF BIRTH	SD	GRADE
			D	14

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
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COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. 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
1.				
2.				

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:			
2. NAME OF SPOUSE (Last)	(First)	(Middle)	(Wife)
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.				
2.				
<input type="checkbox"/> DELETE				

SECRET

(When Filled In)

SECRET

SECRET

(When Filled In)

BWS

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

NAME (Last-First-Middle)	DATE OF BIRTH	SD	GRADE
		D	GS-14

SECTION II

EDUCATION

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/QTR. 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
1.				
2.				

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
1.			
2.			
<input type="checkbox"/> DELETE			

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST

19 June 1970

2. NAME (Last, First, Middle)

3. POSITION TITLE

4. GRADE

5. OFFICE DIV.

C/WH/3

6. EMPLOYEE'S EXT.

GS-14

DDP/WH/3

6223

7. PURPOSE OF EVALUATION

☐ PRE-EMPLOYMENT

☐ ENTRANCE ON DUTY

☒ TDY STANDBY

☐ SPECIAL TRAINING

☐ ANNUAL

☐ RETURN TO DUTY

☐ FITNESS FOR DUTY

☐ MEDICAL RETIREMENT

☐ HQS/TDY

☐ OVERSEAS ASSIGNMENT

ETD

STATION

TDY OR PCS

TYPE OF COVER

NO. OF DEPENDENTS TO ACCOMPANY

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED

☐ RETURN FROM OVERSEAS

ETA

STATION

NO. OF DEP'S

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

☐ YES

☐ NO

SIGNATURE

9. REQUESTING OFFICER

ROOM NO. & BUILDING

EXT.

3 D 3182

5671

10. COMMENTS

11. REPORT OF EVALUATION

Qualified for tdy standby until Feb. 1972.

DATE

11 Sept/ 1970

SIGNATURE FOR CHIEF OF MEDICAL STAFF

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST 25 April 1975	
2. NAME (Last, First, Middle) [REDACTED] 5-21		3. POSITION TITLE Ops Officer	
4. GRADE GS-14		5. EMPLOYEE'S EXT. 9464	
6. OFFICE, DIVISION, BRANCH DDO/MOCOG		7. PURPOSE OF EVALUATION	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> HQS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> ETD STATION TDY OR PCS TYPE OF COVER NO. OF DEPENDENTS TO ACCOMPANY NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED </div> <input type="checkbox"/> RETURN FROM OVERSEAS <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> ETA STATION NO. OF DEP.'S </div>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE [REDACTED] ROOM NO. & BUILDING 3B5317 Bns EXT. 7431	

10. COMMENTS	
11. REPORT OF EVALUATION Qualified for TDY Standby until 1 November 1976.	
DATE 28 May 1975	SIGNATURE FOR CHIEF OF MEDICAL STAFF [REDACTED]

☒ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

REQUEST FOR MEDICAL EVALUATION

(SCREENED AREAS WILL BE COMPLETED BY OMS)

1. REQUEST DATE (DA-MO-YR)	2. APPLICANT - HAS APPLICANT PREVIOUSLY BEEN SEEN BY OMS
28 Oct. 76	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3. NAME (Last, First, Middle)	4. SOCIAL SECURITY NO.
[REDACTED]	[REDACTED]
5. EMPLOYER NO.	6. DOB (DA-MO-YR)
[REDACTED]	[REDACTED]
7. SEX	8. POSITION TITLE
M	Deputy Chief, NOC
9. GS-15	10. DIRECTORATE/OFFICE/DIVISION
DDO/CMS/NOC	4103

COMPLETE 13-19 FOR EACH DEPENDENT TO ACCOMPANY OR RETURN WITH EMPLOYEE ONLY IF 2 IS CHECKED "DEPENDENT(S)"

13. DEPENDENT NAME (L-F-M)	14. SOC SEC NO.	15. DOB (DA-MO-YR)	16. DOB (DA-MO-YR)	17. SEX	18. RELATIONSHIP	19. DEPENDENT PREVIOUSLY BY OMS (Y/N)

20. REQUESTED ACTION (more than one action is acceptable)

APPLICANT:	PRE-EMPLOYMENT	STATION	ETD/ETA (DA-MO-YR)	NO. OF DEPENDENTS TO ACCOMPANY OR RETURN
	O/S PCS			
ASSIGNMENTS:	<input checked="" type="checkbox"/> O/S TDY	TYPE COVER	POSITION	
	O/S RETURNEE			
	<input checked="" type="checkbox"/> O/S TDY STANDBY			
	O/S PLANNING			
SEPARATION:	RETIREMENT			
ROUTINE	REGULAR ANNUAL			
	EXECUTIVE ANNUAL			

21. COMMENTS

22. REQUESTING DIRECTORATE/OFFICE/DIV	23. ROOM/BLOG	24. EXTENSION
DDO/CMS/NOC	GG 2709	4103

FOR OMS USE ONLY

FOR APPLICANTS					COMMENTS
<input type="checkbox"/> APPROVE PROCESSING FOR EDD					
<input type="checkbox"/> HOLD PENDING RECEIPT OF ADDITIONAL MEDICAL INFORMATION (form letter attached)					
<input type="checkbox"/> REQUEST PRE-EMP. MEDICAL EVALUATION					
OTHER (see comments)					DATE
FOR OTHER ACTIONS					
REQUESTED ACTION	QUAL	COND QUAL	DEFER	DISQUAL	
TDY Stdbby	XX				
					OMS SIGNATURE
Oms ASSIGNABILITY CODE					DATE
2B 1A					
EXAMINATION FACILITY					
					Oms SIGNATURE

Expires 1 November 1978.

7 January 1977

OMS/PEO

Nov 23 0845

☐ SECRET☐ CONFIDENTIAL☐ INTERNAL USE ONLY☐ UNCLASSIFIED**REQUEST FOR MEDICAL EVALUATION**

(SCREENED AREAS WILL BE COMPLETED BY OMS)

1. REQUEST DATE (DA-MO-YR)		2. APPLICANT - HAS APPLICANT PREVIOUSLY BEEN SEEN BY OMS <input type="checkbox"/> YES <input type="checkbox"/> NO	
3. NAME (Last, First, Middle)		4. SOCIAL SECURITY NO.	
5. CHART NO.		6. DOB (DA-MO-YR)	
7. SEX		8. EMP. EXT.	
9. POSITION TITLE		10. DIRECTORATE/OFFICE/DIVISION	
COMPLETE 13-19 FOR EACH DEPENDENT TO ACCOMPANY OR RETURN WITH EMPLOYEE ONLY IF 2 IS CHECKED "DEPENDENT(S)"			
13. DEPENDENT NAME (L-F-M)	14. SOC SEC NO.	15. DOB (MM/YY)	16. SEX
17. RELATIONSHIP	18. DEPENDENT PREVIOUSLY SEEN BY OMS (yes - no)		
20. REQUESTED ACTION (more than one action is acceptable)			
APPLICANT: PRE-EMPLOYMENT EOD			
ASSIGNMENTS: O/S PCS STATION ETD/ETA (DA-MO-YR) NO. OF DEPENDENTS TO ACCOMPANY OR RETURN			
O/S TDY TYPE COVER POSITION			
O/S RETURNEE FITNESS FOR DUTY OTHER (specify)			
O/S TDY STANDBY RETURN TO DUTY			
O/S PLANNING SPECIAL TRAINING			
SEPARATION: RETIREMENT MDR/CIARDS MDR/CSC			
ROUTINE REGULAR ANNUAL EXECUTIVE ANNUAL MPT/PHE			
21. COMMENTS			
22. REQUESTING DIRECTORATE/OFFICE/DIV		23. ROOM/BLDG	24. EXTENSION
25. SIGNATURE OF REQUESTING OFFICER			
FOR OMS USE ONLY			
FOR APPLICANTS		COMMENTS	
APPROVE PROCESSING FOR EOD			
HOLD PENDING RECEIPT OF ADDITIONAL MEDICAL INFORMATION (form letter attached)			
REQUEST PRE-EMP. MEDICAL EVALUATION			
OTHER (see comments)			
DATE		OMS SIGNATURE	
FOR OTHER ACTIONS			
REQUESTED ACTION	QUAL	COND. QUAL	DEFER
BIANNUAL	XX		
OMS ASSIGNABILITY		EXAMINATION FACILITY	
DATE		OMS SIGNATURE	

Next Bi-annual due 1 November 1979.

12 January 1978

OMS/PEO

☐ SECRET ☐ CONFIDENTIAL ☒ INTERNAL USE ONLY ☐ UNCLASSIFIED

REQUEST FOR PCS OVERSEAS EVALUATION				OMS DATE	1. REQUEST DATE (DA-MO-YR)	2. APPLICANT - HAS APPLICANT PREVIOUSLY BEEN SEEN BY OMS <input type="checkbox"/> YES <input type="checkbox"/> NO	
					8 May 78	DEPENDENT(S) <input type="checkbox"/> EMPLOYEE <input checked="" type="checkbox"/>	
3. NAME (Last, First, Middle)				4. SOCIAL SECURITY NO.		5. DOB (DA-MO-YR)	
6. GRADE				7. EMP. EXT.		8. SEX	
9. AFFILIATION CD				10. DIRECTORATE/OFFICE/DIVISION		11. POSITION TITLE	
GS-15				A11		DDO/OED/MOC	
				4103		Operations Officer	
COMPLETE 13-19 FOR EACH DEPENDENT TO ACCOMPANY OR RETURN WITH EMPLOYEE ONLY IF 2 IS CHECKED "DEPENDENT(S)"							
13. DEPENDENT NAME (L-F-M)		14. SOC SEC NO.		15. DOB (DMY)		16. SEX	
20. REQUESTED ACTION (more than one action is acceptable)							
APPLICANT: PRE-EMPLOYMENT STATION EOD							
O/S PCS							
O/S TDY							
O/S RETURNEE							
O/S TDY STANDBY							
O/S PLANNING							
FITNESS FOR DUTY							
RETURN TO DUTY							
SPECIAL TRAINING							
SEPARATION: RETIREMENT							
ROUTINE							
REGULAR ANNUAL							
EXECUTIVE ANNUAL							
MDR/CSC							
MPT/PHE							
21. COMMENTS							
[redacted] is retiring effective 30 June 1978.							
22. REQUESTING DIRECTORATE/OFFICE/DIV				23. ROOM/BLDG		24. EXTENSION	
DDO/OED/MOC				1-3		4103	
25. OFFICE OF SECURITY DISPOSITION				1-3		4103	
27. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION							
RETIREMENT NX							
Retiree exam completed.							
16 June 1978							
DDO/OED/MOC							

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.

1. PRESENT ADDRESS (street and number, city and State)
Slaughter's Hotel 1625 16th Street NW Washington, DC.

2. (A) DATE OF BIRTH [redacted] (B) PLACE OF BIRTH (city, county, State, and country) [redacted]

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY [redacted] (B) RELATIONSHIP [redacted] (C) STREET AND NUMBER, CITY AND STATE [redacted] (D) TELEPHONE NO. [redacted]

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE (brother, sister, blood or marriage) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☒ NO
 If so, for each such relative fill in the blanks below. If additional space is necessary, complete under item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIAGE (Check one)	SINGLE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

	YES	NO	ITEM NO.
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X		
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? If your answer is "Yes", give details in item 10.		X	
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PERSON 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 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.		X	
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY 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.		X	
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$25 OR LESS, OR FORFEITED COLLATERAL OF \$25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? If your answer is "Yes", list 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.		X	

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS
 WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment. This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) **Identity of appointee.**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history.

(2) **Age.**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship.**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointing officer should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) **Members of Family.**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under member of such family is eligible for appointment in the competitive service, no other member of the competitive service. The appointments of persons entitled to preference are subject to the same conditions.

SECRET

8. Authorized instructions which you receive from CIA in briefing, training, or in any other way are a part of this memorandum of agreement and are incorporated herein to the extent that such instructions are not inconsistent with the terms hereof.

9. You are not assured upon the completion of your period of duty with the Foreign Service of any status with the Foreign Service based on your services performed with that organization at the request of CIA.

10. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by CIA from this obligation. Violation of such secrecy may subject you to criminal prosecution under the espionage law, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with CIA will not release you from the obligations of any security oath you may be required to take.

CENTRAL INTELLIGENCE AGENCY

ACCEPTED:

Date: 22 July 58

Date: 22 July 1958

APPROVED:

DIRECTOR OF PERSONNEL

Date: 22 July 58

BY

SECRET

with your cover designation, will normally be at the direction of the [redacted]. Such travel will be accomplished in conformance with applicable regulations of the [redacted] except when you are directed for operational reasons to perform travel in accordance with CIA regulations.

4. You are entitled by this agreement to the payment of a post differential and allowances, based upon your CIA or [redacted] salary rate, whichever is greater. Payment of your salary, post differential and allowances by the [redacted] will be full compensation for your services when the total amount is equal to or greater than that payable by CIA. Otherwise, the balance will be paid directly to you by CIA in a manner designated by you in writing and acceptable to CIA. The schedule of allowances applicable to your grade ([redacted]) and post of duty are subject to unilateral adjustment by the Government.

5. Your status as a CIA employee will continue in full force and effect during your period of duty with the [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 of your cover position.

a. All annual and sick leave which will have accrued to your credit at the time of integration into the [redacted] will be held by CIA pending your transfer from the [redacted] to CIA. While assigned to the [redacted] you will be permitted annual leave, sick leave, statutory leave, and leave without pay in accordance with the regulations of that organization. Upon completion of your integration in the [redacted] your accrued leave will normally be transferred to your credit with CIA. If security conditions require that you be given a lump-sum payment for accrued annual leave, you will be required to pay the gross amount of any such lump-sum payment to the CIA at the time of your reinstatement including any withholding tax deducted by the [redacted].

b. Upon your integration in the [redacted], you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and you will be subject to payroll deductions for retirement purposes (now six percent).

6. If the CIA considers it undesirable for you to continue the use of your [redacted], your services will be utilized whenever possible in some other appropriate capacity as designated by CIA, unless the circumstances are such as to warrant your termination for cause.

7. Consistent with your cover activity, you will continue to be responsible for compliance with CIA rules and regulations.

SECRET

15

[redacted]
[redacted]
Washington, D. C.

Dear [redacted]

SECRET

Part III.—DETERMINATION OF COMPETITIVE STATUS. (Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter S2.) Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 15)	CREDITABLE SERVICE (Leave Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purposes)	SERVICE COMPUTATION DATE (Leave Purposes)
Years				5	1	50
Months				1	5	7
Days				28	24	8

PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. (Complete only those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 14)	CREDITABLE SERVICE (RIF Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purposes)	SERVICE COMPUTATION DATE (RIF Purposes)
Years						
Months						
Days						

* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7

REMARKS:

STATEMENT OF PRIOR FEDERAL AND DISTRICT OF COLUMBIA SERVICE AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I.—EMPLOYEE'S STATEMENT

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

1. NAME (Last, first, middle initial)

2. DATE OF BIRTH

9. RETENTION GROUP

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

10. A. CSC STATUS ☐ YES ☐ NO

B. TYPE OF PRESENT APPOINTMENT

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
CENTRAL INTELLIGENCE AGENCY	1952	JAN	2				
SEC 7/3/50 verified 10/24/57							

4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☒ NO IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

TYPE IF KNOWN (LWOP, Forl, Susp, AWOL, Mer Mer)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? ☐ YES ☒ NO

(If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:

- A. THE WIFE OF A DISABLED VETERAN? ☐ YES ☒ NO
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? ☐ YES ☒ NO
C. THE UNMARRIED WIDOW OF A VETERAN? ☐ YES ☒ NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

5 Oct. 1956
(DATE)

(SIGNATURE)

Subscribed and sworn to before me on this 5th day of Oct 1956 at Wash., D.C.
(MONTH) (CITY) (STATE)

SEAL

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)



DEPARTMENT OF STATE
WASHINGTON

February 19, 1959

Dear Sheft:

I would like to take this opportunity to thank you
for the outstanding help of the officers of your agency
[redacted]

Specific mention should be made of Messrs. Jacob
Esterline, [redacted] whose
untiring efforts were in no small way responsible for
the safety of the U.S. delegation.

As always, it has been a pleasure to work with you
and members of your agency, and we look forward to doing
so again in the future.

Sincerely yours,

[redacted]

Director
Office of Security

Colonel Sheffield Edwards
Director of Security
Central Intelligence Agency
Washington, D.C.

CONFIDENTIAL
(When Filled In)

9.

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

[REDACTED]
Citizens National Bank of Herndon, Herndon, Va.
Republic Bank and Trust Co., Herndon, Va.
Herndon Savings & Loan, Herndon, Va.

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☐ YES ☒ NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? ☐ YES ☒ NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? ☐ YES ☒ NO. (If "Yes", who possesses the power of attorney?)

10.

ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

Notify parents in case of emergency only if unable to contact wife within reasonable amount of time.

SIGNED AT

Hqs

DATE

7 April 1964

changes made 20 July '66

CONFIDENTIAL

CONFIDENTIAL
(When Filled In)

JAR

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER

1. **RESIDENCE DATA**

PLACE OF RESIDENCE WHEN INITIALLY APPOINTED	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE	HOME LEAVE RESIDENCE

2. **MARITAL STATUS (Check one)**

SINGLE ☐ MARRIED ☒ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED ☐

IF MARRIED, PLACE OF MARRIAGE DATE OF MARRIAGE

IF DIVORCED, PLACE OF DIVORCE DECREE DATE OF DECREE

IF WIDOWED, PLACE SPOUSE DIED DATE SPOUSE DIED

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

3. **MEMBERS OF FAMILY**

NAME OF SPOUSE	ADDRESS (No., Street, City, Zone, State)	TELEPHONE NO.
NAMES OF CHILDREN	ADDRESS	DATE OF BIRTH
	Same	
	Same	
	Same	
NAME OF FATHER (Or male guardian)	ADDRESS	TELEPHONE NO.
NAME OF MOTHER (Or female guardian)	ADDRESS	TELEPHONE NO.

YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

4. **PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

NAME (Mr., Mrs., Miss) (Last-First-Middle) RELATIONSHIP

HOME ADDRESS (No., Street, City, Zone, State) HOME TELEPHONE NUMBER

BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & EXTENSION

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)

YES	<input checked="" type="checkbox"/>
NO	<input checked="" type="checkbox"/>

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)

YES	<input checked="" type="checkbox"/>
NO	<input checked="" type="checkbox"/>

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please so state in item 6 on the reverse side of this form.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

8 - DEC 1961

MEMORANDUM FOR: [REDACTED]

SUBJECT : Commendation

You were mentioned particularly as one who performed your duties with distinction in support of the mission outlined in Project JMATE. Your cooperation, enthusiasm and the untiring application of your experience and knowledge with confidence and conviction has been a real credit to you and to your office. Even though you may have been subjected to disappointments and personal inconveniences, you gave more than is normally expected and your performance and contribution is worthy of special praise.

Thank you personally for this contribution.

J. C. King
C. KING
Chief
Western Hemisphere Division

SECRET

- 2 -

4. While consideration has been given [redacted] with regard to an Honor and Merit Award, it appears more appropriate that he be granted a Quality Step Increase.

by *Joseph S. Entel*
William V. Broe
Chief,
Western Hemisphere Division

APPROVAL RECOMMENDED:

[redacted]
Secretary, CS Panel Section B

3 June 1966
Date

CONCUR:

[redacted]
for DDP/OP

6 June 1966
Date

APPROVED:

[redacted]
for Director of Personnel

7 June 66
Date

APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

(Bureau or division)

(Place of employment)

I, [redacted], do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

2 January 1952

(Date of entrance on duty)

[redacted]
(Signature of appointee)

Subscribed and sworn before me this 2nd day of January, A. D. 1952,

at WASHINGTON, D. C.

(City)

(State)

[SEAL]

[redacted]
(Signature of officer)

(Title)

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

either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.


Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.


Employee

2 Jan. 1952
Date

CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.
WASHINGTON 25, D. C.

Date 2 January 52

Dear [REDACTED]

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective

Position: ADMIN. CLERK

Base Salary: GS-5 \$3410.

2. You will be:

a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.

b. Reimbursed for travel expenses in accordance with CIA Regulations or Standardized Government Travel Regulations, as amended.

c. If stationed outside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.

3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sooner transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event

S E C R E T

Security Information

6. If you should receive any sums required under the terms of this letter of appointment from or through your cover instrumentality, such sums will be used to offset amounts due and payable by CIA. Sums thus received through your cover instrumentality are acknowledged and agreed to be payment by CIA within the provisions of this letter of appointment.

7. Your employment under this letter of appointment is subject to the availability of the appropriations for the functions of CIA. Upon termination of your cover employment, you will revert to normal staff employee status upon the effective date of the termination of your employment hereunder, unless for good and sufficient cause, such as misconduct or demonstrated incompetence, such reversion would be opposed to the efficiency and best interests of CIA. The termination of this appointment will not release you from the provisions of any security oaths you will be required to take.

8. Authorized instructions from CIA received by you in briefing or training will be deemed a part of this letter of appointment and are incorporated herein to the extent that such instructions are not inconsistent with the terms hereof.

9. Any additional provisions or arrangements will be contained in supplemental documents.

CENTRAL INTELLIGENCE AGENCY

Personnel Division, Covert

ACCEPTED: [REDACTED]

S E C R E T

Security Information

SECRET

Security Information

[REDACTED] Central Intelligence Agency

[REDACTED] Washington, D. C. [REDACTED]

1. Pursuant to the authority vested in me by Section 5.2 of the Confidential Funds Regulations, you are hereby appointed an employee of the Central Intelligence Agency in the capacity of a staff agent at a salary of \$ 3795.00, grade GS-6

This appointment will be effective 10 June 1952.

If security considerations permit, appropriate deductions will be made for retirement and withholding tax purposes. In any event, it shall be your responsibility to report income received from CIA hereunder in accordance with existing Federal income tax laws and regulations.

2. The conditions of your employment will be in accordance with established CIA procedures for an employee of similar grade and salary provided, however, that where necessary, in the interests of preserving your cover and the security of CIA, established procedures will not be followed in all details. However, there will be substantial compliance with such procedures. Termination of this appointment will be in accordance with established procedures.

3. Where authorized, you will receive living-quarters and cost-of-living allowances, travel and transportation expenses and other emoluments of your position with CIA. You will account for such allowances, travel, and operational expenses in substantial compliance with CIA regulations or the established policies of your cover facility whichever is directed by CIA.

4. For the purpose of your employment hereunder, you will be required to accept employment or adopt necessary cover other than with CIA in a manner directed by CIA. In the event the circumstances of your cover are altered to such an extent that CIA deems it undesirable to continue further use by you of such cover, it is intended that your services will be continued by CIA in some other appropriate capacity or position.

5. a. If, in the performance of your cover service, you assume the custody of or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

b. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any way appear to amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

SECRET

Security Information

SECRET

Security Information

Date: 6 June 1952

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

Gentlemen:

1. In accordance with the policy of this agency, it is understood and agreed by me that I shall be required to serve a minimum term of two years from the date of my arrival at my overseas post of duty, unless terminated by the Government for its convenience. If the assignment is terminated at my request in less than twenty-four months, the following shall prevail:

(a) If I resign in less than twelve months from the date of my arrival at my overseas post of duty, I shall reimburse CIA for all travel expenses involved in the transportation of myself, my immediate family, household goods, and personal effects and automobile to the foreign station, and pay all such expenses for return to the United States.

(b) If I resign between the twelfth and twenty-fourth month from the date of my arrival at my overseas post of duty, I shall pay all expenses for the travel and transportation of myself, my immediate family, household goods, and personal effects and automobile to the United States.

2. Part (a) above shall not apply to employees who have served in a departmental position with CIA or who have served an overseas tour of duty with CIA, and in such case part (b) only shall apply, amended to read: "If I desire to terminate or return to the United States prior to the expiration of twenty-four months from the date of my arrival at my overseas post of duty, I shall pay all expenses for the travel and transportation of myself, my immediate family, household goods, and personal effects to the United States".

Witness:

SECRET
Security Information

CONFIDENTIAL
STATUS AND EFFICIENCY REPORT
(SEE INSTRUCTIONS ON REVERSE SIDE)

SECTIONS 1 THROUGH 5 WILL BE COMPLETED BY EMPLOYEE. TYPEWRITER WILL BE USED IF POSSIBLE.

1. NAME (PRINTED) LAST FIRST MIDDLE CAP RATING SALARY DATE OF ASSIGNMENT
[REDACTED] GS-7 \$4205 16 June 1952

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

4. PROFICIENCY IN FOREIGN LANG.	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
Spanish	X			X			X		
Italian	X			X			X		
French			X		X				X
German			X		X				X

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-50 STATE)

TYPE OF DUTY
Operations Officer

II

Cuba

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS ☒ YES ☒ NO

NUMBER OF DEPENDENTS ☒ YES ☒ NO

EMERGENCY ADDRESSEE ☒ YES ☒ NO

LEGAL ADDRESS ☒ YES ☒ NO

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

8 June 1951

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT DATE FROM DATE TO OCCASION FOR REPORT
1 June 53 31 May 54 ANNUAL ☒ REASSIGNMENT OF REPORTING OFFICER ☐ PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON ☐ COVERING INITIAL 90 DAYS OF EMPLOYMENT ☐

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? ☒ YES ☐ NO IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? ☒ YES ☐ NO IF SO, WHAT DUTY OR DUTIES
Intelligence Officer O Operation after Headquarters training.

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? ☒ YES ☐ NO IF NO, EXPLAIN IN SECTION 11
HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? ☒ YES ☐ NO DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? ☒ YES ☐ NO IF SO, TO WHAT GRADE AND FOR WHAT POSITION?

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK 'NOT OBSERVED' ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE					X		
B. INTEREST AND ENTHUSIASM IN WORK						X	
C. SECURITY CONSCIOUSNESS						X	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						X	
E. ATTENTION TO DUTY						X	
F. JUDGMENT AND COMMON SENSE					X		
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE						X	
H. DISCRETION					X		
I. INITIATIVE						X	
J. ABILITY TO HANDLE AND DIRECT PEOPLE					X		
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)						X	
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION						X	
M. TACT					X		
N. SAGACITY (NON-CULLIBILITY)						X	
O. LEADERSHIP					X		
P. PHYSICAL STAMINA						X	
Q. MENTAL STAMINA						X	

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

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

Corbuston [REDACTED] reliable, willing and dependable and has done an excellent job at the airport.

Report prepared by [REDACTED] because [REDACTED] is immediate supervisor is on home leave.

CONFIDENTIAL
(When Filled In)

7. Your employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of 12 months from the date of employment. In the event either training or performance of duty is deemed unsatisfactory by CIA, you will be considered for other types of available employment for which you are suited, or your employment will be terminated.

8. Your appointment is for such time as your services may be required and available funds permit.

Office of Personnel

I accept the above agreement as a condition of my employment by CIA.

(Employee)

5 October 1957
(Date)

CONFIDENTIAL

CONFIDENTIAL
(When Filled In)

Date 5 Oct 1956

Dear [REDACTED]

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective **8 October 1956.**

Position: **Area Ops Officer**

Base Salary: **\$6390.00 per annum**

2. You will be entitled to receive annual and sick leave, retirement coverage and such other employee benefits as may be provided by Agency regulations or applicable Federal laws and regulations.

3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, the duration of the tour of duty will be prescribed in advance and will normally consist of a period of 24 months. You will be required to serve the prescribed period of the overseas tour of duty from the date of arrival at your overseas post of duty unless this tour is sooner terminated by the Government for its convenience or it is terminated for circumstances that are considered by the Agency to be beyond your control.

4. If you terminate your assignment at an overseas post of duty for reasons within your control in less than 12 months from the date of arrival at the overseas post of duty, it is understood and agreed that you will be liable for reimbursing CIA for all travel expenses, including storage and per diem, incurred by the Government in the transportation of yourself, your dependents, household effects and automobile to your overseas post of duty, and you will pay all return travel and transportation expenses to the United States.

5. It is further understood and agreed that if you terminate your overseas assignment for reasons within your control subsequent to the twelfth month but prior to the completion of your prescribed tour of duty, you will pay all return expenses for the travel and transportation of yourself, your dependents, household effects and automobile to the United States.

6. If you wish to return to the United States for personal reasons during your overseas tour of duty, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

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.

PRESENT ADDRESS (street and number, city and State)

DATE OF BIRTH

(B) PLACE OF BIRTH (city or town and State or country)

IN CASE OF EMERGENCY PLEASE NOTIFY

(D) RELATIONSHIP

(C) STREET AND NUMBER, CITY AND STATE

(E) TELEPHONE NO.

YES THE UNITED STATES GOVERNMENT EMPLOY. IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☒ NO

So, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
1.					
2.					
3.					
4.					
5.					

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

YES NO

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?

X

YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?

X

Our answer is "Yes", give details in Item 10.

DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR COMPENSATION FOR MILITARY OR NAVAL SERVICE?

X

Our answer is "Yes", give in Item 10 reason for retirement, if is, age, optional disability, or by reason of voluntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, retired from military or naval service.

IF YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION?

X

Our answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.

YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$25 OR LESS, OR FORFEITED COLLATERAL OF \$25 OR MORE) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT?

X

Our answer is "Yes", list all such cases under Item 10. In each case: (1) The date; (2) the nature of the offense; (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.

WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY.

HAVE YOU RECEIVED OR DO YOU EXPECT TO RECEIVE A LUMP-SUM PAYMENT FOR ACCRUED ANNUAL LEAVE UNDER PRIOR FEDERAL OR D. C. GOVERNMENT SERVICE?

YES

NO

HAS LEAVE PERIOD COVERED BY SUCH PAYMENT EXPIRED?

YES

NO

INSTRUCTIONS TO APPOINTING OFFICER

Appointing officer before whom the foregoing certificate is made shall sign to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and Congress pertaining to appointment.

Form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

Identity of appointee.—It is the duty of the appointing officer to determine beyond reasonable doubt that the person whose appointment was authorized, the person whose signature and handwriting are to be compared with the application and other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the examination sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee should not be questioned on his personal history for agreement with his previous statements.

(2) **Age.**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship.**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 51 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) **Members of Family.**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

APPOINTMENT AFFIDAVITS

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

CENTRAL INTELLIGENCE AGENCY

(Department or agency)

(Bureau or division)

Washington, D. C.

(Place of employment)

I, _____, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

8 Oct 1956

(Date of entrance on duty)

(Signature of appointee)

Subscribed and sworn before me this 8th day of October, A. D. 19 56,

at Washington

(City)

D. C.

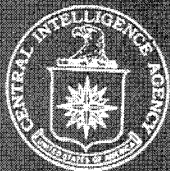
(State)

[SEAL]

(Signature of officer)

(Title)

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



SECRET

CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

5 DEC 1956

MEMORANDUM FOR: [REDACTED]

SUBJECT:

Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 27 December 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

Harrison G. Reynolds
Chairman, CIA Selection Board

Noted:

Career Service Staff
Office of Personnel

19 JAN 1957

Date: 18 December 1956

SECRET

20 DEC 1965

MEMORANDUM FOR: Deputy Director for Plans

ATTENTION : DDP/OP

SUBJECT : Request for Quality Step Increase (HR 20-37),
[REDACTED] GS-13

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for [REDACTED]

2. [REDACTED] has made a most valuable contribution to the Covert Action mission of this Division. On occasion of the discovery of a Cuban arms cache in Venezuela in November 1963, of the January 1964 riots in Panama, of the April 1965 revolution in the Dominican Republic, of many other crises and situations which have developed, [REDACTED] immediately took the initiative within and outside this Division for the initiation and coordination of Covert Action efforts to safeguard the U.S. image and support U.S. objectives in each case; this, of course, without neglecting his other, routine, day-to-day responsibilities. [REDACTED] has been energetic, imaginative, and professional in his work to a degree much beyond that normally found or expected. He speaks excellent Spanish, and this has been an essential ingredient in his critical abilities in the handling of his assigned tasks.

3. [REDACTED] has been with the WH Division's Covert Action Staff since 1963. In 1964, he attended the Mid-career Executive Development Course No. 4. He has consistently maintained a very high level of competence, conscientious application, and strong dedication to his duties. In this connection, despite an illness [REDACTED] he took only two days of sick leave and did not allow his work performance to suffer. There is every reason to believe that [REDACTED] exceptional proficiency and effectiveness will continue.

SECRET

16 JUN 1966

MEMORANDUM FOR: Head, Clandestine Services
Career Service
SUBJECT: Notification of Approval of
Quality Step Increase -
[REDACTED]

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.


Emmett D. Echols
Director of Personnel

Distribution:

- O & 1 - C/WH Division
- 1 - C/CSPS
- ★ - OPF - [REDACTED]
- 1 - D/Pers Chrono
- 1 - C/PD

OP/DD/RP/PD/[REDACTED] (16 June 1966)

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

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 \$14,400.00 per annum and GS-13⁵, respectively. As an appointed employee of the Government you are entitled to receive and retain only the salary, allowances and other benefits applicable to that status. However, certain procedural variations will be followed to preserve the security of your cover position.

(a) The gross emoluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If cover emoluments ever exceed those due you from this organization, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with R 20-661 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you, Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility, will equal the tax withholdings normally made from your gross taxable compensation with this organization. Taxes will be withheld from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make tax remittances in conformance with HB 20-661-1.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one-half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions. The Agency will not reimburse you for mandatory social security deductions required by virtue of your cover employment.

2. Nonofficial Cover Premium Pay. You are hereby authorized Nonofficial Cover Premium Pay in conformance with applicable organizational policies and issuances. For your information, currently this premium pay is ten per cent of your base salary and represents additional taxable compensation to you.

3. Place of Assignment. This Supplement is predicated upon a domestic PCS assignment under non-Governmental cover. Any deviation therefrom will require a new Supplement or an amendment hereto.

4. Secrecy. You will be required to keep forever secret this Supplement and all information which you may obtain by reason hereof and as referred to in writing by the Government from such obligation, with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY [REDACTED]

S-E-C-R-E-T

AMENDMENT TO
Employee
SUPPLEMENT TO STAFF PERSONNEL ACTION
FOR [REDACTED]

[REDACTED]
[REDACTED]
Dear [REDACTED]

Reference is made to your Staff [REDACTED] Supplement, effective
31 July 1966.

Effective 30 July 1967 your authorization to receive nonofficial cover
premium pay is terminated. As of that date, your Staff [REDACTED] Supplement is
amended by deleting therefrom paragraph two (2).

All other terms and conditions of the Supplement remain in full force
and effect.

UNITED STATES GOVERNMENT
[REDACTED]

S-E-C-R-E-T

20 July 1966
Date

THIS IS TO CERTIFY THAT I AM AWARE OF THE PROVISIONS OF HANDBOOK 20-4,
DATED 7 OCTOBER 1967⁴ CONCERNING THE PERSONAL CONDUCT OF AGENCY EMPLOYEES.


Signature

S-E-C-R-E-T

SECRET

(WHEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID 2	2. APPL. NO. 0-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 3	2. EMPLOYEE NO.	3. NAME 3-LETTERS	4. LANGUAGE DATA CODE BASE CODE R W P S U T YR
5. DATE SUBMITTED MO DA YR	6. DATE OF BIRTH MO DA YR	WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NOT+LANGUAGE" (12-DIGITS)	

LANGUAGE PROFICIENCY TEST DATA

1. ID 5	2. EMPLOYEE NO.	3. NAME 3-LETTERS COR	4. CODE C-A-D C	5. LANGUAGE DATA BEFORE TEST BASE CODE R W P S U T YR BK50 3 1 3 0 1 4 58
6. LANGUAGE DATA AFTER TEST BASE CODE R W P S U T YR BK50 7 0 7 0 0 4 67			7. DATE OF TEST MO DA YR 02 02 67	DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA. 7 APR 1967

30 MAR 1967

The authorization to process this employee's disclaim of proficiency in the language factors indicated on this form is contained in a memorandum on file and designated "Language Proficiency Disclaim File", located in the Qualifications Analysis Branch, Office of Personnel.

SA

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
[REDACTED]			[REDACTED]	[REDACTED]
[REDACTED]			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.**

SIGNATURE (do not print)

[REDACTED]

DATE

21 March 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

OFFICE OF PERSONNEL
APR 1 10 11 AM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-T
JANUARY 1968
(For use only until April 14, 1968)
176-101

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

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

- 1 FOLLOW THESE GENERAL INSTRUCTIONS:**
- Read the back of the "Duplicate" carefully before you fill in the form.
 - Fill in **BOTH COPIES** of the form. Type or use ink.
 - Do not detach.

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

NAME	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)	
HAVE YOU EVER BEFORE FILED AN "ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE"? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one. (See instructions for Employees on page 4.)		

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

Mark here
if you
WANT BOTH
optional and
regular
insurance



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



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



WAIVER OF LIFE INSURANCE COVERAGE

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

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

SIGNATURE

DATE

March 30, 1970

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

13 MAR 31 1970
02:47 PM '70
PERSONNEL AFFAIRS

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176
APRIL 1968
FPM Supplement 870-1
176-102

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 would very much like to continue in my present duties, dealing with varied nationalities and having a wide range of operational opportunities. Should a circumstance develop for Washington Base involvement in Covert Action work, particularly political action, I would like to be a part of it. My preference would also lie in continuing in my present status and cover arrangement indefinitely.

Employee

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 _____ MONTHS AT CURRENT STATION TO _____ (DATE)
- ☐ BE ASSIGNED TO HQDTRS FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____
- ☐ BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____
- ☒ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

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

Washington Base concurs with [redacted] request that he remain in his present assignment for another tour.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

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.

DO Division concurs in Subject's and Base's desire for another tour at Washington Base. Subject has been an effective case officer and his effectiveness should be still greater by virtue of his accumulated experience in the Base area.

DATE 1 May 69 TITLE DCDO/I SIGNATURE [redacted]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

2nd Tour approved.

15. EMPLOYEE NOTIFIED BY DISPATCH NO. NEW OR-358 DATED: 20 May 69

CABLE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE: _____

SECRET

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)
			12 Feb. 1969
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
17 February 1969	TM 198253 12 Feb. 1969		

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
	D	Ops Officer - GS-14/3	DO BASE WASHINGTON	
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	
1 August 1967				

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

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

Educational facilities for my children and medical facilities for my wife.

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8)

- - Initiate and develop contacts and operations in the Washington diplomatic and foreign press communities, encompassing all the major world geographical areas.
- - Handle recruited agents resident in the Washington area.
- - Establish and maintain self in commercial cover role. Perform cover duties.
- - Prepare operational correspondence and conduct routine administrative tasks.

10. TRAINING DESIRED:

INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

SECRET

4. [redacted] has a first rate mind, a unique flair for SA operations, and unusual language capabilities. During the Chilean crisis period he demonstrated his dedication to duty, working eleven or twelve hours a day without complaint, and his ability to make effective use of his exceptional professional talents and experience while simultaneously exercising sound judgment and leadership in his management of Branch affairs.

5. In view of [redacted] outstanding performance under tense and trying circumstances it is strongly recommended that he be granted a QSI.


David A. Phillips
Chief

Western Hemisphere Division

APPROVAL RECOMMENDED:

[redacted]
Chairman, DDO/QSI Panel

15 Jan 74
Date

APPROVED:

[redacted]
Director of Personnel

31 JAN 1974

Date

SECRET

SECRET

20 DEC 1973

MEMORANDUM FOR: Chairman, QSI Honor and Merit Award Panel

SUBJECT: Request for QSI:
[REDACTED] GS-14

1. It is recommended that [REDACTED] be granted a Quality Step Increase in recognition of his outstanding performance as Chief of the SA Section and Acting Deputy Branch Chief of WH/6 during the tension-filled days which preceded and followed the Chilean military coup of 11 September 1973. The nature of [REDACTED] service to the Agency during this period has been described more fully in his most recent fitness report, which evaluated his overall performance as "Outstanding."

2. [REDACTED] served as Acting Deputy Branch Chief of WH/6 for five months, from mid-June to mid-November 1973, while concurrently continuing to direct the large and important Chilean covert action program with exceptional competence. [REDACTED] thus was handling two exacting jobs simultaneously during the entire coup period. This was a time of particular tension for the Branch, since developments in Chile were of international importance and generated almost daily requests for special papers and briefings for top U.S. Government leaders. [REDACTED] performed at a consistently high level in both his SA and managerial capacities: his propaganda and political action guidance was timely, imaginative and effective, while his managerial decisions as provisional head of a 15-man branch reflected sound judgment and an across-the-board foundation in clandestine operations.

3. A self-reliant and exceptionally talented SA officer, [REDACTED] was personally responsible for the creation and implementation of two successful Division programs -- one in the political action and one in the propaganda field -- which have made an important contribution to the achievement of U.S. policy objectives with regard to Chile. These programs are being continued even though [REDACTED] has now left the Branch to handle an exacting new staff assignment.

E2, IMPDET
CL BY 024345

SECRET

SECRET
EYES ONLY

3 November 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Commendation - [REDACTED]

1. [REDACTED] was assigned to a high priority Task Force in WH Division from 21 September through 30 October.
2. During this period [REDACTED] assisted in the preparation of propaganda material and was in charge of black operations. Based on his knowledge of the Cuban Intelligence Service and Cuban modus operandi, [REDACTED] prepared several highly imaginative black operations and provided much needed advice to the Task Force on this subject. The biographic material he pulled together on a major proponent of our little drama was of exceptional value and was delivered to several U. S. as well as foreign newsmen who made extensive use of it. [REDACTED] is a well trained and resourceful Clandestine Service Operator whose work showed the stamp of professionalism and whose attitude was marked by a deep interest in his work. [REDACTED] is to be commended for his efforts on the behalf of the Task Force and for the unusual talent he brought to the job.
3. A copy of this commendation will be placed in [REDACTED] personnel file.

William V. Broe

William V. Broe

Chief

Western Hemisphere Division

EYES ONLY
SECRET

CONFIDENTIAL
(when filled in)

MANAGEMENT BY OBJECTIVES SEMINAR

Student: [REDACTED] Dates: 30 June - 2 July 1975
Employee Number: [REDACTED] Office: PS
Service Designation: D

COURSE OBJECTIVES:

Upon completion of this Seminar, the participant should be able to:

- 1) Understand the evolution of the MBO concept.
- 2) Identify the elements of MBO and understand their utility.
- 3) Understand how MBO has been applied in certain large organizations.
- 4) Understand the major characteristics of the management system now used within each Directorate, particularly within his own Directorate.
- 5) Define significant differences and common traits in the practice of MBO among the Directorates of the Agency.
- 6) Describe actions which might be taken to improve and strengthen the application of MBO within the Agency.

ACHIEVEMENT RECORD:

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the Seminar.

FOR THE DIRECTOR OF TRAINING

[REDACTED]

3 July 1975
Date

CONFIDENTIAL
(when filled in)

S E C R E T

5 December 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Commendation of [REDACTED]

During the last five months I have turned to [REDACTED] on two occasions to help the Latin America Division in connection with Senate Select Committee's investigation of covert action in Chile. When confronted with a need to produce a paper on Chile in a short timeframe, I instinctively turned to him. It was not only because he had expertise on Chile, due to service in the Chile Branch, but because he is highly skilled in written presentation. He organizes his material well and presents it in a lucid, highly readable manner. On the first occasion, he helped us prepare a paper that was eventually used by the Director in his presentation before the Senate Select Committee on 14-15 July. On the second occasion his contribution was used by the DDO in his appearance before the Senate Select Committee on 28 October. Both of these papers were excellent and have withstood critical scrutiny.

Aside from [REDACTED] ability to write I would like to take this occasion to record my overall high esteem for [REDACTED] as a professional and as a person. I have always considered him to be one of our more able and promising officers. His dedication is exemplary; he has spent untold extra hours of his time carrying out his duties. He has good judgment and common sense. [REDACTED] has a very attractive personality and excellent personal presence. From all standpoints he is an excellent officer that deserves to move ahead in the organization. I am convinced he has the ability and potential to do so.

Signed
Raymond A. Warren
Raymond A. Warren
Deputy Chief
Latin America Division

cc: ✓C/CMG/NOC
C/LA/PEMS

S E C R E T

E2 IMPDET
CL BY 009560

C O N F I D E N T I A L
(When filled in)

TRAINING REPORT
MANAGEMENT COMMUNICATION COURSE
(40 hrs., full-time)

STUDENT: [REDACTED]

EMPLOYEE NO: [REDACTED]

SERVICE DESIGNATION: D

OFFICE : CMG

DATES ATTENDED: 24-28 January 1977

COURSE OBJECTIVES-CONTENT AND METHODS

The Management Communication Course is designed to enable students to improve managerial performance by applying communication theory and principles to daily management activity; use interpersonal communication techniques to deal more effectively with superiors, peers, and subordinates; identify and use management communication source/resource personnel within the Agency; and assess the effectiveness of communication within an organizational component.

The content of the course is presented with the use of TV, films, and relevant exercises supplementing group and individual participation. Current theory and practical application are stressed.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]

31 JAN 1977

Chief Instructor Date

C O N F I D E N T I A L

ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT
OFFICE OF TRAINING
FUNCTIONAL TRAINING DIVISION

This certifies that _____ has completed the two day Equal Employment Opportunity (EEO) Seminar for Supervisors held 17-18 August 1976. At the conclusion of this two-day session, each participant will be able to describe the following:

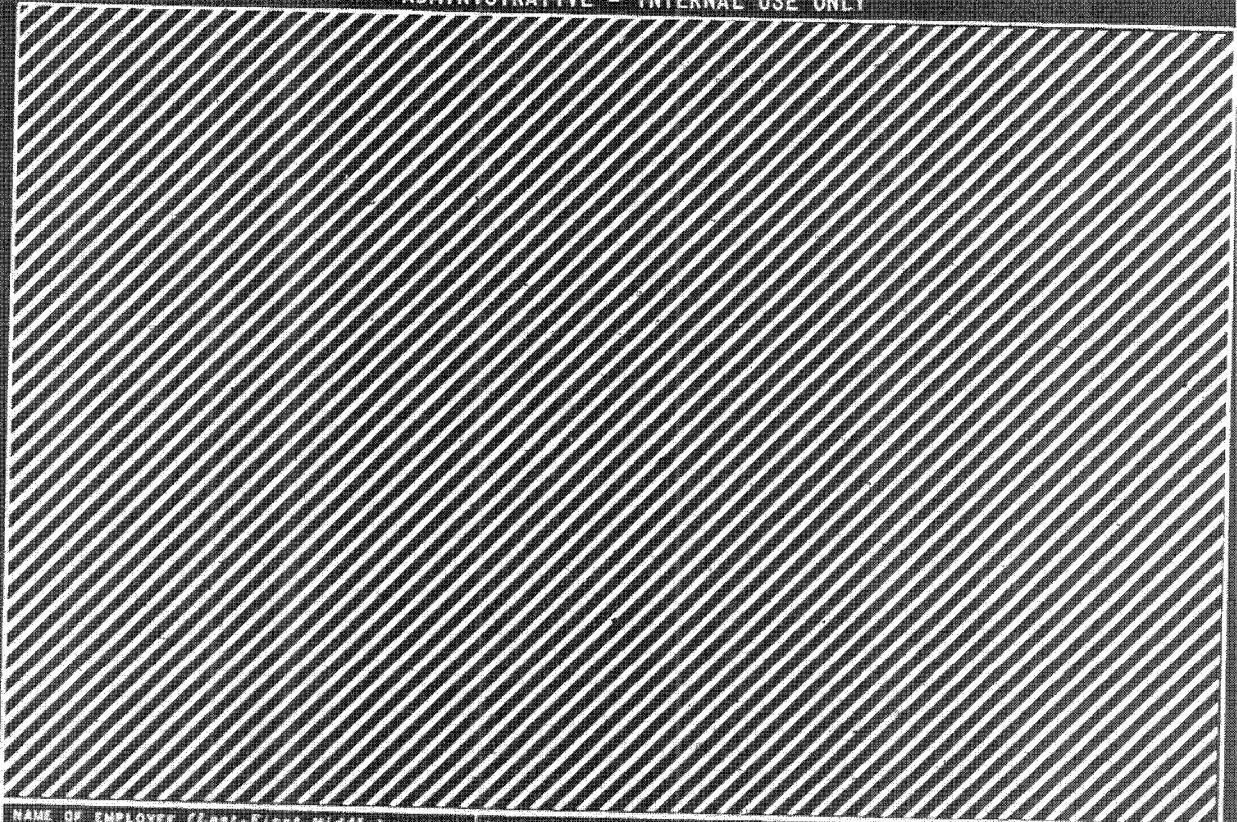
- a) The EEO Program and reasons for its existence;
- b) A supervisor's responsibility in implementing the program;
- c) The procedures for processing EEO complaints;
- d) The Agency's past record and the Agency's Affirmative Action Plans; and
- e) The significance of Upward Mobility, Federal Women's, and Hispanic Programs in the overall EEO Program.

FOR THE DIRECTOR OF TRAINING:

Course Administrator

ADMINISTRATIVE — INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY



NAME OF EMPLOYEE (Last-First-Middle)

[Redacted]

NAME AND RELATIONSHIP OF DEPENDENT*

Self

CLAIM NUMBER

77-0324

There is on file in the Personal Affairs 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 1/17/77.

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

2/9/77

SIGNATURE OF BSD REPRESENTATIVE

[Redacted]

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

SECRET

COVER CONTROL OF RETIREMENT PROCESSING										FILE 2203		
TO: Retirement Operations Branch Office of Personnel										DATE 7 July 1978		
RETIREE [REDACTED]					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			<input checked="" type="checkbox"/>		CIARDS		DATE 20 June 1978		
COVER		<input checked="" type="checkbox"/>	OVERT ROUTINE		COVERT (OFFICIAL COVER) LOCK-UP		COVERT (NOC) SPECIAL		RETENTION OF AWARDS		<input checked="" type="checkbox"/> YES	NO
CORRESPONDENCE			<input checked="" type="checkbox"/>	OVERT			COVERT			THRU CCS		
FINANCES												
ANNUITY PAYMENTS SHOULD BE					<input checked="" type="checkbox"/>	U.S. GOV'T. CHECK			OTHER (Payment instructions follow)			
TAX DOCUMENTATION SHOULD BE					<input checked="" type="checkbox"/>	CIA		CSC		OTHER (MEMO FOLLOWS)		
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION					<input checked="" type="checkbox"/>	YES		NO		INTERNAL TRANSFER		
INSURANCE												
FGLI		<input checked="" type="checkbox"/>	OVERT		COVERT		MAINTAIN RECORDS INTERNALLY ONLY					
TYPE OF HOSPITALIZATION CARD: CRMA												
AUTHORIZATION TO CONVERT INSURANCE					<input checked="" type="checkbox"/>	YES		CONVERSION MUST BE APPROVED BY CCS				
RESERVE												
MEMBER OF CIVILIAN RESERVE					<input checked="" type="checkbox"/>	YES		NO		<input checked="" type="checkbox"/>	OVERT	COVERT
CREDIT UNION					<input checked="" type="checkbox"/>	OVERT		COVERT				
REMARKS:												
<p style="text-align: right;">CHIEF, COVER SUPPORT BRANCH CENTRAL COVER STAFF</p>												
THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY												
<p>_____ NO SECURITY OBJECTIONS TO ABOVE.</p> <p>OTHER INSTRUCTIONS AS FOLLOWS:</p> <p style="text-align: center;">[REDACTED]</p> <p style="text-align: right;">CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY</p>												

FORM 3429 USE PREVIOUS EDITIONS

SECRET

E2, IMPDET CL BY: 063851

(4-9-13)

7 - OFF. PERS. FILE ROOM

2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. (LIST MOST RECENT FIRST. DESCRIBE CONCISELY BUT FULLY)

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

4. PROFICIENCY IN FOREIGN LANG.	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
Spanish	X			X			X		
Italian	X			X			X		
French			X		X				X
German			X		X				X

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US SO STATE)

TYPE OF DUTY LOCATION

Operations Officer

Operations Officer

Cuba

Operations Officer

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS ☐ YES ☒ NO NUMBER OF DEPENDENTS ☐ YES ☒ NO EMERGENCY ADDRESSEE ☐ YES ☒ NO LEGAL ADDRESS ☐ YES ☒ NO

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

5 June 1953

SIGNATURE OF EMPLOYEE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT

DATE FROM DATE TO
16 Sept. 52 31 May 53

OCCASION FOR REPORT

ANNUAL ☒ REASSIGNMENT OF REPORTING OFFICER ☐PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON ☐COVERING INITIAL 90 DAYS OF EMPLOYMENT ☐8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? ☒ YES ☐ NOIS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? ☒ YES ☐ NO

IF SO, WHAT DUTY OR DUTIES

Intell. Off. - Operations

after Headquarters' training

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? ☒ YES ☐ NO IF NO, EXPLAIN IN SECTION 11HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? ☒ YES ☐ NO DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? ☒ YES ☐ NO IF SO, TO WHAT GRADE AND FOR WHAT POSITION? GS-7

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK "NOT OBSERVED" ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE					X		
B. INTEREST AND ENTHUSIASM IN WORK						X	
C. SECURITY CONSCIOUSNESS						X	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						X	
E. ATTENTION TO DUTY						X	
F. JUDGMENT AND COMMON SENSE					X		
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE						X	
H. DISCRETION					X		
I. INITIATIVE						X	
J. ABILITY TO HANDLE AND DIRECT PEOPLE					X		
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)						X	
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION						X	
M. TACT					X		
N. SAGACITY (NON-GULLIBILITY)						X	
O. LEADERSHIP					X		
P. PHYSICAL STAMINA						X	
Q. MENTAL STAMINA						X	

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

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

(IF ADDITIONAL SPACE IS NEEDED ATTACH EXTRA SHEET)

1 July 1953

DATE

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

SIGNATURE OF REVIEWING OFFICER

SECRET
(When Filled In)

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

No.

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

WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

1. Phases I, II, III.
2. CPO

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):

SECTION VI

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

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 INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME 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.

DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on suitability 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 BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- ☐ 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE 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.

SECRET

SECRET

(When Filled In)

[illegible]

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

██████████ has initiative to a high degree and takes pride in carrying out his duties well. He is keenly interested in increasing his professional capabilities and shows considerable aptitude for this type of work.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Nope outstanding.

SECRET

SECRET
(When Filled In)

OFFICE OF PERSONNEL

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 than you 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 OBSERVED	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			
ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X	

SECRET

SECRET
(When Filled In)

WIT

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

Rev'd RUS 3/7/50

SECTION I

1. DATE OF BIRTH		2. SEX	3. SERVICE DESIGNATION
[REDACTED]		M	Operations KUFIRE
4. GRADE	5. STATION DESIGNATION (Current)		
GS-7b	[REDACTED]		
6. DUE DATE OF THIS REPORT		7. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
30 November 1951		1 June 1951 to 30 November 1951	

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Operations Officer	16 June 1952
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

[REDACTED]

POSTED ON
OF-41

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
[REDACTED]	[REDACTED]
3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS 21 JAN 1952	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES <i>JCKmg</i>

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

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

NO CONT PERS DIV

OFFICE OF PERSONNEL

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

FEB 23 3 41 PM '56

FEB 21 12 01 PM '56

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

1. World Communism
2. Anti-Communist Operations

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):

Cortuston has demonstrated, amply, above-average aptitude for KUCAGE-type work.

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 ORGANIZATION... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRRKED BY RESTRICTIONS... REGARDS ORGANIZATION 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 BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- ☐ 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE 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.

SECRET

SECRET

(When Filled In)

Jul 3 8 32 AM '37

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 effective 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 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

- 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 Provides PP support and guidance to field	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Has and uses language and area knowledge	RATING NUMBER 6
SPECIFIC DUTY NO. 2 Originates PP material and ideas for field	RATING NUMBER 6	SPECIFIC DUTY NO. 5 Prepares and handles Hqs.-field corresp. on PP and related matters	RATING NUMBER 5
SPECIFIC DUTY NO. 3 Co-ordinates with other Hqs. components on PP and related matters	RATING NUMBER 5	SPECIFIC DUTY NO. 6 Prepares project outlines, renewal, etc.	RATING NUMBER 5

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

A fertile, imaginative mind combined with tremendous drive, good area knowledge and near fluency in Spanish, makes subject an ideal PP Ops officer for the VM area. He is a little too impetuous at times and somewhat "bullheaded" but both of these shortcomings can probably be attributed to his youth and vigor and should disappear with experience. Versatility is another factor in subject's favor as is dedication to job. His overall performance on the Cuban desk has been excellent.

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.

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

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 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) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
DDP/WH/III		Area Ops Officer	
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-11	5 July 1957	27 Dec 56 - 17 Jan 57	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	
	ANNUAL	SPECIAL (Specify)	

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ WAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY.
 NOT: Subject out of country as extended for at time report prepared.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS ON THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "F" IN CI 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 checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE

19 June, 1957

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

D. SUPERVISOR'S OFFICIAL TITLE

DDP/WH/III/0000

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.

DATE	3 JUL 57
Posted Pos. Control	
Reviewed by PUC	7/8/57

I certify that any substantial difference of opinion with the supervisor is reflected in the above section. ☐ CONTINUED ON ATTACHED SHEET

A. THIS DATE

30 June 1957

B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL

C. REVIEWING

D. OFFICIAL TITLE OF REVIEWING OFFICIAL

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:

SECRET

Performance

(4)

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 a bright young officer who has made an outstanding contribution to the operations of the Station since his arrival on duty. He is unusually well motivated and energetic in his work. He has shown a high degree of imagination and intelligence in his direction of KUCAGE operations. He has handled his agents and other contacts in an exemplary fashion.

The only factor that has had to be discussed with Subject is his need for greater patience, tact and understanding in his dealings with fellow workers.

Subject has great potential which should not necessarily be limited to KUCAGE type activities. His abilities and attributes are of equal value to KUTUBE operations.

MAIL ROOM

DEC 22 3 21 PM '59

OFFICE OF PERSONNEL

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	
1 December 1959	/s/ [Redacted]	
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 90 DAYS		
REPORT MADE WITHIN LAST 90 DAYS		
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
1 December 1959	Chief of Station	/s/ Jacob D. Esterline
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.		
<input checked="" type="checkbox"/> 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
17 Dec 59	CIWHD	AS King

SECRET

SECRET
(When Filled In)

Record
CS

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX M	4. GRADE GS-12
5. SERVICE DESIGNATION DI		6. OFFICIAL POSITION TITLE Area Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH
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 type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. 28 February 1960		11. REPORTING PERIOD From 1 Jan 59 To 31 Dec 59		

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 Case officer responsible for two KUCAGE media projects.		RATING NO. 5	SPECIFIC DUTY NO. 4 Special KUCAGE target of opportunity, campaigns (eg. national elections, student congresses, etc.).		RATING NO. 6	
SPECIFIC DUTY NO. 2 Development and contact with two political action assets.		RATING NO. 6	SPECIFIC DUTY NO. 3		RATING NO.	
SPECIFIC DUTY NO. 3		RATING NO. 6	SPECIFIC DUTY NO. 5		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 respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.
5

SECTION D **DESCRIPTION OF THE EMPLOYEE**

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

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree		
CHARACTERISTICS						
NOT APPL- CABLE	NOT OB- SERVED	RATING				
		1	2	3	4	5
						X
						X
					X	
						X
						X
				X		
					X	
						X
					X	
				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.

This employee is an outstanding, talented and dedicated individual who is original in his ideas and thorough in executing them. He has been placed in most difficult positions, particularly in the handling of incompatible people and groups which he has managed without alienating either side and on various occasions accomplishing the impossible by satisfying everyone concerned. His versatility, coupled with his language ability, makes him particularly important at this time; however, I believe that his potential has not been scratched. He is circumspective, intelligent, conscious and possesses administrative ability.

MAR 21 12 06 PM '63
MAIL ROOM

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	
3	He was not available at the time.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	
	COB, [REDACTED]	[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		
The reviewing official has know subject and his work for several years and considers him to be an outstanding employee with tremendous career potential. The reviewing official would have rated him slightly lower than the rating official, however, although this does not mean to imply at all that the fitness report is not a valid one.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	C/WE/4	Jacob D. Esterline

SECRET

THIS REPORT COVERS PERIOD OF DETAIL TO DDF/WH/L/ - 7

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. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		Male	GS-12
D		Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT	
DDF/WH, Branch 4					
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	DEFERRED	INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR	
PENDING	DECLINED	DENIED	ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)	
		21 Apr. 60 To 12 Sep 60		Promotion request	

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		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.	
Responsible for the overall PP operations at		7	Organizing indigenous newspapers as well as supervising their contents		7	
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.	
Contacting, developing and supervising indigenous personnel for radio programs		7	Coordinating all PA operations regarding		7	
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.	
Organizing and preparing scripts for both covert and overt radio programs		7				

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.
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								
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):								X

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

State 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.

AUG 10 12 00 PM '61
MAR ROOM

[redacted] greatest strengths are a good analytical mind, skillful handling of agent personnel, fluency in languages, intimate background knowledge of targets and assets, strong loyalty up and down, good sense of humor. He has the ambition to go on to jobs calling for greater responsibility, and he has amply demonstrated his readiness to move on to such jobs.

On occasion he may forget that good staff work includes not only defining problems but recommending sound solutions as well. This is only a transitory weakness that will be corrected by more experience and training.

The undersigned would be happy to have [redacted] as a colleague during any future assignment.

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 1 August 1961

SIGNATURE OF EM [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

10

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

[redacted] departed JMWAVE prior to the preparation of this report.

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR

Chief of Base, JMWAVE

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

2 AUG 1961

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, WH/4

TYPED OR SIGNATURE

SECRET

SECRET

(When Filled In)

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

██████████ has initiative, originality, and "drive" to a high degree. These qualities, combined with the definite aptitude he has for KUCAGE-type work, have done much to pull the KUCAGE program at this Station out of the planning stage and to producing positive results.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

None outstanding.

SECRET

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL
Feb 7 12 01 PM '55
MAIL ROOM

This section is provided for use in describing the individual. Your description should be favorable or unfavorable in itself, but it should be interpreted 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. Each category is divided into four smaller sub-categories. This is to allow you to make finer distinctions if you 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

	SAMPLES	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.				X			
B. PRACTICAL.						X	
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. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.							X

SECRET

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. DATE OF BIRTH 2. SEX 3. SERVICE DESIGNATION

M

~~ADJUTANT~~ DT

4. GRADE 5. STATION DESIGNATION (OFFICE)

GS-9

6. DUE DATE OF THIS REPORT 7. PERIOD COVERED BY THIS REPORT (Inclusive dates)

31 December 1955

1 December 1954 - 31 December 1955

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION 2. DATE ASSUMED RESPONSIBILITY FOR POSITION

Operations Office - KUTUBE (Staff Agent)

2 January 1952

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

1. Acting Chief of KUCAGE operations since mid October 1955 and, for approximately three months before that time, personally planned and directed a very active KUCAGE campaign against the local CP-controlled labor organization.
2. Case Officer trainee on direct contact with one of Station's top local CP penetrations.
3. Liaison with indigenous persons and with ODYOKE officials as needed to carry out his duties.
4. Travel control and surveillance duties as directed.

POSTED ON
OF-41
2/24/56

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (Typed)		2. NAME OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS (Typed)	
[Redacted]		[Redacted]	
3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.			
4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES		
Feb 15, 1956	[Signature]		

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET

(When Filled In)

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

4. COMMENTS CONCERNING POTENTIAL

A combination of youth, experience, drive and a fertile mind, among other attributes would appear to indicate a bright future for Subject. The fact that he enjoys the qualifications for both FI and PP type work is another factor in his favor, as is his facility for languages.

OFFICE OF PERSONNEL

MAIL ROOM

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject has just completed Intelligence Orientation and World Communism course. He is currently taking the Anti-Communist Ops course and hopes to get training in covert political warfare and covert economic warfare, prior to reassignment. expected that Subject will be reassigned to the field (in an FI or PP capacity) upon completion of the present tour at Headquarters.

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

Subject is personable as well as versatile and should be able to adapt to virtually any job to which he might be assigned. He would probably be most valuable in FI or PP capacity due to strong language and area knowledge qualifications. In view of versatility and drive, he would be a good candidate for assignment as chief of small station or base requiring multiple talents.

SECTION I.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. The words literally. On the page below are a series of statements that apply in some degree to most people. 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 INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DEALING WITH ASSAULTS
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN OPINION
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	X	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
3	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	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE AND CONTINUOUS SUPERVISION

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 OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/WR/branch III		6. OFFICIAL POSITION TITLE Area Ops Officer	
7. GRADE GS-11	8. DATE REPORT DUE IN OF 18 January 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 July 1956 - 27 December 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	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 16 Jan 1957	B. NAME OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE Area Ops Officer
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 16 Jan 57	B. TYPED OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL C/M/III

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

RATING NUMBER

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 (truck drivers, stenographers, 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
	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during the 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 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
- 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.

OFFICE OF PERSONNEL

JAN 23 9 48 AM '57

MAIL ROOM

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 Provides support and guidance to field on PP matters.	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Has and uses knowledge of area and language.	RATING NUMBER 6
SPECIFIC DUTY NO. 2 Coordinates with other Headquarters components on matters relating to PP.	RATING NUMBER 5	SPECIFIC DUTY NO. 5 Develops and illustrates new ideas for use in Field PP effort (political cartoons, etc.)	RATING NUMBER 5
SPECIFIC DUTY NO. 3 Prepares periodic progress and status reports and originates dispatches to field.	RATING NUMBER 4	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's initiative and imagination, combined with Spanish language facility and area knowledge, have made him particularly valuable in his present capacity as Headquarters case officer for the complex and ever expanding PP program in Cuba. In addition to the usual support functions as a Headquarters case officer, he has originated a number of ideas which have been incorporated into the Cuban program. The rater has observed no significant shortcomings in subject. He is a little too impulsive at times, though much of this may be attributed to his drive, which is, in turn, probably his greatest asset.

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.

RATING NUMBER <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 10px;">5</div>	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
	2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
	3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY: He is however, equally suited for work of an FI nature.

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) (First) (Middle) [REDACTED]		2. DATE OF BIRTH [REDACTED]	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DTP/WH/Branch III		6. OFFICIAL POSITION TITLE Area Ops Officer		
7. GRADE GS-11	8. DATE REPORT DUE IN OF 18 January 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 2 July 1956 - 27 December 1956		
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT-SUPERVISOR <input type="checkbox"/>		SPECIAL (Specify) <input type="checkbox"/>
		REASSIGNMENT-EMPLOYEE <input type="checkbox"/>		

SECTION B.

CERTIFICATION

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

2. CHECK (X) APPROPRIATE STATEMENTS:

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

3. THIS DATE 16 January 1957	4. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR James B. Nolan	5. SUPERVISOR'S OFFICIAL TITLE Area Ops Officer
---------------------------------	------------------------------------------------------------------------	----------------------------------------------------

6. 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 [REDACTED]	DATE 25 JAN 57
Posted Pos. Control [REDACTED]	
Reviewed by P.D. [REDACTED]	1-20-57

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference between the above and the actual performance of the individual is reflected in the above section.

A. THIS DATE 16 Jan '57	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL [REDACTED]	C. OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/III
----------------------------	----------------------------------------------------------------------------	-----------------------------------------------------

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:

SECRET

Performance

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 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 OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
DDP/WH/III		Area Ops Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
OS-11	5 July 1957	27 Dec 56 - 17 Jan 57	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	
	ANNUAL	REASSIGNMENT-EMPLOYEE	
		SPECIAL (Specify)	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED			
A. THIS DATE	B. THE	C. SUPERVISOR'S OFFICIAL TITLE	
19 June, 1957		G/WH/III/Gabe	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.			
A. THIS DATE	B. TYPED OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL	
28 June 1957			

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 you answer 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
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, 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 AND POLICY (Executive level)
2		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE COMPLEX AND REQUIRE CAREFUL COORDINATION
2		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF BOTH MALE AND FEMALE SEX
		OTHER (Specify)

DATE
3 JUL 1957

SECRET

Potential

(4)

SECRET

(When Filled In)

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

12 mos. 8 32 AM '57

4. COMMENTS CONCERNING POTENTIAL

Based on youth, desire and contribution to date, subject would appear to have a bright future with the organization. His language and area knowledge make him particularly valuable in WH area, although he is also fluent in Italian, knows that area well and as indicated previously has attributes which should make him a valuable intelligence officer in most any area, whether in FI or FP capacity. It is rater's opinion that talents can be utilized more advantageously in FP field.

SECTION H.

FUTURE PLANS

5. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject has undergone considerable training during past year, taking such courses as World Communism, Anti-Communist Ops, Psychological and Economic Warfare. He plans to take several additional courses including CM prior to reassignment to field during coming year; hopes to transfer to WH Division eventually.

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

No limiting factors. Should adjust well in virtually any area.

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

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
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	3	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
5	9. GETS THINGS DONE	4	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN cope WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET
(When Filled In)

10 AUG 1961
[Signature]

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
[Redacted]

SECTION A

GENERAL

1. NAME (Last) (First) (Middle) <i>[Redacted]</i>			2. DATE OF BIRTH <i>[Redacted]</i>		3. SEX male	4. GRADE GS-12
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH, Br. 4,		
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
NOT ELIGIBLE <input checked="" type="checkbox"/>		MEMBER <input checked="" type="checkbox"/>		DEFERRED <input type="checkbox"/>		
PENDING <input type="checkbox"/>		DECLINED <input type="checkbox"/>		DENIED <input type="checkbox"/>		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From 13 Sep 60 To 8 Jun 61		SPECIAL (Specify) <input checked="" type="checkbox"/>		

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 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 Supervising JMWAVE PW Section composed of 7 staff or contract personnel.			RATING NO. 5	SPECIFIC DUTY NO. 4 Serving as Case Officer for a number of PW operations.		
SPECIFIC DUTY NO. 2 Planning PW operations against Latin America			RATING NO. 6	SPECIFIC DUTY NO. 5 Handling Political Action contacts.		
SPECIFIC DUTY NO. 3 Planning PW operations against Cuba.			RATING NO. 4	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, 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 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

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING			
			1	2	3	4
GETS THINGS DONE						
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):					X	

SEE SECTION "E" ON REVERSE SIDE

SECRET

Section F 3.

I agree with the rating officer that the subject has a great deal of enthusiasm and interest in his job and in many aspects performs his duties in a highly professional manner. I do not, however, for reasons stated below, believe that his over all rating should be higher than 4+.

While it is true that he demonstrates considerable imagination and energy, he is headstrong and develops prejudices that prevent him on occasions from being objective in handling operations. This in my opinion is due to his youth and lack of experience in dealing with a particular situation of the kind with which he is now faced. This is by no means meant to be a reflection on his qualifications or future potential.

I emphatically disagree with the last sentence of Section E for the reasons set out above. He should not be, at the present time, given greater individual responsibility but rather should be subject to close, strong supervision of a senior officer.

SECRET

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions and 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.

12 11 48 AM '62
MAN ROOM

Subject has a unique flair for planning and conducting political action operations. His previous field experience in dealing with Latin American political action agents and his facility with the Spanish language have made him an unusually strong asset in the conduct of current operations in [redacted]. His personality and background enable him to establish rapport with foreign nationals with remarkable ease. He uses imagination in developing new operations and is aggressive in follow-up procedures. He is well qualified for a Headquarters position which would give him greater individual responsibility.

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	
	[redacted]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
5 months		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
29 January 1962	Chief, WH/DR & H	[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		
See attachment.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	T
7 Feb 62	Chief, WH/3	[redacted] TURE

SECRET

SECRET
(When Filled In)

FEB 1962

FITNESS REPORT

EMPLOYEE NUMBER
050193

SECTION A GENERAL

1. NAME		2. DATE OF BIRTH		3. SEX	4. GRADE
				Male	GS-12
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT	
D	Operations Officer			DDP/WH, Br. 4	
8. CAREER STAFF STATUS				9. TYPE OF REPORT	
NOT ELIGIBLE		MEMBER		INITIAL	
PENDING		DECLINED		REASSIGNMENT/SUPERVISOR	
		DEFERRED		REASSIGNMENT/EMPLOYEE	
		DENIED		ANNUAL	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)	
31 January 1962		From 9 June 61 To 31 Dec 61			

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 Planning and development of CA operations on Dominican Republic Desk at Headquarters.		RATING NO. 6	SPECIFIC DUTY NO. 4 Maintaining current files on political personalities & keeping abreast of political developments by thorough examination of Dominican press media.		RATING NO. 5	
SPECIFIC DUTY NO. 2 Personal contact with Dominican exile leaders in U.S. and recruiting & directing same for Agency use upon their return to Dom. Rep.		RATING NO. 6	SPECIFIC DUTY NO. 5 Using knowledge of Spanish to act as interpreter & translator in operational matters.		RATING NO. 5	
SPECIFIC DUTY NO. 3 Writing position papers & project documents on CA operations for WH Division & use of senior staffs.		RATING NO. 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 or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

- 1 - Performance in many important respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.

5

SECTION D DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
CHARACTERISTICS				
NOT APPL- CABLE	NOT OB- SERVED	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 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):				X

SEE SECTION "E" ON REVERSE SIDE

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions 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 J to provide the best basis for determining future personnel actions.

AUG 10 12 00 PM '61
[redacted] greatest strengths are a good analytical mind, skillful handling of agent personnel, fluency in languages, intimate background knowledge of targets and assets, strong loyalty up and down, good sense of humor. He has the ambition to go on to jobs calling for greater responsibility, and he has amply demonstrated his readiness to move on to such jobs.

On occasion he may forget that good staff work includes not only defining problems but recommending sound solutions as well. This is only a transitory weakness that will be corrected by more experience and training.

The undersigned would be happy to have [redacted] as a colleague during any future assignment.

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 1 August 1961

SIGNATURE OF EMPLOYEE [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

10

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

[redacted] departed JMWAVE prior to the preparation of this report.

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED NAME

Chief of Base, JMWAVE

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

2 AUG 1961

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, WH/4

TYPED NAME AND SIGNATURE

SECRET

658

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
					male	GS-12
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT	
		Operations Officer			DDP/WH, Br. 4, D.C.	
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		DEFERRED		INITIAL
PENDING		DECLINED		DENIED		ANNUAL
						<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)		
		From 13 Sep 60 To 8 June 61				

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 Supervising JMWAVE PW Section composed of 7 staff or contract personnel.			RATING NO. 5	SPECIFIC DUTY NO. 4 Serving as Case Officer for a number of PW operations.		RATING NO. 6
SPECIFIC DUTY NO. 2 Planning PW operations against Latin America			RATING NO. 6	SPECIFIC DUTY NO. 5 Handling Political Action contacts.		RATING NO. 5
SPECIFIC DUTY NO. 3 Planning PW operations against Cuba.			RATING NO. 4	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 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 APPLI- CABLE	NOT OB- SERVED	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 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):								

SEE SECTION "E" ON REVERSE SIDE

(When Filled In)

NARRATIVE COMMENTS

During the approximately six months of [redacted] association with WH/5, the Branch CA effort was almost exclusively concentrated on a special operation with which [redacted] was not directly concerned. His assigned task was to act as Headquarters case officer for those CA projects not directly involved in the special project and for peripheral aspects of some which were. He performed his assigned duties competently and demonstrated that in the graphic aspects of CA work he has few peers.

At the same time, [] did not show any large measure of initiative in developing those projects assigned to him, and seemed to treat his assignment as a temporary one (as indeed it turned out to be) to which he was not fully committed and in which he was not overly interested.

██████████ is a pleasant and cooperative officer who doubtless can perform capably in a position with supervisory responsibilities, although his duties with WH/5 gave him no opportunity to demonstrate his competence in this area.

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

CASE

OFFICIAL TITLE OF SUPERVISOR

Deputy
Chief. WH/5

3

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE _____

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, WH/5

SECRET

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
[Redacted] M		[Redacted]	M	GS-12	D
6. POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP WH 5		Hq.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input 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		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
			18 May 62 - 15 Nov 62		

SECTION B

PERFORMANCE EVALUATION

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1	RATING LETTER
Continuing analysis and evaluation of CA projects - as many as ten, including two major projects, at one time.	A
SPECIFIC DUTY NO. 2	RATING LETTER
Preparation of correspondence (cables, dispatches and memoranda) on CA projects under his responsibility.	P
SPECIFIC DUTY NO. 3	RATING LETTER
Liaison with CA staff components (WH and DD/P) on matters concerning projects under his responsibility and on miscellaneous Branch CA matters.	S
SPECIFIC DUTY NO. 4	RATING LETTER
Participation in CA operational planning, with special emphasis on graphic aspects.	S
SPECIFIC DUTY NO. 5	RATING LETTER
Preparation of CA project renewal.	A
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
28 FEB 1963	P

[REDACTED]
(continuation of Section C)

For family medical reasons, [REDACTED] cannot accept a permanent overseas assignment at the present time.

He is not called upon to exercise supervisory functions; therefore, his ability in this regard has not been rated.

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS OF PERSONNEL

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 major duties must be described, if applicable.

[redacted] has been under my supervision and has occupied his present position of responsibility for propaganda matters for less than four months, but in that time has demonstrated an unusual ability to provide imaginative, timely and useful propaganda guidances for covert field use. He is very sensitive and perceptive to the capabilities and limitations of WHD media operations and exploits their possibilities to the maximum. He has been particularly effective in the exploitation of leads provided by KUTUBE sources as the basis for "black" operations. In this regard he has shown great initiative, imagination and professional ability. [redacted] regularly makes sound suggestions for increasing the effectiveness and security of WHD media operations, and with more time on the job, and an increased knowledge of specific country operations, he should further improve his ability to assess and review WHD projects.

This officer is admirably suited for his present assignment; he is creative and an industrious worker, producing quickly and with a minimum of supervision; his guidances are well written and easily understood; and he has sole responsibility for his functional duties as part of a small three-man staff team. He has a friendly disposition and gets along well with his co-workers, although he is a person of strong convictions which he does not hesitate to express.

No further training is recommended at this time. His proficiency in Spanish is excellent and he uses that ability regularly in originating media operations, especially "black" operations.

SECTION D

CERTIFICATION AND COMMENTS

(continued on attached)

1.

BY EMPLOYEE

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

DATE

24 February 1964

SIGNATURE

[redacted]

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

4

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

DATE

24 Feb 64

OFFICIAL TITLE OF SUPERVISOR

Chief, WH/CA

TYPED OR BRIDGED

[redacted]

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The rating in specific duty number one of "outstanding" is very much deserved. Subject is an excellent idea man and writes quickly and to the point.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

WH/COPS

TYPED OR BRIDGED

[redacted]

D SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX M	4. GRADE GS-13	5. SD D
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP WH P&O/B	8. CURRENT STATION 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"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 January 1964			12. REPORTING PERIOD (From- to-) 15 November 1962 - 31 December 1963			

SECTION B

PERFORMANCE EVALUATION

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1 Coordinate, monitor and originate propaganda guidances for use by WHD assets.	RATING LETTER O
SPECIFIC DUTY NO. 2 Review, assess and evaluate the effectiveness of WHD media projects.	RATING LETTER S
SPECIFIC DUTY NO. 3 Coordinate, monitor and originate black propaganda operations involving WHD, including their planning, conduct and support.	RATING LETTER S
SPECIFIC DUTY NO. 4 Provide materiel support for the conduct of media operations through KMFORGET channels.	RATING LETTER P
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
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

25 FEB 1964

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

TRAINING REPORT

Midcareer Executive Development Course No. 4 20 Sept - 30 Oct 1964
(6 weeks, full-time)

Student : [REDACTED] Office : WH
Year of Birth: [REDACTED] Service Designation: D
Grade : GS-13 No. of Students : 30
EOD Date : Dec 1951

COURSE OBJECTIVES - CONTENT AND METHODS

The Midcareer Executive Development Course, a part of the Midcareer Training Program, is designed to enable potential executive officers to develop and widen their understanding of the Agency, of the Government, and of international affairs.

The Course consists of three major segments, each of approximately two weeks duration. The topics covered through lectures, seminars, panel discussions and field trips are:

1. The functions, relationships and problems of various Agency components.
2. U.S. domestic problems and their effect on Government policy.
3. Current developments in key international affairs.

ACHIEVEMENT RECORD

No evaluation of the student is made during the course, and no final grade is given upon course completion.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]
Chief, Midcareer & Senior Officers Courses

30 NOV 1964
Date

SECRET

SECRET

OFFICE OF PERSONNEL

(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.

██████████ has sustained the same high degree of competence, imagination and conscientious application to his duties noted in the last fitness report. He is unusually well qualified for his present job by reason of experience, knowledge and sensitivity to the Latin American culture and mentality. Although he is a person of strong convictions, not always tactfully expressed, it is to his credit that he has adapted to the role of a staff officer with admirable self-restraint and self-discipline.

Were it not for the fact that ██████████ cannot accept a permanent overseas assignment at this time for family medical reasons, he should now be considered for assignment to a senior position at a country desk preparatory to a Field Station assignment. Under these circumstances, ██████████ is making a valuable, perhaps even indispensable, contribution to the covert action mission of WHD and should remain in his present position for the immediate future.

No further training is recommended at this time. He completed the Midcareer Executive Development Course No. 4 during the reporting period. ██████████ has no supervisory functions in his present position, but he appears to be capable of performing such duties. His security record is excellent and his cost consciousness is good.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

31 March 1965

SIGNATURE OF EMPLOYEE

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

8 MOS.

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

DATE

3-31-65

OFFICIAL TITLE OF SUPERVISOR

C/WH/PO/B

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with the rating of ██████████. He has been energetic, imaginative and professional in his work. The only thing that I can add to the assessment is that ██████████ speaks excellent Spanish which has been an essential ingredient in his critical abilities in the handling of media operations for Latin America.

DATE

31 March 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, WHD

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) [Redacted]			2. DATE OF BIRTH [Redacted]	3. SEX M	4. GRADE GS-13
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/P&O/6	5. SD D	
9. CHECK (X) TYPE OF APPOINTMENT			8. CURRENT STATION Headquarters		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. 31 January 1965			12. REPORTING PERIOD (From - to) 1 January 1964 - 31 December 1964		
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
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 Review, assess and evaluate the effectiveness of WHD media projects.					RATING LETTER S
SPECIFIC DUTY NO. 2 Coordinate, monitor and originate propaganda guidances for use by WHD assets.					RATING LETTER O
SPECIFIC DUTY NO. 3 Liaison with CA Staff and other CA components on propaganda and related operations in the WHD area.					RATING LETTER S
SPECIFIC DUTY NO. 4 Assist WHD area desks to discharge their responsibilities in the propaganda and media field.					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
31 MAR 1965					

SECRET

(When Filled In)

SECTION C NARRATIVE COMMENTS OFFICE OF PERSONNEL

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 and provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

██████████ is indeed a professional in his field, an expert in propaganda operations which require area knowledge, technical know-how, and imagination. In a specialty where it is only too easy to go off the deep end, ██████████ has always kept his wits about him and avoided parochialism. He is a lucid writer who focuses on the essential. By nature, ██████████ is an impatient man who has certain biases which sometimes get into the way of his operational judgements. He is keenly aware of this and his efforts to remain as "uninvolved" as possible are commendable. In summary, ██████████ is a "doer" who in his field contributes much.

██████████ has no supervisory duties to perform. He is highly cost conscious.

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	
6 December 1965	██████████	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
2		
DATE	OFFICIAL TITLE OF SUPERVISOR	SUPERVISOR'S SIGNATURE
6 December 1965	Chief, WH/CA	██████████
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>I concur fully in this report. ██████████ is rated strong across the board. He definitely ranks on the high side in this category.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 December 1965	WHD/Executive Officer	██████████

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 059198	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[REDACTED]		[REDACTED]	M	GS-13	D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/CA		8. CURRENT STATION 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 CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to) 1 January - 31 December 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 a 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).					RATING LETTER
SPECIFIC DUTY NO. 1 Review, assess, and evaluate the conduct and effectiveness of WH media, youth and student, DMO, and support projects.					S
SPECIFIC DUTY NO. 2 Originate, monitor, and coordinate propaganda guidances for use by WH assets.					S
SPECIFIC DUTY NO. 3 Liaison with the CA Staff and other CA components on propaganda, youth and student, and other operations in the WH area.					S
SPECIFIC DUTY NO. 4 Assist WH area Desks to discharge their responsibilities in the propaganda/media and youth and student fields.					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.					S
3 JAN 1966					

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 items 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.

Aug 9 3 37 PM '66

MAIL ROOM

There is but little which can be added to the comments made in the fitness report covering the period 1 January to 3 December 1965; [redacted] is an excellent officer in his specialty; he holds strong opinions on certain issues, but - over the years - has learned to bend. His projected non-official cover assignment will utilize his talents for dealing with Latin Americans and for translating ideas and concepts into meaningful action. We wish him well.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 21 July 1966	SIGNATURE OF EMPLOYEE [redacted]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 21 JUL 1966	OFFICIAL TITLE OF SUPERVISOR Chief, WH/CA	TYPE OF SIGNATURE AND SIGNATURE [redacted] ✓
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I concur with the above evaluation. [redacted] has proved to be a versatile officer and should be successful in his new assignment which requires independent judgment and initiative.		
DATE 1 August 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL WH/Executive Officer	NATURE [redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A				059198	
GENERAL					
1. NAME (Last, First, Middle) [Redacted]		2. DATE OF BIRTH [Redacted]	3. SEX M	4. GRADE GS-13	5. SD D
6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/SR OF ASSIGNMENT DDP/WH/CA		8. CURRENT STATION 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 type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to) 1 January 1966 - 29 July 1966			
SECTION B					
PERFORMANCE EVALUATION					
W - <u>Weak</u>		Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
A - <u>Adequate</u>		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.			
P - <u>Proficient</u>		Performance is more than satisfactory. Desired results are being produced in a proficient manner.			
S - <u>Strong</u>		Performance is characterized by exceptional proficiency.			
O - <u>Outstanding</u>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
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 Provide advice and assistance to WH Case Officers in discharging their responsibilities in the media/propaganda and youth/student fields.					RATING LETTER S
SPECIFIC DUTY NO. 2 Originate, coordinate and monitor regional and country propaganda guidances and campaigns by WH assets.					RATING LETTER S
SPECIFIC DUTY NO. 3 Review, assess and evaluate the development, conduct and effectiveness of WH media, youth/student, D&TO, and support projects, and projects of other Agency components operating in the WH area.					RATING LETTER S
SPECIFIC DUTY NO. 4 Liaise with the CA Staff and other Agency components on propaganda, youth/student, and other operations in the WH area.					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

5 OCT 1966

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT: [REDACTED] Recommendation for Promotion to Grade GS-14,
[REDACTED] (Staff Agent)

1. [REDACTED] who was a Staff Employee up to the time of his conversion to Staff [REDACTED] in July of this year, has been connected with the Latin American scene since he joined the Agency in 1951. Even before that time he had lived in some Central American countries. Thus, it is not surprising that he brought to his assignments a thorough knowledge of the social, economic, and political currents throughout the WH Division area.

2. In handling many tasks at various levels of responsibility and different locations, one facet of [REDACTED] performance has always been outstanding: he has an unusual ability to apply his imagination toward realistic and useful operations. To be specific: on occasion of the discovery of a Cuban arms cache in November 1963, of the January 1964 riots in Panama, of the April 1965 revolution in the Dominican Republic, and of many other crises and situations which have developed in the WH area, [REDACTED] immediately took the initiative within and outside the Division for the initiation and coordination of covert action efforts to support U.S. (and Agency) objectives. In his last assignment prior to assuming his duties under nonofficial cover, his constructive analyses of this Division's covert action activities and conclusions therefrom have made a significant impact on the formulation of our operational posture. [REDACTED] task in his current assignment will be to find and develop channels to Latin American Christian Democratic individuals and groups which will require maturity and judgment, tact and operational know-how, creativeness and flexibility. His current assignment is and some others in the past were at a level of a GS-14 if not higher and thus the promotion of [REDACTED] to GS-14 is strongly recommended at this time.

by *James W. Deterline*
William V. Broe
Chief,
Western Hemisphere Division

Not Approved
12/66

S E C R E T

6 January 1969

MEMORANDUM IN LIEU OF FITNESS

SUBJECT:

[REDACTED]
GS-14;
Employee Number [REDACTED]; DOB:
5 September 1929; Operations
Officer; Career; Service
Designation: D

PERIOD UNDER REVIEW:

1 January 1968 - 6 January 1969

MONTHS UNDER MY SUPERVISION: 16

OVERALL RATING:

Proficient

1. During this reporting period Subject has continued to maintain a state of more than satisfactory proficiency and has done a good job of establishing himself under unofficial commercial cover. He is always on the alert for new avenues of approach to targets of interest using his cover as access.
2. At present he is handling one quite sensitive penetration of an Embassy and to date has managed this case in a highly professional manner.
3. Subject is well motivated, takes a serious approach to his work and profits by his mistakes. At times he is inclined to take precipitate action and think later. However, he is most willing to learn and takes constructive criticism of his work in the proper spirit.
4. In order to increase Subject's value to the Washington Base, it is recommended, that when time permits, he be enrolled in the CI/CE and the Soviet Realities courses.
5. As of the present Subject has no supervisory responsibilities. He has proven to be sensibly cost conscious and submits his accountings promptly.

[REDACTED]
Chief
Washington Base

S E C R E T

7 APR 1970

14 APR 1969

5 MAY 1970

S-E-C-R-E-T

SECTION C NARRATIVE COMMENTS (Continued)

Subject devised a first-class cover relationship with the priority (REDTOP) target of this Base. For a period the relationship was close, and in our judgment it was wholly unsuspecting because Subject made it seem so natural. This was a very delicate operation which Subject handled with distinction.

Personal characteristics of this officer which should not be overlooked in this review are loyalty, responsiveness, willingness to accept any direction.

In conclusion I want to emphasize my conviction that this officer's assignments should be limited to the area for which he was trained and in which he feels confident: Latin America.

This officer is reasonably cost-conscious. I have had no opportunity to observe his capability for supervising other case officers.

S-E-C-R-E-T

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.

This officer to some extent has been a victim of his assignment. His undergraduate training in Latin American affairs was thorough and extensive. His employment with RVROCK for the next 16 years was Latin-oriented. His Spanish language is rated "native". Yet during the period under review he was diverted from Latin-American affairs toward a variety of higher priority targets. This re-orientation was not uniformly successful, and should not be continued, because Subject seems to have no natural interest in foreign nationals (with the apparent exception of Latin Americans) and in most foreign affairs (with the exception of Latin American affairs).

Subject's strongest characteristic is his ability to live and to utilize his commercial cover. He showed great aptitude and commendable imagination in devising new modes of commercial access to foreign nationals residing in Washington. For example his use of his cover was the matrix of several successful recruitments for which other case officers received the ultimate credit, even though the recruitments were based on this officer's discovery of the potential agents and his initial development of them before they were transferred. Conversely, when Subject retained the contacts through the development phase, the contacts languished.

(continued on separate sheet)

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 20 February 1970	SIGNATURE /s/ [REDACTED]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 3 February 1970	OFFICIAL TITLE OF SUPERVISOR Chief of Base	TYPED OR PRINTED NAME AND SIGNATURE [REDACTED] (arm 41a)
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>This reviewing official concurs with the ratings and narrative comments. Subject tended to evince operational interest in individuals or situations that were rather marginal in terms of the mission of the Base. It is significant that during the course of his tour in the Washington Base, he has made no recruitments of foreign targets. His propensity for living his cover was so strong that it suggests his future operational utilization in the field should be in spotting and assessing rather than recruiting.</p>		
DATE 6 March 1970	OFFICIAL TITLE OF REVIEWING OFFICIAL C/DOIA	TYPED OR PRINTED NAME AND SIGNATURE [REDACTED]

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		TH	3. SEX	GRADE	5. SD
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	M	GS-14	D
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/DO		
			CURRENT STATION Washington Base		
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"/> REASSIGNMENT SUPERVISOR <input 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) 7 January 1969 - 16 January 1970		
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 Spotting, developing and assessing new agent assets.					RATING LETTER P
SPECIFIC DUTY NO. 2 Recruitment of agent assets.					RATING LETTER P
SPECIFIC DUTY NO. 3 Handling (and exploiting) agent assets.					RATING LETTER S
SPECIFIC DUTY NO. 4 Utilizing commercial cover operationally.					RATING LETTER O
SPECIFIC DUTY NO. 5 •					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
27 AUG 1970 <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div>					
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 P

SECRET

-3-



SECRET

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject has been under the supervision of Branch 6 since ^{Apr 12 1966} August 1966. In August Subject was transferred PCS [redacted] where he was responsible for all aspects of the operation of proprietary foundation [redacted]. During the reporting period, he has consistently demonstrated a high degree of enthusiasm and operational initiative. Although operating under instructions not to expand foundation activities too rapidly, he has not waited for an official "go-ahead" but has shown unflagging energy in planning operations for the period when [redacted] could expand activities. He has shown an unusually keen perception of areas of CA operational needs and of imaginative thinking on how to fill these needs.

Subject has shown himself fully capable of exercising the self-disciplined and self-motivation necessary in an unofficial cover position. His proficiency in Spanish has been useful in meeting and entertaining Latin American travelers of potential operational interest passing through his city. He has handled his cover situation well. The cover office has been well run with no significant financial, administrative, or personnel problems having arisen during the period. Subject has exhibited an above-average cost consciousness.

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	
5	Subject is assigned outside of the Washington area.	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR WRITTEN NAME
31 March 1967	DC/WH/6	[redacted]
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I agree with the rating officer's judgement that [redacted] performance has been characterized by exceptional efficiency. He demonstrated unusual energy and imagination in developing plans for expansion of [redacted] activities. His detailed reporting was also commendable.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR WRITTEN NAME
31 March 1967	Chief, WH/6	[redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 059198	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) [Redacted]			2. DATE OF BIRTH [Redacted]	3. SEX M	4. GRADE GS-13
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/6		5. SD D
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input checked="" 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. 28 February 1967			12. REPORTING PERIOD (From- to-) 1 August 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 Responsible as [Redacted] for directing all operations conducted through proprietary foundation [Redacted]					RATING LETTER S
SPECIFIC DUTY NO. 2 Administration and financial control of [Redacted]					RATING LETTER S
SPECIFIC DUTY NO. 3 Development and planning of new operational support tasks for [Redacted]					RATING LETTER O
SPECIFIC DUTY NO. 4 Supervision of [Redacted] secretary and contract agent/trustee					RATING LETTER P
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
<p><small>Indicate significant strengths or weaknesses demonstrated in 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 space is needed to complete Section C, attach a separate sheet of paper.</small></p> <p>REF ID: A66004 FEB 3 9 07 AM '68</p> <p>In the past [redacted] has proven himself to be a dynamic and highly-skilled operations officer whose geographic area of specialization was WH and whose professional forte was propaganda and covert action activity. During his 5 months association with the Washington Base, this officer has continued to maintain a state of exceptional proficiency while establishing himself locally under unofficial commercial. He has done this with his usual high degree of energy, perception and seriousness. Having laid a firm operational base, it is expected that during the next reporting period the operational "take" from Subject will be equally firm. During his brief Base tour [redacted] has handled several selected operational matters within the area of his greatest competence and during the Fall meeting of the OAS acquitted himself with exceptional proficiency. Subject has no supervisory duties at present and is cost conscious in all respects. It is expected that [redacted] will be able to provide meaningful assistance during the coming year in attacking those areas of priority operational interest assigned to the Base by Headquarters. In order to assist [redacted] in this and to enable the Base to utilize his many talents to the optimum, it is planned, when the Base operational climate allows, to have him take the [redacted] Soviet Realities course and the CI/CE course. [redacted] is well-motivated and does his best to become a meaningful member of the Washington Base.</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	
31 January 1968	[redacted]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
5		
DATE	OFFICIAL TITLE OF SUPERVISOR	SIGNATURE
31 January 1968	C/OG/Washington Base	[redacted]
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>As Reviewing Official I am in full concurrence with the evaluation given this employee as outlined above.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	SIGNATURE
31 JANUARY 1968	Chief of Base	[redacted]

SECRET

S E C R E T

I certify that I have seen the above Fitness Report:

[REDACTED]

[REDACTED]

DATE: 3 March 1969

REVIEWING OFFICIAL'S COMMENTS:

I concur generally in this evaluation. Subject is always on the look-out for new leads. While in general this is commendable, it should be noted that his assessments are not in depth. It would be preferable if he concentrated on a few good prospects, leading to a solid recruitment, rather than enlarging numerically his stable of contacts.

[REDACTED]

DC/DO/I

11 MAR
1969

S E C R E T

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
			M	GS-13	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/DO/Wash Base		Washington, D.C.	
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.			12. REPORTING PERIOD (From- to-)		
			1 August - 31 December 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 To fully establish himself within the Washington area under a viable commercial cover and to take the necessary initial steps to exploit his position operationally as a Base support officer.					RATING LETTER S
SPECIFIC DUTY NO. 2 To maintain operational contact with agents and targets of operational interest to WH Division as assigned.					RATING LETTER S
SPECIFIC DUTY NO. 3 To provide operational entre into a large number of local religious, civic and academic groups which may become of greater operational interest to the Base in the future.					RATING LETTER P
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

S E C R E T

6 January 1969

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT:

[REDACTED] GS-14;
Employee Number [REDACTED] DOB: [REDACTED]
[REDACTED] Operations
Officer; Career; Service
Designation: D

PERIOD UNDER REVIEW:

1 January 1968 - 6 January 1969

MONTHS UNDER MY SUPERVISION: 16

OVERALL RATING:

Proficient

1. During this reporting period Subject has continued to maintain a state of more than satisfactory proficiency and has done a good job of establishing himself under unofficial commercial cover. He is always on the alert for new avenues of approach to targets of interest using his cover as access.
2. At present he is handling one quite sensitive penetration of an Embassy and to date has managed this case in a highly professional manner.
3. Subject is well motivated, takes a serious approach to his work and profits by his mistakes. At times he is inclined to take precipitate action and think later. However, he is most willing to learn and takes constructive criticism of his work in the proper spirit.
4. In order to increase Subject's value to the Washington Base, it is recommended, that when time permits, he be enrolled in the CI/CE and the Soviet Realities courses.
5. As of the present Subject has no supervisory responsibilities. He has proven to be sensibly cost conscious and submits his accountings promptly.

7 APR 1970
[REDACTED]

5 MAY 1970
[REDACTED]

[REDACTED]

Chief
Washington Base

S E C R E T

SECRET

SOV File

29 June 1971

MEMORANDUM FOR: [REDACTED]

SUBJECT : Responsibilities During Assignment to
DO/Washington Base (re Fitness Report Jan 69 - Jan. '70)

FROM : [REDACTED]

1. During the early days of my assignment to DO/Washington Base, the matter of my cover was discussed a number of times with DO Personnel and CCS. Eventually, CCS came up with [REDACTED] as a legitimate firm which would provide me with the needed cover. It came out loud and clear during the discussions that this cover would allow me to spot, assess and develop targets of interest, and would allow me to handle recruited agents, but, because of the high risk involved in the use of a legitimate firm for cover purposes, I was not to engage in recruitments.

2. Despite its one limitation, the cover was ideal. Among other things, I:

a. Handled a recruited [REDACTED] assigned to the [REDACTED] in Washington;

b. Handled a recruited code clerk assigned to one of the embassies in Washington;

c. Contacted and assessed a high official of the Soviet Embassy, made arrangements to have him met by another Base Case Officer under alias who continued the development which eventually was to lead to a recruitment pitch;

SECRET



SECRET

-2-

d. [REDACTED]

e. Made contact with and developed two Arab officials assigned to the Arab Information Office in Washington;

f. Made contact with and developed officials in the Polish, Czech, Hungarian and other Embassies; was on particularly good terms with the Poles;

g. Made contact and developed an official of the Pakistani Embassy;

h. Made contact, developed and turned over to another case officer under alias a [REDACTED] who was subsequently recruited and was to be sent to India to work on the Chicom target.

i. Maintained my cover in a manner which was completely devoid of suspicion during the entire period I used it.

3. When the Base moved to its new offices in Washington, the COB gave me my instructions. He told me that I should avoid making or maintaining contacts in the Church and Latin American communities in Washington; that I was not being assigned any geographical area on which to concentrate but would be expected to use my judgment, seek out persons who might be of interest, and take advantage of opportunities which might arise; that I would be given recruited agents to handle as the need arose; that, per the limitation concerning my cover, I was not to engage in actual recruitments, but was to spot, assess, and develop persons of possible interest who would be turned over to other case officers under alias for further development and recruitment.

4. On 28 June 1971, I called [REDACTED] of CCS who was involved at the time I was given [REDACTED] cover. While I did not, purposely, make specific reference to the matter at hand, in response to my query he said that as a matter of

SECRET

SECTION C - Narrative Comments (continued)

and he is consistent and reliable in his performance. His writing is entirely coherent and always in good form, although occasionally a little too clever and glib for my tastes. He has an excellent understanding of personal and operational security and cover.

A word about versatility: [redacted] does indeed have near-native Spanish and a specific interest in Latin American affairs as noted in his previous fitness report; however, his general interests cover a much greater geographic and topical area and he has no difficulty in quickly finding some common ground with persons of all backgrounds and nationalities. Although his job here in the branch rarely called for direct operational contacts, I have no reservations about his ability to develop, recruit and handle all types of persons of intelligence interest. He is presentable, sensible, well-spoken, and a definite credit to the Agency in his dealings with other elements of the U.S. Government.

[redacted] is an enthusiastic and energetic activist with now proven managerial abilities. His greatest asset is his quick, sharp and imaginative mind: His only shortcoming worthy of mention is a slight tendency towards impulsiveness in making decisions. My relationship with this officer has been such that we discussed operational and personnel matters and his handling of them at least several times a day; thus, special performance consultations with him were not considered necessary. His performance was fully up to our expectations of him and consistent with the high standards of responsibility and efficiency required in this branch.

SECTION C - Narrative Comments (continued)

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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.

JUN 31 11 15 AM '71

_____ came to this branch from a non-official cover job which had little in common with the duties of a country desk chief. Moreover, he found himself in the sometimes difficult situation of taking over a position just vacated by the newly appointed deputy branch chief. Despite these, to him, minor obstacles, he called upon his close association with Latin American affairs for many years, his wealth of experience on WH country desks, and his inherent ability to deal successfully with people and situations in asserting leadership and quickly bringing the Peru Desk under his own independent control.

During the year that _____ served as Peru Desk Chief he demonstrated conclusively that he is equally talented in all fields of clandestine activity. There is little question that Covert Action is what he likes and does the best, as once more evidenced by a written commendation he received for this type of work while part of a special WH task force in September and October 1970; however, it should be equally noted that the FI and CI aspects of his job on the Peru Desk also received full interest and attention during his tenure. He is a good personnel manager and maintained high morale in his unit while working it hard and demanding high standards. He is not at all afraid of responsibility, he meets all deadlines without prompting,

(continued)

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 8 April 1971	SIGNATURE _____	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10 1/2 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 8 April 1971	OFFICIAL TITLE OF SUPERVISOR Acting Chief, WH/3	TYPED OR PRINTED NAME AND SIGNATURE _____
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL I have little to add to this comprehensive narrative with which I fully agree. I, too, have worked very closely with _____ for most of the period under review, which witnessed rather hectic days in the life of the _____. It was comforting to be able to rely on his keen perception of latent trouble, clear analysis of events, and sound and/or imaginative, as the case demanded, proposals for approaching problems. Because he has the potential for career advancement, I would strongly recommend that he be soon transferred back to a "line" position, again with managerial responsibilities.		
DATE 8 April 1971	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, WH/3	TYPED OR PRINTED NAME AND SIGNATURE _____

SECRET

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
			M	GS-14	D
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/3		8. CURRENT STATION Hqs	
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 type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From to)			
		17 January 1970 - 1 December 1970			
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 Chief of the Peru Desk, which encompasses overall Headquarters guidance and support of field operations. (DA10)					RATING LETTER S
SPECIFIC DUTY NO. 2 Supervises the preparation of cables, dispatches, project actions, special memoranda and other correspondence for FI, CI and CA activities in Peru. (DB10)					RATING LETTER O
SPECIFIC DUTY NO. 3 Coordination of Desk activities with other components of the Agency and other U.S. Government departments. (DB40)					RATING LETTER S
SPECIFIC DUTY NO. 4 Briefing and debriefing Headquarters and field personnel and other agencies' officers on Peruvian activities. (DM50)					RATING LETTER S
SPECIFIC DUTY NO. 5 Supervision of four (4) Desk employees GS-05 to GS-13. (DM80)					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

SECTION C -Continued-

██████████ has clearly projected his concern for the efficient use of Agency funds.

In November 1970 ██████████ received a commendation for his resourceful contribution to the Chilean Task Force.

Comments of Reviewing Official: (Continued)

Service. In addition, it must be noted that ██████████ thinks through every problem as it applies to his work. His thoroughness is of the highest nature. His depth of thought and study devoted to a given subject is rarely found among officers dealing with rapidly moving situations. His is unflappable yet flexible.

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.

██████████ has competently directed the covert action activities of Branch 6 since being named Chief of the CA Section for the Branch in December 1970. He was selected for this position because of his aggressiveness in the CA field and especially because of his years of experience and success in the propaganda activity. In closely monitoring the actions of the Allende Government (GOC) ██████████ lived up to his reputation and demonstrated his unique ability to recognize propaganda vulnerabilities and to attack them with effective and imaginative propaganda guidance.

0672 During his brief tour in the Branch ██████████ developed one economic warfare operation against the GOC which shows indications of partially satisfying the USG objective of discouraging foreign investment in Chile.

██████████ is fluent in the Spanish language and on at least two occasions he has proven himself as a translator for two meetings between senior officials of the USG and Latin American officials.

██████████ has effectively supervised the personnel of the CA Section which, besides himself, consists of two officers and one clerical. In the management of the Branch's covert action programs

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 2 June 1971	SIGNATURE ██████████	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 2 June 71	OFFICIAL TITLE OF SUPERVISOR DC/WH/6	TYPED OR PRINTED NAME AND SIGNATURE ██████████
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
In my capacity as Branch Chief during the period January to April 1971, I had ample opportunity to observe the work of ██████████ and had the pleasure of working directly with him on a variety of sensitive and important activities. In addition to his highly imaginative yet realistic approach to the problem of Chile, he amply demonstrated his ability to deal with persons who were out to sell bills of goods to the Agency. His clear understanding of the role of the Clandestine Service protected the Agency from disagreeable encounters that might have resulted in compromises or embarrassments. His forte is clearly in the field of public relations and propaganda well-adjusted to the role of the Clandestine		
DATE 8 June 1971	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, WH/COG	T ██████████ /Continued/

SECRET

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
			M	GS-14	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION
Operations Officer			DDP/WH/6		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 CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
30 April 1971			1 November 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					RATING LETTER
Direct the covert action program of the Branch and supervise the Section's personnel.					S
SPECIFIC DUTY NO. 2					RATING LETTER
Originate propaganda and operational guidance in support of Station operations and 40 Committee policy objectives.					S
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

FORM 7-69

45

OBSELETE PREVIOUS EDITIONS

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

Reviewed by OP/SPD/PPF

SECRET

- 2 -

SECTION C (Continued)

to inhibit foreign investment in Chile. The responses to the first phase of this operation were highly favorable and the initial reactions to the second phase have also been very favorable.

It should be noted that during this period [] served for three months as the Acting Deputy Branch Chief, including two weeks when he was the Acting Branch Chief. In both of these positions he performed very capably, showing excellent judgment and managerial abilities in handling Branch-level matters. He showed similar managerial ability in his handling of the two officers and secretary in his Section throughout the rating period. He has consistently shown a high degree of cost consciousness in all phases of his work.

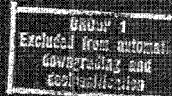
[] displayed his talent for dealing with non-Agency personnel at a meeting of publishers from all over the hemisphere held during the latter part of 1971. At this meeting he skillfully handled several key Latin American assets with the result that some of the Agency's objectives for influencing the meeting were achieved under difficult circumstances.

In sum, [] made a notable contribution to the Branch's efforts in 1971 and we are looking forward with pleasure to working with him in the coming year.

SECTION D (Continued)

responsible for the extent of the success in accomplishing Agency objectives. [] in my opinion is well qualified to assume a position with greater responsibilities.

SECRET



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
[REDACTED]		[REDACTED]	M	GS-14	D
6. OFFICE TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/6		8. CURRENT STATION 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"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. January 1972			12. REPORTING PERIOD (From: to:) April 1971 - 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).					RATING LETTER
SPECIFIC DUTY NO. 1 Directs the Covert Action program of the Branch and supervises the Covert Action Section.					S
SPECIFIC DUTY NO. 2 Originates guidances for political action and propaganda activities for [REDACTED] and third-country Stations' use.					S
SPECIFIC DUTY NO. 3 Initiates, prepares and directs third-country economic warfare operations aimed at the Chilean target.					S
SPECIFIC DUTY NO. 4 Coordinates with CA Staff and other Agency components on Covert Action operations conducted against Chile.					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.					S

SECRET

(When Filled In)

SECTION C	NARRATIVE COMMENTS
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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.

During the rating period [redacted] continued to direct in a highly effective manner the large-scale covert action program carried out by the Branch against the Chilean target, including political action operations, propaganda, economic warfare, black operations and a militant action group. [redacted] is uniquely qualified for his present job since he combines an active and imaginative mind with a background of twenty years of operational experience in the Latin American area. He also possesses an unusual degree of fluency in the Spanish language.

In addition to directing the Branch's overall covert action program, [redacted] personally handled the majority of the propaganda effort conducted by the Branch. He turned in a very strong performance in originating and coordinating propaganda guidances on the Chilean situation for use in the Western Hemisphere as well as other areas such as Europe. He showed a real flair for spotting propaganda vulnerabilities and then coming up with fresh ideas for the exploitation of these vulnerabilities. He particularly excelled in staying on top of fast breaking situations requiring a steady flow of propaganda guidance.

[redacted] also conceived and executed the second phase of an effective propaganda operation in the economic field which is designed ...continued...

SECTION D	CERTIFICATION AND COMMENTS
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1. BY EMPLOYEE

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

DATE 21 January 1972	SIGNATURE OF EMPLOYEE [redacted]
-------------------------	-------------------------------------

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 4 Months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
-----------------------------------------------------------	-----------------------------------------------------------------

DATE 21 January 1972	OFFICIAL TITLE OF SUPERVISOR DC/WH/6	TYPED OR PRINTED NAME AND SIGNATURE [redacted]
-------------------------	-----------------------------------------	---------------------------------------------------

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

There is little that I can add to this performance rating and narrative comments. I agree with the rating officer's judgment. [redacted] is a self-starter with a very imaginative mind. I have closely observed his work on an effective propaganda operation in the economic field and found it highly successful and effective. His tenure as Acting Deputy Branch Chief left nothing to be desired. I was also personally associated with him at the hemisphere-wide publishers' meeting in late 1971. His professional conduct and good judgment during this meeting undoubtedly was

DATE 24 JAN 1972	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/6	SIGNATURE [redacted]
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SECRET

SECRET

SECTION C (Continued)

NARRATIVE COMMENTS

government's economic credibility both in Chile and abroad. These efforts undoubtedly have played a role in Chile's increasing difficulties in obtaining badly needed foreign financial assistance.

In the course of his duties [redacted] was called upon to meet and handle several key Chileans concerning matters affecting covert operations in Chile. In one case he made the first Agency contact with an important Chilean business leader who will be taken over shortly by [redacted]. This individual is a leader of the Chilean private sector which has become of increasing interest [redacted].

[redacted] ably supervised the activities of the two other officers and secretary in his Section during the rating period. In addition to his regular duties, he has frequently been called upon to fill in for the Branch Chief and/or the Deputy Branch Chief during absences of the latter two officers. In all such cases he displayed sound judgment and a thorough grasp of both the FI and CA operations being conducted [redacted].

In conclusion, it should be noted that [redacted] has turned in an unusually strong across-the-board performance during the highly active period covered by this report. It has been a real pleasure to have worked with an individual of this high competence and dedication.

SECRET

SECRET

SECTION C (Continued)

NARRATIVE COMMENTS

government's economic credibility both in Chile and abroad. These efforts undoubtedly have played a role in Chile's increasing difficulties in obtaining badly needed foreign financial assistance.

In the course of his duties [redacted] was called upon to meet and handle several key Chileans concerning matters affecting covert operations in Chile. In one case he made the first Agency contact with an important Chilean business leader who will be taken over shortly by [redacted]. This individual is a leader of the Chilean private sector which has become of increasing interest [redacted]

[redacted] ably supervised the activities of the two other officers and secretary in his Section during the rating period. In addition to his regular duties, he has frequently been called upon to fill in for the Branch Chief and/or the Deputy Branch Chief during absences of the latter two officers. In all such cases he displayed sound judgment and a thorough grasp of both the FI and CA operations being conducted [redacted]

In conclusion, it should be noted that [redacted] has turned in an unusually strong across-the-board performance during the highly active period covered by this report. It has been a real pleasure to have worked with an individual of this high competence and dedication.

SECRET

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

During the past year [redacted] continued to direct the CA Section of the Chile Branch in the same highly effective manner noted in the previous fitness report. In this position he was responsible for directing the Headquarters support for WH Division's largest and most active covert action program. This program is generally credited with having achieved a number of successes during the past year in a wide variety of activities against the Chilean target.

[redacted] possesses an unusual combination of talent, language capability and experience that makes him one of the top CA officers in the Division. He is particularly effective in conducting propaganda work and his imaginative exploitation of the Chilean situation has been superb. As a result of his efforts, the Branch has been able to conduct a continuous and effective hemisphere-wide propaganda campaign against the Allende government during the past year. In addition, he has brought in key European stations to assist in this program on numerous occasions.

Among the more significant contributions made by [redacted] have been his activities in the economic field. He has successfully carried out a number of operations designed to damage the Allende [redacted] continued

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

15 Nov. 1972

SIGNATURE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

12 Months

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

DATE

15 November 1972

OFFICIAL TITLE OF SUPERVISOR

DC/WH/6

URE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with this evaluation. Subject's ability in the propaganda field particularly is exceptional. Blessed with a fertile imagination, he has an uncanny talent for coming up with an appropriate CA remedy to almost any problem. His knowledge and experience in the CA field is wide and deep, making him undoubtedly one of the best officers in this speciality in the Agency. The Branch is indeed fortunate to have his services.

DATE

15 NOV 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/6

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

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
			M	GS-14	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH/6		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"/> 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		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
30 November 1972			1 January 1972 - 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-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					RATING LETTER
Directs the Covert Action program of the Branch and supervises the Covert Action Section.					S
SPECIFIC DUTY NO. 2					RATING LETTER
Originates propaganda guidances for [redacted] third country stations' use.					O
SPECIFIC DUTY NO. 3					RATING LETTER
Initiates, prepares and directs economic warfare operations aimed at the Chilean target. DG72					S
SPECIFIC DUTY NO. 4					RATING LETTER
Coordinates with CA Staff and other Agency components on operations conducted against Chile.					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 7-69

45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

Reviewed by OP/SPD/PPB

S E C R E T

Fitness Report - [REDACTED]

Section D - Comments of Reviewing Official (Continued)

ability to act on his own and get things done, he also has a decided capacity for working as a team member.

While the Outstanding rating necessarily must be assigned sparingly, I believe it is merited in this case. [REDACTED] did a really superb job in the tension-filled days leading to the Chilean coup. His performance and intellectual abilities place him among the top 10% of SA officers in the Division and probably in the Agency.

As far as future assignments are concerned, I believe [REDACTED] is best qualified by experience and personal inclination to handle staff jobs calling for a large measure of political and economic astuteness. The new job he is taking over in the economic section of WH Division will test his talents, but I believe he has the growth potential to rise to positions of even greater responsibility. (11)

S E C R E T

SECRET

SECTION C

NARRATIVE COMMENTS

operational experience. His ingenuity, originality and flare are balanced by sound common sense and enriched by his sense of humor and personal modesty. [redacted] was personally responsible for the creation and implementation of two important Division programs - one in the political action field and the other in the propaganda field, which were designed to influence foreign attitudes toward the Allende Government and to dissuade foreign governments from providing economic assistance to Chile. These programs were highly successful, and since the same techniques can be applied in support of the new Chilean military government, the programs are being retained and hopefully will continue to produce results which make an important contribution to the achievement of U.S. policy objectives.

[redacted] continued to supervise the SA Section in the same highly effective manner noted in previous efficiency reports. He also continued to meet and handle several key Chileans, including [redacted]. He put in long hours, working eleven or twelve hours a day during crisis periods.

[redacted] transfer to the economic section of WH Division will enable him to make fuller use of his talents in the specialized and important field of economic intelligence, in which he has a particular interest. It is, however, a severe loss to the Branch, which has benefited immeasurably from his imaginative yet level-headed approach to operational problems and challenges. He is much liked as well as respected by Branch 6 personnel and has contributed greatly toward maintaining the high morale and effectiveness of the Branch as a whole.

SECRET

1. Agency and organizational designations CENTRAL INTELLIGENCE AGENCY		2. Pay roll		3. Block No.	4. Slip No.
5. Employee's name and social security account number (when appropriate)		6. Grade and salary			
PAY ROLL CHANGE DATA					
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX
7. Previous normal					
8. New normal					
9. Pay this period					
10. Remarks			11. Appropriation(s)		12. Promoted to
					13. Authorized by
<input type="checkbox"/> Payroll change <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other designation					
14. Effective date	15. Date last pay increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory () unsatisfactory ()	
19. LWOP (Leave Without Pay) (Check appropriate box in column of LWOP) <input type="checkbox"/> LWOP (Leave Without Pay) (Check appropriate box in column of LWOP) <input type="checkbox"/> LWOP (Leave Without Pay) (Check appropriate box in column of LWOP)					
STANDARD FORM NO. 7-8 (Rev. 1-5-54) Form 7-8 (Rev. 1-5-54) (GPO: 1954 O-350-000)					

PAY ROLL CHANGE SLIP - PERSONNEL COPY

13 Blue

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 [REDACTED]		2. DATE OF BIRTH [REDACTED]		3. REQUEST NO.		4. DATE OF REQUEST 22 Jun 53	
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion (Staff Agent) [REDACTED]				6. EFFECTIVE DATE A. PROPOSED: JUL 5 - 1953		7. C.S. OR OTHER LEGAL AUTHORITY	
8. POSITION (Specify whether establish, change & how or title, etc.)				B. APPROVED: JUL 5 - 1953		[REDACTED]	
FROM: Intelligence Asst. GS-6 GS-6, \$3,795.00 p.a. MSW/KK Branch III, Cont. Am. & Carib. [REDACTED]		9. POSITION TITLE AND NUMBER		TO: Intelligence Asst. GS-7 GS-7, \$4,205.00 p.a. MSW/KK Branch III, Cont. Am. & Carib. [REDACTED]		10. SERVICE, GRADE, AND SALARY	
		11. ORGANIZATIONAL DESIGNATIONS				12. FIELD OR DEPARTMENTAL	
13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION		15. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		16. LEGAL RESIDENCE	
NONE [] WWG [] OTHER [] SPT [] 12-POINT []		NEW [] VICE [] I.A. [] REAL []		17. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		18. CLAIMED [] PROVED []	
19. SEX [] RACE []		20. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)		21. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		22. LEGAL RESIDENCE	
23. STANDARD FORM 88 REMARKS		24. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		25. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		26. LEGAL RESIDENCE	
27. STANDARD FORM 88 REMARKS		28. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		29. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		30. LEGAL RESIDENCE	
29. STANDARD FORM 88 REMARKS		30. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		31. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		32. LEGAL RESIDENCE	
33. STANDARD FORM 88 REMARKS		34. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		35. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		36. LEGAL RESIDENCE	
37. STANDARD FORM 88 REMARKS		38. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		39. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		40. LEGAL RESIDENCE	
39. STANDARD FORM 88 REMARKS		40. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		41. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		42. LEGAL RESIDENCE	
43. STANDARD FORM 88 REMARKS		44. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		45. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		46. LEGAL RESIDENCE	
47. STANDARD FORM 88 REMARKS		48. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		49. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		50. LEGAL RESIDENCE	
51. STANDARD FORM 88 REMARKS		52. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		53. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		54. LEGAL RESIDENCE	
55. STANDARD FORM 88 REMARKS		56. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		57. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		58. LEGAL RESIDENCE	
59. STANDARD FORM 88 REMARKS		60. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		61. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		62. LEGAL RESIDENCE	
63. STANDARD FORM 88 REMARKS		64. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		65. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		66. LEGAL RESIDENCE	
67. STANDARD FORM 88 REMARKS		68. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		69. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		70. LEGAL RESIDENCE	
71. STANDARD FORM 88 REMARKS		72. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		73. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		74. LEGAL RESIDENCE	
75. STANDARD FORM 88 REMARKS		76. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		77. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		78. LEGAL RESIDENCE	
79. STANDARD FORM 88 REMARKS		80. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		81. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		82. LEGAL RESIDENCE	
83. STANDARD FORM 88 REMARKS		84. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		85. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		86. LEGAL RESIDENCE	
87. STANDARD FORM 88 REMARKS		88. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		89. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		90. LEGAL RESIDENCE	
91. STANDARD FORM 88 REMARKS		92. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		93. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		94. LEGAL RESIDENCE	
95. STANDARD FORM 88 REMARKS		96. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		97. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		98. LEGAL RESIDENCE	
99. STANDARD FORM 88 REMARKS		100. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		101. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		102. LEGAL RESIDENCE	

APPROVED
PERSONNEL DIVISION (CONCERN)
JUL 5 - 1953
Effective: [REDACTED]
DISTRIBUTION:
SPS (2)
PERS. FILE
P/T&R
SSO/ISSO
ORGN. CONCERNED
SPS/T&R
[REDACTED]
6/30/53

SECRET
SECURITY INFORMATION

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks: <div style="border: 1px solid black; width: 200px; height: 20px; margin: 5px;"></div>										
					11. Appropriation(s)			12. Prepared by Sgt. J. Aug. 26		
								13. Audited by		

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date
Jul 26

15. Duty last equivalent increase
5 Jul 26

16. Old salary rate
\$4800.00

17. New salary rate
\$4800.00

18. Performance rating is satisfactory or better.

19. LWOP data (fill in appropriate spaces covering LWOP during following periods):
☒ No excess LWOP Total excess LWOP

Class applicable (see 19 case of manual (1907))
☐ 1907 ☐ 1908 ☐ 1909 ☐ 1910 ☐ 1911 ☐ 1912 ☐ 1913 ☐ 1914 ☐ 1915 ☐ 1916 ☐ 1917 ☐ 1918 ☐ 1919 ☐ 1920 ☐ 1921 ☐ 1922 ☐ 1923 ☐ 1924 ☐ 1925 ☐ 1926 ☐ 1927 ☐ 1928 ☐ 1929 ☐ 1930

Signature or other authentication

STANDARD FORM NO. 1124-1 Revised
Form prescribed by Comp. Gen., U. S.
Nov. 3, 1930, General Regulations No. 162

14

PAY ROLL CHANGE SLIP—PERSONNEL COPY

PERIODIC STEP INCREASE CERTIFICATION

CONFIDENTIAL
(When Filled in)

U. S. GOVERNMENT PRINTING OFFICE: 1954-220080

1. Agency and organizational designation DDP/WE		2. Payroll period	3. Block No.	4. Slip No.
5. Employee's name (and room)		6. Grade and salary GS-8 \$5440.00		

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.		NET P/
7. Previous normal												
8. New normal												
9. Pay this period												

10. Remarks	11. Appropriation(s)	12. Prepared by dsk 15 Feb 56
		13. Audited by

<input type="checkbox"/> Payroll step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase			
4. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate
1 Jan 56	30 Jan 56	\$5440.00	\$5575.00

18. LWOP (Leave in appropriate column covering LWOP period)	19. No leave LWOP. Total leave LWOP
<input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> 7-8 <input type="checkbox"/> 9-10 <input type="checkbox"/> 11-12 <input type="checkbox"/> 13-14 <input type="checkbox"/> 15-16 <input type="checkbox"/> 17-18 <input type="checkbox"/> 19-20 <input type="checkbox"/> 21-22 <input type="checkbox"/> 23-24 <input type="checkbox"/> 25-26 <input type="checkbox"/> 27-28 <input type="checkbox"/> 29-30 <input type="checkbox"/> 31-32 <input type="checkbox"/> 33-34 <input type="checkbox"/> 35-36 <input type="checkbox"/> 37-38 <input type="checkbox"/> 39-40 <input type="checkbox"/> 41-42 <input type="checkbox"/> 43-44 <input type="checkbox"/> 45-46 <input type="checkbox"/> 47-48 <input type="checkbox"/> 49-50 <input type="checkbox"/> 51-52 <input type="checkbox"/> 53-54 <input type="checkbox"/> 55-56 <input type="checkbox"/> 57-58 <input type="checkbox"/> 59-60 <input type="checkbox"/> 61-62 <input type="checkbox"/> 63-64 <input type="checkbox"/> 65-66 <input type="checkbox"/> 67-68 <input type="checkbox"/> 69-70 <input type="checkbox"/> 71-72 <input type="checkbox"/> 73-74 <input type="checkbox"/> 75-76 <input type="checkbox"/> 77-78 <input type="checkbox"/> 79-80 <input type="checkbox"/> 81-82 <input type="checkbox"/> 83-84 <input type="checkbox"/> 85-86 <input type="checkbox"/> 87-88 <input type="checkbox"/> 89-90 <input type="checkbox"/> 91-92 <input type="checkbox"/> 93-94 <input type="checkbox"/> 95-96 <input type="checkbox"/> 97-98 <input type="checkbox"/> 99-100	

STANDARD FORM NO. 11266-10-100

Form prescribed by Comp. Gen. U. S. G. O. 11-24, General Regulation No. 102

36.

PAYROLL CHANGE SLIP — PERSONNEL COPY

UN VOUCHERED

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)
[REDACTED]

2. DATE OF BIRTH
[REDACTED]

3. REQUEST NO.
[REDACTED]

4. DATE OF REQUEST
3 May 1956

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether promotion, etc.)
Promotion (STAFF AGENT)

6. EFFECTIVE DATE
A. PROPOSED:
[REDACTED]

7. C.S. OR OTHER
LEGAL AUTHORITY
[REDACTED]

8. APPROVED:
[REDACTED]

9. FROM—
Intelligence Officer
GS-0136.51-9 \$5575.00 p.a.
DDP/WH
Project [REDACTED]

10. POSITION TITLE AND
NUMBER
[REDACTED]

11. SERVICE, GRADE, AND
SALARY
[REDACTED]

12. ORGANIZATIONAL
DESIGNATIONS
[REDACTED]

13. HEADQUARTERS
[REDACTED]

14. TO—
I.O. (FI)
GS-0136.51-11 \$6390.00 p.a.
DDP/WH
Branch III
[REDACTED]

15. FIELD ☒ DEPARTMENTAL ☐

16. FIELD OR DEPARTMENTAL
[REDACTED]

17. REMARKS (Use reverse if necessary)
New T/O

18. IN CALL (Name and telephone extension)
[REDACTED] X-4457

19. SIGNATURE
[REDACTED]

20. TITLE
[REDACTED]

21. VETERAN PREFERENCE
NAME [REDACTED] OTHER [REDACTED] S-PT. [REDACTED] 10 POINT [REDACTED]
DISAB. OTHER [REDACTED]

22. POSITION CLASSIFICATION ACTION
NEW [REDACTED] VICE [REDACTED] I. A. [REDACTED] REAL [REDACTED]

23. APPROPRIATION
FROM: 6-3525-53-001
TO: Same

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

25. DATE OF APPOINT-
MENT AFFIDAVITS
(ACCESSIONS ONLY)
[REDACTED]

26. LEGAL RESIDENCE
STATE: ☐ CLAIMED ☐ PROVED

27. STANDARD FORM 50 REMARKS
[REDACTED]

28. APPROVED
CONTRACT PERSONNEL DIVISION
JUL 1 1956

29. EFFECTIVE
[REDACTED]

30. CLEARANCES
A. INITIAL OR SIGNATURE
B. DATE
C. REMARKS
1. CEIL. OR POS. CONTROL
2. CLASSIFICATION
3. PLACEMENT OR EMPL.
4. APPROVED

31. SECRET

32. 28 JUN 1956

33. 16-57029-4

NOTIFICATION OF PERSONNEL ACTION

1. NAME [REDACTED] (LAST NAME)		2. DATE OF BIRTH [REDACTED]	3. JOURNAL OR ACTION NO. [REDACTED]	4. DATE 9 Oct 1956
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Resignation (Staff Agent)*		6. EFFECTIVE DATE 7 Oct 1956	7. CIVIL SERVICE OF [REDACTED] LEGAL AUTHORITY 50 USCA 403j	
FROM I.O. (FI) BAF-277.01 GS-0136.51-11 \$6390 p/a DDP/WH Branch III [REDACTED] [REDACTED]		TO		
8. POSITION TITLE [REDACTED]		9. SERVICE, SERIES, GRADE, SALARY [REDACTED]		
10. ORGANIZATIONAL DESIGNATIONS [REDACTED]		11. HEADQUARTERS [REDACTED]		
12. FIELD OR DEPT'L [REDACTED]		13. VETERAN'S PREFERENCE [REDACTED]		
14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL [REDACTED]		15. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) [REDACTED]		
16. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes		17. LEGAL RESIDENCE [REDACTED] CLAIMED [] PROVED STATE: [REDACTED]		
21. REMARKS: [REDACTED]				
22. SIGNATURE OR OTHER AUTHENTICATION [REDACTED]				

POSTED ON
OF-4b
10/11/56

FOR DIRECTOR OF PERSONNEL

ENTRANCE PERFORMANCE RATING:

SECRET

1. [REDACTED] COPY

Feb

ENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION F.C. 2 Oct 1956
C-6161 792

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) <div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 1.2em;"></div>	2. DATE OF BIRTH <div style="background-color: black; width: 100px; height: 1.2em;"></div>	3. JOURNAL OR ACTION NO. <div style="background-color: black; width: 100px; height: 1.2em;"></div>	4. DATE 8 Oct 1956
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	-----------------------

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)

RECEIVED APPOINTMENT

6. EFFECTIVE DATE

8 Oct 1956

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

50 USCA 1403 j

FROM	TO	
8. POSITION TITLE 9. SERVICE, SERICS, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	Area Ops Officer RA-322-11 GS-0136.03-11 \$6390.00 p.m. DDF/WI Branch III Data Section Washington, D. C.	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

13. VETERAN'S PREFERENCE

NONE	WHI	OTHER	5-PT	10-POINT
			<input checked="" type="checkbox"/>	<input type="checkbox"/>

14. POSITION CLASSIFICATION ACTION

NEW	VISE	I. A.	REAL

BOC

SD&DI

15. SEX

16. APPROPRIATION

FROM:

TO:

7-3500-20

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

Yes

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

8 Oct 1956

19. LEGAL RESIDENCE

☐ CLAIMED ☐ PROVED

STATE: Va.

20. REMARKS:

BO-004

DOG: 7/1/56
CSBOD: 1/2/52
LCD: 1/2/52
SCD: 7/8/50

PSI due 12/29/57



ENTRANCE PERFORMANCE RATING:

Director of Personnel

4. PERSONNEL FOLDER COPY

10/11/56

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER [REDACTED]	2. NAME (Last, first, middle) [REDACTED]	3. DATE OF BIRTH [REDACTED]	4. SEX M	5. GRADE GS-15	6. SD DYB
7. OFFICIAL POSITION TITLE Operations Officer CH		8. OFF/DIV/BR OF ASSIGNMENT DDO/OED/NOC Staff	9. CURRENT STATION Hqs	10. CODE (ck one) <input checked="" type="checkbox"/> MOS <input type="checkbox"/> DF	
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.)			12. TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to) 1 June 77 - 3 Dec 77			14. DATE REPORT DUE IN O.P. 02 January 1978		

SECTION B

QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C

PERFORMANCE EVALUATION

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 D.

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

P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1 Deputy Chief of OED/NOC Staff	RATING LETTER S
SPECIFIC DUTY NO. 2 As head of the Branch's Referral Section, develops and implements a centralized system for locating suitable new-hire NOC personnel to fill specific NOC needs by area divisions; also does the same for unassigned NOC personnel as coordinator between area divisions.	RATING LETTER O
SPECIFIC DUTY NO. 3 Maintains effective working relationship with various Agency components including Office of Personnel, Office of Medical Services, Office of Security, etc., as well as serving as Branch senior officer in dealing with CCS concerning assignment and appropriate cover for personnel under nonofficial cover.	RATING LETTER S
SPECIFIC DUTY NO. 4 In charge of our Branch data bank on availability of NOC personnel and applicants by nationality, language skills, professional skills and specialties, foreign area experience, etc.	RATING LETTER O
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 45 9-73 ABSOLUTE PREVIOUS EDITIONS

CLASSIFICATION
CONFIDENTIAL

E2, IMPDET CL BY [REDACTED]

01/10

new career. [redacted] many thanks, and good luck to you in your

C O N F I D E N T I A L

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.

This report covers approximately five and one half months since I submitted the last report on [REDACTED]. Unfortunately, and I do mean unfortunately, it will be the last fitness report written on [REDACTED] because he has elected to retire on 30 June 1978.

Although his retirement was just around the corner, [REDACTED] did not slacken his pace. On the contrary, in the last four months the NOC Branch has been besieged with a myriad of statistical reports from DDO management. Had it not been for the legendary meticulousness of [REDACTED] coupled with his excellent tribal memory, the NOC Branch would have been hard-pressed to come up as promptly and as efficiently with the figures and facts as was the case. Much of it [REDACTED] and his staff had to accomplish while he was acting for me while I was on a 4 week TDY. He definitely excelled at running the branch during these four weeks.

In closing I would like to say that CIA is losing one of its finest officers in [REDACTED]. This may not be the proper vehicle for making the following statement, but I would like to state nevertheless and without any equivocation whatsoever, that seldom in my career of 31 years did I receive the kind of support and loyal counsel I received from [REDACTED] during the past 13 months.

SECTION D

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
	Fitness Report Rating Profile 0 0 3 7 0 M O U O
DATE	OFFICIAL TITLE OF SUPERVISOR
12 June 1978	Chief, OED/NOC
2. BY EMPLOYEE	
I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE 21/6/78
3. BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL	
There is little to add to the thoughtful and accurate comments of the rating officer. I share his sense of loss over the retirement of [REDACTED] performed in an exceptionally able manner throughout the period of time covered by this report. He was always quick and willing to respond and the results of his labors, without exception, were of a very high professional order. As indicated, he was of great assistance to the rating officer and to me as well during this time. It is indeed unfortunate that the clandestine service is losing the experience and talent of [REDACTED]. However, he reached this decision on his own and, after careful consideration, opted for early retirement. Thus, I can only wish him well in his new endeavors and hope that everything works out for him as planned.	
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL
19 June 1978	Chief, OED
4. BY EMPLOYEE	
I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE <input type="checkbox"/> HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE 21/6/78

CONFIDENTIAL

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 [REDACTED]	2. NAME (last, first, middle) [REDACTED]	3. DATE OF BIRTH [REDACTED]	4. SEX M	5. GRADE GS-15	6. SD DYE
7. OFFICIAL POSITION TITLE Operations Officer, Ch		8. OFF/DIV/BR OF ASSIGNMENT DDO/OED/NOC		9. CURRENT STATION Hqs.	
10. TYPE OF APPOINTMENT			11. 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 type="checkbox"/> REASSIGNMENT OF SUPERVISOR
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> OTHER	12. REPORTING PERIOD (FROM-TO) 4 Dec 77 - 19 May 78		13. DATE REPORT DUE IN O.P. ASAP

SECTION B

PERFORMANCE EVALUATION

U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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

P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1 Deputy Chief of OED/NOC Staff	RATING LETTER S
SPECIFIC DUTY NO. 2 AS head of the Branch's Referral Section, develops and implements a centralized system for locating suitable new-hire NOC personnel to fill specific NOC needs by area divisions; also does the same for unassigned NOC personnel as coordinator between area divisions.	RATING LETTER O
SPECIFIC DUTY NO. 3 Maintains effective working relationship with various Agency components including Office of Personnel, Office of Medical Services, Office of Security, etc., as well as serving as Branch senior officer in dealing with CCS concerning assignment and appropriate cover for personnel under nonofficial cover.	RATING LETTER S
SPECIFIC DUTY NO. 4 In charge of our Branch data bank on availability of NOC personnel and applicants by nationality, language skills, professional skills and specialties, foreign area experience, etc.	RATING LETTER O
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 1
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------

FORM 45N USE PREVIOUS EDITIONS

CONFIDENTIAL

E-2, IMPDET CL. BY: 010026

78

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME [REDACTED]		DATE 13 July 1951
NATURE OF ACTION <u>Appointment</u>		EFFECTIVE DATE 27 December 51
TITLE	FROM	TO <i>(typing)</i> Administrative Clerk, GS-5
GRADE AND SALARY	GS-5, \$3100.00 per annum	
OFFICE	OSO	
DIVISION	FDT	
BRANCH	NWC	
OFFICIAL STATION	[REDACTED]	

APPROVAL	
[REDACTED] FOR ASSISTANT DIRECTOR	EXECUTIVE
[REDACTED]	[REDACTED]

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON	2 January 52
SECURITY CLEARED ON	6 December 51
OVERSEAS AGREEMENT SIGNED	2 January 52
ENTERED ON DUTY	27 December 51

[REDACTED] ✓
SIGNATURE OF AUTHORIZING OFFICER

REMARKS: Slot # 13. ~~C# 0999~~ #168/ 301

[REDACTED] *W. Miller, FDT*

COPIES IN PAYROLL FILES

CONFIDENTIAL FUNDS BRANCH

3 JAN 1952

[REDACTED]

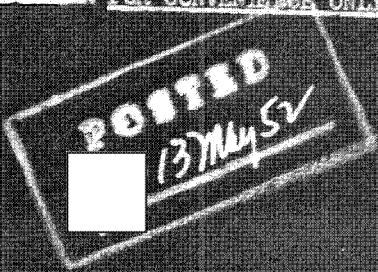
NATURE OF Transfer		DATE 10 January 1952
		EFFECTIVE DATE 3 February 1952
TITLE	FROM Admin. Clerk, GS-5 GS-5 \$3410.00 per annum (old) GS-5 \$3410.00 per annum (new)	TO Admin. Clerk, GS-5
GRADE AND SALARY		GS-5 \$3410.00 per annum
OFFICE	OSO	-
DIVISION	FDT	WH
BRANCH	NWC	Branch I
OFFICIAL STATION		3530
APPROVAL		
QUALIFICATIONS		EXECUTIVE
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____		
SECURITY CLEARED ON _____		
OVERSEAS AGREEMENT SIGNED _____		
ENTERED ON DUTY _____		
(SIGNATURE OF AUTHENTICATING OFFICER)		
REMARKS:		
Slot No. 3		
ACWH 10 January 1952		
COPY IN PAYROLL FILE CONFIDENTIAL FUNDS BRANCH		

FORM NO. 37-1
NOV 1949

SECRET

GPO 16-63206-1

(2)

NATURE OF ACTION Transfer Reassignment*		DATE 30 April 1952 EFFECTIVE DATE 11 May 1952	
TITLE GRADE AND SALARY OFFICE DIVISION BRANCH OFFICIAL STATION	FROM		TO
	Admin. Clerk, GS-5		Intell. Asst, GS-5
	GS-5, \$3410.00 per annum		GS-5, \$3410.00 per annum
	[Redacted]		
	[Redacted] WH		WH
	Branch I		Branch I
[Redacted]		[Redacted] 3535	
APPROVAL			
QUALIFICATIONS		EXECUTIVE	
[Redacted]		[Redacted]	
[Redacted]		[Redacted]	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 			
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____			
SECURITY CLEARED ON _____			
OVERSEAS AGREEMENT SIGNED _____			
ENTERED ON DUTY _____			
(SIGNATURE OF AUTHENTICATING OFFICER)			
REMARKS: Slot #3 - THIS REASSIGNMENT is FOR CONVENIENCE ONLY 303 <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> [Redacted] Chief WH [Signature] </div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 30%;"></div> </div>			

 FORM NO. 37-1
 NOV 1949



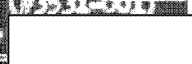
SECRET

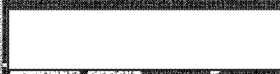

GPO 16-53306-1

(2)

NAME [REDACTED]		DATE 7 May 1952	
NATURE OF ACTION Appointment - Staff Agent		EFFECTIVE DATE 10 June 1952 Upon arrival at station	
TITLE GRADE AND SALARY OFFICE DIVISION BRANCH OFFICIAL STATION	FROM	Asst Intell. Officer GS-6	
		GS-6, \$3795.00 per annum	
		WH	
		III	
		(#5531-001)	
APPROVAL			
QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE	
CLASSIFICATION	PERSONNEL OFFICER		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____			
SECURITY CLEARED ON _____			
OVERSEAS AGREEMENT SIGNED _____			
ENTERED ON DUTY _____			
(SIGNATURE OF AUTHENTICATING OFFICER)			
REMARKS: [REDACTED]			
C/MA		DATE	

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME 		DATE <u>7 May 1952</u>
NATURE OF ACTION <u>Appointment - Staff Agent</u>		EFFECTIVE DATE <u>10 June 1952</u> <u>Upon arrival at station</u>
TITLE	FROM	<u>Asst. Dir.</u> <u>Intell. Officer</u> GS-6
GRADE AND SALARY		GS-6, \$3795.00 per annum
OFFICE		
DIVISION		WH
BRANCH		III
OFFICIAL STATION		 (#3532-001) 

APPROVAL		
QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE
		
CLASSIFICATION	PERSONNEL OFFICER	
<u>F 599</u>		

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS ☒ YES ☐ NO


OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____

SECURITY CLEARED ON _____

OVERSEAS AGREEMENT SIGNED _____

ENTERED ON DUTY _____

(SIGNATURE OF AUTHENTICATING OFFICER)

REMARKS:  301

C/MS _____ DATE _____

FORM NO. 37-1
NOV 1949

SECRET

GPO 16-53300-1

(2)

REQUEST FOR PERSONNEL ACTION				SECURITY 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 (Last, first, middle initial)		2. DATE OF BIRTH		3. REQUEST NO.	
[REDACTED]		[REDACTED]		[REDACTED]	
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)				5. DATE OF REQUEST	
Staff Agent Appointment (Correction)*				4 Nov. 52	
6. POSITION (Specify whether establish, change grade or title, etc.)				7. C.S. OR OTHER LEGAL AUTHORITY	
[REDACTED]				10 June 1952	
8. APPROVED:				10 June 1952	
FROM—		TO—		Intelligence, OS-6	
9. POSITION TITLE AND NUMBER		10. SERVICE, GRADE, AND SALARY		OS-6, \$3975.00 p.m.	
11. ORGANIZATIONAL DESIGNATIONS		12. HEADQUARTERS		WH	
13. FIELD OR DEPARTMENTAL		14. FIELD OR DEPARTMENTAL		III	
15. FIELD		16. DEPARTMENTAL		[REDACTED] (#3531-001)	
17. REMARKS (Use reverse if necessary)					
[REDACTED]					
[REDACTED]					
[REDACTED] correct station. This action corrects all superseding actions to show correct station.					
18. REQUESTED BY (Name and title)				19. REQUEST APPROVED BY	
[REDACTED]				Signature [REDACTED]	
20. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)				Title: FI/PO.	
21. VETERAN				22. POSITION CLASSIFICATION ACTION	
[REDACTED]				NEW VICE I.A. REAL	
23. SEX RACE				24. DATE OF APPOINTMENT AFFIDAVITS (Accessions only)	
25. APPROPRIATION				26. LEGAL RESIDENCE	
FROM: [REDACTED]				[REDACTED] CLAIMED [REDACTED] PROVED	
TO: \$3531-001				STATE:	
27. STANDARD FORM 88 REMARKS					
[REDACTED]					
28. CLEARANCES		INITIAL OR SIGNATURE		DATE	
A.		[REDACTED]		NOV 17 1952	
B. CEIL. OR POS. CONTROL		[REDACTED]		[REDACTED]	
C. CLASSIFICATION		[REDACTED]		[REDACTED]	
D. PLACEMENT OR ENPL.		[REDACTED]		[REDACTED]	
E.		[REDACTED]		[REDACTED]	
F. APPROVED BY		[REDACTED]		[REDACTED]	

SECURITY INFORMATION

CONFIDENTIAL

28 JUN 1978

MEMORANDUM FOR: Director of Personnel

FROM : [REDACTED]
Chief, Retirement Affairs Division

SUBJECT : Recommendation for Involuntary Retirement -
[REDACTED]

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has been proposed by the Career Service concerned for involuntary retirement under the provisions of Headquarters Regulation 20-50j. This employee has been declared excess to the manpower requirements of his Directorate.

Grade: **GS-15** Position: **Operations Officer**
Career Service : **Operations**
Office/Division : **Office of External Development**
Date Proposed for Retirement: **30 June 1978**
Age at that Date : **49**
Years of Creditable Service : **27**
Years of Agency Service : **26**
Years of Qualifying Service : **5**

3. The Career Service and the CIA Retirement Board recommended that this proposal be approved.

/s/ [REDACTED]

The recommendation contained in paragraph 3 is approved:

(Signature) [REDACTED]

Director of Personnel

28 JUN 78

Date

Distribution:
0 - Return to ROB
1 - Applicant
1 - OPF
1 - ROB Soft File
1 - ROB Reader

CONFIDENTIAL

CLASSIFIED BY 3026/6

OP/RAD/ROB/[REDACTED]:cs/3777 (26 June 1978)

23 AUG 1978

Dear [REDACTED]

As you bring to a close your active career of service with the Central Intelligence Agency, I want to express appreciation for the many contributions you made to our Government and to the Agency.

Your service both domestically and in Latin America was characterized by a high degree of professionalism. The consistently fine performance which you exhibited during your career of over 26 years set an example for your associates.

I note that you received a number of Letters of Commendation and that twice you were awarded a Quality Step Increase in recognition of your sustained superior performance. Your record of accomplishment should be a lasting source of pride and satisfaction to you.

I want to join your many friends and colleagues in wishing you every success and enjoyment in the years ahead.

Yours sincerely,

STANSFIELD TURNER

Mr. [REDACTED]

Herndon, Virginia 22070

Distribution:

0-Addressee

1-OPF

OP/RAD/ROB/[REDACTED]

Originator: [REDACTED]

Director of Personnel

:mn(14 August 1978)

23 AUG 1978

SECRET

(When Filled In)

29 JUN 1978

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

19 June 1978

1. SERIAL NUMBER		2. NAME (Last-First-Middle)		3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
				Retirement (Involuntary) CIARDS and Cancellation of NSCA		MONTH DAY YEAR 06 30 78		REGULAR	
6. FUNDS		7. PAY AND NSCA		8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
V TO V C TO V		V TO C C TO C		8020-0008 0000		Public Law 96-693 Section 235(a)		DDO/Office of Deputy Director for Operations Asst Dep Dir-Operations/Development Non-Official Cover Staff Referral Branch	
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES	
Op. Officer, Ch		FS63		DYB		GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE		18. REMARKS		19. ACTION CODE		20. EMPLOY CODE	
15 5		40,995		L.W.D. 30 June 78 CONCUR: [redacted] [redacted] cc - Payroll Co-ordinated [redacted] 1ROB 6/27/78		45 10		CM-15	
21. DATE OF BIRTH		22. DATE OF GRADE		23. DATE OF LEI		24. DATE OF BIRTH		25. DATE OF GRADE	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
05 09 29		06 23 78		06 23 78		06 23 78		06 23 78	
26. DATE OF BIRTH		27. DATE OF GRADE		28. DATE OF LEI		29. DATE OF BIRTH		30. DATE OF GRADE	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
05 09 29		06 23 78		06 23 78		06 23 78		06 23 78	
31. SPECIAL REFERENCE		32. RETIREMENT DATA		33. SEPARATION DATA CODE		34. CONNECTION/CANCELLATION DATA		35. SECURITY REQ. NO.	
1-YES 2-NO		1-YES 2-NO		1-YES 2-NO		1-YES 2-NO		1-YES 2-NO	
36. VET. PREFERENCE		37. SERV. COMP. DATE		38. LONG. COMP. DATE		39. CAREER CATEGORY		40. SOCIAL SECURITY NO.	
1-YES 2-NO		MO. DA. YR.		MO. DA. YR.		CODE		CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA		45. POSITION CONTROL CERTIFICATION	
1-NO PREVIOUS SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		1-YES 2-NO		1-YES 2-NO		1-YES 2-NO		28 JUN 1978	
46. APPROVAL		47. APPROVAL		48. APPROVAL		49. APPROVAL		50. APPROVAL	
[redacted]		[redacted]		[redacted]		[redacted]		[redacted]	

FORM 1152
8-72

USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY: 007622 (4)

MEMORANDUM FOR THE RECORD

SUBJECT: Retirement - [REDACTED] effective 30 June 1978

1. The retirement of Subject, effected as a result of a memorandum from the Head of his Career Service stating that he is surplus to the needs of the Service and that his retirement will be recommended under the provisions of the CIA Retirement and Disability System pertaining to involuntary retirement, in no way implies an adverse action. Subject voluntarily opted for involuntary retirement under CIARDS to qualify for an immediate retirement annuity.

2. Any inquiry received concerning the nature of the separation of Subject from the Agency should be confirmed simply as a retirement.

[REDACTED]
Chief
Retirement Affairs Division

STANDARD FORM 64
January 1972
PRESCRIBED BY U.S. CIVIL SERVICE COMMISSION
Federal Personnel Manual Ch. 293
66-104

SECRET

Official Personnel Folder

SECRET

Revised 16 Aug 1966
68 Apr 1966 (2)
71 Apr 1966 (1)
74 Apr 1966
76 Mar 1966

Card for Organization
31 Aug 1965

First Name
TERMINATED
DOB 05/09/29
Middle Initial
Last Name

SECRET
(When Filled In)

OCE REQUEST FOR PERSONNEL ACTION										DATE PREPARED 18 May 76	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)									
3. NATURE OF PERSONNEL ACTION Promotion <input checked="" type="checkbox"/> Change of Functional Category						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 23 76		5. CATEGORY OF EMPLOYMENT Regular			
6. FUNDS		XX <input checked="" type="checkbox"/> V TO V		<input checked="" type="checkbox"/> V TO CF		7. EAN AND NSCA 6221-0117 0002		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDO/PS Career Management Group Non Official Cover Branch						10. LOCATION OF OFFICIAL STATION Wash., D.C.					
11. POSITION TITLE Ops Officer D CH (15)						12. POSITION NUMBER FS 63		13. CAREER SERVICE DESIGNATION DQB			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 4		17. SALARY OR RATE \$ 34,441			
18. REMARKS DQB to DQB by phone LA Personnel											
DATE SIGNED 18 May 76						OFFICER C/CMG/MSE		DATE SIGNED 5/18/76			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 37325 PS		22. STATION CODE 75013	23. INTEGRITY CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO. DA. YR. 05/09/29	26. DATE OF GRADE MO. DA. YR. 05/23/76	27. DATE OF LEI MO. DA. YR. 05/23/76		
28. WTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1-CL 2-DRM 3-FRA 4-NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. 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 CAR/RES PROV/TEMP		39. FEGLI/HEALTH INSURANCE CODE CODE 0-WAIVER 1-REG 2-REG/OPT 3-INDIVIDUAL		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-MORE PREVIOUS SERVICE 2-MORE IN SERVICE (LESS THAN 3 YEARS) 3-MORE IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		45. SOCIAL SECURITY NO.	
46. POSITION CONTROL CERTIFICATION 21 MAY 1976						47. DATE APPROVED 05/21/76					

FORM 1152 USE PREVIOUS EDITION
8-72

SECRET

E2, IMPDET CL. BY: 007622 (4)

SECRET

-2-

_____ has also served as the field representative for a Latin America Division funding and cover mechanism. Mr. _____ past service in a nonofficial cover status has well qualified him for his present Headquarters assignment at a time when nonofficial cover is taking on even greater significance in Agency operational planning.

c. Personal characteristics and qualifications.
In fulfilling his various responsibilities, _____ has demonstrated that he is imaginative, perceptive, energetic, and a person of sound, independent judgment. He is extremely versatile and has a first-rate mind. Invariably, when a crisis situation arose and talent had to be mobilized within the Division, _____ was one of the first officers whose name came to mind. He writes quickly and with a polished style. During the past year, he was called upon on two occasions to draft papers concerning Agency involvement in Chile which were used by the Director and the Deputy Director for Operations in their presentations before the Senate Select Committee. _____ speaks and writes fluent Spanish in addition to speaking very good Italian and some French.

2. _____ meets all of the general and specific criteria for promotion within his category. He has a total of 24 years of Agency service, of which 23 years have been involved with operations. He has served overseas tours in _____ and _____ in addition to his domestic assignments in _____ Miami, and Washington, D.C. He has successfully developed and managed new programs in the Covert Action and the Nonofficial Cover fields in which he is presently engaged. _____ is a man of enormous energy who is eager to take on challenging assignments. He has yet to reach his peak within the Agency. _____ has demonstrated that he is an effective supervisor, having served as Desk Chief, Acting Branch Chief, and Section Chief.

3. _____ is entering into competition for promotion carrying the strong recommendation of this Division as well as that of CMG/NOC. His rotational tour with the Nonofficial Cover Branch will end in July 1977. Because of family medical reasons, _____ is presently subject to a medical hold. Upon completion of his tour with CMG/NOC, he will return to the Latin America Division with a projected assignment in a senior staff position.

Chief
Latin America Division

SECRET

SECRET

4 MAR 1976

MEMORANDUM FOR: Chairman, GS-14 Evaluation Board
SUBJECT : Recommendation for Promotion to
Grade GS-15, [REDACTED]

1. This memorandum recommends the promotion of [REDACTED] from GS-14 to GS-15. [REDACTED] is a 46-year old Operations Specialist who has been in grade since December 1968.

a. Performance in current grade. During the seven years that [REDACTED] has been in grade, he has served as a case officer assigned to the Washington Base of the Foreign Resources Division and, in the Latin America Division, as Chief of the Peruvian Desk, Chief of Covert Action activities for the Chile Branch, and Deputy Special Assistant in the Economic Intelligence Collection and Operations Staff. Since August 1974, [REDACTED] has been serving on a rotational tour with the Nonofficial Cover Branch of the Career Management Group (CMG/NOC). [REDACTED] has occupied a series of increasingly important positions since his assignment to Headquarters in 1970. During his tenure in the Chile Branch he was personally responsible for developing two important programs -- one in the political action field and the other in the propaganda field -- which were designed to influence foreign attitudes towards the Allende regime in Chile. These programs were highly successful. He received overall Outstanding ratings in his Fitness Reports for the period 1972-73 and for his work with CMG/NOC in 1975. [REDACTED] received a Quality Step Increase in 1974.

b. Potential. Throughout his Agency career Mr. [REDACTED] has demonstrated that he can assume broader and increased responsibilities and perform effectively in challenging situations. His special strengths lie in the Covert Action and Nonofficial Cover fields. He has distinguished himself in his ability to apply imaginative solutions to operational problems involving Covert Action. In particular, he is noted for his work in exploiting the discovery of the Cuban arms cache in Venezuela in 1963, and to support U.S. actions during the January 1964 riots in Panama and the April 1964 revolt in the Dominican Republic.

E2, IMPDET
CL BY 018952

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6. [redacted] has been in his present grade for the past seven years. He has clearly earned, and I strongly recommend that he be considered for, promotion to GS-15.

[redacted]
Chief
Nonofficial Cover Branch

CONCUR:

[redacted]
Chief, Career Management Group

12/31/75
Date

3
SECRET

SECRET

3. The above has been accomplished in addition to [redacted] initially assigned responsibilities for close support of the NOC programs of two very active divisions, Latin America and Africa. This task calls for experienced and tactful direct cooperation with the NOC referents and senior operations officers in the divisions concerned. Ordinarily, such area division NOC responsibility would be a full-time job for an officer of this Branch. [redacted] handles this assignment, as well as his development of the referrals program, with dispatch and poise.

4. [redacted] recent fitness reports will indicate his outstanding qualities. They include an enormous and enthusiastic capacity for work, a fine and precise writing ability, a genuinely rare imagination and a willingness to move far beyond the daily work requirements to get his job done, or to increase the value of his assigned task. This officer is constantly on the move to devise new and effective means of enhancing the nonofficial cover program. He has proven a patient and sympathetic guidance counsellor for numbers of officers either in the NOC program or those interested in it. It is to his credit primarily that we have created the referrals system which not only coordinates the reassignment of NOC personnel across division lines to appropriate new areas and opportunities, but also serves as a central clearing house for personalities who indicate interest in working for CIA in a non-staff capacity.

5. [redacted] primary area of operational experience has been Latin America, including years of NOC officer status. A look at his file reveals over a half dozen commendations for unusual service and initiative. Linguistically he speaks native Spanish, very good Italian and some French. He has a supervisory ability far above the average, and has a highly developed diplomatic skill in his pursuit of new operational and staff goals which has stood him well on countless occasions. He is a harmonious and cooperative work colleague. Clearly he is a most unusual operations officer who has mastered staff skills and abilities to the point where he is capable of taking on a wide spectrum of future field or Headquarters assignments.

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23 December 1975

MEMORANDUM FOR: Chief, Career Management Group
VIA : Chief, Latin America Division
SUBJECT : [REDACTED] Recommendation for Promotion

1. [REDACTED] has been on a rotational assignment to the Nonofficial Cover Branch from Latin America Division since August 1974. From the outset, he has displayed a most impressive ability to switch gears from his natural operational initiatives and to focus that initiative into his staff officer role. His rapid absorption of management and personnel principles and problems, with especial emphasis on the non-official cover program of the Directorate, has been remarkable even in an officer with his experience.

2. Specifically, [REDACTED] innovative and imaginative drive has, in a relatively short period of time, enabled the Branch to create a NOC referrals section headed by him, in which he has become a principal DDO coordinator for hundreds of leads involving job applicants which are derived from letters written to the Agency, from our field recruiters, from the CT program, our management skills bank, and other sources. He has created, in his development of this referrals system, a language and job skills record of available applicants who do not fit any specific Agency criterion such as the Career Trainee program. Under his guidance, referrals files are prepared on specific applicants and are forwarded to all DDO components which he knows would be interested in the specific candidate. He handles all replies and indications of interest, and arranges that candidates of interest are cleared, contacted, interviewed, and assessed. Often he handles the contacting, interviewing and assessment himself. In its first full year of operation, his referrals system has assisted in placing impressive candidates in a variety of DDO field assignments.

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2 007327

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(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 24 AUGUST 1977	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 08 28 77		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CF		7. PAN AND NSCA 7020 0008 0002		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
		CF TO V		CF TO CF							
9. ORGANIZATIONAL DESIGNATIONS DDO/OFFICE OF DEPUTY DIRECTOR FOR OPERATIONS ASST DEP DIR-OPERATIONS/DEVELOPMENT NON OFFICIAL COVER STAFF REFERRAL BRANCH						10. LOCATION OF OFFICIAL STATION WASH., D.C.					
11. POSITION TITLE OPERATIONS OFFICER CH (15) 000						12. POSITION NUMBER FS63		13. CAREER SERVICE DESIGNATION DYB			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 4		17. SALARY OR RATE 37,167			
18. REMARKS FROM CMS CONCUR: CMS/MSB Date 18-25-77											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED 24 Aug 77		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER CM/PE		DATE SIGNED 8/29/77			
AC/PCS/CSS/Pers SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL DDO/CM-15											
19. ACTION CODE 37		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC 30125 ALPHABETIC 0000		22. STATION CODE 75013		23. INTEREST CODE			
24. HOURS CODE		25. DATE OF BIRTH MO. DA. YR. 1 05 09 29		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.					
28. DATE EXPIRY MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.			
33. VET PREFERENCE CODE 0-NONE 1-1 PT. 2-10 PT.		34. SERV. COMP. DATE MO. DA. YR.		35. LONG COMP. DATE MO. DA. YR.		36. CAREER CATEGORY CODE CAS/BSH PROV/TEMP		37. FEGLI/HEALTH INSURANCE CODE 0-WAIVER 1-REG 2-REG/OPT 3-INELIGIBLE			
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-MORE THAN 10 YEARS 2-MORE THAN 5 YEARS 3-MORE THAN 3 YEARS		39. LEAVE CAT. CODE		40. FEDERAL TAX DATA FORM EXECUTED CODE MO. TAX EXEMPTIONS		41. STATE TAX DATA FORM EXECUTED CODE MO. TAX EXEMPTIONS		42. SOCIAL SECURITY NO.			
43. POSITION CONTROL CERTIFICATION CODE		44. O.P. APPROVAL		DATE APPROVED 30 Aug 77							

FORM 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY: 007622

PERSONNEL AND TRAINING: Responsible for the screening of personnel for assignment to desk, branch or staff; organized special Headquarters operational programs requiring the selection of personnel, the formulation and execution of training seminars, and direction of field administration; managed personnel matters and devised and instituted new systems and programs for spotting, selecting, recruiting, training and assigning personnel; provided career development guidance and counseling to Agency personnel. On occasion, was called on to lecture to training classes. During off-duty hours, gave classes in Spanish and Italian.

RESEARCH AND ANALYSIS: In all phases of career, have conducted intelligence, political and economic research and analysis in support of operational activities.

EDUCATION: USAFI, Latin American Institute (New York), Mexico City College (Mexico). Emphasis on international affairs, international trade, journalism, public relations and advertising, languages. Numerous CIA-sponsored courses and seminars on varying aspects of management (MBO, FEO, etc.), economics, security, and other topics related to the intelligence craft.

TRAVEL AND FOREIGN LANGUAGES: Periods of residence and travel in Europe (as a child), Japan, and Latin America. Extensive travel in the United States. Fluent in Spanish and Italian, slight capability in German and French.

PERSONAL:

Community Service:

- Active in Little League, Cub Scouts, Boy Scouts
- Officer and President of PTA
- Fourteen years in Rotary International, variously as member of the Board of Directors, Committee Chairman, Vice President and President
- Founder, later President, Vice-president of town-wide citizens association
- Served on number of civic and mayoral committees

Interests:

International affairs, history, fishing and hunting, gardening, etc.

Other:

[REDACTED]

RESUME

[REDACTED]
Harrison, Virginia 22070

SUMMARY OF BACKGROUND: U.S. Army (1946-1948). Department store manager-trainee, El Salvador, Central America (1950-1951). Twenty-six years as an intelligence officer with the Central Intelligence Agency, covering progressively higher-level assignments in Latin America, Washington, D.C. and other domestic locations. Varied experience in both operational and staff assignments in areas of management, personnel recruitment and training, intelligence collection, liaison, propaganda and political action, field investigations.

OPERATIONS: Selected, assessed, recruited and trained operational assets in the field for intelligence collection purposes. Initiated and developed productive liaison and social connections with foreign political, military and business personalities, in almost all cases using foreign languages. Sent on special assignments to conduct on-the-spot field investigations, collected material evidence and corroborated suspicions. Organized, instituted and supervised individual, regional and world-wide propaganda and political action programs in response to high level directives and in consonance with U.S. policy objectives. Much of this work required a thorough knowledge and understanding of the psychology, culture, aspirations and motivation of foreign individuals and peoples in order to influence them, through verbal as well as written means, from one point of view or ideological preference, to another. Essential to the work were imagination, innovation and drive, as well as a complete understanding of a given subject, a knowledge of journalism and other media, and well-developed writing and verbal skills. Assignments required a willingness and ability to assume effectively and convincingly, a variety of roles; have served as a graduate student, an author, an American diplomat serving in an Embassy abroad, as the head of a voluntary organization, as a businessman, etc.

MANAGEMENT: In Washington headquarters and in the field, served in numerous middle level and senior management positions; have had responsibility for a 26-person operational branch; as a desk chief for overseas stations; as the responsible officer for major political action and propaganda operations; as recruiter and manager of human sources of intelligence; as liaison officer to high level exile and indigenous personalities; as a staff section chief, staff deputy chief, and staff acting chief, and as the deputy of a special assistant to a very senior Agency officer. Responsible for evaluating the work of subordinate personnel and for support and assistance to promotion panels. Planned, disbursed and accounted for operational budgets of up to several millions of dollars.

NO SECURITY OBJECTIONS

[REDACTED]
CS/EAB
28 Apr 78

RESUME

[REDACTED]
Herndon, Virginia

Telephone: Home - [REDACTED]

Office - (703) 351-4104

SUMMARY OF BACKGROUND: U.S. Army (1946-1948). Department store manager-trainee, El Salvador (1950-1951). Twenty-six years (1952-1978) of experience as an officer with the Central Intelligence Agency, covering a variety of operational and staff assignments, domestic and foreign, ranging from intelligence collection, to propaganda and political action, to administration, personnel recruitment and training, and career management. Hold active Top Secret clearance.

EDUCATION: USAFI, Latin American Institute (New York), Mexico City College (Mexico). Emphasis on international affairs, international trade, journalism, public relations and advertising, languages. Numerous CIA-sponsored courses and seminars on varying aspects of management, security, economics, EEO, and other topics related to the intelligence craft.

TRAVEL AND FOREIGN LANGUAGES: Periods of residence in Europe, Panama, Venezuela, El Salvador. Travel to Cuba, Chile, Peru, Guatemala, Nicaragua, Mexico. Extensive travel in the United States. Fluent in Spanish and Italian, slight capability in German and French.

PERSONAL:

Community Service:

- Active in Little League, Cub Scouts, Boy Scouts
- Officer and President of PTA
- Fourteen years in Rotary International, variously as member of the Board of Directors, Committee Chairman, Vice President and President
- Founder, later President, Vice-president of town-wide citizens association
- Served on number of civic and mayoral committees

Interests:

International affairs, writing, fishing and outdoors, gardening, etc.

Other:

Age: 48

Married, 3 children (ages 22, 23, 24)

NO SECURITY OBJECTIONS

[REDACTED]
USIA
6 April 1978

SECRET
(When Filled In)

OCF REQUEST FOR PERSONNEL ACTION				DATE PREPARED 18 May 76	
1. SERIAL NUMBER [Redacted]		2. NAME (Last-First-Middle) [Redacted]			
3. NATURE OF PERSONNEL ACTION Promotion <input checked="" type="checkbox"/> Change of Functional Category <input checked="" type="checkbox"/>			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 23 76		5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS XX <input checked="" type="checkbox"/> V TO V CF TO V		7. EAN AND NSCA 6221-0117 0002		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDO/PS Career Management Group Non Official Cover Branch			10. LOCATION OF OFFICIAL STATION Wash., D.C.		
11. POSITION TITLE Ops Officer D CH (15)			12. POSITION NUMBER FS 63		13. CAREER SERVICE DESIGNATION DQB
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 4	
17. SALARY OR RATE \$ 34,441					
18. REMARKS DQB to DQB [Redacted] by phone LA Personnel [Redacted]					
19. [Redacted] C/CMG/MSE		DATE SIGNED 18 May 76		20. OFFICER [Redacted] C/CM 14 5/18/76	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION CODE 22		22. EMPLOY CODE 10		23. OFFICE CODING NUMERIC ALPHABETIC 37325 PS	
24. STATION CODE 75013		25. INTEGRITY CODE 1		26. MONTHS CODE 1	
27. DATE OF BIRTH MO. DA. YR. 05 23 76		28. DATE OF GRADE MO. DA. YR. 05 23 76		29. DATE OF LEI MO. DA. YR. 05 23 76	
30. DATE OF RETIREMENT MO. DA. YR.		31. SPECIAL REFERENCE 1-CL 2-DCM 3-FPA 4-NONE		32. RETIREMENT DATA CODE	
33. SEPARATION DATA CODE TYPE		34. CORRECTION/CANCELLATION DATA MO. DA. YR.		35. EOD DATA [Redacted]	
36. VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		37. SERV. COMP. DATE MO. DA. YR.		38. LONG. COMP. DATE MO. DA. YR.	
39. CAREER CATEGORY CAR/RES PROV/TEMP CODE		40. FEGLI/HEALTH INSURANCE CODE 0-WAIVER 1-REG 2-REG/OPT 3-INDIVIDUAL		41. SOCIAL SECURITY NO.	
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NO PREVIOUS SERVICE 2-NONE IN SERVICE (LESS THAN 3 YEARS) 3-NONE IN SERVICE (MORE THAN 3 YEARS)		43. LEAVE CAT. CODE 1-YES 2-NO		44. FEDERAL TAX DATA CODE NO. TAX EXEMPTIONS FORM EXECUTED 1-YES 2-NO	
45. POSITION CONTROL CERTIFICATION 21 MAY 1976		46. O.P. APPROVAL [Redacted]		DATE APPROVED 05/21/76	

FORM 1152 USE PREVIOUS EDITION
8-72

SECRET

E2, IMPDET CL. BY: 007622 (4)

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-2-

_____ has also served as the field representative for a Latin America Division funding and cover mechanism. Mr. _____ past service in a nonofficial cover status has well qualified him for his present Headquarters assignment at a time when nonofficial cover is taking on even greater significance in Agency operational planning.

c. Personal characteristics and qualifications.
In fulfilling his various responsibilities, _____ has demonstrated that he is imaginative, perceptive, energetic, and a person of sound, independent judgment. He is extremely versatile and has a first-rate mind. Invariably, when a crisis situation arose and talent had to be mobilized within the Division, _____ was one of the first officers whose name came to mind. He writes quickly and with a polished style. During the past year, he was called upon on two occasions to draft papers concerning Agency involvement _____ which were used by the Director and the Deputy Director for Operations in their presentations before the Senate Select Committee. _____ speaks and writes fluent Spanish in addition to speaking very good Italian and some French.

2. _____ meets all of the general and specific criteria for promotion within his category. He has a total of 24 years of Agency service, of which 23 years have been involved with operations. He has served overseas tours in _____ and _____ in addition to his domestic assignments in _____, Miami, and Washington, D.C. He has successfully developed and managed new programs in the Covert Action and the Nonofficial Cover fields in which he is presently engaged. _____ is a man of enormous energy who is eager to take on challenging assignments. He has yet to reach his peak within the Agency. _____ has demonstrated that he is an effective supervisor, having served as Desk Chief, Acting Branch Chief, and Section Chief.

3. _____ is entering into competition for promotion carrying the strong recommendation of this Division as well as that of CMG/NOC. His rotational tour with the Nonofficial Cover Branch will end in July 1977. Because of family medical reasons, _____ is presently subject to a medical hold. Upon completion of his tour with CMG/NOC, he will return to the Latin America Division with a projected assignment in a senior staff position.

Chief
Latin America Division

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4 MAR 1976

MEMORANDUM FOR: Chairman, GS-14 Evaluation Board
SUBJECT : Recommendation for Promotion to
Grade GS-15, [REDACTED]

1. This memorandum recommends the promotion of [REDACTED] from GS-14 to GS-15. [REDACTED] is a 46-year old Operations Specialist who has been in grade since December 1968.

a. Performance in current grade. During the seven years that [REDACTED] has been in grade, he has served as a case officer assigned to the Washington Base of the Foreign Resources Division and, in the Latin America Division, as Chief of the Peruvian Desk, Chief of Covert Action activities for the Chile Branch, and Deputy Special Assistant in the Economic Intelligence Collection and Operations Staff. Since August 1974, [REDACTED] has been serving on a rotational tour with the Nonofficial Cover Branch of the Career Management Group (CMG/NOC). [REDACTED] has occupied a series of increasingly important positions since his assignment to Headquarters in 1970. During his tenure in the Chile Branch he was personally responsible for developing two important programs -- one in the political action field and the other in the propaganda field -- which were designed to influence foreign attitudes towards the Allende regime in Chile. These programs were highly successful. He received overall Outstanding ratings in his Fitness Reports for the period 1972-73 and for his work with CMG/NOC in 1975. [REDACTED] received a Quality Step Increase in 1974.

b. Potential. Throughout his Agency career Mr. [REDACTED] has demonstrated that he can assume broader and increased responsibilities and perform effectively in challenging situations. His special strengths lie in the Covert Action and Nonofficial Cover fields. He has distinguished himself in his ability to apply imaginative solutions to operational problems involving Covert Action. In particular, he is noted for his work in exploiting the discovery of the Cuban arms cache in Venezuela in 1963, and to support U.S. actions during the January 1964 riots in Panama and the April 1964 revolt in the Dominican Republic.

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6. [REDACTED] has been in his present grade for the past seven years. He has clearly earned, and I strongly recommend that he be considered for, promotion to GS-15.

[REDACTED]
Chief
Nonofficial Cover Branch

CONCUR:

[REDACTED]
Chief, Career Management Group

12/31/75
Date

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3. The above has been accomplished in addition to [] initially assigned responsibilities for close support of the NOC programs of two very active divisions, Latin America and Africa. This task calls for experienced and tactful direct cooperation with the NOC referents and senior operations officers in the divisions concerned. Ordinarily, such area division NOC responsibility would be a full-time job for an officer of this Branch. [] handles this assignment, as well as his development of the referrals program, with dispatch and poise.

4. [] recent fitness reports will indicate his outstanding qualities. They include an enormous and enthusiastic capacity for work, a fine and precise writing ability, a genuinely rare imagination and a willingness to move far beyond the daily work requirements to get his job done, or to increase the value of his assigned task. This officer is constantly on the move to devise new and effective means of enhancing the nonofficial cover program. He has proven a patient and sympathetic guidance counsellor for numbers of officers either in the NOC program or those interested in it. It is to his credit primarily that we have created the referrals system which not only coordinates the reassignment of NOC personnel across division lines to appropriate new areas and opportunities, but also serves as a central clearing house for personalities who indicate interest in working for CIA in a non-staff capacity.

5. [] primary area of operational experience has been Latin America, including years of NOC officer status. A look at his file reveals over a half dozen commendations for unusual service and initiative. Linguistically he speaks native Spanish, very good Italian and some French. He has a supervisory ability far above the average, and has a highly developed diplomatic skill in his pursuit of new operational and staff goals which has stood him well on countless occasions. He is a harmonious and cooperative work colleague. Clearly he is a most unusual operations officer who has mastered staff skills and abilities to the point where he is capable of taking on a wide spectrum of future field or Headquarters assignments.

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23 December 1975

MEMORANDUM FOR: Chief, Career Management Group
VIA : Chief, Latin America Division
SUBJECT : [REDACTED], Recommendation for Promotion

1. [REDACTED] has been on a rotational assignment to the Nonofficial Cover Branch from Latin America Division since August 1974. From the outset, he has displayed a most impressive ability to switch gears from his natural operational initiatives and to focus that initiative into his staff officer role. His rapid absorption of management and personnel principles and problems, with especial emphasis on the non-official cover program of the Directorate, has been remarkable even in an officer with his experience.

2. Specifically, [REDACTED] innovative and imaginative drive has, in a relatively short period of time, enabled the Branch to create a NOC referrals section headed by him, in which he has become a principal DDO coordinator for hundreds of leads involving job applicants which are derived from letters written to the Agency, from our field recruiters, from the CT program, our management skills bank, and other sources. He has created, in his development of this referrals system, a language and job skills record of available applicants who do not fit any specific Agency criterion such as the Career Trainee program. Under his guidance, referrals files are prepared on specific applicants and are forwarded to all DDO components which he knows would be interested in the specific candidate. He handles all replies and indications of interest, and arranges that candidates of interest are cleared, contacted, interviewed, and assessed. Often he handles the contacting, interviewing and assessment himself. In its first full year of operation, his referrals system has assisted in placing impressive candidates in a variety of DDO field assignments.

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(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 24 AUGUST 1977	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 08 28 77			5. CATEGORY OF EMPLOYMENT REGULAR						
6. FUNDS		V TO V		V TO CF		7. PAN AND NSCA 7020 0008 0002		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDO/OFFICE OF DEPUTY DIRECTOR FOR OPERATIONS ASST DEP DIR-OPERATIONS/DEVELOPMENT NON OFFICIAL COVER STAFF REFERRAL BRANCH		10. LOCATION OF OFFICIAL STATION WASH., D.C.									
11. POSITION TITLE OPERATIONS OFFICER CH (15)		12. POSITION NUMBER FS63		13. CAREER SERVICE DESIGNATION DYB							
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 4		17. SALARY OR RATE 37,167					
18. REMARKS FROM CMS CONCUR: _____ CMS/MSB/ _____ 18-25-77 Date											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED 24 Aug 77		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER CM/PE				DATE SIGNED 8/29/77	
AC/PCS/CSS/Pers SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL DDO/CM-15											
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 30125 ALPHABETIC 0000		22. STATION CODE 75013	23. INTERSEE CODE	24. RIGHTS CODE	25. DATE OF BIRTH MO DA YR 1 05 09 29	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR		
28. WTE EXPIRY MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ. NO.		34. SEX			
35. VET PREFERENCE CODE 0-NONE 1-1 PT 2-10 PT	36. SERV. COMP. DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CODE		39. FEGLI/HEALTH INSURANCE CODE 0-WELVER 1-REG 2-REG/OPT 3-INELIGIBLE		40. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-MORE THAN 3 YEARS 2-MORE THAN 3 YEARS 3-MORE THAN 3 YEARS		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE MO TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE MO TAX EXEMPTIONS		45. POSITION CONTROL CERTIFICATION DATE APPROVED 30 Aug 77			

PERSONNEL AND TRAINING: Responsible for the screening of personnel for assignment to desk, branch or staff; organized special Headquarters operational programs requiring the selection of personnel, the formulation and execution of training seminars, and direction of field administration; managed personnel matters and devised and instituted new systems and programs for spotting, selecting, recruiting, training and assigning personnel; provided career development guidance and counseling to Agency personnel. On occasion, was called on to lecture to training classes. During off-duty hours, gave classes in Spanish and Italian.

RESEARCH AND ANALYSIS: In all phases of career, have conducted intelligence, political and economic research and analysis in support of operational activities.

EDUCATION: USAFI, Latin American Institute (New York), Mexico City College (Mexico). Emphasis on international affairs, international trade, journalism, public relations and advertising, languages. Numerous CIA-sponsored courses and seminars on varying aspects of management (MBO, FEO, etc.), economics, security, and other topics related to the intelligence craft.

TRAVEL AND FOREIGN LANGUAGES: Periods of residence and travel in Europe (as a child), Japan, and Latin America. Extensive travel in the United States. Fluent in Spanish and Italian, slight capability in German and French.

PERSONAL:

Community Service:

- Active in Little League, Cub Scouts, Boy Scouts
- Officer and President of PTA
- Fourteen years in Rotary International, variously as member of the Board of Directors, Committee Chairman, Vice President and President
- Founder, later President, Vice-president of town-wide citizens association
- Served on number of civic and mayoral committees

Interests:

International affairs, reading, fishing and hunting, gardening, etc.

Other:

Age: 48 Married, 3 children (ages 22, 23, 24)

RESUME

[REDACTED]
Harrison, Virginia 22070

SUMMARY OF BACKGROUND: U.S. Army (1946-1948). Department store manager-trainee, El Salvador, Central America (1950-1951). Twenty-six years as an intelligence officer with the Central Intelligence Agency, covering progressively higher-level assignments in Latin America, Washington, D.C. and other domestic locations. Varied experience in both operational and staff assignments in areas of management, personnel recruitment and training, intelligence collection, liaison, propaganda and political action, field investigations.

OPERATIONS: Selected, assessed, recruited and trained operational assets in the field for intelligence collection purposes. Initiated and developed productive liaison and social connections with foreign political, military and business personalities, in almost all cases using foreign languages. Sent on special assignments to conduct on-the-spot field investigations, collected material evidence and corroborated suspicions. Organized, instituted and supervised individual, regional and world-wide propaganda and political action programs in response to high level directives and in consonance with U.S. policy objectives. Much of this work required a thorough knowledge and understanding of the psychology, culture, aspirations and motivation of foreign individuals and peoples in order to influence them, through verbal as well as written means, from one point of view or ideological preference, to another. Essential to the work were imagination, innovation and drive, as well as a complete understanding of a given subject, a knowledge of journalism and other media, and well-developed writing and verbal skills. Assignments required a willingness and ability to assume effectively and convincingly, a variety of roles; have served as a graduate student, an author, an American diplomat serving in an Embassy abroad, as the head of a voluntary organization, as a businessman, etc.

MANAGEMENT: In Washington headquarters and in the field, served in numerous middle level and senior management positions; have had responsibility for a 26-person operational branch; as a desk chief for overseas stations; as the responsible officer for major political action and propaganda operations; as recruiter and manager of human sources of intelligence; as liaison officer to high level exile and indigenous personalities; as a staff section chief, staff deputy chief, and staff acting chief; and as the deputy of a special assistant to a very senior Agency officer. Responsible for evaluating the work of subordinate personnel and for support and assistance to promotion panels. Planned, disbursed and accounted for operational budgets of up to several millions of dollars.

NO SECURITY OBJECTIONS

[REDACTED]
CIS/ETB
28 Apr 78

RESUME

[REDACTED]
Herndon, Virginia

Telephone: Home - [REDACTED]

Office - (703) 351-4104

SUMMARY OF BACKGROUND: U.S. Army (1946-1948). Department store manager-trainee, El Salvador (1950-1951). Twenty-six years (1952-1978) of experience as an officer with the Central Intelligence Agency, covering a variety of operational and staff assignments, domestic and foreign, ranging from intelligence collection, to propaganda and political action, to administration, personnel recruitment and training, and career management. Hold active Top Secret clearance.

EDUCATION: USAFI, Latin American Institute (New York), Mexico City College (Mexico). Emphasis on international affairs, international trade, journalism, public relations and advertising, languages. Numerous CIA-sponsored courses and seminars on varying aspects of management, security, economics, EEO, and other topics related to the intelligence craft.

TRAVEL AND FOREIGN LANGUAGES: Periods of residence in Europe, Panama, Venezuela, El Salvador. Travel to Cuba, Chile, Peru, Guatemala, Nicaragua, Mexico. Extensive travel in the United States. Fluent in Spanish and Italian, slight capability in German and French.

PERSONAL:

Community Service:

- Active in Little League, Cub Scouts, Boy Scouts
- Officer and President of PTA
- Fourteen years in Rotary International, variously as member of the Board of Directors, Committee Chairman, Vice President and President
- Founder, later President, Vice-president of town-wide citizens association
- Served on number of civic and mayoral committees

Interests:

International affairs, writing, fishing and outdoors, gardening, etc.

Other:

Age: 48

Married, 3 children (ages 22, 23, 24)

NO SECURITY CONCERNS

6/16/78
6/16/78

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								15 April 1970	
3. NATURE OF PERSONNEL ACTION										4. EFFECTIVE DATE REQUESTED	
TRANSFER <i>to vouchered funds</i>										MONTH DAY YEAR 04 19 70	
5. CATEGORY OF EMPLOYMENT										REGULAR	
6. FUNDS		V TO V		V TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
X		CF TO V		CF TO CF		0235 0620					
9. ORGANIZATIONAL DESIGNATIONS										10. LOCATION OF OFFICIAL STATION	
DDP/WH BRANCH 3 PERU SECTION										WASHINGTON, D.C.	
11. POSITION TITLE										12. POSITION NUMBER	
OPS OFFICER										1391	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)										15. OCCUPATIONAL SERIES	
GS										(14) 0136.01	
16. GRADE AND STEP										17. SALARY OR RATE	
14 4										\$ 20,385.21608	
18. REMARKS											
1 - Security 1 - Payroll											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED				19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
C/WH/PERS				15 Apr 70				4/16			
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. HOURS CODE	
16 10		51400		WH		75013					
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LES		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LES		34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
37. DATE OF BIRTH		38. DATE OF GRADE		39. DATE OF LES		40. DATE OF BIRTH		41. DATE OF GRADE		42. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
43. DATE OF BIRTH		44. DATE OF GRADE		45. DATE OF LES		46. DATE OF BIRTH		47. DATE OF GRADE		48. DATE OF LES	
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49. DATE OF BIRTH		50. DATE OF GRADE		51. DATE OF LES		52. DATE OF BIRTH		53. DATE OF GRADE		54. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LES		58. DATE OF BIRTH		59. DATE OF GRADE		60. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
61. DATE OF BIRTH		62. DATE OF GRADE		63. DATE OF LES		64. DATE OF BIRTH		65. DATE OF GRADE		66. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
67. DATE OF BIRTH		68. DATE OF GRADE		69. DATE OF LES		70. DATE OF BIRTH		71. DATE OF GRADE		72. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
73. DATE OF BIRTH		74. DATE OF GRADE		75. DATE OF LES		76. DATE OF BIRTH		77. DATE OF GRADE		78. DATE OF LES	
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79. DATE OF BIRTH		80. DATE OF GRADE		81. DATE OF LES		82. DATE OF BIRTH		83. DATE OF GRADE		84. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
85. DATE OF BIRTH		86. DATE OF GRADE		87. DATE OF LES		88. DATE OF BIRTH		89. DATE OF GRADE		90. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
91. DATE OF BIRTH		92. DATE OF GRADE		93. DATE OF LES		94. DATE OF BIRTH		95. DATE OF GRADE		96. DATE OF LES	
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97. DATE OF BIRTH		98. DATE OF GRADE		99. DATE OF LES		100. DATE OF BIRTH		101. DATE OF GRADE		102. DATE OF LES	
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103. DATE OF BIRTH		104. DATE OF GRADE		105. DATE OF LES		106. DATE OF BIRTH		107. DATE OF GRADE		108. DATE OF LES	
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109. DATE OF BIRTH		110. DATE OF GRADE		111. DATE OF LES		112. DATE OF BIRTH		113. DATE OF GRADE		114. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
115. DATE OF BIRTH		116. DATE OF GRADE		117. DATE OF LES		118. DATE OF BIRTH		119. DATE OF GRADE		120. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
121. DATE OF BIRTH		122. DATE OF GRADE		123. DATE OF LES		124. DATE OF BIRTH		125. DATE OF GRADE		126. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
127. DATE OF BIRTH		128. DATE OF GRADE		129. DATE OF LES		130. DATE OF BIRTH		131. DATE OF GRADE		132. DATE OF LES	
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133. DATE OF BIRTH		134. DATE OF GRADE		135. DATE OF LES		136. DATE OF BIRTH		137. DATE OF GRADE		138. DATE OF LES	
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139. DATE OF BIRTH		140. DATE OF GRADE		141. DATE OF LES		142. DATE OF BIRTH		143. DATE OF GRADE		144. DATE OF LES	
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145. DATE OF BIRTH		146. DATE OF GRADE		147. DATE OF LES		148. DATE OF BIRTH		149. DATE OF GRADE		150. DATE OF LES	
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151. DATE OF BIRTH		152. DATE OF GRADE		153. DATE OF LES		154. DATE OF BIRTH		155. DATE OF GRADE		156. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
157. DATE OF BIRTH		158. DATE OF GRADE		159. DATE OF LES		160. DATE OF BIRTH		161. DATE OF GRADE		162. DATE OF LES	
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163. DATE OF BIRTH		164. DATE OF GRADE		165. DATE OF LES		166. DATE OF BIRTH		167. DATE OF GRADE		168. DATE OF LES	
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169. DATE OF BIRTH		170. DATE OF GRADE		171. DATE OF LES		172. DATE OF BIRTH		173. DATE OF GRADE		174. DATE OF LES	
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175. DATE OF BIRTH		176. DATE OF GRADE		177. DATE OF LES		178. DATE OF BIRTH		179. DATE OF GRADE		180. DATE OF LES	
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181. DATE OF BIRTH		182. DATE OF GRADE		183. DATE OF LES		184. DATE OF BIRTH		185. DATE OF GRADE		186. DATE OF LES	
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187. DATE OF BIRTH		188. DATE OF GRADE		189. DATE OF LES		190. DATE OF BIRTH		191. DATE OF GRADE		192. DATE OF LES	
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193. DATE OF BIRTH		194. DATE OF GRADE		195. DATE OF LES		196. DATE OF BIRTH		197. DATE OF GRADE		198. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
199. DATE OF BIRTH		200. DATE OF GRADE		201. DATE OF LES		202. DATE OF BIRTH		203. DATE OF GRADE		204. DATE OF LES	
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205. DATE OF BIRTH		206. DATE OF GRADE		207. DATE OF LES		208. DATE OF BIRTH		209. DATE OF GRADE		210. DATE OF LES	
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211. DATE OF BIRTH		212. DATE OF GRADE		213. DATE OF LES		214. DATE OF BIRTH		215. DATE OF GRADE		216. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
217. DATE OF BIRTH		218. DATE OF GRADE		219. DATE OF LES		220. DATE OF BIRTH		221. DATE OF GRADE		222. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
223. DATE OF BIRTH		224. DATE OF GRADE		225. DATE OF LES		226. DATE OF BIRTH		227. DATE OF GRADE		228. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
229. DATE OF BIRTH		230. DATE OF GRADE		231. DATE OF LES		232. DATE OF BIRTH		233. DATE OF GRADE		234. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
235. DATE OF BIRTH		236. DATE OF GRADE		237. DATE OF LES		238. DATE OF BIRTH		239. DATE OF GRADE		240. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
241. DATE OF BIRTH		242. DATE OF GRADE		243. DATE OF LES		244. DATE OF BIRTH		245. DATE OF GRADE		246. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
247. DATE OF BIRTH		248. DATE OF GRADE		249. DATE OF LES		250. DATE OF BIRTH		251. DATE OF GRADE		252. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
253. DATE OF BIRTH		254. DATE OF GRADE		255. DATE OF LES		256. DATE OF BIRTH		257. DATE OF GRADE		258. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
259. DATE OF BIRTH		260. DATE OF GRADE		261. DATE OF LES		262. DATE OF BIRTH		263. DATE OF GRADE		264. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
265. DATE OF BIRTH		266. DATE OF GRADE		267. DATE OF LES		268. DATE OF BIRTH		269. DATE OF GRADE		270. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
271. DATE OF BIRTH		272. DATE OF GRADE		273. DATE OF LES		274. DATE OF BIRTH		275. DATE OF GRADE		276. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
277. DATE OF BIRTH		278. DATE OF GRADE		279. DATE OF LES		280. DATE OF BIRTH		281. DATE OF GRADE		282. DATE OF LES	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
283. DATE OF BIRTH		284. DATE OF GRADE		285. DATE OF LES		286. DATE OF BIRTH		287. DATE OF GRADE		288. DATE OF LES	
MO. DA. YR.											

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 5 May 1970	
1. SERIAL NUMBER <div style="background-color: black; width: 100px; height: 15px;"></div>		2. NAME (Last-First-Middle) <div style="background-color: black; width: 150px; height: 15px;"></div>					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS (correction)						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 04 19 70	
5. CATEGORY OF EMPLOYMENT REGULAR						6. FINANCIAL ANALYSIS NO. 0235 0620	
7. FUNDS <div style="background-color: black; width: 30px; height: 15px;"></div>		V TO V <input checked="" type="checkbox"/> CF TO V		V TO CF <input type="checkbox"/> CF TO CF <input type="checkbox"/>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 PERU SECTION						10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 1391	
13. CAREER SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 4		17. SALARY OR RATE \$ 21,608	
18. REMARKS <div style="font-size: 1.2em;">* To correct item 3 from "transfer to voucherred funds" to "reassignment and transfer to voucherred funds."</div> <div style="font-size: 1.2em;">* To drop staff employee spectral.</div>							
19. SIGNATURE OF REQUESTING OFFICIAL <div style="background-color: black; width: 100px; height: 15px;"></div> C/WH/DEPS							
DATE SIGNED 9 May 70		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <div style="background-color: black; width: 100px; height: 15px;"></div>				DATE SIGNED 4-8	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 38	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51400 WH 75013		22. STATION CODE 75013	23. INTEGRITY CODE	24. HQ/RTS CODE	25. DATE OF BIRTH MO DA YR <div style="background-color: black; width: 50px; height: 15px;"></div>
26. DATE OF GRADE MO DA YR <div style="background-color: black; width: 50px; height: 15px;"></div>	27. DATE OF LEI MO DA YR <div style="background-color: black; width: 50px; height: 15px;"></div>	28. NTE EXPIRES MO DA YR		29. SPECIAL REFERENCE 1-CCC 2-ORGN 3-FLCA 4-ROHS		30. RETIREMENT DATA CODE	
31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO DA YR 16 04 19 70		33. SECURITY REQ. NO.		34. SEX	
35. VET. PREFERENCE CODE 1-NONE 2-5 PT 3-10 PT		36. SERV. COMP. DATE MO DA YR		37. LONG. COMP. DATE MO DA YR		38. CAREER CATEGORY CNS/NSV PROH/TEMP	
39. FEGLI/HEALTH INSURANCE CODE CODE 1-WAIVER 2-YES		40. SOCIAL SECURITY NO.		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 2 YEARS) 3-BREAK IN SERVICE (MORE THAN 2 YEARS)		42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO		45. POSITION CONTROL CERTIFICATION		46. O.P. APPROVAL <div style="background-color: black; width: 100px; height: 15px;"></div>	
DATE APPROVED 05-11-70							

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				9 JANUARY 1973	
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
CANCELLATION OF N.S.C.A.				MONTH DAY YEAR 01 15 73		REGULAR	
6. FUNDS		7. FAN AND NSCA		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
X V TO V CF TO V		V TO CF CF TO CF		3235 0620 0000			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH DIVISION BRANCH 6 CA SECTION				WASH., D.C.			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
OPS OFFICER				1855		D	
14. CLASSIFICATION SCHEDULE (GS, Z.B., etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		14 5		\$ 26168	
18. REMARKS							
19a. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
C/WH/Pers				9 Jan 73		10 Jan 73	
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. HOURS CODE	25. DATE OF BIRTH
37	10	51480 WH		75013			
26. DATE EXPIRES	27. SPECIAL REFERENCE	28. RETIREMENT DATA		29. SEPARATION DATA CODE	30. CORRECTION/CANCELLATION DATA	31. SECURITY REQ. NO.	
32. VET. PREFERENCE	33. SERV. COMP. DATE	34. LONG. COMP. DATE	35. CAREER CATEGORY		36. FEGLI/HEALTH INSURANCE		37. SOCIAL SECURITY NO.
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE		39. LEAVE CAT. CODE	40. FEDERAL TAX DATA		41. STATE TAX DATA		
42. POSITION CONTROL CERTIFICATION		43. O.P. APPROVAL				DATE APPROVED	
						15-73	

FORM 1152 USE PREVIOUS EDITION

25 JAN 1973

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E-2, IMPDET CL BY: 007622

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OJCS 07/21/73

1. SERIAL NUMBER

2. NAME (LAST-FIRST-MIDDLE)

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT

4. FUNDS

X

V TO V

V TO CF

CF TO V

CF TO CF

4. EFFECTIVE DATE

NO. DA. YR.
07 01 73

5. CATEGORY OF EMPLOYMENT

7. FAN AND NSCA

8. CSC OR OTHER LEGAL AUTHORITY

4235 4532 0000

9. ORGANIZATIONAL DESIGNATIONS

DDO/WH DIVISION

10. LOCATION OF OFFICIAL STATION

WASH., D.C.

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

1855

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, 18, etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

14

17. SALARY OR RATE

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

Form 11508
8-72 MFG 9-72

Use Previous
Edition

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"E2 IMPDET CL BY 007622"

(4-51)

CONFIDENTIAL

10-6596

10 DEC 1974

MEMORANDUM FOR: [REDACTED]
VIA : Chief, Western Hemisphere Division
SUBJECT : Personnel Evaluation Panel Service

1. The Chairman of the Nonofficial Cover Board has reported to me on your recent service on the NOC Board Sub-Panel for the FY 1974 Personnel Evaluation of officers at the GS-12 level.

2. I take this means to thank you for this important service and to express my hope that it was as valuable an experience for you as it has been for many of your colleagues in the past. The continuing and unstinting contributions being made by persons such as you are helping the Directorate and the Agency not just in improved personnel evaluation but also in markedly enhancing our use of our most valuable asset.

[REDACTED]
Deputy Director for Operations

CONFIDENTIAL

CLASSIFIED BY 060947

CONFIDENTIAL

MEMORANDUM FOR: [REDACTED]

SUBJECT : Quality Step Increase

1. My congratulations on the award to you of a Quality Step Increase. This award is in recognition of superior sustained performance and reflects great credit on you and the job you have been doing.

2. I am confident that your future performance will be of continuing high quality.

With personal best wishes,

[REDACTED]
Deputy Director for Operations

CL BY 009668
E2, IMPDET

CONFIDENTIAL

SECRET
(When Filled In)

021 731

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 23 July 1974	
1. SERIAL NUMBER [REDACTED]		2. NAME (Last-First-Middle) [REDACTED]					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 08 04 74		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS [REDACTED] XX		Y TO Y CF TO Y		7. FINANCIAL ANALYSIS NO. CHARGEABLE 5221- 5221-0117-0000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDO/PS CAREER MANAGEMENT GROUP NON OFFICIAL COVER BRANCH AREAS SECTION				10. LOCATION OF OFFICIAL STATION WASH., D.C.			
11. POSITION TITLE OPS OFFICER (14)				12. POSITION NUMBER 0053		13. CAREER SERVICE DESIGNATION DOC	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 7		17. SALARY OR RATE \$ 29,095 ✓	
18. REMARKS coord: [REDACTED] /telecoord/ WH Pers Home Base: WH cc: Security							
[REDACTED]		DATE SIGNED 23 July 74		[REDACTED]		DATE SIGNED 24 July 74	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 3735 PS		22. STATION CODE 75013	23. INTEGREE CODE 1	24. MOQTES CODE 1	25. DATE OF BIRTH [REDACTED]
26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.	28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1-CC 2-DIG 3-PLA 4-NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO. DA. YR.	33. SECURITY REG. NO.
34. VET. PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT	35. SERV. COMP. DATE MO. DA. YR.	36. LONG. COMP. DATE MO. DA. YR.	37. CAREER CATEGORY CAR/RES PROV/TMP	38. FEGLI/HEALTH INSURANCE CODE 0-WAIVER 1-REG 2-NO/OPF 3-INELIGIBLE	39. SOCIAL SECURITY NO.	40. STATE TAX DATA CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. POSITION CONTROL CERTIFICATION 7-24-74 [Signature]	46. G.P. APPROVAL [REDACTED]	DATE APPROVED 1 Aug 74	

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6

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

18 August 1975

1. SERIAL NUMBER		2. NAME (Last-First-Middle)	
[REDACTED]		[REDACTED]	
3. NATURE OF PERSONNEL ACTION			
Reassignment--Change in Functional Category			
4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
MONTH DAY YEAR 8 27 75		Regular	
6. FUNDS		7. FAN AND NSCA	
XX V TO V C TO V		6221-0117 0000	
8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS	
		DDO/STAFF CARER-MANAGEMENT GROUP Non Official Cover Branch AREAS Section.	
10. LOCATION OF OFFICIAL STATION		11. POSITION TITLE	
Wash., D.C.		Ops Officer (14)	
12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
BL 12		DQS	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
14 7		\$ 30,699	
18. REMARKS			
I concur in my Functional Career Category being changed from B/OG to E/OS: [REDACTED] William Kent Concern: [REDACTED] (By phone) 8/26/75 LA/Personnel			
DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
[REDACTED]		[REDACTED] C/CM 14	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
37	10	NUMERIC ALPHABETIC 37325 PS	75013
23. INTEREST CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE
		MO DA YR	MO DA YR
27. DATE OF LEI	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE
MO DA YR	MO DA YR	MO DA YR	MO DA YR
31. SECT. PREFERENCE	32. SERV. COMP. DATE	33. LONG. COMP. DATE	34. CAREER CATEGORY
CODE	MO DA YR	MO DA YR	CODE
35. PREVIOUS CIVILIAN GOVERNMENT SERVICE	36. LEAVE CAT.	37. FORM EXECUTED	38. FEDERAL TAX DATA
CODE	CODE	CODE	CODE
39. STATE TAX DATA	40. SOCIAL SECURITY NO.	41. FORM EXECUTED	42. NO. TAX EXEMPT.
CODE	NO. DA YR	CODE	STATE CODE
43. POSITION CONTROL CERTIFICATION		44. O.P. APPROVAL	
3 SEP 1975 3 2775		[REDACTED]	
DATE APPROVED		DATE APPROVED	
[REDACTED]		[REDACTED]	

FORM 1152 USE PREVIOUS EDITION
5-72

SECRET

E2, IMPDET CL BY: 007622

(4)

S E C R E T

5 December 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Commendation of Mr. William Kent

During the last five months I have turned to Mr. Kent on two occasions to help the Latin America Division in connection with Senate Select Committee's investigation of covert action in Chile. When confronted with a need to produce a paper on Chile in a short timeframe, I instinctively turned to him. It was not only because he had expertise on Chile, due to service in the Chile Branch, but because he is highly skilled in written presentation. He organizes his material well and presents it in a lucid, highly readable manner. On the first occasion, he helped us prepare a paper that was eventually used by the Director in his presentation before the Senate Select Committee on 14-15 July. On the second occasion his contribution was used by the DDO in his appearance before the Senate Select Committee on 28 October. Both of these papers were excellent and have withstood critical scrutiny.

Aside from Mr. Kent's ability to write I would like to take this occasion to record my overall high esteem for Mr. Kent as a professional and as a person. I have always considered him to be one of our more able and promising officers. His dedication is exemplary; he has spent untold extra hours of his time carrying out his duties. He has good judgment and common sense. Mr. Kent has a very attractive personality and excellent personal presence. From all standpoints he is an excellent officer that deserves to move ahead in the organization. I am convinced he has the ability and potential to do so.

Signed

Raymond A. Warren

Raymond A. Warren

Deputy Chief

Latin America Division

cc: C/CMG/NOC
C/LA/PMS

S E C R E T

E2 IMPDET
CL BY 009560

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 059198										1 March 1976	
2. NAME (Last-First-Middle) KENT WILLIAM											
3. NATURE OF PERSONNEL ACTION REASSIGNMENT and Delegation of Authority NSCA										4. EFFECTIVE DATE REQUESTED MONTH 03 DAY 01 YEAR 76	
5. CATEGORY OF EMPLOYMENT REGULAR										6. LEGAL AUTHORITY (Completed by Office of Personnel)	
6. FUNDS X V TO V CZ TO V CZ TO CZ										7. FAN AND NSCA 6221-0117 0002 0000	
9. ORGANIZATIONAL DESIGNATIONS DDO PLANS STAFF CAREER MANAGEMENT GROUP NON-OFFICIAL COVER BRANCH										10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPERATIONS OFFICER D CH (15)										12. POSITION NUMBER FS63	
13. CAREER SERVICE DESIGNATION DQS											
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS										15. OCCUPATIONAL SERIES 0136.01	
16. GRADE AND STEP 14 7										17. SALARY OR RATE \$ 32,231	
18. REMARKS Form 261 establishing new position number, FS63 is in process of being issued. Amendment to 261 will authorize position classification authority of secret file/c/m/4/4											
19. SIGNATURE OF REQUESTING OFFICIAL J. L. Olmstead C/CMG/MSB						DATE SIGNED 3-2-76		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Paul B. Breitweiser C/CM -14		DATE SIGNED 3/3/76	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE		23. INTEREST CODE		24. MONTHS CODE	
37		103		B5		75D13		1		1	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LET		28. DATE OF RETIREMENT		29. SPECIAL REFERENCE		30. RETIREMENT DATA	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
05 09 29											
31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX		35. VET. PREFERENCE		36. SERV. COMP. DATE	
TYPE		MO. DA. YR.		EOD DATA				CODE		MO. DA. YR.	
								1-5 PT. 2-10 PT.		MO. DA. YR.	
								37. LONG. COMP. DATE		38. CAREER CATEGORY	
								MO. DA. YR.		CODE	
								39. FEDERAL TAX DATA		40. STATE TAX DATA	
								CODE		CODE	
								1-YES 2-NO		1-YES 2-NO	
								41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT. CODE	
								CODE		CODE	
								43. POSITION CONTROL CERTIFICATION		44. O.P. APPROVAL	
								DATE APPROVED		DATE APPROVED	
								08 MAR 1976		03/08/76	

FORM 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY: 007622

SECRET

7 APR 1967

MEMORANDUM FOR: Secretary, CSCS Agent Panel

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

William M. Kent
employee

1. *William M. Kent* a Staff [REDACTED] since July 1966, has been involved in Latin American area activities since coming with the Agency in 1951. Over the years he has developed an unusually thorough understanding of the political, social and economic realities of the area built on residence there before and after his entrance into the Agency. His fluency in Spanish has complimented this area knowledge and contributed to the superior performance which has characterized his work for this Division over the years.

2. The ability to apply imaginative solutions to operational problems in the CA field has been outstandingly demonstrated by [REDACTED] *Kent* during numerous crises in the area. On the occasion of the discovery of the Cuban arms cache in November 1963, the January 1964 riots in Panama, the April 1965 revolution in the Dominican Republic, and numerous other smaller crises situations, [REDACTED] showed a high degree of initiative and professional competence in developing and coordinating covert action efforts in support of Agency objectives. Prior to becoming a Staff [REDACTED] constructive analyses of the Division's covert action activities have made a significant contribution to the development of a more effective operational program. In his present unofficial cover assignment he has continued to demonstrate a typically energetic, imaginative and enthusiastic operational approach. His current assignment is, and others in the past were, at the level of GS-14 and his promotion to GS-14 is strongly recommended by this Division.

Not Approved -
Jun 1967

William V. Broe
William V. Broe
Chief

Western Hemisphere Division

SECRET

XXB

SECRET
(When Filled In)

660

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 059198										1 May 1967	
2. NAME (Last-First-Middle) Kent, William											
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM										4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 07 67	
5. CATEGORY OF EMPLOYMENT REGULAR											
6. FUNDS V TO V CF TO V X CF TO CF										7. FINANCIAL ANALYSIS NO. CHARGEABLE 7135-0630	
8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203											
9. ORGANIZATIONAL DESIGNATIONS DDP/WH										10. LOCATION OF OFFICIAL STATION NEW ORLEANS, LOUISIANA	
11. POSITION TITLE										12. POSITION NUMBER	
13. CAREER SERVICE DESIGNATION D											
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)										15. OCCUPATIONAL SERIES	
16. GRADE AND STEP 13										17. SALARY OR RATE \$	
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION.											
18A. SIGNATURE OF REQUESTING OFFICIAL											
DATE SIGNED											
18B. 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 CODING NUMERIC ALPHABETIC		22. STATION CODE		23. INTEGREE CODE		24. HODGERS CODE	
25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.		28. DATE OF EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1-CYC 2-DIA 3-NONE	
31. VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		32. SEV. COMP. DATE MO. DA. YR.		33. LONG. COMP. DATE MO. DA. YR.		34. CAREER CATEGORY CODE 0-RES 1-TEMP		35. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		36. SECURITY REQ. NO.	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		38. LEAVE CAT. CODE		39. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		40. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO		41. SOCIAL SECURITY NO.		42. SEX	
43. POSITION CONTROL CERTIFICATION 05-15-67H										44. O.P. APPROVAL See memo signed by D/Pers dated 3 MAY 1967	
45. DATE APPROVED											

FORM 1152 USE PREVIOUS EDITION
07-2

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

1

SECRET

14 AUG 1967

MEMORANDUM FOR: Chief, Contract Personnel Division

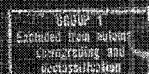
SUBJECT: [REDACTED]

William M. Kent

The Clandestine Services Agent Panel has approved the reassignment of [REDACTED] to DO/Washington, D. C. Nonofficial Cover Premium Pay (NCPP) should be terminated the effective date of this reassignment.

Dwight M. Collins
Dwight M. Collins
Secretary, Agent Panel

SECRET



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
<div style="display: flex; justify-content: space-between;"> <div> 1. SERIAL NUMBER 059198 </div> <div> 2. NAME (Last-First-Middle) Kent William M. </div> </div>										10 OCTOBER 1967	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT						4. EFFECTIVE DATE REQUESTED MONTH: 10 DAY: 08 YEAR: 67		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS <div style="display: flex; justify-content: space-between;"> <div>V TO V</div> <div>V TO CF</div> </div> <div style="display: flex; justify-content: space-between;"> <div>CF TO V</div> <div>XX CF TO CF</div> </div>						7. FINANCIAL ANALYSIS NO. CHARGEABLE 8129-0109		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD US FIELD INTELLIGENCE OPERATIONS GROUP WASHINGTON BASE						10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.					
11. POSITION TITLE OPS OFFICER (GS-13/14)						12. POSITION NUMBER 0416		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 \$ 14665			
18. REMARKS T/O Change											
18A. SIGNATURE OF REQUESTING OFFICIAL Virginia C. Lynch, C/DO Pers. & Training				DATE SIGNED 12 OCT 1967		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Joyce Mayclin 12 OCT 1967					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 37 10		20. EMPLOY CODE 43500		21. OFFICE CODING NUMERIC: DOD ALPHABETIC: 75813		22. STATION CODE 75813		23. INTEGREE CODE 2			
24. HOURS CODE 2		25. DATE OF BIRTH MO: 05 DA: 10 YR: 29		26. DATE OF GRADE MO: DA: YR:		27. DATE OF LEI MO: DA: YR:		28. DATE OF LEI MO: DA: YR:			
29. MET. PREFERENCE CODE: 0-NONE 1-5 PT. 2-10 PT.		30. SERV. COMP. DATE MO: DA: YR:		31. LONG. COMP. DATE MO: DA: YR:		32. CORRECTION/CANCELLATION DATA TYPE: MO: DA: YR:		33. SECURITY REQ. NO. 00 DATA			
34. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0-NONE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		35. LEAVE CAT. CODE		36. CAREER CATEGORY CAR/RESV PROV/TEMP CODE:		37. FEDERAL TAX DATA CODE: NO. TAX EXEMPTIONS:		38. STATE TAX DATA CODE: NO. TAX EXEMPTIONS:			
39. POSITION CONTROL CERTIFICATION RS						40. O.P. APPROVAL Daw-H. Lutscher 11					
41. DATE APPROVED 13 OCT 1967						42. DATE APPROVED 13 OCT 1967					

FORM 1152 USE PREVIOUS EDITION

SECRET

FOIA

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 059198		2. NAME (Last-First-Middle) Kent William M.		3 February 1970	
3. NATURE OF PERSONNEL ACTION RESIGNATION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 07 70		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V X CF TO CF			7. FINANCIAL ANALYSIS NO. CHARGEABLE 0129 0109		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP/INT DOD U.S. FIELD INTELLIGENCE OPERATIONS GROUP WASHINGTON BASE			10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0416		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 4	
			17. SALARY OR RATE \$ 20,385		
18. REMARKS					
Virginia L. Dwyer 10 Feb 70					
18A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
					DATE SIGNED 11 Feb 70
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. INTEGREE CODE	24. MODIFIERS CODE 2
25. DATE OF BIRTH MO. DA. YR. 05/09/29		26. DATE OF GRADE MO. DA. YR. 02/07/70		27. DATE OF LSI MO. DA. YR.	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 1-CSC 2-ORIG 3-SILA 4-NONE		30. RETIREMENT DATA CODE 1300091	
31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.	
34. SEX		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 CAR/RESV PROV/TEMP		39. FEGLI/HEALTH INSURANCE CODE CODE 0-WAIVER 1-YES	
40. SOCIAL SECURITY NO.		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO		45. POSITION CONTROL CERTIFICATION 2-9-70 WR	
46. O.P. APPROVAL Dwight L. Litchner		DATE APPROVED 02/09/70			

FORM 1152 USE PREVIOUS EDITION
3-67

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 17 JUNE 1966	
1. SERIAL NUMBER 059198		2. NAME (Last-First-Middle) Kent, William M.									
3. NATURE OF PERSONNEL ACTION EXCEPTED				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 31 66			5. CATEGORY OF EMPLOYMENT Regular				
6. FUNDS ▶		V TO V CF TO V		V TO CF CF TO CF		7. COST CENTER NO. CHARGEABLE 7135 0630		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP/WH L430 FIELD JMPOPLAR-12						10. LOCATION OF OFFICIAL STATION NEW ORLEANS, LA. Louisiana					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 8001		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 \$ 14,665			
18. REMARKS FROM THE ABOVE POSITION IS BEING TRANSFERRED TO THE US FIELD TO ACCOMMODATE SUBJECT. C-12-54 1 - Finance 1 - Security											
18A. SIGNATURE OF REQUESTING OFFICIAL Robert D. Cashman C/WH/Pers				DATE SIGNED 6/29/66		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER D. Collins			DATE SIGNED 7 July '66		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 13		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC 51800 VVH		22. STATION CODE 75033		23. INTEGREE CODE		24. HODGINS CODE 2	
25. DATE OF BIRTH MO. DA. YR. 05 09 29		26. DATE OF GRADE MO. DA. YR. 06 23 63		27. DATE OF LEI MO. DA. YR. 06 19 66		28. DATE OF BIRTH MO. DA. YR. 05 09 29		29. DATE OF GRADE MO. DA. YR. 06 23 63		30. DATE OF LEI MO. DA. YR. 06 19 66	
31. NTE EXPIRES MO. DA. YR.		32. SPECIAL REFERENCE 1-ESC 2-FICA 3-NONE		33. RETIREMENT DATA CODE		34. SEPARATION DATA CODE		35. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		36. SECURITY REQ. NO. 00000	
37. VET. PREFERENCE CODE		38. SERV. COMP. DATE MO. DA. YR.		39. LONG. COMP. DATE MO. DA. YR.		40. CAREER CATEGORY CAR/RESY PROV/TEMP		41. FEGLI/HEALTH INSURANCE CODE CODE 0-WAIVER 1-YES		42. SOCIAL SECURITY NO.	
43. PREVIOUS GOVERNMENT SERVICE DATA CODE		44. LEAVE CAT. CODE		45. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		46. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		47. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		48. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	
49. POSITION CONTROL CERTIFICATION 0809-66-1						50. O.P. APPROVAL Dow H. Litchfield			DATE APPROVED 17 July 66		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET

STANDARD FORM 52 PREPARED BY THE U. S. CIVIL SERVICE COMMISSION JANUARY 1960 - FEDERAL PERSONNEL MANUAL CHAPTER XI		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, initials, and surname) <i>Mr. William M. Kent</i>	2. DATE OF BIRTH 9 May 1929	3. REQUEST NO.	4. DATE OF REQUEST 28 Jun 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Resignation (Staff Agent)*		6. EFFECTIVE DATE A. PROPOSED: B. APPROVED: OCT 7 1956	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			
FROM— I.O. (FI) BAF-277.01 GS-0136.51-11 \$6390.00 p.a. <i>50</i>	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO—	
DDP/WH Branch III Panama City, Panama Station Panama City, Panama			
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL (DI)	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
A. REMARKS (Use reverse if necessary) * To BE CONVERTED to STAFF Employee speaking employment			
B. REQUESTED BY (Name and title) <i>[Signature]</i> C/MH		D. REQUEST APPROVED BY <i>[Signature]</i> C/MH	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) J. KOFLANOVICH I-8242		Signature: <i>[Signature]</i> Title: <i>FCMO 24 July 56</i>	
13. VETERAN PREFERENCE NONE WWII OTHER 5-PT. 10-POINT <input checked="" type="checkbox"/> DISAB. OTHER		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL	
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 6-3525-55-051 TO:	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)
		19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
21. STANDARD FORM 50 REMARKS			
22. CLEARANCES			
A.	INITIAL OR SIGNATURE	DATE	REMARKS:
B. CEIL. OR POS. CONTROL	<i>[Signature]</i>	11/2/56	
C. CLASSIFICATION	<i>[Signature]</i>	11/2/56	
D. PLACEMENT OR EMPL.	<i>[Signature]</i>	11/2/56	
E.			
F. APPROVED BY <i>[Signature]</i>			

SECRET

SECRET

STANDARD FORM 52
 PREPARED BY THE
 U. S. CIVIL SERVICE COMMISSION
 JANUARY 1964—FEDERAL PERSONNEL
 MANUAL CHAPTER III

REQUEST FOR PERSONNEL ACTION

VOUCHERED

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

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) Mr. William M. KENT		2. DATE OF BIRTH 9 May 1929	3. REQUEST NO.	4. DATE OF REQUEST 28 Jun 56
A. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Excepted Appointment			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 Oct 56	
FROM—		8. POSITION TITLE AND NUMBER	TO— Area Ops Officer BA-322-11	
		9. SERVICE, GRADE, AND SALARY	GS-0136.01-11 \$6390.00 p.a.	
		10. ORGANIZATIONAL DESIGNATIONS	DDP/WH	
		11. HEADQUARTERS	Branch III	
			Cuba Section	
			Washington, D. C.	
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL (D)

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title) <i>[Signature]</i> C/WH		D. REQUEST APPROVED BY <i>[Signature]</i>																			
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) J. KOFLANOVICH X-8242		Signature: <i>[Signature]</i> Title: <i>[Signature]</i>																			
13. VETERAN PREFERENCE <table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5 PT.</td> <td>10 POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>		NONE	WWII	OTHER	5 PT.	10 POINT				<input checked="" type="checkbox"/>		14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	I. A.	REL.				
NONE	WWII	OTHER	5 PT.	10 POINT																	
			<input checked="" type="checkbox"/>																		
NEW	VICE	I. A.	REL.																		
15. SEX M	16. RACE W	17. APPROPRIATION FROM: TO: 6-3500-20	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"/> PROVED STATE:																		

21. STANDARD FORM 50 REMARKS

OFFICE/DIR

10/9/56
Date

Position Com. Dir.

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			<i>Has not had Boc</i>
B. CEIL. OR POS. CONTROL		8/13/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL		9 Aug 56	
E.			

F. APPROVED BY

[Signature]
 SECRET

[Signature] 7/26/56

16-57329-2

~~SECRET~~

Classify According
To Content.

REQUEST FOR PERSONNEL ACTION																	
1. Serial No.		2. Name (Last-First-Middle) MR WILLIAM M. KENT				3. Date Of Birth Mo 5 Da 9 Yr 29			4. Vet. Pref. None-0 5 Pt-1 10 Pt-2		5. Sex Code 1 M		6. CS - EOD Mo Da Yr				
7. SCD Mo Da Yr		8. CSC Retmt. Yes - 1 No - 2		9. CSC Or Other Legal Authority Code 1		10. Apmt. Affidav. Mo Da Yr			11. FEGLI Yes - 1 No - 2		12. LCD Mo Da Yr		13. MIL Serv. Code Yes - 1 No - 2				
PREVIOUS ASSIGNMENT																	
14. Organizational Designations DDP/WH Branch III Cuba Section						Code		15. Location Of Official Station Washington, D.C.						Station Code			
16. Dept. - Field Dept. - 2 Usfid. Fran.		Code		17. Position Title Area Ops Officer				18. Position No. 322		19. Serv. GS		20. Occup. Series 0136.01					
21. Grade & Step 11-1		22. Salary Or Rate \$ 6390		23. SD DI		24. Date Of Grade Mo Da Yr		25. PSI Due Mo Da Yr		26. Appropriation Number 8-3500-20							
ACTION																	
27. Nature Of Action Resignation				Code		28. Eff. Date Mo Da Yr		29. Type Of Employee Regular				Code		30. Separation Data			
PRESENT ASSIGNMENT																	
31. Organizational Designations						Code		32. Location Of Official Station						Station Code			
33. Dept. - Field Dept. - 2 Usfid. Fran.		Code		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series					
38. Grade & Step		39. Salary Or Rate \$		40. SD		41. Date Of Grade Mo Da Yr		42. PSI Due Mo Da Yr		43. Appropriation Number							
SOURCE OF REQUEST																	
A. Requested By (Name And Title) P. C. BOWERS, WH/Personnel Officer										C. Request Approved By (Signature And Title)							
B. For Additional Information Call (Name & Telephone Ext.) H. C. MONTAGUE, X-8242																	
CLEARANCES																	
Clearance		Signature				Date		Clearance		Signature				Date			
A. Career Board		[Signature]				11/22/57		D. Placement		[Signature]				11/22/57			
B. Pos. Control								E.									
C. Classification								F. Approved By		Robert W. Sheay							
Remarks To seek other employment																	

FORM 1152a
5-57

~~SECRET~~

(4)

SECRET

Classify According To Content.

REQUEST FOR PERSONNEL ACTION																	
1. Serial No.		2. Name (Last-First-Middle) <i>West, William M.</i>				3. Date Of Birth Mo 5 Da 9 Yr 29			4. Vet. Pref. None-0 5 Pt-1 10 Pt-2		5. Sex Code 1 M		6. CS - EOD Mo Da Yr				
7. SCD Mo Da Yr		8. CSC Retmt. Yes - 1 No - 2		9. CSC Or Other Legal Authority Code 1		10. Apmt. Affidav. Mo Da Yr			11. FEGLI Yes - 1 No - 2		12. LCD Mo Da Yr		13. Mil. Serv. Credit Yes - 1 No - 2				
PREVIOUS ASSIGNMENT																	
14. Organizational Designations						Code		15. Location Of Official Station						Station Code			
16. Dept. - Field Dept. - Usfld - Frm -		Code		17. Position Title						18. Position No.		19. Serv. No.		20. Occup. Series			
21. Grade & Step		22. Salary Or Rate \$		23. SD		24. Date Of Grade Mo Da Yr		25. PSI Due Mo Da Yr		26. Appropriation Number							
ACTION																	
27. Nature Of Action Excepted Appointment				Code		28. Eff. Date Mo Da Yr		29. Type Of Employee Excepted Appointment				Code		30. Separation Data			
PRESENT ASSIGNMENT UNVOUCHERED																	
31. Organizational Designations DDP/WH Branch III Havana, Cuba Station (DP)						Code		32. Location Of Official Station Havana, Cuba						Station Code 13-DP			
33. Dept. - Field Dept. - Usfld - Frm -		Code		34. Position Title Operations Officer (PP)						35. Position No. 395-24		36. Serv. GS		37. Occup. Series 0136.31			
38. Grade & Step 11-1		39. Salary Or Rate \$ 6390		40. SD DI		41. Date Of Grade Mo Da Yr 07/01/56		42. PSI Due Mo Da Yr 12/31/57		43. Appropriation Number 8-3545-55-055							
SOURCE OF REQUEST																	
A. Requested By (Name And Title) P. C. BOWERS, WH/Personnel Officer									C. Request Approved By (Signature And Title)								
B. For Additional Information Call (Name & Telephone Ext.) H. C. MONTAGUE, X-8242																	
CLEARANCES																	
Clearance		Signature				Date		Clearance		Signature				Date			
A. Career Board		<i>[Signature]</i>				11/22/57		D. Placement		<i>[Signature]</i>				11/22/57			
B. Pos. Control		<i>[Signature]</i>				11/22/57		E.									
C. Classification								F. Approved By									
Remarks																	

SECRET

Classify According
To Content.

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD		
		KENT, William M.				Mo	Da	Yr	None-0	Code		M	Mo	Da	Yr
						5	9	29	5 Pt-1	1					
7. SCD		8. CSC Ratmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Mil Serv. Credit Lcd		
Mo	Da	Yr	Yes - 1	Code		Mo	Da	Yr	Yes - 1	Code	Mo	Da	Yr	Yes - 1	Code
			No - 2	1					No - 2					No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/WH Branch III Cuba Section						Washington, D.C.					
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. -	Code	Area Ops Officer		322		GS		0136.01			
Usfid. -											
Fragn. -											
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11-2		\$ 6605 7270		DI		Mo	Da	Yr	Mo	Da	Yr
											8-3500-20

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		05		Mo Da Yr		REGULAR		01			
Transfer from V to UV				6 12 1958							

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/WH Branch I Caracas, Venezuela Station				4650		Caracas, Venezuela				77003	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. -	Code	I.O. (FI)		537-1		GS		0136.51			
Usfid. -											
Fragn. -											
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
						07	10	1958	08	1959	8-3588-55-066

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
P.C. BOWERS WH/Personnel Officer		[Signature]	
B. For Additional Information Call (Name & Telephone Ext.)			
JOHN WASHINKO 8242			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		[Signature]		11/16/58		D. Placement					
B. Pos. Control		[Signature]		18 JAN 1959		E.					
C. Classification						F. Approved By		[Signature]		18 JAN 1959	

Remarks	
2 copies to Security. Transfer from Vouchered to Unvouchered Funds. See. Conc by Knott 11/11/58 12/6/59	

SECRET

AS

NOTIFICATION OF PERSONNEL ACTION

Mr. William M. Kent

5-9-29

FSA 6

6-26-58

Limited Appointment

7/23/58

Section 522.1
PL 72h 79th as amended

Political Officer

Assistant Attache

FSR-7 \$61.05

Caracas

X Regular

5-9-29
X

New
X

1-1011-110

M

9A-8011

XCSC

7/23/58

VA.

Execute SF-61a

Marital Status - Married - Three

Reserve Status - None

SECRET
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION										V to V		V to UV		
Mo	Da	Yr											UV to V		UV to UV		
1. Serial No.			2. Name (Last-First-Middle)					3. Date of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD		
			KENT, William M					Mo Da Yr 5 9 29			None-0 10 P-1-2		Code M		Mo Da Yr		
7. SCD			8. CSC Reimt.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FEGLI		12. LCD		13. MIL. SERV. CREDIT, LCP		
Mo Da Yr			Yes - 1 No - 2		Code			Mo Da Yr			Yes - 1 No - 2		Code		Mo Da Yr		

PREVIOUS ASSIGNMENT

14. Organizational Designations					Code		15. Location Of Official Station					Station Code	
DDP/WH Branch I Caracas, Venezuela Station							Caracas, Venezuela						
16. Dept.-Field		17. Position Title			18. Position No.			19. Serv.		20. Occup. Series			
Dept. - Valid - Frgh - X		Code 10/FI			537			GS		0136.51			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number			
11 2		\$ 7270		DI		Mo Da Yr 10 10 56		Mo Da Yr 06 12 59		9-358P-53-066			

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Integration Department of State		58		Mo Da Yr 7 23 58		Regular		011			

PRESENT ASSIGNMENT

31. Organizational Designations					Code		32. Location Of Official Station					Station Code	
					4650							77003	
33. Dept.-Field		34. Position Title			35. Position No.			36. Serv.		37. Occup. Series			
Dept. - Valid - Frgh - X		Code Assistant Attache Pol Officer						FSR					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number			
7		\$ 6435				Mo Da Yr		Mo Da Yr					

SOURCE OF REQUEST

A. Requested By (Name And Title)					C. Request Approved By (Signature And Title)				
OPSER/CCD/OCL					B. Eggleston Cover Officer				
B. For Additional Information Call (Name & Telephone Ext.)									
B. Eggleston x8104									

CLEARANCES

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

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
559198		KENT WILLIAM M				Mo. Da. Yr. 05 09 29			None-0 5 Pt-1 10 Pt-2		Code 1 M 1		Mo. Da. Yr. 01 02 52		
7. SCD		8. CSC Reint.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. MIL. SERV. LEO		
Mo. Da. Yr. 07 03 50		Yes-1 No-2		Code 1 50 USCA 403		Mo. Da. Yr.			Yes-1 No-2		Code 01 02 52		Yes-1 No-2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH I CARACAS, VENEZUELA STATION				4650		CARACAS VENEZUELA				77003	
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept - USStd - Frgn -		Code 5 ASST ATTA POL OFF I.O. (FI)				0537		FSR GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
Mo. Da. Yr. 07 11 2		\$ 6435 7270		DI		Mo. Da. Yr. 07 10 56		Mo. Da. Yr. 06 28 59		9 3588 55 066	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		Mo. Da. Yr. 5 11 59		REGULAR		OM			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
				4650						77003	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept - USStd - Frgn -		Code 5 Opp all				D-12		GS		0126.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
Mo. Da. Yr. 12 1		\$ 8330				Mo. Da. Yr. 5 11 59		Mo. Da. Yr. 11 13 60			

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
P. C. Bowers WH/Personnel Officer			
B. For Additional Information Call (Name & Telephone Ext.)			
John Washinko X8242			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		Dante C. [Signature]		7/8/59		D. Placement					
B. Pos. Control		[Signature]		7/8/59		E. Approved By		Robert E. Richards		7/8/59	
C. Classification											
Remarks											

FORM NO. 1152
1 MAR 57

w/p file
yrb

SECRET

(4)

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD
	KENT, WILLIAM M.	Mo. Da. Yr. 05 09 29	None-0 5 Pt-1 10 Pt-2	Code 1 M 1	Mo. Da. Yr.
7. SCD	8. CSC Retmt.	9. CSC Or Other Legal Authority	10. Apmt. Affidav.	11. FEGLI	12. LCD
Mo. Da. Yr.	Yes - 1 No - 2	Code 1	Mo. Da. Yr.	Yes-1 No-2	Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP WE BRANCH 4		WASH., D. C.	
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept - <input checked="" type="checkbox"/> USfld - Frqn -	Code 1 ASST ATIA POL OFF OPS OFF	BA-625	FSR GS 0136.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
07 12 1	\$ 6600 8330	D	Mo. Da. Yr. 05 17 59
			25. PSI Due
			Mo. Da. Yr. 11 13 60
			26. Appropriation Number
			0135 1000 1000

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
CONVERSION FROM FSR STATUS		Mo. Da. Yr. 4 16 60	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WE BRANCH 4	4617	WASH., D. C.	
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept - <input checked="" type="checkbox"/> USfld - Frqn -	Code 1 OPS OFF	BA-625	GS 0136.01
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
12 1	\$ 8330	D	Mo. Da. Yr. 4 20 60
			42. PSI Due
			Mo. Da. Yr.
			43. Appropriation Number
			0135 1000 1000

SOURCE OF REQUEST

A. Requested By (Name And Title)	Request Approved By (Signature And Title)
P. C. BOWERS WH/PERSONNEL OFFICER	
B. For Additional Information Call (Name & Telephone Ext.)	
JOHN WASHINKO X 8242	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	P. C. Bowers	4/18/60	D. Placement		
B. Pos. Control	W. K.	4-20-60	E.		
C. Classification			F. Approved By	W. X. X. X.	4-20-60

Remarks Subject resigned from the Department of State effective 16 April 1960, COB.

FORM NO. 1152
1 MAR 57

SECRET

Recorded by
CAPD

4-19-60

(4)

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
559198		KENT WILLIAM M				Mo. Da. Yr. 05 09 29			None-0 5 Pt-1 10 Pt-2		1 M 1		Mo. Da. Yr. 01 02 52		
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. WV Yes		
Mo. Da. Yr. 07 03 50		Yes - 1 No - 2		Code 1		50 USCA 403 J			Mo. Da. Yr. Yes-1 No-2		Code 01 02 52		Yes - 1 No - 2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH 1 CARACAS, VENEZUELA STATION				4650		CARACAS VENEZUELA				77003	
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept - USMld - Frqn -		Code 5		ASST ATTA POL OFF OPS OFF				0537		FSR GS	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 12 1		\$ XXXX 6600 8330		D1		Mo. Da. Yr. 05 17 59		Mo. Da. Yr. 11 13 60		0135 5880 3000 0135 5880 3000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		67		Mo. Da. Yr. 04 03 60		REGULAR		OM			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP WH BRANCH 4				4617		WASH., D. C.					
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept - USMld - Frqn -		Code 1		ASST ATTA POL OFF OPS OFF				D13 625		FSR GS	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
07 12 1		\$ 6600 8330		D		Mo. Da. Yr. 05 17 59		Mo. Da. Yr. 11 13 60		0135 1000 1000	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
P. C. BOWERS WH/PERSONNEL OFFICER			
B. For Additional Information Call (Name & Telephone Ext.)			
JOHN WASHINKO X8242			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		P. C. Bowers		4/1/60		D. Placement					
B. Pos. Control		Washinko		4-15-60		E.					
C. Classification						F. Approved By		Washinko		4-15-60	
Remarks											
Staffing Complement Change.											
2 copies to Security.											

SECRET