

STANDARD FORM 64  
October 1964  
U.S. CIVIL SERVICE COMMISSION  
General Personnel Manual Ch. 51  
50-102

**SECRET**

# Official Personnel Folder

**SECRET**

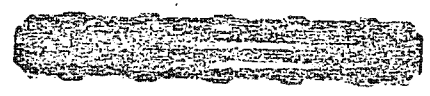
RETURN TO RECORDS SECTION  
IMMEDIATELY AFTER  
FOR 75-132 FOR 24

437115

99 NOV 1964  
99 MAR 1965  
97 JUN 1965

TERMINATED

COPIED



SECRET

REPRODUCTION MASTERS

SECRET

EXCLUDED

EICGRAPH

BIOGRAPHIC PROFILE

SECRET

H a n d l e   W i t h   C a r e

**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>										DATE PREPARED <b>27 Dec 72</b>	
1. SERIAL NUMBER 2. NAME (Last-First-Middle) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>											
3. NATURE OF PERSONNEL ACTION <b>RETIREMENT (CIARDS) VOLUNTARY</b>						4. EFFECTIVE DATE REQUESTED MONTH <b>12</b> DAY <b>31</b> YEAR <b>73</b>			5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>		
6. FUNDS <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> V TO V  <input type="checkbox"/> C TO V </div> <div> <input type="checkbox"/> V TO C  <input type="checkbox"/> C TO C </div> </div>						7. TAN AND NSCA <b>4221-0117 0000</b>			8. LEGAL AUTHORITY (Completed by Office of Personnel) <b>Public Law 88-643 Section 233</b>		
9. ORGANIZATIONAL DESIGNATIONS <b>DDO/PLANS STAFF CAREER MANAGEMENT GROUP</b>						10. LOCATION OF OFFICIAL STATION <b>WASH., D.C.</b>					
11. POSITION TITLE <b>OPS OFFICER - CH</b>						12. POSITION NUMBER <b>0049</b>			13. CAREER SERVICE DESIGNATION <b>D</b>		
14. CLASSIFICATION SCHEDULE (G.S., F.M., etc.) <b>ASS CS</b>				15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>17 X 5</b>			17. SALARY OR RATE <b>\$ 36,000</b>		
18. REMARKS <div style="text-align: center; font-size: 1.2em; margin-top: 10px;"><i>Supernode Blank</i></div> LAST WORKING DAY 28 Dec 73  Coordinated with <span style="border: 1px solid black; padding: 0 20px;"> </span> / ROB 27 December 1973											
19A. SIGNATURE OF REQUESTING OFFICIAL <div style="border: 1px solid black; height: 30px; width: 100%;"></div>						DATE SIGNED <b>27 Dec 73</b>			19B. SIGNATURE OF APPROVING OFFICIAL <div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE <b>45 10</b>		20. EMPLOY CODE <b>10</b>		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE		23. INTELLIGENCE CODE		24. HOURS CODE <b>1</b>	
25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.		28. SECURITY RFO. NO.		29. SER		30. SEE	
31. INT. EXPIRES MO. DA. YR.		32. SPECIAL REFERENCE		33. RETIREMENT DATA 1 - (C) 2 - (M) 3 - (A) 4 - (B)		34. SEPARATION DATA CODE <b>BJ, 00, 0</b>		35. CORRECTION/CONSOLIDATION DATA MO. DA. YR.		36. SOCIAL SECURITY NO. <b>2 54 - 15 0844</b>	
37. YES, PREFERENCE CODE 0 - NONE 1 - 5 FT. 2 - 10 FT.		38. SERV. COMP. DATE MO. DA. YR.		39. LONG. COMP. DATE MO. DA. YR.		40. CAREER CATEGORY CAP/RECY PROV/TEMP		41. PEGIT/HEALTH INSURANCE CODE 0 - WAIVER 1 - YES 2 - NO		42. HEALTH INS. CODE	
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO SALARY IN SERVICE 2 - SALARY IN SERVICE (LESS THAN 3 YEARS) 3 - SALARY IN SERVICE (MORE THAN 3 YEARS)				44. LEAVE CAT. CODE		45. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS				46. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE EMP. CODE	
47. POSITION CONTROL CERTIFICATION <b>12-27-73</b> <i>JFR</i> <b>JAN 1 1974</b>						48. D.P. APPROVAL <div style="border: 1px solid black; height: 30px; width: 100%;"></div>			DATE APPROVED <b>27 DEC 1973</b>		

FORM 1152

USE PREVIOUS EDITION

**SECRET**

CLASSIFIED BY: 01-0312

14-2  
APLMB

(4)

3 APR 1974

[REDACTED]  
Dear Pete:

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

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

Sincerely,

P. W. M. Janney  
Director of Personnel

Distribution:  
0 - Addressee  
1 - OPF

OP/RAD/ROB, [REDACTED] (26 March 1974)



Executive Registry

74-522

26 JAN 1974

Dear Pete,

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

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

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

Sincerely,

/s/ W. E. Colby

W. E. Colby  
Director

Distribution:

- 0 - Addressee
- 1 - DDCI
- 1 - ER
- 1 - D/Pers
- 1 - OPF

- 1 - ROB Soft File
- 1 - ROB Reader

Originator:

*W. E. Colby*  
Director of Personnel

23 JAN 1974

OP/RAD/ROB [ ] /3257 (17 January 1974)

OFF

TSD

29 January 1974

MEMORANDUM FOR: Chief, Plans Staff  
THROUGH : Deputy Director for Operations  
SUBJECT : Distinction Medal  
for [redacted]

The Honor and Merit Awards Board is pleased to notify you that the Distinguished Intelligence Medal has been approved for [redacted] and requests that you inform him of the award. Arrangements for presentation may be made with the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building.

[redacted]  
Recorder  
Honor and Merit Awards Board

Distribution:  
O & I - Addressee  
1 - OFF w/forms 582 & 600  
1 - Exec Sec/HMAB  
1 - Recorder/HMAB

REPORT OF HONOR AND MERIT AWARDS BOARD		Executive Registry 74-196	DATE 18 December 1973
The Honor and Merit Awards Board having considered a recommendation that:			
NAME (Last, First, Middle)		DATE	SIX TYPE EMPLOYEE M Staff
OFFICE OF ASSIGNMENT DO/CMG RE AWARDED	SD D	SCHEDULE GS	GRADE 17
STATION			
Intelligence Medal of Merit			
<input type="checkbox"/> FOR HEROIC ACTION ON			
<input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD September 1952 - December 1973			
<input type="checkbox"/> RECOMMENDS APPROVAL <input type="checkbox"/> DOES NOT RECOMMEND APPROVAL			
<input checked="" type="checkbox"/> RECOMMENDS AWARD OF Distinguished Intelligence Medal			
UNCLASSIFIED CITATION			
<p>[redacted] is hereby awarded the Distinguished Intelligence Medal in recognition of his outstanding achievement with the Central Intelligence Agency for more than 23 years. Serving in a series of responsible senior positions both in headquarters and abroad, Mr. Wheeler has compiled an enviable record of achievement. Demonstrating deep integrity and total dedication, his performance has been characterized by creativity, and superb leadership. [redacted] devotion and professionalism have been evident throughout his career, reflecting the highest credit on him and the Federal service.</p>			
REMARKS			
(Recommendation approved by DD/O on 10 December 1973)			
APPROVED		SIGNATURE	
[Signature] DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE 9 JAN 1974 DATE		(F. W. M. Janney) TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD F. W. M. Janney SIGNATURE (signed on original) TYPED NAME OF RECORDER B. L. Au 'n Jr.	

**SECRET**  
(When Filled In)

OFF

RECOMMENDATION FOR HONOR OR MERIT AWARD (Submit in triplicate - see HP 20-52)										
<b>SECTION A PERSONAL DATA</b>										
1. EMP. SER. NO.		2. NAME OF PERSON RECOMMENDED (Last, First, Middle)			3. POSITION TITLE		4. GRADE		5. DO	
					Ops Off/Chief		GS-17		D	
6. OFFICE OF ASSIGNMENT		7. OFFICE EXT. (If any)		8. STATION						
DDO/CMG		4103		X HEADQUARTERS		9. (Specify location)				
10. HOME ADDRESS (No., St., City, State, ZIP Code)				10. HOME PHONE		11. CITIZENSHIP AND HOW ACQUIRED				
						U.S., Birth				
12. RECOMMENDED AWARD				13. IF RETIRING, DATE OF RETIREMENT		14. POSTHUMOUS				
Intelligence Medal of Merit				31 December 1973		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
15. NAME OF NEXT OF KIN		16. RELATIONSHIP		17. HOME ADDRESS (No., St., City, State, ZIP Code)		18. HOME PHONE				
		Wife		same as above		same				
<b>SECTION B RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD</b>										
19. WERE YOU AN EYEWITNESS TO THE ACT? YES <input type="checkbox"/> NO <input type="checkbox"/>										
20. PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:										
20. FULL NAME		21. ORGN. TITLE		22. GRADE		23. OFFICE OF ASSIGNMENT				
24. LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:										
24. FULL NAME		25. AWARD RECOMMENDED								
26. CONDITIONS UNDER WHICH ACT WAS PERFORMED:										
26. LOCATION		27. INCLUSIVE DATES			28. TIME OF DAY					
29. PREVAILING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED										
30. DATES FOR WHICH AWARD RECOMMENDED		31. ASSIGNMENT COMPLETED		32. NOW IN SAME OR RELATED ASSIGNMENT						
				YES <input type="checkbox"/> NO <input type="checkbox"/>						
<b>SECTION C RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE</b>										
33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>										
34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE										
Ops Officer/Chief										
35. COMPONENT OR STATION (Designation and location)										
CMG/										
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION										
Chief,										
37. INCLUSIVE DATES FOR WHICH RECOMMENDED		38. ASSIGNMENT COMPLETED		39. NOW IN SAME OR RELATED ASSIGNMENT						
Sept 1952-December 1973				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>						
40. PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE										
40. FULL NAME		41. ORGN. TITLE		42. GRADE		43. OFFICE OF ASSIGNMENT				
44. LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE										
44. FULL NAME		45. TYPE OF AWARD								

(When filled in)

OFF

SECTION D		NARRATIVE DESCRIPTION	
<p><b>Award for Merit, Action, or Acceptance of Hazard:</b> Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. Indicate results of the act. Enclose unclassified citation.</p> <p><b>Award for Achievement, Service, or Performance:</b> State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to Fitness Reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citation.</p>			
<p>[redacted] outstanding characteristics are his integrity and total dedication. He is a natural leader, bright and original. He has a creative mind, is articulate and rational. He has excellent recall, is a gifted administrator and manager. He is a searching individual who is totally committed and has the high regard of most of the elements comprising the DDO. During his tenure he has received laudatory commendations for his efforts.</p> <p>[redacted] has made a valuable contribution to the Agency during his extended career and it is fitting that upon retirement after such a distinguished career, he be awarded the Intelligence Medal of Merit.</p> <p style="text-align: right;"><input type="checkbox"/> CONTINUED ON ATTACHED SHEET</p>			
<p>46. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYEWITNESS OR DOES NOT HAVE PERSONAL KNOWLEDGE OF THE ACT OR PERFORMANCE, ATTACH AFFIDAVITS OF EYEWITNESS OR INDIVIDUALS HAVING PERSONAL KNOWLEDGE OF THE FACTS.</p> <p>1. PROPOSED CITATION</p> <p>2.</p> <p>3.</p>			
47. RECOMMENDATION INITIATED BY		48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION	
[redacted]		[redacted]	
49. DATE		10 DEC 77	
SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION			
50. HEAD OF DDO CAREER SERVICE (Career Service of ROTAFOR)		TITLE AND SIGNATURE	
[redacted]		See Item # 52	
51. DEPUTY DIRECTOR OF CAREER SERVICE		TITLE AND SIGNATURE	
[redacted]		See Item # 52	
52. DEPUTY DIRECTOR OF OPERATING COMPONENT		TITLE AND SIGNATURE	
[redacted]		[redacted]	
		DATE	
		11 DEC 77	

SECRET

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				18 September 1973	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
Reassignment		09/18/73		Regular	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
X V TO V		4221-0117/0000			
CF TO V					
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION			
DDO/Plans Staff		Washington, D. C.			
Career Management Group					
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
Ops Officer-Ch		(17) 0049		D	
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		17/4	
18. REMARKS		19. SALARY OR RATE			
Reassigned from DDO/PS/CMG Pending Reassignment		\$36,000 ✓			
+ <i>Robertson</i>					
+ <i>Super blurb</i>					
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
		7/17/73			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE	22. STATION CODE	23. EMPLOYEE CODE	24. DATE OF BIRTH
37	10	3732PS	75013	1	
25. DATE OF BIRTH	26. DATE OF BIRTH	27. DATE OF BIRTH	28. DATE OF BIRTH	29. DATE OF BIRTH	30. DATE OF BIRTH
31. DATE OF BIRTH	32. DATE OF BIRTH	33. DATE OF BIRTH	34. DATE OF BIRTH	35. DATE OF BIRTH	36. DATE OF BIRTH
37. DATE OF BIRTH	38. DATE OF BIRTH	39. DATE OF BIRTH	40. DATE OF BIRTH	41. DATE OF BIRTH	42. DATE OF BIRTH
43. DATE OF BIRTH	44. DATE OF BIRTH	45. DATE OF BIRTH	46. DATE OF BIRTH	47. DATE OF BIRTH	48. DATE OF BIRTH
49. DATE OF BIRTH	50. DATE OF BIRTH	51. DATE OF BIRTH	52. DATE OF BIRTH	53. DATE OF BIRTH	54. DATE OF BIRTH
55. DATE OF BIRTH	56. DATE OF BIRTH	57. DATE OF BIRTH	58. DATE OF BIRTH	59. DATE OF BIRTH	60. DATE OF BIRTH
61. DATE OF BIRTH	62. DATE OF BIRTH	63. DATE OF BIRTH	64. DATE OF BIRTH	65. DATE OF BIRTH	66. DATE OF BIRTH
67. DATE OF BIRTH	68. DATE OF BIRTH	69. DATE OF BIRTH	70. DATE OF BIRTH	71. DATE OF BIRTH	72. DATE OF BIRTH
73. DATE OF BIRTH	74. DATE OF BIRTH	75. DATE OF BIRTH	76. DATE OF BIRTH	77. DATE OF BIRTH	78. DATE OF BIRTH
79. DATE OF BIRTH	80. DATE OF BIRTH	81. DATE OF BIRTH	82. DATE OF BIRTH	83. DATE OF BIRTH	84. DATE OF BIRTH
85. DATE OF BIRTH	86. DATE OF BIRTH	87. DATE OF BIRTH	88. DATE OF BIRTH	89. DATE OF BIRTH	90. DATE OF BIRTH
91. DATE OF BIRTH	92. DATE OF BIRTH	93. DATE OF BIRTH	94. DATE OF BIRTH	95. DATE OF BIRTH	96. DATE OF BIRTH
97. DATE OF BIRTH	98. DATE OF BIRTH	99. DATE OF BIRTH	100. DATE OF BIRTH	101. DATE OF BIRTH	102. DATE OF BIRTH
103. DATE OF BIRTH	104. DATE OF BIRTH	105. DATE OF BIRTH	106. DATE OF BIRTH	107. DATE OF BIRTH	108. DATE OF BIRTH
109. DATE OF BIRTH	110. DATE OF BIRTH	111. DATE OF BIRTH	112. DATE OF BIRTH	113. DATE OF BIRTH	114. DATE OF BIRTH
115. DATE OF BIRTH	116. DATE OF BIRTH	117. DATE OF BIRTH	118. DATE OF BIRTH	119. DATE OF BIRTH	120. DATE OF BIRTH
121. DATE OF BIRTH	122. DATE OF BIRTH	123. DATE OF BIRTH	124. DATE OF BIRTH	125. DATE OF BIRTH	126. DATE OF BIRTH
127. DATE OF BIRTH	128. DATE OF BIRTH	129. DATE OF BIRTH	130. DATE OF BIRTH	131. DATE OF BIRTH	132. DATE OF BIRTH
133. DATE OF BIRTH	134. DATE OF BIRTH	135. DATE OF BIRTH	136. DATE OF BIRTH	137. DATE OF BIRTH	138. DATE OF BIRTH
139. DATE OF BIRTH	140. DATE OF BIRTH	141. DATE OF BIRTH	142. DATE OF BIRTH	143. DATE OF BIRTH	144. DATE OF BIRTH
145. DATE OF BIRTH	146. DATE OF BIRTH	147. DATE OF BIRTH	148. DATE OF BIRTH	149. DATE OF BIRTH	150. DATE OF BIRTH
151. DATE OF BIRTH	152. DATE OF BIRTH	153. DATE OF BIRTH	154. DATE OF BIRTH	155. DATE OF BIRTH	156. DATE OF BIRTH
157. DATE OF BIRTH	158. DATE OF BIRTH	159. DATE OF BIRTH	160. DATE OF BIRTH	161. DATE OF BIRTH	162. DATE OF BIRTH
163. DATE OF BIRTH	164. DATE OF BIRTH	165. DATE OF BIRTH	166. DATE OF BIRTH	167. DATE OF BIRTH	168. DATE OF BIRTH
169. DATE OF BIRTH	170. DATE OF BIRTH	171. DATE OF BIRTH	172. DATE OF BIRTH	173. DATE OF BIRTH	174. DATE OF BIRTH
175. DATE OF BIRTH	176. DATE OF BIRTH	177. DATE OF BIRTH	178. DATE OF BIRTH	179. DATE OF BIRTH	180. DATE OF BIRTH
181. DATE OF BIRTH	182. DATE OF BIRTH	183. DATE OF BIRTH	184. DATE OF BIRTH	185. DATE OF BIRTH	186. DATE OF BIRTH
187. DATE OF BIRTH	188. DATE OF BIRTH	189. DATE OF BIRTH	190. DATE OF BIRTH	191. DATE OF BIRTH	192. DATE OF BIRTH
193. DATE OF BIRTH	194. DATE OF BIRTH	195. DATE OF BIRTH	196. DATE OF BIRTH	197. DATE OF BIRTH	198. DATE OF BIRTH
199. DATE OF BIRTH	200. DATE OF BIRTH	201. DATE OF BIRTH	202. DATE OF BIRTH	203. DATE OF BIRTH	204. DATE OF BIRTH
205. DATE OF BIRTH	206. DATE OF BIRTH	207. DATE OF BIRTH	208. DATE OF BIRTH	209. DATE OF BIRTH	210. DATE OF BIRTH
211. DATE OF BIRTH	212. DATE OF BIRTH	213. DATE OF BIRTH	214. DATE OF BIRTH	215. DATE OF BIRTH	216. DATE OF BIRTH
217. DATE OF BIRTH	218. DATE OF BIRTH	219. DATE OF BIRTH	220. DATE OF BIRTH	221. DATE OF BIRTH	222. DATE OF BIRTH
223. DATE OF BIRTH	224. DATE OF BIRTH	225. DATE OF BIRTH	226. DATE OF BIRTH	227. DATE OF BIRTH	228. DATE OF BIRTH
229. DATE OF BIRTH	230. DATE OF BIRTH	231. DATE OF BIRTH	232. DATE OF BIRTH	233. DATE OF BIRTH	234. DATE OF BIRTH
235. DATE OF BIRTH	236. DATE OF BIRTH	237. DATE OF BIRTH	238. DATE OF BIRTH	239. DATE OF BIRTH	240. DATE OF BIRTH
241. DATE OF BIRTH	242. DATE OF BIRTH	243. DATE OF BIRTH	244. DATE OF BIRTH	245. DATE OF BIRTH	246. DATE OF BIRTH
247. DATE OF BIRTH	248. DATE OF BIRTH	249. DATE OF BIRTH	250. DATE OF BIRTH	251. DATE OF BIRTH	252. DATE OF BIRTH
253. DATE OF BIRTH	254. DATE OF BIRTH	255. DATE OF BIRTH	256. DATE OF BIRTH	257. DATE OF BIRTH	258. DATE OF BIRTH
259. DATE OF BIRTH	260. DATE OF BIRTH	261. DATE OF BIRTH	262. DATE OF BIRTH	263. DATE OF BIRTH	264. DATE OF BIRTH
265. DATE OF BIRTH	266. DATE OF BIRTH	267. DATE OF BIRTH	268. DATE OF BIRTH	269. DATE OF BIRTH	270. DATE OF BIRTH
271. DATE OF BIRTH	272. DATE OF BIRTH	273. DATE OF BIRTH	274. DATE OF BIRTH	275. DATE OF BIRTH	276. DATE OF BIRTH
277. DATE OF BIRTH	278. DATE OF BIRTH	279. DATE OF BIRTH	280. DATE OF BIRTH	281. DATE OF BIRTH	282. DATE OF BIRTH
283. DATE OF BIRTH	284. DATE OF BIRTH	285. DATE OF BIRTH	286. DATE OF BIRTH	287. DATE OF BIRTH	288. DATE OF BIRTH
289. DATE OF BIRTH	290. DATE OF BIRTH	291. DATE OF BIRTH	292. DATE OF BIRTH	293. DATE OF BIRTH	294. DATE OF BIRTH
295. DATE OF BIRTH	296. DATE OF BIRTH	297. DATE OF BIRTH	298. DATE OF BIRTH	299. DATE OF BIRTH	300. DATE OF BIRTH

FORM 1152 USE PREVIOUS EDITION

SECRET

FORM 1152 USE PREVIOUS EDITION

**SECRET**  
(When Filled In)

# REQUEST FOR PERSONNEL ACTION

DATE PREPARED

9 July 1973

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

3. NATURE OF PERSONNEL ACTION  
REASSIGNMENT

4. EFFECTIVE DATE REQUESTED  
MONTH DAY YEAR  
07 01 73

5. CATEGORY OF EMPLOYMENT  
REGULAR

6. PRIOR POSITIONS  
X V TO V  
U TO V

7. PAY AND GRADE  
0117  
4221-2975 0000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS

DDO/PLANS STAFF  
UNASSIGNED Career management Group  
Pending Reassignment

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

11. POSITION TITLE

OPS OFFICER CH

12. POSITION NUMBER  
0000

13. CAREER SERVICE DESIGNATION  
D

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

GS

15. ORGANIZATIONAL SERIES

0136.01

16. GRADE AND STEP

17 4

17. SALARY OR RATE

\$36000

18. REMARKS

FROM: DDP/ [redacted] /DEV COMP/9997

19A. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED

19B

DATE SIGNED

16 July 73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

20. AGENCY USE ONLY	21. EMPLOYMENT CODE	22. OFFICE CODE	23. DESKTOP CODE	24. INTEGRITY CODE	25. HISTORY CODE	26. DATE OF BIRTH	27. DATE OF GRADE	28. DATE OF U.S.
30 10	30135	PS	75013					
29. ADJUTANT GENERAL	30. SPECIAL REFERENCE	31. RETIREMENT DATA	32. SEPARATION DATA CODE	33. CORRECTION/REASSIGNMENT DATA	34. SECURITY DATA	35. SECURITY DATA	36. SECURITY DATA	37. SECURITY DATA
38. PERIODIC OFFICIAL GOVERNMENT SERVICE	39. TEMP CODE	40. TEMP CODE	41. TEMP CODE	42. TEMP CODE	43. TEMP CODE	44. TEMP CODE	45. TEMP CODE	46. TEMP CODE
47. PERIODIC OFFICIAL GOVERNMENT SERVICE	48. TEMP CODE	49. TEMP CODE	50. TEMP CODE	51. TEMP CODE	52. TEMP CODE	53. TEMP CODE	54. TEMP CODE	55. TEMP CODE

43. POSITION CONTROL CERTIFICATION

7-16-73 LCL

7-16-73 LCL

7-16-73 LCL

7-16-73 LCL

SECRET

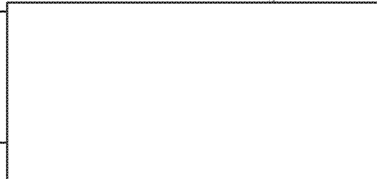
31 JAN 1973

Dear

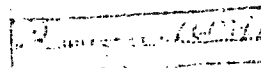
At the direction of the Deputy Director for Plans you served from 6 November to 17 November 1972 as a member of the Clandestine Service Nonofficial Cover Board Sub-Panel convened for the purpose of evaluating GS-12 Staff and Career Agent personnel under nonofficial cover. I know that this work was particularly demanding. Your full-time participation and the diligent application of your professional experience were decisive factors in the successful accomplishment of this aspect of the Nonofficial Cover Board's missions.

I wish to commend you personally for your contribution to our evaluation procedures each phase of which helps to strengthen the Clandestine Service Career Service.

A copy of this letter will be included in your official personnel file.



SECRET





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

12 July 1972

Dear Pete,

I want to thank you personally for your fine work as a member of the GS-15 Evaluation Board which convened from 15 May to 16 June 1972. I know that this work has been particularly demanding. Your full-time participation and diligent application of your professional experience have been decisive factors in the successful accomplishment of the Board's missions. I know that your recommendations will provide a reliable base for the Clandestine Service Career Service Board and myself in arriving at a final promotion list.

Your wise and energetic participation in the evaluation process has helped to strengthen the Clandestine Service by objectively identifying those officers whose performance, qualifications and potential mark them as especially fitted for senior positions of leadership.

Thomas H. Karamessinos  
Deputy Director for Plans

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

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER / 2. NAME (Last-First-Middle)				22 February 1972	
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED	
Reassignment				MONTH DAY YEAR 03 09 72	
5. CATEGORY OF EMPLOYMENT				Regular	
6. FUNDS				7. FINANCIAL ANALYSIS NO. CHARGEABLE	
X V TO V V TO OF OF TO V OF TO OF				2231-4148	
8. LEGAL AUTHORITY (Completed by Office of Personnel)					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION	
DDP Development Complement				Washington, D. C.	
11. POSITION TITLE				12. POSITION NUMBER	
Ops Officer - Ch				9997	
13. CAREER SERVICE DESIGNATION				D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES	
GS				0136.01	
16. GRADE AND STEP				17. SALARY OR RATE	
17 4				\$ 36,000	
18. REMARKS					
<p><i>*Koyne</i></p> <p>From MPS, Position # 0001</p> <p>Concur: <i>[Signature]</i> (telecoord)</p> <p>MPS</p> <p>cc: Payroll</p> <p>cc: Security</p> <p>DB 3/20</p>					
DATE SIGNED				DATE SIGNED	
27 Feb 72				9 MAR 72	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODES	22. STATION CODE	23. INTEREST CODE	24. HOURS CODE
37	10	54977/ACUA	75013		
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF 1ST	28. DATE OF 2ND	29. DATE OF 3RD	30. DATE OF 4TH
31. NTE EXPIRES	32. SPECIAL REFERENCE	33. RETIREMENT DATA	34. SEPARATION DATA CODE	35. CORRECTION/CONTINUATION DATA	36. SECURITY REQ. NO.
37. YET. PREFERENCE	38. STEP COMP. DATE	39. LONG. COMP. DATE	40. CAREER CATEGORY	41. HEALTH/HEALTH INSURANCE	42. SOCIAL SECURITY NO.
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE	44. LEAVE CAT. CODE	45. FEDERAL TAX DATA	46. STATE TAX DATA	47. FORM EXECUTED	48. STATE TAX DATA
49. LOCATION CONTROL CERTIFICATION	50. FORM APPROVAL	51. DATE APPROVED			

FORM 1152 USE PREVIOUS EDITION

SECRET

20 MAR 1972

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED							
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								24 November 1971							
3. NATURE OF PERSONNEL ACTION										4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT					
Promotion										MONTH DAY YEAR 11 28 71		Regular					
6. FUNDS		X		V TO V		V TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)							
				CF TO V		CF TO CF		2221-2886-0000									
9. ORGANIZATIONAL DESIGNATIONS										10. LOCATION OF OFFICIAL STATION							
DDP/Missions & Programs Staff Office of the Chief										Washington, DC							
11. POSITION TITLE										12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
Ops Officer - Ch										(181) 0001		D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)					15. OCCUPATIONAL SERIES			16. GRADE AND STEP		17. SALARY OR RATE							
GS					0136.01			GS-17 4		\$ 35,801							
18. REMARKS																	
cc: Payroll																	
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED							
										24 Nov 71							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODES		22. STATION CODE		23. INTEGRITY CODE		24. HOURS CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF IRI	
22 10		52110		MPS		15013				1		11 28 71		11 28 71		11 28 71	
28. HTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX					
MO. DA. YR.				1-ASC 2-OSG 3-FICA 4-RETI		CODE		TYPE MO. DA. YR.		EOD DATA							
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LEAVE PAY DATE		38. CAREER CATEGORY		39. HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
CODE		MO. DA. YR.		MO. DA. YR.		CAP/RES PROV/TEMP		CODE		HEALTH INS. CODE							
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE PAY CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA											
CODE		CODE		CODE		CODE		CODE		CODE		CODE		CODE		CODE	
0-NO PREVIOUS SERVICE 1-NO ENTRY IN SERVICE 2-SERVICE IN SERVICE (LESS THAN 3 YEARS) 3-SERVICE IN SERVICE (MORE THAN 3 YEARS)						1-YES 2-NO		NO. TAX EXEMPTIONS		NO. TAX STATE CODE		1-YES 2-NO					
45. POSITION CONTROL CERTIFICATION										46. C.P. APPROVAL		DATE APPROVED					
11-26-71 WJ										Harry B. Fisher		1 Dec 71					

FORM 1152 USE PREVIOUS EDITION

SECRET

GRC  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

(4)

**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>				DATE PREPARED <b>5 March 1971</b>	
1. SERIAL NUMBER / 2. NAME (Last-First-Middle) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
3. NATURE OF PERSONNEL ACTION <b>Reassignment and Transfer to Vouchered Funds</b>			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>03 21 71</b>		5. CATEGORY OF EMPLOYMENT <b>Regular</b>
6. FUNDS <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; margin-right: 5px;"></div> <div style="display: flex; flex-direction: column;"> <div>V TO V</div> <div><input checked="" type="checkbox"/> OF TO V</div> </div> <div style="margin-left: 20px;"> <div>V TO O</div> <div><input type="checkbox"/> OF TO O</div> </div> </div>	7. FINANCIAL ANALYSIS NO. CHARGEABLE <b>1221-2886</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/Missions and Programs Staff Office of the Chief</b>			10. LOCATION OF OFFICIAL STATION <b>Washington, D. C.</b>		
11. POSITION TITLE <b>Ops Officer - Ch</b>			12. POSITION NUMBER <b>0001</b>		13. CAREER SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>16 6</b>	
17. SALARY OR RATE <b>\$ 32,819</b> ✓					
18. REMARKS  <b>From MPS Position # 0008</b>          <b>cc: Security</b> <b>cc: Payroll</b>					
19A. SIGNATURE OF REQUESTING OFFICIAL <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		DATE SIGNED <b>5 March 1971</b>		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
DATE SIGNED <b>5/8/71</b>					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE <b>16</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>52100 MPS</b>		22. STATION CODE <b>75013</b>	23. INTEGRATE CODE
24. MOOTS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.		
28. NTE EXPANS MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-YES 2-OPEN 3-FILE 4-None	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.
34. SEX	EOD DATA →				
35. PET. PREFERENCE CODE 0-NO 1-1 PT. 2-10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE CAB/REIS PROF/TEMP	39. HEALTH INSURANCE CODE 0-WAIVER 1-REG 2-BRO/OPT 3-UNELIGIBLE	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 NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS
45. POSITION CONTROL CERTIFICATION <b>3-2-71</b>			46. O.P. APPROVAL <b>Harry B. Fisher</b>		DATE APPROVED <b>8 March 71</b>

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

# Memorandum

**Subject:** Completion of "The Winter Program for FEI Executives" at the Federal Executive Institute in Charlottesville, Virginia  
**From:** *Nancy W. Dalton*  
Nancy W. Dalton  
Registrar, Federal Executive Institute

MAR 4 1971

Date:  
In Reply Refer To:

Your Reference:

**To:** [Redacted]  
Registrar, Office of Training  
Central Intelligence Agency  
Washington, D. C. 20505

This is official notice that [Redacted] has satisfactorily completed the "Winter Program for FEI Executives" at the Federal Executive Institute, Charlottesville, Virginia. This session of that educational program was held from February 28 - March 2, 1971. One copy of this memorandum is intended for filing in the employee's official personnel folder and the other copy for routing to the employee's immediate supervisor.

RECEIVED  
MAR 11 1971  
21998  
23 MAR 1971

Keep Freedom in Your Future With U.S. Savings Bonds

CSC FORM 631  
NOVEMBER 1961

SECRET

23 February 1971

MEMORANDUM FOR: Secretary, CSCS Board

SUBJECT: Recommendation for Promotion -

[REDACTED]

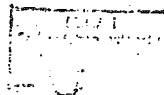
1. As one of the final acts in my CIA career I want to bring to your attention and add my strong concurrence and recommendation to two (2) recorded recommendations for the promotion of [REDACTED] to the grade GS-17. I find it hard to imagine a more persuasive recommendation for this action than that forwarded by my predecessor in June 1969 (Attached). I can imagine [REDACTED] feeling when he prepared the second recommendation in February 1970 (Attached). And yet, I find in February 1971 there has still been no action. In the year that has passed this promotion has become even more deserved, for despite the natural disappointment accompanying such a continuing lack of recognition, there has been no diminution of enthusiasm, no lowering of standards, and the CS is clearly better managed because of his continuing efforts. Were these two previous recommendations not so clear cut and descriptive, I would conclude that those in control simply do not know what this officer does and has done. Knowing what he does and how he does it should not continue to be unrewarded and, hence, I add my strongest recommendation for early and favorable action.

2. This officer has performed in a most outstanding manner, as testified in his fitness reports by my predecessor, and certainly during my tenure as Chief, MPS for the past 12 months.

[REDACTED]

Chief, Missions and Programs Staff

SECRET



SECRET

5 JUN 1969

MEMORANDUM FOR: Secretary, Clandestine Service Career  
Service Board

SUBJECT: Recommendation for the Promotion of  
[redacted] to GS-17

1. It is recommended that [redacted] be promoted to GS-17.

2. [redacted] obtained a B.A. degree in Political Science from the University of California, Berkeley, in 1942 and a M.A. in International Relations from George Washington University, Washington, D.C., in 1946. He entered the U.S. Navy in 1942 and after a concerted course in Japanese served the Navy until 1946 as an Intelligence Specialist, Japanese Language Officer, and the War Department, still as an Intelligence Specialist [redacted] from 1946 to 1952. In September 1952 he joined the Agency for duty [redacted] returned to Headquarters in June 1956 where he served until 1958; left for service [redacted] from June 1959 to October 1964; served [redacted] in [redacted] from August 1964 to August 1966; served at Headquarters with the office of Planning, Programming and Budgeting (CPPB) from August 1966 until January 1969, and with MPS from the latter date to the present.

3. During his career with the Agency he has been a field operations officer, liaison officer to overseas U.S. agencies and a foreign intelligence service, a supervisor, Deputy Chief of Station [redacted], Chief PI for a division (PB), Chief of Base [redacted], Program Analyst (CPPB), and Program Analyst and Group Chief (MPS).

4. In his present position as Chief of Programs Group in the Missions and Programs Staff, [redacted] is responsible for liaison between the CS and the CPPB on the PPS System and non-budgetary matters; installing the EPB System

SECRET

SECRET

within the CS; advising and assisting CS components in the preparation of Operating Directives and the program portions of the annual responses to the Program Call; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; coordinating and preparing the annual DDP report to the PFIAB; preparing the annual DDP briefing of the DCI on CS problems and progress; and, as required, advising CS components on the requirements of PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

5. In his previous assignment [ ] was detailed to OEPD to give that office, in the preparation of Agency programs for submission to the Bureau of the Budget, a better understanding of clandestine collection and covert action, to help that office better review and integrate CS programs in Agency programs, and to give him a broad view of the PPB System and Agency management in both of which he had shown considerable interest. His performance in that office was rated "Strong," and it was on that performance and on his genuine enthusiasm and interest in management generally that his services were sought for MPS.

6. In the performance of his duties as Chief, MPS/PRG he made immediate use of his long experience in and knowledge of CS operations, the experience and knowledge gained in OEPD, his formal education in the PPB System, and a strong belief in and desire to put to work within the CS certain concepts of that system for general and specific management improvement. Given the idiosyncrasy of the CS, he recognized early that in order to make the PPB system work effectively knowledge of the "why" and "how" of that system must be possessed at every decision-making level. With limitless energy and enthusiasm he set about "preaching the gospel" from division chief to case officer. Whenever and wherever a formal group in assembled and management is a topic for discussion, the Office of Training can count on him to drop everything and hold forth on the subject, be it the Senior Management and Planning Course (whether for supergraders or below), Station Chief Conferences, the CS Senior Seminar (now in session) and the like. Acting as the DDP/TRD's right arm to encourage attendance at the Senior Management and Planning Course he has crusaded with division and staff chiefs for the attendance of certain of

SECRET



SECRET

their key employees. To date upwards of 100 from the CS have attended that course with many more to follow. With some of those same senior officials he has argued the benefits ultimately to accrue to their components from the temporary assignment of a senior key official for a year or two to MPS and/or CPPB and eventual return to the mother component. One such arrangement, with duty in CPPB, has just been completed. His tactful, understanding, friendly, businesslike, professional and competent handling of the chairmanship of the PRP and the reviews of the Operating Directive and country activities conducted by that Panel leaves little to be desired. Regarding the PPB System, he reads everything, pro and con, that comes to his attention, and he has spent a fair sum out of his own pocket to build a library on the subject. He has persuaded potential converts to the system to read those books, magazines, periodicals and pamphlets to the end that most of that library is on constant loan. His insatiable appetite for news on current as well as historical domestic and foreign matters, his excellent sense of humor, and his genuine friendliness are invaluable assets in his present assignment inasmuch as they have given him such a wide range of acquaintances, in and out of the CS, as to open wide the door for discussion on MPS responsibilities that are anything but soxy. He is so highly regarded by his contacts in the divisions and staffs of the CS and in CPPB that his advice and guidance are constantly sought. He gives of his time and energy willingly, regardless of the grade of the individual or the magnitude of the problem. His enthusiasm is catching and he sets an excellent example for subordinates, equals and superiors as well.

7. In view of the above, [ ] a broadgauged, fast moving, competent, dedicated, sincere and friendly individual who has not yet reached his full potential, whose goal is to make the clandestine service the best managed directorate in CIA, and who will soon have served five years in grade, is strongly recommended for promotion to GS-17.

[ ]  
Chief, Missions and Programs Staff

SECRET

SECRET

9 February 1970

MEMORANDUM FOR: Secretary, Clandestine Service  
Career Service Board

SUBJECT: Recommendation for the Promotion  
of [ ] to GS-17

1. It is recommended that [ ] be promoted to the grade GS-17.

2. By memorandum dated 5 June 1969 the undersigned recommended [ ] for promotion. In that memorandum was set out the career of [ ] from the date he completed college (1942) until June 1969, and was described his wartime (1942-1946), immediate post-war (1946-1952) and Agency (1952-to June 1969) experience, all in the field of intelligence. Since it is the opinion of the undersigned that the Board should have the benefit of all the facts stated in that memorandum and since there is no change in the contents thereof, I hereby incorporate by reference the memorandum of 5 June 1969, make it part hereof and attach it hereto as a significant part of the present memorandum.

3. The time passed since 5 June 1969 has served only to confirm my conviction in Mr. Wheeler's true value to the CS. He has continued the strong leadership of the Program Review Panel and his subordinates. His unbounded energy and incessant championing of the applicable principles of the PPS System have resulted in office chiefs or other most senior officials appearing before the last Program Review Panel apparently interested and better prepared than ever before. His obvious sincerity and friendly and intelligent approach to the job have convinced many of the need for the better management of their affairs. This is no mean accomplishment in a world where the normal human resents

SECRET

SECRET

even constructive criticism. [ ] is so dedicated to making the CS the best managed component in the Agency that he continues to spend his own earnings on books and periodicals on the subject of management and to encourage interested parties to read them and pass them on to others.

4. The undersigned is aware that for the past six (6) months a private interest has dangled an impressive carrot in front of [ ] in an attempt to induce him to retire and represent overseas the interests of that private concern. This fact is not to be considered by the Board as a sword of Damocles. It is simply to bring to the Board's attention that if a promotion at this time should serve to dissuade [ ] from accepting the proffered job, the Board would have been instrumental in retaining for the CS in the management field one of the most dedicated, friendly, readily accepted, knowledgeable, industrious and qualified officers in the Agency.

5. In view of paragraph 3 above, the contents of the attachment hereto, and his potential for further growth, [ ] is strongly recommended for promotion to Grade GS-17.

[ ]  
Chief, Missions and Programs Staff

Attachment: a/s

ADMINISTRATIVE - INTERNAL USE ONLY

1970

MEMORANDUM FOR :   
THROUGH : Head of Career Service  
SUBJECT : Retirement Planning

1. In order to assist employees in planning for their eventual retirement, it is the practice of the Agency to notify each employee at a point in service five years prior to the date of scheduled retirement. I am, therefore, taking this opportunity to advise you that you are scheduled to retire in October 1975.
2. The prospect of retirement from the Agency deserves serious thought and careful planning so that you may make the transition to the next phase of life with purpose and confidence. To assist you in this regard, the Agency will make available to you various resources which are attuned to the needs of prospective retirees. In October 1970, the Agency will conduct a Retirement Information Seminar to which you will be invited. Your spouse, if you are married, may accompany you to this seminar. Following the seminar, you will be invited by the Retirement Counselor for your Directorate to an individual pre-retirement counseling session (or more than one, if you wish); this phase of retirement planning will be tailored solely to your own particular situation and circumstances and will be within the context of the retirement system under which you will retire. The individual counseling sessions are intended to give you a wide range of information on such matters as estimates of your annuity, survivor benefits, life and health insurance, Social Security taxes, relocation and movement of household effects and assistance in obtaining other employment, if appropriate. In addition to the sessions with your Retirement Counselor, you will be invited to avail yourself of selected literature on all aspects of retirement.
3. Some persons who wish to retire voluntarily prior to the scheduled date, or who wish to commence their planning as early as possible, prefer to work with their Retirement Counselor well before the time he would normally contact them. If you believe you would benefit from such an earlier start on your personal planning, you are invited to contact the Retirement Counselor responsible for your Directorate. He is assigned from your Directorate to the Retirement Affairs Division, 212 Magazine Building in Rosslyn, on telephone extension 3328.
4. Experience has amply demonstrated that careful planning facilitates the transition to retirement. I recommend, strongly, that you avail yourself of the services the Agency offers you in planning your own retirement.

H. S. Wattles  
Director of Personnel

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

13 MAR 1970

MEMORANDUM FOR :

THROUGH : Administrative Officer, MPS

SUBJECT : Purchase of Service Credit

1. This is to advise you that your application to purchase service credit under the CIA Retirement and Disability System has been processed. The amount of \$437.00 will be required to purchase credit for the period 18 June 1946 through 17 June 1947 when no deductions were withheld from your salary. Under the current provisions of the CIA Retirement System, payment of the above amount will increase your annuity by approximately 2 per cent of your high-three average salary at the time of retirement. The amount due includes interest to the present date.

2. It should be explained that under the CIA Retirement and Disability System, all periods of creditable Federal civilian service during which retirement deductions were not taken from salary must be purchased by making a deposit in order for the time to be counted in the computation of the retirement annuity. Under the Civil Service Retirement System, such periods of Federal service are always creditable in the computation of annuity, but if not purchased, the annuity is reduced by 10 per cent of the amount due. For example, if a deposit of \$1,000 is required to purchase credit for those periods of service during which no deductions were withheld from salary, and it is not paid, the basic annuity would be reduced by \$100 per year. If the deposit of \$1,000 is paid, the retiree would have to wait 10 years to recover his own deposit before profiting from the payment.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

-2-

3. The Agency has as an aim: legislatively to secure the Civil Service option, i. e., credit for periods of non-deduction service without prior payment therefor, but with reduction of the basic annuity by 10 per cent of the amount due. Therefore, you may wish to consider deferring payment. You should be aware that the interest on the amount due will continue to accumulate at the rate of 3 per cent compounded annually if you decide to defer. For example, if it would take \$1,000 to purchase credit today, the amount due one year later would be \$1,030.

4. After consideration of the above options, if you wish to purchase credit for the period of non-deduction service noted in paragraph 1, please make your check payable to the Treasurer of the United States and forward it to the Chief, Retirement Operations Branch, 205 Magazine Building. If you prefer, you may make installment payments or arrange for bi-weekly payroll allotments of \$25.00 or multiples thereof. A receipt showing a statement of your account will be sent to you acknowledging each payment.

FOR THE DIRECTOR OF PERSONNEL



Chief, Retirement Affairs Division

Distribution:

- O - Addressee
- 1 - D/Pers
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

OP/RAD/ROB/[redacted] (6 March 1970)  
Retyped: OP/RAD/JMG (13 March 1970)

ADMINISTRATIVE-INTERNAL USE ONLY

SECRET

Do Not Filled In

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 3 June 1968	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION Reassignment					
4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 06 12 68		5. CATEGORY OF EMPLOYMENT Regular			
6. FUNDS V TO V CF TO V X CF TO CF		7. FINANCIAL ANALYSIS NO. CHARGES 8121-2887		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/Missions and Programs Staff Programs Group			10. LOCATION OF OFFICIAL STATION Washington, D. C.		
11. POSITION TITLE <del>Operations</del> Officer (SG) Ops			12. POSITION NUMBER 0008		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (G.S., I.B., etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 16 5	
17. SALARY OR RATE \$ 23,778 ✓					
18. REMARKS					
<p>Date: 6 June 1968</p> <p>Security has been granted for this request.</p> <p>1 - CSPS 1 - Security 1 - Payroll</p>					
19A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED 3 June 1968		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 37-10	20. EMPLOY CODE 52150 MP3	21. OFFICE CODING ALPHABETIC 75013	22. STATUS CODE	23. INTEREST CODE	24. BIRTH CODE
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LCI	28. SECURITY REQ. NO.		
29. RETIREMENT DATA			30. CORRECTION - CANCELLATION DATA		
31. APPOINTMENT DATA CODE			32. SOCIAL SECURITY NO.		
33. PAY PREFERENCE			34. LONG TERM DATA		
35. LONG TERM DATA			36. LONG TERM DATA		
37. LONG TERM DATA			38. LONG TERM DATA		
39. LONG TERM DATA			40. LONG TERM DATA		
41. LONG TERM DATA			42. LONG TERM DATA		
43. LONG TERM DATA			44. LONG TERM DATA		
45. LONG TERM DATA			46. LONG TERM DATA		
47. LONG TERM DATA			48. LONG TERM DATA		
49. LONG TERM DATA			50. LONG TERM DATA		
51. LONG TERM DATA			52. LONG TERM DATA		
53. LONG TERM DATA			54. LONG TERM DATA		
55. LONG TERM DATA			56. LONG TERM DATA		
57. LONG TERM DATA			58. LONG TERM DATA		
59. LONG TERM DATA			60. LONG TERM DATA		
61. LONG TERM DATA			62. LONG TERM DATA		
63. LONG TERM DATA			64. LONG TERM DATA		
65. LONG TERM DATA			66. LONG TERM DATA		
67. LONG TERM DATA			68. LONG TERM DATA		
69. LONG TERM DATA			70. LONG TERM DATA		
71. LONG TERM DATA			72. LONG TERM DATA		
73. LONG TERM DATA			74. LONG TERM DATA		
75. LONG TERM DATA			76. LONG TERM DATA		
77. LONG TERM DATA			78. LONG TERM DATA		
79. LONG TERM DATA			80. LONG TERM DATA		
81. LONG TERM DATA			82. LONG TERM DATA		
83. LONG TERM DATA			84. LONG TERM DATA		
85. LONG TERM DATA			86. LONG TERM DATA		
87. LONG TERM DATA			88. LONG TERM DATA		
89. LONG TERM DATA			90. LONG TERM DATA		
91. LONG TERM DATA			92. LONG TERM DATA		
93. LONG TERM DATA			94. LONG TERM DATA		
95. LONG TERM DATA			96. LONG TERM DATA		
97. LONG TERM DATA			98. LONG TERM DATA		
99. LONG TERM DATA			100. LONG TERM DATA		

From O/PPB

06-12-68

HB Fisher

10 June 68

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(U.S. 1750-107)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER				4 August 1966	
2. NAME (Last-First-Middle)					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED	
Excepted Appointment <i>by</i>				7 31 66	
5. CATEGORY OF EMPLOYMENT				Regular	
6. FUNDS				7. FINANCIAL ANALYSIS	
V TO V				NO CHARGEABLE	
C TO V				7114-0001	
8. LEGAL AUTHORITY (Completed by Office of Personnel)					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION	
DCI/Office of Planning, Programming and Budgeting				Washington, D. C.	
Planning and Programming Division					
Program Analysis Branch					
11. POSITION TITLE				12. POSITION NUMBER	
IO - Program Eval				0005	
13. CAREER SERVICE DESIGNATION				D	
14. CLASSIFICATION SCHEDULE (U.S. L.R. no.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0132.70		16 4	
17. SALARY OR RATE		5 3 2085			
18. REMARKS					
<del>PRA as provided by the provisions of HR 20-17 d(4) for a period of 600</del> <i>plan.</i> <i>C-09-55</i>					
DATE SIGNED		19. SIGNATURE		DATE SIGNED	
8/5/66		[Signature]		8/5/66	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE	22. STATION CODE	23. INTEREST CODE	24. REPORT CODE
13	10	02350	0000	75013	1
25. DATE EXPIRES	26. SPECIAL REFERENCE	27. RETIREMENT DATA	28. SEPARATION DATA CODE	29. CANCELLATION/REINSTATEMENT DATA	30. SECURITY DATA
MO DA YR	1-2 3-4 5-6 7-8 9-10 11-12	CODE	1-2 3-4 5-6 7-8 9-10 11-12	1-2 3-4 5-6 7-8 9-10 11-12	1-2 3-4 5-6 7-8 9-10 11-12
1 1 66		2			
31. PREVIOUS MILITARY SERVICE	32. MILITARY SERVICE DATA	33. LONG TERM DATA	34. FACTS CATEGORICAL	35. FINAL HEALTH INSURANCE	36. SOCIAL SECURITY NO.
CODE	MO DA YR	MO DA YR	1-2 3-4 5-6 7-8 9-10 11-12	1-2 3-4 5-6 7-8 9-10 11-12	1-2 3-4 5-6 7-8 9-10 11-12
1	1 1 66	1 1 66	1	1	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE	38. CIVILIAN GOVERNMENT SERVICE DATA	39. FACTS CATEGORICAL	40. TWO YEAR EXEMPTIONS	41. MILITARY SERVICE DATA	42. STATE SERVICE DATA
CODE	MO DA YR	1-2 3-4 5-6 7-8 9-10 11-12	1-2 3-4 5-6 7-8 9-10 11-12	1-2 3-4 5-6 7-8 9-10 11-12	1-2 3-4 5-6 7-8 9-10 11-12
1	1 1 66	1	1	1	1
43. POSITION CONTROL CERTIFICATION				44. OFFICE APPROVAL	
[Signature]				[Signature]	

FORM 1157 USE PREVIOUS EDITIONS

SECRET

EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION



**SECRET**

REQUEST FOR PERSONNEL ACTION										DATE PREPARED		
1. SERIAL NUMBER		2. NAME (Last, First, Middle)								3. DATE		
060947		[REDACTED]								1 August 1966		
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT				
RESIGNATION					MONTH DAY YEAR 07 30 66			REGULAR				
6. FUNDS		7. TO V		8. TO C		9. COST CENTER NO. CHARGEABLE			10. LEGAL AUTHORITY (Completed by Office of Personnel)			
[REDACTED]		[REDACTED]		X		7129-0369			[REDACTED]			
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION							
DDP/DOD U.S. FIELD [REDACTED]					[REDACTED]							
13. POSITION TITLE					14. POSITION NUMBER			15. CAREER SERVICE DESIGNATION				
CHIEF OF BASE GS-14					0261			D				
16. CLASSIFICATION SCHEDULE (GS, LH, etc.)					17. OCCUPATIONAL SERIES			18. GRADE AND STEP			19. SALARY OR RATE	
GS					0136.06			16 4			\$ 22,085	
20. REMARKS												
Subject is reemployable.												
21. ACTION				22. ACTION				23. ACTION				
[REDACTED]				[REDACTED]				[REDACTED]				
24. ACTION				25. ACTION				26. ACTION				
[REDACTED]				[REDACTED]				[REDACTED]				
27. ACTION												
[REDACTED]												
28. ACTION												
[REDACTED]												
29. ACTION												
[REDACTED]												
30. ACTION												
[REDACTED]												
31. ACTION												
[REDACTED]												
32. ACTION												
[REDACTED]												
33. ACTION												
[REDACTED]												
34. ACTION												
[REDACTED]												
35. ACTION												
[REDACTED]												
36. ACTION												
[REDACTED]												
37. ACTION												
[REDACTED]												
38. ACTION												
[REDACTED]												
39. ACTION												
[REDACTED]												
40. ACTION												
[REDACTED]												
41. ACTION												
[REDACTED]												
42. ACTION												
[REDACTED]												
43. ACTION												
[REDACTED]												
44. ACTION												
[REDACTED]												
45. ACTION												
[REDACTED]												
46. ACTION												
[REDACTED]												
47. ACTION												
[REDACTED]												
48. ACTION												
[REDACTED]												
49. ACTION												
[REDACTED]												
50. ACTION												
[REDACTED]												
51. ACTION												
[REDACTED]												
52. ACTION												
[REDACTED]												
53. ACTION												
[REDACTED]												
54. ACTION												
[REDACTED]												
55. ACTION												
[REDACTED]												
56. ACTION												
[REDACTED]												
57. ACTION												
[REDACTED]												
58. ACTION												
[REDACTED]												
59. ACTION												
[REDACTED]												
60. ACTION												
[REDACTED]												
61. ACTION												
[REDACTED]												
62. ACTION												
[REDACTED]												
63. ACTION												
[REDACTED]												
64. ACTION												
[REDACTED]												
65. ACTION												
[REDACTED]												
66. ACTION												
[REDACTED]												
67. ACTION												
[REDACTED]												
68. ACTION												
[REDACTED]												
69. ACTION												
[REDACTED]												
70. ACTION												
[REDACTED]												
71. ACTION												
[REDACTED]												
72. ACTION												
[REDACTED]												
73. ACTION												
[REDACTED]												
74. ACTION												
[REDACTED]												
75. ACTION												
[REDACTED]												
76. ACTION												
[REDACTED]												
77. ACTION												
[REDACTED]												
78. ACTION												
[REDACTED]												
79. ACTION												
[REDACTED]												
80. ACTION												
[REDACTED]												
81. ACTION												
[REDACTED]												
82. ACTION												
[REDACTED]												
83. ACTION												
[REDACTED]												
84. ACTION												
[REDACTED]												
85. ACTION												
[REDACTED]												
86. ACTION												
[REDACTED]												
87. ACTION												
[REDACTED]												
88. ACTION												
[REDACTED]												
89. ACTION												
[REDACTED]												
90. ACTION												
[REDACTED]												
91. ACTION												
[REDACTED]												
92. ACTION												
[REDACTED]												
93. ACTION												
[REDACTED]												
94. ACTION												
[REDACTED]												
95. ACTION												
[REDACTED]												
96. ACTION												
[REDACTED]												
97. ACTION												
[REDACTED]												
98. ACTION												
[REDACTED]												
99.												

SECRET

FD-502 (Rev. 1-65)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

9 July 1965

1. SERIAL NUMBER

2. NAME

3. NATURE OF PERSONNEL ACTION

DESIGNATION AS PARTICIPANT IN CIA  
RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR  
08 01 65

5. CATEGORY OF EMPLOYMENT

REGULAR

6. PAGES

V TO V

V TO CF

CF TO V

III CF TO CF

7. COST CENTER NO. CHARGE

6129-0369

8. LEGAL AUTHORITY (Completed by Office of Personnel)

PL 88-643 Sect. 203

9. ORGANIZATIONAL DESIGNATIONS

DDP/DOD

U. S. FIELD

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE

CHIEF OF BASE

12. POSITION NUMBER

0261

13. CAREER SERVICE DESIGNATION

D

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

GS

15. OCCUPATIONAL SERIES

0136.08

16. GRADE AND STEP

16 3

17. SALARY OR RATE

, 20,215 ✓

18. REMARKS

EMPLOYEE WILL BE NOTIFIED BY DISPATCH FROM THE DIRECTOR OF PERSONNEL OF THIS  
DESIGNATION AND OF HIS RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE

See to OP/ESD/RCB

19a. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED

19b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

12 Jul 65

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

17. ACTION CODE 28	18. JUDICIAL CODE 10	19. OFFICE CODING 213620 DOD	20. STATION CODE 75020	21. INQUIRY CODE 2	22. DATE OF BIRTH MO DA YE 08 30 64	23. DATE OF DEATH MO DA YE 08 30 64	24. DATE OF LEL MO DA YE 08 30 64	
25. DATE OF ENTRY MO DA YE 08 30 64	26. SPECIAL REFERENCE 1-100 2-100 3-100	27. RETIREMENT DATA CODE 1-100 2-100 3-100	28. SEPARATION DATA CODE 1-100 2-100 3-100	29. CORRECTION (CANCELLATION) DATA MO DA YE 08 30 64	EOD DATA →			30. SECURITY REC NO
31. PREVIOUS EMPLOYMENT CODE 1-100 2-100 3-100	32. LONG COMP DATE MO DA YE 08 30 64	33. LONG COMP DATE MO DA YE 08 30 64	34. CAREER CATEGORY CODE 1-100 2-100 3-100	35. HEALTH/WEALTH INSURANCE CODE 1-100 2-100 3-100	36. SOCIAL SECURITY NO			
37. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-100 2-100 3-100	38. LEAVE CAT CODE 1-100 2-100 3-100	39. LEAVE CAT CODE 1-100 2-100 3-100	40. FEDERAL TAX DATA CODE 1-100 2-100 3-100	41. STATE TAX DATA CODE 1-100 2-100 3-100	42. STATE TAX DATA CODE 1-100 2-100 3-100			
43. POSITION SERVICE CERTIFICATION				44. DATE APPROVED 12/1/65				

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 OCT 1964

1. SERIAL NUMBER XAF		2. NAME (Last-First-Middle) [REDACTED]		3. NATURE OF PERSONNEL ACTION (CAREER) EXCEPTED APPT		4. EFFECTIVE DATE PREPARED MONTH DAY YEAR 10 25 64		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V CF TO V		V TO CF X CF TO CF		7. COST CENTER NO. (CHARGEABLE) 5329-0369		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DEP/DOE US FIELD [REDACTED]				10. LOCATION OF OFFICIAL STATION [REDACTED]					
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0261		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, FS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 3		17. SALARY OR RATE \$ 20245 ✓			
18. REMARKS C-09/55 ✓									
19A. SIGNATURE OF REQUESTING OFFICIAL [REDACTED]				DATE SIGNED 24 Oct 64		19B. SIGNATURE [REDACTED]		DATE SIGNED 4 Nov 64	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 13		20. EFFECTIVE DATE 10		21. OFFICE CODING NUMERIC 43620		22. POSITION CODE 7402		23. INTEREST CODE 2	
24. DATE OF BIRTH MO. DA. YR. 08 30 64		25. DATE OF GRADE MO. DA. YR. 08 30 64		26. DATE OF 1st MO. DA. YR. 08 30 64		27. SECURITY REQ NO 09000 M1		28. SOCIAL SECURITY NO	
29. VET PREFERENCE CODE 1		30. SERV CORP DATE MO. DA. YR. 08 10 64		31. LEAVE CAT CODE 8		32. GRADE CATEGORY CODE 1		33. HEALTH/PLANT INSURANCE CODE 1	
34. PREVIOUS COMPENSATION DATA CODE 1		35. LEAVE CAT CODE 8		36. FORM EXEMPTION CODE 0		37. MO. TAX EXEMPTIONS CODE 0		38. STATE TAX DATA CODE 1	
39. POSITION CONTROL CERTIFICATION 11/9/64 OPS									
40. C.P. APPROVAL [REDACTED]				DATE APPROVED 24 Oct 64					

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

CONFIDENTIAL

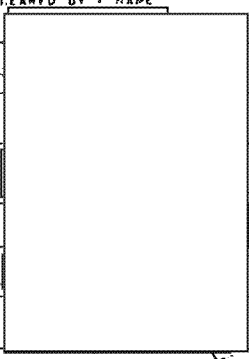
# REPORT OF CLEARANCES

TO: DIRECTOR OF PERSONNEL  
 ATTENTION: ☐ Mobilization and Military Personnel Division  
☐ Chief, Benefits and Counseling Branch, BSD  
☒ Chief, Staff Agent Branch, CPD

SERIAL NO.	NAME OF EMPLOYEE (Last-First-Middle)	GRADE	POSITION TITLE
		GS-16	Ops Officer
OTHER TRUE NAMES USED WHILE IN AGENCY		COST CENTER NUMBER CHARGEABLE	FUNDS <input type="checkbox"/> V <input type="checkbox"/> CF
		5122-6262	
REASON FOR CLEARANCE		LAST WORKING DAY (Date)	
<input checked="" type="checkbox"/> SEPARATION		23 October 1964	
<input type="checkbox"/> EXTENDED LEAVE (Note reason)		EFFECTIVE DATE OF SEPARATION	
<input type="checkbox"/> OTHER (Specify):		24 October 1964	
<input type="checkbox"/> FORM 1192, REQUEST FOR PERSONNEL ACTION, WAS FORWARDED TO THE OFFICE OF PERSONNEL ON 29 Oct. 64			
<input type="checkbox"/> FORM 1192, REQUEST FOR PERSONNEL ACTION, IS ATTACHED TO THIS FORM.			

THIS IS TO CERTIFY THAT THE COMPONENTS LISTED BELOW HAVE FURNISHED POSITIVE VERIFICATION BY TELEPHONE OR CERTIFICATIONS TO THE UNDERSIGNED THAT THE SEPARATING EMPLOYEE:

- HAS RETURNED OR ACCOUNTED FOR ANY GOVERNMENT PROPERTY ISSUED TO HIM;
- SETTLED OR SATISFACTORILY ARRANGED FOR THE SETTLEMENT OF ANY INDEBTEDNESS TO THE AGENCY;
- RETURNED SPECIAL I.D. CARDS OR CREDENTIALS ISSUED TO HIM;
- RECEIVED AND UNDERSTOOD INSTRUCTIONS CONCERNING SPECIAL CLEARANCES, COVER INFORMATION, AND SECURITY BRIEFINGS;
- SATISFACTORILY RESOLVED OR CLOSED OUT ANY SPECIAL RESPONSIBILITIES ASSIGNED TO HIM.

	DATE CLEARED	CLEARED BY - NAME
<input checked="" type="checkbox"/> OFFICE OF LOGISTICS	10 Nov 64	
<input type="checkbox"/> OFFICE OF SECURITY	19 Nov 64	
<input checked="" type="checkbox"/> DOCUMENT CONTROLS (Incl. RID)	10 Nov 64	
<input checked="" type="checkbox"/> SPECIAL CLEARANCES	10 Nov 64	
CENTRAL COVER STAFF 4408	18 Nov 64	
<input checked="" type="checkbox"/> MEDICAL STAFF	6 Nov 64	
<input checked="" type="checkbox"/> COMMO SECURITY	10 Nov 64	
TITLE OF OPERATING COMPONENT OFFICIAL		DATE SIGNED
DC Personnel - Training		16 Nov 64
REMARKS		

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)		29 OCT 1964	
3. NATURE OF PERSONNEL ACTION RESIGNATION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 24 64		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V CF TO V	V TO CF X CF TO CF	7. COST CENTER NO. CHARGE 5129-0269		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DEP/DOD US FIELD			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0261	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, E, B, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 16 3	17. SALARY OR RATE \$ 20245	
18. REMARKS					
19. ACTION CODE 45		20. EMPLOY CODE 10	DATE SIGNED 29 OCT 64		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRAL CODE	24. HOURS	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LIT MO. DA. YR.	28. SPECIAL REFERENCE	29. RETIREMENT DATA 1-CSE 2-FICA 3-WSH	30. SEPARATION DATA CODE 162,00%	31. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	32. SECURITY REQ. NO.
33. YET. PREFERENCE CODE 0-NONE 1-15 YR. 2-10 YR.	34. SERV. COMP. DATE MO. DA. YR.	35. LONG. COMP. DATE MO. DA. YR.	36. CAREER CATEGORY CODE 0-WAITER 1-TS	37. HEALTH INSURANCE CODE 0-WAITER 1-TS	38. SOCIAL SECURITY NO.
39. PREVIOUS GOVERNMENT SERVICE DATA 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)		40. LEAVE CAT. CODE	41. FEDERAL TAX DATA FORM EXECUTED CODE MO. TAX EXEMPTIONS		42. STATE TAX DATA FORM EXECUTED CODE MO. TAX EXEMPTIONS
43. POSITION CONTROL CERTIFICATION 11/1/64 405			44. OP. APPROVAL Concurrence Officer		DATE APPROVED

MAJLE 12 MAY 64

## NOTIFICATION OF PERSONNEL ACTION

OFF

1. SERIAL NUMBER		2. NAME (LAST FIRST-MIDDLE)	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
RESIGNATION		NO. DA. YR.	REGULAR
		10 24 64	
6. FUNDS	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE
	CF TO V	CF TO CF	8. CSC OR OTHER LEGAL AUTHORITY
	X		5129 0369 0000
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION
CPS OFFICER		0281	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0135.01	16 3	20245
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 30 September 1964	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)					
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 16 64		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS		V TO V C TO V		7. COST CENTER NO. CHARGEABLE 5129-0369		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD US Field				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE OPS. OFFICER				12. POSITION NUMBER 00 0261		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, E, P, etc.) GS-07		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 16 35 5		17. SALARY OR RATE \$ 43,840.20, 24.5	
18. REMARKS <p>* Phone interview [redacted] for FE</p> <p>POSITION TITLE CHANGE</p> <p>Security Approval Granted by [redacted] 10/6/64</p> <p>[redacted] 10/6/64</p> <p>[redacted] 10/6/64</p>							
DATE SIGNED [redacted]				18B. SIO [redacted]		DATE SIGNED 13 Oct 64	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 43530 1111	22. STATION CODE 25020	23. INTEGRITY CODE	24. HOURS CODE 2	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. DATE OF LEI MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-ESA 2-TER 3-ROPI	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY SIO NO.	34. SIA
35. VET. PREFERENCE CODE 0-None 1-5 yr. 2-10 yr.	36. SER. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY CODE 1-NEW 2-PROV/TEMP	39. FEDERAL HEALTH INSURANCE CODE 0-WAIVER 1-FIS	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA 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. LEAST LST. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE 1-FIS 2-NO	44. STATE TAX DATA FORM PREVIOUS CODE 1-FIS 2-NO		
45. POSITION CONTROL CERTIFICATION				46. O.P. APPROVAL		DATE APPROVED	
[redacted] FE 2				[redacted]		14 Oct 64	

FORM 1152

USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

SECRET

10 MAY 1963

SECRET

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16,

[REDACTED]

1. It is recommended that [REDACTED] be promoted to GS-16. He has been in grade since December 1957.

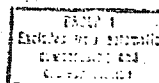
2. [REDACTED] is serving as Deputy Chief of [REDACTED]. To this post he has brought his depth of knowledge of things [REDACTED] gained over many years of concentration on this subject. He has also brought his operational ability and his personal capability of operating among significant [REDACTED] leaders. He has been of major value through a most difficult period of very substantial reduction of the station's staff and the termination of many of its functions. While [REDACTED] may have spent much of his time on things [REDACTED] he has also served as Chief, FI, for EE Division in which post he demonstrated his ability to operate on [REDACTED] matters with force, intelligence and dispatch.

3. For these reasons it is recommended that [REDACTED] be promoted to GS-16.

*W. E. Colby*  
William E. Colby  
Chief, Far East Division

SECRET

SECRET





19 OCT 1962

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16 --  
[redacted]

1. [redacted] stands Number Four on the Division's list of recommended promotions to GS-16. [redacted] is 47 years old and has been in grade since December 1957. Most of [redacted] Agency career has been devoted to the [redacted] although he served one tour most commendably as Chief PI for the FE Division. He is now [redacted] and is an operations officer and executive of the highest quality. In addition to bearing a very large share of the administrative burden of a big station [redacted] has acquired a collection of [redacted] friends and contacts in important governmental and business circles unequalled, I believe, by any other member of the official American community [redacted]. Although he has exploited these contacts most effectively for Agency and U.S. Governmental purposes, it is the plan of the FE Division to give freer rein to [redacted] operations in this field by arranging, carefully and deliberately, [redacted] for [redacted] which will permit him to devote a greater share of his time to the exploitation of this most important section of [redacted]. We believe that his very considerable talents as an administrator can be adequately replaced but that his standing among the [redacted] and his capability for operational exploitation of his advantages are unique. I believe that [redacted] can well be considered to be the prototype of the high ranking staff officer who can forego bureaucratic advancement for a purely operational career.

[redacted]

2. On the basis of his proven ability and past performance as well as his seniority I believe [redacted] to be fully qualified for promotion to GS-16.

[redacted]  
Desmond Fitzgerald  
Chief, Far East Division

SECRET  
EYES ONLY

SECRET

(When Filled In)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

4 August 1964

1. SERIAL NUMBER		2. NAME (Last - First - Middle)	
[REDACTED]		[REDACTED]	
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 8 30 64	
5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>		6. LEGAL AUTHORITY (Completed by Office of Personnel)	
7. FUNDS V TO V CP TO V X CP TO CP		8. COST CENTER NO. CHARGE 5137-1566	
9. ORGANIZATIONAL DESIGNATIONS DDP/FE Office of the Chief		10. LOCATION OF OFFICIAL STATION [REDACTED]	
11. POSITION NUMBER Ops Officer (DCOS)		12. POSITION NUMBER 3003	
13. CAREER SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, F, H, etc.) GS	
15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 16-3	
17. SALARY 20,245		18. REMARKS	
19A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED	
19B. 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. INTEGRATE CODE	24. HOSTS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.
27. DATE OF HI	28. DATE OF GRADE	29. DATE OF HI	30. DATE OF GRADE
31. SPECIAL REFERENCE	32. RETIREMENT DATA 1-EN 2-EN 3-EN 4-EN	33. SEPARATION DATA CODE	34. CORRECTION/CANCELLATION DATA
35. SEC. PREFERENCE	36. STAFF COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY
39. PREVIOUS GOVERNMENT SERVICE DATA	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA
43. POSITION CONTROL CERTIFICATION	44. DATE APPROVED	45. DATE APPROVED	46. DATE APPROVED

1152 USE PREVIOUS EDITION

SECRET

 GROUP 1  
 EXCLUDED FROM AUTOMATIC DOWNGRADING AND  
 DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				3. August 1964	
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED	
PROMOTION						MONTH DAY YEAR 8 30 64	
5. CATEGORY OF EMPLOYMENT						REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGE-ABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
V TO V CP TO V		V TO CP CP TO CP		5137-1566			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION	
DDP/EE Office of the Chief							
11. POSITION TITLE						12. POSITION NUMBER	
Ops Officer (DDO)						3003	
13. CAREER SERVICE DESIGNATION						D	
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		16-3		\$20,245	
18. REMARKS							
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE COUNSEL	22. STATION CODE	23. INITIALS CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE
		ADVISORY ADVISORY				MO. DA. YR.	MO. DA. YR.
28. NTE EXPIRES	29. SPECIAL ASSIGNMENT	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA	33. SECURITY REG. NO.		
MO. DA. YR.		1-YES 2-NO			34. SOCIAL SECURITY NO.		
35. VET PREFERENCE	36. STATE COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEDERAL HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	CODE		
0-NONE 1-1 YR. 2-2 YR.			1-YES 2-NO	1-YES 2-NO			
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA				
CODE		CODE	CODE				
0-NONE 1-1 YR. 2-2 YR. 3-3 YR.		1-YES 2-NO	1-YES 2-NO				
45. POSITION CONTROL CERTIFICATION				46. OP APPROVAL		DATE APPROVED	
				/s/ Henry W. T. Hall, Jr.		28 AUG 1964	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

SECRET

(If filled in)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

21 SEPTEMBER 1964

1. SERIAL NUMBER		2. NAME (Last-First-Middle)	
3. NATURE OF PERSONNEL ACTION			
CONVERSION FROM <input type="checkbox"/> Status		4. EFFECTIVE DATE REQUESTED	
MONTH COB YEAR		08 25 64	
5. CATEGORY OF EMPLOYMENT		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE	
V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input checked="" type="checkbox"/> CF TO CF <input type="checkbox"/>		5137-1566	
8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS	
		DDP/FE FORRIGN FIELD OFFICE OF THE CHIEF	
10. LOCATION OF OFFICIAL STATION		11. POSITION TITLE	
		OPS OFFICER DCOS	
12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
3003		D	
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
15 5		5.28749	

18. REMARKS

SUBJECT CONVERTED FROM ☐ COB 25 AUGUST 1964.

\* Superseded Action Promotion to GS16 3 1/20245 effective 08/30/64.

1 COPY PAYROLL

FOR FURTHER INFO CALL X5271

19A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED	
[Signature]		9/21/64		[Signature]		9/22/64	
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	26. DATE OF GRADE
56	10	15370FE	3057		3		
27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LET	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CANCELLATION/CANCELLATION DATA	33. SECURITY	34. SEX
						212 60	
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. REG. HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
45. POSITION CONTROL CERTIFICATION		46. [Signature]		DATE APPROVED			
[Signature]		[Signature]		9/22/64			

FORM 1152 USE PREVIOUS EDITIONS

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

DDP 1-46.7.4

30 August 1961

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT :

[REDACTED]

Panel "A" recommends your approval of request of second tour for

[REDACTED]

[REDACTED]  
Clandestine Services  
Career Service Panel  
(Section A)

APPROVED:

*Richard M. Bissell, Jr.*  
\_\_\_\_\_  
RICHARD M. BISSELL, JR.  
Deputy Director  
(Plans)

1 SEP 1961

Date

SECRET

**SECRET**  
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
UV to V		UV to UV						Mo	Da	Yr	
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vet. Pref.		5. Sex	
						Mo Da Yr		None-0 5. Pr-1 10 Pr-2		Code	
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority				10. Apmt. Affidav.		11. FEGLI	
Mo Da Yr		Yes - 1 No - 2		Code				Mo Da Yr		Yes - 1 No - 2	

**CURRENT ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE											
Deputy for Operations Office of the Chief											
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - Usld. Pran		Code		Ops Officer		3936		OS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
03 15 A 2		\$ 11660 H2577012070		DI		Mo Da Yr 12/15/59		Mo Da Yr 12/11/60		0137 7351 3000	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		576		Mo Da Yr 09/06/59		Regular		01			

**PROPOSED ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/FE				5171						37587	
Office of the Chief											
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - Usld. Pran		Code		Ops Officer (D COS)		1215					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				Mo Da Yr 12/15/59		Mo Da Yr 12/11/60			

**SOURCE OF REQUEST**

A. Request Approved By (Signature and Title)		Date Approved	
B. Request Approved By (Signature and Title)		Date Approved	
C. Request Approved By (Signature and Title)		Date Approved	

**CLEARANCES**

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		RC		8/25/59		D. Placement					
B. Pos. Control		RC		8/25/59		E. Release					
C. Classification						F. Approved By		RC			
Remarks											
Subject will replace [redacted] Who is returning to Hqa. PCS											
in August 1959.											

☐ Continued on reverse side

**SECRET**

SECRET

DD/P 4: 6610

MEMORANDUM FOR: Deputy Director (Plans)

17 AUG 1959

SUBJECT: [REDACTED]

1. [REDACTED]

2. [REDACTED] has been an employee of the Agency since 28 September 1952 and is currently assigned as an Intelligence Officer, GS-15. A biographic data sheet, including information regarding his Agency experience and training, is attached.

[REDACTED]  
for Desmond Fitzgerald  
Chief, Far East Division

The recommendation in paragraph 1 is approved:

[REDACTED]  
Deputy Director (Plans)

25 AUG 1959

(Date)

SECRET

SECRET

## BIOGRAPHIC INFORMATION

NAME :

GRADE : GS-15

SERVICE DESIGNATION : DI

DATE AND PLACE OF BIRTH :

MARITAL STATUS : Married; six children

EDUCATION AND CAREER OUTSIDE OF AGENCY :

- 1934-1937, Mercer University
- 1941-1942, University of California
- 1942-1943, University of Colorado
- 1944-1946, George Washington University, M.A., International Relations
- 1941-1942, University of California, Reader in Political Science (part-time)
- 1942-1946, U.S. Navy, Language Officer, Intelligence Specialist, Lt.
- 1946-1952, War Dept., GHQ, FEC, Tokyo, Intelligence Specialist

LANGUAGE PROFICIENCY : Japanese - Fair

CIA EXPERIENCE :

- EOD CIA Sep 1952, Acting Chief, FI, concurrently Chief of Liaison,
- Jun 1956, Deputy Chief, FE/1
- Mar 1957, Acting Chief, FE/1
- Dec 1957, Chief, FE/PO/PI, FE Division

CIA TRAINING :



Form 100-10  
Revised 10-60  
Department of State  
Use Only

DEPARTMENT OF STATE  
WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

121-250-104

00255

1. NAME (Last, First, Middle, One given name, initial(s) and surname)		2. DATE OF BIRTH	3. FEDERAL CS ACTION NO.	4. DATE
				3-26-59
5. NATURE OF ACTION (Use standard terminology)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Limited Appointment		5/8/59	Section 522.1 FL 724 - 79th as amended	
8. POSITION TITLE		9. BASIC PAY RATE		
Diplomatic or Consular Title		\$11,660		
10. DUTY STATION, SERIES, NO., GRADE, BRANCH				
11. DEPARTMENTAL ORGANIZATION				
12. CHARACTERISTICS				
13. CS CATEGORY		14. POSITION CLASSIFICATION SYMBOL		
PS (Career)		1-1011-333		
15. VETERAN'S PREFERENCE		16. OFFICIAL USE ONLY		17. LEGAL RESERVES
None		18. DATE OF ACTION FIRST APPOINTED (Accession Only)		19. CLAIMED
19. APPROPRIATION		5/8/59		20. D.O.
21. This action is subject to all applicable laws, rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or its Department.				
Marital Status - Married - Six				
Military Reserve Status - None				
Appointment limited to 5 years or end of employee's services, whichever is less.				
Execute 27-61a.				

EMPLOYEE COPY

SECRET

## REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)		3. Date Of Birth		4. Vac. Prof.		5. Sex		6. CS - FOD	
7. SCD		8. CSC Point		9. CSC Or Other Legal Authority		10. Adm. Affidav.		11. FGLI		12. LCD	
Mo.	Da.	Yr.	Yr.	Code	Mo.	Da.	Yr.	Code	Mo.	Da.	Yr.
08	06	42	No - 1	1	50	USCA	403		09	28	52

## PREVIOUS ASSIGNMENT

14. Organizational Designations		Code		15. Location Of Official Station		Station Code		
DOP FE FI CI STAFF		5113		WASH., D. C.		75013		
16. Dept. - Field		17. Position Title		18. Pension No.		19. Serv.		
Dept.	Code							
US/Id.	2	I.O. FI STF CH		3442		GS		
20. Grade & Step	21. Salary Or Rate		22. SD		23. Data Of Grade		24. PSI Due	
15.1	\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.	
					12 15 57		05 14 59	
25. Appropriation Number		26. Appropriation Number		27. Appropriation Number		28. Appropriation Number		
3700 20 001								

## ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Resignation		75		Mo. Da. Yr.		Regular		01			
05 03 59											

## PRESENT ASSIGNMENT

31. Organizational Designations		Code		32. Location Of Official Station		Station Code		
Office of the Chief		51				31587		
33. Dept. - Field		34. Position Title		35. Pension No.		36. Serv.		
Dept.	Code	Area Ops Off						
US/Id.	5					0136.01		
37. Grade & Step	38. Salary Or Rate		39. SD		40. Data Of Grade		41. PSI Due	
3					Mo. Da. Yr.		Mo. Da. Yr.	
					9-3735-55-005			

## SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
Mozelle Little X2957			

## CLEARANCES

Clearance	Date	Clearance	Signature	Date
A. Career Award		B. Foreign		
B. Pay Control		C. Approval		
C. Classification		D. Approval		

Please transfer from Vouchered to Unvouchered Funds on 1 May 1959.

2 Copies to Security.

Recorded by

COFO

**SECRET**  
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION										V to V		Y to UV			
Mo	Da	Yr											UV to V		UV to UV			
1. Serial No.			2. Name (Last-First-Middle)					3. Date of Birth			4. Ver. Pref.		5. Sex		6. CS - EOD			
								Mo Da Yr			Name-0 Code		N		Mo Da Yr			
7. SCD			8. CSC Reint.		9. CSC Or Other Legal Authority					10. Appt. Affidav.			11. FEGLI		12. LCO		13. CREDIT - LCO	
Mo Da Yr			Yes - 1 Code							Mo Da Yr			Yes - 1 Code		Yes - 1 Code			

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE											
Office of the Chief											
16. Dept./Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. Code		Deputy for Operations		3936		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15		12,770		DI		Mo Da Yr		Mo Da Yr			

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
		58		5 8 59		R		OM			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
33. Dept./Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. Code		(when)									
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
3		11,660				Mo Da Yr		Mo Da Yr		9-3735-35-005	

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
OPUR/CD/KCL			
B. For Additional Information Call (Name & Telephone Ext.)			
x8164			

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board		14 MAY 59/126	D. Placement		
B. Peer Control			E.		
C. Classification			F. Approved By		
Remarks: All sick and 160 annual leave to be transferred to Department of State.					

S-E-C-R-E-T

This Notice Expires 1 July 1959

N 20-190-160

NOTICE  
NO. 20-190-160

PERSONNEL  
14 July 1958

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS

PANEL OF EXAMINERS OF THE CIA SELECTION BOARD

In accordance with paragraph 5b of Regulation No. 20-105, The Career Staff of the Central Intelligence Agency, the Director of Central Intelligence has appointed the following persons, as members of the Panel of Examiners for the period 1 July 1958 through 30 June 1959.

<u>Name</u>	<u>Service Designation</u>	<u>Organizational Component</u>
	SC	DDS/OC
	SA	OFF/DDS
	OD	DDI/CO/PDD
	OD	DDI/CO/PDD
	SA	DDS/OC
	SA	DDP/WE
	D	DDP/CI Staff
	IR	DDI/CCR
	SF	DDG/Compt
	IS	DDI/OSI
	OC	DDI/CO/C
	OC	DDI/CO/C
	DN	DDP/NEA
	DI	DDP/WE
	SC	DDS/OC
	D	DDP/PFC
	SM	DDG/Med
	SS	DDS/OS
	IN	DDI/ONE
	DI	DDP/SR
	DI	DDP/PI
	IC	DDI/OCI
	ID	DDI/OBI
	DI	DDP/PI
	DI	DDP/NEA
	DP	DDP/PP

S-E-C-R-E-T

S-E-C-R-E-T

H 20-190-160

NOTICE  
NO. 20-190-160PERSONNEL  
14 July 1958

<u>NAME</u>	<u>Service Designation</u>	<u>Organizational Component</u>
	SS	DD3/OS
	SL	DD3/OL
	DP	DDP/FE
	OB	DDI/OO/FBID
	SL	DD3/OL
	SC	DD3/OC
	DI	DDP/PI
	SL	DD3/OL
	OB	DDI/OO/FBID
	SL	DD3/OL
	DP	DDP/SE
	SS	DD3/OS
	DT	DDP/TSS
	C	DDI/OCR
	SP	DD3/OP
	3F	DD3/Compt
	IR	DDI/OCR
	IS	DDI/OBI
	ST	DD3/CTR
	DI	DDP/EE
	DI	DDP/WE
	SC	DD3/OC
	3T	DD3/CTR
	IB	DDI/OBI
	SP	DD3/OP
	DT	DDP/TSS
	DI	DDP/CT Staff
	C	DDI/OCR
	IC	DDI/OCI
	I	DDP/DDI
	SM	DD3/Mod
	DI	DDP/FE

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

I. K. White  
Deputy Director  
(Support)DISTRIBUTION: A, plus each member  
of the Panel of Examiners

SECRET

Classify According  
To Content.

REQUEST FOR PERSONNEL ACTION													
19 Nov. 1957													
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Vol. Pref.		5. Sex		6. CS - EOD		
							None-0 5 Pt-1 10 Pt-2		Code 1 M		Mo Da Yr		
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Cost. Lcc	
Mo Da Yr		Yes - 1 No - 2		Code		Mo Da Yr		Yes - 1 No - 2		Mo Da Yr		Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DT/PE FI/CI Staff <del>Assistant to the Chief</del>						Washington, D.C.					
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - Usld - Frag -		I.O. (FI) Stf Ch		3448		OS		0136.51			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14 - 5		\$ 11,180.00		DI		Mo Da Yr		Mo Da Yr		8-3700-20 CH	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Promotion		30		15 DEC 1957		Regular		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
				5113							
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - Usld - Frag -											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
15		\$ 11,610.00				Mo Da Yr		Mo Da Yr		0 11-1-57	

SOURCE OF REQUEST

A. [Signature]		C. Request Approved By (Signature And Title)	
D. For Additional Information Call (Name Or Telephone Ext.)			
Jimmie Desberry x 2957			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[Signature]	17/11/57	D. Placement	[Signature]	17/11/57
B. Pos. Control	[Signature]	12/11/57	E.	[Signature]	17/11/57
C. Classification	[Signature]		F. Approved By	[Signature]	17/11/57

Remarks					

FORM 1152a  
3-57

SECRET

141

Classify According  
To Content.

REQUEST FOR PERSONNEL ACTION

30 August 1957

30 August 1957

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD
		Mo Da Yr	None-0 5 Pt-1 10 Pt-2	Code /	Mo Da Yr
7. SCD	8. CSC Retmt	9. CSC Or Other Legal Authority		10. Apmt. Affidav.	11. FEGLI
Mo Da Yr	Yes - 1 No - 2			Mo Da Yr	Code
				12. LCD	13. LCD
				Mo Da Yr	Yes - 1 No - 2

### PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE Office of the Chief						Washington, D. C.					
16. Dept. - Field		17. Position Title				18: Position No.		19. Serv.		20. Occup. Series	
Dept. - <input checked="" type="checkbox"/> Field Unfld. <input type="checkbox"/> Frgn. <input type="checkbox"/>		Area Ops Off (Dep Br Ch)				-110		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14 <input checked="" type="checkbox"/> 5		11.180		DI		Mo Da Yr		Mo Da Yr		8-3700-20 GP	
		\$10,665.00 p/b						09 22 19			

## ACTION

27. Nature Of Action	Code	28. Eff. Date Mo Da Yr	29. Type Of Employee	Code	30. Separation Data
Reassignment	56	1 DEC 1957	Regular	01	

### PRESENT ASSIGNMENT

31. Organizational Designations DDP/FE FI/CI Staff				Code 5113		32. Location Of Official Station Washington, D. C.				Station Code DI		
33. Dept. - Field		34. Position Title I. O. (PI) (Stf Ch)		35. Position No. 3448			36. Serv.		37. Occup. Series			
Dept. Util. Fgn.		Code		38. Grade & Step 14			39. Salary Or Rate \$10,265.60-D/E		40. SD DI		41. Date Of Grade Mo Da Yr 09 28 52	
							42. PSI Due Mo Da Yr 03 22 59		43. Appropriation Number B-3700-20			
A. [Redacted]				SOURCE OF REQUEST				C. Request Approved By (Signature And Title) Approved By, GS Career Service Panel				
B. [Redacted]				Telephone Ext.)				[Redacted]				
Ronald Lee, Ext. 3009				CLEARANCES				[Redacted]				
Clearance		Signature		Date		Clearance		Signature		Date		
A. Career Board						D. Placement				E. OCT		
B. Pos. Control				11/1/59		E.						
C. Classification						F. Approved By		Robert W. Sherry		[Redacted]		
Remarks Please double slot with [Redacted] who is to be reassigned.												

SECRET

SECRET

(When Filled In)

## DD/P PERSONNEL DATA SHEET

DATE: 30 AUGUST 1957

FROM WASHINGTON, D. C.

UNIT: FE  
JTTES: I.O.(FI)STF.CHI. DD/P UNIT: FE  
REASSIGNMENTPRIMARY CAREER  
DESIGNATION: DI

PRESENT GRADE: GS-14

PROPOSED GRADE: GS-14

TRAINING: OPERATIONAL MGT, CSR, CLAND  
DOC, S/W, SIC, TSS BRIEFINGPRESENT T/O SLOT  
NUMBER AND GRADE: BF-67-15PROPOSED T/O SLOT  
NUMBER AND GRADE: BF-110-14EDUCATION: 1934-37, MERCER UNIV; 1940-42, UNIV OF CALIF, BA IN POL SCI;  
1942-1943 UNIV OF COL. JAPANESE; 1944-46, GWU, MA IN INTERNATIONAL REL.  
LANGUAGE PROFICIENCY: JAPANESE - FAIR

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

RECOMMENDED BY:

CONCURRENCES:

ALFRED C. ULMER, JR., CFE

RECOMMENDATION OF CAREER SERVICE BOARD:

MAY 1958

APPROVED BY FIELD OFFICIALS AND COMMITTEE

FORM NO. 965  
1 MAR 57

USE PREVIOUS EDITIONS

SECRET

ALLIES OF RUSSIA



SECRET

21 AUG 1957

MEMORANDUM FOR: Clandestine Services Career Service Board

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

1. [ ] entered on duty with CIA on 28 September 1952 as a GS-14. He had, previous to that, served in a distinguished manner with the G-2 Section of the Army in Japan in the early days of the occupation. His name was submitted for promotion by the Chief of the [ ] in November 1955. He entered on duty at Headquarters as Deputy Chief of the [ ] in September 1956. In April, 1957 he became Acting Branch Chief and has been serving in this position in a superior manner. He is 41 years of age and has been in grade with the Agency for 4½ years.

2. A review of [ ] Fitness Reports will adequately reflect his strength and weaknesses, with the possible exception of the most recent one dated 7 July 1956, in which, in the undersigned's opinion, the rating officer did not have adequate time to fairly rate [ ]. Granting his occasional tendency to [ ] he is, nevertheless, one of the hardest working and generally capable officers I have been associated with. He has great ability in dealing with people, he is an accurate and meticulous reporter, and he is adjusting rapidly to the requirements of his job in Headquarters and is turning in a most effective performance. In view of the length of time in grade, his age, and above all his performance, I strongly recommend Mr. [ ] for promotion from GS-14 to GS-15. It is planned in the near future to appoint [ ] Chief of the Foreign Intelligence Staff of the FE division, a most responsible GS-15 position.

*Alfred C. Ulmer Jr.*  
Alfred C. Ulmer, Jr.  
Chief, Far East Division

SECRET

5 APR 1957

MEMORANDUM FOR: Acting Chairman, FI Career  
Service

SUBJECT: Nominations for Replacement of FE  
Consultants to FI Career Service

The following individuals are nominated to re-  
place those Consultants from the FE Division to the  
FI Career Service, who will no longer be available  
for such duty:

<input type="text"/>	vice	<input type="text"/>
<input type="text"/>	vice	<input type="text"/>
<input type="text"/>	vice	<input type="text"/>
<input type="text"/>	vice	<input type="text"/>

ALFRED C. OLSEN, JR.  
Chief, Far East Division

FBI 5007

APR 11 1957

14-00000  
S-E-C-R-E-T

This Notice Expires 20 April 1957

CLANDESTINE SERVICES  
NOTICE NO. 1-104

CSN NO. 1-104

ORGANIZATION  
20 March 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the designation, effective 4 March 1957,  
of [ ] as Acting Chief, FE/7.

Announcement is made of the following designations, effective  
11 March 1957:

[ ] Chief, FE/4

[ ] Acting Chief, FE/1

FRANK G. WISNER  
Deputy Director (Plans)

Released by:  
Richard Helms  
Chief of Operations

S-E-C-R-E-T

S-E-C-R-E-T

FE NOTICE NO. 30-11  
CHANGE 2PISML  
7 March 1957

## FAR EAST DIVISION NOTICE

SUBJECT: FE NOTICE NO. 30-11, "FE Division Approving Officers"

1. Effective 4 March 1957, paragraph 1,k of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

Delete [ ] CFE/7 reassigned  
Add [ ] A/CFE/7

2. Effective 11 March 1957 paragraph 1,f of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

Delete [ ] CFE/1 reassigned  
Add [ ] A, CFE/1

3. Effective 11 March 1957 paragraph 1,i of FE Notice No. 30-11 dated 21 November 1956, should be amended as follows:

Delete [ ] CFE/1 reassigned  
Add [ ] CFE/1

*Alfred C. Ulmer, Jr.*  
ALFRED C. ULMER, JR.  
Chief, Far East Division

Distribution:  
FE Staff and Branches  
CSA/DO  
RT

S-E-C-R-E-T

8 January 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Promotion of [redacted] ✓

1. [redacted] entered on duty with CIA on 28 September 1952 as a GS-14. He had, previous to that, served in a distinguished manner with the G-2 Section of the Army in Japan in the early days of the occupation. His name was submitted for promotion by the Chief of the [redacted] in November 1955. He entered on duty at Headquarters as Deputy Chief of the [redacted] in September 1956. As of this date he has served in that capacity for a period of five months. He is 41 years of age and has been in grade with the Agency for 4½ years.

2. A review of [redacted] Fitness Reports will adequately reflect his strength and weaknesses, with the possible exception of the most recent one dated 7 July 1956, in which, in undersigned's opinion, the rating officer did not have adequate time to fairly rate [redacted]. Granting his occasional tendency to allow his emotions to color his work, he is, nevertheless, one of the hardest working and generally capable officers I have been associated with. He has great ability in dealing with people, he is an accurate and meticulous reporter, and he is adjusting rapidly to the requirements of his job in Headquarters and is turning in a most effective performance. In view of the length of time in grade, his age, and above all his performance, I strongly recommend [redacted] for promotion from GS-14 to GS-15.

[redacted]  
Chief, FZ/1

CONFIDENTIAL

SLAN FORM 52 REQUEST FOR PERSONNEL ACTION		UNVOUCHERED VOUCHERED	
REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Mrs., One given name, initial(s), and surname)		2. DATE OF BIRTH	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		4. DATE OF REQUEST	
Reassignment		16 Oct. 56	
B. POSITION (Specify whether establish, change grade or title, etc.)		5. EFFECTIVE DATE & PROPOSED	
6. APPROVED: 16 Oct 56		7. C.S. OR OTHER LEGAL AUTHORITY	
FROM: I.O. (FI) BFF-2302		TO: Area Ops Off - Dep Br. Ch. BFF-110	
GS-0136.51-14 \$10,965. p/a DDP/FE		GS-0136.01-14 \$10,965. p/a DDP/FE	
8. POSITION TITLE AND NUMBER		9. SERVICE GRADE AND SALARY	
10. ORGANIZATIONAL DESIGNATIONS		Office of the Chief Washington D.C.	
11. HEADQUARTERS		12. FIELD OR DEPARTMENTAL	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
A. REMARKS (Use reverse if necessary) Subject is transferring from UNVOUCHERED to VOUCHERED funds. Subject's W-4 and Form D-4 attached. Subject's Personnel Data Sheet attached.			
13. VETERAN PREFERENCE		14. REQUEST APPROVED BY	
NONE <input checked="" type="checkbox"/> NEW <input type="checkbox"/> OTHER <input type="checkbox"/> SPT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		Signature: [Signature] Title: [Title] Date: 23 Nov 56	
15. APPROPRIATION		16. DATE OF APPOINTMENT AFFIDAVIT (Accessions Only)	
FROM 7-3735-55-005 TO 7-3700-20		17. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	
18. STANDARD FORM 50 REMARKS		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	
20. STANDARD FORM 50 REMARKS			
21. CLEARANCES			
A. INITIAL OR SIGNATURE		DATE	
B. CEIL OR PCS CONTROL		3071956	
C. CLASSIFICATION		23 Nov 56	
D. PLACEMENT OR ENPL		23 Nov 56	

SECRET  
(when filled in)

DD/P

PERSONNEL DATA SHEET

NAME, Title, Grade, and Branch of Service: [redacted]

NAME: [redacted]

AGE: 41

DATE: 16 October 1956

STATION Washington D.C. [redacted] PRIMARY CAREER

AND DUTIES: DD/P UNIT: FE/1

DESIGNATION: DI

Area Ops. Officer - Dep. Br. Chief

PRESENT GRADE: GS-14

PRESENT T/O SLOT BFF-2302

PROPOSED GRADE: GS-14

NUMBER AND GRADE: GS-0136.51-14

CIA TRAINING: BOC, OC, SW, SIC  
TSS Briefing, CSR

PROPOSED T/O SLOT BR-110  
NUMBER AND GRADE GS-0136.01-14

EDUCATION: Mercer University 1934 - 2 1/2 yrs; Univ. of California 1940 - 2 yrs. - B.A.  
George Washington University 1944 - 2 yrs. - M.A.

LANGUAGE PROFICIENCY:

Japanese - Speak - Fair; Read - poor; Write - poor.

ASSESSED:

DATE:

TYPE OF POSITION:

RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

June 1946 - Sept. 1952 - U.S. Dept. of Army - Tokyo, Japan - Intell Specialist  
June 1942 - June 1946 - U.S. Navy - Language Officer, Intel specialist

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

EOD 28 Sept. 1952 to present - Deputy Chief of Mission [redacted] - GS-14  
Chief, Liaison Division - [redacted]

RECOMMENDED BY:

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

APPROVED BY [redacted] MOON HAN

104 52 11 22 1956

OFFICE OF PERSONNEL

SECRET

DDAF

PERSONNEL DATA SHEET

Job Description: Will be assigned as Deputy Chief, FE/1.

DATE: 10 October 1956

AGE: 41

NAME: Mr. Robert Franklin Hill III

Recommended by: [Redacted] OFF/1/FE/1  
STATION: Washington, D.C.  
AREA: FE/1/FE/1

Area Ops. Officer - Dep. Sr. Chief

REMARKS: T/O SGT 1-10-56  
REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

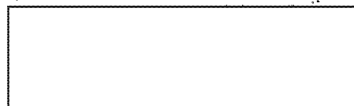
REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56

REMARKS: T/O SGT 1-10-56



MAIL ROOM  
MAY 26 11 59 AM '56  
OFFICE OF PERSONNEL



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DI Career Service Board

DATE: 19 December 1955

FROM : Chief, FE

SUBJECT: [REDACTED]

ATTACHMENT: FJBA-7751

1. [REDACTED] I.O., FI, GS-14, will complete his overseas tour (as extended) with the [REDACTED] in June 1956. Subject will return to the U. S. for Home Leave and requests that he be permitted to return to the [REDACTED] for a new two year tour of duty upon completion of TDY at Headquarters for orientation and training.

2. [REDACTED] is Chief of Liaison for the [REDACTED]. He will resume this position upon his return to his official station (refer to Form 202 dated 9 November 1955 for subject).

3. Subject's request has the concurrence of the Chief, [REDACTED] this Division.

[REDACTED]  
George S. AURELL  
Chief, FE

APPROVED:

[REDACTED]  
DI Career Board

VIA AIR  
(Specify Air or Sea Route)

RYBAT

DISPATCH NO. 712-7751

**SECRET**  
CLASSIFICATION

5 DEC 1955

TO Chief, FE

DATE 30 November 1955

FROM Chief, [REDACTED]

INFO: COS/IA

SUBJECT GENERAL Administrative/Personnel  
SPECIFIC [REDACTED]

1. Attached is a rotation data sheet on [REDACTED].
2. As you will note [REDACTED] lists as his first choice [REDACTED].
3. While it is realized that [REDACTED] has not had a regular tour at Headquarters, [REDACTED] concurs in [REDACTED]'s request, provided it does not hinder his career. This concurrence is based on the fact that [REDACTED] will be losing by next summer several of its key personnel who have contributed much to the operations of the Base. These include [REDACTED] possibly [REDACTED] and others.
4. [REDACTED] has a unique knowledge of [REDACTED] and has a continuity of service that makes his service invaluable.
5. During the next couple of years [REDACTED] gradually reduces in size, and while [REDACTED] are still in a receptive mood it is felt that much can be accomplished through [REDACTED] efforts. It is therefore felt that [REDACTED]'s experience can be to the maximum benefit to KUMBEK by his return here for another tour.
6. In order to assist [REDACTED] in its planning, an early answer will be appreciated. [REDACTED]

Attachment:

1. Rotation Data Sheet: [REDACTED]

Distributions:

- Orig & 2 - Chief, FE, w/attach.
- 1 - COS/IA, w/o attach.

RYBAT

**SECRET**  
CLASSIFICATION

VIA AIR  
(Specify Air or Sea Route)

DISPATCH NO. FORM-7285

**SECRET**  
CLASSIFICATION

TO Chief, FE

DATE 28 OCT 1955

FROM Chief, [REDACTED]

INFO: COS/IA

FE Support Base

SUBJECT { GENERAL Administration/Personnel  
SPECIFIC Recommendation for Promotion of [REDACTED]

REF JAFB-3079

[REDACTED] pursuant to recommendation submitted in Ref, it is requested that [REDACTED] be considered for promotion from the grade of GS-11 to GS-15. Subject has been in grade since 27 September 1952. He occupies a GS-15 slot.

2. Subject has been in his present position for approximately one year and has been under my supervision for 22 months.
3. Subject has made an unusual contribution to the work of the base through:
  - a. His outstanding leadership;
  - b. His almost unique knowledge of the area;
  - c. His ability to deal on a close personal basis with individuals on the highest levels; and
  - d. His quick and often brilliant assessment and solution of many of the important day-to-day problems of the base.
4. These qualities coupled with his strong devotion to duty fully warrant, in my opinion, his promotion to the grade of GS-15.

Attachment:

1. Job Description:

16 October 1955

Distribution:

- 1 - Addressee, w/attach.
- 1 - COS/IA, w/attach.
- 1 - FE Support Base, w/attach.

*Cancelled  
for CFE  
Dec 55*

CLASSIFICATION

SECRET

DISSEMINATION

1. The position currently held by incumbent is two-fold: a. Deputy for [redacted]. These two positions will be described separately.

2. Deputy [redacted]

As the title implies, incumbent is Deputy Chief, [redacted] for [redacted] activities, a position comparable to the Deputies for Administration and [redacted] activities. As such, incumbent is the responsible officer for the [redacted] activities of the [redacted] responsible to the Chief and Deputy Chief of Base. These responsibilities include the originating, planning and supervision of the execution of all [redacted] activities under the broad supervision of the Chief of Base, guided and directed by [redacted] regulations such as the [redacted] and the [redacted]. Incumbent supervises the work of approximately twenty persons ranging in grade from GS-13 to GS-5 and including such persons as the [redacted] operations officer, the special projects officer, the chiefs of the [redacted] sections of the Base. It is incumbent's further responsibility, generally on the initiative of the Deputy for Administration, to handle certain personnel matters for [redacted] personnel, matters such as efficiency reports, promotion actions, disciplinary actions, etc. Incumbent also represents the Base on all [redacted] matters, being charged, for example, with most [redacted] relations with higher echelons, such as the Senior Representative, IA, and laterally with [redacted] elements of adjacent Bases. As one of five Deputies, incumbent assists in setting Base policy, determination of personnel assignments, determination of work assignments, determination of Base operational priorities (again under the guidance and direction of KUBARK Headquarters), and, generally with the Chief of Base but often on his own responsibility, represents the [redacted] aspects of the Base and of [redacted] so far as [redacted] is concerned to ODEAD, ODIEX and ODIRIT.

3. Deputy for Liaison, [redacted] (or Chief, [redacted])

In this capacity incumbent is charged with basic responsibility for all [redacted] liaison activities, with all [redacted] or entities and other ODEAD Agencies represented in [redacted]. Here incumbent is responsible to the Chief of Base for the origination, planning, supervision and frequently the actual conduct of all Base liaison, under the broad guidance of FR 52-200. Under incumbent's direct supervision are approximately twenty persons, separate from those mentioned above, who range in grade from GS-14 to [redacted] including all Base personnel in any form of liaison activity though their basic assignment may well be in one of the operating sections of the Mission. Being the Senior Liaison person of the Base, incumbent is frequently called upon to conduct liaison activities with such persons, on the one hand, as the Deputy Prime Minister of the host country, the Chiefs of major [redacted] governmental departments, high ranking officials of various branches of the host country, and, on the other, with such persons as the Senior ODEAD rep executive in the country.

SECRET

- 2 -

and various branch or section heads of the local COMSEC establishment, senior military officers of all three services and various branch and section chiefs of the local military establishments. One segment of these activities involves LIAISON matters of high importance. One of the primary direct responsibilities of incumbent is the origination of KUBARK liaison with these agencies and of equal import is the maintenance of good liaison relationships, stepping in where there is potential trouble, where policy decisions have to be made, where new departures in liaison are necessary (such as joint operational activities with other PACO or other COMSEC agencies).

4. Inherent in both of the current assignments is the planning and review function which are both so necessary to effective and continued operations. This includes the initiation of FPOPs and review of those originated by personnel under the supervision of incumbent; included also is operational review and critical analysis of all [redacted] and [redacted].
5. In addition to the above functions and responsibilities, incumbent is also the case officer for one [redacted].
6. Aside from the above general description of incumbent's duties and responsibilities the following seems pertinent; incumbent has been on duty in [redacted] with minor interruptions, since September 1945 and in this period, seven years was spent with G-2 of the command (throughout its many changes). One result of this service has been an uninterrupted liaison relationship with many [redacted] and more importantly [redacted] while, on the other hand, at the same time there has been a rather unique relationship with the Command and with personnel of the Command (many of the COMSEC personnel with whom KUBARK is now in liaison are persons with whom incumbent has worked intimately at some period throughout the past ten years, making for a naturalness of relationship that has paid innumerable dividends). In addition incumbent has specialized in things [redacted] for some fifteen years, being somewhat more than a neophyte in [redacted] economics, language, and customs and traditions.
7. I certify that the above described duties are true and correct.

AS/

SECRET

STANDARD FORM NO. 64

SECRET

## Office Memorandum • UNITED STATES GOVERNMENT

TO : FI Career Service Board

DATE: 26 January 1955

FROM : Chief, FE

SUBJECT: [REDACTED] — Extension of Overseas Tour

ATTACHMENT: FJBA-3333, dated 13 January 1955

1. Subject's request for extension of overseas tour contained in the attachment is forwarded for your approval.

2. [REDACTED] entered on duty with the Agency in the field on 28 September 1952. He completed his two-year tour on 23 September 1954 and requests that his tour be extended to 28 September 1956.

3. The above request has the concurrence of the Chief [REDACTED]  
[REDACTED] Chief, FE/1.

[REDACTED]  
for George E. AURELL  
Chief, FE

APPROVED:

[REDACTED]  
FI Career Service Board

Orig: [REDACTED]  
x - 3332

-SECRET

VIA AIR  
Priority Air or Sea Route

DISPATCH NO. FJDA-3333

**SECRET**  
CLASSIFICATION

13 JAN 1955

TO : Chief, FE

DATE \_\_\_\_\_

FROM :

[Redacted] *fn*

INFO: Support Mission

SUBJECT { GENERAL: Administrative - Personnel

SPECIFIC: [Redacted] Request for Extension of Overseas Duty

[Redacted] completed his two-year overseas tour on 28 September 1954. Subject requests an extension to 28 September 1956. The Chief of Mission concurs in this request.

[Redacted]

Acting Chief, Personnel Section

Distribution:

- 4 - Headquarters
- 1 - Support Mission

**SECRET**  
CLASSIFICATION

MEMORANDUM

11 June 1954

TO : [REDACTED]  
FROM : Chief of Mission  
SUBJECT: Commendation

1. It gives me very great pleasure to forward herewith a personal commendation to you from Robert A. ASCHAM, Chief, KUBARK. This commendation was transmitted to the [REDACTED] the Senior Representative, [REDACTED] who requested that his personal appreciation be extended to you.

2. Your performance in the case which resulted in ASCHAM's commendation reflects great credit upon KUBARK in general and upon [REDACTED] in particular, as well as indicating conclusively your outstanding professional and executive capabilities in the direction and conduct of intelligence activities.

3. I wish to take this opportunity to offer my congratulations and to extend my personal thanks and appreciation.

[REDACTED]



SECRET

MAY 1 1954

TO : [REDACTED]

SUBJECT : Commendation

1. It is a very real pleasure for me to be able to acknowledge the excellent manner in which you carried out your duties as officer in charge of the direct handling of the POCARGO case. You are to be particularly commended on the manner in which you adjusted to a type of operation with which you had never previously been directly concerned, on the personal rapport which you developed with POCARGO and the good judgment displayed in anticipating and dealing with difficult personality problems, and on your understanding of the broad policy problems implicit in this case.

2. I wish to assure you that your substantial contributions to the success of this operation, as well as the personal inconvenience caused by your precipitate and prolonged departure from your family, are fully appreciated. You are further commended on the demonstrated fact that this personal inconvenience in no way affected either your effectiveness or your contagious enthusiasm which contributed so much to this operation.

3. Copies of this letter are being forwarded for the Chief, [REDACTED] and the Senior Representative, [REDACTED], as well as to your permanent personnel file at headquarters.

*Robert A. Ascham*  
ROBERT A. ASCHAM

SECRET

PERSONNEL TRANSFER AND CLEARANCE SHEET

3 October 1952

TO: Chief, FE

FROM:

1.

Branch:

2. Detached from:

Ordered to: Washington, D. C.

On Temporary Duty for 90 days and return

3. Approximate date of departure: 3 October 1952. Travel by air.

4. Monthly salary allotment in the field: \$400. Not yet effective.

Overall base pay per annum: \$9600 Marital status: Married

5. Allowances: 10% Differential. Not yet effective.

6. Per Diem: Not applicable

7. Unaccounted or unpaid advances at time of detachment:

Travel advance in the amount of \$1,460.62 outstanding. Travel from  to Washington, D.C., to be accounted for at headquarters. Travel from Washington, D.C., to  to be accounted for at field station upon return

8. Leave used at this station: None

Accumulated leave to date of detachment: Unknown

Additional Remarks: Subject entered on duty in the field 28 September 1952. Transfer of leave record has not yet been accomplished. Salary and 10% differential have not been paid.

FOR THE CHIEF,

VIA: AIR  
SPECIFY AIR OR SEA POUCH

DISPATCH NO. ZJJA-505

SECRET  
Security Information  
CLASSIFICATION

TO : Chief, FE

DATE: 30 September 1952

FROM : Chief, ☐

SUBJECT: GENERAL Administration - Personnel

SPECIFIC: ☐ Completion of Personnel Forms

REFERENCE: ZJJA-108, 17 March 1952

ATTACHMENTS:

- (a) Form W-4
- (b) Form 61
- (c) Secrecy Agreement (dup)
- (d) SF 78 (in lieu of Form 88)
- (e) Letter of Appointment (dup)
- (f) SF 2806
- (g) Form 37-79 (dup)
- (h) Form 37-50
- (i) Memorandum of Field Allowance dated 28 September 1952 (dup)
- (j) True Signature Form (dup)
- (k) Personnel Transfer and Clearance Sheet (quad) (in duplicate)

1. Transmitted herewith are completed personnel forms for subject employee.
2. Standard Form 2808, Designation of Beneficiary, is withheld by this Unit. Designated beneficiary as indicated by Retirement Act order of preference is satisfactory to subject.
3. Reference attachment (j), Acknowledgement of Pseudonym Forms will follow.
4. Attachment (k) is submitted in accordance with Field Regulation 30-3. Subject entered on duty 28 September 1952 and estimated date of departure from ☐ is 3 October 1952 via Pan American Airways Flight 822 at 1600 for temporary duty in headquarters for a period of 90 days. A travel advance in the amount of \$1,460.62 has been given employee. A field allotment of \$400 per pay period will be effective beginning pay period 11 October to 8 November 1952. This allotment will accumulate at the field station and will be paid in a lump sum upon subject's return from temporary duty at headquarters. However, the period of duty from 28 September to 12 October 1952 should be paid to subject by the headquarters finance division.

SECRET  
CLASSIFICATION  
RI COPY

77-1-7 912

14-00000

SECRETARY AGREEMENT

1. I, [redacted] understand that by virtue of my duties in the [redacted], I may be the recipient of information and intelligence which concerns the present and future security of the United States and which belongs to the United States. This information and intelligence, together with the methods of collecting and handling it, are classified according to security standards set by the [redacted]. I have read and understand the provisions of the Act of Congress of June 15, 1917, (Espionage Act) as amended, concerning the disclosure of information relating to the National Defense and I am familiar with the penalties provided for violation thereof.

2. I agree that I do not now, nor shall I ever possess any right, interest, title or claim in or to any of the information or intelligence or the methods of collecting or handling of it which has come or shall come to my attention by virtue of my connection with the [redacted], but shall always recognize the property right of the United States of America in and to such matters.

3. I do solemnly swear that I will never divulge, publish nor reveal either by word, conduct, or any other means such classified information, intelligence or knowledge, except in the performance of my official duties and in accordance with the laws of the United States, unless specifically authorized in writing in each case by the Director, [redacted].

4. I understand that no change in my assignment or employment will relieve me of my obligation under this oath and that the provisions of this oath will remain binding upon me even after the termination of my services with the United States.

5. I take this obligation freely, without any mental reservation or purpose of evasion.

In witness whereof I have set my hand and seal this 28<sup>th</sup> day of September 1952.

Sworn to before me this 23<sup>rd</sup> day of [redacted]

[redacted]

[redacted]

Michael [redacted]

VIA: AIR  
(SPECIFY AIR OR SEA ROUTE)

DISPATCH NO. FJJA -

1490

SECRET  
SECURITY INFORMATION  
CLASSIFICATION

TO : Chief, FE

DATE: AUG. 28. 1953

FROM : Senior Representative

SUBJECT: GENERAL— Administrative - Personnel

SPECIFIC— ~~REDACTED~~ Commendation of

Attachment (1) Dispatch No. FJJA-1279- dtd 17 August 1953 under the above subject

It is with pleasure that I endorse and forward to Headquarters the attached dispatch prepared by the  commending ~~REDACTED~~ for performance of his duties as Chief of Staff

24 August 1953

Distribution

- 3 - HQS - v/3 encls.
- 1 -
- 1 - Registry
- 1 - File

SECRET  
SECURITY INFORMATION  
CLASSIFICATION

FORM 12  
212 1949 51-28A

SECRET

## CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME [REDACTED]		DATE 2 November 1951	
NATURE OF ACTION Excepted Appointment		EFFECTIVE DATE	
TITLE  GRADE AND SALARY  OFFICE  DIVISION  BRANCH  OFFICIAL STATION	FROM	TO	
		I.O. (CE)	
		GS-13	\$8360
		OSO	
		FDZ	
		C - [REDACTED]	
APPROVAL			
QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE	
[REDACTED]			
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		YES <input type="checkbox"/> NO <input type="checkbox"/>	
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____			
SECURITY CLEARED ON _____			
OVERSEAS AGREEMENT SIGNED _____			
ENTERED ON DUTY _____			
<p style="text-align: center;">C # 1817</p> <p style="text-align: right;">(SIGNATURE OF AUTHORIZING OFFICER)</p>			
REMARKS: Attachments: PHS (in duplicate) w/Appendix I, Ltr. of Availability Request subject be processed against [REDACTED] Composite Unit, CE Section Slot #1 (I.O., CE, GS-13), Personnel No. 51. Subject to be processed at basic salary of GS-13; upon receipt of 201 file from Deptar, necessary salary adjustments to be made at that time.  ICM, Requesting Waiver of OSO Reg. 20-1 attached. Secrecy agreement to be forwarded from the Field.			

104M.A.G.  
NOV 1952 37-1SECRET  
SECURITY INFORMATION

GPO 16-52206-1

(2)

SECURITY INFORMATION  
TRAINING EVALUATION

OPERATIONS

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

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

NAME OF STUDENT (LAST)		FIRST	INITIALS	AGE	GRADE (SEE TOP PAGE)	DATE OF REPORT
[REDACTED]		[REDACTED]	[REDACTED]	37	GS-16	9 December 1952
DIVISION				PROJECTED ASSIGNMENT		COURSE NO.
PI PR C				[REDACTED]		40
PERFORMANCE RECORD						

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

MAJOR ELEMENTS		ADJECTIVAL RATINGS									
		FAILURE		POOR		SATISFACTORY		EXCELLENT		SUPERIOR	
		COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.
1.											
2.						X	X				
3.						X	X				
4.						X	X				
5.									X	X	
6.								X	X		
7.								X	X		
8.									X	X	
9.									X	X	
10.									X	X	
TOTAL								X	X	X	

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

A. Constructive Imagination NOT OBSERVED ☐

1	2	3	4	5
Devoid of constructive imagination or inventiveness in approach to problems.	Showed only a very limited degree of constructive imagination.	Showed sufficient constructive imagination to meet most school situations adequately.	Demonstrated the possession of creative ability to a greater than average degree.	Outstandingly creative, inventive, or original.

B. Astuloneas NOT OBSERVED ☐

1	2	3	4	5
Appeared glibble and naive.	Exhibited poor average sophistication and discernment.	Displayed adequate judgment and perceptiveness.	Displayed above average perceptiveness and sophistication.	Displayed exceptional shrewdness and perceptiveness.

C. Industry NOT OBSERVED ☐

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

D. Initiative NOT OBSERVED ☐

1	2	3	4	5
Consistently failed to act without being specifically instructed to do so.	Generally exhibited a low level of initiative but occasionally acted on his own.	Normally took steps to implement ideas without external prompting.	Usually displayed enthusiasm and aggressiveness in carrying out projects.	Displayed unusual energy, enthusiasm, and aggressiveness.

E. Ability to Write INDY OBSERVED ☐

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

[illegible]

F. Facility of oral expression (NOT OBSERVED ☐ )

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

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

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

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

1	2	3	4	5
Withdrew from group activities to a marked degree, failing to influence the thinking and actions of others.	Normally socially retiring, opinions rarely affected his associates.	Usually participated in group activities, was fairly successful in selling a point or himself.	Was excellent at influencing others by his own personality and thinking.	Was outstanding in ability to command respect and attention through his personality and thinking.

I. Tact (NOT OBSERVED ☐ )

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

J. Adaptation to Training (NOT OBSERVED ☐ )

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

COMMENTS

<p style="text-align: right;"><i>C.F.B.</i> SIGNATURE OF CHIEF INSTRUCTOR</p>	
<p>APPROVED</p> <p>SIGNATURE OF DEPUTY FOR STAFF TRAINING</p> <p><i>Robert B. Sheffer</i></p>	<p>REVIEWED</p> <p>SIGNATURE OF CHIEF, TRAINING AND EVALUATION</p> <p><i>R. B. Sheffer</i></p>

FORM NO. 51-86  
OCT 1951

SECRET

(OVER)

SECRET



CONFIDENTIAL

Security Information

UNITED STATES GOVERNMENT

Sections 1 through 5 completed by employee. Type if possible.

1. NAME (Printed) [REDACTED] MILITARY GRADE RATING SALARY  
[REDACTED] GS-14 \$9600.

Date of assignment to present [REDACTED] 23 Sept. 1952

(Was in U.S. on TDY. Returned station 12 January 1953)  
2. Description of duties since last proficiency report. (If most recent first. Describe concisely but fully)

Deputy Chief of Station

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

Courses while on TDY in U.S.

Proficiency in Foreign Language	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
[REDACTED]			x			x		x	

4. My preference for next duty after termination of current assignment is.  
TYPE OF DUTY LOCATION

Same

Same

(list one or more in order of preference)

5. Have there been any changes in personal status since original employment or last report - whichever is latest. Answer yes or no.  
Marital Status No, Number of Dependents 1, Emergency addresses No, legal address No. If the answer to any of the above is yes, attach a separate detailed report to 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.

DATE 1 June 1953

\* Child born 11 Feb. 1953

[REDACTED]

[REDACTED]

CONFIDENTIAL

1. This document is to be completed by immediate supervisor

Period covered by this report: Date from 27 Sept. 1952

1 June 1953

2. Reason for report: Annual ☒ Reassignment of employee reported on: ☐ Covering initial 90 days of employment ☐

3. 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?

Do you concur in employee's description of duties under Section 2? Yes ☒ No ☐ If NO, explain in Section 11.

Has employee shown for professional improvement? Yes ☒ No ☐

Do you recommend employee for promotion? Yes ☒ No ☐

If so, to what grade and for what position?

To grade GS-15. However, there is no current vacancy in ☐ T/O.

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						<input checked="" type="checkbox"/>	
B. Interest and enthusiasm in work						<input checked="" type="checkbox"/>	
C. Security consciousness						<input checked="" type="checkbox"/>	
D. Ability to grasp instructions and learn					<input checked="" type="checkbox"/>		
E. Dependability						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Ability to obtain results and get things done						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. Initiative						<input checked="" type="checkbox"/>	
H. Ability to handle and direct						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I. Dependence on present duties						<input checked="" type="checkbox"/>	
J. Ability to evaluate intelligently						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
K. Information						<input checked="" type="checkbox"/>	
L. Initiative						<input checked="" type="checkbox"/>	
M. Capacity (Non-Gullibility)					<input checked="" type="checkbox"/>		
N. Leadership						<input checked="" type="checkbox"/>	
O. Physical Stamina					<input checked="" type="checkbox"/>		
P. Mental Stamina						<input checked="" type="checkbox"/>	

10. Indicate your attitude toward having this employee under your command or supervision would you: definitely not want him ☐ better not to have him ☐ be satisfied to have him ☒ do his best ☐ do his best ☐ do his best ☐

CONFIDENTIAL

CONFIDENTIAL

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.

Subject officer is an outstanding addition to KUBARK as a general service staff officer. He has the aggressive sense of urgency so necessary in any position of responsibility together with the necessary qualities of balance, understanding of human nature and sincerity of purpose. He would be an asset to any branch, division or staff of KUBARK home office, and would be capable of assuming almost any responsible position in an overseas post. If he has any weakness at present, it is a lack of experience in covert operations; this can be overcome before the expiration of his present tour.

(If additional space is needed, attach extra sheet.)

17 August 1953

(Date)

(If Reviewing Officer or Chief of Station does not concur with this report, exceptions will be stated in space provided below.)

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

BIASED OPINIONS BASED ON PERSONAL LIKES AND DISLIKES MUST BE SCrupuLOUSLY AVOIDED. IT SHOULD BE BORNE IN MIND THAT THE PREPARATION OF EFFICIENCY REPORTS IS AN IMPORTANT FUNCTION OF ALL SUPERVISORS OF EMPLOYEES, AND THE ACCURATE AND TRUE EVALUATIONS EXPRESSED THEREIN ARE A DIRECT REFLECTION UPON HIS OWN ABILITY AND QUALIFICATION FOR THE POSITION HE HOLDS.

ANY DESIRED REMARKS OF REVIEWING OFFICER AND/OR CHIEF OF STATION:

CONFIDENTIAL

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE 26 Dec 73	FILE NO. 4908
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OF	SS NUMBER	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OF	EMPLOYEE NUMBER 060947	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) NOCAD	ID CARD NUMBER	
ATTN: Administrative Officer		OFFICIAL COVER	ESTABLISHED
REF: Retirement Debriefing			<input checked="" type="checkbox"/> DISCONTINUED
SUBJECT		UNIT	
<b>KEEP ON TOP OF FILE WHILE COVER IN EFFECT</b>			
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		<input checked="" type="checkbox"/> CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE: EOD	
<input type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE		<input checked="" type="checkbox"/> SUBMIT FORM 3254: CIA W-2 TO BE ISSUED: (NHR 20-11)	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR TOY OTHER (Specify)		<input checked="" type="checkbox"/> SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY (NHR 20-7)	
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY (NHR 20-7)		<input checked="" type="checkbox"/> LAA: CATEGORY I CATEGORY II	
SUBMIT FORM 3254 W-2 TO BE ISSUED (NHR 20-11)		<input checked="" type="checkbox"/> RETURN ALL OFFICIAL DOCUMENTATION TO CCS	
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (RR 240-20)		SUBMIT FORM 2588 FOR HOSPITALIZATION CARD	
SUBMIT FORM 1323 FOR TRANSFER OF COVER RESPONSIBILITY.		REMARKS AND/OR COVER HISTORY	
EAA: CATEGORY I CATEGORY II		<div style="border: 1px solid black; padding: 5px;"> <p>THIS FILE ON TOP OF FILE</p> </div>	
SUBMIT FORM 2588 FOR HOSPITALIZATION CARD			
DISPOSITION: COPY 1 - CG FR CPO COPY 2 - OPERATING COMPONENT COPY 3 - US-SEKED COPY 4 - CL 312 COPY 5 - CG-FILE		<div style="border: 1px solid black; padding: 5px;"> <p>SSN/KNS</p> </div>	

SECRET

12, IMPDET CL 20 007422

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE MARCH 1971	
TO: (Check)	<input checked="" type="checkbox"/>	CHIEF, CONTROL DIVISION	FILE NUMBER 4908
	<input type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 060947
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action) MPS	ID CARD NUMBER
ATTN: MPS/Chief Personnel Branch		OFFICIAL COVER	<input checked="" type="checkbox"/> DISCONTINUED
REF: FORM 1322 dtd MARCH 1971			
SUBJECT <div style="border: 1px solid black; height: 20px; width: 150px;"></div>		SUBJECT <div style="border: 1px solid black; height: 20px; width: 150px;"></div>	

**KEEP ON TOP OF FILE WHILE COVER IN EFFECT**

<input type="checkbox"/> ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)	<input checked="" type="checkbox"/> CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE _____	DATE EFFECTIVE COB 28 FEB 1971
B. CONTINUING AS OF _____	
<input type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HRB 20-7)	<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HRB 20-7)
<input checked="" type="checkbox"/> ASCERTAIN THAT CIA W-2 BEING ISSUED. (HRB 20-11)	<input checked="" type="checkbox"/> RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
<input type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2*)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
<input type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2*)	
<input checked="" type="checkbox"/> SUBMIT FORM 2588 FOR CEHA, HOSPITALIZATION CARD	

REMARKS AND/OR COVER HISTORY

DISTRIBUTION: (COPY 1 - CS)  
COPY 2 - OPERATING COMPONENT  
COPY 3 - S/CS  
COPY 4 - DL/RELAY  
COPY 5 - CP  
COPY 6 - CCS - FILE

1551 USE PREVIOUS EDITION

FORM  
20-431

**SECRET**

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP				2 April 1968	
TO: (CAP)	<input checked="" type="checkbox"/>	CHIEF, PERSONNEL OPERATIONS DIVISION	FILE NUMBER		
	<input checked="" type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	4208		
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	EMPLOYEE NUMBER		
			060947		
			ID CARD NUMBER		
ATTN: CHIEF SUPPORT STAFF			O/PPB		
REF: VERBAL REQUEST			OFFICIAL COVER		
SUBJECT			UNIT		
KEEP ON TOP OF FILE WHILE COVER IN EFFECT					
<input checked="" type="checkbox"/> ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (opmno 10-800-11)			<input type="checkbox"/> CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (opmno 10-800-11)		
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE FOR _____			DATE (as of COB) _____		
B. CONTINUING AS OF <del>1968</del> 200					
<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHR 20-7)			<input type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHR 20-7)		
<input checked="" type="checkbox"/> ASCERTAIN THAT <del>ANY</del> W-2 BEING ISSUED. (HR 20-001-1)			<input type="checkbox"/> RETURN ALL OFFICIAL DOCUMENTATION TO CCS.		
<input checked="" type="checkbox"/> SUBMIT FORM 1522 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2-0)			DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY		
<input checked="" type="checkbox"/> SUBMIT FORM 1522 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2-0)					
CONCUR IN ISSUANCE					
			HHR HOSPITALIZATION CARD		
			HHR HOSPITALIZATION CARD		
REMARKS AND/OR COVER HISTORY					
<div></div>					
DISTRIBUTION: COPY 1 - HQ COPY 2 - OPERATING COMPONENT COPY 3 - O/PPB COPY 4 - O/PPB COPY 5 - O/PPB COPY 6 - O/PPB COPY 7 - O/PPB COPY 8 - O/PPB COPY 9 - O/PPB COPY 10 - O/PPB					

1955

~~SECRET~~

433-34-42

SECRET

NOTIFICATION OF ESTABLISHMENT OF OFFICIAL COVER BACKSTOP		DATE 17 October 1966
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, PERSONNEL OPERATIONS DIVISION	ESTABLISHED FOR  
	<input checked="" type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) DCI/OPFB	
ATTN:	Chief Personnel	FILE NO. 4908
REF:	Verbal Request	ID CARD NO.
OFFICIAL COVER BACKSTOP ESTABLISHED  		EMPLOYEE NO. 060947

**KEEP ON TOP OF FILE WHILE COVER IN EFFECT**
☒ Block Records:  
(OPMEMO 20-800-11)

a. Temporarily for \_\_\_\_\_ days, effective \_\_\_\_\_

b. Continuing, effective: \_\_\_\_\_ EOD \_\_\_\_\_

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

☒ Ascertain that Army W-2 being issued.  
(HR 20-662-1)

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

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

☒ Concurred in issuance
AGE  
NACS
☐

Hospitalization card.

COVER HISTORY

 67/19  
 DIVISION Copy 1-240 Copy 2-Operating Component  
 Copy 3-DCI/OPFB Copy 4-File

 201 400 400000  
 400000

SECRET

177-10-821

SECRET

(When Filled In)

DNSS 2 JAN 74

## NOTIFICATION OF PERSONNEL ACTION

OEF

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

3. NATURE OF PERSONNEL ACTION  
RETIREMENT (VOLUNTARY) UNDER CIA  
RETIREMENT AND DISABILITY SYSTEM4. EFFECTIVE DATE  
MO DA YR  
12 31 73

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS  
Z V TO V  
CF TO V  
V TO CF  
CF TO CF

7. FAN AND NSCA

4221 0117 0000

8. CSC OR OTHER LEGAL AUTHORITY

PL 88-643 SECT 233

9. ORGANIZATIONAL DESIGNATIONS

DDO/PLANS STAFF  
CAREER MANAGEMENT GROUP

10. LOCATION OF OFFICIAL STATION

WASH., D.C.

12. POSITION NUMBER

0040

13. SERVICE DESIGNATION

D

OCCUPATIONAL SERIES

36.01

16. GRADE AND STEP

17 5

17. SALARY OF RATE

36000

-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK  
ECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF

## NOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

14. STATION CODE	15. OFFICE CODE	16. HOME CODE	17. DATE OF BIRTH	18. DATE OF GRAIN	19. DATE OF REL.
20. DATA CODE	21. SEPARATION DATA CODE	22. Cancellation/Continuation Entry	EOD DATA		
23. SOCIAL SECURITY NO.					

24. VET PREFERENCE	25. SERV COMP DATE	26. UNEMP COMP DATE	27. CAREER CATEGORY	28. FEDERAL TAX DATA	29. STATE TAX DATA
30. PREVIOUS GOVERNMENT SERVICE	31. LEAVE CAT CODE	32. LEAVE CREDIT	33. NO. OF EMPLOYERS	34. SOCIAL SECURITY NO.	35. STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED

1-3-74

JER

SECRET

E 2 JANUARY 74 BY 011973

FORM 1150  
5-72 SRA 11-72Use Previous  
Edition



**H-31**

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				37 133		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	SI	ADJ
GS 17	4	\$36,600	11/28/71	GS 17	5	\$36,600	11/25/73		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
				2 Oct. 73					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
SUPERVISOR'S INITIALS									
Ray									
FORM 560E Use previous editions PAY CHANGE NOTIFICATION									
(4-51)									

DMSE 2 JAN 74

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)							
3. NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE 12 31 73		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		X		V TO V		V TO CF		7. PAN AND NSCA	
				CF TO V		CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
								4221 0117 0000 PL 88-643 SRCT 233	
9. ORGANIZATIONAL DESIGNATION						10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE OPS OFFICER CH						12. POSITION NUMBER 0043		13. SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, IS, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 17 5		17. SALARY OR RATE \$6000	
18. REMARKS "IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."									
SIGNATURE OF OTHER AUTHENTICATION									

14-00000

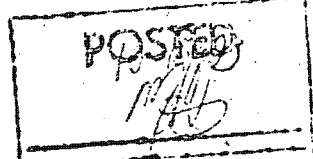
"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF  
TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739, PURSUANT TO AUTHORITY OF DCI  
AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE  
DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		37	325	V GS 17 4	\$36,000

KHN: 12 OCT 73

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT					09 21 73		REGULAR				
6. FUNDS		X		V TO V		V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY	
				CF TO V		CF TO CF		4221 0117 0000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DDO/PLANS STAFF CAREER MANAGEMENT GROUP					WASH., D.C.						
11. POSITION-TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION				
OPS OFFICER CH.					0049		D				
14. CLASSIFICATION SCHEDULE (GS, 18, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE		
GS			0136.01			17 4			36000		
<p>"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."</p>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGREE CODE	24. MONTH CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF REL			
37	10	37325	PS	75013							
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data	33. SECURITY REG NO			34. SEX			
					NO DATA						
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. LEGIT / HEALTH INSURANCE	40. SOCIAL SECURITY NO						
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA				
1. NO PREVIOUS SERVICE 2. PREVIOUS SERVICE 3. PREVIOUS SERVICE (MORE THAN 3 YRS)				1. YES 2. NO			1. YES 2. NO				
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;">  </div>											

FORM 1150  
9-72 10/11/72Use Previous  
Edition

SECRET

E 2 IMPDET CL BY 007622

11

RCS: 30 JULY 73

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
3. NATURE OF PERSONNEL ACTION											
4. EFFECTIVE DATE											
5. CATEGORY OF EMPLOYMENT											
6. FUNDS											
7. FAN AND NSCA											
8. CSC OR OTHER LEGAL AUTHORITY											
9. ORGANIZATIONAL DESIGNATIONS											
10. LOCATION OF OFFICIAL STATION											
11. POSITION TITLE											
12. POSITION NUMBER											
13. SERVICE DESIGNATION											
14. CLASSIFICATION SCHEDULE (GS, LB, PK)											
15. OCCUPATIONAL SERIES											
16. GRADE AND STEP											
17. SALARY OR RATE											
18. REMARKS											
19. ACTION CODE											
20. EMPLOY CODE											
21. OFFICE CODING											
22. STATION CODE											
23. INTEGRATE CODE											
24. PRINTS CODE											
25. DATE OF BIRTH											
26. DATE OF GRADE											
27. DATE OF LET											
28. NTE ENTRIES											
29. SPECIAL REFERENCE											
30. RETIREMENT DATA											
31. SEPARATION DATA CODE											
32. Correction/Cancellation Data											
33. SECURITY											
34. SEX											
35. VET PREFERENCE											
36. SERV. COMP. DATE											
37. LONG COMP. DATE											
38. CAREER CATEGORY											
39. HEALTH INSURANCE											
40. SOCIAL SECURITY NO.											
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE											
42. LEAVE CAT CODE											
43. FEDERAL TAX DATA											
44. STATE TAX DATA											
45. SIGNATURE OR OTHER AUTHENTICATION											
46. FROM: NOCAD											
47. POSTED											

FORM 1152  
9-72 Reg. 11.72Use Previous  
Edition

SECRET

E 2 IMPDET CL BY 607622

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		54	997	V GS 17 4	\$36,000

BS: 21 MAR 72

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
3. NATURE OF PERSONNEL ACTION											
REASSIGNMENT											
4. EFFECTIVE DATE											
03 09 72											
5. CATEGORY OF EMPLOYMENT											
REGULAR											
6. FUNDS		X		V TO V		V TO CF		7. Functional Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF		2231 4148 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/ [REDACTED] DEVELOPMENT COMPLEMENT						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER			13. SERVICE DESIGNATION		
OPS OFFICER CH						9997			D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		17 4		36000			
18. REMARKS											
OTHER											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. RESERVE CODE	24. HONORARY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES		
37	18	54997 NOCA		75013							
28. PAY OFFERS		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. REAPPOINTMENT DATA CODE		32. COMPENSATION DATA		33. SECURITY REG. NO.	
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											
FROM MPS											
POSTED											
3-22-72 1/1											

FORM 540 11-50  
May 6-73Use Previous  
Edition

SECRET

CLASSIFIED  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972


NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
		52	100	V GS 17 4	\$36,000



BBG: 30 NOV 71

SECRET

(When Filled In)

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
[REDACTED]			
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>			
4. EFFECTIVE DATE MO DAY YEAR <b>11 28 71</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS X <b>V TO V</b> CF TO V		7. Financial Analysis No. Chargeable <b>2221 2886 (XX)0</b>	
8. CFC OF OTHER LEGAL AUTHORITY <b>50 USC 403 J</b>		9. ORGANIZATIONAL DESIGNATIONS <b>DDP/MISSIONS &amp; PROGRAMS STAFF OFFICE OF THE CHIEF</b>	
10. LOCATION OF OFFICIAL STATION <b>WASH., D.C.</b>		11. POSITION TITLE <b>OPS OFFICER CH</b>	
12. POSITION NUMBER <b>0001</b>		13. SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (OS, LB, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>	
16. GRADE AND STEP <b>17 4</b>		17. SALARY OR RATE <b>35801</b>	
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE <b>22</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC <b>52100</b> ALPHABETIC <b>MPS</b>	22. STATION CODE <b>75013</b>
23. DATE EMPLOYED MO DAY YEAR <b>11 28 71</b>	24. SPECIAL REFERENCE	25. RETIREMENT DATA 1. CFC 2. CFC 3. CFC 4. CFC	26. SEPARATION DATA CODE <b>1</b>
27. DATE OF BIRTH MO DAY YEAR <b>11 28 71</b>	28. DATE OF GRADE MO DAY YEAR <b>11 28 71</b>	29. DATE OF SER MO DAY YEAR <b>11 28 71</b>	30. SECURITY MO DAY YEAR <b>11 28 71</b>
31. VET. PREFERENCE 1. 10% 2. 5% 3. 0%	32. SERV. COMP. DATE MO DAY YEAR <b>11 28 71</b>	33. LONG. COMP. DATE MO DAY YEAR <b>11 28 71</b>	34. CAREER CATEGORY 1. 10% 2. 5% 3. 0%
35. PREVIOUS CIVILIAN GOVERNMENT SERVICE 1. NO 2. YES 3. YES (DATE)	36. LEAVE CAT. CODE 1. 10% 2. 5% 3. 0%	37. FEDERAL TAX DATA 1. 10% 2. 5% 3. 0%	38. STATE TAX DATA 1. 10% 2. 5% 3. 0%
SIGNATURE OR OTHER AUTHENTICATION			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>    <b>7 DEC 1971</b> </div>			

FORM 344

1150  
May 6-70Use Previous  
Edition

SECRET

1. 10%  
2. 5%  
3. 0%

Excluded from automatic  
downgrading and  
declassification

(When Filled In)

H 36

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUND		5. LWOP HOURS	
				32 100		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	6	\$32,819	08/24/67	GS 16	7	\$33,757	08/22/71		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>Carol M. Hagen</i>						DATE <i>11-1-71</i>			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS <i>BEK</i>						AUDITED BY <i>[Signature]</i>			
FORM 7-66 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)									

AUG 15 15 1771

**SECRET**  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

OCF

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS		03   21   71	
5. CATEGORY OF EMPLOYMENT		REGULAR	
6. FUNDS		7. Financial Analysis No. Chargeable	
V TO V CF TO V V TO CF CF TO CF		1221 2866 0000	
8. CSC OR OTHER LEGAL AUTHORITY		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP/MISSIONS AND PROGRAMS STAFF OFFICE OF THE CHIEF		WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	
OPS OFFICER CH		0001	
13. SERVICE DESIGNATION		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
16 6		32619	
18. REMARKS			

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

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. EMPLOY CODE	23. EMPLOY CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF PAY
15	10	62100	NPS	75013				
28. RATE CAPS	29. SPECIAL REFERENCE	30. RESUME DATA	31. SEPARATION DATA CODE	32. Correction Classification Data	33. SECURITY	34. SECURITY	35. SECURITY	36. SECURITY
37. VEL. PREFERENCE	38. SEPR. CONF. DATE	39. SEPR. CONF. DATE	40. CATER. CATEGORY	41. FEDERAL HEALTH INSURANCE	42. SOCIAL SECURITY NO.	43. SOCIAL SECURITY NO.	44. SOCIAL SECURITY NO.	45. SOCIAL SECURITY NO.
46. PREVIOUS CIVILIAN GOVERNMENT SERVICE	47. CIVILIAN GOV. SERV.	48. FEDERAL TAX DATA	49. STATE TAX DATA	50. FEDERAL TAX DATA	51. STATE TAX DATA	52. FEDERAL TAX DATA	53. STATE TAX DATA	54. FEDERAL TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

**POSTED**

3-22-71

NAME

SERIAL. ORGN. FUNDS GR-STEP

NEW  
SALARY

52 150 CF GS 16 6

832,619

36 H

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS					
		32 130	CF						
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION					
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	3	325,872	08/27/67	GS 16	6	326,640	08/24/69		
		28381				29219			
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE							DATE		
							3 June 1969		
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS							POSTED BY		
FORM 7-63 560 E Use previous editions									
PAY CHANGE NOTIFICATION									
(4-51)									

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME \_\_\_\_\_

SERIAL ORGN. FUNDS GA-STEP

DEF  
SALARY

52 150 CF GS 16 5

522, 224

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-266 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962".

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
		52	150	CF GS 16 5	\$23,778	\$25,879

**SECRET**  
(When Filled In)

UJB: 12 JUN 58

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						MO DA YR 06 12 58		REGULAR			
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO CF		8121 2857 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/MISSIONS AND PROGRAMS STAFF PROGRAMS GROUP						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
DES OFFICER						0008		D			
14. CLASSIFICATION SCHEDULE (GS, BR, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		16 5		23778			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTERVIEW CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET		
37	10	52150	MPS	75013							
28. INT. EMPLOY		29. SEC. VET. REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. Correction - Concomitant Data		33. SECURITY FIG. NO.	
XX XX XX											
34. VET. PREFERENCE		35. SERV. COMP. DATE		36. LONG. COMP. DATE		37. CAREER CATEGORY		38. REG. HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
NONE		NO DA YR		NO DA YR		CODE		CODE			
1-10		1-10		1-10		1-10		1-10			
1-10		1-10		1-10		1-10		1-10			
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA		43. STATE TAX DATA			
CODE				CODE		CODE		CODE			
1-10				1-10		1-10		1-10			
1-10				1-10		1-10		1-10			
1-10				1-10		1-10		1-10			
SIGNATURE OR OTHER AUTHENTICATION											
FROM O/PFB											
<div style="float: right; border: 1px solid black; padding: 5px; text-align: center;"> <b>POSTED</b>          06-13-58          [Signature]       </div>											

FORM 1150  
1-58

Use Previous  
Edition

**SECRET**



1. NAME (LAST FIRST MIDDLE)		2. DATE	
3. SIGNATURE		4. DATE	

14-00000

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
		02	350	CF GS 16 3	\$22,755	\$23,778

E-4

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. SINCE		5. LWOP HOURS	
				02 J50		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	4	\$22,085	08/29/65	GS 16	5	\$22,755	08/27/67		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE							DATE		
							June 1967		
<input type="checkbox"/> NO EXCESS LWOP									
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD									
<input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				[Signature]					
FORM 560 E Use previous editions									
PAY CHANGE NOTIFICATION (4-51)									

COMPENSATION TAX DIV

AUG 27 1967

UUUU

L 1



PJM: 15 AUG 66

SECRET  
CLASS 7244 1a)

DAF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
3. HISTORY OF PERSONNEL ACTION EXCEPTED APPT CAREER			
4. EFFECTIVE DATE 07 1 31 66		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUND		7. CSC CENTER NO. CHARGEABLE 7114 0001 0000	
8. V TO V V TO CF CF TO V X CF TO CF		9. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
10. ORGANIZATIONAL DESIGNATIONS DCI/OFFICE OF PLANNING, PROGRAMMING AND BUDGETING PLANNING AND PROGRAMMING DIVISION PROGRAM ANALYSIS BRANCH		11. LOCATION OF OFFICIAL STATION WASH., D.C.	
12. POSITION TITLE 10 PROGRAM EVAL		13. SERVICE DESIGNATION -D-	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0132.70	
16. GRADE AND STEP 15 4		17. SALARY GRADE 22025	
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. EMPLOYEE CODE 13 10	20. OFFICE CODING 02350 OPPB	21. STATION CODE 75013	22. OVERSIC CODE 1
23. DATE OF BIRTH 03 30 64	24. DATE OF SECE 03 29 65	25. DATE OF LEE 03 29 65	26. SECURITY RIG NO 00000
27. SPECIAL 28. RETIREMENT DATA 29. LEAVE (ST) 30. LEAVE (ST) 31. LEAVE (ST)	32. SEPARATION DATA 33. CORRECTION/REVERSATION DATA 34. FEELT/HEALTH INSURANCE 35. FEELT/HEALTH INSURANCE 36. FEELT/HEALTH INSURANCE	37. SOCIAL SECURITY NO 00000	38. SOCIAL SECURITY NO 00000
39. PREVIOUS GOVERNMENT SERVICE DATA 40. PREVIOUS GOVERNMENT SERVICE DATA 41. PREVIOUS GOVERNMENT SERVICE DATA	42. FEDERAL TAX DATA 43. FEDERAL TAX DATA 44. FEDERAL TAX DATA	45. STATE TAX DATA 46. STATE TAX DATA 47. STATE TAX DATA	48. STATE TAX DATA 49. STATE TAX DATA 50. STATE TAX DATA
SIGNATURE OR OFFICE AUTHENTICATION		POSTED	
DATE		DATE	

FORM 100-100

Use Precedence  
Edition

SECRET

CLASS 7244 1a)

(When Filled In)

FJH: 15 AUG 65

SECRET  
(When Filled In)

008

# NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NATURE OF PERSONNEL ACTION		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT	
		RESIGNATION		07 30 66		REGULAR	
5. FUNDS		6. COST CENTER NO. CHARGEABLE		7. CSC OR OTHER LEGAL AUTHORITY			
<input type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input checked="" type="checkbox"/> X <input type="checkbox"/> CF TO CF		7123 0369 0000					
8. ORGANIZATIONAL DESIGNATIONS				9. LOCATION OF OFFICIAL STATION			
DDP/DOD US FIELD							
10. CLASSIFICATION SCHEDULE (CS, LB, etc.)				11. OCCUPATIONAL SERIES		12. GRADE AND STEP	
GS				0136.08		16 4	
13. REMARKS				14. SALARY OR RATE		15. SERVICE DESIGNATION	
				22085		0	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

16. ACTION CODE	17. EMPLOYER CODE	18. OFFICE CODING	19. STATION CODE	20. INTEREST CODE	21. EMPLOY CODE	22. DATE OF BIRTH	23. DATE OF GRADE	24. DATE OF LEI
45	10							
25. DATE EXPIRES	26. SPECIAL REFERENCE	27. RETIREMENT DATA	28. SEPARATION DATA CODE	29. CONTRACT TYPE	30. CONTRACT DATE	31. SECURITY	32. SEA	33. SEC. NO.
			1500091					
34. VET. PREFERENCE	35. SERV. COMP. DATE	36. LONG. COMP. DATE	37. CAREER CATEGORY	38. FEET/HEALTH INSURANCE	39. SOCIAL SECURITY NO.			
40. PREVIOUS GOVERNMENT SERVICE DATA			41. LEAVE CAT.	42. FEDERAL TAX DATA	43. STATE TAX DATA			

SIGNATURE OR OTHER AUTHENTICATION

POSTED

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

1150

Use Previous  
Edition

(When Filled In)

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date	PS	LM	AD
GS 16	3	\$20,245	08/30/64	GS 16	4	\$20,900	08/29/65			

8 Remarks and Authorization

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

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

SIGNATURE: [REDACTED] DATE 15 June 65

**PAY CHANGE NOTIFICATION**

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME

SERIAL

ORGN. FUNDS GR-STEP

OLD  
SALARY

NEW  
SALARY

43 620 CF GS 16 4 321,653 322,095

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME

SERIAL

ORGN. FUNDS GR-STEP

OLD  
SALARY

NEW  
SALARY

43 620 CF GS 16 4 321,900 321,653

SECRET  
(When Filled In)

1992 4 APR 65

## NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
[REDACTED]																	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM										4. EFFECTIVE DATE MO. DA. YR. 091 01 65		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY									
CF TO V		X		CF TO CF		6120 0300 0000		PL 68-643 SECT. 203									
9. ORGANIZATIONAL DESIGNATIONS DDP/DOO U. S. FIELD [REDACTED]										10. LOCATION OF OFFICIAL STATION [REDACTED]							
11. POSITION TITLE CHIEF OF BASE										12. OFFICE DESIGNATION 0264		13. D					
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS				15. OCCUPATIONAL SERIES 0136.08		16. GRADE AND STEP 16 3		17. SALARY OR RATE 20245									
18. REMARKS EMPLOYEE WILL BE NOTIFIED BY DISPATCH FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND OF HIS RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.																	
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		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LIT	
28 10		43520 000		75020		29		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
28. NTC EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY		34. SEC		35. SECURITY		36. SEC	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. SICK / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE (AT CODE)		43. FEDERAL TAX DATA	
CODE		MO DA YR		MO DA YR		CODE		CODE		CODE		CODE		CODE		CODE	
1. NONE 2. 10 PF		1. 0-27 2. 10 PF		1. 0-27 2. 10 PF		1. 0-27 2. 10 PF		1. 0-27 2. 10 PF		1. 0-27 2. 10 PF		1. 0-27 2. 10 PF		1. 0-27 2. 10 PF		1. 0-27 2. 10 PF	
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE (AT CODE)		43. FEDERAL TAX DATA		44. STATE TAX DATA		45. PREVIOUS GOVERNMENT SERVICE DATA		46. LEAVE (AT CODE)		47. FEDERAL TAX DATA		48. STATE TAX DATA		49. PREVIOUS GOVERNMENT SERVICE DATA	
1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)		1. YES 2. NO		1. YES 2. NO		1. YES 2. NO		1. YES 2. NO		1. YES 2. NO		1. YES 2. NO		1. YES 2. NO		1. YES 2. NO	
SIGNATURE OR OTHER AUTHENTICATION																	
[REDACTED]																	

11:50  
 11:50

### Use Previous Edition

**SECRET**

SECRET  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

JCD: 12 NOV 64

SECRET  
(When Filled In)

OAB											
NOTIFICATION OF PERSONNEL ACTION											
1. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT CAREER						4. EFFECTIVE DATE MO. DA. YR. 10 25 64		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 5129 0369 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD						10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0261		13. SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 6 3		17. SALARY OR RATE 20245			
18. REMARKS <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">POSTED ON 10/25/64</div>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 13		20. EMPLOY CODE 10		21. SERVICE CODING NO. DA. YR. 43620 000		22. STATION CODE 75020		23. INTEGREE CODE 2		24. DATE OF BIRTH MO. DA. YR. 08 30 64	
25. NEX EXPIRES NO. DA. YR.		26. SPECIAL REFERENCE		27. ALIENMENT DATA 1. CSC 2. AFRICA 3. NONE		28. SEPARATION DATA CODE		29. CORRECTION/CANCELLATION DATA TYP. NO. DA. YR.		30. SECURITY REQ. NO. 00000 MI	
31. VET. PREFERENCE CODE 1		32. SERV. COMP. DATE MO. DA. YR. 08 03 42		33. LONG COMP. DATE MO. DA. YR. 09 28 52		34. CAREER CATEGORY CAP. DESV. C		35. FEGLI / HEALTH INSURANCE CODE 1		36. SOCIAL SECURITY NO.	
37. PREVIOUS GOVERNMENT SERVICE DATA CODE 1		38. LEAVE CAT. CODE 8		39. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		40. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO		41. NO. TAX EXEMPT.		42. STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;">POSTED 10/13/64</div>											

FORM 11-62 1150

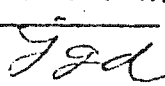
Use Previous Edition

SECRET

14-517  
(When Filled In)

JGD: 12 NOV 64

SECRET  
(When Filled In)

DEF										NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER					2. NAME (LAST-FIRST-MIDDLE)														
3. RESIGNATION					4. EFFECTIVE DATE MO. DA. YR. 10 24 1964					5. CATEGORY OF EMPLOYMENT REGULAR									
6. FUNDS					7. COST CENTER NO. CHARGEABLE 5129 0369 0000					8. CSC OR OTHER LEGAL AUTHORITY									
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD					10. LOCATION OF OFFICIAL STATION														
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0261					13. SERVICE DESIGNATION D									
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS					15. OCCUPATIONAL SERIES 0136.01					16. GRADE AND STEP 16 3					17. SALARY OR RATE 20245				
18. REMARKS																			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																			
19. ACTION CODE 45		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC				22. STATION CODE		23. INTEGRITY CODE		24. HOURS CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. CSC 2. FICA 3. NONE				31. SEPARATION DATA CODE 18DC091		32. CORRECTION/CANCELLATION DATA TIME MO. DA. YR.		33. SECURITY REG. NO.		34. SEC		35. SECURITY		36. SEC	
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.		36. SERV. COMP. DATE MO. DA. YR.				37. LONG. COMP. DATE MO. DA. YR.				38. CAREER CATEGORY CODE CDD HES HNDV LEP		39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - TRS				40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE MORE THAN 3 YRS				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. STATE CODE			
SIGNATURE OR OTHER AUTHENTICATION																			
<div style="text-align: right;">  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> COPIED JGD 11/13/64 </div> </div>																			

FORM 11-62 1150

Use Previous Edition

SECRET

FORM 11-62  
FEDERAL TAX DATA  
COMPLETION AND  
SUBMISSION

(When Filled In)

10 OCT 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
REASSIGNMENT				4. EFFECTIVE DATE MO. DA. YR. 10 16 64		3. CATEGORY OF EMPLOYMENT REGULAR					
A. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
		CF TO V		CF TO CF		5129 0369 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD. US FIELD						10. LOCATION OF OFFICIAL STATION					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0261		13. SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LW, etc.) GS				15. OCCUPATIONAL SERIES 0135.01		16. GRADE AND STEP 16 3		17. SALARY OR RATE 20245			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 43520 ALPHABETIC DOD		22. STATION CODE 75020	23. INTERPLEE CODE	24. HOURS CODE 2	25. DATE OF BIRTH	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.		
28. NTE CAPIRLS MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE		31. SEPARATION DATA CODE	32. COERTION/RELOCATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.		34. SEX		
35. VET. PREFERENCE CODE 0 - NO VET. 1 - 5 YR. 2 - 10 YR.		36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR. DESV. CODE PHYS. TEMP.		39. FEHLT/HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS. 3 - BREAK IN SERVICE MORE THAN 3 YRS.			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXEMPTED 1 - YES 2 - NO			44. STATE TAX DATA FORM EXEMPTED 1 - YES 2 - NO				
SIGNATURE OF OTHER AUTHENTICATION											
FROM: FE - 2											
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             POSTED              10 OCT 64  <i>Col</i> </div>											

FORM 11-62 1150

Use Previous Edition

SECRET

1150-1  
(When Filled In)

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

[illegible]



DLB: 30 SEPT 64

SECRET  
(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
PROMOTION (CORRECTION)		4. EFFECTIVE DATE MO. DA. YR. 08   30   64	
5. CATEGORY OF EMPLOYMENT REGULAR		7. COST CENTER NO. (CHARGEABLE)	
8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J		9. ORGANIZATIONAL DESIGNATIONS DDP FE FE OFFICE OF THE CHIEF	
10. LOCATION OF OFFICIAL STATION		11. POSITION TITLE OPS OFFICER DCOS	
12. SERVICE DESIGNATION D		13. POSITION NUMBER 3003	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	
16. GRADE AND STEP 16 3		17. SALARY OR RATE 20245	

## 18. REMARKS

THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 08/30/64 AS FOLLOWS:  
TO DELETE INTEGRATED INFORMATION.

## 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. INTERVIEW CODE	24. HOURS MO. DA. YR.	25. DATE OF GRADE MO. DA. YR.	26. DATE OF LET MO. DA. YR.
27. HTE EXPIRES MO. DA. YR.	28. SPECIAL REFERENCE	29. RETIREMENT DATA 1. CSC 2. PICA 3. NONE		30. SEPARATION DATA CODE	31. CORRECTION/REVISION DATA 1. YES 2. NO	32. SECURITY REQ. NO.		33. SEC
34. VLT. PREFERENCE CODE 1. NONE 2. 8 PF. 3. 10 PF.	35. SERV. COMP. DATE MO. DA. YR.	36. LONG COMP. DATE MO. DA. YR.	37. CAREER CATEGORY CODE 1. CIVIL 2. MILITARY	38. FEDERAL HEALTH INSURANCE CODE 1. YES 2. NO	39. SOCIAL SECURITY NO.	40. STATE TAX DATA CODE 1. YES 2. NO		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)		42. LEAVE SET CODE 1. YES 2. NO	43. FEDERAL TAX DATA CODE 1. YES 2. NO	44. STATE TAX DATA CODE 1. YES 2. NO	45. OTHER DATA CODE 1. YES 2. NO			

## SIGNATURE OR OTHER AUTHENTICATION

POSTED

relax mcs

FORM 1150  
11-62Use Previous  
Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

**SECRET**  
(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
3. NATURE OF PERSONNEL ACTION										4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT				
PROMOTION (CORRECTION)										MO. DA. YR. 08   30   64			REGULAR				
6. FUNDS		V TO V				V TO CF		7. COST CENTER NO. CHARGEABLE			8. CSC OR OTHER LEGAL AUTHORITY						
CF TO V		X		CF TO CF		5137 1566 0000			50 USC 403 J								
9. ORGANIZATIONAL DESIGNATIONS										10. LOCATION OF OFFICIAL STATION							
DDP FE FE OFFICE OF THE CHIEF																	
11. POSITION TITLE										12. POSITION NUMBER			13. SERVICE DESIGNATION				
OPS OFFICER DCOS										3003			D				
14. CLASSIFICATION SCHEDULE (GS, LP, etc.)					15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE						
GS					0136.01			03 1 16 3			14360 20245						
18. REMARKS																	
THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 08/30/64 AS FOLLOWS: ITEM #1, SERIAL NUMBER, WHICH READ 560947, TO READ 060947.																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY. CODE		21. OFFICE CODING		22. STATION CODE		23. INSIGLIFE CODE		24. HOURS CODE		25. DATE OF BIRTH		26. DATE OF CREW		27. DATE OF LES	
				NUMERIC ALPHABETIC								MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
28. NTE EXPIRES		29. SPECIAL PREFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECT/CANCELLATION DATA		33. SECURITY		34. SEC.					
MO. DA. YR.				1. EDC 2. FICA 3. NONE				1. YES 2. NO		MO. DA. YR.		RFG. NO.					
										EOD DATA							
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. REGUL. / HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE							
0 - NONE 1 - 5 PT 2 - 10 PT						1. YES 2. NO		1. YES 2. NO		1. YES 2. NO							
41. PREVIOUS GOVERNMENT SERVICE DATA						42. LEAVE PAY CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA					
0 - NO PREVIOUS SERVICE 1 - NO OTHER THAN SERVICE 2 - SERVICE IN SERVICE LESS THAN 3 YEARS 3 - SERVICE IN SERVICE MORE THAN 3 YEARS						CODE		CODE				CODE					
						1. YES 2. NO		NO TAX EXEMPTIONS				FORM EXEMPTED					
												1 - YES 2 - NO					
												CODE					
												MO. DA. YR.					
												STATE CODE					
												EXEMP.					
SIGNATURE OF OTHER AUTHENTICATION																	
<div style="border: 2px solid black; padding: 10px; display: inline-block;"> <b>POSTED</b>  09/18/64 <i>[Signature]</i> </div>																	

FORM 1150

11-63

Use Previous Edition

SECRET 16 SEP 1964

FORM 1150-1

Include this form with your report and submit it to the appropriate authority.

(When Filled In)

28 AUG 64

SECRET  
(When Filled In)

ODF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
PROMOTION		4. EFFECTIVE DATE MO. DA. YR. 08   30   64	
5. CATEGORY OF EMPLOYMENT REGULAR		7. COST CENTER NO. (CHARGEABLE)	
8. FUNDS		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (FE, LB, etc.)		15. OCCUPATIONAL SERIES	
16. GRADE AND STEP		17. SALARY OR RATE	
18. REMARKS		19. SECURITY REQ. NO.	
20. REMARKS			
21. REMARKS			
22. REMARKS			
23. REMARKS			
24. REMARKS			
25. REMARKS			
26. REMARKS			
27. REMARKS			
28. REMARKS			
29. REMARKS			
30. REMARKS			
31. REMARKS			
32. REMARKS			
33. REMARKS			
34. REMARKS			
35. REMARKS			
36. REMARKS			
37. REMARKS			
38. REMARKS			
39. REMARKS			
40. REMARKS			
41. REMARKS			
42. REMARKS			
43. REMARKS			
44. REMARKS			
45. REMARKS			
46. REMARKS			
47. REMARKS			
48. REMARKS			
49. REMARKS			
50. REMARKS			
51. REMARKS			
52. REMARKS			
53. REMARKS			
54. REMARKS			
55. REMARKS			
56. REMARKS			
57. REMARKS			
58. REMARKS			
59. REMARKS			
60. REMARKS			
61. REMARKS			
62. REMARKS			
63. REMARKS			
64. REMARKS			
65. REMARKS			
66. REMARKS			
67. REMARKS			
68. REMARKS			
69. REMARKS			
70. REMARKS			
71. REMARKS			
72. REMARKS			
73. REMARKS			
74. REMARKS			
75. REMARKS			
76. REMARKS			
77. REMARKS			
78. REMARKS			
79. REMARKS			
80. REMARKS			
81. REMARKS			
82. REMARKS			
83. REMARKS			
84. REMARKS			
85. REMARKS			
86. REMARKS			
87. REMARKS			
88. REMARKS			
89. REMARKS			
90. REMARKS			
91. REMARKS			
92. REMARKS			
93. REMARKS			
94. REMARKS			
95. REMARKS			
96. REMARKS			
97. REMARKS			
98. REMARKS			
99. REMARKS			
100. REMARKS			

FORM 11-62 1150

Use Previous Edition

SECRET SEP 1964

FORM 1  
(When Filled In)

(When Filled In)

**SECRET**  
(When Filled In)

OLE: 20 DEPT 64

### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
CONVERSION		08 1 25 64	
5. CATEGORY OF EMPLOYMENT		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE	
V TO V U TO V X U TO U		5137 1563 0000	
8. CSC OR OTHER LEGAL AUTHORITY		50 USC 1103 J	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP FE FOREIGN FIELD FE OFFICE OF THE CATER			
11. POSITION TITLE		12. SERVICE DESIGNATION	
OPS OFFICER CCOS		D	
14. CLASSIFICATION SCHEDULE (GS, ES, etc.)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
15 5		18740	
18. REMARKS			

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

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE SYMBOL	22. SEASON CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF DEATH	27. DATE OF LCI
56	10	423880 FE	37541					
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/REVISION CODE	33. SECURITY AFO NO.	34. SEC		
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FECLU / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA	42. SERV. EXT.	43. FEDERAL TAX DATA	44. STATE TAX DATA					

SIGNATURE OR OTHER AUTHENTICATION

**PORTED**

FORM 11-67 1150

Use Previous Edition

**SECRET**

(When Filled In)

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PM	LS	ADJ
GS 15 4		\$17,210	06/10/62	GS 15 9		\$17,725	06/07/64			

Remarks and Authentication

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

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

SIGNATURE: *[Signature]* DATE: *14 May 64*

PAY CHANGE NOTIFICATION

Form 9-61 560

Obsolete Previous Edition

(4-51)

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

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
		45	380	CF	GS 15 4	\$16,005 \$17,210

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
	060947	56380	CF	15 4	\$14705	15 4 \$16005

55 380 11				55 380 11				55 380 11			
OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PS	LS	AD	
GS 13	3	\$14,380	12/11/60	GS 13	4	\$14,700	00/10/61				
3 742 / / NO EXCESS LWOP / / EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS: <i>W.K.</i> AUDITED BY: <i>W.K.</i> PAY CHANGE NOTIFICATION											

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.				2. ASSIGNED ORGN.				4. FUNDS				5. ALLOTMENT			
				DDP/FE 11				UV							
6. OLD SALARY RATE								7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE						
GS 13	2	\$14,055	NO	DA	YE	GS 13	3	\$14,380	NO	DA	YE				
			06	14	59				12	11	60				
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER 8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD															
9. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY															
TO BE COMPLETED BY THE OFFICE OF PERSONNEL 12. TYPE OF ACTION <input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT															
13. REMARKS 14. AUTHENTICATION POSTED TO 2808 <i>W.K.</i> OBLIGATED APPROVED PAY CHANGE NOTIFICATION															

560 OBSOLETE PREVIOUS EDITION  
REPLACES FORM 560B AND 560C

SECRET

OFFICIAL PERSONNEL FOLDER (4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 85-566 AND DCI MEMO DATED  
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
01			51 71	GS-15 2	\$13,070	\$14,055

EMMETT D. SCHMIDT

**SECRET**  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
BS 4 SEPT 59														
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
					Mo.   Da.   Yr.			None-0 5 Pt-1 10 Pt-2		Code		Mo.   Da.   Yr.		
								1		M 1		09   28   52		
7. CSC		8. CSC Print		9. CSC Or Other Legal Authority			10. Apmt. Allidav.		11. FEGLI		12. LCD		13. Misc. Serv. Encl. Ltr	
Mo.   Da.   Yr.		Yes-1 No-2		Code			Mo.   Da.   Yr.		Yes-1 No-2		Mo.   Da.   Yr.		Yes-1 No-2	
08   06   42		1		50 USCA 403							09   28   52		2	

PREVIOUS ASSIGNMENT									
14. Organizational Designations					Code		15. Location Of Official Station		Station Code
DDP FE FE/					5171				37587
DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF									
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series	
Dept. - 1 USMIL - 3 Frign. - 5		Code		5		OPS OFFICER		3936	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due	
03 15 2		\$ 11660 13070		01		12   15   57		06   14   59	
								26. Appropriation Number	
								9 3735 55 005	

ACTION				
27. Nature Of Action		Code	28. Eff. Date	
REASSIGNMENT		56	09   06   59	
			29. Type Of Employee	
			REGULAR	
			Code	
			OM	
			30. Separation Data	
			01	

PRESENT ASSIGNMENT									
31. Organizational Designations					Code		32. Location Of Official Station		Station Code
DDP FE FE/					5171				37587
OFFICE OF THE CHIEF									
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series	
Dept. - 1 USMIL - 3 Frign. - 5		Code		5		OPS OFF (D COS)		2003	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due	
03 15 2		\$ 11660 13070		01		12   15   57		12   11   60	
								43. Appropriation Number	
								0137 7351 3000	
44. Remarks									
<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p align="center">TOOKED</p> <p align="center">MILL</p> </div>									

SECRET  
(WHEN FILLED IN)

742

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
						DDP/FE -11		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 15	1	\$12,770	12	15	57	GS 15	2	13,070	06	14	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
<p>70 12 5/3/59</p> <p>742</p> <p>7/30/59</p> <p>AK</p>											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM 57, 560b

SECRET

PERSONNEL FOLDER

(4)



SECRET

1  
ARE: MAY MAY 1959

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. C. EOD		
					Mo. Da. Yr.			Non-0 Code		M 1		Mo. Da. Yr.		
								5 Pt-1				09 28 52		
								10 Pt-2						
7. SCD		8. CSC Catmt.		9. CSC Or Other Legal Authority		10. Asmt. Affidav.		11. FEGLI		12. LCB		13. Civil Serv. Code		
Mo. Da. Yr.		Yes-1 Code		No-2		Mo. Da. Yr.		Yes-1 Code		No-2		Mo. Da. Yr.		
08 06 42		1		50 USCA 403 J				09		28 52		2		

## PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		18. Location Of Official Station				Station Code	
DDP FE FI CI STAFF				5113		WASH., D. C.				75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 1 USfld - 3 Fign - 5		2		I.O.FI STF CH		3448		QS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. P.I. Date		26. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		8 3700 20	
12 15 57		06 14 59									

## ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FONDS		05		05 03 59		REGULAR		01			

## PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FE DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 1 USfld - 3 Fign - 5		5		AREA OPS OFF		3936		QS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. P.I. Date		43. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		3 3735 55 005	
12 15 57		06 14 59									

## 44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

10 MAY 1959

200

SECRET

SECRET

## NOTIFICATION OF PERSONNEL ACTION

APR: 19 MAY 1959

1. Serial No.		2. Name (Last-First-Middle)			3. Date of Birth			4. Vet. Prof.		5. Sex		6. CS-100		
					Mo. Da. Yr.			Non-0 Code		M 1		Mo. Da. Yr.		
								5 Pt-1 10 Pt-2				09 28 52		
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Appt. Allidat.		11. FLGLI		12. LGS		13. Civilian		
Mo. Da. Yr.		Yrs. 1 No. 2		Code		Mo. Da. Yr.		Yrs. 1 No. 2		Mo. Da. Yr.		Yrs. 1 No. 2		
08 06 42		1		50 USCA 403 J				09		28 52		2		

## PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE FE DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587	
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Mo. Da. Yr.		Code		3936		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. Pst. Data		26. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		9 3735 55 005	
12 15 57		06 14 59									

## ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employment		Code		30. Separation Data	
		58		Mo. Da. Yr.		REGULAR		DI			
				05 08 59							

## PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FE DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Mo. Da. Yr.		Code		3936		FSR		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst. Data		43. Appropriation Number	
03 15 1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		9 3735 55 005	
12 15 57		06 14 59									

POSTED

SECRET

(4)

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

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

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
------	--------	------------	------------	------------

[REDACTED]		GS-15-1	\$11,510	\$12,770
------------	--	---------	----------	----------

GORDON H. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

**SECRET**  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vac. Prod.		5. Sex		6. CS - FOD	
									None-0 5 Pt-1 10 Pt-2		Code M 1		Mo. 09 Da. 28 Yr. 52	
7. SCD		8. CSC Permit		9. CSC Or Other Legal Authority				10. Appt. Allidat.			11. FLGLI		12. LCD	
Mo.	Da.	Yr.	Yes-1 No-2	Code					Mo.	Da.	Yr.	Yes-1 No-2	Code	
08	06	42		1	50 USCA 403							09	28	52

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE FI CI STAFF				5113		WASH. D. C.				75013	
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - 2 USMID - 4 Fron. - 6	Code 2	I.O. FI STF CH				3448		GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14 5		\$ 11180		01		Mo. 09 Da. 28 Yr. 52		Mo. 03 Da. 22 Yr. 59		8 3700 20	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		Mo. 12 Da. 15 Yr. 57		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FI CI STAFF				5113		WASH., D. C.				75013	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - 2 USMID - 4 Fron. - 6	Code 2	I.O. FI STF CH				3448		GS		0136.51	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
15 1		\$ 11610		01		Mo. 12 Da. 15 Yr. 57		Mo. 06 Da. 14 Yr. 59		8 3700 20	

44. Remarks

**POSTED**  
*Dr. J. S. J.*

SECRET

(When Filled In)

91077

NOTIFICATION OF PERSONNEL ACTION																	
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prod.		5. Sex		6. CS-EOD				
						Mo. Da. Yr.			10 Pr-1 5 Pr-2 10 Pr-2		Code		Mo. Da. Yr.				
									M		1		0y 28 52				
Mo. Da. Yr.		Yes-1 No-2		Code		7. Code Of Other Legal Authority				10. Appt. Affidav.		11. FEGLI		12. LCO		13. Encl. Code	
08 06 42		No-2		1		50 USCA 403 J				Mo. Da. Yr.		Yes-1 No-2		Mo. Da. Yr.		Yes-1 No-2	
												Uy 28 52				2	

## PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE BRANCH 1 OFFICE OF THE CHIEF						WASH. D. C.					
16. Dept. - Field		17. Position Title		18. Position No.				19. Serv.		20. Occup. Series	
Dept - 2 USHD - 4 Prgr - 6		Code		0110				GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14 5		\$ 11180		DI		Mo. Da. Yr.		Mo. Da. Yr.		8 3700 20	

## ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		12/05/57		REGULAR		DI			

## PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FI CI STAFF				5113		WASH. D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.				36. Serv.		37. Occup. Series	
Dept - 2 USHD - 4 Prgr - 6		Code		2448				GS		0136.51	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
14 5		\$ 11180		DI		Mo. Da. Yr.		Mo. Da. Yr.		8 3700 20	
44. Remarks											
<div style="border: 1px solid black; padding: 10px; display: inline-block;">POSTED 3P 12/27/57</div>											

**SECRET**  
(WHICH FILLED IN)

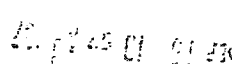
1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
				DDP/FE 5		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
			MO.	DA.	YR.				MO. DA. YR.
14	4	\$10,965	03	25	56	14	5	\$11,180	09 22 57
REMARKS									
<p align="center"><b>CERTIFICATION</b></p> <p>I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.</p> <p>TYPED, OR PRINTED, NAME OF SUPERVISOR: DATE: 14 Aug 57 SIGNATURE:</p> <p align="center"><b>PERIODIC STEP INCREASE - CERTIFICATION</b></p>									

FORM NO. 560

SECRET

PERSONNEL FOLDER (4)

**SECRET**  
(WHICH FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT													
				DDP/FE		V-20															
6. OLD SALARY RATE						7. NEW SALARY RATE															
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE												
			MO.	DA.	YR.				MO. DA. YR.												
14	4	\$10,965	03	25	56	14	5	\$11,180	09 22 57												
<p align="center"><b>TO BE COMPLETED BY THE OFFICE OF COMPTROLLER</b></p> <p>9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP</p> <p>IF EXCESS LEAVE LWOP, CHECK FOLLOWING:</p> <p><input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD</p> <p><input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD</p> <p>10. NUMBER OF HOURS LWOP</p> <p>10. INITIALS OF CLERK</p> <p>11. AUDITED BY</p>																					
<p align="center"><b>TO BE COMPLETED BY THE OFFICE OF PERSONNEL</b></p> <p>12. PROJECTED SALARY RATE AND EFFECTIVE DATE</p> <table border="1"> <tr> <td>GRADE</td> <td>STEP</td> <td>SALARY</td> <td>NO.</td> <td>DA.</td> <td>YR.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>13. REMARKS</p>										GRADE	STEP	SALARY	NO.	DA.	YR.						
GRADE	STEP	SALARY	NO.	DA.	YR.																
14. AUTHENTICATION																					
<p align="center">   <b>J. M. STEWART</b>          PERSONNEL FOLDER       </p> <p align="center"><b>PERIODIC STEP INCREASE - AUTHENTICATION</b></p>																					

FORM NO. 560B

SECRET

PERSONNEL FOLDER (4)

CENTRAL INTELLIGENCE AGENCY

171

NOTIFICATION OF PERSONNEL ACTION

1. NAME (Last - first - middle - one given name, initial(s), and surname)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
				11 Dec 1956
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (Use standard terminology)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment 01		DOB 16 Dec 1956	50 USC 403 j	
FROM		TO		
10 (VI) BFF-2302		Area Ops Off - Dep Br. Ch. BF-110		
08-0136.51-14 \$10,965.00 per annum		08-0136.01-14 \$10,965.00 per annum		
DDP/FE Branch 1 [redacted] Operations Staff [redacted]		DDP/FE Branch [redacted] Office of the Chief [redacted]		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
512301		Washington, D. C.		
12. FIELD OR DEPT L		12. FIELD OR DEPT L		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
None <input type="checkbox"/> WW <input type="checkbox"/> OTHER <input type="checkbox"/> 10. POINT <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>		
15. 16. APPROPRIATION		17. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)		18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
FROM: 7-3735-55-005 TO: 7-3700-20 750-13		Yes		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
20. REMARKS:				
3 MOD 09/23/52				
"Transfer TO Vouchered funds FROM Unvouchered funds."				
[Stamp: ICE-ED 1956]				
ENTRANCE PERFORMANCE RATING: [circles]				
Director of Personnel [signature]				

4. PERSONNEL FOLDER COPY

STANDARD FORM 52  
Prescribed by GSA  
GSA GEN. REG. NO. 27  
JANUARY 1962 EDITION  
GSA GEN. REG. NO. 27  
DANCE, CHITTY & CO.

## REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

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

1. NAME (Mr., Miss, Mrs., One given name, initials, and surname) <div></div>	2. DATE OF BIRTH <div></div>	3. REQUEST NO. <div></div>	4. DATE OF REQUEST 2 May 56
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: <div></div>	7. C. S. OR OTHER LEGAL AUTHORITY <div></div>
8. POSITION (Specify whether establish, change grade or title, etc.) <div></div>		B. APPROVED: JUN 3 1956	

FROM— <div></div> Deputy for FI Operations Staff <div></div>	9. POSITION TITLE AND NUMBER OFF 2302	10. SERVICE, GRADE, AND SALARY I.O. (FI) BFP-2302-14 GS-0136.51-14 \$10,965.00 p/a DDP/FE Branch 1 Operations Staff <div></div>	11. ORGANIZATIONAL DESIGNATIONS <div></div>	12. HEADQUARTERS <div></div>	13. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL SD: DI
--	---	--	---	---------------------------------	---

A. REMARKS (Use reverse if necessary)

T/O Change

14. REQUEST Signature <div></div> Title: <i>Edema 7 May '56</i>	15. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <div></div>
--	---

16. VETERAN PREFERENCE NONE <input type="checkbox"/> MAIL OTHER <input type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. OTHER <input type="checkbox"/>	17. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> PEAL <input type="checkbox"/>	SD: DIO
---	--	---------

18. SEX FROM: <div></div> TO: <div></div>	19. APPROPRIATION FROM: <div></div> TO: <div></div>	20. SUBJECT TO C. S. RIGHTS ACT (YES—NO) <div></div>	21. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY) <div></div>	22. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <div></div>
---	---	--	--	---

23. STANDARD FORM 10 REMARKS <div></div> <div>SCOTTED MAY 1956 WAR</div> <div>USED IN LIEU OF SF50 NOT FOR PERSONNEL ACTION</div>
--

24. CLEARANCES A. <div></div> B. CEIL. ON POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR ENPL. E. <div></div> F. <div></div>	INITIAL OR SIGNATURE <div></div> <div></div> <div></div> <div></div>	DATE <div></div> <div></div> <div></div> <div></div>	REMARKS <div></div> <div></div> <div></div> <div></div>
--	--	--	---

*10 May '56*



# PERIODIC STEP INCREASE CERTIFICATION

(When Filled In)

U. S. GOVERNMENT PRINTING OFFICE: 1954. 330030

1. Agency and organizational designation

2. Payroll period

3. Check No.  
JV

4. Slip No.

account number when appropriate

5. Grade and salary  
GS-11 \$10,750.00

## PAYROLL CHANGE DATA

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

10. Remarks

11. Appropriation(s)  
FE/5

12. Prepared by  
afw 1/10

13. Audited by

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

14. Effective date  
25 Mar 56

15. Date last approved  
26 Sep 54

16. Old salary rate  
\$10,750.00

17. New salary rate  
\$10,965.00

AA For Summary of Service and Conduct  
ARE SATISFACTORY

(Signature)

18. LWOP data (fill in appropriate spaces covering LWOP during following periods)

☒ No excess LWOP. Total excess LWOP

STANDARD FORM NO. 1125-2 Revised

Form prescribed by Comp. Gen., U. S.  
October 15, 1954. General Regulations No. 102

CONFIDENTIAL

PAYROLL CHANGE SLIP — PERSONNEL COPY

Initials of Clerk  
Wm

STANDARD FORM 52  
REVISION 10-54  
B. FIVE, EMPLOYMENT  
JANUARY 1955 - FEDERAL PERSONNEL  
MANUAL, CHAPTER 51

# REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

72101  
1/24/55  
Jen

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.	4. DATE OF REQUEST 20 Dec 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment B. POSITION (Specify whether establish, change grade or title, etc.)		6. EFFECTIVE DATE A. PROPOSED: B. APPROVED: JAN 16 1955	7. C. S. OR OTHER LEGAL AUTHORITY

FROM: I.O. (FI) BFF-459 GS-0136.51-14 \$9800.00 p/a DDP/FE Military Element Office of the Deputy Chief	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO: I.O. (FI) BFF-2302-14 GS-0136.51-14 \$9800.00 p/a DDP/FE Deputy for FI Operations Staff
--	---	---

A. REMARKS (Use reverse if necessary)

PURSUANT TO FBI DIRECTIVE  
EFFECTIVE 1/1/55  
SALARY ADJUSTED TO: 10750

13. VETERAN PREFERENCE NONE WWII OTHER 5-PT. 10 POINT DISAB. OTHER		14. POSITION CLASSIFICATION ACTION NEW VICE I.A. REAL	
15. SEX M W	16. RACE M W	17. APPROPRIATION FROM: 5-3735-55-005 TO: Same	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes
19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE CLAIMED PROVED STATE: W. Va.	

21. STANDARD FORM 50 REMARKS

1-14-55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	PCH	1/10/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL			
E.			
F. APPROVED BY			

1-14-55

U. S. GOVERNMENT PRINTING OFFICE: 1953 - 687674

1. Agency and organizational designations  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		2. Pay roll  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
3. Grade and salary <b>GS-11, \$9000</b>		4. Date of change <b>12 Aug 54</b>	

PAY ROLL CHANGE DATA									
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F.I.C.A.		NET PAY
7. Previous period									
8. New period									
9. Pay this period									

FINANCE DIVISION  
 26 Sep 54  
 27 Mar 53  
 12 Aug 54

10. Remarks		11. Appropriation <b>FE-1</b>		12. Prepared by <b>12 Aug 54</b>	
				13. Audited by	

☒ Periodic step increase   
 ☐ Pay adjustment   
 ☐ Other step increase

14. Effective date <b>26 Sep 54</b>	15. Date last equivalent rate <b>27 Mar 53</b>	16. Old salary rate <b>\$9000</b>	17. New salary rate <b>\$10,000</b>	18. Performance rating is satisfactory or better.
--	---	--------------------------------------	--	---

19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s))  
☐ No excess LWOP. Total excess LWOP \_\_\_\_\_

(Check applicable box to care of excess LWOP)  
☐ Excess pay status during period  
☐ Excess LWOP status during period

STANDARD FORM NO. 11263-Rev. 11-53  
 Form prescribed by Comp. Gen., U. S.  
 Nov. 8, 1950, General Regulation No. 122

PAY ROLL CHANGE SLIP—PERSONNEL COPY

Signature or other authentication  
 \_\_\_\_\_  
 Initials of Clerk

2019-2020

STANDARD FORM 52  
PREPARED BY THE  
U. S. CIVIL SERVICE COMMISSION  
FOR USE BY FEDERAL PERSONNEL  
ADMINISTRATIVE OFFICIALS

# REQUEST FOR PERSONNEL ACTION

CONFIDENTIAL

PT

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[Redacted]	[Redacted]		6 May 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: JUN 7 1953	

FROM: I.O. 3-1 CS-12 BDF/FE [Redacted] OPC Team [Redacted] FIELD DEPARTMENTAL	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS 13. FIELD OR DEPARTMENTAL	TO: I.O. (OPC) Slot #7 CS-12-14 BDF/FE [Redacted] Military Element Office of the Deputy Chief, [Redacted] DEPARTMENTAL
---	--	---

A. REMARKS (Use reverse if necessary)

From: JCU, OPC Team Slot #1 (old T/O)

Subject entered on duty in the field 26 Sept 1952

FE-1

APPROVED BY

FI CAREER SERVICE BOARD

DATE: MAY 21 1953

B. REQUESTER [Redacted] Personnel Officer	D. REQUEST APPROVED BY [Redacted] Signature: [Redacted] Title: [Redacted]
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) [Redacted]	
13. VETERAN PREFERENCE NONE <input checked="" type="checkbox"/> WITH OTHER <input checked="" type="checkbox"/> 15 POINT DISAB. OTHER	14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F 16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION FROM: 2735-55-005 TO: [Redacted]
18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (Accessions Only)
	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR FOS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMP.			
E.			

POSTED  
JUN 14 1953

SECRET  
SECURITY INFORMATION

1. Agency and organizational designations <b>CENTRAL INTELLIGENCE AGENCY</b>					2. Pay roll		3. Check No. <b>17</b>		4. Slip No.	
5. Employee's name (and social security account number when appropriate)					6. Grade and salary <b>GS - 14      \$9600</b>					
<b>PAY ROLL CHANGE DATA</b>										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.		NET PAY
7. Previous normal										
8. Now normal										
9. Pay this period										
10. Remarks:  <b>Delay due to admin error</b>						11. Appropriation(s)  <b>FR 07</b>		12. Prepared by <b>SA 4/7/53</b> 13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date <b>29 MAR 53</b>	15. Date last equivalent <b>30 MAR 53</b>	16. Old salary rate <b>\$9600</b>	17. New salary rate <b>\$9600</b>	18. Performance rating is satisfactory or better.  (Signature or other authentication)						
19. LWOP data fill in appropriate spaces covering LWOP during following periods: Period(s): <input type="checkbox"/> No excess LWOP. Total excess LWOP				(Check applicable box in case of excess LWOP) <input type="checkbox"/> LWOP status at end of mailing period <input type="checkbox"/> LWOP status at end of mailing period						
STANDARD FORM NO. 1120a—Revised Form prescribed by Comp. Gen., U. S. Nov. 3, 1950, General Regulations No. 102										

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

SECRET

## CONFIDENTIAL FUNDS PERSONNEL ACTION

*10/21/52*  
*989*

NAME		DATE	
[REDACTED]		15 July 1952	
NATURE OF ACTION		EFFECTIVE DATE	
Excepted Appointment		28 Sept. 52	
TITLE	FROM	TO	
		I.O.	
GRADE AND SALARY		GS-14 89600	
OFFICE		OSO	
DIVISION		FE	
BRANCH		C - OFC Team, Slot #1	
OFFICIAL STATION		3739	

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	23 Sept. 52
SECURITY CLEARED ON	28 July 52
OVERSEAS AGREEMENT SIGNED	23 Sept. 52
ENTERED ON DUTY	28 Sept. 52

DOG 07/28/52  
 CSEOD 07/28/52  
 LCD 07/28/52

**FOOTNOTED**  
*In 22 Oct 52*

REMARKS: Request subject be processed against [REDACTED], OFC Team Slot #1 (I.O., GS-14), Personnel No. 427. This action supersedes request for appointment dated 2 November 1951.  
 Resubmitted in accordance with [REDACTED] 0106 (IN 15330), dtd 30 Jun 52; WAGE 48690 (OUT 88734), dtd 7 Jul 52; [REDACTED] 0114 (IN 17577), dtd 9 July 52.  
 Request that subject's security clearance be held open to permit him to EOD o/a 1 Sept 52.

Allot. #3739

N.B.

SECRET

8 May 1973

MEMORANDUM IN LIEU OF FITNESS REPORT FORM

Name: [REDACTED]  
Date of Birth: [REDACTED]  
Sex: Male  
Grade: GS-17  
SD: D  
Official Position Title: Ops Officer - Staff Chief  
Current Station: Headquarters  
Type of Report: Annual  
Reporting Period: 1 April 1972 - 8 May 1973

During the past reporting period Mr. Wheeler has served his first full year as Chief of the newly-created [REDACTED]. He has worked hard and long to improve and simplify the procedures through which we recruit, train, and deploy our nonofficial cover personnel. He has identified accurately the bureaucratic roadblocks that stand in the way of our efficient use of nonofficial cover and if he has not succeeded in removing these barriers he has made some progress. His enthusiasm for the job and his belief that it can be done have been invaluable during a formative period, and his performance on the whole has been a strong one.

[REDACTED]  
Cord Meyer, Jr.  
Associate Deputy Director for Operations

I have noted this report:

[REDACTED]  
Date 6/20/73

E 2 IMPDET  
[REDACTED]

15 JUL 73  
119



SECRET

Fitness Report - [REDACTED]

COMMENTS OF REVIEWING OFFICIAL: *Concur - O*  
*committed and effective performance -*

[REDACTED]  
10 JUL 1973DateW.E. Colby, Deputy Director for Operations

SECRET

30 May 1972

MEMORANDUM IN LIEU OF FITNESS REPORT FORM

Name:

[REDACTED]

Date of birth:

[REDACTED]

Sex:

Male

Grade:

GS-17

SD:

D

Official position title:

Ops Officer - Staff Chief

Current station:

Headquarters

Type of report:

Annual

Reporting period:

21 March 1971 - 31 March 1972

During the first part of the reporting period, [REDACTED] served as Chief, Missions and Programs Staff, and on 17 January 1972 he assumed his new duties as Chief, [REDACTED]. As Chief, MPS, [REDACTED] effectively supervised the important planning and budgetary functions of that office and under his leadership the Clandestine Service has considerably improved its programming presentations to the 7th floor and, due to the effective staff work and [REDACTED] guidance, the area divisions have been largely relieved of the many questionnaires and interventions with which they were once plagued.

[REDACTED] took over his new duties as Chief, [REDACTED] with enthusiasm and his wide field experience and good relationships with the area divisions should in the future bring about a much more secure and imaginative employment of our [REDACTED]

6 JUN 72  
68

SECRET

SECRET

[ ] personnel. Unfortunately a heart attack during the past year slowed [ ] down for a while but he has made a good recovery and his performance on the whole has been very strong.

*Cord Meyer, Jr.*  
Cord Meyer, Jr.

Assistant Deputy Director for Plans

I have noted this report:

5/30/72

Date

[ ]

Comments of reviewing official:

*Fully concurs.*

31 May 72

Date

[ ]

Thomas H. Karamessines  
Deputy Director for Plans

SECRET

SECRET

16 February 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Special) -  
[redacted]

1. This memorandum is submitted in lieu of the Fitness Report form to cover the performance of [redacted] from 1 March 1970 through February 1971. It is submitted as the final report of the Rating Officer who is retiring at the end of February 1971.

2. [redacted] outstanding characteristics are his integrity and total dedication to the continuing upgrading of management within the CS at all levels. By background, interest and training; by service in OPPE; by full-time participation in the Federal Executive Institute; and by his abiding determination to instill others with a similar will for perfection within the CS, he has made a valuable contribution to the Missions and Programs Staff (MPS) and to the Clandestine Services.

3. As chief of the Program Review Panel he has chaired the hearings of the various divisions with a great degree of sensitivity and knowledge, and has upgraded the quality and substance of those hearings. He has been especially helpful in those instances where divisions have proposed new approaches, as well as in the development of new and effective management techniques designed to simplify control and to coordinate the activities of headquarters elements and field stations.

4. [redacted] is a natural leader, bright and original. His is a creative mind, and innovative. He is articulate, rational, and thinks and talks sequentially. He has demonstrated clearly his ability to instill enthusiasm and continuing effort on the part of his subordinate officers who, taking their cue from him, are thoughtful, energetic and hard working. His officers demonstrate very high morale and great enjoyment and satisfaction in their work.

25 FEB 1971

SECRET

SECRET

5. [ ] also has the gift of being able to absorb rapidly and commit to paper accurately and quickly, a characteristic and asset of his which has much to commend it.

6. He has been a superb deputy, acting in this capacity in my absence. He has excellent recall, is a gifted administrator, and has introduced a number of procedural changes that have increased MPS effectiveness. He has been effective in dealing with OPPB and in participation in the briefings of Office of Management and Budget (OMB) personnel. He is very cost conscious and has made several suggestions resulting in the saving of hundreds of thousands of dollars. [ ] has always enthusiastically accepted assignments to panels designed to upgrade the quality of various trouble areas, the latest being the searching look into the [ ] situation within the CS.

7. [ ] is a searching individual who is totally committed to the Plans Directorate and has the high regard of most of the elements comprising the Clandestine Services.

8. As I have previously recommended, I believe [ ] would make an outstanding Chief of the Missions and Programs Staff.

[ ]

Chief, Missions and Programs Staff

I have noted the above report:

[ ]

Robert P. Wheeler

2/16/71  
Date

Reviewing Official:

*Concurrence*

*Cord Meyer, Jr.*  
Cord Meyer, Jr.  
Assistant Deputy Director for Plans

18 Feb 71  
Date

SECRET

SECRET

9 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Special) -  
[redacted]

060747-6514 - M/S - D

1. This memorandum is submitted in lieu of the Fitness Report form to cover the performance of [redacted] from 1 April 1969 to February 1970. It is submitted as a Special Fitness Report to serve as the final report of the Rating Officer who is retiring at the end of February 1970.

2. As Chief of the Programs Group (PRG) of the Missions and Programs Staff, [redacted] is responsible for, inter alia, liaison, except on budgetary matters, between the CS and OPPB; installing the Planning, Programming and Budgeting System (PPBS) within the CS; advising and assisting CS components in the preparation of Operating Directives and the program portions of the annual Operating Program response; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; preparing DDP responses to requests of the Executive Director-Comptroller on CS programs, etc.; and, as required, advising CS components on those requirements of the PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

3. In carrying out the above-stated functions Mr. [redacted] has continued his superb performance in the field of management. His unusual dedication and sensible approach to and great enthusiasm for the tenets of PPBS have contributed immensely to the system's installation in the Clandestine Service. His energy, logical reasoning and sincerity have infected his numerous contacts within the CS and are goals which his officer-subordinates are striving to attain. He is so strong in his determination that good management will prevail in all components of the CS that he

SECRET

14-00000

SECRET

has never passed up an opportunity informally to discuss PPBS, to lecture at formal courses and to assist the DDP/TRO in his exhortations for management training. He has been a strong leader as Chairman of the Program Review Panel and supervisor of his subordinates. He has been outstanding in his ability rapidly to gather facts and produce a document in response to program and management queries levied on MPS. His wide CS experience, affability, sincerity, intelligence and dedication to the missions of the Agency, all of which have continued to be in evidence during the reporting period, make [ ] in the opinion of the Rating Officer, one of the CS' most valuable officers.

[ ]  
Chief, Missions and Programs Staff

I have noted the above report:

[ ]

2/10/70  
Date

Reviewing Official:

*Conner*

*Carl Meyer, Jr.*  
\_\_\_\_\_  
Carl Meyer, Jr.

Assistant Deputy Director for Plans

10 Feb 70  
Date

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME <span style="border: 1px solid black; padding: 2px;">[Redacted]</span> (Middle)		3. SEX <b>M</b>		4. GRADE <b>GS-16</b>	5. SD <b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/MPS/PRG</b>		8. CURRENT STATION <b>Hqs</b>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>30 April 1969</b>		12. REPORTING PERIOD (From - to) <b>1 January 1968 - 31 March 1969</b>			
<b>SECTION B</b>					
<b>PERFORMANCE EVALUATION</b>					
<b>W - Weak</b>		Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
<b>A - Adequate</b>		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.			
<b>P - Proficient</b>		Performance is more than satisfactory. Desired results are being produced in a proficient manner.			
<b>S - Strong</b>		Performance is characterized by exceptional proficiency.			
<b>O - Outstanding</b>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1  <div style="text-align: center; font-size: 1.2em;">SEE ATTACHED</div>					RATING LETTER
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and 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

7 APR 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Annual) -  
[redacted]

1. In compliance with HR 20-20, this memorandum is submitted in lieu of Fitness Report Form 45 covering the performance of [redacted] from January 1968 to 31 March 1969.

2. In late 1967 it was determined that [redacted] would be reassigned in June 1968 from the Office of Planning, Programming and Budgeting (OPPB) to the Missions and Programs Staff (MPS). Under an arrangement with the Director of PPB, [redacted] was lent to MPS on 1 January 1968 for the purpose of preparing himself to assume the functions of Chief of the Programs Group (PRG) in MPS. Accordingly, what follows covers the period of the loan, from 1 January to 11 June 1968, and the period as Chief, PRG, from 12 June 1968 to 31 March 1969.

3. From 1 January to 11 June 1968. During the period of loan to MPS, [redacted] understudied the then Chief of PRG, acquainted himself with all Group files and responsibilities, attended the Advanced Management (Planning) Seminar and performed numerous ad hoc tasks assigned him by C/MPS. He prepared himself for the new assignment and performed the ad hoc tasks assigned with such dispatch, enthusiasm and intelligence as to augur well for the future. No minor task was too menial; every major task was readily accepted as a challenge. In short, his preparation for the new position soon to be assumed left little to be desired on the part of the Rating Officer.

4. From 12 June 1968 to 31 March 1969. As Chief of PRG, [redacted] is responsible for, inter alia, liaison on non-budgetary matters between the CS and OPPB; installing the Planning, Programming and Budgeting System (PPBS) within the CS; advising and assisting CS components in the preparation of Operating Directives and the program

SECRET

SECRET

portions of the annual Operating Program responses; chairing the Program Review Panel; preparing and/or coordinating special studies and surveys on operational programs; and, as required, advising CS components on the requirements of PPBS that need to be addressed in CS documents requiring DCI or Executive Director-Comptroller action.

5. In carrying out the functions enumerated in paragraph 4, above, [ ] has displayed drive, initiative, enthusiasm and understanding. He has pushed within the CS on those concepts of PPBS that are considered applicable to an intelligence organization and has argued with OPPB against forcing the CS to apply those concepts which are not considered to be applicable. He has worked diligently, alone and with the assistance of the DDP/TRO, to spread throughout the CS an understanding of the why and how of PPBS. He has prepared himself well for and has exercised sound judgment and tact in the handling of the chairmanship of the Program Review Panel, on the actions of which he has brought to bear his experiences in OPPB. He has given unstintingly of his time to lecturing at Agency management courses when requested. Although he understands the need for flexibility in the CS, he has to be slowed down at times so anxious is he to make the CS the best managed directorate in the Agency. His sincere interest in good management has made him and the two senior officers he supervises cost conscious. This affable, conscientious, dedicated, highly experienced, intelligent employee, who already has given evidence of a strong performance, is a pleasure to collaborate with and a valuable asset to MPS and the CS.

[ ]  
Chief, Missions and Programs Staff

I have noted the above report:

[ ]  
Reviewing Official

*Conner*

*Cord Meyer, Jr.*  
Cord Meyer, Jr.  
Assistant Deputy Director for Plans

*7 April 1969*  
Date

*8 April 69*  
Date

SECRET

CONFIDENTIAL  
(When filled in)

TRAINING REPORT

ADVANCED MANAGEMENT (PLANNING) SEMINAR (50 hours) 3-68

Student :  Dates of Course : 17-22 March 1968  
Year of Birth: 1915 Office : MPS  
Grade : 16 Service Designation D  
ECD Date : September 1952 No. of Students : 36

COURSE OBJECTIVE:

Course objective is to increase individual effectiveness on-the-job by developing better understanding of planning as a managerial skill and by providing familiarization with the Agency's overall planning system.

The course seeks to meet this objective by: a) providing an overall and systematic framework for managerial planning; b) identifying and analyzing basic styles of planning; c) covering selected techniques useful in planning; d) providing an orientation on the PPB system in use in the Agency and Federal Government; and by e) permitting feedback to students on their personal planning styles as revealed during course exercises.

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:

Chief Instructor

28 MAR 1968

Date

CONFIDENTIAL  
(When filled in)

SECRET

18 APR 1968

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED] GS-16, O/PPB,  
Employee Serial No. [REDACTED] D Career Service

REFERENCE: HR 20-20c(2)

1. In accordance with reference, this memorandum is submitted in lieu of a Fitness Report (Form 45). This is an annual report but in view of [REDACTED] transfer to the Missions and Programs Staff, DD/P, in January 1968, it covers only the period April 1967 through December 1967.

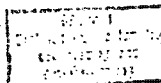
2. [REDACTED] assignment as Program Analyst involved: (a) reviewing and evaluating Agency activities, principally covert action programs; (b) participating in special in-depth studies of selected Agency activities; (c) preparing the Covert Action Program Memorandum for the Director's approval and submission to the Bureau of the Budget; (d) keeping abreast of Agency plans, programs, and progress toward defined objectives; (e) providing general staff assistance to the Director/PPB in implementing the Agency planning, programming, and budgeting system; and (f) preparing special presentations and correspondence for the Office of the Director.

3. During the year, [REDACTED] participated in a survey by the Inspector General of Agency proprietary organizations. He contributed significantly to the study. In addition, he was the Office monitor for at least two studies for the Bureau of the Budget.

4. [REDACTED] was the principal analyst assigned to the review of the Agency's Covert Action Program. He reviewed Directorate program plans and proposals, identified issues to be raised with the Director, and prepared a Program Memorandum for the Director's approval which presented Agency Covert Action plans and programs for the next five years.

7 MAY 1968

SECRET



SECRET

5. [ ] long operational experience, extensive contacts throughout the Agency, and exceptional writing ability have contributed to the realistic appraisal of programs and plans and to their effective presentation to the Director and to the Bureau of the Budget. [ ] is effective in dealing with other elements of the Agency and has contributed useful suggestions for improving operations and analysis. In summary, [ ] made a significant contribution while in the Office. In view of the similarity in functions between the two organizations, I would expect this contribution to be carried forward to his new assignment.

6. I rate [ ] over-all performance during the period as Strong.

7. [ ] had no supervisory responsibilities.

8. This report was not shown to [ ] because of his earlier transfer to another Agency component.

[ ]  
Chief, Program Analysis Branch  
PPD/O/PPB

Reviewed by:

*I showed this report to [ ] He pointed out that he is still assigned to C-002. He has not been transferred to MPS/DDP.*

[ ]  
Chief, Planning and Programming Division, O/PPB

*22 April 1968*  
(date)

2  
SECRET

SECRET

11 APR 1967

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : [ ] GS-16, O/PPB,  
Employee Serial No. [ ] Career Service

REFERENCE: HR 20-20c(2)

1. In accordance with reference, this memorandum is submitted in lieu of a Fitness Report (Form 45). This is an annual report and covers the period 1 August 1966 through 31 March 1967.

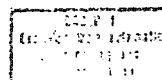
2. [ ] assignment as Program Analyst involves:  
(a) reviewing and evaluating Agency activities or programs, principally in the areas of clandestine collection and covert action; (b) participating in special in-depth studies of selected Agency activities; (c) preparing Program Memoranda for the Director's approval and submission to the Bureau of the Budget; (d) keeping abreast of Agency plans, programs, and progress toward defined objectives; (e) providing general staff assistance to the Director/PPB in implementing the Agency PPB system; and (f) preparing special presentations and correspondence for the Office of the Director.

3. [ ] has many years of experience in clandestine operations and administration, both at Headquarters and in the field. This experience has proven to be of great value to this Office in assessing Agency activities. [ ] has been quick to see the usefulness of the new planning, programming, and budgeting concept as a tool for assisting management at all levels in the Agency. He has enthusiastically supported the development of a system adapted to Agency needs and has made significant contributions toward this end.

4. Currently, [ ] is participating in three studies of Agency activities: an Inspector General survey of Agency proprietary organizations and two studies which were requested by the Bureau of the Budget--Agency use of communications media for political-psychological programs and Agency air capabilities at two selected facilities. In addition, [ ] is in the process of preparing a Program Memorandum for the Director's approval which presents Agency Covert Action plans and programs for the next five years.

21 APR 1967

SECRET



SECRET

5. [ ] is effective in dealing with other elements of the Agency; he writes exceptionally well, has many useful ideas, and is most cooperative. His vast first-hand knowledge of operational problems permits realistic appraisal of operating plans and proposals. In summary, [ ] has made a definite contribution during his eight months in this Office; and we expect this contribution to continue in importance.

6. I rate [ ] over-all performance during the period as Strong.

7. [ ] has no supervisory responsibilities.

[ ]  
Chief, Program Analysis Branch  
PPD/O/PPB

Shown to employee:

[ ]

4/11/67  
(date)

Reviewed by:

[ ]

Chief, Planning and Programming Division, O/PPB

11 April 1967  
(date)

*Concur: [ ] has provided strong support to the functions of this office and contributes materially to value judgments of covert activities.*

Concur: [ ] has provided strong support to the functions of this office and contributes materially to value judgments of covert activities.

John M. Clarke  
Director/PPB  
12 April 1967

SECRET

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

Name: [REDACTED]  
Date of Birth: [REDACTED]  
Sex: Male  
Grade: GS-10  
SD: D  
Official Title: Chief of Base  
Assignment: DDP [REDACTED]  
Current Station: [REDACTED]  
Appointment: Career  
Reporting Period: 1 April 1966-15 August 1966  
Report: Reassignment Supervisor  
Reassignment Employee

POSTED ON  
OFFICE  
JUL 23 1966

During the past four months Subject has been in [REDACTED] only a few weeks because of a TDY assignment to Headquarters, and has now been reassigned. There are no grounds for rating his performance.

CERTIFICATION AND COMMENTS

BY EMPLOYEE

Date:

[REDACTED]

BY SUPERVISOR

Months under my supervision  
19 months

Date: 5 - AUG 1966

COS/US

[REDACTED]

BY REVIEWING OFFICIAL

Concur.

23 AUG 1966  
MELK

Date: 8 August 1966

C/DO  
SECRET

[REDACTED]

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION



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

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

26 SEP  
1966

This is to advise you that  training request # R-17992 attended the following external training program:

COURSE: Executive Orientation in Programming, Planning and Budgeting  
INSTITUTION: Civil Service Commission  
DATE: 18-19 August 1966  
GRADE: None

FOR THE DIRECTOR OF TRAINING:

Attachments:

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

GROUP 1  
excluded from automatic  
downgrading and  
declassification

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

**SECRET**  
(When Filled In)

REPORT OF TRAINING AT NON-CIA FACILITY (Forward Original and One)											
<b>TO :</b> Director of Training <b>ATTN :</b> Registrar/TH <b>THROUGH:</b> Training Officer		<b>FROM :</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> <b>OFFICE:</b> O/PPB <b>DATE :</b> 24 August 1966									
<b>1. FACILITY ATTENDED</b>  <div style="text-align: center; font-weight: bold;">USCSC</div>		<b>2. DATES OF TRAINING</b>  <div style="text-align: center;">18 &amp; 19 August 1966</div>									
<b>3. NAME AND DESCRIPTION OF PROGRAM</b>  <div style="text-align: center; font-weight: bold;">Executive Orientation in PP&amp;B</div>											
<b>4. YOUR TRAINING OBJECTIVES</b>  To get a broad introduction to the concepts of PPBS and to learn what some other non-military elements of the Executive Branch are doing with the PPBS.											
<b>5. EVALUATION OF PROGRAM (Include: a. Strengths and weaknesses of program. b. Identify any outstanding speakers and their specific topics or areas of instructional competence.)</b>  I thought that from a broad, general standpoint the orientation was worthwhile but that far more BOB participation would have enhanced the program greatly. There was too much of "we think this is what BOB means" and too little of BOB saying "this is what we mean". I found the movie presentation of Dr. E. S. Quade's speech terrible because of inept projection, faulty audio equipment, and out-of-place music. Dr. Quade had a message and fortunately the CSC planners must have known their film was inadequate, for we were provided with the written text. Outstanding possibly because he stood out so far in comparison to the others was Mr. Peter Szanton from BOB. Dr. Adams from the University of Maryland was quite good and Mr. Greenhouse of VA was one of the few others who really seemed to know what he was talking about beyond immediate low to medium level parochial application.											
<b>6. ATTACHED ARE</b>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TRANSCRIPT OF GRADIES</td> <td style="text-align: center; width: 50px;">YES</td> <td style="text-align: center; width: 50px;">X</td> <td style="text-align: center; width: 50px;">NO</td> </tr> <tr> <td style="padding: 2px;">CERTIFICATE OF COMPLETION</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">X</td> <td style="text-align: center;">NO</td> </tr> </table>		TRANSCRIPT OF GRADIES	YES	X	NO	CERTIFICATE OF COMPLETION	YES	X	NO
TRANSCRIPT OF GRADIES	YES	X	NO								
CERTIFICATE OF COMPLETION	YES	X	NO								
<b>7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.</b>  <div style="text-align: right; margin-right: 100px;"> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px;"></span> </div>											
<b>NOTE:</b> Upon receipt of this report, with attachments as applicable, a certification of completion will be forwarded to the Office of Personnel for inclusion in your official folder.											

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

Name:

Date of Birth:

Sex:

Male

Grade:

GS-16

SD:

D

Official Title:

Chief of Base

Assignment:

DDP

Current Station:

Appointment:

Career

Reporting Period:

1 April 1965 - 31 March 1966

1.

2. It is against this perspective that Subject's performance during the past year should be evaluated. He approached his job with enthusiasm and vigor but soon found that there were no tangible operational activities he could devote himself or his supporting agents to. He has been frank to state officially and unofficially the absence of any targets to which an operational base could direct itself and has therefore been relatively unoccupied during this period except for an occasional item of local coordination or follow-up on a headquarters task. Subject has had under his direct supervision

11 APR 1965

SECRET

SECRET

[redacted] for the current academic year. He has handled them well and has done his best to maintain their morale in spite of the fact that there were only a few specific targets on whom they could systematically work.

3. Subject is a mature, experienced and energetic officer with both operational and scholarly interests in Far Eastern, [redacted] affairs. His talents are obviously being wasted in [redacted] and arrangements have already been made to have him reassigned. The base itself will be phased down in the summer of 1966 [redacted]

4. Subject has displayed an economical approach to the use both of funds and personnel.

5. In view of the limitations, outside his control, on operational activities [redacted] Subject's performance has been more than satisfactory and is rated as proficient.

## CERTIFICATION AND COMMENTS

BY EMPLOYEE

(not available for signature)

Date:

Mos. under my supervision  
15 months

BY SUPERVISOR

Date: 30 MAR 1966

COS/US

BY REVIEWING OFFICIAL

Concur.

Date: 6 APR 1966

C/DO

C. Tracy Barnes

SECRET

SECRET

## MEMORANDUM IN LIEU OF FITNESS REPORT

Name: [REDACTED]

Date of Birth: [REDACTED]

Sex: Male

Grade: GS-16

SD: D

Official Title: Ops Officer

Assignment: DDP, [REDACTED]

Current Station: [REDACTED]

Appointment: Career

Reporting Period: 27 October 1964 - 31 March 1965

[REDACTED] effectively assumed his duties as Chief of Base, [REDACTED] in early January 1965. During the ensuing three months, he has devoted himself primarily to housing, cover, establishment of liaisons, and the orientation of his two outside people. Although he has begun to work on his operational program, [REDACTED] he has not been at work long enough to provide a basis for any evaluation of his operational performance.

## CERTIFICATION AND COMMENTS

BY EMPLOYEE

Not Available for signature

Date: [REDACTED]

BY SUPERVISOR

Date: 24 MAR 1965

COS/US

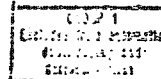
BY REVIEWING OFFICIAL

Date: 25 Mar '65

C/DO

C. Tracy Barnes

SECRET



CONFIDENTIAL

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]

DOB: [REDACTED]

Male

GS-15

Deputy Chief of Station

[REDACTED] Annual Report For the Period 1 April 1963 - 31 March 1964

In preparing this memorandum in lieu of submitting Fitness Report Form 45, I can only set forth my yearly reiteration that Subject is a senior, well-experienced, well-motivated, high caliber KUBARK officer who has been in his present grade, GS-15, since 1957. His high standard of contribution to the Station as its Deputy Chief of Station continues unfailingly. [REDACTED] operations encompass a broad spectrum of [REDACTED]

[REDACTED] To keep on top of this activity it needs a man of energy backed up by sound operational knowledge and Subject has carried this job capably and with a will. I would certainly grade him "S" in performance evaluation.

[REDACTED] is widely dispersed and I have urged Subject on several occasions to get out to the various operational elements in an attempt to get closer to and stimulate the working case officers. After one or two starts he has not kept this up on a continuing basis, remaining at his [REDACTED] desk and invariably working through the individual branch chiefs. I am convinced more effort on his part in this field could have resulted in more yield to the Station from his long area and operations experience.

Subject actively participates in the operational review and budget preparation of the Station and has shown a definite cost consciousness.

Subject's [REDACTED] are well-known and the pros and cons of the value of [REDACTED] in one area for the major portion of his time with KUBARK (possibly to the detriment of his career) have been discussed to a sufficient degree as to rule out further reference in this memorandum. Subject is scheduled to leave [REDACTED] and enter an assignment where his operational talents will be of great value.

In any considerations concerning Subject being conducted by any personnel board or by any official of the Agency interested in KUBARK personnel, the significant points are Subject is a deeply motivated, highly capable officer who has been in his current grade too long.

Certification:

By Employee:

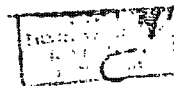
This memorandum was read by Subject and discussed with him in draft. He left the area on TDY and so cannot sign it.

By Supervisor: 23 April 1964

[REDACTED] Chief of Station

8 JUN 1964

CONFIDENTIAL



14-00000

**SUBJECT:** [REDACTED]

**Comments of Reviewing Official:**

FE Division is in agreement with this balanced assessment of Subject's performance in [REDACTED] We are also hopeful that he will respond well in a new environment and broaden his operational capabilities.

**Signature of Reviewing Official:** [REDACTED]

DCFE

23 MAY 1964

Date

CONFIDENTIAL

SECRET

## TRAINING REPORT

## READING TECHNIQUES (EXECUTIVE WORKSHOP)

Name	Sex	Dates of Course	No. of Students
[REDACTED]	M	24 Jun-19 Jul 57	3
ROD Date	Grade or Rank	Office	
28 Sept 1952	GS-14	FI/FE	
Projected Assignment or Present Position			
Chief, FE/1			

## I. Objectives:

To inform senior personnel of efficient reading techniques, and to lay the groundwork for improved reading understanding, speed, and retention.

## II. Specific Characteristics of Training:

This 25 hour course briefly reviews reading techniques for effective intelligence reading. The course sets forth the new principles of effective reading as Course I-7, Reading Techniques, emphasizing flexibility in reading different subjects for different purposes. Lectures, discussions, and practice exercises are well-balanced and very useful. Since these are the skills most often required in intelligence reading.

## III. Certification of Completion:

[REDACTED] satisfactorily completed Reading Techniques (Executive Workshop) which was conducted each morning from 0730 to 0830.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]

SECRET



SECRET

(When Filled In)

160917		LANGUAGE DATA RECORD	
PART I-GENERAL			
1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (25-30)	
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-39)	
		<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <div style="font-size: 10px;">MONTH</div> <div style="font-size: 24px; font-weight: bold;">April</div> </div> <div style="width: 30%;"> <div style="font-size: 10px;">DAY</div> <div style="font-size: 24px; font-weight: bold;">24</div> </div> <div style="width: 30%;"> <div style="font-size: 10px;">YEAR</div> <div style="font-size: 24px; font-weight: bold;">1957</div> </div> </div>	
		<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE	
PART II-LANGUAGE ELEMENTS			
SECTION A. Reading (40)			
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY, RARELY.			
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.			
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.			
<input checked="" type="radio"/> 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.			
5. I HAVE NO READING ABILITY IN THE LANGUAGE.			
SECTION B. Writing (41)			
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY, RARELY.			
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY, RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.			
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, BARRIED STYLE, USING THE DICTIONARY OCCASIONALLY.			
<input checked="" type="radio"/> 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, BARRIED STYLE, USING THE DICTIONARY FREQUENTLY.			
5. I CANNOT WRITE IN THE LANGUAGE.			
SECTION C. Pronunciation (42)			
1. MY PRONUNCIATION IS NATIVE.			
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.			
<input checked="" type="radio"/> 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.			
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.			
5. I HAVE NO SKILL IN PRONUNCIATION.			
CONTINUE ON REVERSE SIDE			

CONTINUATION OF PART II-LANGUAGE ELEMENTS		OFFICE OF PERSONNEL
Speaking (41)		MAY 29 9 59 AM '57
SECTION D.		
1.	I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONTROL FREELY IN ALL FIELDS WITH WHICH I AM FAMILIAR.	
2.	I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CONTROL FREELY IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.	
3.	I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.	
4.	I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.	
5.	I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.	
Understanding (34)		
SECTION E.		
1.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
2.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.	
3.	I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.	
4.	I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
5.	I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.	
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.		
PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)		
1.	I HAVE HAD EXPERIENCE AS A TRANSLATOR.	
2.	I HAVE HAD EXPERIENCE AS AN INTERPRETER.	
3.	NONE OF THE ABOVE STATEMENTS APPLY.	
4.	NONE OF THE ABOVE STATEMENTS APPLY.	
PART IV-CERTIFICATION		
<p>I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, MAR. 1943. I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE BEING ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.</p>		
DATE DICTATED	FILE NO.	
4/24/57		
1443	C	1471 E

Transmitted VIA  
ZNYT 10,344

SECRET

30 April 1963

MEMORANDUM IN LIEU OF FITNESS REPORT FOR PERIOD:

9 October 1962 - 31 March 1963

[redacted]  
[redacted]

A review of the file reflects that [redacted] has been constantly rated as a well-motivated, superior officer always willing to spend the "extra effort" by a variety of supervisors. During the rating period there has been no diminution in the caliber of professionalism or in the time and effort this man has contributed to the work of the [redacted]. He is a distinct asset. Over and above his drive and professionalism, brings to the Station a full background concerning intelligence activities having been associated with such activities [redacted] for the last seventeen years, either with the military or as a member of the Agency. All of this time he has been [redacted] except for a period of almost three years in Washington.

[redacted] has a proficiency in [redacted] and due to his long tenure [redacted] has contacts at a variety of levels.

In sum, the Agency has in [redacted] a superior officer with long background and continuity [redacted] who can and is making a highly significant contribution to the Agency's objectives in [redacted].

The above has stressed solely [redacted] ability to contribute to KUPARK objectives [redacted]. However, there is no doubt in the rater's mind that [redacted] could perform in a superior manner no matter to what geographical area he was assigned.

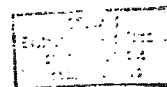
Serial Number [redacted] GS-15, D Designee, DCCS, [redacted]

Read by [redacted]

Date: 1 M [redacted]

20 JUN 1963

SECRET



90

Wend

19 OCT 1962

**MEMORANDUM FOR: Director of Personnel**

**SUBJECT:** Fitness Report

1. Chief of Station [redacted] was requested to forward a memorandum, in lieu of Fitness Report Form 45, on [redacted] Deputy Chief of Station, [redacted] to cover the period April 1961 to October 1962. His comments are as stated below:

[redacted] is a superior operations officer of wide scope, experience and imagination. He has over a period of years been highly successful in a variety of supervisory roles both operational and staff. In addition to these attributes he has unique qualifications of an extensive, continuous operational span of time [redacted] [redacted] contacts at a variety of levels and proficiency in the [redacted] language. Because of these latter aspects of his ability, he is able to contribute extensively to [redacted] CIA operational objectives.

2. I concur with the above.

Desmond Fitzgerald  
Chief, Far East Division

فوق

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)		2. GRADE		3. SEX	
		GS-15		M	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	
D		Ops Officer D-COS			
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From To SPECIAL (Specify)			
		1 Apr 60 to 31 Mar 61			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>					
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.		RATING NO.	
In the absence of COS, acts as Station Chief		6		6	
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 3	
As Deputy Chief of Station, supervises Station operational effort and intelligence production X/A 12		6			
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 4	
Makes recommendations to COS on Station operational program, cover and personnel		6			
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>					
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 falls 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
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>					
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
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

## SECRET

(When Filled In)

SECTION E		NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE	
<p>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 basis for determining future personnel actions.</p> <p style="text-align: right;">JUN 1 2 52 PM '61 MAIL ROOM</p> <p>Subject is a superior officer in every important respect. He is intelligent, imaginative, resourceful and has balanced judgment. He understands administrative procedures and knows how to make them work. As a supervisor, he is firm and fair, and achieves the respect of his subordinates. As a subordinate, he is unfailingly loyal and helpful. He has a good overall grasp of the intelligence business and maintains a healthy attitude of common sense with respect to operations. He is especially useful because of his great knowledge of and long experience in personalities and psychology, yet I consider he would be a superior officer and supervisor in any other context. His personal character is of the best.</p>			
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		
18	Report was prepared at headquarters.		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.			
EMPLOYEE UNDER MY SUPERVISION LESS THAN 60 DAYS		REPORT MADE WITHIN LAST 60 DAYS	
OTHER (Specify):			
DATE	OFFICIAL TITLE OF SUPERVISOR	T	RE
	Chief of Station		
3. BY REVIEWING OFFICIAL			
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input 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	SIGNATURE	
23 MAY 1961	C F E		

SECRET

**SECRET**  
(When Filled In)

Recorded  
CS-15

31 MAY 60

FITNESS REPORT				EMPLOYEE SERIAL NUMBER					
<b>SECTION A GENERAL</b>									
1. NAME			3. SEX	4. GRADE					
			M	CS-15					
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT					
D		Ops Off (DCOS)		FE					
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"/> INITIAL <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE									
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD						
31 May 60			From 27 Jun 59 - 31 Mar 60 To						
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>									
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 employee 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.				
As Deputy for Operations, supervised Station operational effort and intelligence production.		6	In the absence of COS, acts as Station Chief.		6				
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.				
Makes recommendations to COS on Station operational program, cover and personnel.		6							
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.				
		6							
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>									
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				
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>									
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee									
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree	
CHARACTERISTICS		NOT APPLICABLE	NOT OBSERVED	RATING					
				1	2	3	4	5	
GETS THINGS DONE									X
RESOURCEFUL									X
ACCEPTS RESPONSIBILITIES							X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X		
DOES HIS JOB WITHOUT 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

**SECRET**

**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 is the first Fitness Report made by Rating Officer on Subject since the latter assumed duties as Deputy for Operations, [redacted]. He has worked out extremely well in this role. He is intelligent, energetic, hard-working and faultlessly loyal. He pays attention to detail while remaining mindful of larger considerations. He is effective as a supervisor and commands the willing allegiance of his subordinates. He has excellent judgment in both administrative and operational matters. Because of his extensive background [redacted] his knowledge of things and people [redacted] and his fair-to-good command of the language, he is particularly well suited for his present position. However, he would be an asset to any station or element of Headquarters in a high supervisory position.

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

**SECTION F CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

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

DATE  
27 Apr 1960

SIGNATURE

**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  
27 Apr 1960

OFFICIAL TITLE OF SUPERVISOR

NO SIGNATURE

**3. BY REVIEWING OFFICIAL**

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION:

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

William V. Broe

**SECRET**



**SECRET**  
(When Filled In)

31 JUL 59

V 4  
JUL 1959

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 160947	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)				2. DATE OF BIRTH		3. SEX M	4. GRADE GS-15
5. SERVICE ORGANIZATION DI IO (FI) (CI)				7. OFF/DIV/BR OF ASSIGNMENT DDP/FE/POS			
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE <input checked="" type="checkbox"/>		MEMBER <input type="checkbox"/>		DEFERRED <input type="checkbox"/>		INITIAL <input type="checkbox"/>	
PENDING <input type="checkbox"/>		DECLINED <input type="checkbox"/>		DENIED <input type="checkbox"/>		REASSIGNMENT/SUPERVISOR <input type="checkbox"/>	
				X ANNUAL <input checked="" type="checkbox"/>		REASSIGNMENT/EMPLOYEE <input type="checkbox"/>	
10. DATE REPORT DUE IN O.P. 30/04/59				11. REPORTING PERIOD From Aug 58 31/03 59		SPECIAL (Specify)	
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
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 Coordinates and furnishes guidance for all FI and CI matters in the FE Division.				RATING NO. 6		SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 2 Conducts liaison with other components of the DDP, and agencies in general.				RATING NO. 6		SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3 Directs and supervises a staff component of nine people.				RATING NO. 6		SPECIFIC DUTY NO. 6	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
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 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
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
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
GETS THINGS DONE							3
RESOURCEFUL							4
ACCEPTS RESPONSIBILITIES							5
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							

SECRET

(When Filled In)

SIDE OF PERSONNEL

## SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to improve improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and his ability to assume 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 well-seasoned, imaginative operations officer, who is extremely practical in his approach to operational situations. He is especially fine in his dealings with people whether superiors or subordinates. He did an excellent job as a member of the FE Division Staff in improving and expediting the FI and CI activities of the Division. Subject has an excellent background in [redacted] and is extremely adept at building rapport with his counterparts. [redacted]

He has the capacity to handle large volumes of work which many times leads him afield into activities that are not within his purview. His personality however allows him to do this without alienating others.

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

## SECTION F CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

18 months

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

22 July 1959

Deputy Chief, FE Division

WILLIAM V. BROE

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

22 July 1959

Chief, Far East Division

SIGNATURE

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 20-170. It is recommended that you read the entire form before completing any portion. 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		2. SEX M		3. SERVICE DESIGNATION DI	
4. OFFICE DDP/FE/FI/Hqs		5. OFFICIAL POSITION TITLE Chief, FE/FI			
6. GRADE GS-15		7. PERIOD COVERED BY THIS REPORT (Inclusive dates) December 1957 - August 1958			
8. DATE REPORT DUE IN OF		9. TYPE OF REPORT (Check one)			
INITIAL		X REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)	
ANNUAL		REASSIGNMENT-EMPLOYEE			

## SECTION B.

## CERTIFICATION

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

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "E" IN CI OR D, A WARNING LETTER WAS SENT TO HIM/HER 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):

2. THIS REPORT IS BY	3. SUPERVISOR	4. SUPERVISOR'S OFFICIAL TITLE
WILLIAM V. BROE		Deputy Chief, FE Division

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

BY DATE  
 Posted For Control *[Signature]* 15 SEP 1958  
 Reviewed by *[Signature]* 15 SEP 1958

I certify that any substantial difference of opinion is reflected in the above section.	
6. DATE	7. OFFICIAL TITLE OF REVIEWING OFFICIAL
15 SEP 1958	Chief, FE Division

## 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

SECRET

(When Filled In)

OFFICE OF PERSONNEL

## 2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing similar duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- |                             |                                |                                |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING               | HAS AND USES AREA KNOWLEDGE    | CONDUCTS INTERVIEWS            |
| GIVING LECTURES             | DEVELOPS NEW PROGRAMS          | PREPARES SUMMARIES             |
| CONSTRUCTING 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 |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

SEP 15 11 52 AM '58

MAIL ROOM

- |                                 |   |   |
|---------------------------------|---|---|
| DESCRIPTIVE<br>RATING<br>NUMBER | 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY                                     | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER<br>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 Coordinates and furnishes guidance for all FI and CI matters in the FE Div 6	RATING NUMBER 6	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2 Conducts Liaison with other components of DDP and the Agency in general	RATING NUMBER 6	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	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.

\_\_\_\_\_ is a sound, well experienced imaginative officer. He is especially adept in dealing with people at all levels so as to earn their respect and cooperation.

## 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<br>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 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 REPLY 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 9 of Section "C" below.

## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/FE/FI/Hqs		6. OFFICIAL POSITION TITLE Chief, FE/FI TC (17)	
7. GRADE GS-15	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) Dec 1957 - Aug 1958	
10. TYPE OF REPORT (Check one)	INITIAL X	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY		EST JUDGEMENT OF THE INDIVIDUAL BEING RATED	
A. THIS DATE 2 Sept 1958	B. TYPED OR P W	C. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, FE Division	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND AGREE		DIFFERENCE OF OPINION IN ATTACHED MEMO.	
A. THIS DATE 2 Sept 1958	B. TYPED OR P OFFICIAL Arthur C. Oliver, Jr.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, FE Division	

## 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.

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

## 2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	3 - 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) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		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)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

4. COMMENTS CONCERNING POTENTIAL

SEP-15-11 52 AM '58

[ ] has displayed the operational and supervisory attributes that give every indication that he has an excellent potential to advance with this Agency.

## SECTION II.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

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

Subject is married and has six children ranging in age from 4 to 15 years.

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY NUMBER

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

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

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)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/ DIVISION/ BRANCH OF ASSIGNMENT DDR/ FE/ FI Hdqrs.		6. OFFICIAL POSITION TITLE Chief, FE/ FI	
7. GRADE GS-15	8. DATE REPORT DUE IN OP 20 January 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) March 1957 - December 1957	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT- SUPERVISOR REASSIGNMENT- EMPLOYEE SPECIAL (Specify)	

## SECTION B.

## CERTIFICATION

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

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN CRITICISM OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN CI OR D, A WARNING LETTER HAS GONE TO CIVILIAN 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.	

10. THIS DATE 10 Jan. 58	11. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Vernon L. Gresham	12. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, Far East Div.
-----------------------------	--	--

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

BY	DATE
Posted For Control	2/5/58
Reviewed by	2/10/58

I certify that any substantial difference reflected in the above section.	
14. THIS DATE 10 Jan. 58	15. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Chief, Far East Division

## 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 - FAIRLY 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 - EXCELLENT PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.
---	--

COMMENTS:

SECRET

(When Filled In)

OFFICE OF PERSONNEL

7. 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.
- Note performance on each specific duty considering ONLY effectiveness in performance of that 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. 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	DERRIVING 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<br>RATING<br>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 Acting Chief of Branch	RATING NUMBER 6	SPECIFIC DUTY NO. 4 <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	RATING NUMBER 6
SPECIFIC DUTY NO. 2 Has and Uses Area Knowledge	RATING NUMBER 6	SPECIFIC DUTY NO. 5 <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	RATING NUMBER 6
SPECIFIC DUTY NO. 3 Coordinates with other offices	RATING NUMBER 6	SPECIFIC DUTY NO. 6 <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	RATING NUMBER 6

8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

During most of the period for which subject is rated he was acting chief of an active and important branch . He is currently chief of the FT group of the Division's plans and operations staff. Subject is a hard-working, dedicated employee. He has initiative and imagination and is profiting enormously from his present hq. experience. He is a very fine employee.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct on 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<br>NUMBER | 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED   |
|                  | 2 - OF DOUBTFUL SUITABILITY - SHOULD 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 - EXCELS IN ONLY A FEW IN SUITABILITY FOR POSITION IN THE ORGANIZATION   |

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO (EXPLAIN FULLY)

After many years in the field with virtually no hq. duty, subject is now obtaining both command and staff experience. He has adapted himself splendidly and has shown remarkable versatility.

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, held 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 OI 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/FE/FI Hdq.		6. OFFICIAL POSITION TITLE Chief, FE/FI	
7. GRADE GS-15	8. DATE REPORT DUE IN OF 20 January 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) March 1957 - December 1957	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE	11. SPECIAL (Specify)		

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED	
2. THIS DATE 10 Jan. 1958	3. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, Far East Div.
4. FOR THE REVIEWING OFFICIAL	5. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Far East Division
6. THIS DATE 10 Jan. 1958	7. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Far East Division

## 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.

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

2. SUPERVISORY POTENTIAL

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		1. Above: doing the same job (first line supervisor, independent or professional specialists of various kinds) with direct and immediate responsibility to others (Enter line supervisor)
3		2. Above: by supervision and direct the same job (second line supervisor)
3		3. Above: will act as supervisor in this kind of situation
3		4. Above: will act as supervisor in this kind of situation
3		5. Above: will act as supervisor in this kind of situation
3		6. Above: will act as supervisor in this kind of situation
3		7. Above: will act as supervisor in this kind of situation
3		8. Above: will act as supervisor in this kind of situation
3		9. Above: will act as supervisor in this kind of situation
3		10. Above: will act as supervisor in this kind of situation
3		11. Above: will act as supervisor in this kind of situation
3		12. Above: will act as supervisor in this kind of situation
3		13. Above: will act as supervisor in this kind of situation
3		14. Above: will act as supervisor in this kind of situation
3		15. Above: will act as supervisor in this kind of situation
3		16. Above: will act as supervisor in this kind of situation
3		17. Above: will act as supervisor in this kind of situation
3		18. Above: will act as supervisor in this kind of situation
3		19. Above: will act as supervisor in this kind of situation
3		20. Above: will act as supervisor in this kind of situation
3		21. Above: will act as supervisor in this kind of situation
3		22. Above: will act as supervisor in this kind of situation
3		23. Above: will act as supervisor in this kind of situation
3		24. Above: will act as supervisor in this kind of situation
3		25. Above: will act as supervisor in this kind of situation
3		26. Above: will act as supervisor in this kind of situation
3		27. Above: will act as supervisor in this kind of situation
3		28. Above: will act as supervisor in this kind of situation
3		29. Above: will act as supervisor in this kind of situation
3		30. Above: will act as supervisor in this kind of situation
3		31. Above: will act as supervisor in this kind of situation
3		32. Above: will act as supervisor in this kind of situation
3		33. Above: will act as supervisor in this kind of situation
3		34. Above: will act as supervisor in this kind of situation
3		35. Above: will act as supervisor in this kind of situation
3		36. Above: will act as supervisor in this kind of situation
3		37. Above: will act as supervisor in this kind of situation
3		38. Above: will act as supervisor in this kind of situation
3		39. Above: will act as supervisor in this kind of situation
3		40. Above: will act as supervisor in this kind of situation
3		41. Above: will act as supervisor in this kind of situation
3		42. Above: will act as supervisor in this kind of situation
3		43. Above: will act as supervisor in this kind of situation
3		44. Above: will act as supervisor in this kind of situation
3		45. Above: will act as supervisor in this kind of situation
3		46. Above: will act as supervisor in this kind of situation
3		47. Above: will act as supervisor in this kind of situation
3		48. Above: will act as supervisor in this kind of situation
3		49. Above: will act as supervisor in this kind of situation
3		50. Above: will act as supervisor in this kind of situation
3		51. Above: will act as supervisor in this kind of situation
3		52. Above: will act as supervisor in this kind of situation
3		53. Above: will act as supervisor in this kind of situation
3		54. Above: will act as supervisor in this kind of situation
3		55. Above: will act as supervisor in this kind of situation
3		56. Above: will act as supervisor in this kind of situation
3		57. Above: will act as supervisor in this kind of situation
3		58. Above: will act as supervisor in this kind of situation
3		59. Above: will act as supervisor in this kind of situation
3		60. Above: will act as supervisor in this kind of situation
3		61. Above: will act as supervisor in this kind of situation
3		62. Above: will act as supervisor in this kind of situation
3		63. Above: will act as supervisor in this kind of situation
3		64. Above: will act as supervisor in this kind of situation
3		65. Above: will act as supervisor in this kind of situation
3		66. Above: will act as supervisor in this kind of situation
3		67. Above: will act as supervisor in this kind of situation
3		68. Above: will act as supervisor in this kind of situation
3		69. Above: will act as supervisor in this kind of situation
3		70. Above: will act as supervisor in this kind of situation
3		71. Above: will act as supervisor in this kind of situation
3		72. Above: will act as supervisor in this kind of situation
3		73. Above: will act as supervisor in this kind of situation
3		74. Above: will act as supervisor in this kind of situation
3		75. Above: will act as supervisor in this kind of situation
3		76. Above: will act as supervisor in this kind of situation
3		77. Above: will act as supervisor in this kind of situation
3		78. Above: will act as supervisor in this kind of situation
3		79. Above: will act as supervisor in this kind of situation
3		80. Above: will act as supervisor in this kind of situation
3		81. Above: will act as supervisor in this kind of situation
3		82. Above: will act as supervisor in this kind of situation
3		83. Above: will act as supervisor in this kind of situation
3		84. Above: will act as supervisor in this kind of situation
3		85. Above: will act as supervisor in this kind of situation
3		86. Above: will act as supervisor in this kind of situation
3		87. Above: will act as supervisor in this kind of situation
3		88. Above: will act as supervisor in this kind of situation
3		89. Above: will act as supervisor in this kind of situation
3		90. Above: will act as supervisor in this kind of situation
3		91. Above: will act as supervisor in this kind of situation
3		92. Above: will act as supervisor in this kind of situation
3		93. Above: will act as supervisor in this kind of situation
3		94. Above: will act as supervisor in this kind of situation
3		95. Above: will act as supervisor in this kind of situation
3		96. Above: will act as supervisor in this kind of situation
3		97. Above: will act as supervisor in this kind of situation
3		98. Above: will act as supervisor in this kind of situation
3		99. Above: will act as supervisor in this kind of situation
3		100. Above: will act as supervisor in this kind of situation

FORM NO. 85 (PART II) 1-57 (When Filled In) SECRET

Potential

(4)

# SECRET

(When Filled In)

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

## 4. COMMENTS CONCERNING POTENTIAL

After many years [redacted] without any hq. duty, subject is now needed hq. experience. He has shown great adaptability and versatility in two responsible hqs. positions.

MAIL ROOM

## SECTION II.

### FUTURE PLANS

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

Subject should remain at hq. at least another year in order that he may further broaden his experience.

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

Subject is married and has six children ranging in age from 3 to 14 years.

## SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

CATEGORY NUMBER

2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF HOW FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS INFLUENCED BY OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ACQUITS HIS DUTIES	4	24. DOESN'T BELL UNDER PRESSURE
5	5. STRINGS CONSTANTLY FOR HIS IDEALS AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. SHOWS TEND TO OVER-ASSUMES	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. CAPABLE OF NEW SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS ENERGY FOR FACTS	4	18. IS OUTSTANDING	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. DOES THINGS SAME	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN LIVE WITH COMPLICATED	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

# 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 portion. 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 A, of Section A below.

## SECTION A.

### GENERAL

1. NAME (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
DDP/FE/1		M	DI
5. OFFICE DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
DDP/FE/1	Deputy Chief, FE/1		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14	April 30, 1957	16 November 1956 - 15 March 1957	
10. TYPE OF REPORT (Check one)	INITIAL	X	REASSIGNMENT SUPERVISOR
	ANNUAL		REASSIGNMENT EMPLOYEE
			SPECIAL (Specify)

## SECTION B.

### CERTIFICATION

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

### A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "C" OR "D," A WARNING LETTER WAS SENT TO HIM AND COPIES ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> 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

16 April 1957

### C. SIGNED ON BEHALF OF

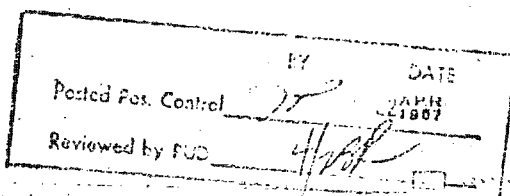
[Signature]

### D. SUPERVISOR'S OFFICIAL TITLE

Chief, FE/1

### 2. FOR THE REVIEWING OFF

FOR THE REVIEWING OFF: This report is to be completed by the supervisor with the individual being rated. It is to be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A, of Section A below.



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

### A. THIS DATE

16 April 1957

### B. SIGNED ON BEHALF OF

[Signature]

### C. OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, FE

## SECTION C.

### 1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

- 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: With additional experience on the job, his performance might be such as to warrant a 5 rating.

SECRET

Performance

SECRET

OFFICE OF PERSONNEL

RATING ON PERFORMANCE OF SPECIFIC DUTIES		APR 18 2 47 PM '57																									
<p><b>DIRECTIONS:</b></p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering only effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDIVIDUAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEVELOPING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS INDEX</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICERS</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDIVIDUAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEVELOPING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS INDEX	TYPING	COORDINATES WITH OTHER OFFICERS	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDIVIDUAL REPORTS	TRANSLATES GERMAN																									
WRITING TECHNICAL REPORTS	MANAGES FILES	DEVELOPING SOURCES																									
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS INDEX																									
TYPING	COORDINATES WITH OTHER OFFICERS	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p><b>DESCRIPTIVE RATING NUMBER</b></p> <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				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															
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		SPECIFIC DUTY NO. 4																									
Assistant Branch Chief in Management and supervision of Branch		Provides operational and administrative guidance to field station.																									
RATING NUMBER 4/5		RATING NUMBER 5																									
SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 5																									
Gen. Supervision of CE, Liaison and CP ops. of Branch																											
RATING NUMBER 5		RATING NUMBER																									
SPECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 6																									
Conducts Liaison with other Agency elements and outside agencies.																											
RATING NUMBER 6		RATING NUMBER																									
<p><b>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b></p> <p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>His greatest strength is a warm and engaging personality, an unabashed friendliness that secures him an immediate willingness to cooperate from the people with whom he deals. He is an extremely hard worker, an accurate and meticulous reporter, has energy and enthusiasm and is generally sound in his judgment. On occasions he demonstrates a lack of depth in his assessment of a situation which leads him to jump too quickly to conclusions based on intuition and emotion. As the facts assert themselves, however, he is ready to revise his opinions. As his knowledge of the Agency and operations continue to grow, however, this tendency should diminish.</p>																											
<p><b>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</b></p> <p><b>DIRECTIONS:</b> Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <table border="0"> <tr> <td>1 - COMPLETELY UNSUITABLE - HE SHOULD BE DISMISSED</td> <td>6 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td>2 - OF QUESTIONABLE SUITABILITY... SHOULD NOT HAVE ASSIGNED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> <td>7 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT DISREGARD</td> <td>8 - AN OUTSTANDING PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> <td>9 - EXCELS BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table> <p>IS THIS INDIVIDUAL SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p> <p>Although he is perfectly capable of conducting his current job with distinction, he would shine in any position involving liaison with the U.S. military in which his long experience in dealing with military men and his personality could be brought to bear.</p>				1 - COMPLETELY UNSUITABLE - HE SHOULD BE DISMISSED	6 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	2 - OF QUESTIONABLE SUITABILITY... SHOULD NOT HAVE ASSIGNED HIM IF I HAD KNOWN WHAT I KNOW NOW	7 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT DISREGARD	8 - AN OUTSTANDING PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	9 - EXCELS BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																
1 - COMPLETELY UNSUITABLE - HE SHOULD BE DISMISSED	6 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION																										
2 - OF QUESTIONABLE SUITABILITY... SHOULD NOT HAVE ASSIGNED HIM IF I HAD KNOWN WHAT I KNOW NOW	7 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS																										
3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT DISREGARD	8 - AN OUTSTANDING PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION																										
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	9 - EXCELS BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																										

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 (U) 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 M	4. SERVICE DESIGNATION DJ
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/FE/1		6. OFFICIAL POSITION TITLE Deputy Chief, FE/1	
7. GRADE GS-14	8. DATE REPORT DUE IN OF April 30, 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 16 Nov. 1956 - 15 March 1957	
10. TYPE OF REPORT (Check one)	11. REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE		
INITIAL <input checked="" type="checkbox"/>	SPECIAL (Specify)		
ANNUAL <input type="checkbox"/>			

## SECTION F.

## CERTIFICATION

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

A. THIS DATE 16 April 1957	B. SIGNED OR PRINTED NAME AND SIGNATURE [Signature]	C. SUPERVISOR'S OFFICIAL TITLE Chief, FE/1
-------------------------------	--	---

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

A. THIS DATE 16 April 1957	B. TYPED OR PRINTED NAME AND SIGNATURE [Signature]	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Deputy Chief, FE
-------------------------------	---	---

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

## 2. SUPERVISORY POTENTIAL

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
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, ORGANIZATION AND POLICY (Executive level)
	0	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

Potential

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

6 months

## 2. COMMENTS CONCERNING POTENTIAL

When he is unsure of himself in new problems, he tends to trade on his <sup>initial</sup> <sup>APR 18 2 42 PM '57</sup> and his emotional feeling for a situation or a person resulting in a vacillation of attitude and an inconsistency that limits his effectiveness. When <sup>APR 18 2 42 PM '57</sup> <sup>had past</sup> experience he generally makes sound decisions.

## SECTION II.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

He has a large family (six children) and would like to return to the field after enough Headquarters experience.

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

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

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

SECRET

C-O-N-F-I-D-E-N-T-I-A-L  
(When Filled In)

18 January 1957

MEMORANDUM FOR RECORD

THROUGH: Staff Training Officer

SUBJECT: Completion of Operational Management Course for FE Personnel

1. [REDACTED] FE/VI, has completed a Special Management Course (Operational Management Seminar) held 7-18 January, 1957.

2. The course covered 36 hours of lectures and group discussions, together with a limited amount of reading. The course outlined the responsibilities of management at the Branch Chief level and selected problems of Headquarters management dealing with clandestine activities. The individual named completed all course assignments but received no grade, since no evaluation was made of the student's performance in this special course, or of his ability to perform a particular job assignment.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]  
Chief Instructor, Basic Management

C-O-N-F-I-D-E-N-T-I-A-L  
(When Filled In)

SECRET

18 December 1956.

## MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report on [REDACTED]

1. The attached Fitness Report should be read with the following facts in mind. The Rating Officer arrived in [REDACTED] on 21 January 1956. [REDACTED] on or about 19 March 1956 and was in the United States on TDY until 8 May 1956. From 8 May until he left [REDACTED] on 7 June 1956, [REDACTED] was unassigned [REDACTED] while the Rating Officer was Chief of Operations, [REDACTED] was in his assigned position simultaneously for less than one month and it is my understanding [REDACTED] did not report to Mr. [REDACTED] but directly to the Chief of Station.

2. I question, therefore, whether [REDACTED] was under the Rating Officer's direct supervision for a sufficient period of time to insure that the attached report is a completely equitable one. Inasmuch as the Chief of Station reviewed this report and made no comment, I am in no position to take issue with it, but suggest that it be viewed in the context of other Fitness Reports on [REDACTED]

[REDACTED]  
Chief, FE/1

Attachment



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 <input type="checkbox"/>	USE ONLY <input type="checkbox"/>	1. DATE OF BIRTH <input type="text"/>	2. SEX <input type="text"/>	3. SERVICE DESIGNATION <input type="text"/>
4. GRADE <input type="text"/>	5. STATION DESIGNATION (Current) <input type="text"/>	<input type="text"/>	M	<del>DE</del> D1
6. DUE DATE OF THIS REPORT <input type="text"/>	7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 November 1955 to 7 June 1956			

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

1. CURRENT POSITION I.O. (E-1)	2. DATE ASSUMED RESPONSIBILITY FOR POSITION April, 1954
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) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

BY  DATE 11 JAN 1957  
Posted Pos. Control   
Reviewed by PUD  1-14-57

### 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) <input type="text"/>	2. NAME OF REVIEWING OFFICIAL IN FIELD (True) <input type="text"/>
3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS. 7 Dec 1956	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS, AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES <input type="text"/> CFF/1

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

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. Apply in each column to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left, then check the category on the right which best tells how such statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means that 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.

JAN 18 10 40 AM '57

PAJ RDS

STATEMENTS		CATEGORIES					
		NOT OR- SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES			X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.					X		
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.						X	
5. UNEMOTIONAL.						X	
6. ANALYTIC IN HIS THINKING.					X		
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.					X		
12. CAN GET ALONG WITH PEOPLE.							X
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG RANG 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

cells filled in)

SECTION: V

Intuitive adaptability to characteristics of professional contacts matched by warm human approach, facilitate easy and potentially useful rapport. [redacted] Good reporter of events, aided by retentive memory. Broad background of understanding of history and culture. [redacted] Prone to work "off the top of his head," but assesses situations quickly. Well qualified liaison officer if properly backed and supervised.

WHAT ARE HIS OUTSTANDING WEAKNESSES?  
"Weather vanes" in his attitudes, he frequently lacks discernment and consistency in his assessment of personalities and vacillates in the pursuit of objectives; this limits him in the role of supervisor and operations officer. Lacks tenaciousness in presenting unpopular issues [redacted]

**SECRET**

SECRET  
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGNS ALL OTHER CONSIDERATIONS. Performance <input type="checkbox"/> hamstrung by preoccupation with personal and professional status in the Agency, unwarranted in terms of both personal popularity and quality of work.	
D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES. IF YES, BY JAN 12, 10 49 AM '57 Shrinks from assuming full responsibility. Fits well into a system of checks and balances.	
E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL? In view of prospective return to <input type="checkbox"/> field assignment, should keep up his knowledge of the <input type="checkbox"/> language. Tradecraft training designed to develop a basic facility for developing personal contacts into a control relationship and for turning contacts over effectively to other ops personnel.	
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):	
MAIL ROOM	
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. <input type="checkbox"/> 1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT. <input type="checkbox"/> 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. <input type="checkbox"/> 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. <input type="checkbox"/> 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. <input checked="" type="checkbox"/> 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. <input type="checkbox"/> 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? <input checked="" type="checkbox"/> NO <input type="checkbox"/> 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. <input type="checkbox"/> 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY. <input type="checkbox"/> 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. IRRKED BY RESTRICTIONS. REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER. <input type="checkbox"/> 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BOTHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE. <input type="checkbox"/> 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER. <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. HARRING AN UNEXPECTED OUTSIDE OPPORTUNITY. WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION. <input type="checkbox"/> 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. <input type="checkbox"/> 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED. <input checked="" type="checkbox"/> 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED. <input type="checkbox"/> 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS. <input type="checkbox"/> 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE. <input type="checkbox"/> 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE. <input type="checkbox"/> 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. <input type="checkbox"/> 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED. <input type="checkbox"/> 2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW. <input type="checkbox"/> 3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION. <input type="checkbox"/> 4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION. <input checked="" type="checkbox"/> 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS. <input type="checkbox"/> 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION. <input type="checkbox"/> 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.	

SECRET

SECRET

CUMULATIVE TRAINING RECORD					DATE
					1 23 October 1956
NAME					PROJECTED PERSONNEL ACTION
					PROMOTION <input checked="" type="checkbox"/> ASSIGNMENT <input type="checkbox"/> OTHER (EXPLAIN)
					ROTATION <input type="checkbox"/> TRAVEL <input type="checkbox"/>
FROM: I.O. (VI), GS-14					TO: Area Ops Off, GS-14, Hqs. Boyt 52
X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
	BASIC ORIENT.			AIR OPS.	
	ALSO BIC, BITC, ROC, BIP, PH I			1 2 3 4 5	
	CLAND. M & T	27 Oct-26 Nov 52		WAR. OPS.	
	ALSO OC, PH II			1 2 3 4 5	
	CLAND. OPS.			CLAND. FLD. ACT.	
	ALSO AIC, AITC, AOC, CAI, PH III			1 2 3 4 5 6	
	RESISTANCE OPS			SURVIVAL	
	ALSO PH, I-II, III, RAFT			1 2 3 4 5 6	
	CLAND. SERV. 22/10/52 11 Oct 56			BASIC PHOTO	
	WORLD COMMUNISM			DOCUMENTATION	22 Oct 52
	ANTI-COMM. OPS.			LOCKS	
	ADMIN PROCEDURES			SECRET WRITING	8-9 Dec 52
	OPS. SUPPORT			FLAPS & SEALS	
	TRADECRAFT PHASE			SMALL ARMS, FAM.	
	ADMIN PHASE			OTHER TRAINING	
	REPORTS			BIC	1-5 Dec 52
	ORDER OF BATTLE				
	COUNTERESPIONAGE				
	AGV. COUNTER-ESPIONAGE				
	OPS. SECURITY				
	WAR PLANS				
	CLAND. POL. RAFT				
	STAYBEHIND OPS.				
	TECH. DEV. ORIENT.				
	INSTR. TECH.				
	EVASION-ESCAPE				
	SAB. OPS.				
	INVEST. TECH. ALSO CI TECH.				
	ADMIN REFRESHER				
	ROC. IMPROVE.				
	BASIC SUPV.				
	BASIC MGMT.			PRE-TEST	
	BALLOON OPS.			ASSESSMENT	
TO: Personnel Officer,					FROM: Career Management Officer
<p>The above projected personnel action has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.</p> <p>Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.</p>					
DATE					SIGNATURE OF CAREER MANAGEMENT OFFICER
14 Nov 56					

SECRET

## TRAINING REPORT

## CLANDESTINE SERVICES REVIEW NO. 14

NAME [REDACTED]	SEX Male	DATES OF COURSE 24 September-12 October 1952	NO. OF STUDENTS 42
EDUCATION [REDACTED]	ECG DATE 29 September 1952	GRADE OR RANK GS-14	OFFICE FE-1
PREVIOUS ASSIGNMENT OR PRESENT POSITION Chief, [REDACTED] FE-1			

## I. OBJECTIVES

The objectives of this course are to provide familiarization with: 1) the Clandestine Services' functional structure, current mission, operational programs, and support facilities; 2) other Agency offices and their capacity to support the Clandestine Services. It is not intended to impart basic operational knowledge, but is designed to make the returning case officer current with recent developments.

## II. SPECIFIC CHARACTERISTICS OF COURSE:

A description of current policy, objectives, organization, programs showing operational emphasis, methods of personnel management, fiscal administration, and existing capabilities for providing operational and intelligence support was presented by means of lectures, tours, and selected reading material. The course involved three weeks.

## III. CERTIFICATION OF COURSE COMPLETION:

[REDACTED]

has attended the entire course.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]

Chief, Instructor  
Clandestine Services Review

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

1. NAME OF RATER (True)		2. SEX		3. SERVICE DESIGNATION	
[Redacted]		M		DI	
4. GRADE		5. STATION DESIGNATION (Current)			
GS-14		[Redacted]			
6. DUE DATE OF THIS REPORT		7. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
30 October 1955		31 October 1954 to 30 October 1955			

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

1. CURRENT POSITION		2. DATE ASSUMED RESPONSIBILITY FOR POSITION	
I. C. (FI) (FI)		April, May, 1954	
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)			
a. As Acting Chief, FI, has been responsible for supervising all FI activities of the Base, and for coordinating those activities with Chief, PP.			
b. With the above duties, has been concurrently Chief of [Redacted] and thus responsible for directing all [Redacted] conducted by the Base.			
c. Case officer for one important project involving [Redacted] who is an [Redacted]			

BY	DATE
[Signature]	Sept. 56
Posted For Control	
Reviewed by FUD [Signature]	

### 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)
Robert H. LINN	[Redacted]
3. THIS REPORT WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED	
4. DATE REPORT AUTHENTICATED AT HQ	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS
23 March 1956	[Redacted]

**DO NOT COMPLETE FOR HEADQUARTERS USE ONLY**

**SECRET**  
(When Filled In)

**SECTION IV**

**OFFICE OF PERSONNEL**

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

STATEMENTS		CATEGORIES					
		NOT OB- SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES			X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.							X
3. CAUTIOUS IN ACTION.					X		
4. HAS INITIATIVE.						X	
5. UNEMOTIONAL.				X			
6. ANALYTIC IN HIS THINKING.						X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.							X
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.				X			
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.						X	
14. GETS THINGS DONE.							X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINAL 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)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS.  
Versatility in dealing on a friendly and extremely effective basis with all kinds of people, particularly those in high level positions.

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

APR 3 1 58 PM '56

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

P&F training, and refresher course, if available, in FI ops.

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): Subject has an excellent knowledge of the area, its people, and language and is able to use this knowledge with great resultant benefits to his 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 AGENCY. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. INKED 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 HAVE 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)

## 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 DATE oral way he knows where he stands.

Posted For Control

B7 2-15-55

3/8/55

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

## SECTION I

FOR HEADQUARTERS USE ONLY		DATE OF BIRTH	S. SEX	S. SERVICE DESIGNATION
			M	00-123 SD-P1
4. GRADE	5. STATION DESIGNATION (Current)			
GS-24				
6. DUE DATE OF THIS REPORT	7. DATE OF SUPERVISION			
30 Sept. 1954	1 January 1953 to 30 October 1954 (present supervisor) 14 Nov. 1953 to 30 October 1954			

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

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
10 (FI) Acting Deputy for RUFIRE; Chief of Liaison	0136 S1 April-May 1954
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)	

Subject is Acting Deputy for RUFIRE activities within the Mission. As such, he is responsible for organizing, directing, and coordinating the three sections charged with RUFIRE duties as well as the Intelligence Staff which is in turn responsible for requirements, central intelligence files, CE carding and filing, and the preparation and dissemination of reports. Subject is also Chief of Liaison and in his capacity directs and coordinates the work of four Liaison sections dealing with both U.S.

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

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF BATER (Typed)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Typed)
3. THIS REPORT WAS <input checked="" type="checkbox"/> WAS NOT GIVEN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS.	
16 Jan 55	
5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS	

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

SECRET  
(When Filled In)

FEB 9 10 31 AM '55

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. **IN THE ROOM**

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

STATEMENTS		CATEGORIES					
		NOT 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. KEENLY 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 OWN FAULTS.							X
23. RESPONDS WELL TO SUPERVISION.						X	
24. EASY DISPOSITION.						X	
25. LIKES TO DO HIS JOB WITHOUT SUPERVISORY PRESSURE.						X	

SECRET

## SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject has the outstanding ability to do a remarkable number of jobs remarkably well. He performs brilliantly and rapidly, if sometimes superficially, and completes a prodigious amount of work, meeting deadlines, and at the same time, unless deeply disturbed, maintaining a humorous and kindly attitude toward his associates that makes him almost always exceptionally pleasant to deal with. He is extremely well suited for almost any phase of intelligence work.

5. WHAT ARE HIS OUTSTANDING WEAKNESSES: Subject tends at times to become elated or depressed to the extent that he sometimes loses his ability to make a carefully balanced judgement. When, as happens very rarely, he runs up against what he believes to be stupidity or serious incompetence, his strongly emotional reaction sometimes hampers a necessary working relationship. He is occasionally a little too easily swayed, like a weather-vane, by the opinions of his superiors. Some of these characteristics are, however, at times actually advantageous in his work, and are far overbalanced by his outstanding strengths.

SECRET

(When Filled In)

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

High capacity for competent and rapid accomplishment in almost any intelligence field, particularly as based on his long residence and intelligence OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? ☐ NO ☒ YES. IF YES, ON FEB 9 10 31 AM '55

Subject has excellent balance in supervising others, but often requires guidance and direction in something in which he personally is closely concerned. MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

R&P course; refresher course in KUPIRE techniques.

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):

Subject makes an invaluable contribution through his knowledge of Japan, and through the continuity resulting from his willingness to remain for an indefinite period in the area.

SECTION VI

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

<p><b>A. DIRECTIONS:</b> Consider only the skill with which the person has performed the duties of his job and rate him accordingly.</p> <p><input type="checkbox"/> 1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.</p> <p><input type="checkbox"/> 2. BADLY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.</p> <p><input type="checkbox"/> 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.</p> <p><input type="checkbox"/> 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.</p> <p><input type="checkbox"/> 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.</p> <p><input checked="" type="checkbox"/> 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.</p> <p>IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. IF YES, WHAT?</p>	<p><b>C. DIRECTIONS:</b> Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.</p> <p><input type="checkbox"/> 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.</p> <p><input type="checkbox"/> 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. TIRED OF RESTRICTIONS. REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.</p> <p><input type="checkbox"/> 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BOTHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE.</p> <p><input type="checkbox"/> 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.</p> <p><input type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. MAKING AN UNEXPECTED OUTSIDE OPPORTUNITY. WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.</p> <p><input type="checkbox"/> 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.</p>
<p><b>B. DIRECTIONS:</b> Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities than normally indicated by promotion.</p> <p><input type="checkbox"/> 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.</p> <p><input type="checkbox"/> 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.</p> <p><input type="checkbox"/> 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.</p> <p><input type="checkbox"/> 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.</p> <p><input checked="" type="checkbox"/> 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.</p> <p><input type="checkbox"/> 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.</p>	<p><b>D. DIRECTIONS:</b> 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.</p> <p><input type="checkbox"/> 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.</p> <p><input type="checkbox"/> 2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.</p> <p><input type="checkbox"/> 3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.</p> <p><input type="checkbox"/> 4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.</p> <p><input type="checkbox"/> 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.</p> <p><input type="checkbox"/> 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.</p> <p><input checked="" type="checkbox"/> 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.</p>

SECRET

**IMPORTANT  
EMPLOYEE INSTRUCTIONS  
ON PAGE 4**

**LIFE INSURANCE COVERAGE  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM**

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON PAGE 2**

**TO COMPLETE THIS FORM—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read page 4 carefully before you fill in the form.
- Fill in **BOTH COPIES** of the form. Type or print in ink.
- Do not detach.

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

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
<input type="checkbox"/>				
EMPLOYING DEPARTMENT OR AGENCY			AGENCY LOCATION (City, State, ZIP Code)	
HAVE YOU EVER BEFORE FILED THIS FORM? <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.				

**3** By law, a person, who can be covered, automatically receives regular life insurance, unless he waives all coverage. You have the choice of waiving all coverage, increasing your life insurance coverage through additional optional insurance, or declining the additional optional insurance. So, **READ CAREFULLY AND THEN**

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

Mark here →  
for **BOTH**  
**OPTIONAL AND**  
**REGULAR** insurance.

☐  
**A**

I WANT THE \$10,000 OPTIONAL INSURANCE in addition to my regular insurance. I authorize deductions to pay the full cost.

Mark here →  
for **REGULAR BUT**  
**NO OPTIONAL**  
insurance.

☒  
**B**

I DO NOT WANT THE \$10,000 OPTIONAL INSURANCE but I understand I still get my regular insurance. I understand I cannot get optional insurance, unless I: (1) wait at least one year after I sign this form, (2) am under age 50 when I apply, AND (3) give satisfactory medical evidence of insurability.

Mark here →  
for **NO INSURANCE**  
**AT ALL:**

☐  
**C**

I DO NOT WANT ANY LIFE INSURANCE NOW. I understand that I cannot get any regular insurance, unless I: (1) wait at least one year after I sign this form; (2) am under age 50 when I apply, AND (3) give satisfactory medical evidence of insurability. I understand I cannot get the \$10,000 optional insurance unless I first have the regular insurance.

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

SIGNATURE (do not print)

Subject failed to elect optional insurance during the open period.

DATE

14 Apr 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

PERSONNEL  
OFFICE  
APR 14 10 24 AM '68  
PERSONNEL  
OFFICE

See Table of Effective Dates on back of Original

**ORIGINAL COPY—Retain in Official Personnel Folder**

STANDARD FORM No. 176  
MARCH 1973  
FPM Supplement 870-1  
176-103

**SECRET**  
(When Filled In)

# REPORT OF SERVICE ABROAD

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

**SERIAL NO.**

**NAME**

**LAST**

**FIRST**

**MIDDLE**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39		40-42

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 5 - CANCELLATION	37	38 39	EUROPE	40-42
0	5	1	6	7	3	0	6	1	7	7

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

<input checked="" type="checkbox"/> TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. NOCAD-000091-73	DOCUMENT DATE/PERIOD 05/15/73 - 06/17/73
--	---

REMARKS

PREPARED BY DCO	REPORT ANNOTATED ON CONTROL DOCUMENT	AGREE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTR	DATE Jul 9/1973	SIGNATURE
C & T DIVISION		

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



S-E-C-R-E-T

CERTIFICATION OF ATTENDANCE

NAME OF SCHOOL OR FACILITY: Federal Executive Institute  
COURSE : Follow-up Seminar  
COURSE DATES : 10 December 1970 (1 day only)  
GRADE (IF GIVEN) : None  
TRAINING REQUEST NUMBER : 031297

I certify the above to be  
true and correct to the  
best of my knowledge.

SIGNATURE

DATE

NOTE: This form is to be used only when the facility attended  
does not give official completion information.

TRAINING COMPLETED

Request No. 031297

Date 7/12/71

S-E-C-R-E-T

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

## Memorandum

**Subject:** Completion of "The Residential Program in Executive Education" at the Federal Executive Institute, Charlottesville, Virginia

**Date:** July 15, 1970  
**In Reply Refer To:**

**From:** FRANK P. SHERWOOD *Frank Sherwood*  
Director, Federal Executive Institute

**Your Reference:**

**To:** [Redacted]  
Registrar, Office of Training  
Central Intelligence Agency  
Washington, D. C. 20505

This is official notice that [Redacted]

has satisfactorily completed the eight-week session of "The Residential Program in Executive Education" at the Federal Executive Institute,

Charlottesville, Virginia. This session of that educational program was held from May 10 - July 2, 1970.

A certificate of completion has been issued to the above named person.

One copy of this memorandum is intended for filing in the employee's official personnel folder and the other copy for routing to the employee's immediate supervisor.

TRANSMITTED  
COMPLETED  
Request No. 627215  
Date 7/15/70

Keep Freedom in Your Future With U.S. Savings Bonds

**SECRET**  
(When Filled In)

## QUALIFICATIONS UPDATE

**GS-16 D**

**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 SE-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		
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	YEARS RECEIVED	NO. SEM/OTR HRS. (Specify)			
	MAJOR	MINOR							
1.									
2.									
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.									
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS									
NAME AND ADDRESS OF SCHOOL			STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS		
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE									
NAME AND ADDRESS OF SCHOOL			STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS		
SECTION III MARITAL STATUS									
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:									
2. NAME OF SPOUSE (Last) (First) (Middle) ( Maiden)									
3. DATE OF BIRTH									
4. PLACE OF BIRTH (City, State, Country)									
5. OCCUPATION									
6. PRESENT EMPLOYER									
7. CITIZENSHIP									
8. FORMER CITIZENSHIP(S) COUNTRY(IES)									
9. DATE U.S. CITIZENSHIP ACQUIRED									
SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE									
NAME		RELATIONSHIP	DATE AND PLACE OF BIRTH		CITIZENSHIP		PERMANENT ADDRESS		
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE									
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE									

FORM 444n  
2-73

**SECRET**

16-511

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 ONE			
				RECEIVED	TRAINED	STUDY	OTHER ASSIGNMENT
1.			APR 9 9 37 AM '63				
2.							

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (RPM)	2. SHORTHAND (RPM)
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"/> AGENT-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	

DATE	SIGNATURE
4 APR 1969	

**SECRET**

**SECRET**  
(When Filled In)

## VERIFIED RECORD OF OVERSEAS SERVICE

TO: Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-8	(Print)	7-24		25-26  43

### INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

### PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
3. CORRECTION	1	08	26	29-04	06	12	66	Hawaii	750
5. CANCELLATION									

### TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2. TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
4. CORRECTION									
6. CANCELLATION									

### SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
XX CABLE Honolulu 3499	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.  IN NR 36523A	DOCUMENT DATE/PERIOD  13 June 1966
---	--

REMARKS
---------

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION	DATE	SIGN
X C & F DIVISION	7-2-66	

Supplement to Staff Agent Personnel Action

25 October 1964

In view of your [redacted] 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 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 \$20,245.00 per annum and GS-16<sup>3</sup>, 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, procedural variations will be followed to preserve the security of your position.

(a) The gross emoluments that you receive from your [redacted] activities will be retained by you as an offset against the gross emoluments due you from this organization. If [redacted] 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) Federal income taxes will be withheld, reported and paid in conformance with Agency procedures designed to protect against the unauthorized revocation [redacted] [redacted] You will be briefed thereon prior to your departure.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one-half percent (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.

SECRET

2. Furnished Quarters. If you and your dependents are furnished quarters by the Government while PCS [redacted] you will be charged a reasonable rental therefor, as established under the [redacted] rental rate schedule of this organization.

3. Secrecy. You will be required to keep forever secret this Supplement and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 23 June 1948, as amended, and other applicable laws and regulations.

4. Place of Assignment. This Supplement [redacted] ed upon an assignment [redacted] Any deviation there [redacted] require a new supplement or an amendment thereto.

UNITED STATES GOVERNMENT

BY [redacted]

SECRET

CONTRACT INFORMATION AND CHECK LIST		NAME OFFICER	OFFICER
INSTRUCTIONS: See HR 10-13 and HR 10-1000.1 for guidance. Complete all items, including 14, when items are not applicable. Forward original and two copies for preparation of contract.		TELEPHONE EXTENSION	DATE
		Code 11-3040	7/ Oct. 64
SECTION I GENERAL			
1. NAME <input type="checkbox"/> PERSON <input type="checkbox"/> THRU	2A. PROJECT	3. ALLOTMENT NO.	4. SLOT NO.
		5100-0369	
	20. PERMANENT STATION	3A. FUNDS	0261
5. PREVIOUS CIA PSEUDONYM OR ALIAS	6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, describe and include dates and salary.)		
	Staff Employee - Sect. 5 to Present - 02-14 to 03-26		
7. SECURITY CLEARANCE (Type and date)	12. MEDICAL CLEARANCE	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM	
Staff Clearance	<input type="checkbox"/> OBTAINED <input type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D.	I.E., "U.S. GOVERNMENT" <input 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	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.)		
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Staff Agent		
SECTION II PERSONAL DATA			
11. CITIZENSHIP	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE	14. DATE OF BIRTH (Month, day, year)
U.S.		40	October 4, 1915
15. LEGAL RESIDENCE (City and state or country)	16. CURRENT RESIDENCE (City and state or country)		
Washington, D. C.			
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:		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	
Wife, 47 Daughters, 15, 13, & 9 Sons, 12 & 11			
SECTION III U.S. MILITARY STATUS			
20. RESERVE	21. VETERAN	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
	Yes		
23. BRANCH OF SERVICE	24. RANK OR GRADE	25. DRAFT ELIGIBLE	26. DRAFT DEFERMENT OBTAINED BY CIA
NAVY	1E	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SECTION IV COMPENSATION			
27. BASIC SALARY	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any)	30. FEDERAL TAX WITHHOLDING
\$20,245 GS-15 Step 3	15%	See below under #40	
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)			
31. QUARTERS	32. POST	33. OTHER	
	N. A.	N. A.	
34. COVER (Breakdown, if any)			
* Quarters handled locally			
SECTION VI TRAVEL			
35. TYPES	36. WITH DEPENDENTS		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> LIMITED OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL	<input type="checkbox"/> YES <input type="checkbox"/> NO		
37. ME TO BE SHIPPED	37A. ME TO BE STORED	38. PERSONAL VEHICLE TO BE SHIPPED	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH			
Same as 11 above For #29:			
SECTION VII OPERATIONAL EXPENSES			
41. PURCHASE OF INFORMATION	42. ENTERTAINMENT	43. OTHER	
PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH			
<input type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			



# CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

WITH SEE INSTRUCTIONS ON FIRST SHEET.

SEE INSTRUCTIONS

DIVISION

100

11-1000

DATE

20 October 1964

## SECTION VIII

COVERED BENEFITS

48. BENEFITS (See HR 20-48, HR 20-41, HR 20-7, HR 20-33, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

Same as Staff Employee

## SECTION IX

COVERED ACTIVITY

47. STATUS (Check) ☒ PROPOSED ☐ ESTABLISHED ☐ 49. TYPE (Check) ☒ PROFESSIONAL ☐ CULTURAL ☒ COMMERCIAL ☐ TOURIST ☐ SUBSISTED ☐ EDUCATIONAL ☐ MILITARY ☐ OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS ☒ YES ☐ NO ☐ COMPLETE ☐ PARTIAL

## SECTION X

OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) ☒ TOTAL ☐ PARTIAL ☐ NONE

## SECTION XI

TERM

51. DURATION ☐ DAYS ☐ MONTHS ☒ YEARS ☐ 52. EFFECTIVE DATE ☐ 53. RENEWABLE ☒ YES ☐ NO

54. TERMINATION NOTICE (Number of days) 30 55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION ☒ YES ☐ NO

## SECTION XII

FUNCTION

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

FI

## SECTION XIII

DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

As Senior operations officer at [redacted] Subject will be responsible for all administration and operational activities of the base. He will handle recruiting of agents once they have been spotted and assessed.

## SECTION XIV

DISQUALIFICATIONS

58. EXPERIENCE

Subject has been employed by the Agency since 28 September 1952.

## SECTION XV

EDUCATION

(Check Highest Level Attained) ☐ GRADE SCHOOL ☐ HIGH SCHOOL GRADUATE ☐ TRADE SCHOOL GRADUATE ☐ BUSINESS SCHOOL GRADUATE ☐ COMMERCIAL SCHOOL GRADUATE ☒ COLLEGE (No degree) ☐ POST GRADUATE ☐ MA ☐ PHD

## SECTION XVI

LANGUAGE COMPETENCY

(Check Appropriate Degree Competency) 

LANGUAGE	FLUENT	INTERMEDIATE	PRATT	HEAD
Japanese	X		X	X

 61. INDIVIDUAL'S COUNTRY OF ORIGIN U.S.A.

## SECTION XVII

AREA KNOWLEDGE

Japan

## SECTION XVIII

EMPLOYMENT PRIOR TO CIA

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

1941-42 - Univ. of Calif.  
1942-46 - U.S. Navy  
1946-52 - War Dept. Intel Specialist

## SECTION XIX

ADDITIONAL INFORMATION

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

DATE

INC

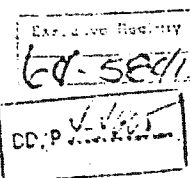
100

SECRET

SECRET

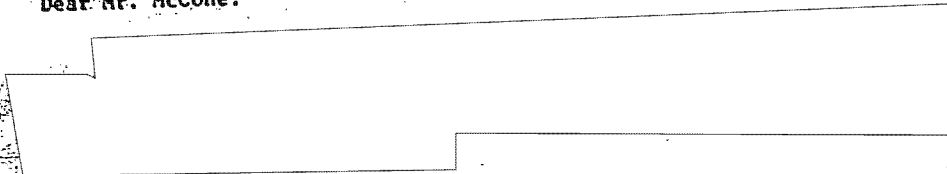
This document consists of 1 page,  
No. 1 of 3 copies, Series A.

DEPARTMENT OF STATE  
THE DIRECTOR OF INTELLIGENCE AND RESEARCH



AUG 21 1964

Dear Mr. McCone:



Sincerely,

*George Denney*  
George C. Denney Jr.  
Acting

Attachment:  
Telegram 586, copy 2.

Mr. John A. McCone  
Director,  
Central Intelligence Agency,  
Langley, Virginia

SECRET

INCOMING TELEGRAM *Department of State*

34-31 CONTROL: 13542  
Action RECD: AUGUST 17, 1964  
6:19 A.M.  
INRD FROM: [REDACTED]  
Info ACTION: SECSTATE 526  
RMR DATE: AUGUST 17, 2 P.M.

SECRET

ROGER CHANNEL

002

PERSONAL FOR MCCONE [REDACTED]

WE WILL BE REPORTING IN ANOTHER FORM OUR ANALYSIS OF THE CASE [REDACTED] I JUST WANT TO TELL YOU, HOWEVER, THAT WE WOULD NOT RPT NOT HAVE BEEN ABLE TO GET THE RESULTS WE DID IF IT HAD NOT BEEN FOR [REDACTED] HE WAS ON THE JOB WITHIN MINUTES AFTER THE MEN WALKED IN, GOT HIS RUSSIAN SPEAKING PEOPLE WORKING QUICKLY, AND HELPED TO HANDLE THE WHOLE AFFAIR WITH EFFICIENCY AND DISPATCH. HIS EXPERIENCE [REDACTED] AND THE CONFIDENCE WHICH THE [REDACTED] AUTHORITIES SHOWED IN WORKING WITH HIM WERE A DECISIVE FACTOR IN THE DEFINITE CHANGE WHICH TOOK PLACE OVER THE WEEKEND IN THE [REDACTED] ATTITUDE ON HOW TO HANDLE CASES LIKE THIS.

HIS CONTRIBUTION HAS BEEN MAJOR AND THE RESULTS WILL BE LONG-LIVED. THIS IS ONLY ANOTHER EXAMPLE OF THE SERVICE [REDACTED] HAS PERFORMED HERE OVER THE YEARS. WE ARE SORRY TO SEE HIM LEAVE AND WILL MISS HIM VERY MUCH.

GP-1.

BA

SECRET

REPRODUCTION FROM THIS COPY IS  
PROHIBITED UNLESS "UNCLASSIFIED"

SECRET

Supplement to Staff Employee Personnel  
Action for Integration of [REDACTED]

Effective 8 May 1952

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-15 \$12,770 per annum,

[REDACTED]

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of 24 Months from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

SECRET

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consis-

[REDACTED]

4.

[REDACTED]

5.

[REDACTED]

a.

[REDACTED]

b.

[REDACTED]

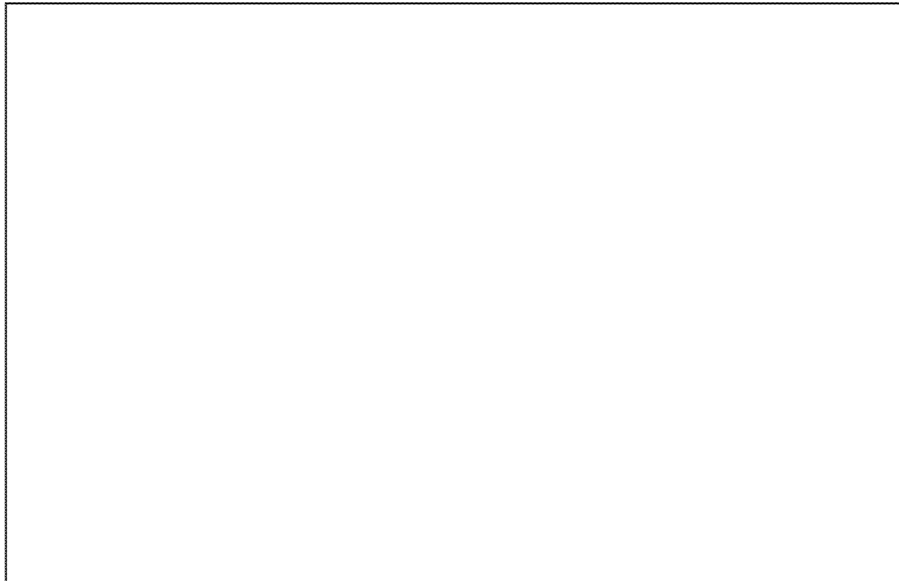
c.

[REDACTED]

d.

[REDACTED]

SECRET



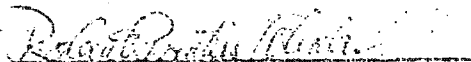
6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated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

UNITED STATES GOVERNMENT

BY 

Personnel Office

ACCEPTED:



SECRET

13 OCT 1958

MEMORANDUM FOR: Chief, Far East Division

SUBJECT: Report of Gifts

REFERENCE: Memo for D/Pers from C/PZ dtd 23 Sept 58,  
Subject: Gifts to Agency Personnel

Referenced memorandum reports the receipt of gifts by several Agency employees from recent visitors. These gifts are determined to be of insignificant intrinsic value and may be retained by the recipients for whatever use they desire.

Gordon H. Glazoff  
Director of Personnel

Distributions:

- 0 & 1 - Addressee
- 1 - EA O-3D/P
- 1 - Recorder, MAB
- 1 - D/Pers
- 1 - D/Pers Subject File
- 1 - D/Pers Reader Chrono
- 1 - [Redacted Box]

CD/Pers/AB:lam (10 Oct 58)

SECRET

CONFIDENTIAL

4-2108

MEMORANDUM FOR: Director of Personnel

VIA: Director of Security  
Attn: Chief, Policy Staff

SUBJECT: Gifts to Agency Personnel

REFERENCE: Field Regulation 20-644

The following Agency personnel received gifts as noted from three Cabinet Research Chamber visitors during their recent visit to Washington:

	Approx. value
[redacted]	
Box of nori	\$2.00
Set of chopsticks (laquered)	.75
[redacted]	
1 woodblock print	1.50
[redacted]	
Box of nori	2.00
[redacted]	
1 woodblock prints	3.00
[redacted]	
Woodblock print	1.50
1 jar Japanese sauce	.50

Signed Robert P. Fitzgerald  
ROBERT P. FITZGERALD  
Chief, Far East Division

CONFIDENTIAL



SECRET

31 OCT 1957

MEMORANDUM FOR: Chief, Far East Division

SUBJECT: Gift from Foreign National

REFERENCE: Memo to D/Pers from C/FE dated 22 Oct 57, subject: Gifts to Agency Personnel (DD/P 3-5038)

1. Reference is made to your memorandum dated 22 October 1957 concerning the following gifts received by Agency personnel:

during his recent visit to Washington:

[redacted]	C/FP	a 5"x8" charcoal drawing
[redacted]	OF, C/FE	fan, picture and piece of brocade
[redacted]	FE/CI	pair of corall (Lekhemu)
[redacted]	FE/CI	picture
[redacted]	FE/CI	incense burner
[redacted]	FE/CI	fan, picture and piece of brocade
[redacted]	FE-1	printed scroll (Lekhemu)
[redacted]	C/FE-6	picture
[redacted]	C/FE-2/FO	picture
[redacted]	C/FE-5	picture
[redacted]	C/CI/100	picture
[redacted]	OF	picture
[redacted]	FE-1	pearl tie pin
[redacted]	FE-1	2 silk scarfs, 1 hand-painted tie
		and printed scroll (Lekhemu)

2. Under the provisions of Regulation 20-612, dated 10 October 1954, it is recommended that these gifts are of such insignificant intrinsic value that they may be retained and utilized to whatever benefit desired.

Courtney H. Stewart  
Director of Personnel

Distribution:

- OSI - Administration
  - 1 - DD/P
  - 1 - D/Sas w/initials
  - 1 - D/S w/initials
  - 1 - Tech Individual's File w/initials
  - 1 - CP File: Foreign Agents and Decorations
  - 1 - D/Personnel Review Division
- DD/Pers/MS (30 Oct 57)

SECRET

SECRET

20 JUL 1951

MEMORANDUM FOR: Director of Personnel

VIA: Director of Security  
ATTN: Chief, Policy Staff

SUBJECT: Gifts to Agency Personnel

REFERENCE: Field Regulation 20-644

1. The following Agency personnel received gifts as noted from [redacted]  
during his recent visit to Washington:

Allen W. Dulles, DCI	a 5' x 8' charcoal drawing
Diamond Fitzgerald, C/PP	fan, picture and piece of brocade
[redacted], CFE	painting scroll (takekono)
[redacted], C/SE	picture
[redacted], Y2/SI/CI	incense burner
[redacted], PA/FO/PP	fan, picture and piece of brocade
[redacted], CFE/1	painting scroll (takekono)
[redacted], CFE/6	picture
[redacted], CFE/2/BO	picture
[redacted], C/SE/5	picture
[redacted], C/CI/IOB	picture
[redacted], CTR	picture
[redacted], PA/1	pearl tie pin
[redacted], PA/1	2 silk scarfs, 1 hand painted tie and painting scroll (takekono)

2. Additional gifts of small pictures were left by FUJII to be given to those people whom he did not meet but who worked behind the scenes to make his visit a pleasant one. No listing is believed necessary of these names or their recipients.

ALFRED G. DAMEZ, Jr.  
Chief, Far East Division

Distribution:

- 2 - Director of Personnel
- 1 - Director of Security

SECRET

SE T

FIELD REASSIGNMENT QUESTIONNAIRE			
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY	
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
[Redacted]		DATE (from item 1-2) 9 Nov 1955	DATE (from item 1-2) 9 Nov 1955
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		DATE	
[Redacted] Chief, FE/1		19 Dec 1955	
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH [Redacted]	2. GRADE GS-14	3. CURRENT POSITION TITLE Chief, Liaison	
4. SERVICE DESIGNATION (if known) DI	5. CURRENT STATION OR FIELD BASE Japan Base		6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR None
			7. EXPECTED DATE OF DEPARTURE 1 June 1956
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
<p>Formerly Deputy Chief of Mission; formerly Deputy Chief of Mission, KUTUNE and Chief, Mission Liaison; currently, Chief, Liaison, [Redacted] Current assignment involves responsibility for all Base Liaison activities with all [Redacted] agencies and Department of Defense agencies represented [Redacted] Current assignment also involves case officer responsibilities for two KUTUNE operations and one developmental KUTUNE operation.</p> <p>[Redacted]</p>			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.			
<p>[Redacted]</p>			
10. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):			
<p>1. Advanced CE course</p> <p>2. Operational Security course</p>			

## SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:	
<input checked="" type="checkbox"/> 1 RETURN TO MY CURRENT STATION	<input checked="" type="checkbox"/> 2 BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY
<input checked="" type="checkbox"/> 3 BE ASSIGNED TO ANOTHER FIELD STATION	
WITH RESPECT TO A POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE YOUR 1ST, 2ND AND 3RD CHOICE FOR GEOGRAPHIC AREA OR SPECIFIC STATION: See attachment:	
1ST CHOICE: _____	
2ND CHOICE: _____	
3RD CHOICE: _____	
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? _____ INDICATE NUMBER OF WORK DAYS _____	
11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:	
7 dependents:      Wife - 37      Daughter and son - 5	
Daughter - 12      Son - 3	
Daughter - 7      Daughter - 1	
12. SIGNATURE: COMPLETE ITEM NO. 9-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.	
TO BE COMPLETED BY SUPERVISOR AT FIELD STATION	
13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:	
14. SIGNATURE: COMPLETE ITEM NO. 9-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.	
TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS	
15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:	
Despite subject's lack of formal Headquarters assignment we feel for overriding operational reasons he should be returned to the field for another tour.	
16. NAME OF SUPERVISOR: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span>	SIGNATURE: _____
TITLE: Chief, FE/1	DATE: _____
17. REMARKS (additional comment):	

ATTACHMENT TO FIELD REASSIGNMENT QUESTIONNAIRE:

Re Paragraph C - Preference for Next Assignment:

1. I would like to state that while a tour at Headquarters should be my preference I believe that for me to leave my current assignment at this time for even one year would not be in the best interests of either KUMARK or ODYOKO. Therefore, I request home leave, with approximately one month at Headquarters for requested training and refresher work and one month of leave, returning to current assignment for at least an additional two-year tour with the proviso that after the first year the situation be re-examined with the ultimate view of possibly at that point considering a two-year tour at Headquarters.

2.

I feel that I have been able to provide a certain degree of intelligence continuity which could be spoiled by a two-year break. Realizing that career-wise I should spend at least one tour at Headquarters in the future, I believe that, despite possible reflections against my career, that two year period should be delayed until

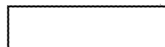
3. I believe that by experience, training and inclination I can better serve KUMARK in this country in the type of work in which I am now engaged than by any other assignment currently known to me.

S-E-C-R-E-T

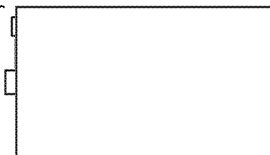
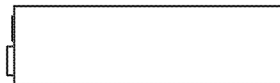
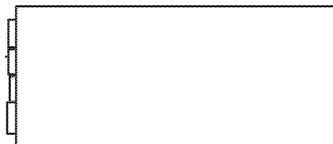
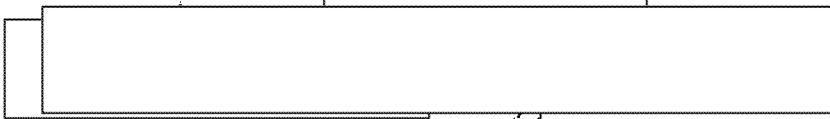
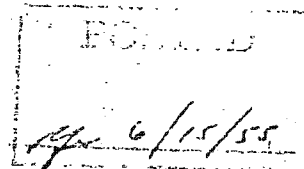
Combined Personnel Action in lieu of SF-52.

Change of Service Designation from D to DI.

Effective date: 19 June 1955

GRADEOffice of DDP

15

CI14  
13  
13  
13EE13  
13FE13  
13  
14MEA15  
13SE14  
13  
14  
13

10 June 1955

S-E-C-R-E-T

CONFIDENTIAL

NARRATIVE EVALUATION REPORT

Name: [REDACTED]

GS-14

Period Covered: 1 June 1953 to 1 June 1954

Occasion for report: Annual X; reassignment of reporting officer \_\_\_\_\_; proposed reassignment of employee reported on \_\_\_\_\_; covering initial 90 days of employment \_\_\_\_\_.

Employee is to be rated upon following factors:

1. Knowledge of the job being performed.
2. Judgment in arriving at logical and workable solutions.
3. Dependability, not only in being on the job, but in accomplishment of assigned tasks within reasonable deadlines.
4. Stability under pressure and ability to adjust to changing conditions and circumstances.
5. Imagination, initiative, and originality.
6. Security consciousness.
7. Tact and diplomacy in dealing with others.

IN FAIRNESS TO EMPLOYEES, COMPLETED NARRATIVE EVALUATIONS  
SHOULD BE DISCUSSED WITH EMPLOYEE CONCERNED

1. Employee is well qualified in substantive fields [REDACTED] This knowledge serves him exceedingly well in the performance of assigned duties. What knowledge he lacks concerning KUBARK policies or procedures is fast being supplied by practical field experience.
2. His judgment at arriving at logical solutions is good under normal conditions, and he generally comes up with solutions which are workable and realistic.
3. He is completely dependable and is particularly sensitive to deadlines, which he makes almost a fetish of meeting. In every sense of the word, he is a man of action in terms of treating with the recurring problems of the station.
4. Employee is somewhat excitable and emotional and, thus, at times of unusual pressure, he may require a steadying hand. This is not a serious fault and is one concerning which the employee is aware. He adjusts well to changing conditions and situations.
5. His imagination, initiative, and originality have shown time and again in his dealings with Army personalities [REDACTED] with whom he has maintained excellent relations on behalf of this [REDACTED].

CONFIDENTIAL RYFST

6. Security consciousness is excellent.
7. Tact and diplomacy in dealing with others is superior.

NOTE: See attached sheet for additional comments by Reviewing Officer

Date: 17 June 1954



(If Reviewing Officer or Chief of Station does not concur with this report, exceptions will be stated in space provided below)



CONFIDENTIAL

1. While the Reviewing Officer concurs generally with statements made in this report, it is felt that the over-all impression does not give Subject as much credit as he deserves. In the opinion of the Reviewing Officer, Subject's faults are somewhat over-emphasized. Subject's qualities as exhibited during past months have proven to be outstanding, particularly in his excellent judgement in arriving at logical and workable solutions and in his stability under operational exigencies in which Subject has performed exceedingly well under heavy pressures of both time and responsibility.
2. Working in an area where, in the past, there has been an unfortunate number of misunderstandings between KUFEB and KUCCAN components, and where there have been the usual difficult personality conflicts, Subject has exhibited not only superior tact and diplomacy, but has also been able to smooth out many difficulties, and modify aggressively offensive actions. He has supplied a needed cooperative spirit and sense of humor to prevent, in many cases, serious antagonisms and unnecessary vituperation so detrimental to a smooth working organization. Subject's contribution to bringing about a friendly, cooperative relationship within the mission and with outside agencies including U.S. military organizations cannot be praised too highly.

VIA: Air

SPECIFY AIR OR SEA POUCH

**SECRET**

Security Information  
CLASSIFICATION

DISPATCH NO. PUJA-1279

TO : Chief, FE

Through:

FROM :

DATE:

17 AUG 1953

SUBJECT: GENERAL Administrative - Personnel

SPECIFIC:

Commendation of

1. The purpose of this dispatch is to make a [redacted] his excellence of performance of duties demonstrated by [redacted] over the period of his first ten months of assignment to [redacted]
2. During that time [redacted] has shown himself to be a valuable addition to KUBARK as a whole and a great asset to this particular station. As [redacted] Chief of Staff, he has performed innumerable tasks in the operational, intelligence and support fields with effectiveness and dispatch. His aggressiveness, imagination and initiative in spite of recurring frustration have been an inspiration to all members of [redacted]. His diligence and selflessness have set an example throughout the ranks. From the first day of his arrival [redacted] has dedicated his every effort to improving the efficiency and broadening the capability of the station.
3. [redacted] should be especially commended for his unceasing efforts in connection with the provision of new office space for this organization. Working tactfully but aggressively through the Army hierarchy [redacted] he was able to accomplish many concessions of direct benefit to [redacted] which would have been most difficult to obtain through official channels.
4. Special mention should also be made of the excellent progress [redacted] has made in the fostering of truly cooperative and [redacted] friendships [redacted] Capt- [redacted] a wide range of friends and former associates and combining a large portion of common sense and patience. [redacted] may be credited with the development of highly profitable [redacted] relations with military organizations in the area.
5. [redacted] has shown no task to be too large or too small to deserve his range of energy and talent. He has been a vital factor in the accomplishments of [redacted] to date.

15 August 1953

Distribution:

3 - Headquarters

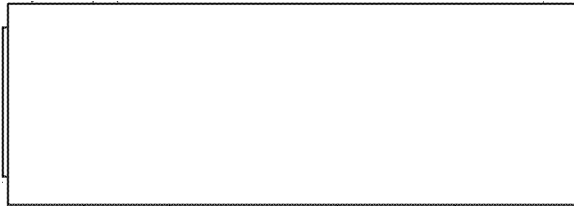
1 - [redacted]

**SECRET**

Security  
CLASSIFICATION

## CERTIFICATE OF ATTENDANCE

I certify that on 14 May 1952 I have attended  
the Agency Indoctrination Course specified by Regulation  
25-1.



## APPOINTMENT AFFIDAVITS

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

I,  (Place of employment)  
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.

22 September 1952  
(Date of entrance on duty)

Subscribed and sworn before me this 22<sup>nd</sup> day of September, A. D. 1952

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

### DECLARATION OF APPOINTEE

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

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

467

468

469

470

471

472

473

474

475

476

477

478

479

480

481

482

483

484

485

486

487

488

489

490

491

492

493

494

495

496

497

498

499

500

501

502

503

504

505

506

507

508

509

510

511

512

513

514

515

516

517

518

519

520

521

522

523

524

525

52

THE PAST 12 MONTHS: ☐ YES ☒ NO

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

<p>Additional space is necessary, complete under Item 10.</p>					
NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGLE
CHERRY		1. .... 2. .... 3. ....			
EDWINSON, P. A.		1. .... 2. .... 3. ....			
JOHN, J. A.		1. .... 2. .... 3. ....			

[illegible]

INSTRUCTIONS TO APPOINTING OFFICER

The appointing office before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in accordance 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 impropriety and to determine beyond reasonable doubt that the person to whom the appointment is made is the person to whom the appointment is intended. This form should be filled for the signing of orders, powers, authority in connection with any record of recent discharge or arrest, and particularly for the following:

(i) Identity of appointee:- It is the duty of the appointing officer to guard against impropriety and to determine beyond reasonable doubt that the person to whom the appointment is made is the person to whom the appointment is intended. This form should be filled for the signing of orders, powers, authority in connection with any record of recent discharge or arrest, and particularly for the following:

(7) 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. If no 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 appointing officer should not be consummated until clearance has been secured from the controlling office of the Civil Service Commission.

(4) Members of Family - Section 9 of the Civil Service Act provides that whenever there is a vacancy in the competitive service, the competitive service member of each family is eligible for consideration for the competitive service, no other member of such family is eligible for consideration for the competitive service. The appointments of persons holding appointments in the competitive service are not subject to this requirement. The members of family were not in the competitive service at the time of their appointments. Disqualified cases were referred to the appropriate office of the Civil Service Commission for decision.

Date 23 SEPTEMBER 1952

Name \_\_\_\_\_

Dear \_\_\_\_\_

1. This is to notify you that your employment has been accepted effective

28 SEPTEMBER 1952

Position: I. O. GS-14

Base Salary: \$9600.00

2. You will be:

a. Entitled to annual and sick leave (only in accordance with existing rules and regulations.)

b. Reimbursed for travel expenses in accordance with this Agency's regulations or Standardized Government Travel Regulations, as amended.

c. If stationed outside the Headquarters Area, granted such monetary allowances as are prescribed by regulations of this Agency.

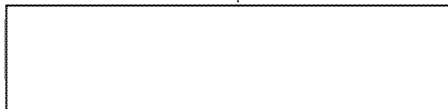
3. As a condition of your employment by this Agency, you are subject to assignment to tours of duty at posts outside the Headquarters Area. Each time you are so assigned, unless otherwise specified in advance by this Agency, you will be required to remain at the post to which assigned for a period of 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 Headquarters Area 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 a post outside the Headquarters Area, 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 post outside the Headquarters Area, 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.

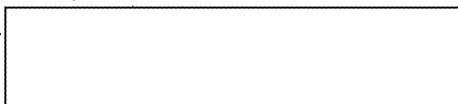
- 2 -

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by this Agency and satisfactory performance of duty for a total period of six months from date of employment. In the event either training or performance of duty is deemed unsatisfactory by this Agency, 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 this Agency. Notice of termination will be given you by procedure similar to that provided by existing rules and regulations.



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



23 September 1952  
Date *igt*

SECRET

(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
I. REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME (Last)	2. GRADE	3. DATE
[Redacted]	[Redacted]	29 November 1957
4. TYPE OF POSITION	5. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	FS <input type="checkbox"/> IOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returned <input type="checkbox"/> Pre-employment <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
II. REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only <input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified		
Remarks:		
Examples for Current Duties - 1957 [Redacted]		

SECRET

SECRET

(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
I. REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME	2. GRADE	3. DATE
[Redacted]	[Redacted]	7 Sept. 1956
4. TYPE OF POSITION	5. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	I.O. FS <input type="checkbox"/> IOD <input type="checkbox"/> Overseas <input checked="" type="checkbox"/> Returned <input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
II. REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only <input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified		
Remarks:		
Subject is qualified for Departmental Duties. (9/11/56) to be re-examined upon request. [Redacted]		



REPORT OF PHYSICAL QUALIFICATIONS		
NAME	#1	DATE 1/5/53
FOR VOUCHERED EMPLOYEE ONLY		
NATURE OF ACTION	TITLE OF POSITION	
GRADE	DEPT. FIELD	
SUBJECT FOUND <input type="checkbox"/> FIT <input type="checkbox"/> UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.		
FOR UNVOUCHERED EMPLOYEE ONLY		
SUBJECT QUALIFIED FOR:		
<input type="checkbox"/> FULL DUTY OVERSEAS <input checked="" type="checkbox"/> LIMITED DUTY OVERSEAS <input type="checkbox"/> DUTY IN USA ONLY		
PROFILE SERIAL (MILITARY ONLY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
DEFECTS NOTED AND/OR RECOMMENDATIONS:		
NON-ARDUOUS O/S DUTIES.		
		PHYSICAL REQUIREMENTS OFFICER

FORM NO. 37-32 REPLACES PREVIOUS EDITIONS OF FORMS 37-32 AND 37-37, WHICH MAY BE USED.

(28)

REPORT OF PHYSICAL QUALIFICATIONS		
NAME	Ret.	DATE <del>XXXXXX</del> 12/24/52
FOR VOUCHERED EMPLOYEE ONLY		
NATURE OF ACTION	TITLE OF POSITION	
GRADE	DEPT. FIELD	
SUBJECT FOUND <input type="checkbox"/> FIT <input type="checkbox"/> UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.		
FOR UNVOUCHERED EMPLOYEE ONLY		
SUBJECT QUALIFIED FOR:		
<input type="checkbox"/> FULL DUTY OVERSEAS <input type="checkbox"/> LIMITED DUTY OVERSEAS <input type="checkbox"/> DUTY IN USA ONLY		
PROFILE SERIAL (MILITARY ONLY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
DEFECTS NOTED AND/OR RECOMMENDATIONS:		
Returnee examination O.K.		
		PHYSICAL REQUIREMENTS OFFICER

FORM NO. 37-32 REPLACES PREVIOUS EDITIONS OF FORMS 37-32 AND 37-37, WHICH MAY BE USED.

(28)

**SECRET**  
(When Filled In)

086

### 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		SD	GRADE			
		D	GS-17			
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/QUA. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
SECTION III		MARITAL STATUS				
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:						
2. NAME OF SPOUSE (Last) (First) (Middle) ( maiden)						
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)				
5. OCCUPATION		6. PRESENT EMPLOYER				
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U.S. CITIZENSHIP ACQUIRED	
SECTION IV		DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE				
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS		
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						

FORM 444a USE PREVIOUS EDITIONS  
7-69

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and declassification

FORM 444a (8-69)

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
		APR 10 - 3-24-55	72				
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"/> STENOGRAPH <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. HAD 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			
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)			DATE OF MEMBERSHIP		
					FROM    TO		
SECTION X REMARKS							
DATE		SIGNATURE OF EMPLOYEE					
7 APR 1955							

SECRET

**SECRET**  
(When Filled In)

## 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		SO D
-----	--	---------

### 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/CR. 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					

FORM 444n USE PREVIOUS EDITIONS

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and declassification

(4-81)

72 NOV 1983

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	BOARD ASSIGNMENT
1.		MAR 22	8-13-44 '71				
2.							

SECTION VI TYPING AND STENOGRAPHIC SKILLS			
1. TYPING (FPM)	2. SHORTHAND (FPM)	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
4. CHECK CURRENT RESERVE CATEGORY	3. EXPIRATION DATE OF CURRENT OBLIGATION
<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"/> PRESIDENT <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; height: 100px; width: 100%;"></div>	

DATE	SIGNATURE OF EMPLOYEE
17 MAR 1971	

SECRET

**SECRET**  
(When Filled In)

## 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.

<b>SECTION I</b>							<b>BIOGRAPHIC AND POSITION DATA</b>				
EM <input type="checkbox"/>						DATE OF BIRTH		SD		D	
<b>SECTION II</b>											
<b>HIGH SCHOOL</b>											
LAST HIGH SCHOOL ATTENDED				ADDRESS (City, State, Country)				YEARS ATTENDED (From-To)		GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>COLLEGE OR UNIVERSITY STUDY</b>											
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.											
<b>TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS</b>											
NAME AND ADDRESS OF SCHOOL				STUDY OR SPECIALIZATION				FROM	TO	NO. OF MONTHS	
1.											
2.											
<b>OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE</b>											
NAME AND ADDRESS OF SCHOOL				STUDY OR SPECIALIZATION				FROM	TO	NO. OF MONTHS	
1.											
2.											
<b>SECTION III</b>											
<b>MARITAL STATUS</b>											
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			
<b>SECTION IV</b>											
<b>DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE</b>											
NAME		RELATIONSHIP	DATE AND PLACE OF BIRTH		CITIZENSHIP		PERMANENT ADDRESS				
1. <input type="checkbox"/> ADD											
<input type="checkbox"/> DELETE											
2. <input type="checkbox"/> ADD											
<input type="checkbox"/> DELETE											

FORM 444n USE PREVIOUS EDITIONS  
10-63

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and declassification

7-1 NOV 67 (4-51)

**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.			APR 24	2	15	PH '70	
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	
<b>CURRENT DRAFT STATUS</b>	
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
<b>MILITARY RESERVE, NATIONAL GUARD STATUS</b>	
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
<b>MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)</b>	
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	

DATE 4/23/70	SIGNATURE [Redacted]	
-----------------	-------------------------	--

**SECRET**

(WHICH FULFILL IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA				
1. IO	2. APPL. NO.	3. NAME		
< 2	6-DIGITS	MUST CONTAIN 20-DIGITS		
4. DATE OF BIRTH		5. DATE CODED		
MO	DA	YR	MO	DA
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: "NO+LANGUAGE" (12-DIGITS)					

LANGUAGE PROFICIENCY TEST DATA															
1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST											
			BASE CODE	R	W	P	S	U	T	YR					
5			C	BS96	φ	φ	7	φ	φ	3	69				
6. LANG				7. DATE OF TEST			DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1279 LANGUAGE PROFICIENCY AND AWARDS DATA.								
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR					
No 1 +	L	A	N	G	U	A	G	E	09	02	69				

[illegible]



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

NAME (Last, First, Middle)		DATE OF BIRTH (MM/DD/YYYY)
----------------------------	--	----------------------------

## 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/STR. 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 (Last, First, Middle)	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input checked="" type="checkbox"/> DELETE		USA	
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE			

FORM 444n

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND DECLASSIFICATION

9 MAY 1970 (1-51)

SECRET  
(When Filled In)

SECTION V		GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL				OFFICE OF PERSONNEL			
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	RECORDS	TRAVEL	STUDY	RECORDS	TRAVEL	STUDY
1.			APR 22 9 12 AM '68						
2.									
SECTION VI		TYPING AND STENOGRAPHIC SKILLS				MAIL ROOM			
1. TYPING (PPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM							
		<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENO TYPE <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					
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							
DATE		SIGNATURE							
4/18/68									

\_\_\_\_\_

SECRET

OFFICIAL USE ONLY (When Filled In)

## QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I		BIOGRAPHIC AND POSITION DATA		SCHEDULE/GRADE STEP	
1. NAME (Last, First, Middle Initial)		2. DATE OF BIRTH		3. GRADE/STEP	
[REDACTED]		[REDACTED]		GS-10-04	
4. POSITION TITLE		5. OFFICE OF ASSIGNMENT		6. LOCATION OF ASSIGNMENT	
D IC PROGRAM EVAL		OPPD		WASH, D.C.	
SECTION II AGENCY OVERSEAS SERVICE					
AREA		DATE TOUR	FROM	TO	
[REDACTED]		PCS 56	52/09/01	56/06/01	
		PCS IRR	64/08/26	66/06/12	
		PCS 59	59/06/15	61/05/26	
		PCS 56	56/06/15	59/06/18	
OVERSEAS DATA					
COPIED					
DATE: 31 MAY 67 INITIALS: [REDACTED]					
SECTION III EDUCATION					
DEGREE	MAJOR FIELD	COLLEGE		YEAR	
BACH. HIST	POLITICAL SCIENCE (GOVERNMENT), GENERAL INTERNATIONAL RELATIONS, GENERAL	CAL UNIV Berkeley GEORGE WASHINGTON UNIV DC		48 48	

SECRET

GROUP 1  
Excluded from automatic  
downgrading and declassification

7 JUN 1967

FORM 107-6001  
MAY 1967

ORIGIN, PAST, AREA KNOWLEDGE AND FOREIGN TRAVEL

SECTION 5

1. TYPES AND STENOGRAPHIC SKILLS

## SECTION VI

**SPECIAL QUALIFICATIONS**

~~SECRET~~

(When filed in)

[illegible]

**SECRET**

# FEDERAL AND MILITARY SERVICE

Training creditable service for *leave purposes* and retention credits complete Part I and the Personnel Office should complete Parts II

IF

2. DATE OF BIRTH

1 October 1915

LIST OF COLUMBIA SERVICE YOU HAVE HAD

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. CSC STATUS (For permanent employees only)

☐ YES ☐ NO

11. SERVICE

YEAR MONTH DAY

NAME AND LOCATION OF AGENCY

FROM—

YEAR

MONTH

DAY

TO—

YEAR

MONTH

DAY

TYPE OF APPOINTMENT IF KNOWN

Excepted Appointment

CIA 1962 9 28

SCD 8-6-42  
you had  
9-19-57  
62

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

BRANCH

FROM—

YEAR

MONTH

DAY

TO—

YEAR

MONTH

DAY

DISCHARGE (Hon. or dishon.?)

U. S. Navy

1942

8

6

1946

6

15

Inactive status

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 OF VIOLATION (LWOP, Furl, Susp, AWOL, Mer Mat)

FROM—

YEAR

MONTH

DAY

TO—

YEAR

MONTH

DAY

TOTAL

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 UNREMARKED WIDOW OF A VETERAN? ☐ YES ☒ NO

8. TO BE CALLED 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.

(DATE)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ (MONTH)

(CITY)

(STATE)

SEAL

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

(OVER)

FD-503 (Rev. 1-1-61)

SECRET

(When Filled In)

PERIODIC SUPPLEMENT  
PERSONAL HISTORY STATEMENT

THIS DATE

SEP

## 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 data requires more complete coverage than you have previously reported.

## GENERAL

## SECTION I

1. FULL NAME (Last-First-Middle)

2. CURRENT ADDRESS (No., Street, City, Zone, State)

3. PERMANENT ADDRESS (No., Street, City, Zone, State)

Same

4. HOME TELEPHONE NUMBER

WO 6-6616

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE

DISTRICT OF Columbia

## SECTION II

## PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. NAME (Last-First-Middle) (Relationship)

2. RELATIONSHIP

Wife

3. HOME ADDRESS (No., Street, City, Zone, State, Country)

Same

4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE.

5. HOME TELEPHONE NUMBER

WO-6-6616

6. BUSINESS TELEPHONE NUMBER

7. BUSINESS TELEPHONE EXTENSION

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.

## MARITAL STATUS

## SECTION III

1. CHECK ONE: ☐ SINGLE ☒ MARRIED ☐ WIDOWED ☐ SEPARATED ☐ DIVORCED ☐ ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

No CHANGE. See last PHS for data re 1937 annulment

SPOUSE: 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 fiancée.

3. NAME

4. DATE OF MARRIAGE

5. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country)

1045 Madison Avenue Huntington, West Virginia, U.S.A.

6. LIVING

7. DATE OF DEATH

8. CAUSE OF DEATH

9. CURRENT ADDRESS (Give last address, if deceased)

10. DATE OF BIRTH

17 Aug 1917

11. PLACE OF BIRTH (City, State, Country)

Huntington, West Virginia, U.S.A.

12. IF BORN OUTSIDE U.S., DATE OF ENTRY

N.A.

13. PLACE OF ENTRY

N.A.

14. CITIZENSHIP (Country)

U.S.A.

15. OCCUPATION

Dental Hygienist

16. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)

N.A.

SECTION III CONTINUED TO PAGE 2

SECRET

SECRET

(When Filled In)

## SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR	
N.A.	
22. BRANCH OF SERVICE	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
N.A.	N.A.

24. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES	

25. CITIZENSHIP (Country)	
Australia	

26. FREQUENCY OF CONTACT	27. DATE OF LAST CONTACT
Three times in 10 years	Jan 1956

28. FULL NAME (Last-First-Middle)	29. RELATIONSHIP	30. AGE

31. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES	

32. CITIZENSHIP (Country)	33. FREQUENCY OF CONTACT	34. DATE OF LAST CONTACT

35. FULL NAME (Last-First-Middle)	36. RELATIONSHIP	37. AGE

38. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES	

39. CITIZENSHIP (Country)	40. FREQUENCY OF CONTACT	41. DATE OF LAST CONTACT

42. FULL NAME (Last-First-Middle)	43. RELATIONSHIP	44. AGE

45. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES	

46. CITIZENSHIP (Country)	47. FREQUENCY OF CONTACT	48. DATE OF LAST CONTACT

49. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES	

## SECTION V

## FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.		
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.		
5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS. Very limited dividends from mutual fund investment.		

SECTION V CONTINUED TO PAGE 5

SECRET



SECRET

(When Filled In)

## SECTION V CONTINUED FROM PAGE 2

## 6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Riggs National Bank	Conn. Ave., D.C., USA

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?

YES

☒ NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

## SECTION VI

## CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP

U.S.A.

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:

☒ BIRTH☐ MARRIAGE☐ OTHER (Specify):3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? ☐ YES ☒ NO

4. GIVE PARTICULARS

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

## SECTION VII

## EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

☐ LESS THAN HIGH SCHOOL GRADUATE☐ HIGH SCHOOL GRADUATE☐ TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE☐ TWO YEARS COLLEGE OR LESS☐ OVER TWO YEARS OF COLLEGE - NO DEGREE☐ BACHELOR'S DEGREE☐ GRADUATE STUDY LEADING TO HIGHER DEGREE☒ MASTER'S DEGREE☐ DOCTORAL DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	DATES ATTENDED	DEGREE	SEM/OTR HRS. COMPLETED (Specify)

## 3. COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

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

	DATES ATTENDED		TOTAL HOURS
	FROM	TO	
	June 1942	June 1943	54

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

**SECRET**  
(When Filled In)

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE							
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, 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	
		1944-1945					
REGIONS OR COUNTRIES LISTED ABOVE							
3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY				
			HEADQUARTERS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING		

SECTION IX TYPING AND STENOGRAPHIC SKILLS				
1. TYPING (P.M.)	2. SHORTHAND (P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM		
		GREGG	SPEEDWRITING	STENOGRAPH
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeo-graph, Card Punch, etc.) <i>Arithmograph, 71604, etc.</i>				
SECTION X SPECIAL QUALIFICATIONS				
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH. <i>Photography - good - oil paints. Tape recording. H.R. - handy at sewing 1944, etc. General radio interests</i>				
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK				
3. EXCLUDING EQUIPMENT NOTED IN SECTION 5, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF ENCRYPTAGE RADIO, MULTIFILM, TURBINE LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.				
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, ETC.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRATION NUMBER, IF KNOWN.				
5. FIRST LICENSE OR CERTIFICATE (Year of issue)		6. LATEST LICENSE OR CERTIFICATE (Year of issue)		

**SECRET**

SECRET

(When Filled In)

SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

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

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES TO WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED. *Chair of Calif degree in honors, same at San. Belated to a Pol. Sci. Honor Society, none for action.*

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

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
<i>EOD to Nov '53 Mar '54</i>	<i>14</i>	<i>DDP/FE/1</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
<i>?</i>	<i>Deputy Chief,</i>	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
<i>MAR '54 June '56</i>	<i>14</i>	<i>DDP/FE/1</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
<i>Sept '56 Sept '57</i>	<i>14</i>	<i>DDP/FE/1</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
<i>28</i>	<i>Various but mainly CFE/1</i>	
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
<i>SEPT '57 --</i>	<i>14</i>	<i>DDP/FE</i>
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
<i>12</i>	<i>C/FE/FE</i>	
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

**SECRET**

## SECTION 411

**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.

6

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.

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

[illegible]

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED

12/4/57

SIGNATURE OF INFL

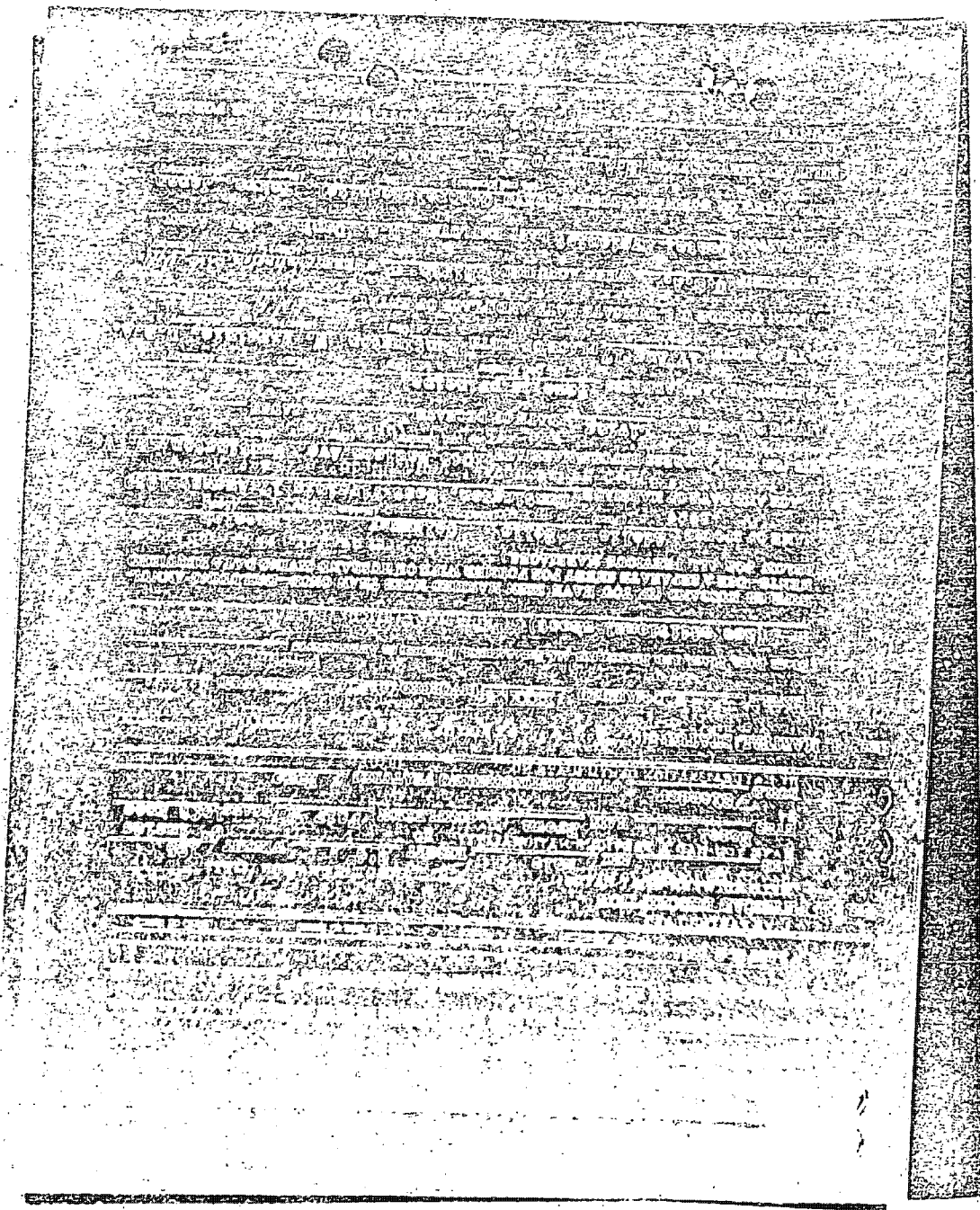
~~SECRET~~



PERSONAL HISTORY STATEMENT



[Empty rectangular box for personal history statement]



## CHILDREN'S CONSUMER DEBTS (Child's personal responsibility)

China remains a major market for U.S. goods and services.

citizenship = U.S.A.      # of Awards      Name = Arthur Hays Sulzberger

[illegible]

City/State/Zip: LA 90001 Address: 222 S. Main St. Phone: (213) 333-1234

NAME		STREET ADDRESS	CITY	STATE	ZIP

NAME: JAMES A. ADDRESS: 3000 N. 10th St. Apt. 101  
CITY: PHOENIX, AZ 85016-1010

**See DISPATCH (Only for print publications; for newspapers and/or periodicals see a separate sheet)**

FOURTHS OF CHARLES STREET, BOSTON, MASS. 02114

[illegible]

100-443886-100

100-443887-100

100

\_\_\_\_\_

[illegible][illegible]

100-443889-100

\_\_\_\_\_

100-443887-100

100-443886-100

100-443887-100

100

\_\_\_\_\_

\_\_\_\_\_

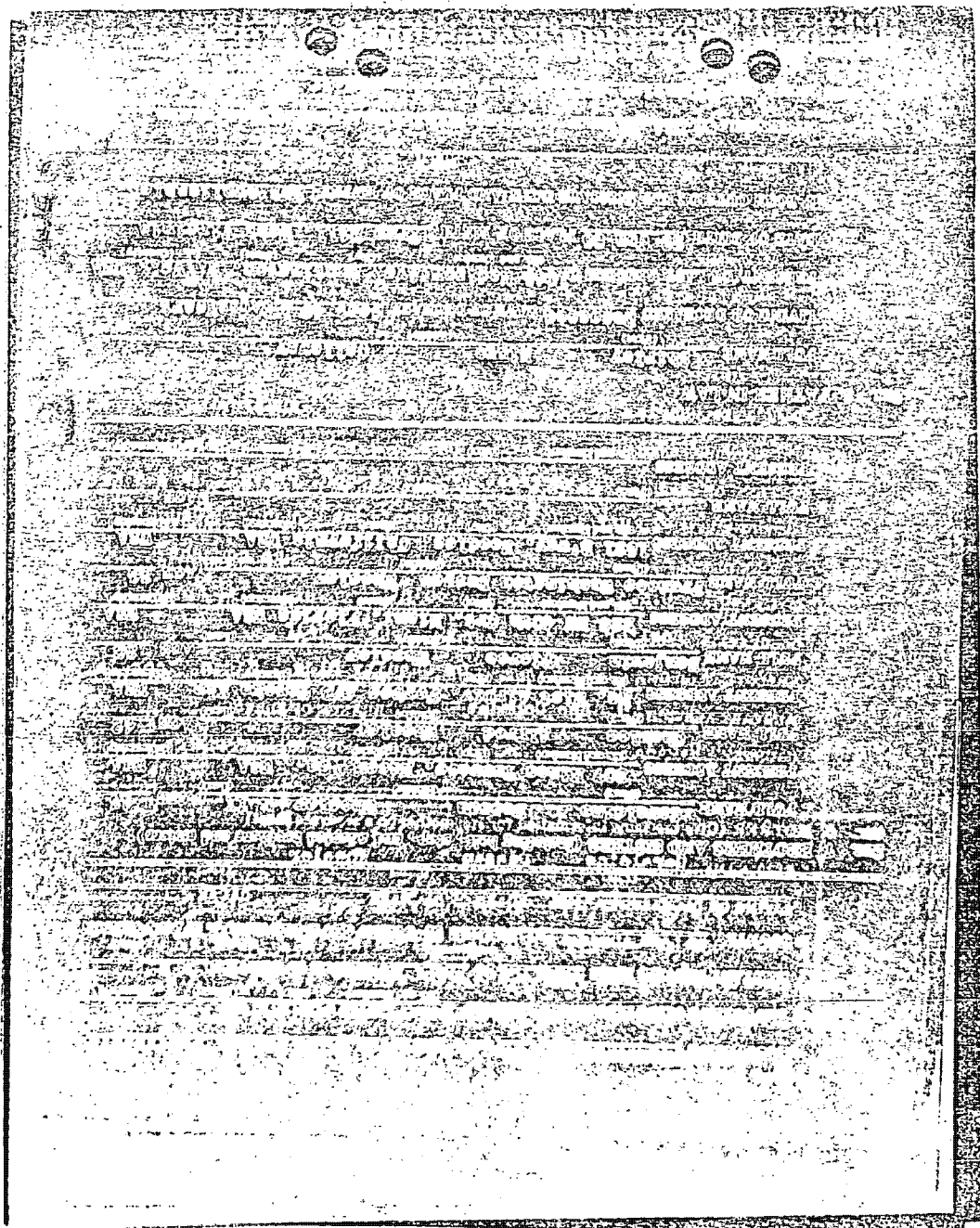
... ..

the 1990s, the number of people in the world who are under 15 years of age is expected to increase from 1.1 billion to 1.5 billion. The number of people aged 65 and over is expected to increase from 250 million to 450 million. The number of people aged 15 and over is expected to increase from 3.5 billion to 4.5 billion. The number of people aged 15 and over is expected to increase from 3.5 billion to 4.5 billion. The number of people aged 15 and over is expected to increase from 3.5 billion to 4.5 billion.

...the fact that the *Journal of the American Medical Association* is the only journal in the field to have a dedicated section for the publication of research on the use of complementary and alternative medicine.

*Journal of Management Studies*, 36(7), 809–826.

1. The first part of the document is a title page. It contains the title of the document, the author's name, and the date of the document. The title is "The first part of the document is a title page. It contains the title of the document, the author's name, and the date of the document." The author's name is "The author's name is the name of the person who wrote the document." The date of the document is "The date of the document is the date when the document was written." The title page is the first page of the document and it contains the title, author's name, and date of the document.





5

NOTICE OF FILING

NAME [REDACTED]

ADDRESS 1045 Madison Ave., Huntington, West Va., U.S.A.

DATE OF BIRTH Aug 23 PLACE OF BIRTH Huntington, West Va., U.S.A.

EDUCATION U.S.A. - [REDACTED] GRADE High School

OCCUPATION Self-employed

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

NAME [REDACTED] RELATION Wife BIRTH 1908 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1912 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1915 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1918 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1921 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1924 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1927 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1930 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1933 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1936 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1939 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1942 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1945 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1948 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1951 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1954 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1957 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1960 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1963 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1966 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1969 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1972 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1975 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1978 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1981 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1984 PLACE U.S.A.

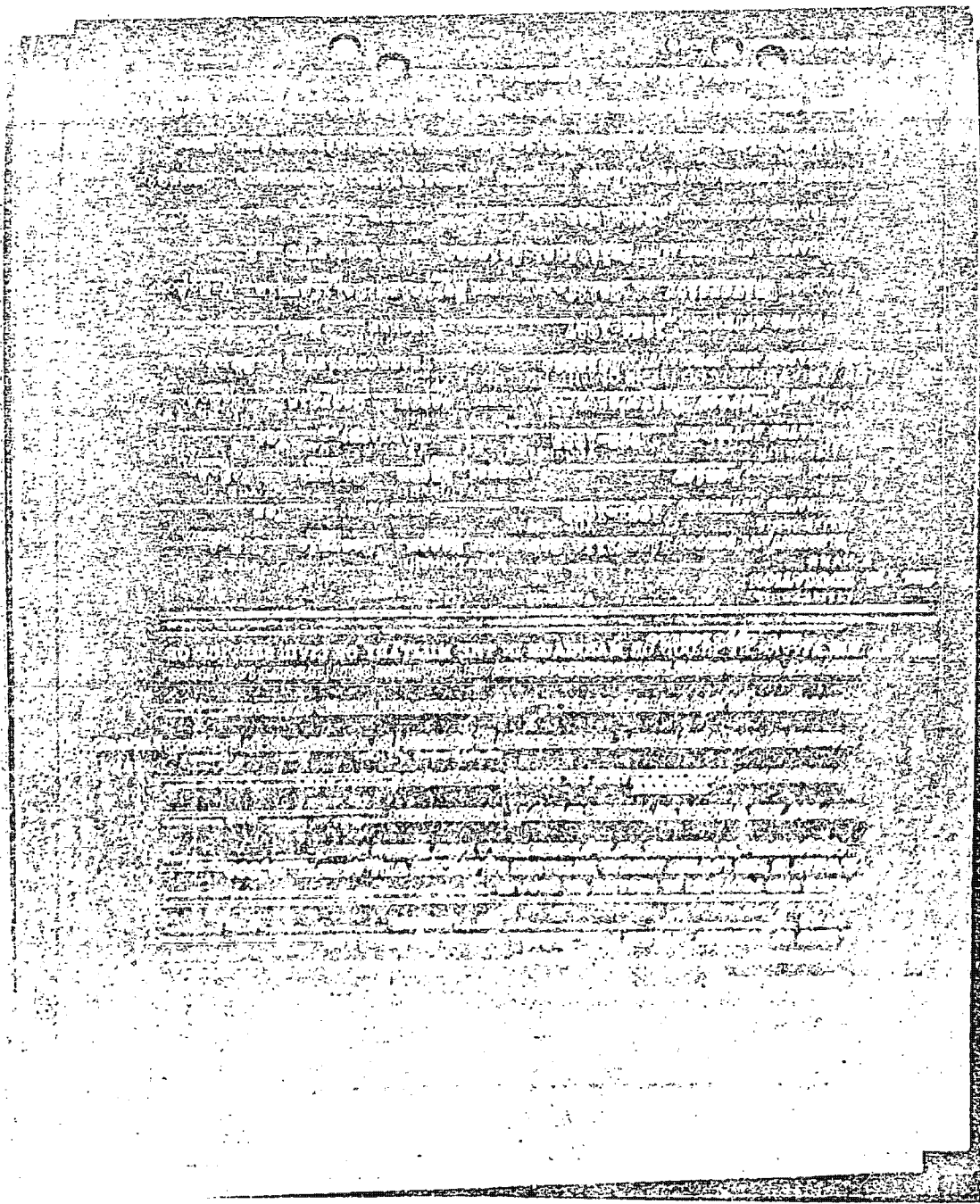
NAME [REDACTED] RELATION Sister BIRTH 1987 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1990 PLACE U.S.A.

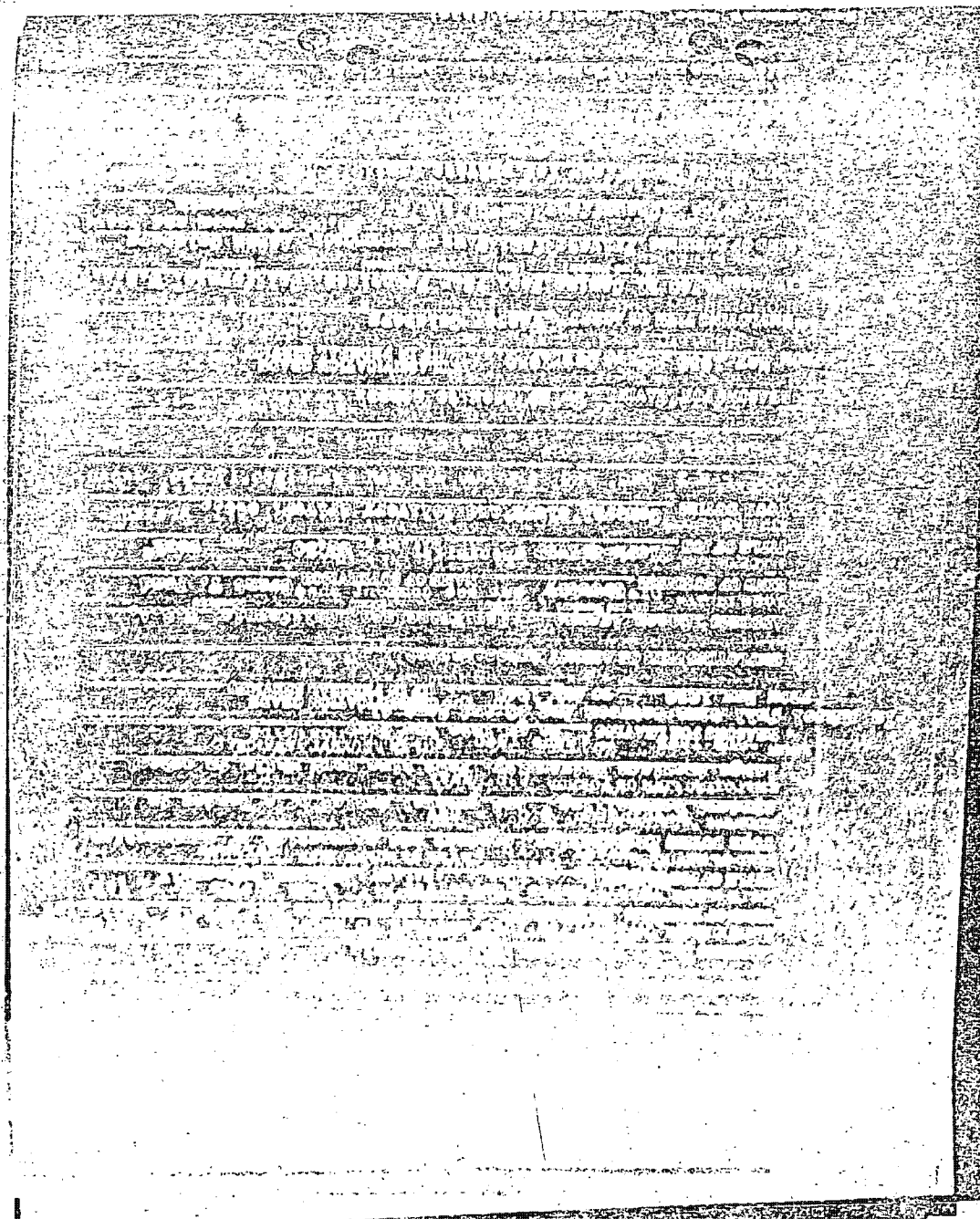
NAME [REDACTED] RELATION Sister BIRTH 1993 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1996 PLACE U.S.A.

NAME [REDACTED] RELATION Sister BIRTH 1999 PLACE U.S.A.







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

467

468

469

470

471

472

473

474

475

476

477

478

479

480

481

482

483

484

485

486

487

488

489

490

491

492

493

494

495

496

497

498

499

500

501

502

503

504

505

506

507

508

509

510

511

512

513

514

515

516

517

518

519

520

521

522

523

524

525

526

527

528

529

530

531

532

533

534

535

536

537

538

539

540

541

542

543

544

545

546

547

548

549

550

551

552

553

554

555

556

557

558

559

560

561

562

563

564

565

566

567

568

569

570

571

572

573

574

575

576

577

578

579

580

581

582

583

584

585

586

587

588

589

590

591

592

593

594

595

596

597

598

599

600

601

602

603

604

605

606

607

608

609

610

611

612

613

614

615

616

617

618

619

620

621

622

623

624

625

626

627

628

629

630

631

632

633

634

635

636

637

638

639

640

641

642

643

644

645

646

647

648

649

650

651

652

653

654

655

656

657

658

659

660

661

662

663

664

665

666

667

668

669

670

671

672

673

674

675

676

677

678

679

680

681

682

683

684

685

686

687

688

689

690

691

692

693

694

695

696

697

698

699

700

701

702

703

704

705

706

707

708

709

710

711

712

713

714

715

716

717

718

719

720

721

722

723

724

725

726

727

728

729

730

731

732

733

734

735

736

737

738

739

740

741

742

743

744

745

746

747

748

749

750

751

752

753

754

755

756

757

758

759

760

761

762

763

764

765

766

767

768

769

770

771

772

773

774

775

776

777

778

779

780

781

782

783

784

785

786

787

788

789

790

791

792

793

794

795

796

797

798

799

800

801

802

803

804

805

806

807

808

809

810

811

812

813

814

815

816

817

818

819

820

821

822

823

824

825

826

827

828

829

830

831

832

833

834

835

836

837

838

839

840

841

842

843

844

845

846

847

848

849

850

851

852

853

854

855

856

857

858

859

860

861

862

863

864

865

866

867

868

869

870

871

872

873

874

875

876

877

878

879

880

881

882

883

884

885

886

887

888

889

890

891

892

893

894

895

896

897

898

899

900

901

902

903

904

905

906

907

908

909

910

911

912

913

914

915

916

917

918

919

920

921

922

923

924

925

926

927

928

929

930

931

932

933

934

935

936

937

938

939

940

941

942

943

944

945

946

947

948

949

950

951

952

953

954

955

956

957

958

959

960

961

962

963

964

965

966

967

968

969

970

971

972

973

974

975

976

977

978

979

980

981

982

983

984

985

986

987

988

989

990

991

992

993

994

995

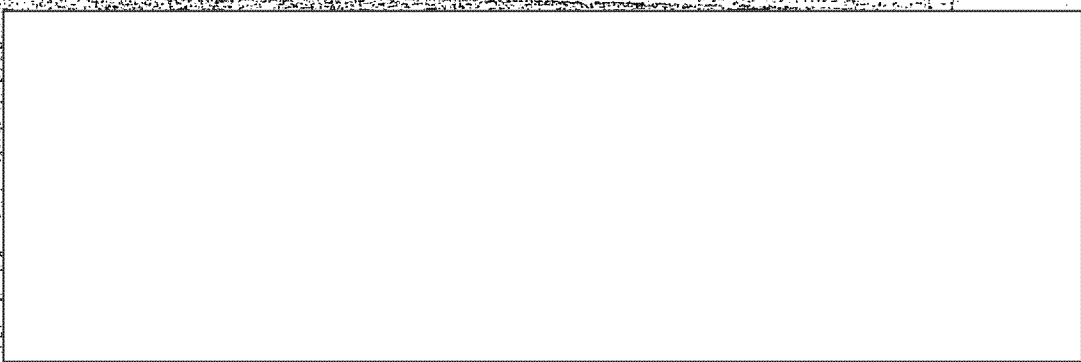
996

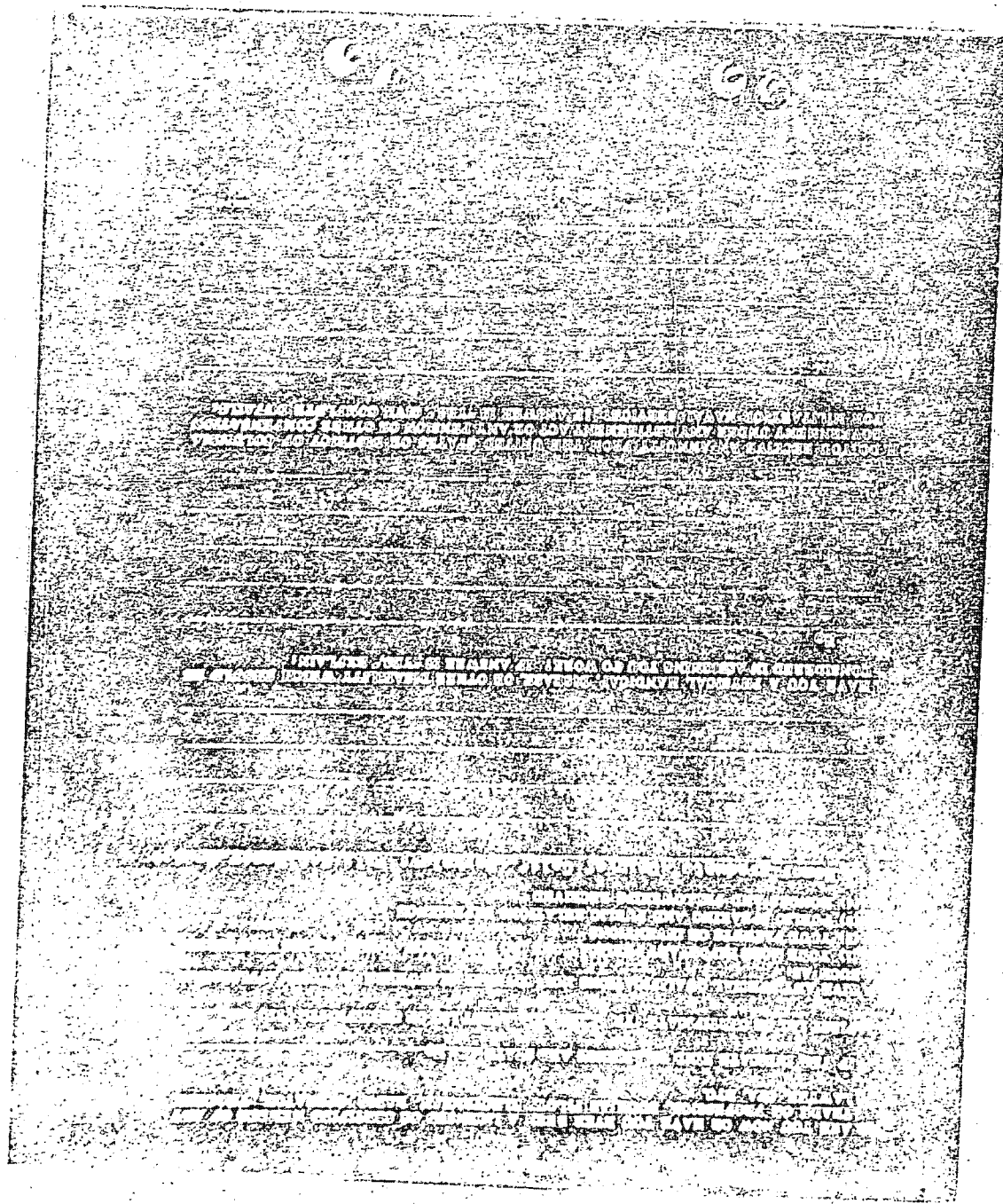
997

998

999

1000



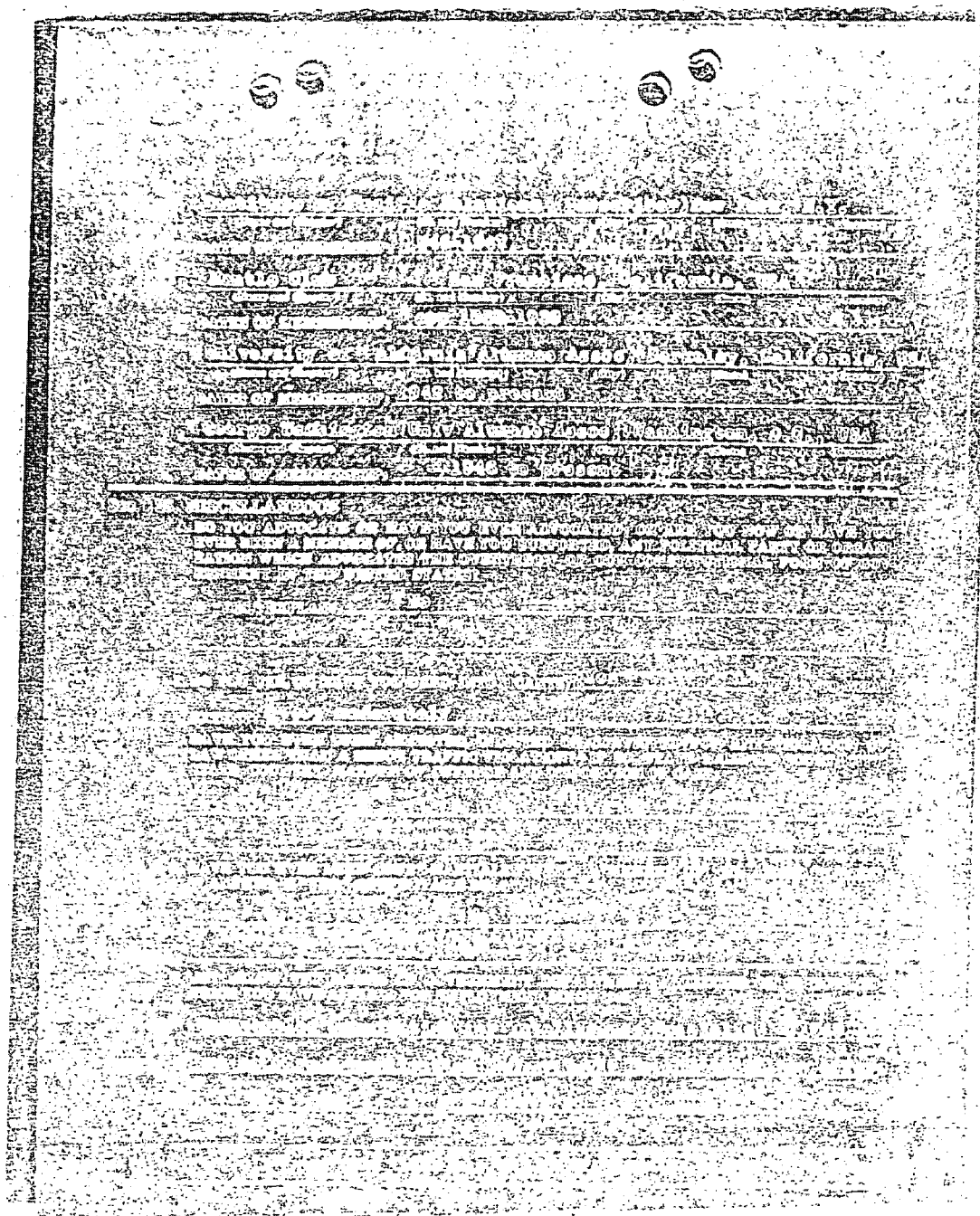


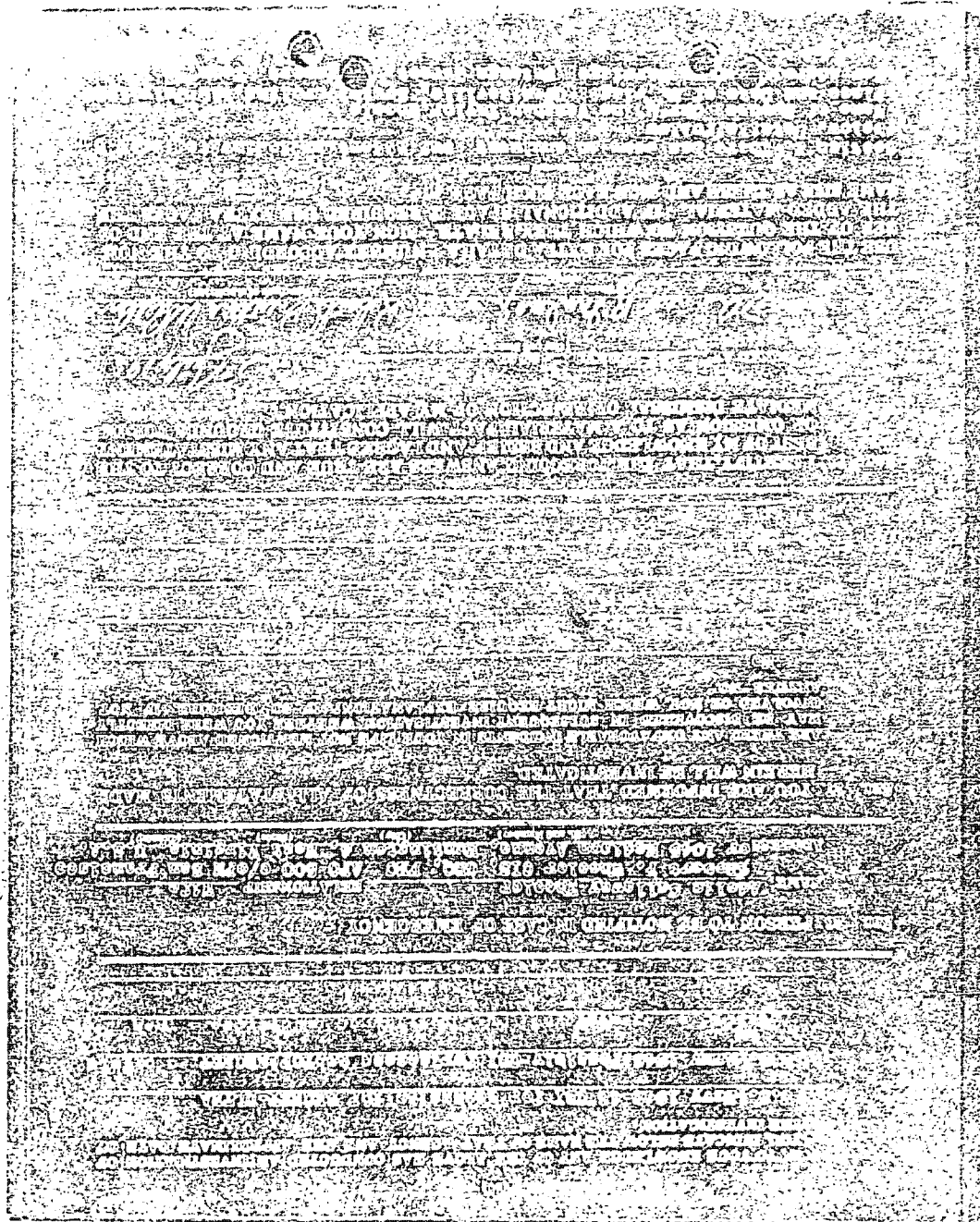


1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
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









1. I have never mentioned this alleged affair on any other  
since the question of marriage was raised. I have not  
made the statement in the Superior Court of the State of California  
San Francisco, City and County, 310 Bay Street, San Francisco, California  
1st. This marriage was not known to anyone but the two individuals  
officially performed the marriage and the attendant. Neither set  
of parents and family or friends have been aware of it. Any inves-  
igation at this late date would only be the source of needless  
embarrassment to all concerned. Miss Taylor, as far as I know, has  
long since married and I have had no contact with her since 1930.  
If there are further questions, it could be appreciated if only  
approached. There is nothing to hide or to be ashamed of, but  
there is a lot of unnecessary embarrassment that can so easily be

His father was born in Coaticut, Quebec, while his mother was visiting there, so I have always understood, both of his parents were US citizens and he was the 10th generation in the US. He had some military service in the Spanish-American War, but I am totally ignorant of the details.

10. Post-19 College: University of Colorado Address: Boulder, Colo.  
 Dates Attended: June 1942 - June 1945 (NTJON JAP LAM) Certificates of  
 Completion and College Degree: Bachelor of Science in Geology

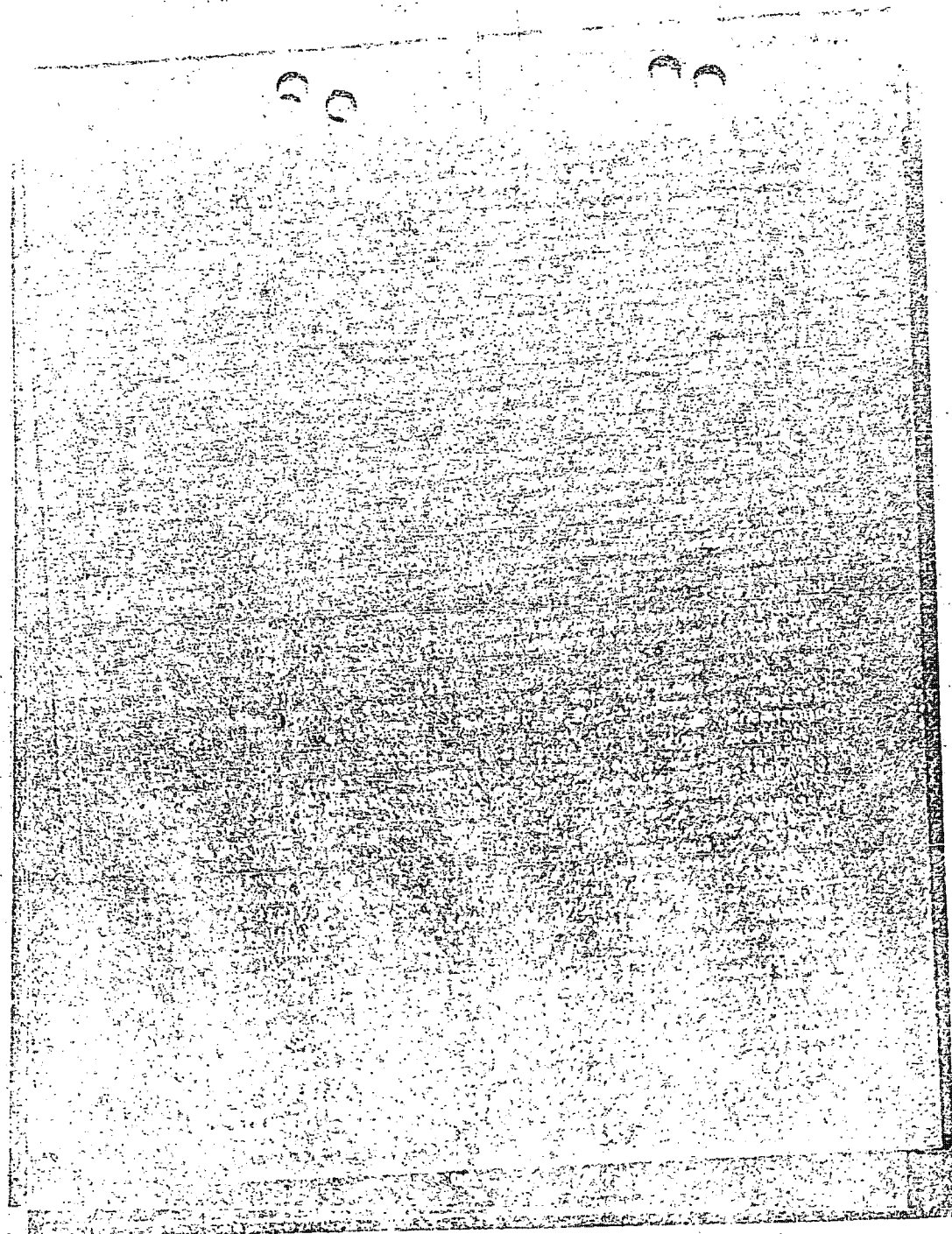
On Dec 14, 1968, a meeting of delegates took place with the Army in Japan for the necessary planning and other considerations.

[illegible][illegible][illegible][illegible]

1. The first step is to identify the problem or question being asked. This involves understanding the context and the specific requirements of the task.

\_\_\_\_\_

\_\_\_\_\_



SECRET  
(When Filled In)

REQUEST FOR SECURITY CLEARANCE						REQUEST NO. (11-61) <b>42076</b>	
NAME <input type="text"/>						REQUEST DATE (11-11) <b>5 Aug 66</b>	
POSITION TITLE <b>IO- Program Eval.</b>						YEAR OF BIRTH (12-30) <input type="text"/>	
LOCATION (CITY, STATE, COUNTRY) <b>Washington, D.C.</b>			POSITION NUMBER (21-30) <input type="text"/>			GRADE (12-44) <b>GS-16</b>	
ASSIGNMENT (OFFICE, DIVISION, BRANCH) <b>DCI/PPB/Planning &amp; Prog. Div/Prog. Anal. Br.</b>			OCCUP. CODE (17-48) <input type="text"/>			ORGAN. CODE (18-48) <input type="text"/>	
TYPE OF APPLICANT REGULAR <input type="checkbox"/> CONTRACT <input type="checkbox"/> CONSULTANT <input type="checkbox"/> MILITARY <input type="checkbox"/>			CONVERSION ACTION <b>SA-38</b>			TYPE OF APPL. (40) <input type="text"/>	
NAME <input type="text"/>			IF OTHER, SPECIFY: <input type="text"/>			HQTRS. & FUND (50) <input type="text"/>	
CLEARANCE REQUIRED <b>Full Clearance</b>			PROVISIONAL FOR UNDULATE NAME OF POOL OR GROUP <input type="text"/>			TYPE OF ASSIGNMENT AND FUNDS HQS <input type="checkbox"/> USP <input type="checkbox"/> PF <input type="checkbox"/> V <input type="checkbox"/> UV <input type="checkbox"/>	
ATTACHMENTS PERSONAL HISTORY STATEMENT <input type="checkbox"/> PHOTOGRAPH(S) <input type="checkbox"/>			REQUEST FOR WAIVER APPENDIX I <input type="checkbox"/> APPENDIX II <input type="checkbox"/>			CLEARANCE (51) <input type="text"/>	
VETERANS STATUS MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/>			REPORT OF INTERVIEW FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN <input type="checkbox"/>			RECRUIT. CODE (52-54) <input type="text"/>	
						VET. PREF. & SEX (55) <input type="text"/>	
Security #: <b>6016</b>							
Clearance memo to SA Branch/CFD Attn: <input type="text"/> <b>5 E 69</b>							
SPACE BELOW FOR OS USE ONLY							

**CONFIDENTIAL**  
(When Filled In)

**SECURITY APPROVAL**

DATE : 30 July 1966

YOUR  
REFERENCE: 42076

CASE NO. : 60164

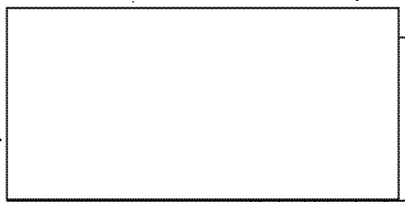
TO : Director of Personnel

ATTN: 

SUBJECT: 

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
3. As part of the entrance on duty processing:
  - ☐ A personal interview in the Office of Security must be arranged.
  - ☒ A personal interview is not necessary.
  - ☐ Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.
4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:

  
Chief, Personnel Security Division

CONFIDENTIAL  
(When Filled In)

STAFF AGENT CLEARANCE

DATE : 9 November 1964

YOUR REFERENCE: 15100

CASE NO. : 60164

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 CS-16, by DDP/DCD in the capacity of Operations Officer [redacted]

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.

☐

CONFIDENTIAL

FORM 12-62 1989

(9-40)

SECRET  
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (11-2)
				15100
				REQUEST DATE (10-11)
				5 Nov 1964
NAME (LAST, FIRST, MIDDLE)				
POSITION NUMBER (91 - 92)				GRADE (43-44)
POSITION TITLE				GS-16
LOCATION (CITY, STATE, COUNTRY)				ORNL CODE (45-46)
ASSIGNMENT OFFICE, DIVISION, BRANCH				TYPE OF APPL. (48)
DDP/DOD				
CONVERSION ACTION				
TYPE OF APPLICANT				DDGTR. & FUND (49)
CPD				
TYPE OF ASSIGNMENT AND FUND				CLEARANCE (51)
SECRET				
FULL				
PROVISIONAL FOR INDICATE NAME OF POOL OR GROUP				REQUEST CODE (52-53)
COVERT SECURITY CLEARANCE				
ATTACHMENTS				VET PREF. & SEE (54)
PERSONAL HISTORY STATEMENT				
PHOTOGRAPH(S)				
MALE - VETERAN				
MALE - NON-VETERAN				
FEMALE - VETERAN				
FEMALE - NON-VETERAN				

Security #: 60164

Case Officer: [ ] Code 11 x68060

Clearance memo to SA Branch/CPD

[ ]

5 E 69

SPACE BELOW FOR OS USE ONLY



CONFIDENTIAL

DATE 25 May 1959

PROT. 9-258

TO : FE

Director of Security

Director of Personnel

FROM : Chief, Communications Security Staff

SUBJECT: Notification of Cryptographic Clearance - [REDACTED]

1. Subject employee has been granted a cryptographic clearance under the provisions of CIA Regulation 90-500. Clearance is effective 25 May 1959.

2. Subject has been informed of the granting of clearance, has been briefed concerning cryptographic and related communications security matters, and has signed a Briefing Statement acknowledging responsibility for the protection of cryptographic information.

3. When Subject employee no longer requires the clearance in order to perform his assigned duties, it is requested that the Communications Security Staff (2411 "I" Bldg., Ext. 3021) be notified by FE that the clearance may be revoked.

FOR THE CHIEF, COMMUNICATIONS:

[REDACTED]

Distribution:

- 1 - FE
- 1 - Security Office (Briefing Statement attached)
- 1 - Personnel Office
- 1 - OC-S/PROT File

CONFIDENTIAL

**SECRET**CONFIDENTIAL  
SECURITY INFORMATION  
SECURITY APPROVAL

Date: 28 July 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937-A

FROM: Acting  
Chief, Security Division

Case Number: 60164

SUBJECT: 

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.

Not: Lynn  
~~OK to~~  
~~to~~

W. J. E. S. D. in field.

Pouch sent out 17 May 52  
 Branch has called a field on  
 change of action papers are  
 to be forward back  
 18/15/52

EOD per Cable

9/28/52

1205

**SECRET**

**SECRET**  
SECURITY INFORMATION**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Covert Personnel Division**DATE:** 8 May 1952**FROM :** Chief, Personnel Security Branch**SUBJECT:** [REDACTED] 60164

Reference is made to a memorandum dated 1 May 1952 from Lloyd George, Chief, FE, which is as follows.

"1. Full security clearance was issued 11 March 1952 for Subject's employment in the field as an I.O. (C1) assigned [REDACTED]

3. It is therefore requested that Subject's security clearance be extended for a period of sixty days."

This is to advise that the security clearance granted 11 March 1952 is extended to 30 June 1952.

[REDACTED]

**SECRET**

FD2  
68  
u✓

~~CONFIDENTIAL~~  
SECURITY APPROVAL

Date: 11 March 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937

FROM: Chief, Security Division

Case Number: 60164

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.

*Cas in  
per  
field  
14 Mar*

[REDACTED]

[REDACTED]

~~CONFIDENTIAL~~

RECORD OF  
PREVIOUS GOVERNMENT  
SERVICE RETURNED TO  
FEDERAL RECORDS CENTER IN  
ST. LOUIS, MO.

DATE 1 OCT 1974 *mk*