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10291-10002

STANDARD FORM 66
October 1960
PRESCRIBED BY U.S. CIVIL SERVICE COMMISSION
Federal Personnel Manual Ch. 293
66-102

SECRET

Official Personnel Folder

SECRET

RETURN TO RECORDS OF
IMMEDIATELY AFTER USE
FOR 75-132 PGX 26

437115

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CODED

14-00000

SECERT

SECRET

REPRODUCTION MASTERS

BIOGRAP

BIOGRAPHIC PROFILE

SECRET

Handle With Care

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 27 Dec 72

1. SERIAL NUMBER | 1a. NAME (Last-First-Middle): L

2. NATURE OF PERSONNEL ACTION: RETIREMENT (CIARDS) VOLUNTARY

4. EFFECTIVE DATE REQUESTED: MONTH 12 | DAY 31 | YEAR 73

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: XX | V TO V | | V TO CF | CF TO V | | CF TO CF

7. TAN AND NSCA: 4221-0117 — 0000

8. LEGAL AUTHORITY (Completed by Office of Personnel): Public Law 88-643 Section 233

9. ORGANIZATIONAL DESIGNATIONS: DDO/PLANS STAFF
CAREER MANAGEMENT GROUP

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

11. POSITION TITLE: OPS OFFICER - CH

12. POSITION NUMBER: 0049

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, FW, etc.): ~~GS~~ CS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 17 ~~00~~ 5

17. SALARY OR RATE: $ 36,000

18. REMARKS: Supergrade Bluck-

LAST WORKING DAY 28 Dec 73

Coordinated with [redacted] /ROB 27 December 1973

Grey Peet
CMG/MWB
Maxwell D. Blair Jr.

10A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | [redacted] | APPROVING OFFICER | DATE SIGNED: 27 Dec 73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	21. OFFICE CODING ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE MO. DA. YR.	27. DATE OF EST. MO. DA. YR.
45	10					1	[redacted]		

28. RTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CSC 2-DDCH 3-FICA 4-NONE CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX
		Ø, BJ, ØØ, Ø, 3						

35. VET. PREFERENCE CODE (0-NONE 1-5 PT. 2-10 PT.)	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RSVE PROV/TEMP	39. FEGLI/HEALTH INSURANCE CODE	CODE (0-WAIVER 1-ELIG 2-INELIGIBLE)	HEALTH INS. CODE	40. SOCIAL SECURITY NO.
							[redacted]

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	CODE	NO. TAX EXEMP.	STATE CODE

45. POSITION CONTROL CERTIFICATION: 12-27-73 JAN

46. O/P APPROVAL: [redacted]

DATE APPROVED: 27 DEC 1973

FORM 1152 USE PREVIOUS EDITION

SECRET CLASSIFIED BY: 01-0332

EA-2 APPLIED

(4)

2 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,

[redacted]

F. W. M. Janney
Director of Personnel

Distribution:
0 - Addressee
1 - OPF

OP/RAD/ROB [redacted] (26 March 1974)

14-00000

Executive Registry
74-522

26 JAN 1974

[redacted]

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: [signature]
Director of Personnel
23 JAN 1974

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

ADMINISTRATIVE - INTERNAL USE ONLY

OPF

TD

29 January 1974

MEMORANDUM FOR: Chief, Plans Staff

THROUGH : Deputy Director for Operations

SUBJECT : Distinguished Intelligence 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 G 1 - Addressee
1 - OPF w/forms 382 & 600
1 - Exec Sec/HMAB
1 - Recorder/HMAB

14-00000

OPF

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:

SERIAL OR I.D. NO.	NAME (Last, First, Middle)	BIRTHYEAR	SEX	TYPE EMPLOYEE
			M	Staff

OFFICE OF ASSIGNMENT	SD	SCHEDULE	GRADE	STATION
DO/CMG	D	GS	17	

BE AWARDED

Intelligence Medal of Merit

☐ FOR HEROIC ACTION ON

☒ FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD **September 1952 - December 1973**

☐ RECOMMENDS APPROVAL ☐ DOES NOT RECOMMEND APPROVAL

☒ RECOMMENDS AWARD OF **Distinguished Intelligence Medal**

UNCLASSIFIED CITATION

[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.**

REMARKS

(Recommendation approved by DD/O on 10 December 1973)

APPROVED	SIGNATURE
/s/ Vernon A. Walters	(signed) F. W. M. Janney
DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE	TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD: F. W. M. Janney
9 JAN 1974	SIGNATURE: (signed on original)
DATE	TYPED NAME OF RECORDER: R. L. Au[illegible]n, Jr.

FORM 9-73 382 OBSOLETE PREVIOUS EDITION

(4)

SECRET
(When Filled In)

OFF

RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit in triplicate - see HP 20-32)

SECTION A — PERSONAL DATA

1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE	5. SO
		Ops Off/Chief	GS-17	D

6. OFFICE OF ASSIGNMENT	7. OFFICE TEL. (If this)	8. STATION
DDO/CMG/	4103	X Headquarters ____ Other (Specify location)

9. HOME ADDRESS (No., St., City, State, ZIP Code)	10. HOME PHONE	11. CITIZENSHIP AND HOW ACQUIRED
		U.S., Birth

12. RECOMMENDED AWARD	13. IF RETIRING, DATE OF RETIREMENT	14. POSTHUMOUS	
Intelligence Medal of Merit	31 December 1973	yes	X no

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

SECTION B — RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD

19. WERE YOU AN EYEWITNESS TO THE ACT ____ yes ____ no

PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:

20. FULL NAME	21. ORGN. TITLE	22. GRADE	23. OFFICE OF ASSIGNMENT

LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:

24. FULL NAME	25. AWARD RECOMMENDED

CONDITIONS UNDER WHICH ACT WAS PERFORMED:

26. LOCATION	27. INCLUSIVE DATES	28. TIME OF DAY

29. PREVAILING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED

30. DATES FOR WHICH AWARD RECOMMENDED	31. ASSIGNMENT COMPLETED	32. NOW IN SAME OR RELATED ASSIGNMENT
	____ yes ____ no	____ yes ____ no

SECTION C — RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE

33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE X yes ____ no

34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE

Ops Officer/Chief

35. COMPONENT OR STATION (Designation and location)

CMG/[redacted]

36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION

Chief, [redacted]

37. INCLUSIVE DATES FOR WHICH RECOMMENDED	38. ASSIGNMENT COMPLETED	39. NOW IN SAME OR RELATED ASSIGNMENT
Sept 1952-December 1973	____ yes X no	X ____ yes ____ no

PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE

40. FULL NAME	41. ORGN. TITLE	42. GRADE	43. OFFICE OF ASSIGNMENT

LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE

44. FULL NAME	45. TYPE OF AWARD

(When Filled In)

OPP

SECTION D	NARRATIVE DESCRIPTION

Award for Heroic Action or Acceptance of Hazard: Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain, why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. Indicate results of the act. Enclose unclassified citation.

Award for Achievement, Service, or Performance: State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to Fitness Reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citation.

[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.

[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.

☐ CONTINUED ON ATTACHED SHEET

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.

1. PROPOSED CITATION
2.
3.

47. RECOMMENDATION INITIATED BY	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMEN[redacted]	49. DATE
[redacted]		10 DEC 1977

SECTION E	RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION	
50. HEAD OF DDO CAREER SERVICE (Career service of nominee)	TITLE AND SIGNATURE See Item # 52	DATE
51. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE See Item # 52	DATE
52. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND [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): [redacted]

3. NATURE OF PERSONNEL ACTION: Reassignment

4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 21 YEAR 73

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: X V TO V / V TO CF / CF TO V / CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 4121-0117/0000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDO/Plans Staff
Career Management Group
[redacted]

10. LOCATION OF OFFICIAL STATION: Washington, D. C.

11. POSITION TITLE: Ops Officer-Ch (17)

12. POSITION NUMBER: 0049

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 17/4

17. SALARY OR RATE: $36,000

18. REMARKS

Reassigned from DDO/PS/CMG Pending Reassignment

* [illegible]
* Super blurb

18A. SIGNATURE OF REQUESTING OFFICIAL: [redacted]

DATE SIGNED: 9/17/73

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER:

DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS CODE	25. DATE OF BIRTH	26. DATE IN GRADE	27. DATE OF LEI
37	10	37320 PS	75013		1	[redacted]		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. DETERMINANT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. RET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI, HEALTH, UNEMPLOYED | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

43. POSITION CONTROL CERTIFICATION: 9-21-73

45. O.P. APPROVAL | DATE APPROVED

FORM 1152 USE PREVIOUS EDITION

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 July 1973

1. SERIAL NUMBER | 2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT

4. EFFECTIVE DATE REQUESTED: MONTH 07 DAY 01 YEAR 73

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: X V TO V | V TO CF | CF TO V | CF TO CF

7. FAN AND USCA: 4221-~~2975~~ 0117 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. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 17 4

17. SALARY OR RATE: $36000

18. REMARKS

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

42
I

608

16A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | 18. [redacted] | DATE SIGNED 10 July 73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
30	10	30135 PS	75013		1	[redacted]		

28. NTI EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1-CSC, 2-FICA, 3-FICA, 4-NONE) CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. PET. PREFERENCE (CODE: 0-NONE, 1-5 PT, 2-10 PT) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP, CODE) | 39. FEGLI/HEALTH INSURANCE (CODE: 0-WAIVER, 1-RES, 2-RES/OPT, 3-INELIGIBLE; HEALTH INS. CODE) | 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. COMP. CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: 7-10-73 [illegible] | From [illegible] D | [redacted] | DATE APPROVED 24 Jul 73

FORM 1159 USE PREVIOUS EDITION

SECRET | CLASSIFIED BY [illegible] | EX-6 APPVD

SECRET

31 JAN 1973

Dear [redacted]

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.

[redacted]

SECRET

14-00000

C-O-N-F-I-D-E-N-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. Karamessines
Deputy Director for Plans

[redacted]

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

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 22 February 1972

1. SERIAL NUMBER:
2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: Reassignment

4. EFFECTIVE DATE REQUESTED: MONTH 03 DAY 09 YEAR 72

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: X V TO V / V TO CF / CF TO V / CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 2231-4148

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS: DDP/[redacted] Development Complement

10. LOCATION OF OFFICIAL STATION: Washington, D. C.

I 42

11. POSITION TITLE: Ops Officer - Ch

12. POSITION NUMBER: 9997

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 17 4

17. SALARY OR RATE: $ 36,000

18. REMARKS

*Other

From MPS, Position # 0001

Concur: [redacted] (telecoord)
MPS

3/8
DB 3/20

cc: Payroll
cc: Security

M 36

[redacted] Pers — DATE SIGNED 23 Feb 72

[redacted] — DATE SIGNED 9 MAR 1972

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	18	54977	ACCA	75013		1	[redacted]		

28. NTE EXPIRES (MO. DA. YR.) — 29. SPECIAL REFERENCE — 30. RETIREMENT DATA (1—CSC, 2—ORIGIN, 3—FICA, 4—NONE) CODE — 31. SEPARATION DATA CODE — 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) — EOD DATA — 33. SECURITY REQ. NO. — 34. SEX

35. VET. PREFERENCE (CODE: 0—NONE, 1—5 PT., 2—10 PT.) — 36. SERV. COMP. DATE (MO. DA. YR.) — 37. LONG. COMP. DATE (MO. DA. YR.) — 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP, CODE) — 39. FEGLI/HEALTH INSURANCE (CODE: 0—WAIVER, 1—REG, 2—REG/OPT, 3—INELIGIBLE; HEALTH INS. CODE) — 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 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS) — 44. STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: [redacted] — * From MPS 3-9-72

46. O.P. APPROVAL: Henry B. Fisher — DATE APPROVED: 15 Mar. 72

FORM 9-70 1152 USE PREVIOUS EDITION

SECRET

20 MAR 1972

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 November 1971

1. SERIAL NUMBER:
2. NAME (Last–First–Middle):
3. NATURE OF PERSONNEL ACTION: Promotion
4. EFFECTIVE DATE REQUESTED: MONTH 11 | DAY 28 | YEAR 71
5. CATEGORY OF EMPLOYMENT: Regular
6. FUNDS: X V TO V; V TO O; O TO V; O TO O
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 2221-2886-0000
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/Missions & Programs Staff
Office of the Chief
10. LOCATION OF OFFICIAL STATION: Washington, DC
11. POSITION TITLE: Ops Officer - Ch (181)
12. POSITION NUMBER: 0001
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: ~~GS~~-17 4
17. SALARY OR RATE: $ 35,801
18. REMARKS:

cc: Payroll

36
H

18A. SIGNATURE OF REQUESTING OFFICIAL:
DATE SIGNED:
18B. 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 CODING NUMERIC	21. OFFICE CODING ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. HONORS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF EST MO. DA. YR.
32	10	52100	MP3	9503		1		11 28 71	11 28 71

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1—CSC 2—CSRS 3—FICA 4—FERS CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE CODE 0—NONE 1—5 PT. 2—10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/DES PROV/TEMP CODE	39. FEGLI CODE	HEALTH INSURANCE 0—WAIVER 1—REG 2—REG/OPT 3—INELIGIBLE HEALTH INS. CODE	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 1—YES 2—NO	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED 1—YES 2—NO	CODE	NO. TAX EXEMP.	STATE CODE

45. POSITION CONTROL CERTIFICATION: 11-26-71 WH
46. O.P. APPROVAL: Harry B. Fisher
DATE APPROVED: 1 Dec 71

FORM 878 1152 USE PREVIOUS EDITION

SECRET

GPO EMBARGO FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

46

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 March 1971

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

3. NATURE OF PERSONNEL ACTION: Reassignment and Transfer to Vouchered Funds

4. EFFECTIVE DATE REQUESTED: MONTH 03 DAY 21 YEAR 71

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V / V TO CF / X CF TO V / CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1221-2886

8. LEGAL AUTHORITY (Completed by Office of Personnel)

H 36

9. ORGANIZATIONAL DESIGNATIONS: DDP/Missions and Programs Staff Office of the Chief

10. LOCATION OF OFFICIAL STATION: Washington, D. C.

11. POSITION TITLE: Ops Officer - Ch

12. POSITION NUMBER: 0001

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 16 6

17. SALARY OR RATE: $ 32,819

18. REMARKS

From MPS Position # 0008

cc: Security
cc: Payroll

18A. SIGNATURE OF REQUESTING OFFICIAL: [redacted]

DATE SIGNED: 5 Mar 1971

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted]

DATE SIGNED: 3/8/71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
16	10	52100	MPS	75013					

28. NTE EXPIRES (MO. DA. YR.)
29. SPECIAL REFERENCE
30. RETIREMENT DATA (1—LSC, 2—ORGN, 3—FICA, 4—NONE) CODE
31. SEPARATION DATA CODE
32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)
EOD DATA
33. SECURITY REQ. NO.
34. SEX

35. VET. PREFERENCE (CODE: 0—NONE, 1—5 PT., 2—10 PT.)
36. SERV. COMP. DATE (MO. DA. YR.)
37. LONG. COMP. DATE (MO. DA. YR.)
38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE
39. FEGLI/HEALTH INSURANCE (CODE: 0—WAIVER, 1—REG, 2—REG/OPT, 3—INELIGIBLE; HEALTH INS. CODE)
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 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS)
44. STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: 3-2-71

46. O.P. APPROVAL: Harry B. Fisher

DATE APPROVED: 8 March '71

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

Memorandum

MAR 4 1971

Subject: Completion of "The Winter Program for FEI Executives" at the Federal Executive Institute in Charlottesville, Virginia

Date:

In Reply Refer To:

From: Nancy W. Dalton
Registrar, 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 "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.

[redacted]

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

CSC FORM 631
NOVEMBER 1961

14-00000

46

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 1959 where he served until 1952; 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 (OPPB) 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 FI for a division (FE), Chief of Base [redacted], Program Analyst (OPPB), 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 OPPB on the PPB System and non-budgetary matters; installing the PPB System

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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 [redacted] was detailed to OPPB 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 EPS.

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 OPPB, 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 idiosyncracies 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 is 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 supergrades or below), Station Chief Conferences, the CS Senior Seminar (now in session) and the like. Acting as the DDP/TRO'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

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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 NPS and/or OPPD and eventual return to the mother component. One such arrangement, with duty in OPPD, 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 NPS responsibilities that are anything but easy. He is so highly regarded by his contacts in the divisions and staffs of the CS and in OPPD 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, [redacted] 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.

[redacted]
Chief, Missions and Programs Staff

SECRET

SECRET

9 February 1970

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 the grade GS-17.

2. By memorandum dated 5 June 1969 the undersigned recommended [redacted] for promotion. In that memorandum was set out the career of [redacted] 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 PPB 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

even constructive criticism. [redacted] 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 [redacted] 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 [redacted] 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, [redacted] is strongly recommended for promotion to Grade GS-17.

[redacted]
Chief, Missions and Programs Staff

Attachment: a/s

ADMINISTRATIVE - INTERNAL USE ONLY

1970

MEMORANDUM FOR : [redacted]

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.

R. S. Wattles
Director of Personnel

ADMINISTRATIVE - INTERNAL USE O

ADMINISTRATIVE-INTERNAL USE ONLY

13 MAR 1970

MEMORANDUM FOR : [redacted]

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

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

[redacted]

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/JMC (13 March 1970)

ADMINISTRATIVE-INTERNAL USE ONLY

14-00000

SECRET

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 06 DAY 12 YEAR 68

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V | V TO CF | CF TO V | X | CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 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: ~~Operations Officer~~ Ops Officer (SG)

12. POSITION NUMBER: 0008

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 16 5

17. SALARY OR RATE: $ 23,778

18. REMARKS

Date: Security [illegible] has been granted for [illegible] request

Distr: 1 - CSPS
1 - Security
1 - Payroll

16A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED: 3 June 68

16B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 37 | 20. EMPLOY CODE: 10 | 21. OFFICE CODING: NUMERIC 5215 | ALPHABETIC mPS | 22. STATION CODE: 7503 | 23. INTERIM CODE | 24. POSITION | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LEI

28. NTE EXPIRES: XXXXXX | 29. MEDICAL REFERENCE | 30. DETERMINANT DATA: 1 – CC, 2 – OTCR, 3 – FEC, 4 – PCS | CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | 33. SECURITY REQ. NO. | 34. SEX

EOD DATA

35. VET. PREFERENCE: CODE (5 – PCS, 1 – 5 PT, 2 – 10 PT) | 36. CAREER COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI/HEALTH INSURANCE: CODE, 2 – WAIVER, 1 – YES | HEALTH INS. CODE | 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 (1 – W1, 2 – W4) | CODE | NO. TAX EXEMPTIONS

44. STATE TAX DATA: FORM EXECUTED (1 – W1, 2 – W4) | CODE | NO. TAX EXEMPTIONS | STATE CODE

45. POSITION CONTROL CERTIFICATION: From O/PPB 06-12-68

46. O/P APPROVAL: HB Fisher | DATE APPROVED: 10 June 68

FORM 3-62 1132 USE PREVIOUS EDITION

SECRET

GROUP 1 – EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 4 August 1966

1. SERIAL NUMBER: [redacted]
2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: Excepted Appointment [illegible]

4. EFFECTIVE DATE REQUESTED: MONTH 7 DAY 31 YEAR 66

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 7114-0001

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DCI/Office of Planning, Programming and Budgeting
Planning and Programming Division
Program Analysis Branch

10. LOCATION OF OFFICIAL STATION: Washington, D.C.

11. POSITION TITLE: IO - Program Eval

12. POSITION NUMBER: 0005

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0132.70

16. GRADE AND STEP: 16 4

17. SALARY OR RATE: $ 22085

18. REMARKS:
~~PRA as provided by the provisions of HR 20-17 d.(c) for a period of two years.~~

C-09-55

[redacted] PPB — DATE SIGNED: 8/5/66

18. [redacted] Head, D Career Service — DATE SIGNED: 8/5/66

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
13	10	02350	OPPB	75013		1	[redacted]	08 30 64	08 27 65

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CONDUCTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ NO	34. SEX
		CODE 2				00000	M 1

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CADETS CATEGORY	39. FEGLI HEALTH INSURANCE	40. SOCIAL SECURITY NO.
1	08 06 42	07 23 62	0	1	—

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. SERVICE LAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
1	8	0 MO	—

45. POSITION CONTROL CERTIFICATION: [illegible]

46. O.P. APPROVAL: [redacted]

DATE APPROVED: [illegible]

FORM 1152 USE PREVIOUS EDITION

SECRET

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 1 August 1966

XXG

1. SERIAL NUMBER: 060947

2. NAME (redacted)

3. NATURE OF PERSONNEL ACTION: RESIGNATION

4. EFFECTIVE DATE REQUESTED: MONTH 07 | DAY 30 | YEAR 66

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V; CF TO V; X; V TO CF; CF TO CF

7. COST CENTER NO. CHARGE-ABLE: 7129-0369

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/DOD U.S. FIELD

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE: CHIEF OF BASE GS-14

12. POSITION NUMBER: 0261

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0136.02

16. GRADE AND STEP: 16 4

17. SALARY OR RATE: $ 22,085

18. REMARKS

Subject is reemployable.

18A

DATE SIGNED: 1 Aug 66

18B SIGN

DATE SIGNED: 5 Aug. 66

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 45

20 REASON CODE: 10

21 OFFICE CODING: NUMERIC / ALPHABETIC

22 STATION CODE

23 INCUMBENT CODE

24 NATION CODE: X

25 DATE OF BIRTH

26 DATE OF ENTRY: MO. DA. YR.

27 DATE OF 1ST: MO. DA. YR.

28 RPT EXEMPTS: MO. DA. YR.

29 SPECIAL ASSIGNMENT

30 RETIREMENT DATA: 1-CSA 1-FICA 1-CSR

31 SEPARATION CODE: 1 06 0091

32 EXPIRATION CANCELLATION DATE: TYPE / MO. DA. YR.

EOD DATA

33 SECURITY REQ'D

34 SCD

35 VET PREFERENCE: 0-NONE 1-5 PT 2-10 PT

36 SERV COMP DATE: MO. DA. YR.

37 TENURE GROUP DATE: MO. DA. YR.

38 CAREER CATEGORY: TYPE SERVICE PERIOD YEAR

39 VETERANS PREFERENCE: 0-NONE 1-VET

40 SOCIAL SECURITY NO

41 PREVIOUS GOVERNMENT SERVICE DATA: 1-NO PREVIOUS SERVICE 2-NO PRIOR TO 1/1/57 3-PRIOR TO 1/1/57 (LESS THAN 5 YEARS) 4-PRIOR TO 1/1/57 (MORE THAN 5 YEARS)

42 STATE TAX CODE

43 FEDERAL TAX DATA: FORM EXECUTED 1-YES 2-NO

44 STATE TAX DATA: FORM EXECUTED 1-YES 2-NO

45 POSITION CONTROL CERTIFICATION: 8/8/66

46 OF APPROVING

DATE APPROVED: 8-9-66

1152 USE PREVIOUS EDITION

SECRET

CONFIDENTIAL
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET

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 08 | DAY 01 | YEAR 65

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V TO V | V TO CF | CF TO V | XXX CF TO CF

7 COST CENTER NO CHARGE-ABLE: 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, FB, etc.): GS

15 OCCUPATIONAL SERIES: 0136.08

16 GRADE AND STEP: 16 3

17 SALARY OR RATE: $ 20,245

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

1cc to OP/ASD/RCB

18A SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED 12 July 65

18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 LOCATION CODE	21 OFFICE CODING	22 STATION CODE	23 INTERIM CODE	24 NOTICE CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
18	10	43620 DOD	75020		2		08 30 64	08 30 64

EOD DATA

28 VET EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CORRECTION, CANCELLATION DATA	33 SECURITY REQ NO	34 SEX

35 VET PREFERENCE	36 SERV COMP DATE	37 TENURE COMP DATE	38 CAREER CATEGORY	39 FEGLI/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 SENSITIVITY CERTIFICATION

DATE APPROVED

SECRET

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

XXF

DATE PREPARED: 25 OCTOBER 1964

1 SERIAL NUMBER:

2 NAME (Last–First–Middle): [redacted]

3 NATURE OF PERSONNEL ACTION: (CAREER) EXCEPTED APPT

4 EFFECTIVE DATE REQUESTED: MONTH 10 DAY 25 YEAR 64

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V TO V | V TO CP | CP TO V | X | CP TO CP

7 COST CENTER NO. CHARGEABLE: 5329-0369

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: 0261

13 CAREER SERVICE DESIGNATION: D

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

15 OCCUPATIONAL SERIES: 0136.01

16 GRADE AND STEP: 15 3

17 SALARY OR RATE: $ 20245

18 REMARKS:

C-09/55

18A SIGNATURE OF REQUESTING OFFICIAL: [redacted] DATE SIGNED: 27 Oct 64

18B [redacted] DATE SIGNED: 4 Nov. 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 13	20 AUTHORITY CODE: 10	21 OFFICE CODING: NUMERIC 4620 / ALPHABETIC DDP	22 STATION: 76C02 (7203)	23 INTERIM CODE	24 RESPONSE CODE: 2	25 DATE OF BIRTH	26 DATE OF GRADE: MO. 08 DA. 30 YR. 64	27 DATE OF EOD: MO. 08 DA. 30 YR. 64			
28 NTE EXPIRES: MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA: 1–CSR 2–FICA 3–NONE; CODE 1	31 SEPARATION DATE CODE	32 CONVERSION/REINSTATEMENT DATA: TYPE; MO. DA. YR.	EOD DATA	33 SECURITY REQ NO: 0960	34 SEP: MI				
35 VET PREFERENCE: CODE 1; 0–NONE 1–5 PT 2–10 PT	36 VETS' COMP. DATE: MO. 08 DA. 06 YR. 43	37 RETIRE COMP. DATE: MO. 09 DA. 28 YR. 62	38 CAREER CATEGORY: CAR STAT FROM; CODE C	39 SPECIAL INSURANCE: CODE 1; 0–NONE 1–YES; HEALTH INS. CODE –	40 SOCIAL SECURITY NO: –						
41 PREVIOUS GOVERNMENT SERVICE DATA: CODE 1; 0–NO PREVIOUS SERVICE 1–NO CREDIT IN SERVICE 2–CREDIT IN SERVICE LESS THAN 3 YEARS 3–CREDIT IN SERVICE (WITHIN THAN 3 YEARS)	42 LEAVE CAT: CODE 3	43 FEDERAL TAX DATA: FORM EXECUTED 1–YES 2–NO; CODE 0; NO TAX EXEMPTIONS (0)	44 STATE TAX DATA: FORM EXECUTED 1–YES 2–NO; CODE –; NO TAX EXEMPTIONS –; STATE CODE –								
45 POSITION CONTROL CERTIFICATION: 11/9/64 (OPS)	46 C.P. APPROVAL: [redacted]	DATE APPROVED: 2 Nov 64									

NAVPERS 1132 6-63 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

CONFIDENTIAL

REPORT OF CLEARANCES

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

SERIAL NO.	NAME OF EMPLOYEE (Last-First-Middle)	GRADE	POSITION TITLE
		GS-10	Ops Officer

OTHER TRUE NAMES USED WHILE IN AGENCY

COST CENTER NUMBER CHARGEABLE: 5120-6262

FUNDS: [ ] Y [X] CF

REASON FOR CLEARANCE
[X] SEPARATION
[ ] EXTENDED LEAVE (Note reason)
[ ] OTHER (Specify):

LAST WORKING DAY (Date): 23 October 1964

EFFECTIVE DATE OF SEPARATION: 23 October 1964

[ ] FORM 1152, REQUEST FOR PERSONNEL ACTION, WAS FORWARDED TO THE OFFICE OF PERSONNEL ON 29 Oct. 64

[ ] FORM 1152, 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
✓	OFFICE OF LOGISTICS	10 Nov 64	
	OFFICE OF SECURITY	19 NOV 64	
✓	DOCUMENT CONTROLS (Incl. RID)	10 Nov 64	
✓	SPECIAL CLEARANCES	10 Nov 64	
	CENTRAL COVER STAFF 4408	18 Nov 64	
✓	MEDICAL STAFF	6 Nov 64	
✓	COMSO SECURITY	10 Nov 64	

TITLE OF OPERATING COMPONENT OFFICIAL: C, TC Personnel & Training

SIGNATURE:

DATE SIGNED: 16 Nov 64

REMARKS

FORM 7-63 21a

CONFIDENTIAL

(4-2)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

VXF

DATE PREPARED: 29 OCTOBER 1964

1. SERIAL NUMBER: [redacted]
2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: RESIGNATION

4. EFFECTIVE DATE REQUESTED: MONTH 10 DAY 34 YEAR 64

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. COST CENTER NO. CHARGEABLE: 5129-0369

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS: DDP/DOD 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, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 16 3

17. SALARY OR RATE: $ 20245

18. REMARKS

18A. [redacted] DATE SIGNED: 29 OCT 64

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
45	10					[redacted]		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1—CSC, 3—FICA, 5—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
		1,80,009,1					

35. VET. PREFERENCE (CODE; 0—NONE, 1—5 PT., 2—10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR RESV, PROV. TEMP, CODE)	39. FEGLI/HEALTH INSURANCE (CODE; 0—WAIVER, 1—YES; HEALTH INSU. CODE)	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. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMP; STATE CODE)

45. POSITION CONTROL CERTIFICATION: 11/4/64

46. O.P. APPROVAL: Benedetto [illegible]

DATE APPROVED: [illegible]

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

MIDDLE 16 AUG 64

NOTIFICATION OF PERSONNEL ACTION

OEF

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
RESIGNATION	10 24 64	REGULAR

6. FUNDS		V TO V		V TO CF
		CF TO V	X	CF TO CF

7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
3129 0369 0000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0261	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	16 3	20245

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

Form 1150 Use Previous Editions

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 30 September 1964

1. SERIAL NUMBER: [redacted]
2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 10 DAY [illegible] YEAR 64
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF
7. COST CENTER NO. CHARGEABLE: 5129-0369
8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS: DDP/DOD US Field [redacted]
10. LOCATION OF OFFICIAL STATION: [redacted]

11. POSITION TITLE: OPS. OFFICER DD
12. POSITION NUMBER: 0261
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS-~~[illegible]~~
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 16 ~~15~~ 3 ~~5~~
17. SALARY OR RATE: $ ~~[illegible]~~ 20,245

18. REMARKS

* Phone concurrence [redacted] for FE

POSITION TITLE CHANGE

Security Approval Granted by Pers. on/on 10/6/64 [illegible] 10/6/64

[redacted] DATE SIGNED 30 Sept 64
18B. SIG [redacted] DATE SIGNED 13 Oct 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
37	10	43030	[illegible]	25020		2	[redacted]		

28. NTE EXPIRES MO. DA. YR.
29. SPECIAL REFERENCE
30. RETIREMENT DATA 1—CSC 3—FICA 5—NONE CODE
31. SEPARATION DATA CODE
32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.
EOD DATA
33. SECURITY REQ. NO.
34. SEX

35. VET. PREFERENCE CODE 0—NONE 1—5 PT. 2—10 PT.
36. SERV. COMP. DATE MO. DA. YR.
37. LONG. COMP. DATE MO. DA. YR.
38. CAREER CATEGORY CAR. RESV. PROV./TEMP. CODE
39. FEGLI. HEALTH INSURANCE CODE 0—WAIVER 1—YES HEALTH INS. CODE
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. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM EXECUTED 1—YES 2—NO CODE NO. TAX EXEMPTIONS
44. STATE TAX DATA FORM EXECUTED 1—YES 2—NO CODE NO. TAX EXEMP. STATE CODE

45. POSITION CONTROL CERTIFICATION: from FE 2 14 Oct 64 [illegible]
46. O.P. APPROVAL: [redacted] for [illegible]
DATE APPROVED: 14 Oct 64

FORM 8-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

215

SECRET

10 MAY 1963

EYES ONLY

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 o[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 FE 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.

William E. Colby
Chief, Far East Division

SECRET

[redacted]

EYES ONLY

19 OCT 1962

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16 --

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 FI 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 unequaled, 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

EYES ONLY

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 4 August 1964

1. SERIAL NUMBER
2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: PROMOTION

4. EFFECTIVE DATE REQUESTED: MONTH 8 DAY 30 YEAR 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: 5137-1566

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/FE [redacted] Office of the Chief

9 F

10. LOCATION OF OFFICIAL STATION: [redacted]

11. POSITION TITLE: Pol Asst 1st Sec Ops Officer (DCOS)

12. POSITION NUMBER: 3003

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR GS 00

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: OS 16-3

17. SALARY OR RATE: 11860 $20,245

18. REMARKS

18A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] | DATE SIGNED: 5/ Aug 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE | 20. EMPLOY. CODE | 21. OFFICE CODING (NUMERIC / ALPHABETIC) | 22. STATION CODE | 23. INTEGREE CODE | 24. HDQTRS. CODE: 3 | 25. DATE OF BIRTH (MO. DA. YR.) | 26. DATE OF GRADE (MO. DA. YR.) | 27. DATE OF LEI (MO. DA. YR.)

28. NTC EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1-CSC, 3-FICA, 5-NONE) CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (CODE: 0-NONE, 1-5 PT, 2-10 PT) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (TAX/RESV, PROV/TEMP) CODE | 39. FEGLI/HEALTH INSURANCE (CODE: 0-WAIVER, 1-YES; HEALTH INS. CODE) | 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. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: [redacted] 08/28/64

46. [redacted] | DATE APPROVED: 28 AUG 1964

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 August 1964

1. SERIAL NUMBER

2. NAME (Last–First–Middle)

3. NATURE OF PERSONNEL ACTION: PROMOTION

4. EFFECTIVE DATE REQUESTED: MONTH 8 | DAY 30 | YEAR 64

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: ☐ V TO V | ☐ V TO O | ☐ O TO V | X O TO O

7. COST CENTER NO. CHARGEABLE: 5137-1566

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATION: DDP/FE / Office of the Chief

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE: Ops Officer (DOO3)

12. POSITION NUMBER: 3003

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, FR, etc.): GS 08

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 16-3

17. SALARY OR RATE: $20,245

18. REMARKS

18A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGRITY CODE	24. HOURS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF EST. (MO. DA. YR.)

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL ALLOWANCE	30. RETIREMENT DATA (1–CSC 3–FICA 5–NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION–CANCELLATION DATA TYPE (MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET PREFERENCE CODE (0–NONE 1–5 PT. 2–10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY CAR. RSVE PROV. TEMP	39. FEGLI, HEALTH INSURANCE CODE	CODE (0–WAIVER 1–YES)	HEALTH INS. CODE	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 5 YEARS) 3–BREAK IN SERVICE (MORE THAN 5 YEARS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED (1–YES, 2–NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1–YES 2–NO)	CODE	NO. TAX EXEMP.	STATE CODE

45. POSITION CONTROL CERTIFICATION

46. O.P. APPROVAL: /s/ Harry W. Little, Jr. | DATE APPROVED: 28 AUG 1964

FORM 0-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 21 SEPTEMBER 1964

1. SERIAL NUMBER:
2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: CONVERSION FROM [redacted] Status *

4. EFFECTIVE DATE REQUESTED: MONTH 08 | COB 25 | YEAR 64

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF

7. COST CENTER NO. CHARGEABLE: 5137-1566

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
9 DDP/FE
F FOREIGN FIELD
[redacted]
OFFICE OF THE CHIEF

10. LOCATION OF OFFICIAL STATION: [redacted]

11. POSITION TITLE: OPS OFFICER DCOS

12. POSITION NUMBER: 3003

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 15 5

17. SALARY OR RATE: $ 18740

18. REMARKS:
SUBJECT CONVERTED FROM [redacted] COB 25 AUGUST 1964.

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

Recorded By CSPD [illegible]

1 COPY PAYROLL

FOR FURTHER INFO CALL X5271

18A. SIGNATURE OF REQUESTING OFFICIAL: [redacted] C/FE/PERS — DATE SIGNED: 9/21/64

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] — DATE SIGNED: 9/22/64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
56	10	15370 FE	38591		3	[redacted]		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC, 3-FICA, 5-NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ NO	34. SEX

35. VET. PREFERENCE (CODE; 0-NONE, 1-5 PT, 2-10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR RESV, PROV/TEMP, CODE)	39. FEGLI/HEALTH INSURANCE (CODE; 0-WAIVER, 1-YES; HEALTH INS. CODE)	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. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: [redacted] 09/24/64

46. O.P. APPROVAL: [redacted] — DATE APPROVED: 9/22/64

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

DDP 1-4627

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 Mo Da Yr
UV to V	UV to UV		

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo Da Yr	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2 Code	5. Sex	6. CS - EOD Mo Da Yr
	[redacted]	[redacted]	1	M	

7. SCD Mo Da Yr	8. CSC Retmt. Yes - 1 No - 2 Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo Da Yr	11. FEGLI Yes-1 No-2 Code	12. LCD Mo Da Yr	13. [illegible] Yes - 1 No - 2 Code

CURRENT ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/FE [redacted] Deputy for Operations Office of the Chief		[redacted]	11

16. Dept.- Field Dept - Usfld - Emp	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	[redacted] Ops Officer	3936	05	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo Da Yr	25. PSI Due Mo Da Yr	26. Appropriation Number
03 15 X 2	$ 11660 [illegible]	DI	12 15 57	12 11 60	0137 7351 3000

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo Da Yr	29. Type Of Employee	Code	30. Separation Date
Reassignment	56	09 06 59	Regular	01	

PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE [redacted] Office of the Chief	111		37537

33. Dept.- Field Dept - Usfld - Emp	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	5	[redacted] Ops Officer (D COS)	D-15 3003		

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo Da Yr	42. PSI Due Mo Da Yr	43. Appropriation Number
	$		12 15 57	12 11 60	

SOURCE OF REQUEST

A. [redacted]	C. Request Approved By (Signature And Title)	Date Approved
B. [redacted] (Room & Telephone Ext.) X2957	for Desmond FitzGerald, CFE	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[redacted]	10 Sep 59	D. Placement		
B. Pos. Control	[redacted]	8 Sep	E. Release		
C. Classification			F. Approved By	[redacted]	

Remarks

Subject will replace [redacted] who is returning to Hqa. PCS in August 1959.

☐ Continued on reverse side

FORM 4-56 1152a (USE PREVIOUS EDITION)

SECRET

May 59

14-00000

SECRET

DDP 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] 25 AUG 1959
Deputy Director (Plans) (Date)

SECRET

14-00000

SECRET

BIOGRAPHIC INFORMATION

NAME	:	[redacted]
GRADE	:	GS-15
SERVICE DESIGNATION	:	DI
DATE AND PLACE OF BIRTH	:	[redacted]
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	:	SOD CIA Sep 1952, Acting Chief, FI, concurrently Chief of Liaison, [redacted] Jun 1956, Deputy Chief, FE/1 Mar 1957, Acting Chief, FE/1 Dec 1957, Chief, FE/PO/FI, FE Division
CIA TRAINING	:	[redacted]

SECRET

Approved by the Bureau of the Budget

PARTMENT OF STATE
WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

121-250-104

SERVICE: ☒ FS ☐ DCEL

C0255

1. NAME (Mr.-Miss-Mrs.-One given name, initial(s) and surname)	2. DATE OF BIRTH	3. PERSONNEL OR ACTION NO.	4. DATE
[redacted]	[redacted]	[redacted]	3-26-59

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
Limited Appointment	5/8/59	Section 522.1 PL 724 - 79th as amended

FROM

	8. POSITION TITLE Diplomatic or Consular Title	[redacted]
	9. SCHEDULE, SERIES NO., GRADE, SALARY	[redacted] $11,660
	10. ORGANIZATIONAL DESIGNATION Post	
	11. HEADQUARTERS	
☐ FIELD ☐ DEPARTMENTAL ☐ Regular ☐ Resident ☐ Non-US	12. CS CATEGORY FS Category	☐ FIELD ☐ DEPARTMENTAL ☐ Regular ☐ Resident ☐ Non-US

13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION				
NONE	5-PT	10 POINT Disab.	10 POINT Other	NEW	VICE	I. A.	DELL.	
	X				X			1-1011-333

15. SEX	16. APPROPRIATION	17. RETIREMENT COVERAGE	18. DATE OF APPOINTMENT AFFIDAVITS (Accessions Only)	19. LEGAL RESIDENCE
M	FROM TO 9A-4013	☒ CSC ☐ FS ☐ FICA ☐ NONE	5/8/59	☐ CLAIMED ☐ PROVED STATE D.C.

20. 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 the Department.

Marital Status - Married - Six

Military Reserve Status - None

Appointment limited to 5 years or need of employee's services, whichever is less.

Execute SF-61a.

A.H. TAYLOR

SIGNATURE OF PERSONNEL OFFICER

EMPLOYEE COPY

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo. Da. Yr.)
[redacted]		[redacted]	1	M 1	09 28 52

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo. Da. Yr.)	13. Mil. Serv. Credit (Yes-1, No-2) Code
08 06 42	1	50 USCA 403 J		1	09 28 52	2

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 (Dept - USfld - Frgn) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	I.O.FI STF CH	3448	GS	0136.51

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
15 1	$ 12770	DI	12 15 57	06 14 59	9 3700 20 001

ACTION

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

Confidential Grade

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/WE [redacted] Office of the Chief Deputy for Ops.	5171	[redacted]	37587

33. Dept. - Field (Dept - USfld - Frgn) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
5	Area Ops Off [redacted]	[redacted]		0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
	$				9-3735-55-005

SOURCE OF REQUEST

A. Requested By (Name And Title) [redacted]

B. For Additional Information Call (Name & Telephone Ext.)
Mozelle Little X2957

C. Request Approved By (Signature And Title) [redacted]

CLEARANCES

Clearance		Date	Clearance	Signature	Date
A. Career Board	[redacted]		D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks: Please transfer from Vouchered to Unvouchered funds on 3 May 1959.
~~Subject to replace [illegible] in [illegible] 1959~~
2 Copies to Security.

Recorded by CSPD

FORM NO. 1159 1 MAR 57

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED Mo	Da	Yr	V to V	V to UV
			UV to V	UV to UV

1. Serial No.	2. Name (Last-First-Middle)	3. Date of Birth Mo Da Yr	4. Vet. Pref. Name-0 Ret-1 10 Pt-2	Code	5. Sex	6. CS - ROD Mo Da Yr
					N	

7. SCD Mo Da Yr	8. CSC Reimt. Yes - 1 No - 2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo Da Yr	11. FEGLI Yes-1 No -2	Code	12. LCD Mo Da Yr	13. MIL. SERV. CREDIT, LCD Yes - 1 No - 2	Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/FE ~~Deputy for Operations~~ Office of the Chief			

16. Dept.-Field Dept - Usifd - Frgn - 8	Code 5	17. Position Title ~~Deputy for Operations~~ Cpo officer	18. Position No. 3936	19. Serv. GS	20. Occup. Series 0136.01

21. Grade & Step 15	22. Salary Or Rate $ 12,770	23. SD DI	24. Date Of Grade Mo Da Yr	25. PSI Due Mo Da Yr	26. Appropriation Number

ACTION

27. Nature Of Action	Code 56	28. Eff. Date Mo Da Yr 5 8 59	29. Type Of Employee R	Code 2M1	30. Separation Date

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code

33. Dept.-Field Dept - Usifd - Frgn - 3C	Code	34. Position Title (when)	35. Position No.	36. Serv.	37. Occup. Series

38. Grade & Step 3	39. Salary Or Rate $ 11,660	40. SD	41. Date Of Grade Mo Da Yr 10 5 59	42. PSI Due Mo Da Yr 6 14 54	43. Appropriation Number 9-3731-55-005

SOURCE OF REQUEST

A. Requested By (Name And Title) OPR/COD/COL	C. Request Approved By (Signature And Title)
B. For Additional Information Call (Name & Telephone Ext.) x81(6)	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		14 MAY 1959	E.		
C. Classification			F. Approved By		

Remarks:

91 sick and 160 annual leave to be transferred to Department of State.

Form 1152a (OTS Replaces ESD, W) SECRET (6)

14-00000

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.

Name	Service Designation	Organizational Component
[redacted]	SC	DDS/OC
	SA	OSF/DDS
	OD	DDI/OO/FDD
	OD	DDI/OO/FDD
	SA	DDS/OC
	SA	DDP/WE
	D	DDP/CI Staff
	IR	DDI/ORR
	SF	DDS/Compt
	IS	DDI/OSI
	OC	DDI/OO/C
	OC	DDI/OO/C
	DN	DDP/NEA
	DI	DDP/WE
	SC	DDS/OC
	D	DDP/PPC
	SM	DDS/Med
	SS	DDS/OS
	IN	DDI/ONE
	DI	DDP/SR
	DI	DDP/FI
	IC	DDI/OCI
	IB	DDI/OBI
	DI	DDP/FI
	DI	DDP/NEA
	DP	DDP/PP

H 20-190-160

NOTICE
NO. 20-190-160

PERSONNEL
14 July 1958

NAME	Service Designation	Organizational Component
[redacted]	SS	DD3/O3
	SL	DD3/OL
	DP	DDP/FE
	OB	DDI/OO/FBID
	SL	DD3/OL
	SC	DD3/OC
	DI	DDP/FI
	SL	DD3/OL
	OB	DDI/OO/FBID
	SL	DD3/OL
	DP	DDP/SE
	SS	DD3/O3
	DT	DDP/TSS
	C	DDI/OCR
	SP	DD3/OP
	SF	DD3/Compt
	IR	DDI/ORR
	IS	DDI/OSI
	ST	DD3/OTR
	DI	DDP/FE
	DI	DDP/WE
	SC	DD3/OC
	ST	DD3/OTR
	IB	DDI/OBI
	SP	DD3/OP
	DT	DDP/TSS
	DI	DDP/CI Staff
	C	DDI/OCR
	IC	DDI/OCI
	I	OPP/DDI
	SM	DD3/Med
	DI	DDP/FE

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. White
Deputy Director
(Support)

DISTRIBUTION: A, plus each member of the Panel of Examiners

14-00000

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. Vet. Pref.	5. Sex.	6. CS - EOD
			None-0 5 Pt-1 10 Pt-2 Code 1	M	Mo Da Yr

7. SCD Mo Da Yr	8. CSC Retmt. Yes-1 No-2 Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo Da Yr	11. FEGLI Yes-1 No-2 Code 1	12. LCD Mo Da Yr	13. Wit. Serv. Credit LCD Yes-1 No-2 Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/FE FI/CI Staff ~~Office of the Chief~~		Washington, D.C.	

16. Dept.- Field Dept.- Usfld.- Fcgn. Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	I.O. (FI) Stf Ch	3448	GS	0136.51

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo Da Yr	25. PSI Due Mo Da Yr	26. Appropriation Number
14 - 5	$ 11,180.00	DI			8-3700-20 CIA

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo Da Yr	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 Dept.- Usfld.- Fcgn. Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo Da Yr	42. PSI Due Mo Da Yr	43. Appropriation Number
15	$ 11,610.00		12 15 57	12 14 57	

SOURCE OF REQUEST

A.

C. Request Approved By (Signature And Title)

D. For Additional Information Call (Name Or Telephone Ext.)
Jimmie Dewberry x 2957

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board		12/4/57	D. Placement		12/4/57
B. Pos. Control		12/5/57	E.		
C. Classification			F. Approved By		12/4/57

Remarks

FORM 1152a 3-57

SECRET

141

SECRET

Classify According To Content.

REQUEST FOR PERSONNEL ACTION

30 August 1957

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo Da Yr)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo Da Yr)
	[redacted]	[redacted]	/	M	

7. SCD (Mo Da Yr)	8. CSC Retmt (Yes - 1, No - 2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo Da Yr)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo Da Yr)	13. Mil Serv. Credit LCD (Yes - 1, No - 2) Code
				/		

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/FE [redacted] Office of the Chief		Washington, D. C.	

16. Dept.- Field (Dept - Usfld - Frgn -) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
X	Area Ops Off (Dep Br Ch)	[redacted]-110	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo Da Yr)	25. PSI Due (Mo Da Yr)	26. Appropriation Number
14 ~~4~~ 5	~~$10,965.00~~ 11,180 p/a	DI		09 22 57	8-3700-20 GP

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo Da Yr)	29. Type Of Employee	Code	30. Separation Data
Reassignment	51	1 DEC 1957	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE FI/CI Staff	5113	Washington, D. C. DI	7[illegible]

33. Dept.- Field (Dept - Usfld - Frgn -) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	I. O. (FI) (Stf Ch)	3448 ~~[illegible]~~ DI	GS	0136.51

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo Da Yr)	42. PSI Due (Mo Da Yr)	43. Appropriation Number
14 ~~4~~ 5	~~$10,965.00~~ 11,180 p/a	DI	09 28 52	03 22 59	8-3700-20 GP

SOURCE OF REQUEST

A. [redacted]

B. [redacted] Telephone Ext.)

Ronald Gage, Ext. 3003

C. Request Approved By (Signature And Title)

Approved by US Career Service Panel

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement	[redacted]	4 OCT [illegible]
B. Pos. Control		[illegible]	E.		
C. Classification			F. Approved By	Robert W. Shoay	4 OCT [illegible]

Remarks

Please double slot with [redacted] who is to be reassigned.

APPROVED BY FE CAREER MANAGEMENT COMMITTEE

[redacted]

FORM 5-57 1152a

u/o FILE

SECRET

14-00000

SECRET
(When Filled In)

DD/P PERSONNEL DATA SHEET

[redacted] DATE: 30 AUGUST 1957

ION WASHINGTON, D. C.
UTIES: I.O.(FI)STF.CH. DD/P UNIT: FE
REASSIGNMENT

PRIMARY CAREER DESIGNATION: DI

ESENT GRADE: GS-14
OPOSED GRADE: GS-14
TRAINING: OPERATIONAL MGT, CSR, CLAND MET & TECH, DOC, S/W, SIC, TSS BRIEFING

PRESENT T/O SLOT NUMBER AND GRADE: BF-67-15
PROPOSED T/O SLOT NUMBER AND GRADE: BF-110-14

UCATION: 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.
ANGUAGE PROFICIENCY: JAPANESE - FAIR

SESSED: DATE: TYPE OF POSITION: RESULTS:

[redacted]

RECOMMENDED BY:

ALFRED C. ULMER, JR., CFE

CONCURRENCES:

- -

RECOMMENDATION OF CAREER SERVICE BOARD:

MAIL ROOM
APPROVED BY FE ... COMMITTEE
OCT 1 ... 20 ... 1957

FORM NO. 965 USE PREVIOUS EDITION
1 MAR 57

SECRET

ALICE DE LEUCONDET

SECRET

21 AUG 1957

MEMORANDUM FOR: Clandestine Services Career Service Board

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

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. 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 [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 the undersigned's opinion, the rating officer did not have adequate time to fairly rate [redacted] Granting his occasional tendency to [redacted] 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. [redacted] for promotion from GS-14 to GS-15. It is planned to the near future to appoint [redacted] Chief of the Foreign Intelligence Staff of the FE division, a most responsible GS-15 position.

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

SECRET

14-00000

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 replace those Consultants from the FE Division to the FI Career Service, who will no longer be available for such duty:

[redacted] vice [redacted]

[redacted] vice [redacted]

[redacted] vice [redacted]

[redacted] vice [redacted]

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

14-00000

S-E-C-R-E-T

This Notice Expires 20 April 1957

CSN NO. 1-104

CLANDESTINE SERVICES
NOTICE NO. 1-104

ORGANIZATION
20 March 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

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

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

[redacted] Chief, FE/4

[redacted] 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 2

FE/ALL
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 [redacted] CPS/7 reassigned
Add [redacted] A/CPS/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 [redacted] CPR/1 reassigned
Add [redacted] A, CPR/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 [redacted] CI/k reassigned
Add [redacted] CI/h

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

Distribution:
FE Staffs and Branches
CSA/EDS
RI

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 strengths 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, FE/1

CONFIDENTIAL

14-00000

STANDARD 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.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[redacted]	[redacted]		16 Oct. 56

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: 16 Dec 56

7. C. S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
I.O. (FI) BFF-2302	8. POSITION TITLE AND NUMBER	Area Ops Off - Dep Br. Ch. BF-110
GS-0136.51-14 $10,965. p/a	9. SERVICE, GRADE, AND SALARY	GS-0136.01-14 $10,965. p/a
DDP/FE	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE
[redacted]		[redacted]
	11. HEADQUARTERS	Office of the Chief Washington D.C.
[x] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[ ] FIELD [x] 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.

[redacted]

14 Nov 56

D. REQUEST APPROVED BY
Signature:
Title:

Approved by CS Officer
Service Panel
23 Nov 56

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
	X				

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL

SD:DI

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM 7-3735-55-005 TO 7-3700-20	Yes		[ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL		30 NOV 1956	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.		23 Nov 56	
E.			

[redacted]

23 Nov '56

SECRET
(When filled in)

DD/P

PERSONNEL DATA SHEET

NAME: [redacted] AGE: 41 DATE: 16 October 1956

STATION Washington D.C. PRIMARY CAREER
AND DUTIES: DD/P UNIT: FE/1 DESIGNATION: DI
Area Ops. Officer - Dep. Br. Chief

PRESENT GRADE: GS-14
PROPOSED GRADE: GS-14
CIA TRAINING: BOC, OC, SW, SIC
TSS Briefing, CSR

PRESENT T/O SLOT NUMBER AND GRADE: BFF-2302 GS-0136.51-14

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

EDUCATION: Mercer University 1934 - 2½ 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: [redacted]

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

APPROVED BY [illegible]

SECRET

FORM NO. 1 APR 54 965 REPLACES FORM 59-4 WHICH MAY BE USED.

14-00000

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

Recommended by [redacted], **CFE/1**

MAIL ROOM

NOV 26 11 59 AM '56

OFFICE OF PERSONNEL

14-00000

STANDARD FORM NO. 64

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. AURELIO
Chief, FE

APPROVED:

[redacted]

DI Career Board

VIA AIR (Specify Air or Sea Pouch)

RYBAT

DISPATCH NO. 7751

SECRET
CLASSIFICATION

5 DEC 1955

TO Chief, FE

DATE 30 November 1955

FROM Chief, [redacted]

INFO: CSS/HA

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 concurrance 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 KUBARK by his return here for another tour.

6. In order to assist [redacted] in its planning, an early answer will be appreciated.

[redacted]

[redacted]

Attachment:
1. Rotation Data Sheet

Distribution:
Orig & 2 - Chief, FE, w/attach.
1 - CSS/HA, w/o attach.

RYBAT

SECRET
CLASSIFICATION

14-00000

VIA AIR (Specify Air or Sea Pouch)

DISPATCH NO. FJRA-7285

SECRET
CLASSIFICATION

TO Chief, FE

DATE 28 OCT 1955

FROM Chief, [redacted]

INFO: COS/EA
FE Support Base

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

REF JAPA-3079

[redacted] In pursuance of recommendation submitted in Ref, it is requested that [redacted] be considered for promotion from the grade of GS-14 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. [redacted]

[redacted]

Attachment:
1. Job Description:
16 October 1955
Distribution:
4 - Addressee, w/attach.
1 - COS/EA, w/attach.
1 - FE Support Base, w/attach.

Cancelled
for CFE
Dec 55

CLASSIFICATION

14-00000

SECRET

[redacted]

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, DA, 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 ODACID, ODIREX and ODRIFT.

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 ODYOKE 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 HR 52-200. Under incumbent's direct supervision are approximately twenty persons, separate from those mentioned above, who range in grade from GS-11 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 ODACID representative in the country

SECRET

and various branch or section heads of the local OSACID 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 KUBARK 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 PARO or other OSYOKE 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 PROP's 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 C-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 OSYOKE 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.

/s/ [redacted]

/s/ [redacted]

SECRET

SECRET

STANDARD FORM NO. 64

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 28 September 1954 and requests that his tour be extended to 28 September 1956.

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

[redacted]

for George E. AURELL
Chief, FE

APPROVED:

[redacted]
FI Career Service Board

Orig: [redacted]
x - 3332

SECRET

VIA AIR (Specify Air or Surface)

DISPATCH NO. PJDA-3333

[redacted] CLASSIFICATION

13 JAN 1955

TO : Chief, FE

DATE

FROM : [redacted]

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

[redacted] CLASSIFICATION

MEMORANDUM [redacted] 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: [redacted]

1. [redacted] Branch: [redacted]

2. Detached from: [redacted] Ordered to: Washington, D. C.

On Temporary Duty for 90 days and return [redacted]

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 [redacted] to Washington, D.C., to be accounted for at headquarters. Travel from Washington, D.C., to [redacted] to be accounted for at field station upon return [redacted]

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, [redacted]

[redacted]

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO. ZJJA-505

SECRET
Security Information
CLASSIFICATION

TO : Chief, FE

DATE: 30 September 1952

FROM : Chief, [redacted]

SUBJECT: GENERAL- Administration - Personnel

SPECIFIC- [redacted] Completion of Personnel Forms

REFERENCE: ZJJW-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)(1 Orig 3 Dup)

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 preferance 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 [redacted] 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
Security Information
CLASSIFICATION
RI COPY

14-00000

SECRECY AGREEMENT

1. I, [redacted] understand that by virtue of my duties in the _____, 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 _____. 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 _____, 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, _____.

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 23rd day of September 1952.

[redacted]

Sworn to before me this 23rd day of [redacted]

[redacted]

[redacted]

14-00000

1499

VIA: AIR (SPECIFY AIR OR SEA POUCH) DISPATCH NO. FJTA -

SECRET
SECURITY INFORMATION
CLASSIFICATION

TO : Chief, FE DATE: AUG. 28. 1953

FROM : Senior Representative [redacted]

SUBJECT: GENERAL— Administrative - Personnel

SPECIFIC— [redacted] Commendation of

[redacted]

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 [redacted] commending [redacted] for performance of his duties as Chief of Staff [redacted].

[redacted]

24 August 1953

Distribution

3 - HQS - w/3 encls.
1 - [redacted]
1 - Registry
1 - File

SECRET
SECURITY INFORMATION
CLASSIFICATION

FORM NO. 51-28A
1 AUG 1949

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME

DATE: 2 November 1951

NATURE OF ACTION: Excepted Appointment

EFFECTIVE DATE

	FROM	TO
TITLE		I.O. (CE)
GRADE AND SALARY		GS-13 $8360
OFFICE		OSO
DIVISION		FDZ
BRANCH		C -
OFFICIAL STATION		

APPROVAL

QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS — YES ☐ NO ☐

OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON

SECURITY CLEARED ON

OVERSEAS AGREEMENT SIGNED

ENTERED ON DUTY

C-H 1817

(SIGNATURE OF AUTHENTICATING OFFICER)

REMARKS: Attachments: PHS (in duplicate) w/Appendix I, Ltr. of Availability

Request subject be processed against [ ] Composite Unit, CS 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.

FORM NO. 37-1 NOV 1949

SECRET
SECURITY INFORMATION

(2)

SECRET

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. 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) (INITIAL)	AGE	GRADE (GS OR RANK)	DATE OF REPORT
	37	GS-16	9 December 1952

DIVISION	PROJECTED ASSIGNMENT	COURSE NO.
FI FE C		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.						X	X			
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		

TRAITS

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. Astuteness (NOT OBSERVED ☐)

1	2	3	4	5
Appeared gullible and naive.	Exhibited below average skepticism and discernment.	Displayed adequate judgment and perspicacity.	Displayed above average perspicacity and skepticism.	Displayed exceptional shrewdness and perspicacity.

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 enterprise 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 (NOT 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.	Displayed ability to express thoughts thoroughly in written form.	Was outstanding in ability to express ideas in clear, correct, coherent manner.

F. Facility of oral expression (NOT OBSERVED ☐)

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

CAB
SIGNATURE OF CHIEF INSTRUCTOR

APPROVED	REVIEWED
SIGNATURE OF DEPUTY FOR STAFF TRAINING Robert B. Schaffer	SIGNATURE OF CHIEF, TRAINING AND EVALUATION

FORM NO. OCT 1951 51-06

SECRET

(OVER)

(95)

SECRET

CONFIDENTIAL
Security Information

STATUS OF EFFICIENCY REPORT

Sections 1 thro[illegible] ted by employee. Type if possible.

1. NAME (Printed) [redacted] [redacted] [redacted] GRADE: GS-14 SALARY: $9600.

Date of assignment to present [illegible]: 28 Sept. 1952
(Was in U.S. on TDY. Returned station 12 January 1953)

2. Description of duties since last efficiency report. (List 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.

4. Proficiency in Foreign Language

	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
[redacted]									
			x			x		x	

5. My preference for next duty after termination of current assignment is:

KIND OF DUTY	LOCALITY
Same	Same

(List one or more in order of preference)

6. Have there been any changes in personal status since original employment or last report - whichever is later? (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 in duplicate hereto. In the case of marriage, the report will indicate name, citizenship of spouse, Father-in-law, [illegible], Mother-in-law.

DATE 1 June 1953

[redacted]

* Child born 11 Feb. 1953

[redacted]

[redacted]

CONFIDENTIAL [redacted]

[illegible] through 11 to be completed by [illegible]

7. Period covered by this report. Date from 27 Sept. 1952 1 June 1953
Occasion for report: Annual x, Reassignment of reporting officer ____
Proposed Reassignment of employee reported on ____; Covering initial 90 days of employment ____

8. Is this employee qualified to perform all present duties? Yes x No ____
Is employee better qualified for other duties? Yes ____ No x
If so, what duty or duties?

9. Do you concur in employee's description of duties under Section 2?
Yes x No ____ If NO, explain in Section 11.
Has employee striven for professional improvement? Yes x No ____
Do you recommend employee for promotion? Yes x No ____
If so, to what grade and for what position?
To grade GS-15. However, there is no current vacancy in ____ T/O.

10. For each factor observed check the appropriate box to indicate how the employee compares with all others of the same classification whose professional abilities are known to you personally. Do not limit this comparison to the others now under your supervision. Do not hesitate to mark "Not Observed" on any quality when appropriate.

Rating Factors	Not Observed	Unsatisfactory	Fair	Good	Very Good	Excellent	Outstanding
A. Ability to work and get along with people						x	
B. Interest and enthusiasm in work						x	
C. Security consciousness						x	
D. Ability to grasp instructions [illegible]					x		
[illegible]							x
[illegible]						x	
E. Ability to obtain results and get things done							x
[illegible]						x	
[illegible]							x
[illegible] to handle and direct [illegible]						x	
[illegible] of present duties							x
[illegible] to evaluate intelligence information						x	
[illegible]						x	
N. Sagacity (Non-Gullibility)					x		
O. Leadership						x	
P. Physical Stamina					x		
Q. Mental Stamina						x	

11. Indicate your attitude toward having this employee under your command or supervision should you: definitely not want him ____ prefer not to have him ____ Be satisfied to take him ____ Be pleased to have him ____ [illegible] desire [illegible] x

CONFIDENTIAL

11. Enter here any desired remarks pertaining to particular qualifications or lack therof 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 THAT 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:

1.12-31-73

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP	DATE: 26 Dec 73	FILE NO.: 4908

TO: (Check)			
	X	CHIEF, CONTROL DIVISION, OP	SS NUMBER: [redacted]
		CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER: 060947
	X	CHIEF, OPERATING COMPONENT (For action) NOCAD	ID CARD NUMBER:

ATTN: Administrative Officer

REF: Retirement Debriefing

OFFICIAL COVER: [ ] ESTABLISHED [X] DISCONTINUED

SUBJECT: [redacted]

UNIT:

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	X	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE: EOD
	[ ] BASIC COVER PROVIDED EFFECTIVE DATE _____	X	SUBMIT FORM 3254 CIA W-2 TO BE ISSUED. (HHB 20-11)
	[ ] OPERATIONAL COVER PROVIDED FOR _____ TDY _____ OTHER (Specify)	NA	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HHB 20-7)
	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HHB 20-7)	NA	EAA: CATEGORY I [ ] CATEGORY II [ ]
		X	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
	SUBMIT FORM 3254 _____ W-2 TO BE ISSUED (HHB 20-11)	X	SUBMIT FORM 2588 FOR HOSPITALIZATION CARD
	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2a)		DO NOT WRITE IN THIS BLOCK
	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2a)		
	EAA: CATEGORY I [ ] CATEGORY II [ ]		
	SUBMIT FORM 2588 FOR _____ HOSPITALIZATION CARD		

THIS MEMO MUST REMAIN ON TOP OF FILE

REMARKS AND/OR COVER HISTORY

[redacted]

GSN/kas

DISTRIBUTION:
COPY 1 - CO FY CPO
COPY 2 - OPERATING COMPONENT
COPY 3 - OS-SASCO
COPY 4 - OL TEA
COPY 5 - CCS-FILE

[redacted]

FORM 5-73 1551 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY 007622

SECRET

NOTIFICATION OF ESTABL[illegible]MENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			DATE: MARCH 1971
TO: (Check)	X	CHIEF, CONTROL DIVISION	FILE NUMBER: 4908
		CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER: 060947
	X	CHIEF, OPERATING COMPONENT (For action) MPS	ID CARD NUMBER:

ATTN: MPS/Chief Personnel Branch	OFFICIAL COVER	X	XXXXXXXXXXXXXXX
REF: FORM 1322 dtd MARCH 1971		X	DISCONTINUED
SUBJECT:	UNIT:		

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)	X	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)
	A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE _____ B. CONTINUING AS OF		DATE: EFFECTIVE COB 28 FEB 1971
	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)	X	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)
X	ASCERTAIN THAT CIA W-2 BEING ISSUED. (HHB 20-11)	X	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2*)		DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2*)		
X	SUBMIT FORM 2688 FOR GEHA HOSPITALIZATION CARD		

REMARKS AND/OR COVER HISTORY

DISTRIBUTION: COPY 1 - CO
COPY 2 - OPERATING COMPONENT
COPY 3 - B/CS
COPY 4 - OL/TELEVE
COPY 5 - OF
COPY 6 - CCS - FILE

1551 USE PREVIOUS EDITION

14-00000

SECRET

NOTIFICATION OF ES[illegible]SHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

2 April 1968

TO: (Check)	X	CHIEF, PERSONNEL OPERATIONS DIVISION
		CHIEF, CONTRACT PERSONNEL DIVISION
	X	CHIEF, OPERATING COMPONENT (For action) O/PPB

FILE NUMBER: 4908

EMPLOYEE NUMBER: 060947

ID CARD NUMBER:

ATTN: CHIEF SUPPORT STAFF

REF: VERBAL REQUEST

OFFICIAL COVER: X BACKSTOP ESTABLISHED / DISCONTINUED

SUBJECT:

UNIT:

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

X	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (opmemo 20-800-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (opmemo 20-800-11)
	A. TEMPORARILY FOR _____ DAYS. EFFECTIVE DATE COB _____ B. CONTINUING AS OF XXX EOD		DATE (as of COB)
X	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)
X	ASCERTAIN THAT XXXX W-2 BEING ISSUED. (HB 20-661-1)		RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
X	SUBMIT FORM 1828 FOR ANY CHANGE AFFECTING THIS COVER. (HB-240-2e)		DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
X	SUBMIT FORM 1828 FOR TRANSFERRING COVER RESPONSIBILITY. (HB-240-2e)		
	CONCUR IN ISSUANCE: NAR HOSPITALIZATION CARD / NACS-HOSPITALIZATION CARD		

REMARKS AND/OR COVER HISTORY:

[illegible]

DISTRIBUTION: COPY 1 - [illegible]
COPY 2 - OPERATING COMPONENT
COPY 3 - [illegible]
COPY 4 - [illegible]
COPY 5 - [illegible]
COPY 6 - [illegible]
COPY 7 - [illegible]

FORM 1551 [illegible]

SECRET

14-00000

SECRET

NOTIFICATION OF ESTABLISHMENT OF OFFICIAL COVER BACKSTOP	DATE: 17 October 1966
TO: (Check) X CHIEF, PERSONNEL OPERATIONS DIVISION	ESTABLISHED FOR: [redacted]
CHIEF, CONTRACT PERSONNEL DIVISION	
X CHIEF, OPERATING COMPONENT (For action) DCI/OPPB	
ATTN: Chief Personnel	FILE NO. 4908
REF: Verbal Request	ID CARD NO.
OFFICIAL COVER BACKSTOP ESTABLISHED [redacted]	EMPLOYEE NO. 060947

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

[X] Block Records: (OPMEMO 20-800-11)

a. Temporarily for _____ days, effective _____.

b. Continuing, effective _____ EOD _____.

[X] Submit Form 642 to change limitation category. (HHB 20-7)

[X] Ascertain that Army W-2 being issued. (HB 20-661-1)

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

[X] Submit Form 1323 for transferring cover responsibility. (R 240-250)

THIS MEMO MUST REMAIN ON TOP OF FILE

[N/A] Concurred in issuance

AGE [ ] NACS [ ] Hospitalization card.

COVER HISTORY

[redacted]

Copy 1-DOB Copy 2-Operating Component, Copy 4-DCI OPT Copy 5-File

SECRET

DNCS 2 JAN 74

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

Dorothy R. B

1 SERIAL NUMBER	2 NAME (LAST, FIRST, MIDDLE)
[redacted]	

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM	12 31 73	REGULAR

6 FUNDS					7 FAN AND NSCA	8 CSC OR OTHER LEGAL AUTHORITY
	X	V TO V		V TO CF	4221 0117 0000	PL 88-643 SECT 233
		CF TO V		CF TO CF		

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDO/PLANS STAFF CAREER MANAGEMENT GROUP	WASH., D.C.

	12 POSITION NUMBER	13 SERVICE DESIGNATION
	0040	D

OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
36.01	17 5	36000

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

OW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

21 STATION CODE	23 INTEGRITY CODE	24 [illegible] CODE	25 DATE OF BIRTH	26 DATE OF GRADE (MO DA YR)	27 DATE OF SEP.
			[redacted]		

DATA	32 SEPARATION DATA CODE	33 Conversion / Competitive Code		EOD DATA	35 RETENTION PREF. NO	36 SEP
	0EJC000					

37 VET PREFERENCE	38 SERV. COMP. DATE	39 LONG. COMP. DATE	40 CAREER CATEGORY	41 LEGAL / HEALTH INSURANCE	42 SOCIAL SECURITY NO
CODE: 0 NONE 1 5 PT 2 10 PT	MO DA YR	MO DA YR	CAR SERV PROF OTHER	CODE: 0 WAIVER 1 YES	HEALTH INS CODE

43 PREVIOUS CIVILIAN GOVERNMENT SERVICE	45 LEAVE CAT CODE	45 FEDERAL TAX DATA			46 STATE TAX DATA			
CODE: 1 NO PREVIOUS SERVICE 2 NO BREAK IN SERVICE 3 BREAK IN SERVICE UNDER 3 YRS 4 BREAK IN SERVICE OVER 3 YRS		WORK SCHEDULE 1 YES 2 PART	CODE	NO. EXEMPTIONS	WORK SCHEDULE 1 YES 2 PART	CODE	NO. EXEMPTIONS	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
1-3-74
VER

FORM 1130
1-72 SUPS 11-72

Use Previous Editions

SECRET

E.O. EXEMPT CAT. BY OPI/OGC

H-31

1 SERIAL NO.	2 NAME	3 ORGANIZATION	4 FUNDS	5 LWOP HOURS
		37 135	V	

6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION	
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	Effective Date	SI	ADJ
GS 12	4	$36,000	11/28/71	GS 12	5	$36,000	11/25/73		

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE [redacted] DATE 2 Oct 73

[X] NO EXCESS LWOP

[X] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS [redacted]

FORM 560E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

14-00000

DMSE 2 JAN 74

DEP

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM	12 31 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	PL 88-643 SECT 233

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER CH	0049	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	17 5	36000

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 OR OTHER AUTHENTICATION

FORM 1150 9-72 Use Previous Edition

"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
[redacted]	37 325	V		GS 17 4	$36,000

14-00000

KHN: 12 OCT 73

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	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, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	17 4	36000

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (Mnemonic)	(Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	37325	PS	75013		1			

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC, 2 CIA, 3 FICA, 4 NONE) CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE, MO DA YR)	EOD DATA	33. SECURITY REG. NO.	34. SEX

35. VET. PREFERENCE (CODE: 0 NONE, 1 5 PT, 2 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG. COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE: 0 WAIVER, 1 YES; HEALTH INS. CODE)	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 YRS.), 3 BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1150 9-72 Mfg 11-72 Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

SECRET
(When Filled In)

RCS: 30 JULY 73

NOTIFICATION OF PERSONNEL ACTION

OCF

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	07 01 73	REGULAR

6. FUNDS				
	X	V TO V		V TO CF
		CF TO V		CF TO CF

7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
4221 0117 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/PLANS STAFF CAREER MANAGEMENT GROUP PENDING REASSIGNMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER CH	0000	D

14. CLASSIFICATION SCHEDULE (GS, GM, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	17 4	36000

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."

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hours Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	37135 / PS	75013		1			

29. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data	33. SECURITY REG NO	34. SEX
					EOD DATA	

35. VET PREFERENCE	36. SERV. COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / 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: NOCAD

POSTED
8-1

FORM 1150
9-72 Mfg. 11-72

Use Previous Edition

SECRET

E 2 IMPDET CL BY 007022

"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
[redacted]		54 997	V	GS 17 4	$36,000

BS: 21 MAR 72

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 (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	03 09 72	REGULAR

6. FUNDS					7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	X	V TO V		V TO CF	2231 4148 0000	50 USC 403 J
		CF TO V		CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/ 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 (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	18	54997	NOCA	75013		1			

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI 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

FORM 5-66 1150 Mtg 6-70 Use Previous Edition

SECRET

GROUP 1
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
[redacted]		52 100	V	GS 17 4	$36,000

4-00000

BBG: 30 NOV 71

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	11 28 71	REGULAR

6. FUNDS				
	X	V TO V		V TO CF
		CF TO V		CF TO CF

7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
2221 2886 (XXX)	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/MISSIONS & PROGRAMS STAFF OFFICE OF THE CHIEF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER CH	0001	D

14. CLASSIFICATION SCHEDULE (GS, GG, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	17 4	35801

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Emolmt Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. DEGREE CODE	24. Insure Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF SIT
22	10	52100 / MPS	75013		1		11 28 71	11 28 71

28. TOE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (CSC 1 CSA 2 FICA 3 FCREA / CODE)	31. SEPARATION DATA CODE	32. Creditable Compensation From (YRS MO DA YR)	33. EOD DATA	34. SECURITY REQ. NO.	34a. SEX

35. VET. PREFERENCE (CODE: 0 Not Entitled, 1 5 Pt, 2 10 Pt)	36. SERV. COMP. DATE (MO DA YR)	37. LONG. COMP. DATE (MO DA YR)	38. CAREER CATEGORY (TSP: BEAR / DOD: BEAR / CODE)	39. FEGLI / HEALTH INSURANCE (CODE: 0 Waived, 1 Yes / HEALTH INS. CODE)	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 Yrs), 3 Break in Service (More than 3 Yrs))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (YEARS EXEMPTED / CODE / NO. TAX EXEMPTIONS)	44. STATE TAX DATA (YEARS EXEMPTED / CODE / NO. TAX EXEMPTIONS / STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
7 DEC 1971

FORM 564 1150 Prig 6-70 — Use Previous Editions

SECRET

Excised from automatic downgrading and declassification

(When Filled In)

14-00000

H 36

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	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	08/24/69	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 [signature] DATE [illegible] 71

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

WITHIN GRADE PAY SUSPENDED UNTIL 14 NOV 71 PER GAO. PTC15. EFFECTIVE DATE RETAINED FOR RATE OF LAST EQUIVALENT INCREASE.

CLERKS INITIALS BEK

AUDITED BY [signature]

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

AUG 15 15 17 '71

14-00000

SECRET
(When Filled In)

DDO: 12 MAR 71

NOTIFICATION OF PERSONNEL ACTION

OCF

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS.	03 21 71	REGULAR

6. FUNDS	V TO V	V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF	1221 2888 0000	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	13. SERVICE DESIGNATION
OPS OFFICER CH	0001	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	16 6	32619

18. REMARKS.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employee Code	21. OFFICE CODINGS (Organizational, Functional)	22. STATION CODE	23. AUTHORITY CODE	24. Nature Code	25. DATE OF APPT. (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LWOP (MO DA YR)
16	10	52100 MPS	75013		1			

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC, 2 CSA, 3 FICA, 4 FICAM)	CODE	31. SEPARATION DATA CODE	32. Correction / Cancellation Data	TYPE	(MO DA YR)	EOD DATA	33. SECURITY REQ. INIT.	34. SEA

35. VET. PREFERENCE	CODE	36. SERV. COMP. DATE (MO DA YR)	37. RETIRE. COMP. DATE (MO DA YR)	38. CAREER CATEGORY	39. TENURE	CODE	40. FEGLI / HEALTH INSURANCE	41. SOCIAL SECURITY NO.
	0 NONE 1 5 PT 2 10 PT			CAR RES EXCEPT	1 PERM 2 TEMP 3 INDEF		HEALTH INS CODE	

42. PREVIOUS CIVILIAN GOVERNMENT SERVICE	CODE	43. LEAVE CAT. CODE	44. FEDERAL TAX DATA	HOW EXECUTED	CODE	NO. TAX EXEMPTIONS	45. STATE TAX DATA	HOW EXECUTED	CODE	NO. EXEMPTIONS	OTHER CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
3-22-71

FORM 1150 (Mar 6-70) Use Previous Edition

SECRET

Group 1
Excluded from automatic downgrading and declassification

Page 1 of 2 Pages

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]	52 150	CF		GS 16 6	$32,619

36 H

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
[redacted]		52 150	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	5	~~$25,873~~ 28384	08/27/67	GS 16	6	~~$26,640~~ 29219	08/24/69		

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE [redacted] DATE 3 June 1969

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

CLERKS INITIALS [redacted] AUDITED BY [redacted]

FORM 7-68 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)

DB

"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	GR-STEP	NEW SALARY
[redacted]	52 150	CF		GS 16 5	$28,384

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 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
[redacted]		52	150	CF GS 16 5	$23,778	$25,879

JLB: 12 JUN 68

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 (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	06 12 68	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 2887 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
OPS OFFICER	0008	D

14. CLASSIFICATION SCHEDULE (GS, LB, 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 (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	52150 MPS	75013		1			

28. NTE EXPIRES (MO DA YR)	29. SPEC. VI REFERENCE	30. RETIREMENT DATA (1 CSC, 2 CSS, 3 FICA, 4 NONE) CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE MO DA YR)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
XX XX XX							

35. VET. PREFERENCE (CODE: 0 NONE, 1 5 PT, 2 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG. COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI - HEALTH INSURANCE (CODE: 0 WAIVER, 1 YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 NO PREVIOUS SERVICE, 1 TAX BREAK IN SERVICE, 2 BREAK IN SERVICE LESS THAN 2 YRS, 3 BREAK IN SERVICE MORE THAN 2 YRS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

FROM O/PPb

POSTED

06-13 CS 9/68

Form 1150 Use Previous Edition

SECRET

(When Filled In)

"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
[redacted]		02 350	CF	GS 16 3	$22,755	$23,778

E-4

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. SINCE	5. LWOP HOURS
[redacted]		02 350	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.

SIGNA[redacted] DATE June 1967

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS E.L. Echols

FORM 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)

COMPENSATION & TAX DIV

Aug 22 11 06 '66

FOR: 15 AUG 66

SECRET
(When Filled In)

CAF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
EXCEPTED APPT CAREER	07 31 66	REGULAR

6. FUNDS					7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	V TO V		V TO CF		7114 0001 0000	50 USC 403 J
	CF TO V	X	CF TO CF			

9. ORGANIZATIONAL DESIGNATIONS	10. ASSIGNMENT OF OFFICIAL STATION
DCI/OFFICE OF PLANNING, PROGRAMMING AND BUDGETING PLANNING AND PROGRAMMING DIVISION PROGRAM ANALYSIS BRANCH	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
10 PROGRAM EVAL	0005	D

14. CLASSIFICATION SCHEDULE (GS, FB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.70	16 4	22085

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. EDUCATION LEVEL	20. EMPLOYEE CLASS	21. OFFICE CODING NUMERIC	21. OFFICE CODING ALPHABETIC	22. STATION CODE	23. OCCUPANCY CODE	24. PAY PLAN CODE	25. DATE OF BIRTH	26. DATE OF SERVICE	27. DATE OF LEI
13	10	02350	OPPB	75013		1		08 30 64	08 29 65

28. VET PREFERENCE	29. SPECIAL AGENCY REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATE	32. CONVERSION/APPOINTMENT DATA		33. SECURITY REQ. NO	34. SEX
		2			EOD DATA	00000	M

35. VET PREFERENCE	36. SERV COMP DATE	37. LEAVE COMP DATE	38. CAREER EXPIRATION	39. FEGLI/HEALTH INSURANCE			40. SOCIAL SECURITY NO
1	09 06 42	09 28 52		2	1		

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
1	0	MO	POSTED

SIGNATURE OR OTHER AUTHENTICATION

8/12/66

SECRET

(When Filled In)

FJH: 15 AUG 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OEB

1. SERIAL NUMBER	2. [redacted]
[redacted]	

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
RESIGNATION	07 30 66	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		7123 0369 0000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/DOD US FIELD [redacted]	[redacted]

11. POSITION TITLE	12. SERVICE DESIGNATION
CHIEF OF BASE	0261 D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.08	16 4	22085

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
45	10					[redacted]		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTED CANCELLATION DATE		33. SECURITY REQ. NO.	34. SEX
			1BD0091		EOD DATA		

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (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 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
dt 8-17-66

1150 Use Previous Edition

SECRET

(When Filled In)

14-00000

[redacted] 43 620 CF

3 OLD SALARY RATE				4 NEW SALARY RATE				5 TYPE ACTION		
Grade	Step	Salary	Last EP Date	Grade	Step	Salary	Effective Date	PSI	LM	ADJ
GS 16	3	$20,245	08/30/64	GS 16	4	$20,900	08/29/65			

9 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

POSTED BY [illegible] US

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

(491)

L1

*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
[redacted]	[redacted]	43	620	CF GS 16 4	$21,653	$22,095

*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
[redacted]		43	620	CF GS 16 4	$21,900	$21,653

4-00000

SECRET
(When Filled In)

4 AUG 65

NOTIFICATION OF PERSONNEL ACTION

OCB

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
	[redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	08 01 65	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		6129 0369 0000	PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/DOD U. S. FIELD [redacted]	[redacted]

11. POSITION TITLE		...ICE DESIGNATION
CHIEF OF BASE	0261	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.08	16 3	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.

POSTED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
28	10	43520	DOD	25020		2	[redacted]	08 30 64	08 30 64

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 5 - FICA, 6 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	ZOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	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 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

[illegible]

FORM 11-62 1150 Use Previous Edition

SECRET

(When Filled In)

JOD: 12 NOV 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OAB

1. [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
EXCEPTED APPOINTMENT CAREER	10 25 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	5129 0369 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/DOD U. S. FIELD [redacted]	[redacted]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0261	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	16 3	20245

18. REMARKS

POSTED ON
[illegible]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
13	10	43620 / DOD	75020		2	[redacted]	08 30 64	08 30 64

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 4 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
		1				00000	MI

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR - RESV, PROV - TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.
1	08 06 42	09 28 52	C	1	

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 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)
1	8	0 / 0	

SIGNATURE OR OTHER AUTHENTICATION

POSTED
[illegible]
11/13/64

FORM 11-62 1150 Use Previous Edition

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

(When Filled In)

JOD: 12 NOV 64

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
3. NATURE OF PERSONNEL ACTION: RESIGNATION		4. EFFECTIVE DATE (MO. DA. YR.): 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. 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, FB, 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	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Happ. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF EST (MO. DA. YR.)
45	10							

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 6 - NONE) / CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE / MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
			18D0091				

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. RETIRE. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR RESV / PROV TEMP / CODE)	39. FEGLI / HEALTH INSURANCE (CODE / 0 - WAIVER, 1 - YES / HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO CREDITABLE 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 1 - YES 2 - NO / CODE / NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO / CODE / NO. TAX EXEMP. / STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
JOD 11/13/64

FORM 51-82 1150 Use Previous Edition

SECRET JOD

STAT

(When Filled In)

SECRET
(When Filled In)

R: 16 OCT 64

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
[redacted]	REASSIGNMENT	10 16 64	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		5129 0369 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/DOD. US FIELD [redacted]	[redacted]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0261	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	16 3	20245

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
37	10	43620	DOD	75020		2	[redacted]		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI/HEALTH INSURANCE (CODE: 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	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 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

FROM: FE - 2

POSTED
19 OCT 1964

FORM 11-62 1150 Use Previous Edition

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

(When Filled In)

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

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

GENERAL SCHEDULE RATES

Federal Employees Salary Act of 1964

GRADE	*Per Annum Rates and Steps*									
	1	2	3	4	5	6	7	8	9	10
GS- 1	$3,385	$3,500	$3,615	$3,730	$3,845	$3,960	$4,075	$4,190	$4,305	$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	.....
GS-17	21,445	22,195	22,945	23,695	24,445	.....	.....	.....	.....	.....
GS-18	24,500	.....	.....	.....	.....	.....	.....	.....	.....	.....

DLB: 30 SEPT 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
[redacted]	PROMOTION (CORRECTION)	08 30 64	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		5137 1566 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP FE FE [redacted] OFFICE OF THE CHIEF	[redacted]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER DCOS	3003	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	16 3	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. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
						[redacted]		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, SERV, PROV, TEMP) CODE	39. FEDERAL HEALTH INSURANCE (CODE: 0 - 60 YRS, 1 - YES; HEALTH INS. CODE)	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: 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
10/01/64 MCG

FORM 11-62 1150 Use Previous Edition

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

(When Filled In)

DLB: 16 SEPT 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION (CORRECTION)	08 30 64	REGULAR

6. FUNDS		V TO V		V TO CF
		CF TO V	X	CF TO CF

7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
5137 1566 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP FE FE [redacted] OFFICE OF THE CHIEF	[redacted]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
[redacted] OPS OFFICER DCOS	3003	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
[redacted] GS	0136.01	03 1 16 3	14880 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 (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hours. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF CASE (MO. DA. YR.)	27. DATE OF EST. (MO. DA. YR.)

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL PREFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 4 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	(MO. DA. YR.)	EOD DATA	35. SECURITY REQ. NO.	36. SEX

37. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	38. SERV. COMP. DATE (MO. DA. YR.)	39. LONG. COMP. DATE (YRS. DA. YR.)	40. CAREER CATEGORY (CAR / PROV) CODE	41. FEGLI / HEALTH INSURANCE CODE (0 - WAIVED, 1 - YES) HEALTH INS CODE	42. SOCIAL SECURITY NO.

43. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO FOREIGN SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS)	44. LEAVE CAT CODE	45. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO) CODE	NO. TAX EXEMPTIONS	46. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO) CODE	NO. TAX EXEMP.	STATE CODE

SIGNATURE OF OTHER AUTHENTICATION

POSTED
09/18/64 JK

FORM 61-82 1150 Use Previous Edition

SECRET 16 SEP 1964

GPO 1 Federal Text Corporation

14-81 (When Filled In)

28 AUG 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
	[redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION	08 30 64	REGULAR

6. FUNDS				
	V TO V		V TO CF	
	CF TO V	X	CF TO CF	

7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
5137 1566 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP FE FE [redacted] OFFICE OF THE CHIEF	[redacted]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
[redacted] OPS OFFICER DCOS	3003	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	03 1 16 3	14860 20245

18. REMARKS.
TOKYO, JAPAN

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / SYMBOLIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
22	10	45380 / FE	37587	1	3	[redacted]	08 30 64	08 30 64

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 8 - NONE / CODE)	31. SEPARATION DATA CODE	32. CORR[illegible] (TYPE / MO. DA. YR.)	EOD DATA	33. SECURITY REQ NO.	34. CSX

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR. / PROF. / CODE)	39. FEGLI / HEALTH INSURANCE (CODE / 0 - DECLINED, 1 - YES / HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO INTERVENING 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: 1 - YES, 2 - NO / CODE / NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO / CODE / NO. TAX EXEMPTIONS / STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
09/15/64 215

FORM 1150 11-62 Use Previous Edition

SECRET SEP 1964

SF 50-B Extracted from Machine Processing and Statistical Copy

(When Filled In)

SECRET
(When Filled In)

OLD: 30 SEPT 81

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
CONVERSION	08 1 25 84	REGULAR

6. FUNDS	FROM FY		TO FY
	CY 19 Y	X	CY 19 CY

7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
5137 1566 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP FE FOREIGN FIELD FE OFFICE OF THE CHIEF	

11. POSITION TITLE		12. SERVICE DESIGNATION
OPS OFFICER DCOS	3003	D

14. CLASSIFICATION SCHEDULE (GS, FB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 5	18740

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE ASSIGN. NUMERIC	ALPHA/NUM	22. STATION CODE	23. INTEGREE CODE	24. Hours Code	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEO MO. DA. YR.
56	10	U5586	FE	32581		3			

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL RETIREMENT DATA REFERENCE (1 - CSC, 2 - VSA, 3 - OTHER)	CODE	30. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33. SECURITY REQ NO.	34. SCK

35. VET. PREFERENCE CODE	0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. RET. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR (CAR-WOP) CHOP	39. FEGLI / HEALTH INSURANCE CODE	0 - WAIVER 1 - YES	HEALTH INS CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATE CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (OVER 3 YRS) 3 - BREAK IN SERVICE (UNDER 3 YRS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
10/01/84 mcf

FORM 1150 11-82 Use Previous Edition

SECRET

SF-1 Includes data authorized by E.O. 10450 and implementing OPM instructions

(When Filled In)

[redacted] 45 380 CF

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 15	4	$17,210	06/10/62	GS 15	5	$17,725	06/07/64			

Remarks and Authentication

03

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD 742
/ / 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: [illegible] 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 5 JANUARY 1964.

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

55 380 CF

5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last EI Date	Grade	Step	Salary	Effective Date	PAI	LSI	ADJ
GS 15	3	$14,380	12/11/60	GS 15	4	$14,702	06/10/61			

8 Remarks and Authentication

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 AUDITED BY

PAY CHANGE NOTIFICATION

742

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		3. ASSIGNED ORGAN.	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		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 15	2	$14,055	06	14	59	GS 15	3	$14,380	12	11	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: ☐ IN PAY STATUS AT END OF WAITING PERIOD ☐ IN LWOP STATUS AT END OF WAITING PERIOD	9. NUMBER OF HOURS LWOP	
	10. INITIALS OF CLERK	11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION ☐ P.S.I. ☐ L.S.I. ☐ PAY ADJUSTMENT	13. REMARKS
14. AUTHENTICATION POSTED TO 2808 WK 12/12/60 OBLIGATION APPROVED 12/14/60	

PAY CHANGE NOTIFICATION

860 OBSOLETE PREVIOUS EDITION SECRET OFFICIAL PERSONNEL FOLDER (4)

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

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

EMMETT D. ECHOLS

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

BS 4 SEPT 59

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2	Code	5. Sex	6. CS-EOD Mo. Da. Yr.
				1	M 1	09 28 52

7. LOD Mo. Da. Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo. Da. Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo. Da. Yr.	13. Mil. Serv. Oblig. Ter. Yes-1 No-2	Code
08 06 42		1	50 USCA 403 d				09 28 52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE FE/[redacted] DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF	5171	[redacted]	37587

16. Dept. - Field: Dept - 1 USIfld - 3 Frgn - 5	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	OPS OFFICER	3936	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
03 15 2	$ 11660 13070	01	12 15 57	06 14 59	9 3735 55 005

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE FE/[redacted] OFFICE OF THE CHIEF	5171	[redacted]	37587

33. Dept. - Field: Dept - 1 USIfld - 3 Frgn - 5	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	5	OPS OFF (D COS)	2003	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
03 15 2	$ 11660 13070	01	12 15 57	12 11 60	0137 7351 3000

44. Remarks

POSTED

[redacted]

FORM NO. 1 MAR 57 1150a

SECRET

(4)

GS 742

SECRET
(WHEN FILLED IN)

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

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE					
GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

5/13/59 5/30/59

PERIODIC STEP INCREASE - AUTHENTICATION

FORM 50 560b
1 APR. 55

SECRET

PERSONNEL FOLDER (4)

SECRET

1

NOTIFICATION OF PERSONNEL ACTION

ARE: MX MAY 1959

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da.	Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2	Code	5. Sex	6. CS - EOD Mo.	Da.	Yr.
[redacted]		[redacted]				1	M 1	09	28	52

7. SCD Mo.	Da.	Yr.	8. CSC Reimt. Yes - 1 No - 2	Code	9. CSC Or Other Legal Authority	10. Reimt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2	Code	12. [illegible] Mo.	Da.	Yr.	13. [illegible] Yes - 1 No - 2	Code
08	06	42		1	50 USCA 403 J				1	1	09	28	52		2

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 Dept - 1 USfld - 3 Frgn - 5	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	2	I.O.FI STF CH	3448	GS	0136.51

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo.	Da.	Yr.	25. PEI Date Mo.	Da.	Yr.	26. Appropriation Number
15 1	$ 12770	DI	12	15	57	06	14	59	8 3700 20

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE FE [redacted] DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF	5171	[redacted]	37587

33. Dept. - Field Dept - 1 USfld - 3 Frgn - 5	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	5	AREA OPS OFF	3936	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo.	Da.	Yr.	42. PEI Date Mo.	Da.	Yr.	43. Appropriation Number
15 1	$ 12770	DI	12	15	57	06	14	59	9 3735 59 005

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

[redacted]

[redacted]

FORM NO. 1 MAR 57 1150a

SECRET

(4)

SECRET

NOTIFICATION OF PERSONNEL ACTION

ARE: 19 MAY 1959

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
[redacted]	[redacted]	[redacted]	1	M 1	09 28 52

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo. Da. Yr.)	13. Mil. Serv. Credit. Lcd (Yes-1, No-2) Code
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/[redacted] DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF	5171	[redacted]	37587

16. Dept. - Field (Dept-1, USfld-3, Frgn-5) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
5	AREA OPS OFF	3936	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
15 1	$ 12770	D1	12 15 57	06 14 59	9 3735 55 005

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
[redacted]	58	05 08 59	REGULAR	OH	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE FE[redacted] DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF	5171	[redacted]	37587

33. Dept. - Field (Dept-1, USfld-3, Frgn-5) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
5	POL ASST 1ST SEC* OPS OFFICER	3936	FSR GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
03 15 1	11660 $ 12770	D1	12 15 57	06 14 59	9 3735 55 005

[redacted]

POSTED
-0 MAY 1959

REWART

FORM NO. 1150a
1 MAY 57

SECRET

(4)

14-00000

SECRET

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

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
[redacted]		GS-15-1	$11,610	$12,770

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD
			None-0 5 Pt-1 10 Pt-2 Code 1	N 1	Mo. 09 Da. 28 Yr. 52

7. SCD			8. CSC Retmt.	9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD			13. [illegible]	
Mo.	Da.	Yr.	Yes-1 No-2	Code		Mo.	Da.	Yr.	Yes-1 No-2	Code	Mo.	Da.	Yr.	Yes-1 No-2	Code
08	06	42	1	1	50 USCA 403 d						09	28	52		2

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 USIA - 4 Fgn. - 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
			Mo. Da. Yr.	Mo. Da. Yr.	
14 5	$ 11180	01	09 28 52	03 22 59	8 3700 20

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
		Mo. Da. Yr.			
PROMOTION	30	12 15 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 USIA - 4 Fgn. - 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
			Mo. Da. Yr.	Mo. Da. Yr.	
15 1	$ 11610	01	12 15 57	06 14 59	8 3700 20

44. Remarks

POSTED
12-15-57

FORM NO. 1 MAR 57 1150

SECRET

(4)

41077

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DMG

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
			1	M 1	09 28 52

Mo.	Da.	Yr.	Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1 No-2) Code	12. LCD (Mo. Da. Yr.)	13. Yes-1 No-2 Code
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 BRANCH 1 OFFICE OF THE CHIEF		WASH. D. C.	

16. Dept.-Field (Dept-2, USfld-4, Frgn-6) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	AREA OPS OF DEP BR CH	0110	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
14 5	$11180	DI			8 3700 20

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	56	12 09 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 (Dept-2, USfld-4, Frgn-6) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
2	I.O. FI STF CH	3448	GS	0136.51

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
14 5	$11180	DI	09 28 52	03 22 59	8 3700 20

44. Remarks

POSTED
JP 12/27/57

C. M. STR

FORM NO. 1150
1 MAR 57

SECRET

(4)

SECRET
(WHEN 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

CERTIFICATION

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

TYPED OR PRINTED NAME OF SUPERVISOR	DATE	SIGNATURE
	14 Aug 57	

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 1 MAR. 56 560 SECRET PERSONNEL FOLDER (4)

SECRET
(WHEN 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

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

9. CHECK ONE ☑ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LEAVE LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

8. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS
GRADE	STEP	SALARY	NO.	DA.	YR.	

14. AUTHENTICATION

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 1 MAR. 56 560b SECRET PERSONNEL FOLDER (4)

STANDARD FORM 50 (8 PART)
AS OF APRIL 1955
PROMULGATED BY
U S CIVIL SERVICE COMMISSION
CHAPTER 31, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

1v1

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	BOB 16 Dec 1956	50 USCA 403 j

FROM		TO	
LO (VI)	GF-2302	Area Ops Off - Dep Br. Ch.	GF-110
GS-0136.51-1A	$10,965.00 per annum	GS-0136.01-1A	$10,965.00 per annum
DDP/FE		DDP/FE	
Branch 1,		Branch	
Operations Staff		Office of the Chief	
		512301	
		Washington, D. C.	
X FIELD	DEPARTMENTAL	FIELD	X DEPARTMENTAL

9. POSITION TITLE
9. SERVICE, SERIES, GRADE, SALARY
10. ORGANIZATIONAL DESIGNATIONS
11. HEADQUARTERS
12. FIELD OR DEPT'L

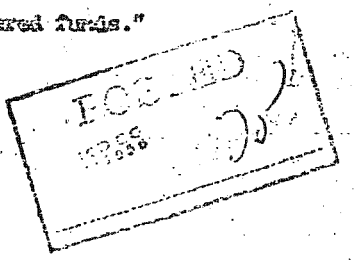
13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT	10-POINT		NEW	VICE	I. A.	REAL.	
			X							SD/DI

15. SAL.	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	18. DATE OF APPOINTMENT AFFIDAVITS (SUCCESSIONS ONLY)	19. LEGAL RESIDENCE
H	FROM: 7-3735-55-005	Yes		☐ CLAIMED ☐ PROVED
H	TO: 7-3700-20 750-13			STATE:

20. REMARKS:

3 EOD 09/28/52

"Transfer TO Vouchered funds FROM Unvouchered funds."



ENTRANCE PERFORMANCE RATING:

Director of Personnel
SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

☆ U. S. GOVERNMENT PRINTING OFFICE: 1956-373047

73 12/14/56

14-00000

STANDARD FORM 52
FROM-DATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1955—PERSONNEL PERSONNEL
MANUAL CHAPTER 10

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, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[redacted]			2 May 56

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)	6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
Reassignment		
B. POSITION (Specify whether establish, change grade or title, etc.)	B. APPROVED: JUN 3 1956	

FROM—		TO—
BFF 2302	8. POSITION TITLE AND NUMBER	I.O. (FI) BFF-2302-14
	9. SERVICE, GRADE, AND SALARY	GS-0136.51-14 $10,965.00 p/a
[redacted]	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Branch 1 [redacted]
Deputy for FI Operations Staff		Operations Staff
[redacted]	11. HEADQUARTERS	[redacted]
[ ] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[XX] FIELD [ ] DEPARTMENTAL SD: DI

A. REMARKS (Use reverse if necessary)

T/O Change

[redacted] onnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

D. REQUES[redacted]
Signatu[redacted]
Title: Fe/cma 7 May '56

13. VETERAN PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER	NEW	VICE	L.A.	REAL

SD: DIO

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
	FROM: TO:			[ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS

POSTED
WRR

USED IN LIEU OF SF50
NOTIFICATION OF PERSONNEL ACTION

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS.
A.			
B. CEIL. OR POS. CONTROL	WRR	[illegible]	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]	5/4/56	
E.			
F. [redacted]			

[illegible] 10 May '56

16—67329-4

PERIODIC STEP INCREASE CERTIFICATION (When Filled In)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1954-320030

1. Agency and organizational designations	2. Payroll period	3. Block No.	4. Slip No.
		UV	

[redacted] (account number when appropriate)

4. Grade and salary: GS-14 $10,750.00

PAYROLL CHANGE DATA

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

10. Remarks: [illegible]

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	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	AS [illegible] SERVICE AND CONDUCT ARE SATISFACTORY (Signature)
25Mar56	26Sep54	$10,750.00	$10,965.00	[redacted]

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods) — Period(s)

☐ No excess LWOP. Total excess LWOP

[illegible] (LWOP)

☐ In pay status at end of waiting period

☐ In LWOP status at end of waiting period

Initials of Clerk

STANDARD FORM NO. 1126d—Revised.

Form prescribed by Comp. Gen., U. S.
October 26, 1954, General Regulations No. 102

CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY

CARD FORM 52
...

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

1/20/55

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
			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—	TO—
I.O. (FI) BFF-459	I.O. (FI) BFF-2302-14
GS-0136.51-14 ~~$9800.00~~ p/a 10 000.00	GS-0136.51-14 ~~$9800.00~~ p/a 10 000.00
DDP/FE	DDP/FE
Military Element	Deputy for FI
Office of the Deputy Chief	Operations Staff
XXX FIELD ☐ DEPARTMENTAL	XXX FIELD ☐ DEPARTMENTAL

8. POSITION TITLE AND NUMBER
9. SERVICE, GRADE, AND SALARY
10. ORGANIZATIONAL DESIGNATIONS
11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)

PURSUANT TO FSI DIRECTIVE
EFFECTIVE JAN 1955
SALARY ADJUSTED TO: 10750

A. Ltd

B. REQUESTED BY: FE Personnel Officer
Signature: (unsigned)
Title: FI/CMO 1 Jan 55

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*): Avis M. Tallackson - x-3332

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

D. D
SD

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-3735-55-005 E5 TO: Same	Yes		☐ CLAIMED ☐ PROVED STATE: W. Va.

21. STANDARD FORM 50 REMARKS

ACTION BY
FI CAREER SERVICE BOARD
DATE 4 Jan '55

1/24/55

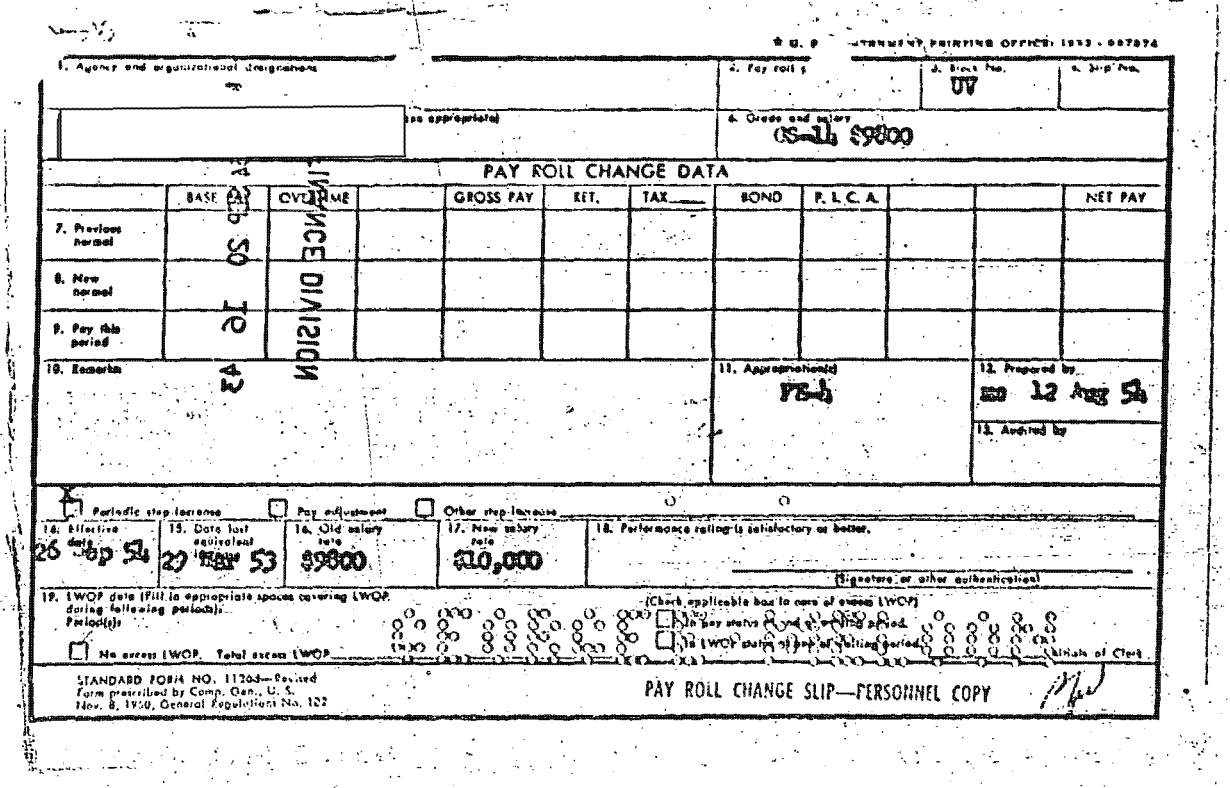
22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	PCH	1/10/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY

1-14-55 Rec'd

19—67320-8

4-00000



★ U. S. GOVERNMENT PRINTING OFFICE: 1953 - 007874

1. Agency and organizational designations	2. Pay roll	3. Block No.	4. Slip No.
		UV	

(as appropriate)

6. Grade and salary: GS-14 $9800

PAY ROLL CHANGE DATA

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

10. Remarks

11. Appropriation(s): FS-4

12. Prepared by: mo 12 Aug 54

13. Audited by

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

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
26 Sep 54	29 Mar 53	$9800	$10,000	(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s):
☐ No excess LWOP. Total excess LWOP

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period.

Initials of Clerk

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

STANDARD FORM 52

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.—Give full name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			5 Feb 54

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)	6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
Reassignment	~~28~~ 1 Feb 1954	
B. POSITION (Specify whether establish, change grade or title, etc.)	B. APPROVED: FEB 28 1954	

FROM—	8. POSITION TITLE AND NUMBER	TO—
I.O. (Ops) S-7		I.O. (FI) BFE-459
GS-132-14 $9800.00 p/a	9. SERVICE, GRADE, AND SALARY	GS-0136.51-14 $9800.00 p/a
DDP/FE	10. ORGANIZATIONAL DESIGNATIONS	Same
Military Element		Same
Office of the Deputy Chief		Same
	11. HEADQUARTERS	Same
XX FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	XX FIELD ☐ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)	D. REQUEST APPROVED
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) X-3332	Signature: Title: FE Personnel Officer

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL

CD: PI

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (1956—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-3735-55-005 TO: SAME	Yes		☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

POSTED 2/28/54

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	[illegible]	17 Feb 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]	24 Feb 54	
E.			

F. APPROVED (1) [illegible] (2) [illegible] 28 Feb 54

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

6/15/53

UNCLASSIFIED

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]		8 May 53

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: JUN 7 1953

7. C.S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
I.O. S-1	8. POSITION TITLE AND NUMBER	I.O. (OPS) Slot #7
CS-14 $8800	9. SERVICE, GRADE, AND SALARY	CS-13-14 $9800
DDP/FE	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE
[redacted]		[redacted]
OPC Team	11. HEADQUARTERS	Military Element
[redacted]		Office of the Deputy Chief
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[X] [redacted] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

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

Subject entered on duty in the field 28 Sept 1952

FE-1

APPROVED BY
FI CAREER SERVICE BOARD
DATE: MAY 21 1953

B. REQUESTAN[redacted] Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
[redacted]

D. REQUEST APPR[redacted]
Signature:
Title: FI/CHO

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
	X		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 3735-55-005 TO: [illegible]			[ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

POSTED

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

REMARKS:

[redacted]

SECRET
SECURITY INFORMATION

14-00000

1. Agency and organizational designations: CENTRAL INTELLIGENCE AGENCY | 2. Pay roll | 3. Check No. UV | 4. Slip No.

5. Employee's name (and social security account number when appropriate)

6. Grade and salary: GS - 14 $9600

PAY ROLL CHANGE DATA

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

10. Remarks: Delay due to admin error

11. Appropriation(s): 77 0[illegible]

12. Prepared by: [illegible] 4/7/53

13. Audited by

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

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
29 Mar 53	30 Mar 53	$9600	$9600	(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s): 0 [illegible]
☐ No excess LWOP. Total excess LWOP ____
(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period
☐ In LWOP status at end of waiting period
Initials of Clerk

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

16—41111-2a * U. S. GOVERNMENT PRINTING OFFICE 1951 973785

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

10/21/52 989

NAME [redacted]		DATE 15 July 1952
NATURE OF ACTION Excepted Appointment		EFFECTIVE DATE 28 Sept. 52

	FROM	TO
TITLE		I.O.
GRADE AND SALARY		GS-14 $9600
OFFICE		OSO
DIVISION		FE
BRANCH		C - [redacted] OPC Team, Slot #1
OFFICIAL STATION		[redacted] 3739

APPROVAL

[redacted]

EXECUTIVE

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

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

POSTED Jn 22 Oct 52

DOG 09/28/52
CSEOD 09/28/52
LCD 09/28/52

[redacted]

REMARKS:

Request subject be processed against [redacted], OPC 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; WASH 48890 (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.

Cable advises that subject is now GS-14

Allot. #3739

N.B. [redacted]

FORM NO. 37-1 NOV 1949

SECRET

SECURITY INFORMATION

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]

5/22/73
Date

E 2 IMPDET
[redacted]

5 JUL 1973

14-00000

Fitness Report - [redacted]

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

[redacted]

3 JUL 1973
Date

W.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

SECRET

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

Cord Meyer, Jr.
Assistant Deputy Director for Plans

I have noted this report:

[redacted]

5/30/72
Date

Comments of reviewing official:

Fully concurs.

[redacted]

Thomas H. Karamessines
Deputy Director for Plans

31 May 72
Date

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 OPPB; 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

5. [redacted] 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. [redacted] has always enthusiastically accepted assignments to panels designed to upgrade the quality of various trouble areas, the latest being the searching look into the [redacted] situation within the CS.

7. [redacted] 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 [redacted] would make an outstanding Chief of the Missions and Programs Staff.

[redacted]

Chief, Missions and Programs Staff

I have noted the above report:

[redacted]

Robert P. Wheeler

2/16/71
Date

Reviewing Official: [redacted]

[redacted]

Cord Meyer, Jr.
Assistant Deputy Director for Plans

18 Feb 71
Date

SECRET

9 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Special) - [redacted]

060747-65-14 - MIS - 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.

[redacted] 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

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 [redacted] in the opinion of the Rating Officer, one of the CS' most valuable officers.

[redacted]
Chief, Missions and Programs Staff

I have noted the above report:

[redacted] 2/10/70
Date

Reviewing Official:

Cord Meyer, Jr. 10 Feb '70
Date
Assistant Deputy Director for Plans

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 060947

SECTION A — GENERAL

1. NAME (Middle)		3. SEX	4. GRADE	5. SD
		M	GS-16	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/MPS/PRG	Hqs

9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
X	CAREER	RESERVE	TEMPORARY		INITIAL		REASSIGNMENT-SUPERVISOR
	CAREER-PROVISIONAL (See Instructions - Section C)			X	ANNUAL		REASSIGNMENT-EMPLOYEE
	SPECIAL (Specify):				SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From - To)
30 April 1969	1 January 1968 - 31 March 1969

SECTION B — PERFORMANCE EVALUATION

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

SPECIFIC DUTIES

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

	RATING LETTER
SPECIFIC DUTY NO. 1: SEE ATTACHED	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

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

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, [redacted] 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.

[redacted]
Chief, Missions and Programs Staff

I have noted the above report:

[redacted] 7 April 1969
Reviewing Official Date

Cord Meyer, Jr. 8 April 69
Cord Meyer, Jr. Date
Assistant Deputy Director for Plans

CONFIDENTIAL
(When filled in)

TRAINING REPORT

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

Student	: [redacted]	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:

[redacted]
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

5. [redacted] 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. [redacted] is effective in dealing with other elements of the Agency and has contributed useful suggestions for improving operations and analysis. In summary, [redacted] 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 [redacted] over-all performance during the period as Strong.

7. [redacted] had no supervisory responsibilities.

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

[redacted]

Chief, Program Analysis Branch
PPD/O/PPB

Reviewed by: I showed this report to [redacted] He pointed out that he is still assigned to OSA. He has not been transferred to MPS/DDP.

[redacted]

Chief, Planning and Programming Division, O/PPB

22 April 1968
(date)

14-00000

11 APR 1967

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 and covers the period 1 August 1966 through 31 March 1967.

2. [redacted] 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. [redacted] 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. [redacted] 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, [redacted] 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, [redacted] 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.

[redacted]

SECRET

5. [redacted] 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, [redacted] has made a definite contribution during his eight months in this Office; and we expect this contribution to continue in importance.

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

7. [redacted] has no supervisory responsibilities.

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

Shown to employee:

[redacted] 4/11/67
(date)

Reviewed by:

[redacted] 11 April 1967
Chief, Planning and Programming Division, O/PPB (date)

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

[redacted]

Concur: [redacted] 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

14-00000

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

Name: [redacted]

Date of Birth:

Sex: Male

Grade: GS-16

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

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

Date: 8 August 1966 C/DO [redacted]

SECRET

14-00000

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

MEMORANDUM FOR: Chief, Transaction: & Records Branch/OP

FROM: Chief, External Training Branch/RS/TR

SUBJECT: Completion of External Training

26 SEP 1966

This is to advise you that [redacted] 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:

[redacted]

Attachments:

__ Grade Report
__ Certificate of Satisfactory/Successful Completion
__ Certificate of Completion
__ Roster of Participants
__ Training Report by Institution
X Training Report by Student
__ None
__ Other: _____

GROUP I
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)

TO : Director of Training
ATTN : Registrar/TR
THROUGH: Training Officer

FROM : [redacted]
OFFICE: O/PPB
DATE : 24 August 1966

1. FACILITY ATTENDED

USCSC

2. DATES OF TRAINING

18 & 19 August 1966

3. NAME AND DESCRIPTION OF PROGRAM

Executive Orientation in PP&B

4. YOUR TRAINING OBJECTIVES

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.

5. EVALUATION OF PROGRAM (Include a. Strengths and weaknesses of program. b. Identify any outstanding speakers and their specific topics or area of instructional competence.)

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.

6. ATTACHED ARE		YES		NO
	TRANSCRIPT OF GRADES		X	
	CERTIFICATE OF COMPLETION		X	

7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.

[redacted]

NOTE: 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.

FORM 4-63 1049 OBSOLETE PREVIOUS EDITIONS.

SECRET

[redacted]

(36-65)

14-00000

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

Name:	[redacted]
Date of Birth:	
Sex:	Male
Grade:	GS-16
SD:	D
Official Title:	Chief of Base
Assignment:	DDP [redacted]
Current Station:	[redacted]
Appointment:	Career
Reporting Period:	1 April 1965 - 31 March 1966

1. [redacted]

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 [redacted]

11 APR 1966

SECRET [redacted]

[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

[redacted]

Date: 30 MAR 1965

COS/US

BY REVIEWING OFFICIAL

Concur.

[redacted]

Date: 8 APR 1965

C/DO

C. Tracy Barnes

14-00000

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:

BY SUPERVISOR

Date: 24 MAR 1965

COS/US

[redacted]

BY REVIEWING OFFICIAL

[redacted]

Date: 25 Mar 65

C/DO

C. Tracy Barnes

SECRET

29 MAR 1965

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] 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 pro's and con's of the value of an extended tour 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

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

28 MAY 1964
Date

S E C R E T

TRAINING REPORT

READING TECHNIQUES (EXECUTIVE WORKSHOP)

Name	Sex	Dates of Course	No. of Students
[redacted]	M	24 Jun-19 Jul 57	3

EOD 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 20 hour course briefly reviews reading techniques for effective intelligence reading. The course sets forth the same principles of effective reading as Course I-7, Reading Techniques, emphasizing flexibility in reading different subjects for different purposes. Lectures, discussion, and practice exercises are used to [illegible] skills, since these are the skills most often required in supervisory 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]

S E C R E T

14-00000

SECRET
(When Filled In)

(1-6) 1609[illegible]

LANGUAGE DATA RECORD

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24)

2. DATE OF BIRTH (25-30)
MONTH | DAY | YEAR

3. LANGUAGE (31-33)

4. TODAY'S DATE (34-39)
MONTH: April | DAY: 24 | YEAR: 1957

5. ☐ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (*newspapers, reference materials, etc.*), USING THE DICTIONARY FREQUENTLY.
(4.) I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
(4.) I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
(3.) MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

OFFICE OF PERSONNEL

MAY 2 9 59 AM '57

MAIL ROOM

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY [illegible] ICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I [illegible] IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-116, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGN
4/24/57	[redacted]

(46)	(47)
C	E

Transmitted VIA
VJIT 10,344

SECRET

30 April 1963

MEMORANDUM IN LIEU OF FITNESS REPORT FOR PERIOD:

9 October 1962 - 31 March 1963

[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, [redacted] 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 KUBARK 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, DCOS, [redacted]

[redacted]

Read by

Date: 1 M[redacted]

20 JUN 1963

SECRET

19 OCT 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report - [redacted]

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] 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

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2.	3. SEX	4. GRADE
		M	GS-15

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			
	NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL		REASSIGNMENT/SUPERVISOR
	PENDING		DECLINED		DENIED	X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From	To	SPECIAL (Specify)
	1 Apr 60	31 Mar 61	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

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

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY NO. 1	RATING NO.	5	RATING NO.
In the absence of COS, acts as Station Chief.	6		6
SPECIFIC DUTY NO. 2	**RATING NO.**	**SPECIFIC DUTY NO. 4**	**RATING NO.**
As Deputy Chief of Station, supervises Station operational effort and intelligence production.	6		
SPECIFIC DUTY NO. 3	**RATING NO.**	**SPECIFIC DUTY NO. 6**	**RATING NO.**
Makes recommendations to COS on Station operational program, cover and personnel	6		

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO. 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING 1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT 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

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.

OFFICE OF PERSONNEL
JUN 1 2 52 PM '61
MAIL ROOM

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 [redacted] because of his great knowledge of and long experience [redacted] 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.

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 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	SIGNATURE
	Chief of Station	[redacted]

3. BY REVIEWING OFFICIAL

- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	SIGNATURE
23 MAY 1961	C F E	

SECRET

SECRET
(When Filled In)

Recorded CSC

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME	3. SEX	4. GRADE
	M	GS-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			
NOT ELIGIBLE	X	MEMBER	DEFERRED		INITIAL		REASSIGNMENT/SUPERVISOR	
PENDING		DECLINED	DENIED	X	ANNUAL		REASSIGNMENT/EMPLOYEE	

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD	SPECIAL (Specify)
31 May 60	From 27 Jun 59 To 31 Mar 60	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

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

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
DA 12 As Deputy for Operations, supervises 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		

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO. 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT 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

(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

This 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 F E 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: [redacted]

2. BY SUPERVISOR

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

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

☐ EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS ☐ REPORT MADE WITHIN LAST 90 DAYS

☐ OTHER (Specify):

DATE: 27 Apr 1960 | OFFICIAL TITLE OF SUPERVISOR: [redacted] | TYPED NAME AND SIGNATURE: [redacted]

3. BY REVIEWING OFFICIAL

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

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL:

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
		William V. Broe

SECRET

SECRET
(When Filled In)

31 JUL 1959

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 160947

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[redacted]		M	GS-15

5. SERVICE OF	6. OFF/DIV/BR OF ASSIGNMENT
DI	IO (FI) (CI)	DDP/FE/POS

8. CAREER STAFF STATUS						9. TYPE OF REPORT			
	NOT ELIGIBLE	X	MEMBER		DEFERRED		INITIAL		REASSIGNMENT/SUPERVISOR
	PENDING		DECLINED		DENIED	X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD	SPECIAL (Specify)
30/04/59	From Aug 58 31/03 59	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

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

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
Coordinates and furnishes guidance for all FI and CI matters in the FE Division.	6		
SPECIFIC DUTY NO. 2	**RATING NO.**	**SPECIFIC DUTY NO. 5**	**RATING NO.**
Conducts liaison with other components of the DDP, and agencies in general.	6		
SPECIFIC DUTY NO. 3	**RATING NO.**	**SPECIFIC DUTY NO. 6**	**RATING NO.**
Directs and supervises a staff component of nine people.	6		

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO. 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING 1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT 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)

OFFICE OF PERSONNEL

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and/or becoming 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.

MAIL ROOM

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 [redacted] counterparts.

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	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
18 months	[redacted]

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	[redacted]
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	[redacted] GNATURE
22 July 1959	Chief, Far East Division	Deputy Director

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	3. SEX	4. SERVICE DESIGNATION
[redacted]	M	DI

5. OFFICE	6. OFFICIAL POSITION TITLE
DDP/FE/FI/Hqs	Chief, FE/FI IC (FI)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15		December 1957 - August 1958

10. TYPE OF REPORT (Check one): [ ] INITIAL [X] REASSIGNMENT-SUPERVISOR [ ] SPECIAL (Specify) [ ] ANNUAL [ ] REASSIGNMENT-EMPLOYEE

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

- [X] THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.
- [ ] IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
- [ ] 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):
- [X] I HAVE DISCUSSED WITH [redacted] AND WEAKNESSES SO THAT [redacted]

B. THIS DATE	C. [redacted] SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
2 SEP 1958	WILLIAM V. BROE	Deputy Chief, FE Division

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

	BY	DATE
Posted For Control	[signature]	15 SEP 1958
Reviewed by FIO	[signature]	SEP 1958 17

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial diffe[redacted]s reflected in the above section.

A. THIS DATE	B. TYPED OR [redacted] OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2	[redacted] C. ULMER, JR.	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.

INSERT RATING NUMBER: 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:

FORM NO. 45 (Part I) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE. SECRET Performance

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SEP 15 11 52 AM '58

MAIL ROOM

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the *more important* SPECIFIC duties performed by this employee. 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 the 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 INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

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.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE 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
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Coordinates and furnishes guidance for all FI and CI matters in the FE Div 6			
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Conducts liaison with other components of DDP and the Agency in general	6		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

[redacted] 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 type. Compare him with others doing similar work of about the same level.

6
RATING NUMBER

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

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

SECRET

14-00000

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	[redacted]	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
DDP/FE/FI/Hqs	Chief, FE/FI *TC (1)*

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15		Dec 1957 - Aug 1958

10. TYPE OF REPORT (Check one)						
	INITIAL	X	REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)	
	ANNUAL		REASSIGNMENT-EMPLOYEE			

SECTION F. [illegible] CERTIFICATION

1. FOR THE RATER: I CERT[illegible] BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. [illegible] OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
2 Sept 1958	[redacted]	Deputy Chief, FE Division

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

A. THIS DATE	B. TYPED OR P[illegible] OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2 Sept 1958	[redacted] Alfred C. Ulmer, Jr.	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:

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (Truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisor)
	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)

OFFICE OF PERSONNE
SEP 15 11 52 AM '52
MAIL ROOM

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

6 months

4. COMMENTS CONCERNING POTENTIAL

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

SECTION H. 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.

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
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. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSISTENTLY 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

(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 20-870. 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	4. SERVICE DESIGNATION
		M	DI

5. OFFICE, DIVISION, BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
DDP/FE/FI Hdqs.	Chief, FE/FI

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15	30 January 1958	March 1957 - December 1957

10. TYPE OF REPORT (Check one)						
	INITIAL		REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)	
	ANNUAL	XX	REASSIGNMENT-EMPLOYEE			

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO CSC & A COPY ATTACHED TO THIS REPORT.
	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):
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
10 Jan. 58	Vernet L. Gresham [signature]	Deputy Chief, Far East Div.

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

Posted Pos. Control BY DATE 2/5/58

Reviewed by [illegible] 2/10/58

[ ] CONTINUED ON ATTACHED SHEET

I certify that no substantial differences of opinion are reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 Jan. 58	[redacted]	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.

INSERT RATING NUMBER
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

(When Filled In) Office of Personnel

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate on supervisors those who supervise a secretary only).

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. It may be wise to 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 INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

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.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE 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
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Acting Chief of Branch	6		6
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Has and Uses Area Knowledge	6		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Coordinates with other offices	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 [redacted]. He is currently chief of the FI group of the Division's plans and operations staff. Subject is a hard-working, dedicated employe. He has initiative and imagination and is profiting enormously from his present hq. experience. He is a very fine employe.

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 NUMBER: 6

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 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BEING RATED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [ ] NO IF YES 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, 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 O/ no later than 30 days after the due date indicated in item 8 of Section "B" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	[redacted]	M	DI

5. SERVICE DIVISION (BRANCH OF ASSIGNMENT)	6. OFFICIAL POSITION TITLE
DDP/FE/FI Hdqs.	Chief, FE/FI

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15	20 January 1958	March 1957 - December 1957

10. TYPE OF REPORT (Check one)							
		INITIAL		REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)	
	XX	ANNUAL		REASSIGNMENT-EMPLOYEE			

SECTION F. CERTIFICATION

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

a. THIS DATE	b. TYPED OR PRINTED NAME OF RATER	c. SUPERVISOR'S OFFICIAL TITLE
10 Jan. 1958	[redacted]	Deputy Chief, Far East Div.

2. FOR THE REVIEWING OFFICIAL: [illegible] LEVEL OF OPINION IN ATTACHED MEMO.

a. THIS DATE	b. TYPED OR PRINTED NAME OF REVIEWING OFFICIAL	c. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 Jan. 1958	[redacted]	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.

RATING NUMBER: 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, make your rating in the "actual" column. If based on opinion of his potential, make the rating in the "potential" column.

RATING NUMBER:
0 - HAVE NO OPINION OR NO 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 SAME JOB (CLERK STENOS, TECHNICIANS, DRAFTSMEN, ENGINEERS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHERE CONTACT WITH SUPERIORS IS INFREQUENT (Enter line number)
3		A GROUP OF SUPERVISORS AND ASSIST THE BOSS HAS (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, BUT WHO IS RESPONSIBLE FOR MAJOR STAFF ASSISTANCE YOU RECEIVE (Executive level)
3		MORE SUPERVISORS WITH IMMEDIATE SUBORDINATES AS HAS FACULTY
3		MORE IMMEDIATE SUBORDINATES SUPERVISED AND DIVERSE AND WIDE RANGE COORDINATION
3		MORE IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE EXECUTIVE STAFF
		OTHER (Specify)

FORM 64 (Part II) REPLACES FORM 64 (Part II) WHICH MAY BE USED. SECRET Potential

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 receiving needed hq. experience. He has shown great adaptability and versatility in two responsible hqs. positions.

Received 9 03 AM '58
OFFICE OF PERSONNEL
MAIL ROOM

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED EXISTS	4	12. SHOWS RATIONALITY	4	22. UNDERSTANDS REACTIONS OF OTHERS TO HIS ACTIONS
5	3. HAS PERSEVERANCE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS RESOURCEFUL OR CREATIVE
4	4. IS ANALYTIC IN HIS THINKING	5	14. ACHIEVES HIS GOALS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. SHOWS NEED TO GIVE ASSISTANCE	5	16. GETS HIS JOB DONE WITHOUT STRONG SUPPORT	4	26. IS SENSITIVE TO OTHERS
5	7. CAN GET ALONG WITH PEOPLE	4	17. GAINS OF WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS READY USE FACTS	4	18. IS OBSERVANT	4	28. USE CRITICISM IN CONSTRUCTIVE
5	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 REASONABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUING SUPERVISION

SECRET

45

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 A, of Section "A" below.

SECTION A. GENERAL

1. NAME (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	[redacted]	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	16November 1956 - 15 March 1957

10. TYPE OF REPORT (Check one): [ ] INITIAL [ ] ANNUAL [X] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	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):
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED	D. SUPERVISOR'S OFFICIAL TITLE
16 April 1957	[redacted]	Chief, FE/1

2. FOR THE REVIEWING OFF[illegible] OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE
Posted Pos. Control [illegible] APR 1957
Reviewed by PUD [illegible]

[ ] CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR PRINTED OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
16 April 1957	[redacted]	Deputy Chief, FE

SECTION C.

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.

INSERT RATING NUMBER: 4/5

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

FORM NO. 45 (Part I) 1 NOV 54 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE. SECRET Performance (4)

SECRET
(When Filled In)

...OF PERSONNEL

APR 18 2 47 PM '57

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering fully effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (except "desk" supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. 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 INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INVESTIGATIVE REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS LOGS
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.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE 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
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Assists Branch Chief in Management and supervision of Branch	4/5	Provides operational and administrative guidance to field station.	5
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Gen. Supervision of CE, liaison and CP ops. of Branch	5		
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Conducts liaison with other Agency elements and outside agencies.	6		

8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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.

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.

4/5
RATING NUMBER

1 - CERTAINLY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF QUESTIONABLE 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 BEING GIVEN SPECIAL CONSIDERATION FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [X] YES [ ] NO. IF YES, EXPLAIN FULLY:

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.

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

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
DDP/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 Nov. 1956 - 15 March 1957

10. TYPE OF REPORT (Check one)					
	INITIAL	X	REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
	ANNUAL		REASSIGNMENT-EMPLOYEE		

SECTION F. CERTIFICATION

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE	C. SUPERVISOR'S OFFICIAL TITLE
16 April 1957		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	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
16 April 1957		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.

RATING NUMBER: 5

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

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No If your answer is YES, indicate below your opinion 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 his 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 THIS 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 OPERATIONAL SEC
		OTHER (Specify)

OFFICE OF PERSONNEL
APR 10 2 42 PM '57
MAIL ROOM

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

6 months

8. COMMENTS CONCERNING POTENTIAL

When he is unsure of himself in new problems, he tends to trade on his intellect and his emotional feeling for a situation or a person resulting in a vacillation of attitude and an inconsistency that limits his effectiveness. Where he has past experience he generally makes sound decisions.

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
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 WITH NEED ASSESS	3	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4/5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	3	24. WORKS 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. KNOWS WHEN TO SEEK 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 MEMORY FOR FACTS	4	18. IS INDEPENDENT	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

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/FI, has completed a Special Management Course (Operational Management Seminar) held 7-18 January, 1957.

2. The course covered 38 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)

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 equable 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 USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
		M	[redacted] D 1

4. GRADE	5. STATION DESIGNATION (Current)
GS-14	

6. DUE DATE OF THIS REPORT	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	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
I.O. ([redacted])(F-1)	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)

BY [signature] DATE 11 JAN 1957
Posted Pos. Control
Reviewed by PUD [signature] 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 RATED (Type)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Type)

3. THIS REPORT ☐ WAS ☒ WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
7 Dec 1956	[redacted] CPP/1

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION IV

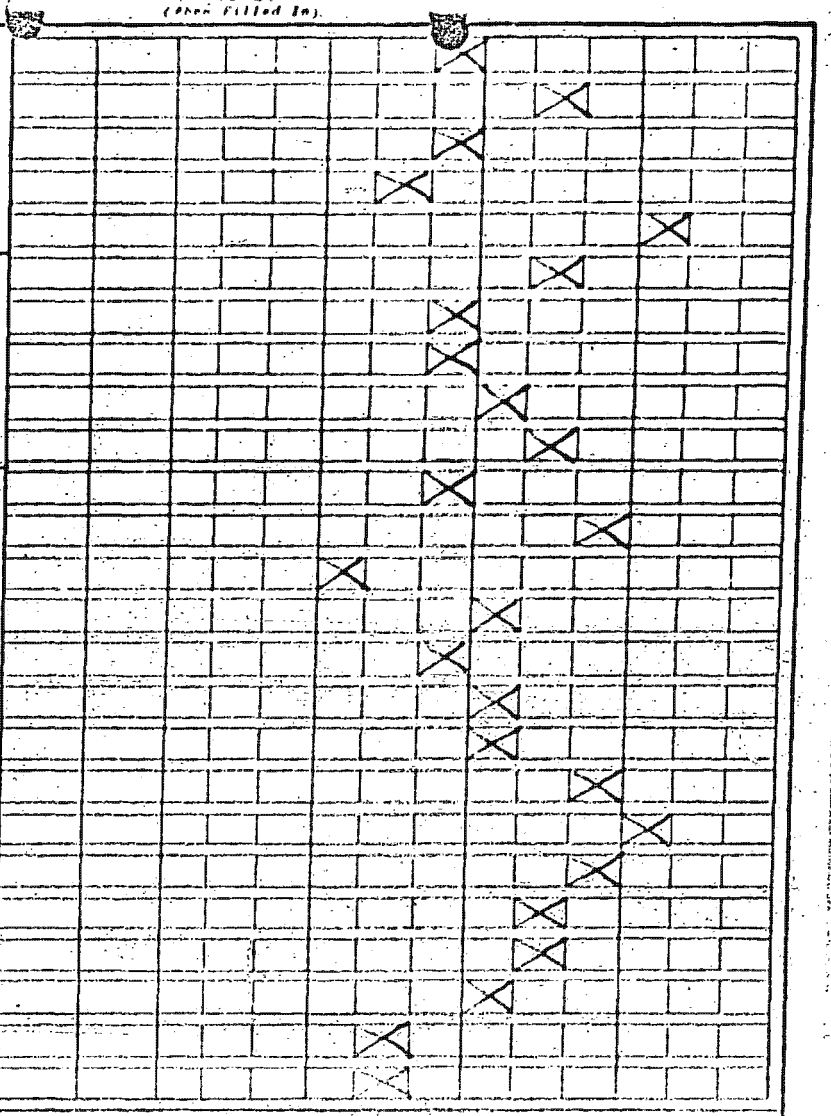
This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

JAN 10 10 49 AM '57

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 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.

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
SAMPLES						
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.						X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.				X		
3. CAUTIOUS IN ACTION.						X
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.					X	
6. ANALYTIC IN HIS THINKING.				X		
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.						X
10. KNOWS WHEN TO SEEK ASSISTANCE.						X
11. CALM.				X		
12. CAN GET ALONG WITH PEOPLE.						X
13. MEMORY FOR FACTS.						X
14. GETS THINGS DONE.					X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.				X		
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.					X	
22. ADMITS HIS ERRORS.					X	
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT				X		

SECRET



SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

"Weather vane" 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 toughness in presenting unpopular issues [redacted]

SECRET
(When Filled In)

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

OFFICE OF PERSONNEL

Performance [redacted] 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? [ ] NO [X] YES. IF YES, EXPLAIN.

JAN 10, 10 49 AM '57

Shrinks from accepting full responsibility. Fits well into a system of checks and balances.

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

In view of prospective return to [redacted] field assignment, should keep up his knowledge of the [redacted] 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*):

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.
- [X] 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? [X] NO [ ] YES. IF YES, WHAT?

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.
- [X] 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.

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

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

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.
- [X] 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

CUMULATIVE TRAINING RECORD

DATE: 1 25 October 1956

NAME:

PROJECTED PERSONNEL ACTION: PROMOTION | X ASSIGNMENT | OTHER (Explain) | ROTATION | TRAVEL

FROM: I,O,(FI), GS-14,

TO: Area Ops Off, GS-14, Hqs.

EOD: Sept 52

X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
	BASIC ORIENT. ALSO BIC, BITC, SOC, BTP, PH I			AIR OPS. 1 2 3 4 5	
	CLAND. M & T ALSO OC, PH II	27 Oct-26 Nov 52		WAR. OPS 1 2 3 4 5	
	CLAND. OPS. ALSO AIC, AITC, AOC, CAI, PH III			CLAND. FLD. ACT. 1 2 3 4 5 6	
	RESISTANCE OPS ALSO PH. I-II-III RAFF			SURVIVAL 1 2 3 4 5 6	
	CLAND. SERV. SUP	1 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				
	ADV. COUNTER-ESPIONAGE				
	OPS. SECURITY				
	WAR PLANS				
	CLAND. POL. RAFF.				
	STAYBEHIND OPS.				
	TECH. DEV. ORIENT.				
	INSTR. TECH.				
	EVASION-ESCAPE				
	SAB. OPS.				
	INVEST. TECH. ALSO CI TECH.				
	ADMIN REFRESHER				
	ROG. IMPROVE.				
	BASIC SUPV.				
	BASIC MGMT.			PRE-TEST	
	BALLOON OPS.			ASSESSMENT	

REMARKS:

1. CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS ☐ BACKGROUND ☐ EXPERIENCE ☐ TRAINING.
2. SUBJECT HAS COMPLETED TRAINING OR RECEIVED CONSTRUCTIVE CREDIT AS SHOWN AT THE LEFT.

TRAINING OFFICER COMMENTS:

☐ A. THIS DOES (NOT) MEET TRAINING STANDARDS RE QUALIFICATION FOR THE PROJECTED ACTION.
☐ NO FURTHER TRAINING RECOMMENDED AT THIS TIME.

☐ B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN "X". THE COMPLETION OF WHICH WILL SATISFY BASIC QUALIFYING STANDARDS.

☐ C. UNLESS SUBJECT HAS HAD PREVIOUS HQ. OR FIELD EXPERIENCE WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE ☐ QUALIFYING ☐ REFRESHER TRAINING AS CHECKED AT THE LEFT:
☐ SOONEST
☐ UPON RETURN TO HQ.

☐ D. WAIVER AND CC. SHOULD BE REQUESTED FOR THOSE COURSES MARKED WITH A "W".

☐ E. RECOMMENDATIONS FOR ADDITIONAL TRAINING WERE MADE _____ (DATE), THESE RECOMMENDATIONS HAVE NOT BEEN MET.

DIVISION TRAINING OFFICER

STAFF TRAINING OFFICER

TO: Personnel Officer,

FROM: Career Management Officer

The above projected personnel action has been ☐ approved ☐ disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.

Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.

DATE: 14 Nov. 56

SIGNATURE OF CAREER MANAGEMENT OFFICER

FORM NO. 467 REPLACES FORM 58-77 1 JAN 58 WHICH IS OBSOLETE. (2-4-49)

TRAINING REPORT

CLANDESTINE SERVICES REVIEW NO. 14

NAME	SEX	DATES OF COURSE	NO. OF STUDENTS
[redacted]	Male	24 September-12 October 1956	42
[redacted]	EOD DATE	GRADE OR RANK	OFFICE
	23 September 1952	GS-14	FE/1

PRESENT 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

S-E-C-R-E-T

14-00000

13

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 90 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. USE ONLY		2. SEX	3. SERVICE DESIGNATION
		M	DI

4. GRADE	5. STATION DESIGNATION (Current)
GS-14	

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. ([redacted]) (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 [redacted] DATE Sept 56

Posted Pers. Control [redacted]

Reviewed by PUD [redacted]

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 [X] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS
23 March 1956	[redacted]

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

14-00000

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL
APR 26 PM '56
MAIL ROOM

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. The scale within each category is divided into three small blocks; this is to allow you to note 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 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		
SAMPLES														
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.										X				
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.												X		
3. CAUTIOUS IN ACTION.								X						
4. HAS INITIATIVE.											X			
5. UNEMOTIONAL.						X								
6. ANALYTIC IN HIS THINKING.										X				
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.											X			
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.													X	
9. HAS SENSE OF HUMOR.												X		
10. KNOWS WHEN TO SEEK ASSISTANCE.										X				
11. CALM.						X								
12. CAN GET ALONG WITH PEOPLE.											X			
13. MEMORY FOR FACTS.										X				
14. GETS THINGS DONE.												X		
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.											X			
16. CAN COPE WITH EMERGENCIES.											X			
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.												X		
18. HAS STAMINA: CAN KEEP GOING A LONG TIME.										X				
19. HAS WIDE RANGE OF INFORMATION.											X			
20. SHOWS ORIGINALITY.											X			
21. ACCEPTS RESPONSIBILITIES.											X			
22. ADMITS HIS ERRORS.										X				
23. RESPONDS WELL TO SUPERVISION.										X				
24. EVEN DISPOSITION.						X								
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.									X					

SECRET

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is highly capable in several fields: he writes well and quickly; he speaks clearly and to the point; his sense of humor and breezy charm make him the center of any social group and able to get along with people on any level. He does a prodigious amount of work with great facility and is always willing to work long hours to get a job done. He is ideal as a liaison man for contacts with high level officials.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Has a tendency to do things "off the top of his head". Some what easily upset when difficulties arise or when he has worked himself into a combination of fatigue and depression. Sometimes allows his emotions or his moods to color his reports and his evaluations of others.

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.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. IF YES, WHY?

APR 3 1 58 PM '56

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

P&P 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.
[X] 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? [X] 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.
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[ ] 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.
[X] 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.*

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[ ] 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.
[X] 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 general way he knows where he stands.

A

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

DATE
Posted Pos. Control B7 2-15-55
[illegible] 3/8/55

SECTION I

1. [illegible] FOR HEADQUARTERS USE ONLY	2. DATE OF BIRTH	3. SEX	3. SERVICE DESIGNATION
[redacted]	[redacted]	[illegible]	[illegible] SD-P1

4. GRADE	5. STATION DESIGNATION (Current)
GS-14	[redacted]

6. DUE DATE OF THIS REPORT	7. [illegible]
30 Sept. 1954	1 January 1953 to 30 October 1954 14 Nov. 1953 to 30 October 1954 (present supervisor)

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
10 (F1) 0136.51 Acting Depty for KUFIRE; Chief of Liaison	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 KUFIRE activities within the Mission. As such, he is responsible for organizing, directing, and coordinating the three sections charged with KUFIRE duties [redacted] 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. [redacted]

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE . . . FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
[redacted]	[redacted]

3. THIS REPORT [ ] WAS [X] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS
14 Jan 55	[redacted]

DO NOT COMPLETE . . . FOR HEADQUARTERS USE ONLY

FORM NO. 45a
1 JUL 54

SECRET

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. The MAIL ROOM words are to be interpreted literally.

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

STATEMENTS	CATEGORIES											
	NOT 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		
SAMPLES														
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.												X		
2. CAN MADE 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. [illegible]												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. [illegible]										X				
25. [illegible]											X			

SECRET

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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.

B. 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 incompetance, his strongly emotional reaction sometimes hampers a necessary working relationship. He is occasionally a little too easily swayed, like a weathervane, 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.

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 into

OFFICE OF PERSONNEL
FEB 9 10 31 AM '55
MAIL ROOM

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [ ] NO [XX] YES. IF YES, WHY?

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

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

T&P course; refresher course in KUFIRE 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,&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.
[XX] 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? [XX] NO [ ] YES. IF YES, WHAT?

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.
[XX] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
[ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

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

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

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.
[XX] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

14-00000

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
EMPLOYING DEPARTMENT OR AGENCY	AGENCY LOCATION (City, State, ZIP Code)	

HAVE YOU EVER BEFORE FILED THIS FORM? ☐ YES ☐ NO

If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one.

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. → [X] **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 2M '68

PERSONNEL SERVICES

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

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH 25-26	DAY 27-28	YEAR 29-30	MONTH 31-32	DAY 33-34	YEAR 35-36	1 - PCS (Basic) 3 - CORRECTION 5 - 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 25-26	DAY 27-28	YEAR 29-30	MONTH 31-32	DAY 33-34	YEAR 35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39		40-42
0 5	1 6	7 3	0 6	1 7	7 3		2		EUROPE	8 0 1

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

X	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		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OCO		
X	C & L DIVISION, CTOR.	DATE 7/9/73	SIGNATURE
	C & T DIVISION		

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

FORM 4-73 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

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.

[redacted] 1/5/71

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 GOVE[illegible]MENT

U.S. [illegible]VIL 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
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.

[illegible] COMPLETED
Request [illegible]
Date [illegible]

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

U.S. GOVERNMENT PRINTING OFFICE [illegible]

CSC FORM 631
NOVEMBER [illegible]

SECRET
(When Filled In)

GS-16 D

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 444j, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not.
Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I — BIOGRAPHIC AND POSITION DATA

EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH

SECTION II — EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE
			☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

	NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM - TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
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. ☐ ADD ☐ DELETE				
2. ☐ ADD ☐ DELETE				

SECRET

(When Filled In)

SECTION V — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY—CHECK (X) RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.			APR 9 9 37 A	1'63			
2.							

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED—CHECK (X) APPROPRIATE ITEM
		☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ 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? ☐ YES ☐ NO	2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG: ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ 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 ☐ READY RESERVE ☐ STANDBY (Active) ☐ STANDBY (Inactive) ☐ RETIRED ☐ 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	RESIDENT / 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	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 (Print) LAST	FIRST	MIDDLE	OFFICE/COMPONENT
1-8		9-24		25-26
	[redacted]	[redacted]		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 MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1	08	26	64	06	12	66	Hawaii	750

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
2 - TDY (Basic) 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.	DOCUMENT DATE/PERIOD
IN NR 36523A	13 June 1966

REMARKS

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

FORM 1451a 10-64 USE PREVIOUS EDITION.

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-101

14-00000

Supplement to Staff Agent Personnel Action

[redacted] 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[3], 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 revelation [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.

[redacted]

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 25 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

14-00000

CONTRACT INFORMATION AND CHECK LIST

CASE OFFICER: [illegible]
DIVISION: FCD
TELEPHONE EXTENSION: Code 23-3040
DATE: 27 Oct. 60

ASSIST A/CONS [See HR 10-53 and HR 10-54.] for guidance. Type all entries, especially dates, in black ink. Attach all forms and documents pertaining to original and any subsequent processing.

SECTION I — GENERAL

1. NAME: [X] PSEUDO [ ] TRUE
2A. PROJECT:
2B. PERMANENT STATION:
3. ALLOTMENT NO.: 52-60369
3A. FUNDS: [ ] Y [X] X [ ] UP
4. SLOT NO.: 0261
5. PREVIOUS CIA PSEUDONYM OR ALIASES:
6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT: [ ] YES [X] NO (If yes, describe and include dates and salary.)
Staff Employee - Sept. 50 to Present - GS-11 to GS-26
7. SECURITY CLEARANCE (Type and date): Staff Clearance
7A. MEDICAL CLEARANCE: [X] OBTAINED [ ] INITIATED [ ] NOT REQ'D.
8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT": [ ] YES [ ] 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: [ ] YES [X] NO
10. PROPOSED CATEGORY (Contract agent, contract employee, etc.): Staff Agent

SECTION II — PERSONAL DATA

11. CITIZENSHIP: U. S.
12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESISTOR ALIEN: [ ] YES [ ] NO
13. AGE: 45
14. DATE OF BIRTH (Month, day, year): October 4, 1915
15. LEGAL RESIDENCE (City and state or country): Washington, D. C.
16. CURRENT RESIDENCE (City and state or country):
17. MARITAL STATUS (Check as appropriate): [ ] SINGLE [X] MARRIED [ ] WIDOWED [ ] ANNULLED [ ] SEPARATED [ ] DIVORCED
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE:
Wife, 47
Daughters, 15, 13, & 9
Sons, 13 & 11
19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY: [ ] YES [X] NO
RELATIONSHIP:

SECTION III — U.S. MILITARY STATUS

20. RESERVE:
21. VETERAN: Yes
22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)
23. BRANCH OF SERVICE: Navy
24. RANK OR GRADE: Lt.
25. DRAFT ELIGIBLE: [ ] YES [X] NO
26. DRAFT DEFERMENT OBTAINED BY CIA: [ ] YES [X] NO

SECTION IV — COMPENSATION

27. BASIC SALARY: $20,845 GS-15 Step 3
28. POST DIFFERENTIAL: 15%
29. COVER (Breakdown, if any): See below under #40
30. FEDERAL TAX WITHHOLDING

COVER		CIA	
[X]	YES	[ ]	YES
[X]	NO	[ ]	NO

SECTION V — ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)

31. QUARTERS: 0
32. POST: N. A.
33. OTHER: N. A.
34. COVER (Breakdown, if any): * Quarters handled locally

SECTION VI — TRAVEL

35. TYPES: [X] HOME [ ] DOMESTIC OPERATIONAL [ ] FOREIGN OPERATIONAL
36. WITH DEPENDENTS: [X] YES [ ] NO

37. HHE TO BE SHIPPED	37A. HHE TO BE STORED	38. PERSONAL VEHICLE TO BE SHIPPED	39. PERSONALLY OWNED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL
[X] YES [ ] NO	[X] YES [ ] NO	[X] YES [ ] NO	[ ] YES [ ] NO

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH:
Same as 18 above
For #29:

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH: [X] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

SECTION VII — OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER
Yes	Yes	

45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH: [ ] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

FORM 10-53 204 USE PREVIOUS EDITIONS.

SECRET

(41)

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

NOTE: SEE INSTRUCTIONS ON FIRST SHEET.

CASE OFFICER: [redacted]	DIVISION: [illegible]
TELEPHONE EXTENSION: [illegible] 11-[illegible]	DATE: [illegible] October 1964

SECTION VIII — OTHER BENEFITS

46. BENEFITS (See HB 20-40, HB 20-41, HB 20-7, HB 20-53, and HB 20-620-1, HB 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

Same as Staff Employee

SECTION IX — COVER ACTIVITY

47. STATUS (Check)		48. TYPE (Check)							
	PROPOSED		X	PROPRIETARY		CULTURAL	X	COMMERCIAL	TOURIST
X	ESTABLISHED			SUBSIDIZED		EDUCATIONAL		MILITARY	OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS

[X] 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.)

[X] TOTAL [ ] PARTIAL [ ] NONE

SECTION XI — TERM

51. DURATION						52. EFFECTIVE DATE	53. RENEWABLE
	DAYS		MONTHS	2	YEARS		[X] YES [ ] NO

54. TERMINATION NOTICE (Number of days)	55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION
30	[X] 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 — QUALIFICATIONS

58. EXPERIENCE

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

59. EDUCATION (Check Highest Level Attained)

	GRADE SCHOOL		HIGH SCHOOL GRADUATE		TRADE SCHOOL GRADUATE				
	BUSINESS SCHOOL GRADUATE		COMMERCIAL SCHOOL GRADUATE						
	COLLEGE (No degree)		COLLEGE DEGREE		POST GRADUATE	X	MA		PHD

60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)

LANGUAGE	SPEAK			WRITE			READ			61. INDIVIDUAL'S COUNTRY OF ORIGIN
	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	
Jap [illegible]		X			X			X		U.S.A.

62. AREA KNOWLEDGE

Japan

SECTION XV — EMPLOYMENT PRIOR TO CIA

63. 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 XVI — ADDITIONAL INFORMATION

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

[ ] OVER

DATE	TYPE INT	[redacted]	ING

SECRET

SECRET

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

DEPARTMENT OF STATE
THE DIRECTOR OF INTELLIGENCE AND RESEARCH

Executive Registry
64-5601
DD/P

AUG 21 1964

Dear Mr. McCone:

[redacted]

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
Action
INRD
Info
RMR

CONTROL: 13542 SECRET
RECD: AUGUST 17, 1964
6:19 A.M.

FROM: [redacted]

ACTION: SECSTATE 586

DATE: AUGUST 17, 2 P.M.

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.

[redacted]

BA

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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.

FORM 10-54 1535

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]

[redacted]

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 [redacted]
Personnel Office

ACCEPTED:

[redacted]

SECRET

15 OCT 1958

MEMORANDUM FOR: Chief, Far East Division

SUBJECT: Report of Gifts

REFERENCE: Memo for D/Pers from C/FE dtd 25 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 M. Stewart
Director of Personnel

Distribution:
0 & 1 - Addressee
1 - Ex O-DD/P
1 - Recorder, EAB
1 - D/Sec
1 - D/Pers Subject File
1 - D/Pers Reader Chrono
1 - [redacted]

CD/Pers/EAB:mm (10 Oct 58)

SECRET

14-00000

CONFIDENTIAL

4-2108

MEMORANDUM FOR: Director of Personnel

VIA: Director of Security
Attn: Chief, Policy Staff

SUBJECT: Gifts to Agency Personnel

REFERENCE: Field Regulation 20-646

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 (lacquered)	.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

DESMOND 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 3-5838)

1. Reference is made to your memorandum dated 22 October 1957 concerning the following gifts received by Agency personnel [redacted] during his recent visit to Washington:

[redacted]	a 5'x8' charcoal drawing
[redacted] C/PP	fan, picture and piece of brocade
[redacted] Jr., C/FE	painted scroll (kakemono)
[redacted] C/SR	picture
[redacted] FE/PI/CI	incense burner
[redacted] FE/PO/PP	fan, picture and piece of brocade
[redacted] C/FE-1	painted scroll (kakemono)
[redacted] C/FE-6	picture
[redacted] C/FE-2/RO	picture
[redacted] C/SR-5	picture
[redacted] C/CI/LCD	picture
[redacted] OTR	picture
[redacted] FE-1	pearl tie pin
[redacted] FE-1	2 silk scarfs, 1 hand-painted tie and painted scroll (kakemono)

2. Under the provisions of Regulation 20-642, dated 10 October 1956, it is my determination that these gifts are of such insignificant intrinsic value that they may be retained and utilized to whatever benefit desired.

Gordon M. Stewart
Director of Personnel

Distribution:
C&I - Addressee
1 - DD/P
1 - D/Sec w/basis
1 - EAD w/basis
1 - Each individual's file w/basis
1 - CP file: Foreign Awards and Decorations
1 - D/Personnel Reader Chrono
DD/Pers/vhm (30 Oct 57)

SECRET

SECRET

7 [illegible] 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
Desmond Fitzgerald, O/FE	fan, picture and piece of brocade
[redacted], CFE	painted scroll (kakemono)
[redacted], O/SR	picture
[redacted] FE/FI/CI	incense burner
[redacted] FE/FO/FE	fan, picture and piece of brocade
[redacted] CFE/1	painted scroll (kakemono)
[redacted] CFE/6	picture
[redacted] CFE/2/BO	picture
[redacted] O/SR/5	picture
[redacted] O/CI/IOB	picture
[redacted] CFE	picture
[redacted] FE/1	pearl tie pin
[redacted] FE/1	2 silk scarfs, 1 hand painted tie and painted scroll (kakemono)

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 items or their recipients.

ALFRED G. ULMER, 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 — DO NOT COMPLETE

AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:

[redacted]	DATE (from item 2) 9 Nov 1955	NAME [redacted]	DATE (from item 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.	[redacted]	Chief, FE/1	DATE 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	ETA - 18 Sept 56
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):

Formerly Deputy Chief of Mission; formerly Deputy Chief of Mission, KUTUBE 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 KUTUBE operations and one developmental KUTUBE operation. [redacted]

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. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

1. Advanced CE course
2. Operational Security course

22 Dec 55

FORM NO. 202 1 SEP 54 SECRET (4)

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:

[1] RETURN TO MY CURRENT STATION [2] BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY

[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 SUPERV [redacted]	SIGNATURE:
TITLE: Chief, FE/1	DATE:

17. REMARKS *(additional comment)*

14-00000

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 KUBARK or ODYOKE. 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. [redacted] 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 [redacted]

3. I believe that by experience, training and inclination I can better serve KUBARK 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

	GRADE
Office of DDP	
[redacted]	15
CI	
[redacted]	14 13 13 13
EE	
[redacted]	13 13
FE	
[redacted]	13 13 14
MEA	
[redacted]	15 13
WE	
[redacted]	14 13 14 13
[redacted]	

[redacted]
6/15/55

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] ith whom he has maintained excellent relations on behalf of this [redacted].

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)

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 KUFIRE and KUGCAN 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 BEA POUCH

DISPATCH NO. PJJA-1279

SECRET
Security Information
CLASSIFICATION

TO : Chief, FE
Through:
FROM :

DATE: 17 AUG 1953

SUBJECT: GENERAL- Administrative - Personnel
SPECIFIC- [redacted] Commendation of

1. The purpose of this dispatch is to make a [redacted] he 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] onships [redacted] Capitalizing on 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.

[redacted]

15 August 1953

Distribution:
3 - Headquarters
1 - [redacted]

SECRET
Security
CLASSIFICATION

14-00000

CERTIFICATE OF ATTENDANCE

I certify that on OCT 1 [illegible] 1952 (DATE) I have attended the Agency Indoctrination Course specified by Regulation 25-1.

FORM NO. 81-121
DEC 1951

(6)

14-00000

STANDARD FORM 61 (REVISED AUGUST 1948)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

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

[redacted] (Place of employment)

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

A. OATH OF OFFICE

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

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

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

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

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

[redacted]

27 September 1952
(Date of entrance on duty)

Subscribed and sworn before me this 27th day of September, A. D. 1952

[redacted]

Administrative Assistant
(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. [redacted]
2. [redacted]
3. [redacted] TELEPHONE NO. [illegible]5303

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

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

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
[illegible]		1. 2. 3.			
[illegible]	[illegible]	1. 2. 3.			
[illegible]		1. 2. 3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS: ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes", give details in Item 10.*		X		
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.*		X		
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.*		X		
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED $25 OR LESS, OR FORFEITED COLLATERAL OF $25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? *If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.*		X		

INSTRUCTIONS TO APPOINTING OFFICER

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

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

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

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

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

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

U. S. GOVERNMENT PRINTING OFFICE [illegible]

Date 23 SEPTEMBER 1952

Name [redacted]

Dear [redacted]:

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.

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.

[redacted]

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

[redacted]

23 October 1952
Date

lgt

14-00000

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

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

[redacted]

2. DATE: 29 November 1957

3. [illegible]

FE

5. GS-14

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [x] Annual
- [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

[illegible] 1957

[redacted]

MEDICAL OFFICE

SECRET

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY CPB

1. NAME [redacted]

2. DATE: 7 Sept. 1956

3. TO P[illegible]: I.O.

[illegible] BRANCH: FE

5. GRADE: GS-14

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [x] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks: Subject is qualified for Departmental Duties. (9/13/56)
May be re-evaluated upon request.

[redacted]

MEDICAL OFFICE

SECRET

REPORT OF PHYSICAL QUALIFICATIONS

NAME [redacted] #1 DATE 1/5/53

FOR VOUCHERED EMPLOYEE ONLY

NATURE OF ACTION | TITLE OF POSITION

GRADE | [ ] DEPT. [ ] FIELD

SUBJECT FOUND [ ] FIT [ ] UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.

FOR UNVOUCHERED EMPLOYEE ONLY

SUBJECT QUALIFIED FOR:

[ ] FULL DUTY OVERSEAS [X] LIMITED DUTY OVERSEAS [ ] DUTY IN USA ONLY

PROFILE SERIAL (MILITARY ONLY) [ ] [ ] [ ] [ ] [ ] [ ]

DEFECTS NOTED AND/OR RECOMMENDATIONS:

NON-ARDUOUS O/S DUTIES.

PHYSICAL REQUIREMENTS OFFICER

FORM NO. 37-32 NOV 1951 REPLACES PREVIOUS EDITIONS OF FORMS 37-32 AND 37-57, WHICH MAY BE USED. (281)

REPORT OF PHYSICAL QUALIFICATIONS

NAME [redacted] Ret. DATE XXXXXX 12/24/52

FOR VOUCHERED EMPLOYEE ONLY

NATURE OF ACTION | TITLE OF POSITION

GRADE | [ ] DEPT. [ ] FIELD

SUBJECT FOUND [ ] FIT [ ] UNFIT FOR DUTY IN THE ABOVE GRADE AND POSITION.

FOR UNVOUCHERED EMPLOYEE ONLY

SUBJECT QUALIFIED FOR:

[ ] FULL DUTY OVERSEAS [ ] LIMITED DUTY OVERSEAS [ ] DUTY IN USA ONLY

PROFILE SERIAL (MILITARY ONLY) [ ] [ ] [ ] [ ] [ ] [ ]

DEFECTS NOTED AND/OR RECOMMENDATIONS:

Returnee examination O.K.

PHYSICAL REQUIREMENTS OFFICER

FORM NO. 37-32 NOV 1951 REPLACES PREVIOUS EDITIONS OF FORMS 37-32 AND 37-57, WHICH MAY BE USED. (281)

14-00000

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.

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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
			☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

	NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
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.	☐ ADD ☐ DELETE				
2.	☐ ADD ☐ DELETE				

FORM 7-69 444n USE PREVIOUS EDITIONS

SECRET

(6-91)

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.		6 24 [illegible] 72					
2.							

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM
		☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ 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? ☐ YES ☐ NO	2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG: ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ 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: ☐ READY RESERVE ☐ STANDBY (Active) ☐ STANDBY (Inactive) ☐ RETIRED ☐ 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	RESIDENT	AGENCY-SPONSORED

SECTION IX — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	DATE OF MEMBERSHIP TO
1.			
2.			
3.			

SECTION X — REMARKS

DATE	SIGNATURE OF EMP
7 APR [illegible]	

SECRET

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

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

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SECTION I — BIOGRAPHIC AND POSITION DATA

EMP | SD: D

SECTION II — EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE
			☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
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. ☐ ADD ☐ DELETE				
2. ☐ ADD ☐ DELETE				

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SECRET

(4-81)

72 NOV 5[illegible]

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.		MAR 22 0 43 AM '71					
2.							

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED—CHECK (X) APPROPRIATE ITEM.
		☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ 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? ☐ YES ☐ NO	2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG: ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ 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: ☐ READY RESERVE ☐ STANDBY (active) ☐ STANDBY (inactive) ☐ RETIRED ☐ DISCHARGED

5. MILITARY MOBILIZATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

MILITARY SCHOOLS COMPLETED (Expanded Active, Reserve Duty, or as Civilian)

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	RESIDENT	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	SIGNATURE OF EMPLOYEE
17 MAR 1971	

SECRET

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

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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

CM	DATE OF BIRTH	SD
		D

SECTION II

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE
			☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

	NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
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.	☐ ADD ☐ DELETE				
2.	☐ ADD ☐ DELETE				

FORM 10-83 444n USE PREVIOUS EDITIONS

SECRET

(4-81)

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.				MAIL ROOM			

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM
		☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ 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
☐ YES ☐ 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
☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ 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 ☐ READY RESERVE ☐ STANDBY (active) ☐ STANDBY (inactive) ☐ RETIRED ☐ 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	RESIDENT / AGENCY-SPONSORED

SECTION IX — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	DATE OF MEMBERSHIP TO
1.			
2.			
3.			

SECTION X — REMARKS

DATE	SIGNATURE
4/23/70	

SECRET

SECRET
(WHEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME
2	6-DIGITS	MUST CONTAIN 20-DIGITS

4. DATE OF BIRTH			5. DATE CODED		
MO	DA	YR	MO	DA	YR

THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE							
		3-LETTERS	BASE CODE	R	W	P	S	U	T	YR
3										

5. DATE SUBMITTED			6. DATE OF BIRTH		
MO	DA	YR	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							
			C-A-D	BASE CODE	R	W	P	S	U	T	YR
5			C	BS96	Ø	Ø	7	Ø	Ø	3	69

6. LANG								7. DATE OF TEST		
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR
NO++	L	A	N	G	U	A	GE	Ø9	Ø2	69

DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1277 LANGUAGE PROFICIENCY AND AWARDS DATA.

QUALIFICATIONS RECORD CHANGE

1. ID	2. EMP/APPL NO.	3. NAME
4		3-LETTERS

ENTER UNDER "TYPE" -
A - ADDITION TO RECORD
C - CHANGE TO EXISTING RECORD
D - DELETION OF DATA FROM EXISTING RECORD

TYPE	CODE # 1					CODE # 2				
	BASE	1	2	3	YR	BASE	1	2	3	YR

FORM 10-64 1962a

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4-91)

14-00000

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 444j, "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

[redacted]

SECTION II — EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE ☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT: MAJOR	SUBJECT: MINOR	YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
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

			CITIZENSHIP	PERMANENT ADDRESS
1. ☐ ADD ☑ DELETE	[redacted]		USA	
2. ☐ ADD ☐ DELETE				

FORM 444n 2-66

SECRET

9 MAY 1970

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	RESIDENCE	TRAVEL	STUDY	POST SERVICE ASSIGNMENT
1.							
2.							

APR 22 9 12 AM '68

MAIL ROOM

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED — CHECK (X) APPROPRIATE ITEM
		☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ 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? ☐ YES ☐ NO	2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ 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 ☐ READY RESERVE ☐ STANDBY (ACTIVE) ☐ STANDBY (INACTIVE) ☐ RETIRED ☐ 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	X IF: RESIDENT / 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	SIGNATURE
4/18/68	

SECRET

SECRET
(When Filled In)

OFFICIAL USE ONLY (until 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

1. SEX	2. POSITION TITLE	3. OFFICE OF ASSIGNMENT	4. LOCATION OF ASSIGNMENT	5. SCHEDULE/GRADE/STEP
[redacted]				GS -16-04
D	IC PROGRAM EVAL	OPPB	WASH., D.C.	

SECTION II — AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
[redacted]	PCS 56	52/09/01	56/06/01
	PCS RR	64/08/26	66/06/12
	PCS 59	59/06/15	64/08/26
	PCS 56	56/06/15	59/06/18

OVERSEAS DATA
CODED
DATE: 31 MAY 67 INITIALS: [illegible]

SECTION III — EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
BACH	POLITICAL SCIENCE (GOVERNMENT), GENERAL	CAL UNIV Berkeley	48
MSTR	INTERNATIONAL RELATIONS, GENERAL	GEORGE WASHINGTON UNIV DC	46

FORM 1-67 [illegible]

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

[illegible] JUN ENTD [illegible]

SECTION IV — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY — CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	MOD ASSIGNMENT
[redacted]	Economic, political, cultural	1941-50 50-65		X	X	XXX	X

SECTION V — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)
2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED -- CHECK (X) APPROPRIATE ITEM
☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER (SPECIFY)

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, dictaphone, card punch, etc.)

SECTION VI — SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH

Photography - fair, all phases

2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES, SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW speed, sending & receiving), OFFSET PRESS, TURRET LATHE, EDP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.

3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC.? ☐ YES ☒ NO

4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC. (Include license registry number if known)

5. FIRST LICENSE/CERTIFICATE (year of issue)

6. LATEST LICENSE/CERTIFICATE (year of issue)

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do not submit copies unless requested). INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (technical or scientific articles, general interest subjects, novels, short stories, etc.)

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

9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

SECTION IX — MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY

2. NAME OF SPOUSE (Last, First, Middle, Maiden)

3. DATE OF BIRTH

4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION

6. PRESENT EMPLOYER

7. CITIZENSHIP

8. FORMER CITIZENSHIPS, COUNTRIES

9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION X — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
			USA	Bethesda, Maryland
			USA	" "
			USA	" "
			USA	" "

SECTION XI — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	DATE OF MEMBERSHIP TO

DATE: 3/22/67

SIGNATURE:

[redacted]

FEDERAL AND MILITARY SERVICE

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

...IT

2. DATE OF BIRTH

4 October 1915

...RICT OF COLUMBIA SERVICE YOU HAVE HAD ...e.)

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

PRIOR TO YOUR PRESENT APPOINTMENTS ...

NAME AND LOCATION OF AGENCY	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TYPE OF APPOINTMENT IF KNOWN
[redacted]							Excepted Appointment
CIA	1952	9	28				SCD: 8-6-42 Verified 9-19-57

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	42	8	6	46	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 IF KNOWN (*LWOP, Furl, Susp, AWOL, Mer Mar*)	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 UNREMARRIED WIDOW OF A VETERAN? ☐ YES ☒ NO

12. TOTAL SERVICE

13. NONCREDITABLE SERVICE (*Leave purposes only*):

14. NONCREDITABLE SERVICE (*RIF purposes only*):

15. REEMPLOYMENT RIGHTS ☐ YES ☐ NO

16. RETENTION RIGHTS ☐ YES ☐ NO

17. EXPIRATION DATE OF RETENTION RIGHTS

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

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

_____ (DATE)

Subscribed and sworn to before me on this _____ day of _____ (MONTH) [redacted] (CITY) _____ (STATE)

SEAL

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

(OVER)

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 item requires more complete coverage than you have previously reported.

SECTION I — GENERAL

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 (First, Middle, Maiden, if necessary, relative in U.S.)

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.

SECTION III — MARITAL STATUS

1. CHECK (X) ONE: ▷ SINGLE [X] 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 1939 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 fiance.

3. NAME

4. DATE OF MARRIAGE

5.

6. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country): 1845 Madison Avenue Huntington, West Virginia, U.S.A.

7. LIVING: YES [X] NO

8. DATE OF DEATH

9. CAUSE OF DEATH

CODED

10. CURRENT ADDRESS (Give last address, if deceased)

FOR

11. DATE OF BIRTH: 17 Aug 1917

12. PLACE OF BIRTH (City, State, Country): Huntington, West Virginia, U.S.A.

QUALIFICATIONS

13. IF BORN OUTSIDE U.S., DATE OF ENTRY: N.A.

14. PLACE OF ENTRY: N.A.

DATE 4 NOV 1958

15. CITIZENSHIP (Country): U.S.A.

16. HOW ACQUIRED: BIRTH

17. WHERE ACQUIRED (City, State, Country): Huntington, West Virginia, USA

18. OCCUPATION: Dental Hygienist

19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers): U.S. Army 1946-1947

20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country): N.A.

SECTION III CONTINUED TO PAGE 2

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
N.A.

23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
N.A.

24. [redacted]

SECTION IV — RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD

1. [redacted]

5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
Australia	Three times in 10 years	~~June~~ 1956

2.

1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

3.

1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

4.

1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. [redacted]

SECTION V — FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? [X] YES [ ] 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? [ ] YES [X] 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? [ ] YES [X] 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 3

SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 2

4. 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 ☐ NATURALIZATION ☐ 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 (Papers, etc.)

SECTION VII — EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

☐ LESS THAN HIGH SCHOOL GRADUATE		☐ OVER TEN YEARS OF COLLEGE - NO DEGREE	
☐ HIGH SCHOOL GRADUATE		☐ BACHELOR'S DEGREE	
☐ TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE		☐ GRADUATE STUDY LEADING TO HIGHER DEGREE	
☐ TWO YEARS COLLEGE OR LESS	☒	☐ MASTER'S DEGREE	☐ DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	DATES ATTENDED	DEGREE	SEM/QTR HRS. COMPLETED (Specify)

3. VOCATIONAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED FROM	DATES ATTENDED TO	TOTAL HOURS

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

	DATES ATTENDED FROM	DATES ATTENDED TO	TOTAL WEEKS
	June 1942	June 1943	54

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECTION VIII — GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY: RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
		Cont'd - Dec 45				

2. LIST BELOW ANY FOREIGN 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: HQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING

SECTION IX — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM				
		GREGG	SPEEDWRITING	STENOTYPE	OTHER (Specify):	

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

SECTION X — SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH. Photography - good - all phases. Tape recording. Hi-fi - handy of wiring of 1000 cts. General radio interests

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

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 REGISTER NUMBER, IF KNOWN.

5. FIRST LICENSE OR CERTIFICATE (Year of issue)	6. LATEST LICENSE OR CERTIFICATE (Year of issue)

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 IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED. Univ of Calif degree w/honors, same at Cal. Belonged to a Pol. Sc. Honor Society, name forgotten.

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

1

1. INCLUSIVE DATES (From- and To-): EOD to ~~March~~ May '54
2. GRADE: 14
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: DDP/FE/1
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: ?
5. OFFICIAL POSITION TITLE: Deputy Chief, 1
6. DESCRIPTION OF DUTIES

2

1. INCLUSIVE DATES (From- and To-): MAR '54 June '56
2. GRADE: 14
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: DDP/FE/1
4. NO. OF EMPLOYEES UNDER YOUR DIRECT
5. OFFICIAL POSITION TITLE

3

4

1. INCLUSIVE DATES (From- and To-): Sept '56 Sept '57
2. GRADE: 14
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: DDP/FE/1
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: 28
5. OFFICIAL POSITION TITLE: Various but mainly CFE/1
6. DESCRIPTION OF DUTIES

5

1. INCLUSIVE DATES (From- and To-): SEPT '57 —
2. GRADE: 14
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: DDP/FE
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: 12
5. OFFICIAL POSITION TITLE: C/FE/FI
6. DESCRIPTION OF DUTIES

(Use additional pages if required)

SECRET
(When Filled In)

SECTION XII — CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (Including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING. ▷ 6

2. NUMBER OF OTHER DEPENDENTS (Including spouse, parents, stepparents, sisters, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING. ▷ 1

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

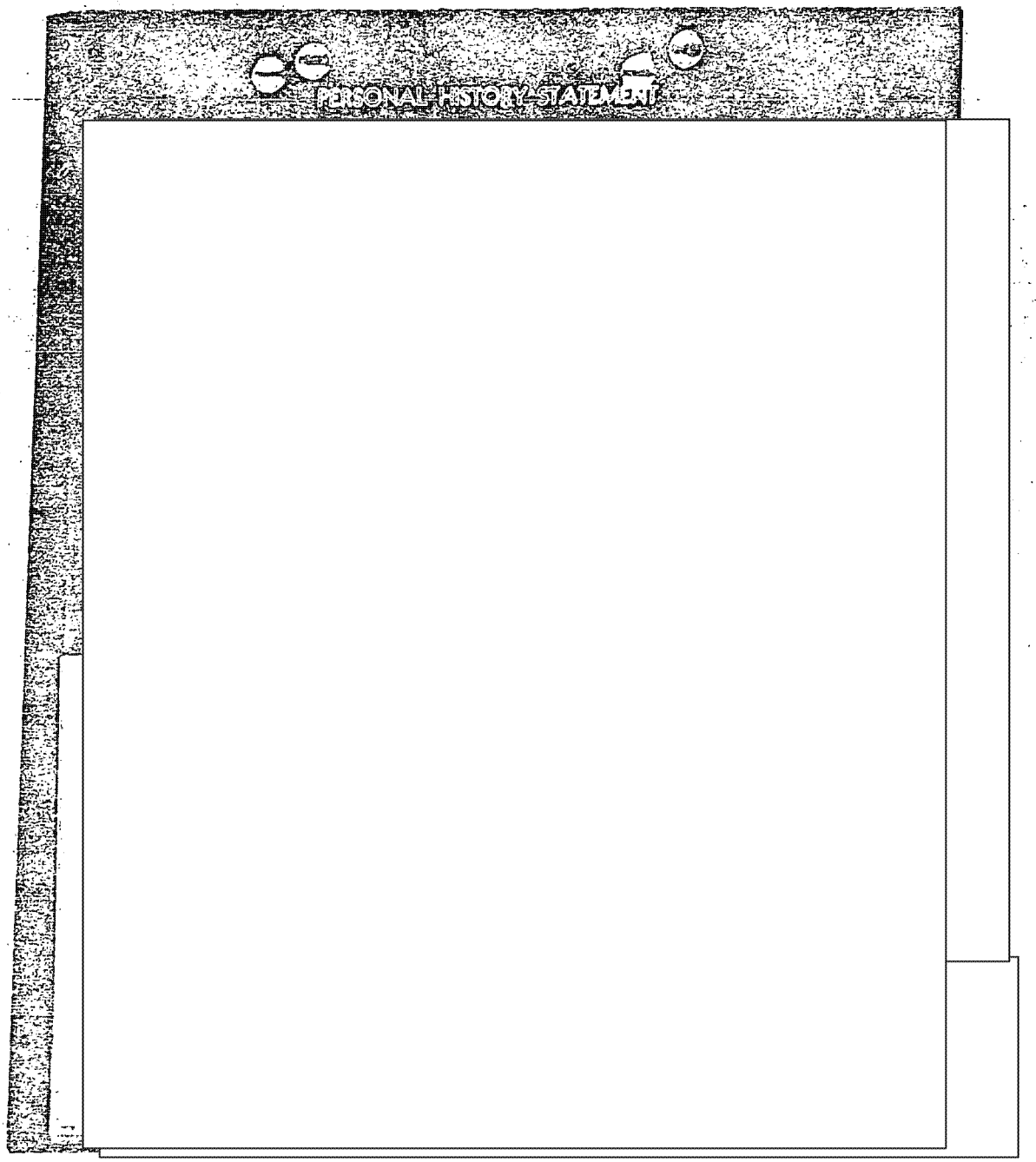
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX	CITIZENSHIP	ADDRESS
				USA	3616 Rittenhouse St NW Washington 15, D.C.
				"	"
				"	"
				"	"
				"	"
				"	"

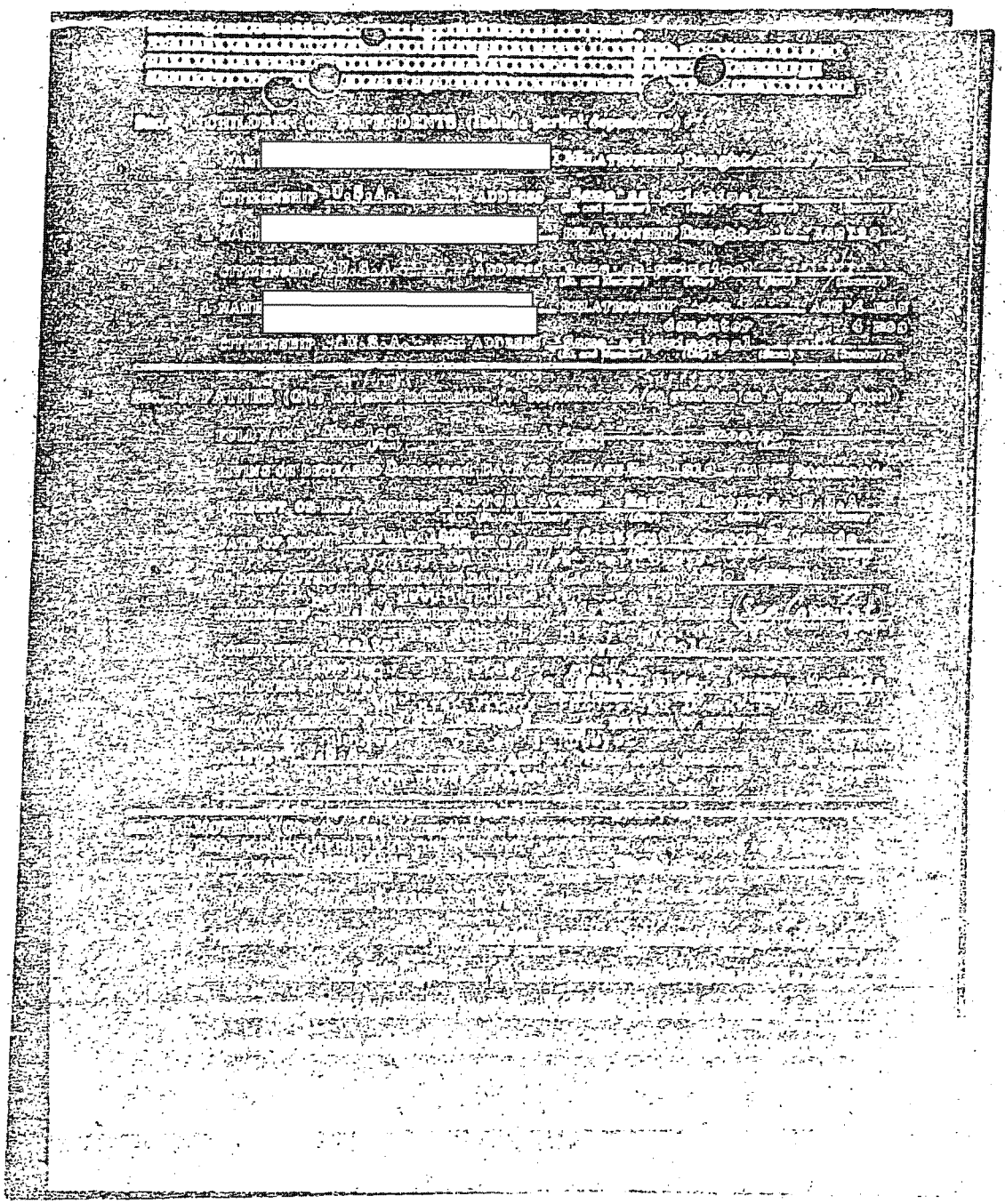
ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS:

DATE COMPLETED 10/4/57 — SIGNATURE OF EMPL

SECRET

14-00000





[illegible]

FULL NAME: [redacted]

[illegible]

[illegible] 1045 Madison Ave., Bentington, West Va., USA

[illegible]

DATE OF BIRTH [illegible] PLACE OF BIRTH Bentington, West Va., U.S.A.

[illegible] Not applicable

[illegible] U.S.A. [illegible] Birth [illegible] See above

OCCUPATION Housewife [illegible] Self

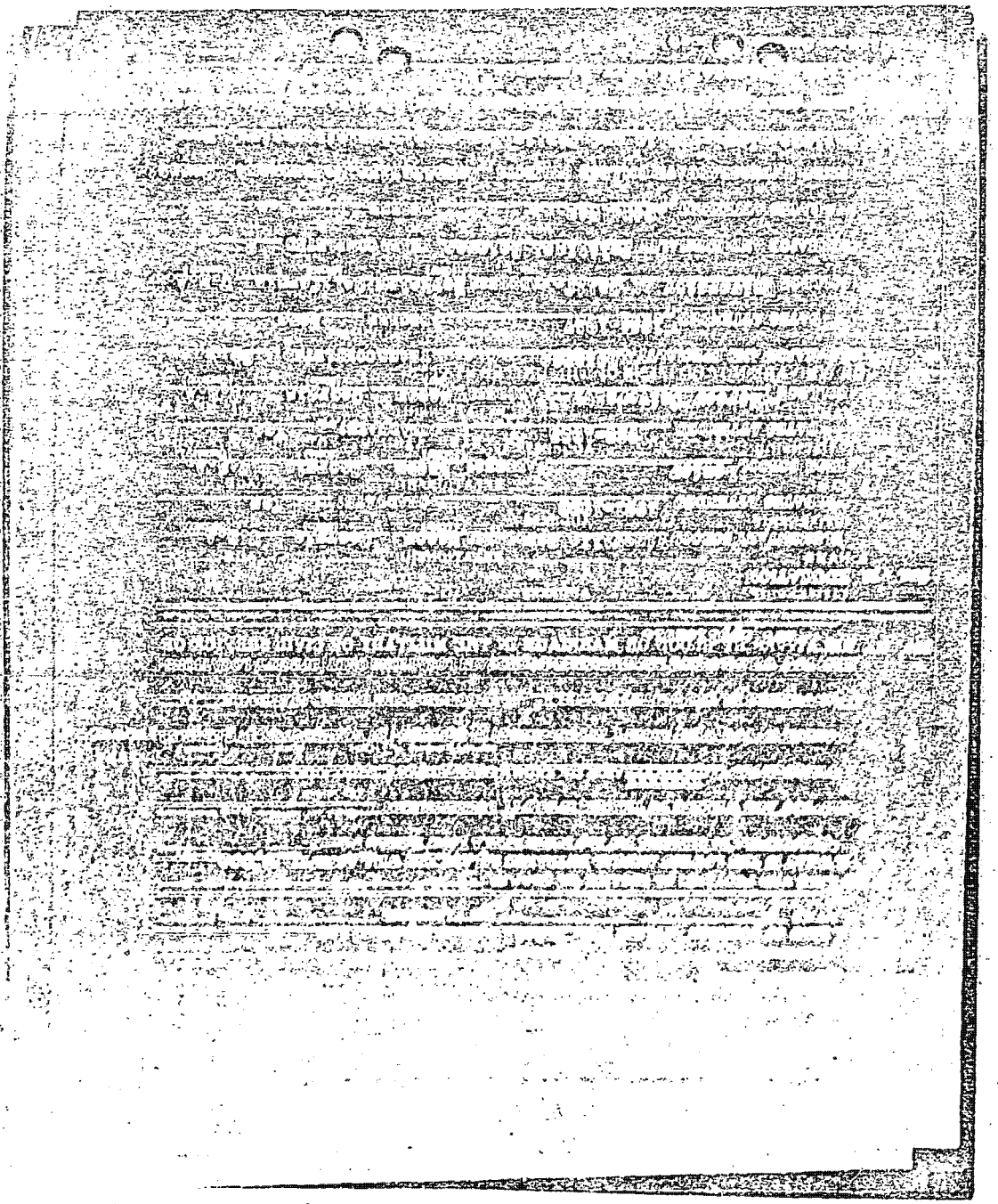
Sec. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES

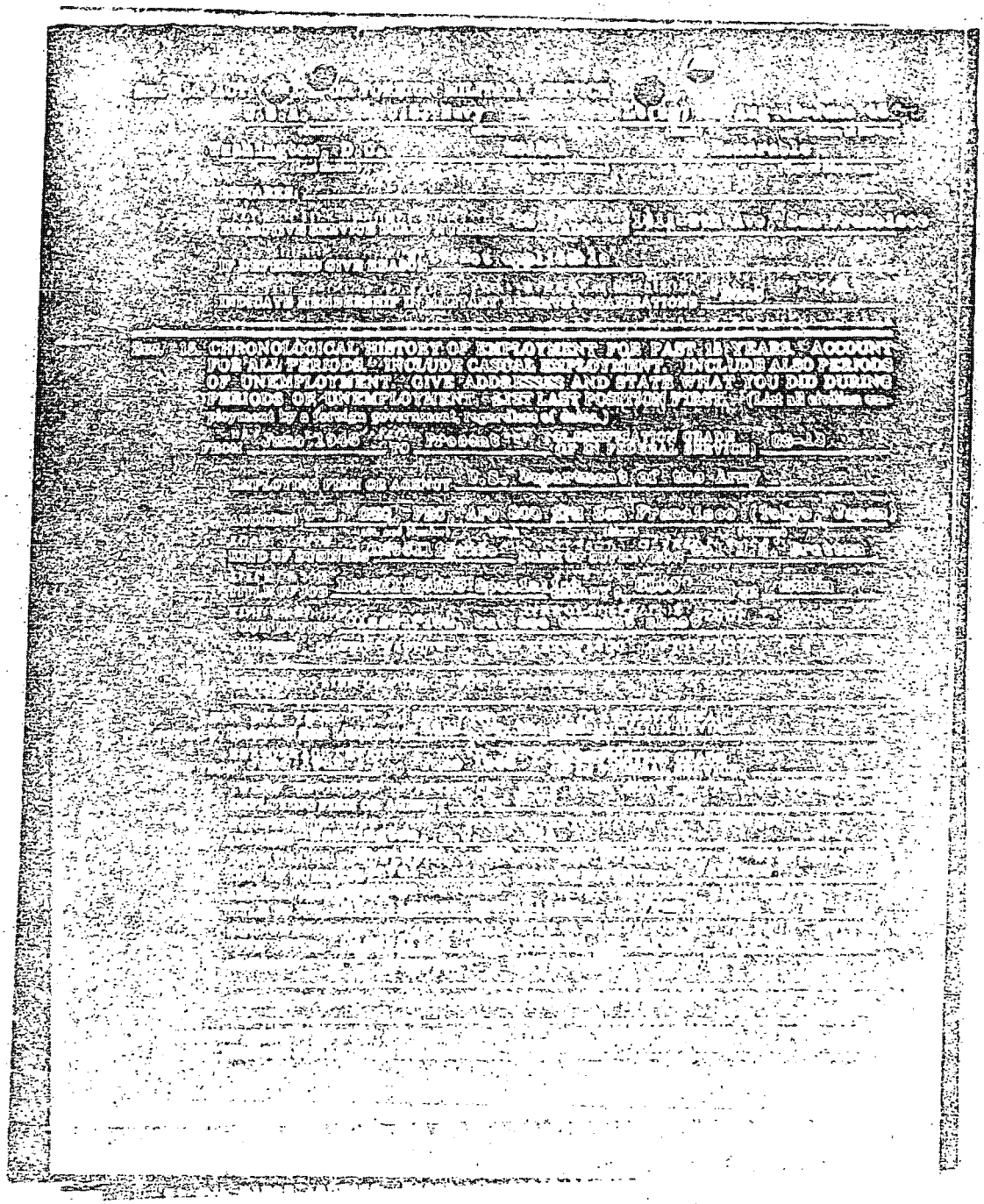
NAME [redacted] [illegible]

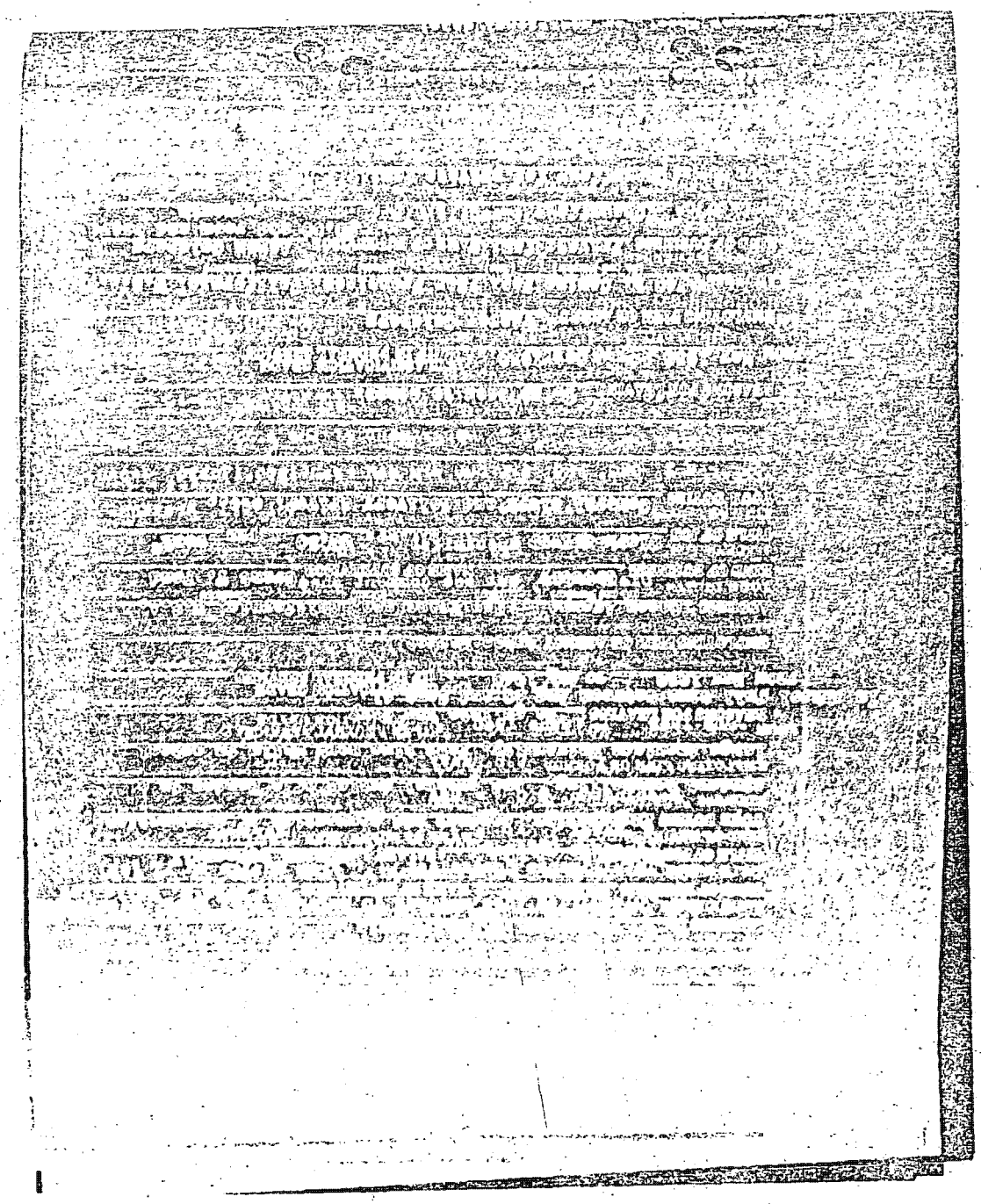
[illegible] Last Address [illegible]

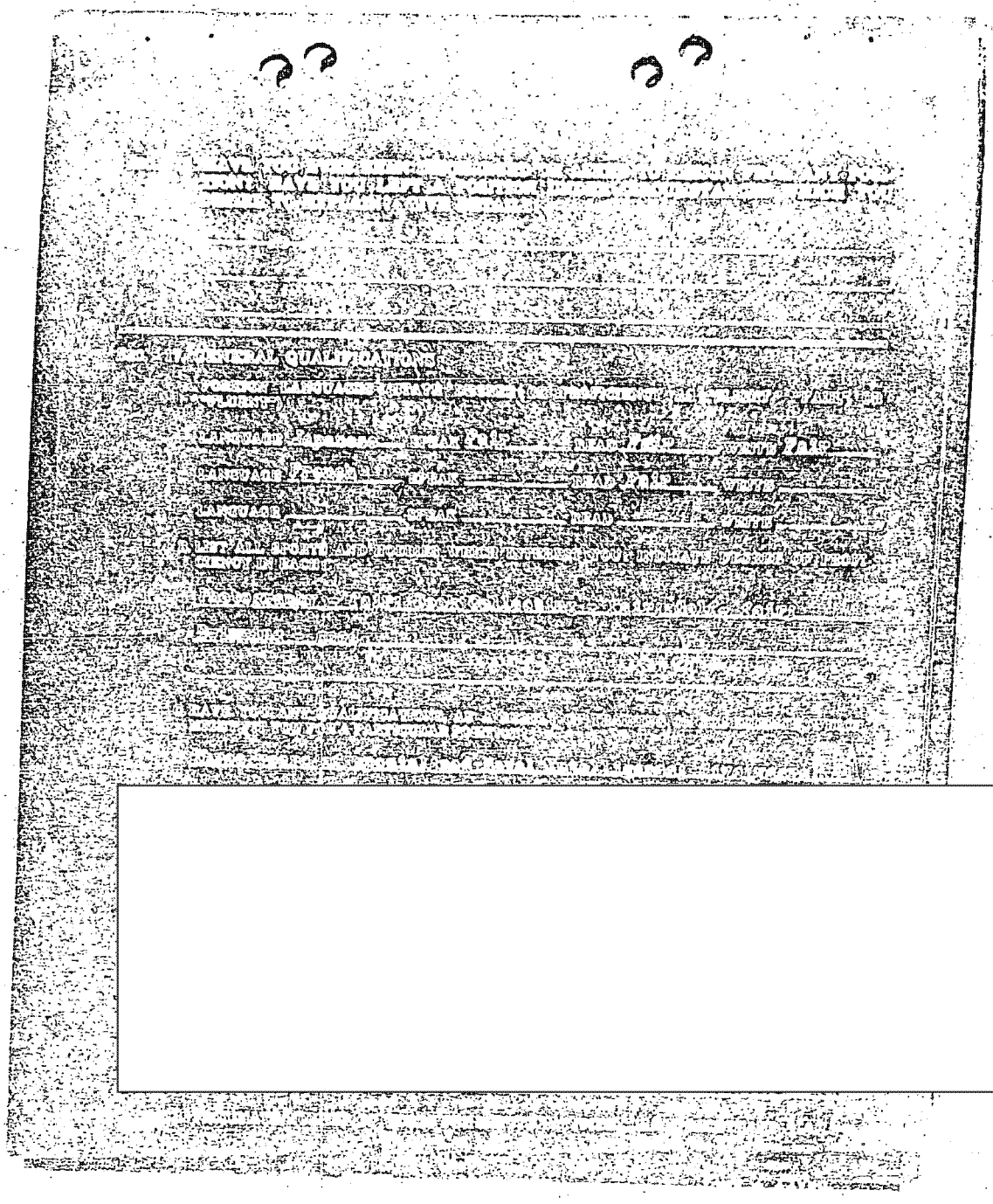
[illegible]

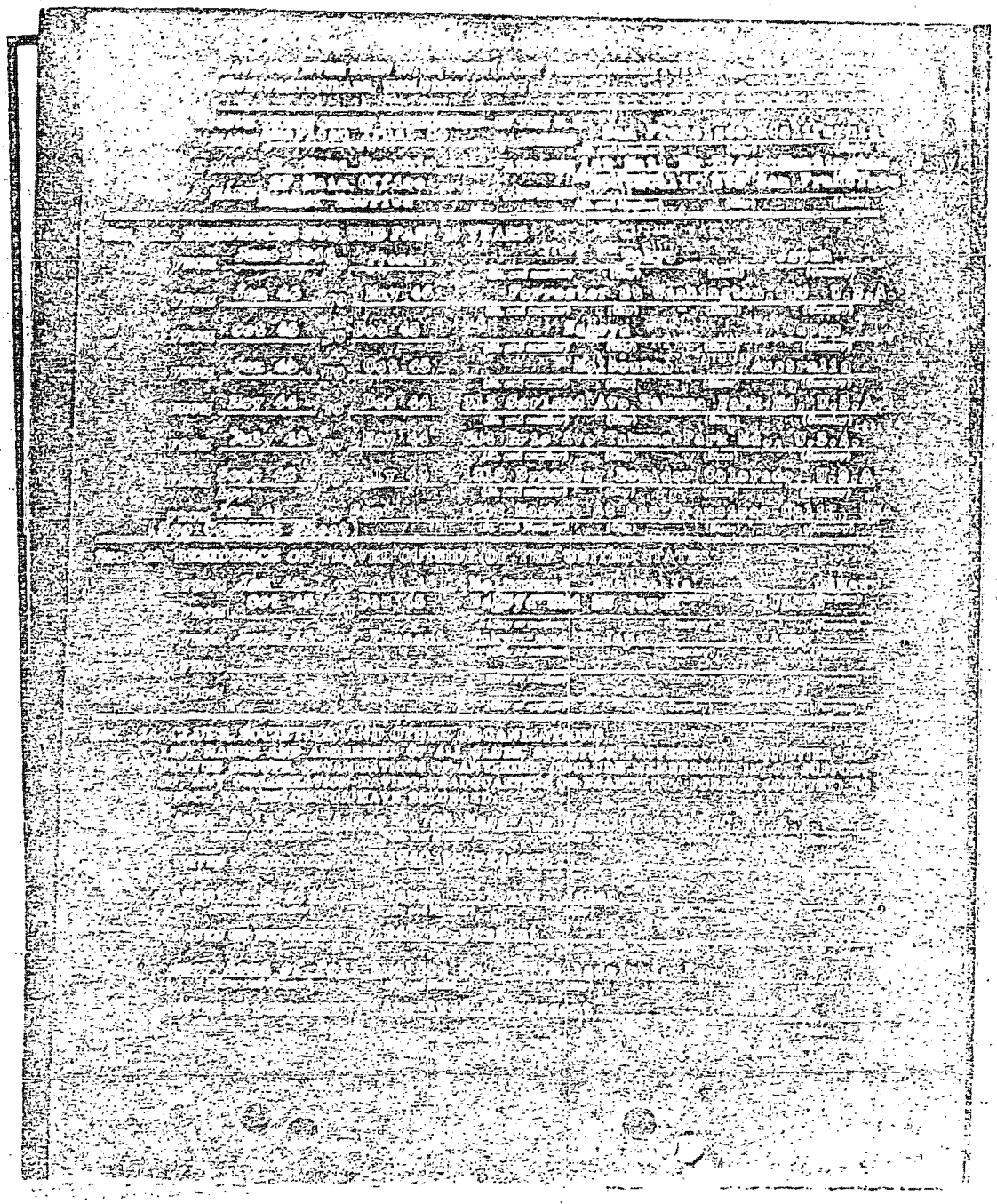
14-00000

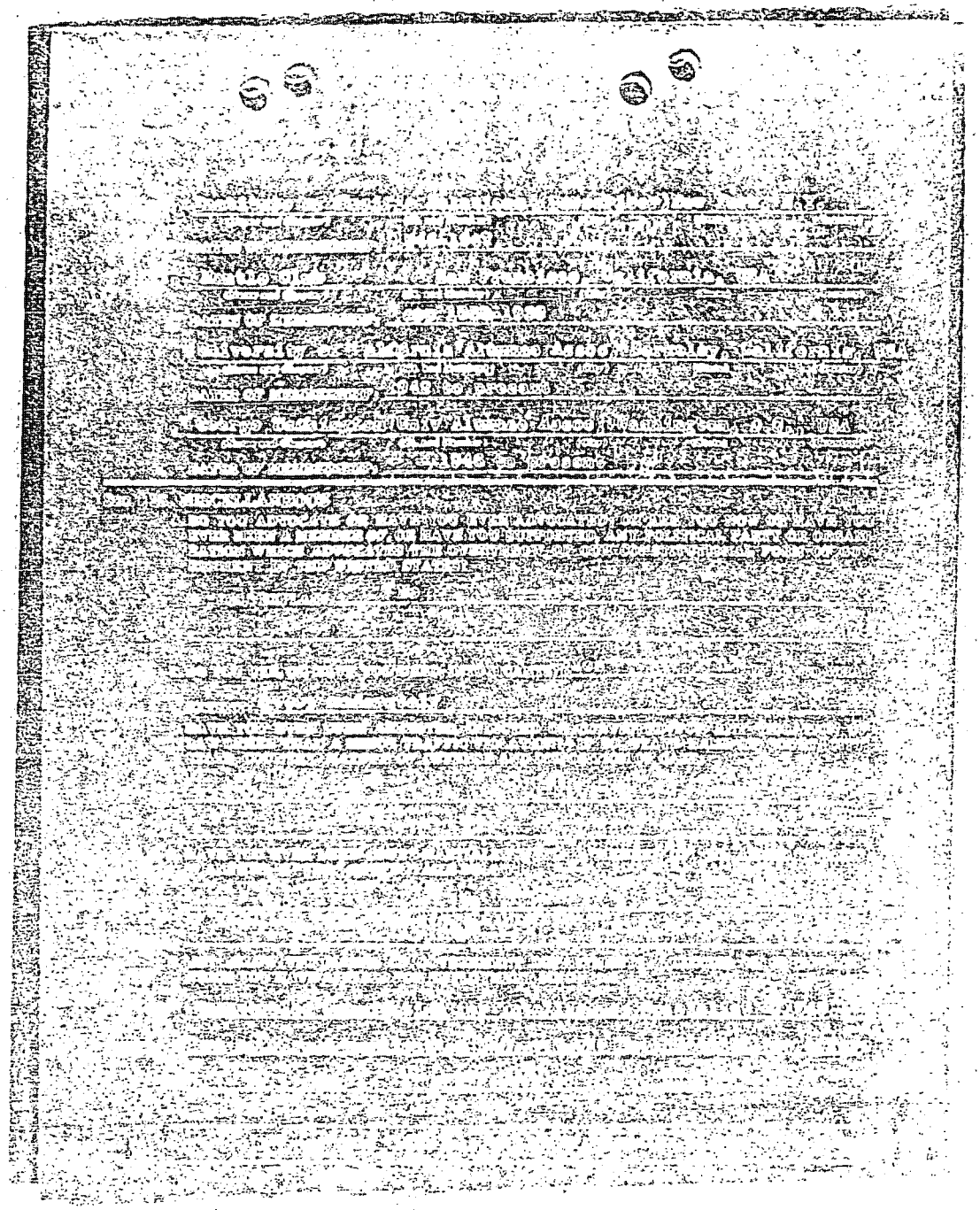












SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. (1-6): 42076
REQUEST DATE (9-11): 5 Aug 66

NAME [redacted] (12-28)
YEAR OF BIRTH (29-30): [redacted]

POSITION TITLE: IO- Program Eval.
POSITION NUMBER (31-36):
OCCUP. CODE (37-42):
GRADE (43-44): GS-16

LOCATION (CITY, STATE, COUNTRY): Washington, D.C.
ASSIGNMENT (OFFICE, DIVISION, BRANCH): DCI/PPB/Planning & Prog. Div/Prog. Anal. Br.
ORGN. CODE (45-48):

TYPE OF APPLICANT: REGULAR / CONSULTANT / CONTRACT / MILITARY
CONVERSION ACTION: SA-SE
IF OTHER, SPECIFY:
TYPE OF APPL. (49):

NAME [redacted]
TYPE OF ASSIGNMENT AND FUNDS: HQS / USF / FF / V / UV
HDQTRS. & FUND (50):

CLEARANCE REQUIRED: PROVISIONAL FOR INDICATE NAME OF POOL OR GROUP: Full Clearance
SECRET / FULL
CLEARANCE (51):

ATTACHMENTS: PERSONAL HISTORY STATEMENT / PHOTOGRAPH(S) / APPENDIX I / APPENDIX II / REQUEST FOR WAIVER / REPORT OF INTERVIEW
RECRUIT. CODE (52-54):

VETERANS STATUS: MALE - VETERAN / MALE - NON-VETERAN / FEMALE - VETERAN / FEMALE - NON-VETERAN
VET. PREF. & SEX (55):

Security #: 60164

Clearance memo to SA Branch/CPD
Attn: [redacted]
5 E 69

SPACE BELOW FOR OS USE ONLY

FORM 3-61 377 USE PREVIOUS EDITIONS SECRET (MFG. 5-65) (9)

CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 30 July 1966

YOUR REFERENCE: 42076

CASE NO. : 60164

TO : Director of Personnel

ATTN [redacted]

SUBJECT : [redacted]

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.

2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.

3. As part of the entrance on duty processing:

[ ] A personal interview in the Office of Security must be arranged.

[XX] 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:

[redacted]

Chief, Personnel Security Division

FORM 3-62 1173 OBSOLETE PREVIOUS EDITIONS

CONFIDENTIAL

[redacted]

(1)

14-00000

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 : [redacted]

1. This is to advise that a security clearance is granted for the employment of the Subject [redacted] GS-16, by DDP/DOD 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.

☐

[redacted]

CHIEF, [illegible] DIVISION, OS

FORM 1989 CONFIDENTIAL (9-40)

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. (1-5): 15100
REQUEST DATE (9-11): 5 Nov 1964

NAME (LAST - FIRST - MIDDLE) (12 - 26): [redacted]

POSITION TITLE: Ops Officer
POSITION NUMBER (31 - 36):
OCCUP. CODE (37 - 42):
GRADE (43-44): GS-16

LOCATION (CITY, STATE, COUNTRY): [redacted]
ASSIGNMENT (OFFICE, DIVISION, BRANCH): DDP/DOD [redacted]
ORGN. CODE (45-48):

TYPE OF APPLICANT: [redacted] CONTRACT / MILITARY
CONVERSION SECTION: SE9SA
TYPE OF APPL. (49):

TYPE OF ASSIGNMENT AND FUNDS: HQS / USF / PF / V / UV
HDQTRS. & FUND (50):

CLEARANCE REQUIRED: PROVISIONAL FOR INDICATE NAME OF POOL OR GROUPS: COVERT SECURITY CLEARANCE
SECRET / FULL
CLEARANCE (51):

ATTACHMENTS: PERSONAL HISTORY STATEMENT / PHOTOGRAPH(S) / APPENDIX I / APPENDIX II / REQUEST FOR WAIVER / REPORT OF INTERVIEW
RECRUIT. CODE (52-54):

VETERANS STATUS: MALE - VETERAN / MALE - NON-VETERAN / FEMALE - VETERAN / FEMALE - NON-VETERAN
VET PREF. & SEE (55):

Security #: 60164

Case Officer: [redacted] Code 11 x68060

Clearance memo to SA Branch/CPD
[redacted]
5 E 69

SPACE BELOW FOR OS USE ONLY

FORM 3-61 377 USE PREVIOUS EDITIONS SECRET (MFG. 5-61) (9)

CONFIDENTIAL

DATE 28 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

FORM 1597a
9-58

(9)

14-00000

SECRET
CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Sec Ch 11 March

Date: 28 July 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937-A

FROM: Acting Chief, Security Division

Case Number: 60164

SUBJECT: [redacted]

1. This is to advise you of security action in the subject case as indicated below:

[X] 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.

[redacted]

Not: Lynn
~~[illegible]~~
~~[illegible]~~
Will EOD in field.

Pouch sent out 17 Mar 52 - Branch has cabled field on change of action & papers are to be forward back. RB 8/15/52

EOD per Cable 9/28/52 RB

SECRET
CONFIDENTIAL

FORM NO. 38-101
FEB 1952

(5)

14-00000

STANDARD FORM NO. 64

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. (C-) assigned [redacted]

2. 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
UV

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:

[X] 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. [redacted]

Call in per 14 Mar

Field

[redacted]

CONFIDENTIAL

FORM NO. 38-101
JUL 1951

RECORD OF

PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE 1 OCT 1974