

STANDARD FORM 64
October 1960
U.S. CIVIL SERVICE COMMISSION
General Personnel Manual Ch. 41
64-102

SECRET

Official Personnel Folder

SECRET

HERMAN JO HANCOCK
IMMEDIATELY AFTER
JOB 75-134 FOR 24

437115

9 JUN 68
9 JUN 68

TERMINATED

0000



SECRET

GROUP 1, 2, 3, 4, 5

SECRET

REPRODUCTION MASTERS

BIOGRAPH

BIOGRAPHIC PROFILE

SECRET

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

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED
27 Dec 72

1. SERIAL NUMBER: [] 2. NAME (Last, First, Middle): [] ✓

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

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

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: 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 (G.S., I.M., etc.): CS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 17 5

17. SALARY OR RATE: \$ 36,000

18. REMARKS: *Supergade Blank*

LAST WORKING DAY 28 Dec 73

Coordinated with [] / ROB 27 December 1973

19A. SIGNATURE OF REQUESTING OFFICIAL: [] DATE SIGNED: []

19B. SIGNATURE OF APPROVING OFFICER: [] DATE SIGNED: 27 Dec 73

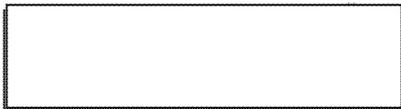
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 45 10	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOURES CODE	25. DATE OF BIRTH	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI. MO. DA. YR.
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1- (C) 2- (D) 3- (A) 4- (B)	31. SEPARATION DATA CODE BJ, AB, G	32. CORRECTION/CORRELATION DATA TYPE MO. DA. YR.	EOD DATA →		33. SECURITY RFO. NO.	34. SER
35. VET. PREFERENCE CODE 0- NONE 1- 5 YR. 2- 10 YR.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAP/RECY PROV/TEMP	39. PEGU/HEALTH INSURANCE CODE 0- WAIVER 1- TIC 2- TIG/WHI 3- FALCIBIBI	40. SOCIAL SECURITY NO. R 54-15 0814			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0- NO PREVIOUS SERVICE 1- NO BREAK IN SERVICE 2- BREAK IN SERVICE (LESS THAN 3 YEARS) 3- BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE 1- YES 2- NO		44. STATE TAX DATA FORM EXECUTED CODE 1- YES 2- NO		45. NO. TAX STATE UNEMP. CODE	

45. POSITION CONTROL CERTIFICATION: 12-27-73 [Signature] JAN 1974

46. D.D. APPROVAL: [Signature] DATE APPROVED: 27 DEC 1973

3 APR 1974



Dear Pete:

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

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

Sincerely,

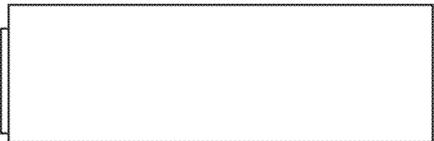
P. W. M. Janney
Director of Personnel

Distribution:
0 - Addressee
1 - OPF

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

Executive Registry
74-522

26 JAN 1974



Dear Pete,

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

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

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

Sincerely,
W. E. Colby

W. E. Colby
Director

- Distribution:
- 0 - Addressee
- 1 - DDCI
- 1 - ER
- 1 - D/Pers
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

Originator: W. E. Colby
Director of Personnel
23 JAN 1974

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

OFF

TSD

29 January 1974

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

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

[redacted]

Recorder
 Honor and Merit Awards Board

- Distribution:
- OG 1 - Addressee
 - 1 - OPF w/forms 582 & 600
 - 1 - Exec Sec/HMAB
 - 1 - Recorder/HMAB

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

SECRET
(When Filled In)

OFF

RECOMMENDATION FOR HONOR OR MERIT AWARD (Submit in triplicate - see HP 20-57)				
SECTION A PERSONAL DATA				
1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE	5. SD
		Ops Off/Chief	GS-17	D
6. OFFICE OF ASSIGNMENT	7. OFFICE EST. (If this)	8. STATION		
DDO/CMG	4103	X HEADQUARTERS		
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 BEING AWARDED 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)	
		Wife	same as above	
			HOME PHONE	
			NAME	
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? 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				
36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION				
Chief,				
37. INCLUSIVE DATES FOR WHICH RECOMMENDED		38. ASSIGNMENT COMPLETED		39. NOW IN SAME OR RELATED ASSIGNMENT
Sept 1952-December 1973		YES X NO		YES X 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)

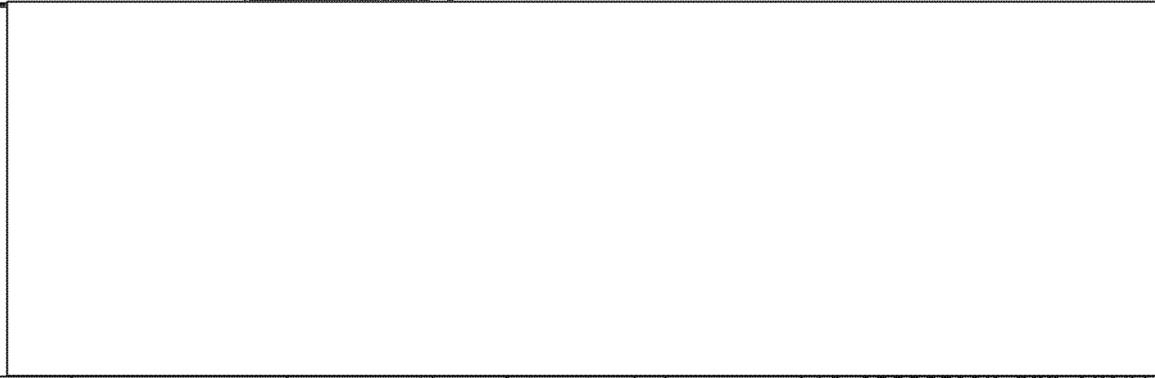
OFF

SECTION D

NARRATIVE DESCRIPTION

Award for Merit 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 [redacted]	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMEN- TION [redacted]	49. DATE 10 Dec 77
SECTION E RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION		
50. HEAD OF DDO CAREER SERVICE (Career Service of 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 SIGNATURE [redacted]	DATE 16 Dec 77

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION DATE PREPARED
18 September 1973

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

3. NATURE OF PERSONNEL ACTION 4. EFFECTIVE DATE REQUESTED 5. CATEGORY OF EMPLOYMENT

Reassignment 09 | 18 | 73 Regular

6. FUNDS 7. FINANCIAL ANALYSIS NO. CHARGEABLE 8. LEGAL AUTHORITY (Completed by Office of Personnel)

V TO V V TO CF CF TO V CF TO CF 4221-0117/0000

9. ORGANIZATIONAL DESIGNATIONS 10. LOCATION OF OFFICIAL STATION

DDO/Plans Staff
Career Management Group Washington, D. C.

11. POSITION TITLE 12. POSITION NUMBER 13. CAREER SERVICE DESIGNATION

Ops Officer-Ch (17) 0049 D

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

GS 0136-01 17/4 \$36,000

18. REMARKS

Reassigned from DDO/PS/CMG Pending Reassignment
* *Robertson*
* Super blurb

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

[Signature] 7/17/73

37 10 3782PS 75013

19. ACTION CODE 20. EMPLOY CODE 21. OFFICE CODE 22. STATION CODE 23. FEDERAL CODE 24. AGENCY CODE 25. DATE OF BIRTH 26. BIRTH IN JERSEY 27. BIRTH IN ILL

28. NET EMPLOY 29. SPECIAL REFERENCE 30. DEPARTMENT DATA CODE 31. OCCASION CERTIFICATION DATA 32. SECURITY NO. 83 33. SSN

34. NET PREFERENCE 35. NET EMP. DATE 36. LONG EMP. DATE 37. CAREER CATEGORY 38. NET HEALTH UPGRADING 39. SOCIAL SECURITY NO.

40. NET PREFERENCE 41. LEAVE CAT. 42. FEDERAL TAX DATA 43. NET HEALTH UPGRADING 44. SOCIAL SECURITY NO.

45. POSITION CONTROL CERTIFICATION 46. OFF. APPROVAL 47. DATE APPROVED

9-21-77 [Signature] [Signature]

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 9 July 1973			
1. SERIAL NUMBER <input type="checkbox"/> NAME (Last-First-Middle) <input checked="" type="checkbox"/>							
2. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 01 73		5. CATEGORY OF EMPLOYMENT REGULAR		
6. PRIOR <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> U TO U			7. PAN AND NSCA 4221-2975 0000		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DDO/PLANS STAFF UNASSIGNED Career management Group Pending Reassignment			10. LOCATION OF OFFICIAL STATION WASH., D.C.				
11. POSITION TITLE OPS OFFICER CH			12. POSITION NUMBER 0000		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. ORGANIZATIONAL SERIES 0136.01	16. GRADE AND STEP 17 4		17. SALARY OR RATE \$36000 <input checked="" type="checkbox"/>		
18. REMARKS FROM: DDP [redacted] /BY COMP/9997							
19A. SIGNATURE OF REQUESTING OFFICIAL			19B. DATE SIGNED	19C. DATE SIGNED 10 July 73			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. AGENCY USE ONLY	21. OFFICE CODES	22. STATION CODE	23. INTEGRAL CODE	24. REPORTS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. SEX OF US
30 10	30135 PS	75013		1			
28. HD EMPLOY	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/COMPLETION DATA		33. SECURITY RES NO.	34. SEC NO.
				EOD DATA			
35. RES FEEDBACK	36. SECT. EMP. DATE	37. LEADS (EMP. DATE)	38. CAREER CATEGORY	39. FEIGHT/HEALTH INSURANCE		40. HEALTH SECURITY NO.	
41. PERSONAL OFFICER GOVERNMENT SERVICE	42. SEPAR. CAT.	43. FEEDBACK DATA	44. STATE SER. DATA		45. STATE SER. DATA		46. STATE SER. DATA
47. PROGRESS CONTROL CERTIFICATION				48. DATE APPROVED			
7-16-73 LLM				24 July 73			

11-6

608

From record

SECRET

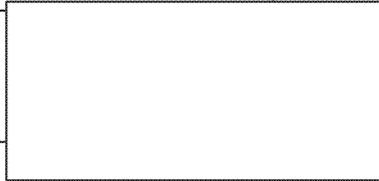
31 JAN 1973

Dear

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

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

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



SECRET

[Handwritten signature]

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

12 July 1972

Dear Pete,

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

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

Thomas H. Karabessines
Deputy Director for Plans

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

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED
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 CP
CP TO V CP TO CP

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.

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
*Koyne
From MPS, Position # 0001
Concur: [Redacted] (telecoord)
MPS

I
H-2

cc: Payroll
cc: Security

3/8
DB 3/20

DATE SIGNED: [Redacted] Pers 27 Feb 72
DATE SIGNED: [Redacted] 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. INTEGRATE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LST
37	10	574877ACUA	75013		1			
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CONVERSION DATA	EOD DATA			33. SECURITY REQ. NO.
35. YET. PREFERENCE	36. SEPT COMP DATE	37. LOB6. 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					
45. POSITION CONTROL CERTIFICATION	46. DATE OF APPROVAL			47. DATE APPROVED				
	* From MPS 3-9-72			Harry B. Fisher 15 Mar 72				

FORM 1152 USE PREVIOUS EDITION

20 MAR 1972

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER						2. NAME (Last-First-Middle)	
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED	
Promotion						MONTH	DAY
						11	28
						YEAR	
						71	
5. CATEGORY OF EMPLOYMENT						Regular	
6. FUNDS				7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
X				2221-2886-0000			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION	
DDP/Missions & Programs Staff Office of the Chief						Washington, DC	
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
Ops Officer - Ch				0001		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS				0136.01		GS-17 4	
17. SALARY OR RATE							
\$ 35,801							
18. REMARKS							
cc: Payroll							
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
						24 Nov 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. SECTION CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH
22	10	52100	MPS	15013		1	
26. DATE OF BIRTH		27. DATE OF GRADE		28. DATE OF IET			
11/28/71		11/28/71		11/28/71			
29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA	
EOD DATA							
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LEAVE CAT. CODE		36. CAREER CATEGORY	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE				38. FEDERAL TAX DATA		39. STATE TAX DATA	
40. POSITION CONTROL CERTIFICATION				41. O.P. APPROVAL		DATE APPROVED	
11-26-71 WJ				Harry B. Fisher		1 Dec 71	

FORM 970 1152 USE PREVIOUS EDITION

SECRET

GPO EMPLOYERS USE ONLY FOR DOWNLOADING AND REPRODUCTION

(4)

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 DAY YEAR 03 21 71	5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS V TO V X OF TO V OF TO OF	7. FINANCIAL ANALYSIS NO. CHARGEABLE 1221-2886	8. LEGAL AUTHORITY (Completed by Office of Personnel)

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

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED 5 Mar 1971	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED 2/27/71
---------------------------------------	---------------------------	--	------------------------

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 16	20. EMPLOY. CODE 10	21. OFFICE CODING NUMERIC 52100 ALPHABETIC MPS	22. STATION CODE 75013	23. INTEGRITY 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.
28. NTE EXPANS MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-ESC 2-OPEN 3-PLA 4-NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA →		33. SECURITY REQ. NO.	34. SEX
35. YET. PREFERENCE CODE 1-ROSE 2-15 PT. 3-15 PT.	36. SERV. CORP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE	39. FEGLI/HEALTH INSURANCE 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 CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE CODE EXEMP.			
45. POSITION CONTROL CERTIFICATION 3-2-71			46. O.P. APPROVAL Harry B. Fisher			DATE APPROVED 8 March 71		

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

Memorandum

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

MAR 4 1971

Date:
In Reply Refer To:

Your Reference:

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

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

RECEIVED
MAR 4 1971
31998
23 2071

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

CSC FORM 631
NOVEMBER 1961

SECRET

23 February 1971

MEMORANDUM FOR: Secretary, CSCS Board

SUBJECT: Recommendation for Promotion -

[REDACTED]

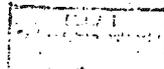
1. As one of the final acts in my CIA career I want to bring to your attention and add my strong concurrence and recommendation to two (2) recorded recommendations for the promotion of [REDACTED] to the grade GS-17. I find it hard to imagine a more persuasive recommendation for this action than that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

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

[REDACTED]

Chief, Missions and Programs Staff

SECRET



SECRET

5 JUN 1969

MEMORANDUM FOR: Secretary, Clandestine Service Career Service Board

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

1. It is recommended that [redacted] be promoted to GS-17.
2. [redacted] obtained a B.A. degree in Political Science from the University of California, Berkeley, in 1942 and a M.A. in International Relations from George Washington University, Washington, D.C., in 1946. He entered the U.S. Navy in 1942 and after a concerted course in Japanese served the Navy until 1948 as an Intelligence Specialist, Japanese Language Officer, and the War Department, still as an Intelligence Specialist [redacted] from 1946 to 1952. In September 1952 he joined the Agency for duty [redacted] returned to Headquarters in June 1956 where he served until 1962; 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 (PPB) from August 1966 until January 1968, and with MPS from the latter date to the present.
3. During his career with the Agency he has been a field operations officer, liaison officer to overseas U.S. agencies and a foreign intelligence service, a supervisor, Deputy Chief of Station [redacted], Chief PI for a division (PI), Chief of Base [redacted], Program Analyst (PPB), 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 PPB on the PPB System and non-budgetary matters; installing the PPB System

SECRET

SECRET

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

5. In his previous assignment [redacted] was detailed to OEPB 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 OPS.

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

SECRET

SECRET

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

7. In view of the above, [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

9 February 1970

MEMORANDUM FOR: Secretary, Clandestine Service
Career Service Board

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

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

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

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

SECRET

SECRET

even constructive criticism. [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 :
THROUGH : Head of Career Service
SUBJECT : Retirement Planning

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

H. S. Wattlea
Director of Personnel

ADMINISTRATIVE - INTERNAL USE ONLY

13 MAR 1970

MEMORANDUM FOR :

THROUGH : Administrative Officer, MPS

SUBJECT : Purchase of Service Credit

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

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

ADMINISTRATIVE - INTERNAL USE ONLY

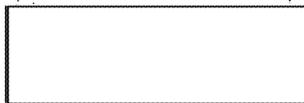
ADMINISTRATIVE-INTERNAL USE ONLY

-2-

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

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

FOR THE DIRECTOR OF PERSONNEL



Chief, Retirement Affairs Division

Distribution:

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

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

ADMINISTRATIVE-INTERNAL USE ONLY

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 3 June 1968			
1. SERIAL NUMBER		2. NAME (Last-First-Middle)							
3. NATURE OF PERSONNEL ACTION Reassignment				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 06/12/68		5. CATEGORY OF EMPLOYMENT Regular			
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGABLES 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 Ops Officer (SG)			12. POSITION NUMBER 0008		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (G.S. I.B., etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 16 5		17. SALARY OR RATE \$ 23,778 ✓			
18. REMARKS									
<p>Date: _____</p> <p>Security Approval has been granted for this request.</p> <p>Dist: _____</p> <p>1 - CSPS 1 - Security 1 - Payroll</p>									
19A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATUS CODE	23. INTEREST CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	52150 MP3		7503					
28. SITE EMPLOY		29. SPECIAL RESERVE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION - CANCELLATION DATA		33. SECURITY REG. NO.		34. SER.
XXXX XX					EOD DATA				
35. VET. PREFERENCE		36. LEAVE CODE DATE		37. LONG LEAVE DATE		38. EMPLOY CATEGORY		39. FEEDBACK INSURANCE	
40. PERSONNEL OFFICER'S COMMENTS				41. LEAVE CAT CODE		42. FEDERAL TAX DATA		43. STATE TAX DATA	
1 - AD PERSONAL SERVICE 1 - AD OTHER SERVICE 1 - CLASS B SERVICE (ADN, DAD, F, H, I, J) 1 - CLASS C SERVICE (ADN, DAD, F, H, I, J)									
44. POSITION CONTROL CERTIFICATION				45. D.P. APPROVAL		DATE APPROVED			
From O/PPB				06-12-68		HB Fisher		10 June 68	

H
36

E
4

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND
DECLASSIFICATION

SECRET

(U.S. GOVERNMENT)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED				
1. SERIAL NUMBER				4 August 1966				
2. NAME (Last-First-Initial)								
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT			
Excepted Appointment <i>Green</i>			7 31 66		Regular			
6. FUNDS		7. FINANCIAL ANALYSIS		8. LEGAL AUTHORITY (Completed by Office of Personnel)				
V TO V CF TO V		V TO CF X CF TO CF		7114-0001				
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION					
DCI/Office of Planning, Programming and Budgeting Planning and Programming Division Program Analysis Branch			Washington, D. C.					
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
IO - Program Eval			0005		D			
14. CLASSIFICATION SCHEDULE (U.S. L.R. no.)		15. OCCUPATIONAL SERIES		17. SALARY OR RATE				
GS		0132.70		16 4 3 2085				
18. REMARKS								
PRA as provided by the provisions of HR 20-17 d.(c) for a period of 600 <i>year.</i> <i>C-09-55</i>								
DATE SIGNED		DATE SIGNED		DATE SIGNED				
[Signature]		[Signature]		8/5/66				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. AGENCY CODE	20. EMPLOY CODE	21. OFFICE CODE	22. STATION CODE	23. INTEREST CODE	24. POSTING CODE	25. DATE OF BIRTH	26. DATE OF GRANT	27. DATE OF LST
13	10	02350	0005	75013	1		2/10/44	8/17/65
28. SEE EMPLOY	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. COMPLETION/CANCELLATION DATE	33. SECURITY	34. SEE	EOD DATA	
			2				0000 001	
35. VET. PREFERENCE	36. SEE EMP. DATE	37. LONG COMP. DATE	38. FACTS LANGUAGE	39. FINAL HEALTH INCIDENT	40. SOCIAL SECURITY NO.			
1	2/10/66	02/10/62	C	1				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. SEE EMP. DATE	43. SEE EMP. DATE	44. FACTS LANGUAGE	45. FINAL HEALTH INCIDENT	46. SOCIAL SECURITY NO.			
1			C	1				
47. POSITION CONTROL CERTIFICATION			48. OFF. APPROVAL			DATE APPROVED		
[Signature]			[Signature]			[Signature]		

FORM 1157 USE PREVIOUS EDITION

SECRET

EXCLUDE FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

1 August 1966

SIGNAL NUMBER
060917

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, C TO V, X, U TO C

7. COST CENTER NO. CHARGEABLE
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, F, B, etc.)
GS

15. OCCUPATIONAL SERIES
0136.06

16. GRADE AND STEP
16 4

17. SALARY OR RATE
\$ 22,085

18. REMARKS
Subject is reemployable.

19A. [Signature] DATE SIGNED 5 Aug 66

SPACE RESERVED FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Grid with 40 numbered fields for personnel data including birth date, salary, and previous service.

43. POSITION CONTROL CERTIFICATION
44. OFF APPROVAL
45. STATE DATA

SECRET

FD-503 (Rev. 7-16-64)

REQUEST FOR PERSONNEL ACTION					DATE PREPARED 9 July 1965										
1. SERIAL NUMBER		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. PLACES		V TO V CF TO V		V TO CF XII CF TO CF		7. COST CENTER NO. CHARGE-AME 6129-0369		8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-613 Sect. 203							
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD				10. LOCATION OF OFFICIAL STATION											
11. POSITION TITLE CHIEF OF BASE				12. POSITION NUMBER 0261		13. CAREER SERVICE DESIGNATION D									
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.08		16. GRADE AND STEP 16 3		17. SALARY OR RATE \$ 20,215 ✓									
18. REMARKS EMPLOYEE WILL BE NOTIFIED BY DISPATCH FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND OF HIS RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE															
1cc to OP/ESD/BCB															
19A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED 12 July 65		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
17. AGENCY CODE		21. OFFICE CODING		22. STATION CODE		23. BRANCH CODE		24. DIVISION CODE		25. DATE OF BIRTH		26. DATE OF DEATH		27. DATE OF LEI	
28. AGENCY		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA		32. CORRECTION (CANCELLATION DATA)		33. SECURITY		34. SER			
35. AGENCY		36. SERV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. HEALTH/ACCIDENT INSURANCE		40. SOCIAL SECURITY NO.					
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE BAL		43. SEPARATION DATA		44. VETERAN DATA		45. VETERAN DATA		46. VETERAN DATA		47. VETERAN DATA		48. VETERAN DATA	
49. POSITION CONTROL CERTIFICATION		DATE APPROVED		DATE APPROVED		DATE APPROVED		DATE APPROVED		DATE APPROVED		DATE APPROVED		DATE APPROVED	

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 OCT 1964

1 SERIAL NUMBER XAF		2 NAME (Last-First-Middle) [REDACTED]		3 NATURE OF PERSONNEL ACTION (GIVEN) INCREASED AMT		4 EFFECTIVE DATE PERMITTED MONTH DAY YEAR 10 25 64		5 CATEGORY OF EMPLOYMENT REGULAR		
6 FUNDS V TO V CF TO V		V TO CF X CF TO CF		7 COST CENTER NO (CHARGABLE) 5329-0369		8 LEGAL AUTHORITY (Completed by Office of Personnel)				
9. ORGANIZATIONAL DESIGNATIONS DEP/DCD 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, FE, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 3		17. SALARY OR RATE \$ 20245 ✓				
18. REMARKS C-09/55 ✓										
19A. SIGNATURE OF REQUESTING OFFICIAL [REDACTED]				DATE SIGNED 24 Oct 64		19B. SIGNATURE [REDACTED]		DATE SIGNED 4 Nov 64		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE 13	20. EMPLOY CODE 10	21. SERVICE CODING NUMERIC 43620 ALPHABETIC DDD		22. POSITION 7502	23. INTEREST CODE 000	24. HOURS PER WEEK 2	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF HI MO. DA. YR.	
28. AFE EXPRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-ESK 2-ESA 3-BSA	31. SEPARATION DATA CODE	32. EMPLOYMENT/COMMITMENT DATA TYPE MO. DA. YR.		33. SECURITY REQ NO EOD DATA 0900 MI		34. HI	
35. VET PREFERENCE CODE 1 A-50% 1-5 PT 2-10 PT		36. SERV CORP DATE MO. DA. YR. 12/06/42		37. LEAVE CODE MO. DA. YR. 09/28/52		38. CAREER CATEGORY CODE 1 1-01 2-01		39. HEALTH/PLACID INSURANCE CODE 1 1-01		40. SOCIAL SECURITY NO
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1 1-NO PREVIOUS SERVICE 2-NO CIVIL OR MILITARY SERVICE 3-LESS OR EQUAL LESS THAN 2 YEARS 4-EXCEEDS 2 YEARS (MORE THAN 2 YEARS)				42. LEAVE CAT CODE 8		43. PAYMENT TAX DATA FORM REQUIRED CODE 1-YES 2-NO		44. STATE EMP DATA CODE 1 1-YES 2-NO		45. STATE COMP MO. DA. YR.
46. POSITION CONTROL CERTIFICATION 11/9/64 [REDACTED]				47. O.P. APPROVAL [REDACTED]		48. DATE APPROVED 2009-64				

336

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

CONFIDENTIAL

REPORT OF CLEARANCES

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

SERIAL NO. [] NAME OF EMPLOYEE (Last-First-Middle) [] GRADE GS-16 POSITION TITLE Ops Officer

OTHER TRUE NAMES USED WHILE IN AGENCY [] COST CENTER NUMBER CHARGEABLE 5122-6262 FUNDS V CF

REASON FOR CLEARANCE SEPARATION EXTENDED LEAVE (Note reason) OTHER (Specify): [] LAST WORKING DAY (Date) 23 October 1964

EFFECTIVE DATE OF SEPARATION 24 October 1964

FORM 1192, REQUEST FOR PERSONNEL ACTION, WAS FORWARDED TO THE OFFICE OF PERSONNEL ON 29 Oct. 64
 FORM 1192, REQUEST FOR PERSONNEL ACTION, IS ATTACHED TO THIS FORM.

THIS IS TO CERTIFY THAT THE COMPONENTS LISTED BELOW HAVE FURNISHED POSITIVE VERIFICATION BY TELEPHONE OR CERTIFICATIONS TO THE UNDERSIGNED THAT THE SEPARATING EMPLOYEE:
• HAS RETURNED OR ACCOUNTED FOR ANY GOVERNMENT PROPERTY ISSUED TO HIM;
• SETTLED OR SATISFACTORILY ARRANGED FOR THE SETTLEMENT OF ANY INDEBTEDNESS TO THE AGENCY;
• RETURNED SPECIAL I.D. CARDS OR CREDENTIALS ISSUED TO HIM;
• RECEIVED AND UNDERSTOOD INSTRUCTIONS CONCERNING SPECIAL CLEARANCES, COVER INFORMATION, AND SECURITY BRIEFINGS;
• SATISFACTORILY RESOLVED OR CLOSED OUT ANY SPECIAL RESPONSIBILITIES ASSIGNED TO HIM.

	DATE CLEARED	CLEARED BY - NAME
<input checked="" type="checkbox"/> OFFICE OF LOGISTICS	10 Nov 64	[Redacted]
<input type="checkbox"/> OFFICE OF SECURITY	19 Nov 64	
<input checked="" type="checkbox"/> DOCUMENT CONTROLS (Incl. RID)	10 Nov 64	
<input checked="" type="checkbox"/> SPECIAL CLEARANCES	10 Nov 64	
<input type="checkbox"/> CENTRAL COVER STAFF 4408	18 Nov 64	
<input checked="" type="checkbox"/> MEDICAL STAFF	6 Nov 64	
<input checked="" type="checkbox"/> COMMO SECURITY	10 Nov 64	

TITLE OF OPERATING COMPONENT OFFICIAL [] BY [] DATE SIGNED 16 Nov 64

REMARKS []

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

30 September 1964

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

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

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

9. ORGANIZATIONAL DESIGNATIONS DDP/DOD US Field	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE OPS OFFICER	12. POSITION NUMBER 00 0261	13. CAREER SERVICE DESIGNATION D
--	---------------------------------------	--

14. CLASSIFICATION SCHEDULE (GS, EB, etc.) GS-07	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 16-35	17. SALARY OR RATE 2,024.5
--	---	------------------------------------	--------------------------------------

18. REMARKS

* Phonorecording [redacted] for FE

POSITION TITLE CHANGE

Security Approval Granted by [redacted] 10/6/64

[redacted] 10/6/64

DATE SIGNED	18B. SIO	DATE SIGNED
30 Sept 64		13 Oct 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTERSEE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	113030	111125020		2			
28. HIRING DATE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA			33. SECURITY SIO NO.
35. VET. PREFERENCE	36. LEAF. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FATAL HEALTH INSURANCE			40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAF. LAF. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
45. POSITION CONTROL CERTIFICATION			46. O.P. APPROVAL			DATE APPROVED		
[redacted]			[redacted]			14 Oct 64		

FORM 1152

USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

10 MAY 1968

SECRET

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16,

[REDACTED]

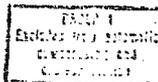
1. It is recommended that [REDACTED] be promoted to GS-16. He has been in grade since December 1957.

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

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

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

SECRET



SECRET

19 OCT 1962

MEMORANDUM FOR: Secretary, CS Career Service Board

SUBJECT: Recommendation for Promotion to GS-16 --

[Redacted]

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

[Redacted]

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

[Redacted Signature]

Desmond Fitzgerald
Chief, Far East Division

SECRET

EYES ONLY

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

4 August 1964

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

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, CP TO V, V TO CP, CP TO CP	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 <i>of Unit 1st Sec</i> Ops Officer (DCOS)	12. POSITION NUMBER 3003	13. CAREER SERVICE DESIGNATION D
--	-----------------------------	-------------------------------------

14. CLASSIFICATION SCHEDULE (GS, FH, etc.) <i>PSR</i> GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 16-3	17. SALARY RATE \$20,245
--	------------------------------------	----------------------------	-----------------------------

18. REMARKS

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
			4/6/64

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. INTEGRATE CODE	24. HQS/CDS CODE 3	25. DATE OF BIRTH MO, DA, YR	26. DATE OF GRADE MO, DA, YR	27. DATE OF HI
28. NYC EXPIRES MO, DA, YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-ENC, 3-FICA, 5-NONE	31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA TYPE, MO, DA, YR	33. SECURITY REG. NO.	34. SEP	EOD DATA	
35. VET. PREFERENCE 1-5 PT, 2-10 PT	36. SERV. COMP. DATE MO, DA, YR	37. LONG. COMP. DATE MO, DA, YR	38. CAREER CATEGORY FEDERAL, PROF, TEMP	39. REG./HEALTH INSURANCE CODE, 0-WAIVER, 1-TS	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE, 0-NONE, 1-NONE IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE, 1-TS, 2-AD	44. STATE TAX DATA NO. TAX EXEMPTIONS, FORM EXECUTED CODE, 1-TS, 2-AD				

45. POSITION CONTROL CERTIFICATION	46. DATE APPROVED
	20 AUG 1964

9 F.

1152 USE PREVIOUS EDITION

SECRET

FORM 100-1 (REV. 1-64)

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED					
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				3. August 1964					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT					
PROMOTION				MONTH DAY YEAR 8 30 64		REGULAR					
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Complied by Office of Personnel)							
<table border="1"> <tr> <td>V TO V</td> <td>V TO C</td> </tr> <tr> <td>C TO V</td> <td>C TO C</td> </tr> </table>		V TO V	V TO C	C TO V	C TO C	X		5137-1566			
V TO V	V TO C										
C TO V	C TO C										
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION							
DOP/EE Office of the Chief											
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
Ops Officer (DOP)				3003		D					
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS		0136.01		16-3		SD 0,245					
18. REMARKS											
18A. SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. STATION CODE	23. INITIALS CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES		
		NUMERIC	ALPHABETIC				MO. DA. YR.	MO. DA. YR.	MO. DA. YR.		
28. WTE LAPSES	29. SPECIAL ASSIGNMENT	30. REEMPLOYMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA		33. SECURITY REG. NO.		34. SEA		
MO. DA. YR.		1-YES 2-NO	CODE		TYPE	MO. DA. YR.	EOD DATA				
35. VET PREFERENCE	36. SEPA. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEDERAL HEALTH INSURANCE		40. SOCIAL SECURITY NO.					
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	CODE	MO. DA. YR.					
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA					
CODE	MO. DA. YR.			CODE	NO. TAX EXEMPTIONS	FORM EMPLOYED	CODE	NO. TAX STATE CODE			
0-NO PREVIOUS SERVICE	1-30 YEARS IN SERVICE			1-YES 2-NO		1-YES 2-NO					
45. POSITION CONTROL CERTIFICATION				46. O.P. APPROVAL			DATE APPROVED				
				/s/ Henry W. ... Jr.			28 AUG 1964				

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

21 SEPTEMBER 1964

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

9
F

18. REMARKS

SUBJECT CONVERTED FROM COB 25 AUGUST 1964.

* Succeeded Action Promotion to GS16 3 120295 effective 08/30/64.

1 COPY PAYROLL.

FOR FURTHER INFO CALL X5271

APPROVED BY
[Signature]

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[Signature]	9/21/64	[Signature]	9/22/64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTERPRET. CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LST
26	10	15370 FE	3059		3			
28. NFE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CANCELLATION DATA	33. SECURITY REG NO	34. SEX	EOD DATA	
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. ICNG. COMP. DATE	38. CAREER CATEGORY	39. REG. HEALTH INSURANCE	40. SOCIAL SECURITY NO			
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
45. POSITION CONTROL CERTIFICATION			46. PERSONAL		DATE APPROVED			
[Signature]			[Signature]		9/22/64			

FORM 6-63 1152

USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

DDP 1-46.74

30 August 1961

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT :

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

Clandestine Services
Career Service Panel
(Section A)

APPROVED:

Richard M. Bissell, Jr.

RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

1 SEP 1961

Date

SECRET

SECRET
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION				DATE PREPARED							
UV to V		UV to UV						Mo	Da	Yr					
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vet. Pref.		5. Sex		6. CS - EOD			
						Mo Da Yr		None-0 Code				Mo Da Yr			
7. SCD		8. CSC Reamt.		9. CSC Or Other Legal Authority				10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Cert. LCC	
Mo Da Yr		Yes - 1 Code No - 2						Mo Da Yr		Yes-1 Code No-2		Mo Da Yr		Yes - 1 Code No - 2	

CURRENT ASSIGNMENT

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

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		376		09/06/59		Regular		01			

PROPOSED ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/FE				= 171						37587	
Office of the Chief											
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - Usfid. Code		Ops Officer (D COS)				1215					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				12/15/59		12/11/60			

SOURCE OF REQUEST

A. Request Approved By (Signature and Title)		Date Approved	
B. Request Approved By (Signature and Title)		Date Approved	
C. Request Approved By (Signature and Title)		Date Approved	
Desmond Fitzgerald, CFE			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		RC		8/59		D. Placement					
B. Pos. Control		HFE		8/59		E. Release					
C. Classification						F. Approved By		HFE			

Remarks

Subject will replace [redacted] Who is returning to Hqa. PCS

Continued on reverse side

1/27/59

SECRET

DD/P 4: 6610

MEMORANDUM FOR: Deputy Director (Plans)

17 AUG 1959

SUBJECT: [REDACTED]

1. [REDACTED]

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

[REDACTED]
for
Donmond FitzGerald
Chief, Far East Division

The recommendation in paragraph 1 is approved:

[REDACTED]

25 AUG 1959

Deputy Director (Plans)

(Date)
rd

SECRET

SECRET

BIOGRAPHIC INFORMATION

NAME :

GRADE : GS-15

SERVICE DESIGNATION : DI

DATE AND PLACE OF BIRTH :

MARITAL STATUS : Married; six children

EDUCATION AND CAREER OUTSIDE OF AGENCY :

- 1934-1937, Mercer University
- 1941-1942, University of California
- 1942-1943, University of Colorado
- 1944-1946, George Washington University, M.A., International Relations

- 1941-1942, University of California, Reader in Political Science (part-time)
- 1942-1946, U.S. Navy, Language Officer, Intelligence Specialist, Lt.
- 1946-1952, War Dept., GHR, FEC, Tokyo, Intelligence Specialist

LANGUAGE PROFICIENCY : Japanese - Fair

CIA EXPERIENCE :

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

CIA TRAINING :

OPTIONAL FORM NO. 107
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

DEPARTMENT OF STATE
WASHINGTON 25, D. C.

121-250-104

NOTIFICATION OF PERSONNEL ACTION

00255

SEARCHED
 BY DATE

1. NAME (Mr., Mrs., One given name, initial(s) and surname)	2. DATE OF BIRTH	3. FEDERAL CS OFFICE NO.	4. DATE
			3-26-59

5. NATURE OF ACTION (Use standard terminology)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Limited Appointment	5/8/59	Section 522.1 FL 724 - 79th as amended

8. POSITION TITLE	9. ANNUAL SALARY
Diplomatic or Consular Title	\$11,660
10. OCCASIONAL SERVICES (e.g., casual, holiday)	
11. OCCASIONAL OCCUPATIONS	
12. HEADQUARTERS	
13. CS CATEGORY	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> Regular <input type="checkbox"/> Non-US

13. VETERAN'S PREFERENCE	14. POSITION CLASSIFICATION SYMBOL
None <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 30 <input type="checkbox"/> 40 <input type="checkbox"/> 50 <input type="checkbox"/> 60 <input type="checkbox"/> 70 <input type="checkbox"/> 80 <input type="checkbox"/> 90 <input type="checkbox"/> 100	GSV VAV T A RLL X

15. GRADE	16. OFFERED EMP. GRADE	17. DATE OF OFFER (FIRST OFFERED) (Administrative Only)	18. LABOR AGREEMENT
GS-11	GS-11	5/8/59	<input type="checkbox"/> CLAIMED <input type="checkbox"/> DENIED

19. This action is subject to all applicable test rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or its Department.

Marital Status - Married - Six

Military Reserve Status - None

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

Execute 27-61a.

OPTIONAL FORM NO. 107

EMPLOYEE COPY

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Vac. Prof.		5. Sex		6. GS-FCB			
					Mo. Da. Yr.		Code		M I		Mo. Da. Yr.			
7. SCD		8. CSC Point		9. CSC Or Other Legal Authority			10. Admt. Affidav.		11. FGI		12. LCD		13. Special	
Mo. Da. Yr.		Yr. 1 Code		50 USCA 403			Mo. Da. Yr.		Code		Mo. Da. Yr.		Yr. 1 Code	
08 06 42		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		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. Code USStd. Code Frgn. Code		I.O. FI STF CH				3442		GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr.		Mo. Da. Yr.		9 2 3700 20 001	
		XXXX				12 15 57		05 14 59			

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
Office of the Chief <i>deputy for ops.</i>				51						51587	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Code USStd. Code Frgn. Code		Area Ops Off				26176				0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				Mo. Da. Yr.		Mo. Da. Yr.		9-3735-55-005	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
<i>Mozelle Little</i>		<i>[Signature]</i>	
B. For Additional Information Call (Name & Telephone Ext.)			
Mozelle Little X2957			

CLEARANCES

Clearance		Date		Signature		Date	
A. Career Award		12-57		D. Foreign			
B. Pass Control		11-59		E. Approval		12-59	
C. Classification				[Signature]		12-59	
Remarks: Please transfer from Vouchered to Unvouchered funds on 1 May 1959.							
2 Copies to Security.							
[Signature]				Recorded by			
				COPD			

SECRET

(When Filled In)

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

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Valid. From		Code		(when)							
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
3		11,660				10/15/59		6/14/59		9-3785-35-005	

SOURCE OF REQUEST

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

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pers. Control		14 MAY 27 1959	E.		
C. Classification			F. Approved By		
Remarks All sick and 160 annual leave to be transferred to Department of State.					

SECRET

S-E-C-R-E-T

This Notice Expires 1 July 1959

N 20-190-160

NOTICE
NO. 20-190-160

PERSONNEL
14 July 1958

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS

PANEL OF EXAMINERS OF THE CIA SELECTION BOARD

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

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

S-E-C-R-E-T

S-E-C-R-E-T

W 20-190-160

NOTICE
NO. 20-190-160

PERSONNEL
14 July 1958

<u>NAME</u>	<u>Service Designation</u>	<u>Organizational Component</u>
<div style="border: 1px solid black; width: 200px; height: 400px;"></div>	SS	DD3/OS
	SL	DD3/OL
	DP	DDP/FE
	OB	DDI/CO/FBID
	SL	DD3/OL
	SC	DD3/OC
	DI	DDP/PI
	SL	DD3/OL
	OB	DDI/CO/FBID
	SL	DD3/OL
	DP	DDP/SE
	SS	DD3/OS
	DT	DDP/TSS
	C	DDI/OCR
	SP	DD3/OP
	3F	DD3/Compt
	IR	DDI/OCR
	IS	DDI/OSI
	ST	DD3/GTR
	DI	DDP/FE
	DI	DDP/WE
	BC	DD3/OC
	BT	DD3/GTR
	IB	DDI/OBI
	SP	DD3/OP
	DT	DDP/TSS
	DI	DDP/CT Staff
	C	DDI/OCR
IC	DDI/CCI	
I	DDP/DDI	
SM	DD3/Mod	
DI	DDP/FE	

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

I. K. White
Deputy Director
(Support)

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

SECRET

Classify According To Content.

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

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
				5113							
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - Usfld - Frag -		Code									
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
15 3		\$ 11,610.00				Mo Da Yr		Mo Da Yr			

SOURCE OF REQUEST

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

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board				11/14/57		D. Placement				11/14/57	
B. Pos. Control				12/15/57		E.					
C. Classification						F. Approved By				11/21/57	

Remarks

SECRET

SECRET

Classify According To Content

REQUEST FOR PERSONNEL ACTION

30 August 1957

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

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/FE Office of the Chief						Washington, D. C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - X Usfld. - Frag. -		Area Ops Off (Dep Br Ch)				-110		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Dns		26. Appropriation Number	
14		\$10,965.00 p/a		DI		Mo Da Yr		Mo Da Yr		8-3700-20 GP	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		51		2 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				
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series				
Dept. - Usfld. - Frag. -		I. O. (PI) (Stf Ch)				3478		GS		0136.51				
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Dns		43. Appropriation Number				
14		\$10,965.00 p/a		DI		Mo Da Yr		Mo Da Yr		8-3700-20 GP				
SOURCE OF REQUEST														
A. Request Approved By (Signature And Title)						C. Request Approved By (Signature And Title)								
[Signature]						Approved by US Board Service Panel								
B. Telephone Ext.)						Telephone Ext.)								
Ronald Gage, Rpt. 3003						[Signature]								
CLEARANCES														
Clearance			Signature			Date			Clearance			Date		
A. Career Board									D. Placement			1 OCT 57		
B. Pos. Control						11/1/57			E.					
C. Classification									F. Approved By			Robert W. Shroy		
Remarks														
Please double slot with [redacted] who is to be reassigned.														
APPROVED BY THE JOINT MANPOWER COMMITTEE														

FORM 1152a 3-57

u/o FILE

SECRET

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

SECRET

SECRET

5 APR 1957

MEMORANDUM FOR: Acting Chairman, FI Career Service

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

The following individuals are nominated to 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 G. ULMER, JR.
Chief, Far East Division

APR 11 1957

S-E-C-R-E-T

This Notice Expires 20 April 1957

CLANDESTINE SERVICES
NOTICE NO. 1-104

CSN NO. 1-104

ORGANIZATION
20 March 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

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

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

[] Chief, FE/4

[] Acting Chief, FE/1

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

S-E-C-R-E-T

S-E-C-R-E-T

FE NOTICE NO. 30-11
CHANGE 2

PISTEM
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] CFC/7 reassigned
Add [redacted] A/CFC/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] CFC/1 reassigned
Add [redacted] A, CFC/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] CFC/1 reassigned
Add [redacted] CFC/1

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

Distributions:
FE Staff and Branches
USA/DOE
RC

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 4 1/2 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, FZ/1

CONFIDENTIAL

14-00000

STAN FORM 52 REQUEST FOR PERSONNEL ACTION	UNVOUCHERED VOUCHERED
--	--------------------------

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

1. NAME (Mr., Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 16 Oct. 56
--	------------------	----------------	----------------------------------

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment	6. EFFECTIVE DATE & PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY:
---	-------------------------------	------------------------------------

8. POSITION (Specify whether establish, change grade or title, etc.)	9. APPROVED: <i>[Signature]</i>
--	------------------------------------

FROM— I.O. (FI) EPF-2302 GS-0136.51-14 \$10,965. p/a DDP/FE <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	9. POSITION TITLE AND NUMBER: 10. SERVICE GRADE AND SALARY: 11. ORGANIZATIONAL DESIGNATIONS: 12. HEADQUARTERS: <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	TO— Area Ops Off - Dep Br. Ch. EP-110 GS-0136.01-14 \$10,965. p/a DDP/FE Office of the Chief Washington D.C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL
---	--	--

13. 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.

14. REQUEST APPROVED BY Signature: <i>[Signature]</i> Title: <i>[Title]</i>	14. NOV 56 Approved by GS Chief 23 Nov 56
---	---

15. VETERAN PREFERENCE NONE <input checked="" type="checkbox"/> NEW <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>	16. POSITION CLASSIFICATION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> RISE <input type="checkbox"/>	SD: DI
---	--	--------

17. APPROPRIATION FROM 7-3735-55-005 TO 7-3700-20	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---	---	---	---

21. STANDARD FORM 50 REMARKS

[Handwritten notes and signatures]

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR PCS CONTROL	<i>[Signature]</i>	30 Nov 56	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL	<i>[Signature]</i>	23 Nov 56	

22. [Blank box]

23 Nov 56

SECRET
(when filled in)

DD/P

PERSONNEL DATA SHEET

NAME, title, grade, and organization of individual

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 PRESENT T/O SLOT BFF-2302
PROPOSED GRADE: GS-14 NUMBER AND GRADE: GS-0136.51-14
CIA TRAINING: BOC, OC, SW, SIC TSS Briefing, CSR
PROPOSED T/O SLOT BR-110
NUMBER AND GRADE GS-0136.01-14

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

LANGUAGE PROFICIENCY:
Japanese - Speak - Fair; Read - poor; Write - poor.

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

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

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

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

RECOMMENDED BY:

[redacted]

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

APPROVED BY [redacted] MOON HAN

NOV 12 11 22 AM '56

OFFICE OF PERSONNEL

SECRET

DDAF

PERSONNEL DATA SHEET

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

NAME: Mr. Robert Franklin Hill III DATE: 10 October 1956

Recommended by: [Redacted] OFF/1

Area Ops. Officer - Dep. Sr. Chief

PROPOSED TO: [Redacted] BR-310
RECOMMENDED TO: [Redacted] BR-310
PROPOSED FROM: [Redacted] BR-310
RECOMMENDED FROM: [Redacted] BR-310

EDUCATION: Cornell University B.S. - 1941
Cornell University M.S. - 1943
Cornell University Ph.D. - 1945

LANGUAGES: English - fluent; French - fair; German - poor; Japanese - poor

EXPERIENCE: [Redacted]

1946-1948 - U.S. Dept. of Army - Intelligence
1948-1950 - U.S. Navy - Intelligence
1950-1952 - U.S. Army - Intelligence

28 Sept. 1952 - Present - Chief, Liaison Division - Japan Station, Tokyo
28 Sept. 1952 - Present - Chief, Liaison Division - Japan Station, Tokyo

[Redacted]

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

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : DI Career Service Board

DATE: 19 December 1955

FROM : Chief, FE

SUBJECT: [REDACTED]

ATTACHMENT: FJBA-7751

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

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

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

[REDACTED]
George S. AURELL
Chief, FE

APPROVED:

[REDACTED]
DI Career Board

VIA AIR
(Specify Air or Sea Route)

RYBAT

DISPATCH NO. 7174-7751

SECRET
CLASSIFICATION

5 DEC 1955

TO Chief, FE

DATE 30 November 1955

FROM

Chief, [REDACTED]

INFO: COS/IA

SUBJECT { GENERAL Administrative/Personnel
SPECIFIC [REDACTED]

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

Attachment:

1. Rotation Data Sheet: [REDACTED]

Distributions:

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

RYBAT

SECRET
CLASSIFICATION

VIA AIR
(Specify Air or Sea Route)

DISPATCH NO. FORM-7285

SECRET
CLASSIFICATION

TO Chief, FE DATE 28 OCT 1955

FROM Chief, [redacted] INFO: COS/IA
FM Support Base

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

REF: JAPA-3079

[redacted] pursuance of recommendation submitted in Ref, it is requested that [redacted] be considered for promotion from the grade of GS-11 to GS-15. Subject has been in grade since 27 September 1955. So 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:
 1 - Addressee, w/attach.
 1 - COS/IA, w/attach.
 1 - FE Support Base, w/attach.

*Cancelled
 per CFE
 Dec 55*

[redacted]
CLASSIFICATION

SECRET

CLASSIFICATION

[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, IA, and laterally with [REDACTED] elements of adjacent Bases. As one of five Deputies, incumbent assists in setting Base policy, determination of personnel assignments, determination of work assignments, determination of Base operational priorities (again under the guidance and direction of KUBARK Headquarters), and, generally with the Chief of Base but often on his own responsibility, represents the [REDACTED] aspects of the Base and of [REDACTED] so far as [REDACTED] is concerned to ODEANIP, ODIRFX and ODIRIT.

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

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

SECRET

- 2 -

and various branch or section heads of the local COMSEC establishment, senior military officers of all three services and various branch and section chiefs of the local military establishments. One segment of these activities involves 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 PACO or other COMSEC agencies).

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

[redacted]

AS/

[redacted]

SECRET

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : FI Career Service Board

DATE: 26 January 1955

FROM : Chief, FE

SUBJECT: [redacted] — Extension of Overseas Tour

ATTACHMENT: FJBA-3333, dated 13 January 1955

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

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

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

[redacted signature box]

for George E. AURELL
Chief, FE

APPROVED:

[redacted signature box]

FI Career Service Board

Orig: [redacted] *JS*
x - 3332

SECRET

VIA AIR
Priority Air or Sea Mails

DISPATCH NO. FJDA-3333

[REDACTED]
CLASSIFICATION

13 JAN 1955

TO : Chief, FS

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

SECRET

Robert A. Ascham

11 June 1954

MEMORANDUM

TO : [redacted]

FROM : Chief of Mission

SUBJECT: Commendation

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

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

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

[redacted]

SECRET

MAY 1 1954

TO : [REDACTED]

SUBJECT : Commendation

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

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

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

Robert A. Ascham
ROBERT A. ASCHAM

SECRET

PERSONNEL TRANSFER AND CLEARANCE SHEET

3 October 1952

TO: Chief, FE

FROM:

1.

Branch:

2. Detached from:

Ordered to: Washington, D. C.

On Temporary Duty for 90 days and return

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

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

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

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

6. Per Diem: Not applicable

7. Unaccounted or unpaid advances at time of detachment:

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

8. Leave used at this station: None

Accumulated leave to date of detachment: Unknown

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

FOR THE CHIEF,

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO. ZJJA-505

SECRET
Security Information
CLASSIFICATION

TO : Chief, FE

DATE: 30 September 1952

FROM : Chief,

SUBJECT: GENERAL Administration - Personnel

SPECIFIC: Completion of Personnel Forms

REFERENCE: ZJJA-108, 17 March 1952

ATTACHMENTS:

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

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

SECRET
CLASSIFICATION
RI COPY

11-1-7 412

1499

VIA: AIR
(SPECIFY AIR OR SEA ROUTE)

DISPATCH NO. FJJA -

SECRET
SECURITY INFORMATION
CLASSIFICATION

AUG. 28. 1953

TO : Chief, FE

DATE: AUG. 28. 1953

FROM : Senior Representative

SUBJECT: GENERAL— Administrative - Personnel

SPECIFIC— ~~XXXXXXXXXXXXXXXXXXXX~~ Commendation of

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

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

24 August 1953

Distribution

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

SECRET
SECURITY INFORMATION
CLASSIFICATION

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

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

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)	INITIALS	INITIALS	AGE	GRADE (SS OR BAR)	DATE OF REPORT
			37	GS-16	9 December 1952
DIVISION				COURSE NO.	
PI	PE	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		

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 <input type="checkbox"/>)	1	2	3	4	5										
Devoid of constructive imagination or inventiveness in approach to problems.	Shown only a very limited degree of constructive imagination.	Shown 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 <input type="checkbox"/>)	1	2	3	4	5										
Appeared glib and naive.	Exhibited below average astuteness and discernment.	Displayed adequate judgment and perceptivity.	Displayed above average perceptivity and astuteness.	Displayed exceptional shrewdness and perceptivity.											
C. Industry (NOT OBSERVED <input type="checkbox"/>)	1	2	3	4	5										
Did not show sufficient application of time and effort.	Applied only the minimum amount of time and effort necessary.	Shown 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 <input type="checkbox"/>)	1	2	3	4	5										
Consistently failed to act without being specifically instructed to do so.	Generally exhibited a low level of initiative but occasionally acted on his own.	Normally took steps to implement ideas without external prompting.	Usually displayed enthusiasm and aggressiveness in carrying out projects.	Displayed unusual energy, enthusiasm, and aggressiveness.											
E. Ability to Write (NOT OBSERVED <input type="checkbox"/>)	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 Unable to express self clearly. Presented ideas in groping and incoherent fashion.	2 Lacked fluency or ease in his speech, but meaning usually clear.	3 Displayed reasonable facility in oral expression.	4 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 Frequently alienated his associates.	2 Failed to win social acceptance but did not actively antagonize others.	3 Reasonably effective in his social relations.	4 Displayed definite ability to achieve harmonious relationships with his associates.	5 Unusually effective in his ability to win acceptance from others.
---	--	--	--	--

H. Ability to Influence His Associates (NOT OBSERVED)

1 Withdrew from group activities to a marked degree, failing to influence the thinking and actions of others.	2 Normally socially retiring, opinions rarely affected his associates.	3 Usually participated in group activities, was fairly successful in selling a point or himself.	4 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 Markedly blunt and indiscreet.	2 Frequently said or did something which induced an unfavorable reaction.	3 Reasonably discreet and tactful.	4 Had good discernment for the appropriate thing to say or do.	5 Consistently demonstrated keen perception for fitting speech or conduct.
-------------------------------------	--	---------------------------------------	---	---

J. Adaptation to Training (NOT OBSERVED)

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

COMMENTS

[Large empty box for comments]

C.F.B.
SIGNATURE OF CHIEF INSTRUCTOR

APPROVED

SIGNATURE OF DEPUTY FOR STAFF TRAINING
Robert B. Schaffer

REVIEWED

SIGNATURE OF CHIEF, TRAINING AND EVALUATION
[Signature]

FORM NO. 51-86
OCT 1951

SECRET

(OVER)

SECRET

CONFIDENTIAL
Security Information

UNITED STATES GOVERNMENT

Sections 1 through 4 completed by employee. Type if possible.

1. NAME (Printed) **MICHAEL** CAP RATING **GS-14** SALARY **\$9600.**

Date of assignment to present post **23 Sept. 1952**

2. Description of duties since last efficiency report. (Use most recent first. Describe concisely but fully)

Deputy Chief of Station

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

Courses while on TDY in U.S.

Proficiency in Foreign language	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
			x			x			x

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

TYPING UNIT

SECRETARY

Same

Same

(list one or more in order of preference)

5. Have there been any changes in personal status since original employment or last report - whichever is 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 to duplicate hereto. In the case of marriage, the report will include names, addresses, and citizenship of spouse, father-in-law, mother-in-law, brothers-in-law, and sisters-in-law.

DATE 1 June 1953

* Child born 11 Feb. 1953

CONFIDENTIAL



1. This report through it to be completed by _____
 Date received by this report: 27 Sept. 1952 1 June 1953
 Proposed for report: Annual Special Reassignment of reporting officer
 Proposed Reassignment of employee reported on: _____; Covering initial _____ days
 of employment: _____

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

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

Has employee worked for professional improvement? Yes No

Do you recommend employee for promotion? Yes No

If so, to what grade and for what position? _____

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

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

Rating Factors

	Not Observed	Fair	Good	Very Good	Excellent	Outstanding
A. Ability to work and get along with people					<input checked="" type="checkbox"/>	
B. Interest and enthusiasm in work					<input checked="" type="checkbox"/>	
C. Security consciousness					<input checked="" type="checkbox"/>	
D. Ability to grasp instructions				<input checked="" type="checkbox"/>		
E. Ability to follow instructions					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Ability to obtain results and get things done						<input checked="" type="checkbox"/>
G. Initiative					<input checked="" type="checkbox"/>	
H. Ability to handle and direct					<input checked="" type="checkbox"/>	
I. Dependence on present duties						<input checked="" type="checkbox"/>
J. Ability to evaluate intelligently					<input checked="" type="checkbox"/>	
K. Information					<input checked="" type="checkbox"/>	
L. Accuracy					<input checked="" type="checkbox"/>	
M. Capacity (Non-Gullibility)				<input checked="" type="checkbox"/>		
N. Leadership					<input checked="" type="checkbox"/>	
O. Physical Stamina				<input checked="" type="checkbox"/>		
Q. Mental Stamina					<input checked="" type="checkbox"/>	

10. Indicate your attitude toward having this employee under your command or supervision should you: Definitely not want him Not to have him Satisfied to have him Definitely desire him

CONFIDENTIAL

CONFIDENTIAL

11. Enter here any desired remarks pertaining to particular qualifications or lack thereof which are considered pertinent to the evaluation of this employee. Outstanding assets and/or serious limitations should be stated, also reasons for and recommendations as to reassignment will be given if appropriate to this report.

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

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

17 August 1953

(Date)

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

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

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

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

CONFIDENTIAL

11-31-73

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE	FILE NO.
		26 Dec 73	4908
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	SS NUMBER	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 060947	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) NOCAD	ID CARD NUMBER	
ATTN:	Administrative Officer	OFFICIAL COVER	ESTABLISHED
REF:	Retirement Debriefing		<input checked="" type="checkbox"/>
SUBJECT		UNIT	

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	<input checked="" type="checkbox"/>	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS	<input checked="" type="checkbox"/>
<input type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE		EFFECTIVE DATE: EOD	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR TOY OTHER (Specify)		SUBMIT FORM 3254 <u>CIA</u> W-2 TO BE ISSUED. (HRR 20-11)	<input checked="" type="checkbox"/>
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY		SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY (HRR 20-7)	<input checked="" type="checkbox"/>
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-20)		LAA: CATEGORY I	<input type="checkbox"/>
SUBMIT FORM 1323 TO TRANSFER COVER RESPONSIBILITY.		CATEGORY II	<input type="checkbox"/>
LAA: CATEGORY I	<input type="checkbox"/>	RETURN ALL OFFICIAL DOCUMENTATION TO CCS	<input checked="" type="checkbox"/>
SUBMIT FORM 2588 FOR HOSPITALIZATION CARD		SUBMIT FORM 2588 FOR HOSPITALIZATION CARD	<input checked="" type="checkbox"/>
REMARKS AND/OR COVER HISTORY	<p>THIS COVER IS ON TOP OF FILE</p> <p>DO NOT WRITE IN THE SPACES BELOW</p>		
DISTRIBUTION: COPY 1 - CG PP 270 COPY 2 - OPERATING COMPONENT COPY 3 - OS/S&CO COPY 4 - CL 312 COPY 5 - CG-FILE	GSN/kns		

SECRET

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

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

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

REMARKS AND/OR COVER HISTORY

DISTRIBUTION: (COPY 1 - CS)
 COPY 2 - OPERATING COMPONENT
 COPY 3 - S/CS
 COPY 4 - S/REL/SEC
 COPY 5 - OP
 COPY 6 - SCS - FILE

1551

FORM 100-431

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

2 April 1968

TO: (CHECK)	<input checked="" type="checkbox"/> CHIEF, PERSONNEL OPERATIONS DIVISION	FILE NUMBER	4908
	<input checked="" type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER	060947
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER	
ATTN:	CHIEF SUPPORT STAFF	OFFICIAL COVER	<input checked="" type="checkbox"/> BACKSTOP ESTABLISHED
REF:	VERBAL REQUEST		<input type="checkbox"/> DISCONTINUED
SUBJECT	[]	UNIT	[]

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

<input checked="" type="checkbox"/> ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (opreno 20-800-11)	<input type="checkbox"/> CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (opreno 20-800-11)
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____	DATE (as of COB) _____
B. CONTINUING AS OF YEST EOD	
<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHR 20-7)	<input type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHR 20-7)
<input checked="" type="checkbox"/> ASCERTAIN THAT <u>USMC</u> W-2 BEING ISSUED. (HR 20-681-7)	<input type="checkbox"/> RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
<input checked="" type="checkbox"/> SUBMIT FORM 1522 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-20)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
<input checked="" type="checkbox"/> SUBMIT FORM 1525 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-20)	
CONCUR IN ISSUANCE	<input type="checkbox"/> HAS HOSPITALIZATION CARD <input type="checkbox"/> HAS HOSPITALIZATION CARD

REMARKS AND/OR COVER HISTORY

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

1551

SECRET

SECRET

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

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

Block Records:
(OPMERS 20-800-11)

a. Temporarily for _____ days, effective _____

b. Continuing, effective: _____ **POD**

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

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

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

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

Concur in issuance

AGE Hospitalization card.
NACS

THIS RECORD MUST REMAIN ON TOP OF FILE

67/19
Copy 1-PHO Copy 2-Operating Component
Copy 4-DCI/OPFB Copy 5-File

501

SECRET

1771-10-811

DNSS 2 JAN 74

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

Donohue/P: B

01P

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

3 NATURE OF PERSONNEL ACTION
RETIREMENT (VOLUNTARY) UNDER CIA
RETIREMENT AND DISABILITY SYSTEM

4 EFFECTIVE DATE
MO DA YR
12 31 73

5 CATEGORY OF EMPLOYMENT
REGULAR

6 FUNDS
Y TO V
CF TO V
Y TO CF
CF TO CF

7 FAN AND NBSA
4221 0117 0000

8 CSC OR OTHER LEGAL AUTHORITY
PL 88-643 SECT 233

9 ORGANIZATIONAL DESIGNATIONS
DDO/PLANS STAFF
CAREER MANAGEMENT GROUP

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

12 POSITION NUMBER
0040

11 SERVICE DESIGNATION
D

OCCUPATIONAL SERIES
36.01

16 GRADE AND STEP
17 5

17 SALARY OF RATE
36000

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

AREA FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

18 STATION CODE
19 OFFICIAL CODE
24 HOURS CODE
25 DATE OF BIRTH
26 DATE OF GRADE
27 DATE OF REP.
28 SOCIAL SECURITY NO.
29 SEPARATION DATA CODE
30 GRADE AND STEP
31 GRADE AND STEP
32 SOCIAL SECURITY NO.
33 SOCIAL SECURITY NO.
34 SOCIAL SECURITY NO.
35 SOCIAL SECURITY NO.
36 SOCIAL SECURITY NO.
37 SOCIAL SECURITY NO.
38 SOCIAL SECURITY NO.
39 SOCIAL SECURITY NO.
40 SOCIAL SECURITY NO.
41 SOCIAL SECURITY NO.
42 SOCIAL SECURITY NO.
43 SOCIAL SECURITY NO.
44 SOCIAL SECURITY NO.
45 SOCIAL SECURITY NO.
46 SOCIAL SECURITY NO.
47 SOCIAL SECURITY NO.
48 SOCIAL SECURITY NO.
49 SOCIAL SECURITY NO.
50 SOCIAL SECURITY NO.
51 SOCIAL SECURITY NO.
52 SOCIAL SECURITY NO.
53 SOCIAL SECURITY NO.
54 SOCIAL SECURITY NO.
55 SOCIAL SECURITY NO.
56 SOCIAL SECURITY NO.
57 SOCIAL SECURITY NO.
58 SOCIAL SECURITY NO.
59 SOCIAL SECURITY NO.
60 SOCIAL SECURITY NO.
61 SOCIAL SECURITY NO.
62 SOCIAL SECURITY NO.
63 SOCIAL SECURITY NO.
64 SOCIAL SECURITY NO.
65 SOCIAL SECURITY NO.
66 SOCIAL SECURITY NO.
67 SOCIAL SECURITY NO.
68 SOCIAL SECURITY NO.
69 SOCIAL SECURITY NO.
70 SOCIAL SECURITY NO.
71 SOCIAL SECURITY NO.
72 SOCIAL SECURITY NO.
73 SOCIAL SECURITY NO.
74 SOCIAL SECURITY NO.
75 SOCIAL SECURITY NO.
76 SOCIAL SECURITY NO.
77 SOCIAL SECURITY NO.
78 SOCIAL SECURITY NO.
79 SOCIAL SECURITY NO.
80 SOCIAL SECURITY NO.
81 SOCIAL SECURITY NO.
82 SOCIAL SECURITY NO.
83 SOCIAL SECURITY NO.
84 SOCIAL SECURITY NO.
85 SOCIAL SECURITY NO.
86 SOCIAL SECURITY NO.
87 SOCIAL SECURITY NO.
88 SOCIAL SECURITY NO.
89 SOCIAL SECURITY NO.
90 SOCIAL SECURITY NO.
91 SOCIAL SECURITY NO.
92 SOCIAL SECURITY NO.
93 SOCIAL SECURITY NO.
94 SOCIAL SECURITY NO.
95 SOCIAL SECURITY NO.
96 SOCIAL SECURITY NO.
97 SOCIAL SECURITY NO.
98 SOCIAL SECURITY NO.
99 SOCIAL SECURITY NO.
00 SOCIAL SECURITY NO.

EOD DATA

11 NET PREFERENCE
12 SERV COMP DATE
13 LONG COMP DATE
14 CAREER CATEGORY
15 FEDERAL TAX DATA
16 FEDERAL TAX DATA
17 FEDERAL TAX DATA
18 FEDERAL TAX DATA
19 FEDERAL TAX DATA
20 FEDERAL TAX DATA
21 FEDERAL TAX DATA
22 FEDERAL TAX DATA
23 FEDERAL TAX DATA
24 FEDERAL TAX DATA
25 FEDERAL TAX DATA
26 FEDERAL TAX DATA
27 FEDERAL TAX DATA
28 FEDERAL TAX DATA
29 FEDERAL TAX DATA
30 FEDERAL TAX DATA
31 FEDERAL TAX DATA
32 FEDERAL TAX DATA
33 FEDERAL TAX DATA
34 FEDERAL TAX DATA
35 FEDERAL TAX DATA
36 FEDERAL TAX DATA
37 FEDERAL TAX DATA
38 FEDERAL TAX DATA
39 FEDERAL TAX DATA
40 FEDERAL TAX DATA
41 FEDERAL TAX DATA
42 FEDERAL TAX DATA
43 FEDERAL TAX DATA
44 FEDERAL TAX DATA
45 FEDERAL TAX DATA
46 FEDERAL TAX DATA
47 FEDERAL TAX DATA
48 FEDERAL TAX DATA
49 FEDERAL TAX DATA
50 FEDERAL TAX DATA
51 FEDERAL TAX DATA
52 FEDERAL TAX DATA
53 FEDERAL TAX DATA
54 FEDERAL TAX DATA
55 FEDERAL TAX DATA
56 FEDERAL TAX DATA
57 FEDERAL TAX DATA
58 FEDERAL TAX DATA
59 FEDERAL TAX DATA
60 FEDERAL TAX DATA
61 FEDERAL TAX DATA
62 FEDERAL TAX DATA
63 FEDERAL TAX DATA
64 FEDERAL TAX DATA
65 FEDERAL TAX DATA
66 FEDERAL TAX DATA
67 FEDERAL TAX DATA
68 FEDERAL TAX DATA
69 FEDERAL TAX DATA
70 FEDERAL TAX DATA
71 FEDERAL TAX DATA
72 FEDERAL TAX DATA
73 FEDERAL TAX DATA
74 FEDERAL TAX DATA
75 FEDERAL TAX DATA
76 FEDERAL TAX DATA
77 FEDERAL TAX DATA
78 FEDERAL TAX DATA
79 FEDERAL TAX DATA
80 FEDERAL TAX DATA
81 FEDERAL TAX DATA
82 FEDERAL TAX DATA
83 FEDERAL TAX DATA
84 FEDERAL TAX DATA
85 FEDERAL TAX DATA
86 FEDERAL TAX DATA
87 FEDERAL TAX DATA
88 FEDERAL TAX DATA
89 FEDERAL TAX DATA
90 FEDERAL TAX DATA
91 FEDERAL TAX DATA
92 FEDERAL TAX DATA
93 FEDERAL TAX DATA
94 FEDERAL TAX DATA
95 FEDERAL TAX DATA
96 FEDERAL TAX DATA
97 FEDERAL TAX DATA
98 FEDERAL TAX DATA
99 FEDERAL TAX DATA
00 FEDERAL TAX DATA

POSTED
1-3-74
JER

15

~~10/31~~ H-31

8888

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

DMSC 2 JAN 74

1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT								
				12 31 73		REGULAR								
5. RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM				7. PAY AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY								
<table border="1"> <tr> <td rowspan="2">FUNDS</td> <td><input checked="" type="checkbox"/></td> <td>V TO V</td> <td>V TO CF</td> </tr> <tr> <td></td> <td>CF TO V</td> <td>CF TO CF</td> </tr> </table>				FUNDS	<input checked="" type="checkbox"/>	V TO V	V TO CF		CF TO V	CF TO CF	4221 0117 0000		PL 88-643 SRCT 233	
FUNDS	<input checked="" type="checkbox"/>	V TO V	V TO CF											
		CF TO V	CF TO CF											
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION										
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION								
OPS OFFICER CH				0043		D								
14. CLASSIFICATION SCHEDULE (GS, IS, 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 OF OTHER AUTHENTICATOR														

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

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

KHN: 12 OCT 73

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION										
1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)								
3 NATURE OF PERSONNEL ACTION				4 EFFECTIVE DATE		5 CATEGORY OF EMPLOYMENT				
REASSIGNMENT				09 21 73		REGULAR				
6 FUNDS		X V TO V		V TO CF		7 FAN AND NSCA		8 CSC OR OTHER LEGAL AUTHORITY		
		CF TO V		CF TO CF		4221 0117 0000		50 USC 403 J		
9 ORGANIZATIONAL DESIGNATIONS					10 LOCATION OF OFFICIAL STATION					
DDO/PLANS STAFF CAREER MANAGEMENT GROUP					WASH., D.C.					
11 POSITION-TITLE					12 POSITION NUMBER		13 SERVICE DESIGNATION			
OPS OFFICER CH.					0049		D			
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)			15 OCCUPATIONAL SERIES		16 GRADE AND STEP		17 SALARY OR RATE			
GS			0136.01		17 4		36000			
<p>"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."</p>										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING		22 STATION CODE	23 INTEGRAL CODE	24 MONTH CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI	
37	10	37325 PS		75013						
28 DATE EXPIRES		29 SPECIAL REFERENCE		30 RETIREMENT DATA		31 SEPARATION DATA CODE		32 SELECTION / CORRELATION DATA		
								33 SECURITY REG NO		
35 NET PREFERENCE		36 SERV COMP DATE		37 LONG COMP DATE		38 CAREER CATEGORY		39 LEGAL / HEALTH INSURANCE		
								40 SOCIAL SECURITY NO		
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE				42 LEAVE CAT. CODE		43 FEDERAL TAX DATA			44 STATE TAX DATA	
45				46		47			48	
SIGNATURE OR OTHER AUTHENTICATION										
<div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;"> <p>POSTED</p> <p><i>[Signature]</i></p> </div>										

RCS: 30 JULY 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		5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT				07 01 73		REGULAR					
6. FUNDS		V TO V		V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY			
X						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, LB, PK)			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		22. STATION CODE	23. INTEGRATE CODE	24. PUNTS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LET.
37	10	37135	PS	75013							
28. NOTE ENTRIES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY INFO		34. SEC.	
								EOD DATA			
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEEDBACK HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODES		43. FEDERAL TAX DATA				44. STATE TAX DATA	
1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE LESS THAN 3 YEARS 4. BREAK IN SERVICE MORE THAN 3 YEARS						1. YES 2. NO NO TAX EXEMPTIONS				1. YES 2. NO STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION											
FROM: NOCAD						<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 8-1-73 </div>					

14-00000
"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

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

BS: 21 MAR 72

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT						
REASSIGNMENT		03 03 72			REGULAR						
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
X		CF TO V		CF TO CF		2231 4148 0000		50 USC 403 J			
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		22. STATION CODE	23. RESERVE CODE	24. HONORARY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF EIS		
37	18	54997 NOCA		75013							
28. PATE OFFICES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. REPARATIONS DATA CODE		32. COMPENSATION CLASSIFICATION DATA		33. SECURITY REG. NO.	34. SEA
								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 MPS					<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="font-size: 24px; margin: 0;">POSTED</p> <p style="margin: 0;">3-22-72 1/1</p> </div>						

FORM 535 11-50 1179 6-73

Use Previous Edition

SECRET

Obtained from electronic, micrographic and other information

(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	DPGN.	FUNDS	GR-STEP	NEW SALARY
		52	100	V GS 17 4	\$36,000

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		5. CATEGORY OF EMPLOYMENT			
PROMOTION				11 28 71		REGULAR			
6. FUNDS		V TO V		V TO CF		7. Financial Analyst No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
X						2221 2886 (XX)0		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 (OS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY GRADE		
GS			0136.01		17 4		35801		
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. Emphy Code	21. OFFICE CODING		22. STATION CODE	23. VETERAN CODE	24. INTRN Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF SER
22	10	52100	MPS	75013		1		11 28 71	11 28 71
28. DATE EMPLOYED		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Continuation Circumstances from		33. SECURITY HQ NO	
								EOD DATA	
34. YEL. PREFERENCE		35. SERV. COMP. DATE		36. LONG COMP. DATE		38. CAREER CATEGORY		39. LEGAL HEALTH INSURANCE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;">7 DEC 1971</p> </div>									

POSW 1150
344 87g 6-70

Use Previous Edition

SECRET

12-1
Excluded from automatic
downgrading and
declassification

(When Filled In)

31

H 36

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUND		5. LWOP HOURS	
				32 100		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	6	\$32,819	08/24/69	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						DATE			
<i>Carol M. ...</i>						11/15/71			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAIVER PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAIVER PERIOD									
WITHIN GRADE PAY SUSPENDED UNTIL 14 NOV 71 EFFECTIVE DATE RETAINED DATE OF LAST EQUIVALENT INCREASE									
CLERKS INITIALS				AUDITED BY					
BEK				<i>[Signature]</i>					
FORM 7-68 560 E		Use previous editions		PAY CHANGE NOTIFICATION				(4-51)	

AUG 15 15 11 71

RECEIVED

824

SECRET
(When Filled In)

DDP: 12 MAR 71

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS.			
4. EFFECTIVE DATE MO DA YR 03 21 71		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS K		7. Financial Analysis No. Chargeable 1221 2800 0000	
8. V TO V CF TO V		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DDP/MISSIONS AND PROGRAMS STAFF OFFICE OF THE CHIEF		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPS OFFICER CH		12. POSITION NUMBER 0001	13. SERVICE DESIGNATION D.
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0130.01	16. GRADE AND STEP 16 6	17. SALARY OR RATE 32819
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE COORDINATOR	22. REPORTING CODE	23. PERSONNEL CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF SER.
15	10	62100	NPS	75113				
28. RATE CAPSULE	29. SPECIAL PREFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction of Classification Data	EOD DATA			33. SECURITY REG. TAG
34. SEL. PREFERENCE	35. SEPA CONF. DATE	36. SEPA CONF. DATE	37. CAREER CATEGORY	38. FEDERAL HEALTH INSURANCE		39. SOCIAL SECURITY NO.		
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE		41. CIVILIAN SER. (SOC)	42. FEDERAL TAX DATA		43. STATE TAX DATA			

SIGNATURE OR OTHER AUTHENTICATION

LOSTED
MAR 3 1971

"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 [REDACTED] SERIAL ORGN. FUNDS GR-STEP NEW SALARY
 [REDACTED] 52 150 CF GS 16 6 \$32,819

36 H

AUG 16 1969

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				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	225,873 28384	08/27/67	GS 16	6	326,640 29219	08/24/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
[REDACTED]				3 June 1969					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS				[REDACTED]					
FORM 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 11476 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 [REDACTED] 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
		52	150	CF GS 10 5	\$23,778	\$25,879

SECRET
(When Filled In)

JLB: 12 JUN 58

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT		06 12 58			REGULAR				
6. FUNDS		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY					
V TO V		V TO CF		8121 2857 0000 50 USC 403 J					
CF TO V		X		CF TO CF					
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			
DPS OFFICER				0008		D			
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		16 5		23778			
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTERVIEW CODE	24. PHRASE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET
37	10	32150	MPS	75013					
28. HIRE EMPLOY		29. SERVICE REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. Correction/Concentration Data	
XX XX XX								FOD DATA	
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG. COMP. DATE		36. CAREER CATEGORY		37. REG. HEALTH INSURANCE	
1000									
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE				39. LEAVE CAT. CODE		40. FEDERAL TAX DATA		41. STATE TAX DATA	
CODE									

FROM O/PPD

POSTED

6-13-58

FILED

COMMUNICATIONS SECTION

DATE

INITIALS

FORM 1150-1
1-58
May 1957

Use Previous Edition

SECRET



When Filled In

14-00000

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

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

E-4

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. SINCE		5. LWOP HOURS	
				02 350		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.									
SIGNATURE							DATE		
							June 1967		
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS									
FORM 560 E Use previous editions									
PAY CHANGE NOTIFICATION (4-51)									

COMPENSATION TAX DIV

AUG 77

RS

UUUU

L 1

FJH: 15 AUG 65

SECRET
(When Filled In)

OEB

NOTIFICATION OF PERSONNEL ACTION

7. SERIAL NUMBER		8. EFFECTIVE DATE		9. CATEGORY OF EMPLOYMENT	
[REDACTED]		07 30 66		REGULAR	
11. NATURE OF PERSONNEL ACTION			7. COST CENTER NO. CHARGEABLE		
RESIGNATION			7123 0369 0000		
6. FUNDS		8. CSC OR OTHER LEGAL AUTHORITY			
V TO V					
CF TO V		X		CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/DOD US FIELD			[REDACTED]		
11. CLASSIFICATION SCHEDULE (GS, LB, etc.)			13. OCCUPATIONAL SERIES		17. SALARY OR RATE
GS			0136.08		22085
16. GRADE AND STEP			17. SALARY OR RATE		
16 4			22085		

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOYER CODE	21. OFFICE CODING	22. STATION CODE	23. INTEREST CODE	24. EMPLOY CODE	25. DATE OF BIRTH	26. DATE OF GRAD	27. DATE OF LEF
45	10							
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTIVE SEPARATION DATE	33. SECURITY	34. SEA	EOD DATA	
			1500091					
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEES/HEALTH INSURANCE	40. SOCIAL SECURITY US			
41. PREVIOUS GOVERNMENT SERVICE DATA			42. SERVIC. CAT.	43. FEDERAL EMP. DATA	44. STATE EMP. DATA			

SIGNATURE OR OTHER AUTHENTICATION

POSTED
AUG 27 1965

SECRET
(When Filled In)

FORM 101 APR 65

NOTIFICATION OF PERSONNEL ACTION

000

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

3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	4. EFFECTIVE DATE NO. MO. YR. 08 01 65	5. CATEGORY OF EMPLOYMENT REGULAR
--	--	--------------------------------------

6. FUNDS	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 6123 0300 0000 PL 68-043 SECT. 203	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF		

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

11. POSITION TITLE CHIEF OF BASE	12. OFFICE DESIGNATION 0261
-------------------------------------	--------------------------------

13. CLASSIFICATION SCHEDULE (GS, LB, WY)	14. OCCUPATIONAL SERIES	15. GRADE AND STEP	16. SALARY OR RATE
GS	0136.08	16 3	20245

19. 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 1
BY [Signature]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

23. ACTION CODE	24. EMPLOY CODE	25. OFFICE CODING NUMERIC ALPHABETIC 43020 000	26. STATION CODE 75020	27. INTEGRATE CODE	28. ACQUIS. CODE	29. DATE OF BIRTH MO. DA. YR.	30. DATE OF GRADE MO. DA. YR.	31. DATE OF LET MO. DA. YR.	
							08 1 30 64	08 1 30 64	
32. DATE EXPIRES MO. DA. YR.	33. SPECIAL REFERENCE 1 - CDC 2 - PICA 3 - NONE	34. RETIREMENT DATA CODE	35. SEPARATION DATA DATA CODE	36. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	37. ZOD DATA			38. SECURITY RID NO.	39. SEA
40. VET. PREFERENCE CODE 0 - NONE 1 - 5 YR. 2 - 10 YR.	41. SERV. COMP. DATE MO. DA. YR.	42. LONG. COMP. DATE MO. DA. YR.	43. CAREER CATEGORY CODE CAN. RESV. PROV. TEMP.	44. FEGLI / HEALTH INSURANCE CODE 0 - NONE 1 - YES	45. SOCIAL SECURITY NO.				
46. PREVIOUS GOVERNMENT SERVICE DATA LOWA 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)		47. LEAVE CAT. CODE	48. FEDERAL TAX DATA FORM EXEMPTED CODE 0 - YES 1 - NO		49. STATE TAX DATA FORM EXEMPTED 0 - YES 1 - NO				

SIGNATURE OR OTHER AUTHENTICATION

[Handwritten Signature]

JCD: 12 NOV 64

SECRET
(When Filled In)

OAB										NOTIFICATION OF PERSONNEL ACTION															
1. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT CAREER										4. EFFECTIVE DATE MO. DA. YR. 10 25 64					5. CATEGORY OF EMPLOYMENT REGULAR										
6. FUNDS			V TO V			V TO CP			7. COST CENTER NO. CHARGEABLE 5129 0369 0000					8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J											
9. ORGANIZATIONAL DESIGNATIONS DDP/DOD U. S. FIELD										10. LOCATION OF OFFICIAL STATION															
11. POSITION TITLE OPS OFFICER										12. POSITION NUMBER 0261					13. SERVICE DESIGNATION D										
14. CLASSIFICATION SCHEDULE (SS, LS, etc.) CS					15. OCCUPATIONAL SERIES 0136.01					16. GRADE AND STEP 6 3					17. SALARY OR RATE 20245										
18. REMARKS										<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED ON <i>[Signature]</i> 10/27/64 </div>															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																									
19. ACTION CODE 13		20. EMPLOY CODE 10		21. SERVICE CODING MILITARY DOMESTIC 43620 000				22. STATION CODE 75020		23. INTEGREE CODE		24. HOURS CODE 2		25. DATE OF BIRTH MO. DA. YR. 08 30 64				26. DATE OF GRADE MO. DA. YR. 08 30 64				27. DATE OF LEI MO. DA. YR. 08 30 64			
28. HIR. EXPIRES NO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. CSC 2. AFRICA 3. NONE CODE 1				31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE NO. DA. YR.				33. SECURITY REQ. NO. 00000				34. SER. MI							
35. VET. PREFERENCE CODE 1		36. SERV. COMP. DATE MO. DA. YR. 08 42 19				37. LONG COMP. DATE MO. DA. YR. 28 32				38. CAREER CATEGORY CODE C				39. FEGLI / HEALTH INSURANCE CODE NO. DA. YR. 1 - YES HEALTH INS. CODE				40. SOCIAL SECURITY NO.							
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1				42. LEAVE CAT. CODE 3				43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO CODE 0				44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO CODE 0				45. STATE CODE									
SIGNATURE OR OTHER AUTHENTICATION																									
										<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED <i>[Signature]</i> 10/13/64 </div>															

Jgd

JGD: 12 NOV 64

SECRET
(When Filled In)

DEF

NOTIFICATION OF PERSONNEL ACTION

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

3. ACTION RESIGNATION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
	MO. DA. YR. 10 24 1964	REGULAR

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

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

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		27. STATION CODE	28. INTEGREE CODE	29. HOURS CODE	35. DATE OF BIRTH	36. DATE OF GRADE			37. DATE OF LEI
45	10	NUMERIC	ALPHABETIC					MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	
23. NTE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY FIG. NO.		34. SEC	
MO. DA. YR.		1 - CSC 2 - FICA 3 - NONE	CODE		18DC091	TYPE	MO. DA. YR.	EOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE	0 - NONE 1 - 5 PT. 2 - 10 PT.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	CODE	CODE	0 - WAIVER 1 - YES	HEALTH INS. CODE		
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA			44. STATE TAX DATA		
CODE	0 - NO PREVIOUS SERVICE 1 - NO DEDUCTION LEAVE 2 - DEDUCTION SERVICE (LESS THAN 3 YRS) 3 - DEDUCTION SERVICE (MORE THAN 3 YRS)			CODE		PUSH EXECUTED	CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	NO. TAX STATE CODE
						1 - YES 2 - NO			1 - YES 2 - NO		

SIGNATURE OR OTHER AUTHENTICATION!

COPIED
JGD 11/12/64

REF: 16 OCT 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)										
REASSIGNMENT	4. EFFECTIVE DATE			3. CATEGORY OF EMPLOYMENT							
	MO. DA. YR.			REGULAR							
4. FUNDS	V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE			8. CSC OR OTHER LEGAL AUTHORITY			
	CF TO V		CF TO CF		5129 0369 0000			50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DDP/DOD. US FIELD											
11. POSITION TITLE					12. POSITION NUMBER			13. SERVICE DESIGNATION			
OPS OFFICER					0261			D			
14. CLASSIFICATION SCHEDULE (GS, LW, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0135.01		16 3		20245				
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTERPLE CODE	24. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI
37	10	43620	000	75020	2						
28. NTE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. COERT		33. SECURITY REG. NO.		34. SEX	
			1 - CSC 2 - FICA 3 - NONE					EOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEHLT/HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CAR. COMP. TEMP.		CODE		CODE	
1 - 5 P.P. 2 - 10 P.P.								1 - YES 2 - NO			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE				CODE	FORM EXEMPTED			FORM EXEMPTED			
1 - NO PREVIOUS SERVICE 2 - BREAK IN SERVICE 3 - BREAK IN SERVICE LESS THAN 3 YEARS 4 - BREAK IN SERVICE MORE THAN 3 YEARS					1 - YES 2 - NO			1 - YES 2 - NO			
SIGNATURE OF OTHER AUTHENTICATION											
FROM: FE - 2											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center; margin: 0;">POSTED</p> <p style="text-align: center; margin: 0;">OCT 16 1964</p> <p style="text-align: center; margin: 0;"><i>Col</i></p> </div>											

FORM 11-62 1150

Use Previous Edition

SECRET

FORM 1
Issued 7-64
GPO: 1964 O-328-000

(When Filled In)

DLG: 30 SEPT 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT	
PROMOTION (CORRECTION)		REGULAR	
6. FUNDS		7. COST CENTER NO. (CHANGEABLE)	
<input type="checkbox"/> V TO V <input type="checkbox"/> V TO CP <input checked="" type="checkbox"/> CP TO V <input type="checkbox"/> CP TO CP		5137 1568 0000	
9. ORGANIZATIONAL DESIGNATIONS		8. CSC OR OTHER LEGAL AUTHORITY	
DDP FE FE OFFICE OF THE CHIEF		50 USC 403 J	
11. POSITION TITLE		10. LOCATION OF OFFICIAL STATION	
OPS OFFICER DCOS			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		12. SERVICE DESIGNATION	
GS		D	
15. OCCUPATIONAL SERIES		13. POSITION NUMBER	
0136.01		3003	
16. GRADE AND STEP		17. SALARY OR RATE	
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. DATE	21. OFFICE CODING		22. ACTION CODE	23. EMPLOYEE CODE	24. HOURS	25. DATE OF GRADE	26. DATE OF LET
		NUMERIC	ALPHABETIC				MO. DA. YR.	MO. DA. YR.
23. HIC EXPIRES	27. SPECIAL REFERENCE	28. RETIREMENT DATA		29. SEPARATION DATA CODE	30. CORRECTION CODE	31. SECURITY REG. NO.		32. SEN
MO. DA. YR.		1. CSC	2. PICA			EOD DATA		
33. VLT. PREFERENCE	34. SERV. COMP. DATE	35. LONG. COMP. DATE	36. CAREER CATEGORY		37. HEALTH INSURANCE		38. SOCIAL SECURITY NO.	
CODE	MO. DA. YR.	MO. DA. YR.	1. 24	2. 25	3. 26	HEALTH INS. CODE		
39. PREVIOUS GOVERNMENT SERVICE DATA			41. LEAVE EST. CODE	42. FEDERAL TAX DATA		43. STATE TAX DATA		
CODE				1. YES	2. NO	1. YES	2. NO	3. EXEMP.

SIGNATURE OR OTHER AUTHENTICATION

POSTED

relisley mcy

FORM 1150
11-62

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 PROMOTION (CORRECTION)				4. EFFECTIVE DATE MO. DA. YR. 08 30 64		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		5137 1566 0000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION			
DDP FE FE OFFICE OF THE CHIEF									
11. POSITION TITLE OPS OFFICER DCOS						12. POSITION NUMBER 3003		13. SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 03 1 16 3		17. SALARY OR RATE 14860 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. EMPLOYER CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. VARIATION CODE	23. INITIATOR CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF ENTRY MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. NIE EXPIRES MO. DA. YR.	29. SPECIAL PREFERENCE	30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - TYPE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY RFG. NO.		34. SEP.
35. VET. PREFERENCE CODE	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY TYPE		39. FEUILI/HEALTH INSURANCE CODE		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE			42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM DISBURSED 1 - YES 2 - NO		44. STATE TAX DATA CODE		45. STATE CODE EXEMPT.	

SIGNATURE OF OTHER AUTHENTICATION

POSTED
09/18/64 [Signature]

SECRET 16 SEP 1964

28 AUG 64

SECRET
(When Filled In)

ODF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)					
3. NATURE OF PERSONNEL ACTION							
PROMOTION		4. EFFECTIVE DATE					
		08 30 64					
5. CATEGORY OF EMPLOYMENT		REGULAR					
6. FUNDS		7. COST CENTER NO. (CHARGEABLE)					
<table border="1"> <tr> <td>V TO V</td> <td>V TO CP</td> </tr> <tr> <td>CP TO V</td> <td>CP TO CP</td> </tr> </table>		V TO V	V TO CP	CP TO V	CP TO CP	8. CSC OR OTHER LEGAL AUTHORITY	
V TO V	V TO CP						
CP TO V	CP TO CP						
		5137 1566 0000 50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION					
DDP FE FE OFFICE OF THE CHIEF							
11. POSITION TITLE		12. SERVICE DESIGNATION					
OPS OFFICER DCOS		D					
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES					
GS		0136.01					
16. GRADE AND STEP		17. SALARY OR RATE					
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	22. STATION CODE	23. INITIATOR CODE	24. RESIGN CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	45380 FE	37537	1	3		08 30 64	09 30 64
28. HIRE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTIONAL INSTITUTION DATA	EOD DATA		33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. SICK/HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA			

SIGNATURE OR OTHER AUTHENTICATION

POSTED
09/15/64 [Signature]

SECRET
(When Filled In)

OLE: 20 SEPT 64

NOTIFICATION OF PERSONNEL ACTION

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

[Redacted]

3. NATURE OF PERSONNEL ACTION 4. EFFECTIVE DATE 5. CATEGORY OF EMPLOYMENT
CONVERSION [Redacted] 08 1 25 64 REGULAR

6. FUNDS 7. COST CENTER NO. CHARGEABLE 8. CSC OR OTHER LEGAL AUTHORITY
V TO V V TO CF 5137 1563 0000 50 USC 1103 J
CF TO V X CF TO CF

9. ORGANIZATIONAL DESIGNATIONS 10. LOCATION OF OFFICIAL STATION
DDP FE FOREIGN FIELD
FE [Redacted]
OFFICE OF THE CTEP [Redacted]

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

14. CLASSIFICATION SCHEDULE (GS, FS, 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 SYMBOL 22. SECTION CODE 23. INTEGRAL CODE 24. POSITION CODE 25. DATE OF BIRTH 26. DATE OF DECEASE 27. DATE OF LEI 28. TITLE EXPIRES 29. SPECIAL USE REFERENCE 30. RETIREMENT DATA 31. SEPARATION DATA CODE 32. CORRECTIVE/RECONSTRUCTION DATA 33. SECURITY REF. NO. 34. SEC. 35. VET. PREFERENCE 36. SERVA. COMP. DATE 37. LONG. COMP. DATE 38. CAREER CATEGORY 39. FECLU/HEALTH INSURANCE 40. SOCIAL SECURITY NO. 41. PREVIOUS GOVERNMENT SERVICE DATA 42. RESV. ENT. CODE 43. FEDERAL TAX DATA 44. STATE TAX DATA

ROD DATA

POSTED
[Handwritten signature]

SIGNATURE OR OTHER AUTHENTICATION

45 380 CF

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

9 Remarks and Authentication

/ / NO EXCESS LWOP 03
 / / IN PAY STATUS AT END OF WAITING PERIOD 7/2
 / / LWOP STATUS AT END OF WAITING PERIOD
 CLERKS INITIALS AUDITED BY

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

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

PAY CHANGE NOTIFICATION

Form 560
9-61

Obsolete Previous Edition

(451)

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

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
[Redacted]	[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 11

OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PS	LS	ADJ
GS 15	3	\$14,380	12/11/60	GS 15	4	\$14,700	00/10/61			

3
742

/ / NO EXCESS LWOP / / EXCESS LWOP
 / / IN PAY STATUS AT END OF WAITING PERIOD
 / / IN LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS AUDITED BY

PAY CHANGE NOTIFICATION

SECRET
(WHEN FILLED IN)

742

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

PAY CHANGE NOTIFICATION

560 OBSOLETE PREVIOUS EDITION
 SUPPLIES FORM 9000, AND 5800.

SECRET OFFICIAL PERSONNEL FOLDER (4)

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

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

EMMETT D. 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			4. Vet. Pref.		5. Sex		6. CS - EOD		
					Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-2		Code 1 M 1		Mo. Da. Yr.		
08 06 42		1 50 USCA 403										09 28 52		
8. CSC Rmtl.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FEGLI		12. LCD			13. Int. Serv. Cntr. Ltn	
Mo. Da. Yr.		Yes-1 Code			Mo. Da. Yr.			Yes-1 Code		Mo. Da. Yr.			Yes-1 Code	
08 06 42		1 50 USCA 403								09 28 52				

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE FE/ [redacted] DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171		[redacted]				37587	
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occas. Series	
Dept - 1 USMIL - 3 Frgn - 5		Code 5 OPS OFFICER				3936		G2		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		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		29. Type Of Employee		Code		30. Separation Data	
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		34. Position Title				35. Position No.		36. Serv.		37. Occas. Series	
Dept - 1 USMIL - 3 Frgn - 5		Code 5 OPS OFF (D COS)				2003		G2		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
03 15 2		\$ 11660 13070		01		12 15 57		12 11 60		0137 7351 3000	

44. Remarks

TOLBERG

[Signature]

CS
SECRET
(WHEN FILLED IN)

742

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
						DDP/FE -11		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 15	1	\$12,770	12	15	57	GS 15	2	13,070	06	14	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	3 742 70 12 5/3/59 10/16 1/30/59 AH					
14. AUTHENTICATION											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM 57, 560b

SECRET

PERSONNEL FOLDER (4)

SECRET

1
ARE: MAY 1959

NOTIFICATION OF PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Prof.		5. Sex		6. C. LOD			
					Mo. Da. Yr.			Non-0 Code		M 1		Mo. Da. Yr.			
								5 Pt-1				09 28 52			
								10 Pt-9							
7. SCD		8. CSC Catmt.		9. CSC Or Other Legal Authority			10. Asmt. Affidav.			11. FEGLI		12. LCD		13. <small>ALL SERV</small> <small>CO</small>	
Mo. Da. Yr.		Yrs - 1 Code		Yrs - 2			Mo. Da. Yr.			Yrs - 1 Code		Yrs - 2		Code	
08 06 42		1		50 USCA 403 J						09 28 52				2	

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FE DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 1 USfld - 3 Fign - 5		5		AREA OPS OFF		3936		GS		0135.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. P.I. Date		43. Appropriation Number	
15 1		\$ 12770		DI		Mo. Da. Yr. 12 15 57		Mo. Da. Yr. 06 14 59		3 3735 55 005	

44. Remarks
SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

[Handwritten signature and stamp]

SECRET

NOTIFICATION OF PERSONNEL ACTION

APR: 19 MAY 1959

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

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE FE DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587	
16. Dept. Field		17. Position Title		18. Position No.				19. Serv.		20. Occup. Series	
Unit - 1 Field - 3 Ftn - 5		Code		3936				GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade / 25. In Date				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			29. Type Of Employment			Code		30. Separation Data	
		58		05 08 59			REGULAR			04			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP FE FE DEPUTY FOR OPERATIONS OFFICE OF THE CHIEF				5171						37587	
33. Dept. Field		34. Position Title		35. Position No.				36. Serv.		37. Occup. Series	
Unit - 1 Field - 3 Ftn - 5		POL ASST 1ST SEC* OPS OFFICER		3936				GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade / 42. In Date				43. Appropriation Number	
03 15 1		\$ 12770		D1		12 15 57 06 14 59				9 3735 55 005	

POSTED
0.12.59
[Signature]

SECRET

(4)

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	\$11,510	\$12,770

GORDON H. 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. Prof.		5. Sex		6. CS - FOD					
						Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-2		Code		Mo. Da. Yr.					
									M 1		09 28 52							
7. SCD			8. CSC Fmstr.		9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FEGLI		12. LCD		13. Other			
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	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 USHD - 4 Fgen - 6	Code	I.O. FI STF CH				3448		GS		0136.51			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade			25. PSI Due			26. Appropriation Number	
14 5		\$ 11180		01		Mo. Da. Yr. 09 28 52			Mo. Da. Yr. 03 22 59			8 3700 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		Mo. Da. Yr. 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 USHD - 4 Fgen - 6	Code	I.O. FI STF CH				3448		GS		0136.51			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade			42. PSI Due			43. Appropriation Number	
15 1		\$ 11610		01		Mo. Da. Yr. 12 15 57			Mo. Da. Yr. 06 14 59			8 3700 20	

44. Remarks

POSTED
25 1-5-58

SECRET
(When Filled In)

91077

NOTIFICATION OF PERSONNEL ACTION														
DMG														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prod.		5. Sex		6. CS-EOD	
						Mo. Da. Yr.			10 Pr-1 10 Pr-2		M 1		Mo. Da. Yr.	
													07 28 52	
10. Appt. Authority														
11. FEGLI														
12. LCO														
13. Emp. Sta.														
Mo. Da. Yr.		Yes-1 No-2		Code		10. Appt. Authority			Yes-1 No-2		Code		13. Emp. Sta.	
08 06 42		No-2		1		50 USCA 403 J			Yes-1 No-2		07 28 52		No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FE BRANCH 1 OFFICE OF THE CHIEF						WASH. D. C.					
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept - 2 USHD - 4 Prgn - 6		Code		AREA OPS OF DEP BR CH		0110		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14 5		\$ 11180		01		1				8 3700 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee				Code		30. Separation Data	
REASSIGNMENT		56		12 05 57		REGULAR				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 USHD - 4 Prgn - 6		Code		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	
14 5		\$ 11180		01		02 122 152		03 122 152		8 3700 20	
44. Remarks											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p align="center">POSTED</p> <p align="center">JP 12/2/57</p> </div>											

SECRET
(WHICH FILLED IN)

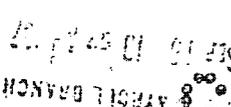
1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
						DDP/FE		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
14	4	\$10,965	03	25	56	14	5	\$11,180	09	22	57
REMARKS											
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. 560
1 MAR 55

SECRET

PERSONNEL FOLDER (41)

SECRET
(WHICH FILLED IN)

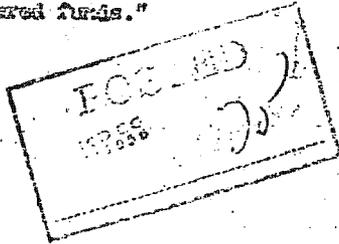
1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
						DDP/FE		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
14	4	\$10,965	03	25	56	14	5	\$11,180	09	22	57
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						10. NUMBER OF HOURS LWOP					
10. IF EXCESS LEAVE LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						11. 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											
<p style="text-align: center;">  HAROLD BANCH PERIODIC STEP INCREASE - AUTHENTICATION </p>											

FORM NO. 560B
1 MAR 55

SECRET

PERSONNEL FOLDER (41)

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
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment 01				
6. EFFECTIVE DATE DCB 16 Dec 1956		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 403 j		
FROM 10 (VI) NYF-2302 OS-0136.51-1A \$10,965.00 per annum DDP/VE Branch 1 Operations Staff		TO Area Ops Off - Dep Br. Ch. NY-110 OS-0136.01-1A \$10,965.00 per annum DDP/VE Branch Office of the Chief		
9. POSITION TITLE		10. ORGANIZATIONAL DESIGNATIONS 512301		
11. HEADQUARTERS 2		12. FIELD OR DEPT L Washington, D. C.		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 10. POINT OTHER		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> SD/DI		
15. SET		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
16. APPROPRIATION FROM: 7-3735-55-005 TO: 7-3700-20 750-13		18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		
20. REMARKS: 3 MOD 09/28/56 "Transfer TO Vouchered funds FROM Unvouchered funds." 				
ENTRANCE PERFORMANCE RATING: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10				
Director of Personnel		SIGNATURE OR OTHER AUTHENTICATION		

4. PERSONNEL FOLDER COPY

713 12/14/56

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

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

A. REMARKS (Use reverse if necessary)

T/O Change

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

15. VETERAN PREFERENCE NONE MAIL OTHER, 5 PT. 10 POINT DISAB. OTHER	16. POSITION CLASSIFICATION ACTION NEW VICE I.A. REAL	SD: DIO
---	--	---------

17. SUBJECT TO C. S. REFINEMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
--	---	---

20. STANDARD FORM 50 REMARKS

SCOTTED
MAR 1956

USED IN LIEU OF SF50
POST OFFICE OF PERSONNEL
ACTION

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. ON POS CONTROL	<i>WLR</i>		
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	<i>WLR 5/1/56</i>		
E.			

F. _____ *10 May '56*

16-57227-4

PERIODIC STEP INCREASE CERTIFICATION

(When Filled In)

U. S. GOVERNMENT PRINTING OFFICE: 1974-330030

1. Agency and organizational designation _____
 account number when appropriate _____

2. Payroll period _____

3. Check No. **JV**

4. Slip No. _____

5. Grade and salary **GS-14 \$10,750.00**

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

10. Remarks _____

11. Appropriation(s) **FE/5**

12. Prepared by **afw 1/10**

13. Audited by _____

Periodic step increase Pay adjustment Other step-increase

14. Effective date **25 Mar 56**

15. Date last approved **26 Sep 54**

16. Old salary rate **\$10,750.00**

17. New salary rate **\$10,965.00**

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

No excess LWOP. Total excess LWOP _____

19. Signature _____

20. Initials of Clerk _____

STANDARD FORM NO. 1125-Rev. 1954
 Form prescribed by Comp. Gen., U. S.
 October 19, 1954, General Regulations No. 102

CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY *W*

UNVOUCHERED

F. J. ...
 1/24/55
John

REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) [Redacted]	2. DATE OF BIRTH [Redacted]	3. REQUEST NO.	4. DATE OF REQUEST 20 Dec 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: JAN 16 1955	

FROM— I.O. (FI) BFF-459 GS-0136.51-14 \$9800.00 p/a 19 000.00 DDP/FE [Redacted] Military Element Office of the Deputy Chief	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	TO— I.O. (FI) BFF-2302-14 GS-0136.51-14 \$9800.00 p/a DDP/FE 19 000.00 [Redacted] Deputy for FI Operations Staff
---	--	---

A. REMARKS (Use reverse if necessary)
 PROMOTION TO FBI EXECUTIVE
 SALARY ADJUSTED TO: 10750

Signature: [Redacted] (wmd)
 Title: F. J. ... 1 Jan 55

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

21. STANDARD FORM 50 REMARKS
 ATTACHED BY
 FI OFFICE CONTROL UNIT
 1 Jan '55
 1/24/55

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

F. APPROVED BY: [Signature] Special

1-14-55 Rec'd

1. Agency and organizational designations		2. Pay roll #		3. Basic No.		4. Slip No.	
[blank]		[blank]		UV		[blank]	
[blank]		5. Grade and salary		GS-11, \$9000			
PAY ROLL CHANGE DATA							
	BASE	OV	TIME	GROSS PAY	RET.	TAX	NET PAY
7. Previous normal							
8. New normal							
9. Pay this period							
10. Remarks				11. Appropriation		12. Prepared by	
FINANCE DIVISION				FBI		12 Aug 53	
						13. Audited by	
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase							
14. Effective date	15. Date last equivalent	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.			
26 Sep 53	27 Mar 53	\$9800	\$10,000				
19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s))							
<input type="checkbox"/> No excess LWOP. Total excess LWOP				<input type="checkbox"/> Excess LWOP			
STANDARD FORM NO. 11263-Rev. 11-5-53 Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 122							

PAY ROLL CHANGE SLIP—PERSONNEL COPY

[Handwritten signature]

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

2300
 2/17/54
 1/1

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]		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 Feb 1954	
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: FEB 28 1954	

FROM - I.O. (Ops) S-7 GS-132-14 \$9800.00 p/a DDP/FE [Redacted] Military Element Office of the Deputy Chief [Redacted]	9. POSITION TITLE AND NUMBER	10 - I.O. (FI) BFR-459 GS-0136-51-14 \$9800.00 p/a
	10. SERVICE GRADE AND SALARY	Same
	11. ORGANIZATIONAL DESIGNATIONS	Same
	12. HEADQUARTERS	Same
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	13. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

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

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION
NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input checked="" type="checkbox"/> 10 POINT DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>	NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/> CD: FI

15. SEX (MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/> N <input checked="" type="checkbox"/> W <input type="checkbox"/>	16. APPROPRIATION FROM: 3735-55-005 TO: SAME	18. SUBJECT TO U.S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---	--	--	---	---

21. STANDARD FORM 50 REMARKS

POSTED

[Signature]

22. CLEARANCES	INITIALS OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	Jm	17 Feb 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[Signature]	17 Feb 54	
E.			

F. APPROVED BY: [Redacted] [Redacted] 17 Feb 54

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

REQUEST FOR PERSONNEL ACTION

EMPLOYER'S USE ONLY

200000
6/15/53
PT

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

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

FROM: I.O. <i>3-1</i> <i>CS-14</i> <i>v. 800</i> BOP/PA [Redacted] OPC Team [Redacted]	9. POSITION TITLE AND NUMBER	TO: I.O. <i>(OPC)</i> <i>CS-14-14</i> <i>Slot #7</i> <i>8800</i> BOP/PA [Redacted] Military Element Officer of the Deputy Chief
10. SERVICE, GRADE, AND SALARY	11. ORGANISATIONAL DESIGNATIONS	12. HEADQUARTERS
13. FIELD OR DEPARTMENTAL	14. FIELD OR DEPARTMENTAL	15. FIELD OR DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
From JCU, OPC Team Slot #1 (class 800) *FE-1*
Subject entered on duty in the field 28 Sept 1952
DATE: MAY 21 1953

APPROVED BY
FI CAREER SERVICE BOARD

B. REQUESTER [Redacted] Personnel Officer	D. REQUEST APPROVED BY [Redacted] Signature: Title: <i>1/CHO</i>
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	

13. VETERAN PREFERENCE NONE <input type="checkbox"/> WITH OTHER <input checked="" type="checkbox"/> 5 PT. <input checked="" type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. OTHER <input type="checkbox"/>	14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/>
---	--

15. SEX <i>M</i>	16. RACE <i>MW</i>	17. APPROPRIATION FROM: <i>2735-55-005</i> TO: <i>5000</i>	18. SUBJECT TO U.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE STATE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
------------------	--------------------	--	---	---	---

21. STANDARD FORM 50 REMARKS
[Redacted]

POSTED
[Signature]

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

23. APPROVED BY
[Redacted]

SECRET
SECURITY INFORMATION

1. Agency and organizational designations CENTRAL INTELLIGENCE AGENCY				2. Pay roll		3. Check No. 117		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. Now normal									
9. Pay this period									
10. Remarks: Delay due to admin error				11. Appropriation(s) YK 03			12. Prepared by 5/7/53		
							13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase									
14. Effective date	15. Date last equivalent	15. 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:				<input type="checkbox"/> Check applicable box in case of excess LWOP <input type="checkbox"/> LWOP status at end of reporting period					
Period(s):				<input type="checkbox"/> No excess LWOP. Total excess LWOP: _____					
STANDARD FORM NO. 11204-Rev. 12-52 Form prescribed by Comp. Gen., U. S. Nov. 3, 1950, General Regulation No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY					

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

10/21/52
989

NAME	[Redacted]	DATE	15 July 1952
NATURE OF ACTION	Excepted Appointment	EFFECTIVE DATE	23 Sept. 52
TITLE	FROM	TO	I.O.
GRADE AND SALARY			GS-14, 89600
OFFICE			OSO
DIVISION			FE
BRANCH			C - OFC Team, Slot #1
OFFICIAL STATION			[Redacted] 3739

DU	[Redacted]	EXECUTIVE	[Redacted]
ELA	[Redacted]		

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS YES 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 23 Sept. 52

FOOTNOTED
In 22 Oct 52

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

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

Allot. #3739

N.B.

Collection that subject is now at P. 14

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]

4/20/73
Date

E 2 IMPDET
[REDACTED]

15 JUL 1973
119

SECRET

Fitness Report - [redacted]

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

[redacted]

8 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 1972
lof

SECRET

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.
Cord Meyer, Jr.

Assistant Deputy Director for Plans

I have noted this report:

5/30/72
Date

[redacted]

Comments of reviewing official:

Fully correct.

31 May 72
Date

[redacted]

Thomas H. Karamessines
Deputy Director for Plans

SECRET

SECRET

16 February 1971

MEMORANDUM FOR: Director of Personnel
SUBJECT: Fitness Report (Special) -
[redacted]

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

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

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

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

25 FEB 1971

SECRET

SECRET

5. [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: Conner

Cord Meyer, Jr.

Cord Meyer, Jr.
Assistant Deputy Director for Plans

18 Feb 71
Date

SECRET

SECRET

9 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Special) -
[redacted]

060747-6514 - M/S - D

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

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

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

SECRET

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:

Conner

Carl Meyer, Jr.
Carl Meyer, Jr.

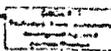
Assistant Deputy Director for Plans

10 Feb 70
Date

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				060947	
SECTION A GENERAL					
1. NAME (Last) _____ (Middle) _____		3. SEX M		4. GRADE GS-16	5. SD D
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/MPS/PRG	8. CURRENT STATION Hqs	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 30 April 1969			12. REPORTING PERIOD (From - to) 1 January 1968 - 31 March 1969		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 SEE ATTACHED					RATING LETTER
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER



SECRET

7 APR 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report (Annual) -
[REDACTED]

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

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

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

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

SECRET

SECRET

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

5. In carrying out the functions enumerated in paragraph 4, above, [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
Date

Reviewing Official

Conner

Cord Meyer, Jr.
Assistant Deputy Director for Plans

8 April 69
Date

SECRET

CONFIDENTIAL
(When filled in)

TRAINING REPORT

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

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

COURSE OBJECTIVE:

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

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

Chief Instructor

28 MAR 1968

Date

CONFIDENTIAL
(When filled in)

SECRET

18 APR 1968

MEMORANDUM IN LIEU OF FITNESS REPORT

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

REFERENCE: HR 20-20c(2)

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

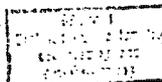
2. [REDACTED] assignment as Program Analyst involved: (a) reviewing and evaluating Agency activities, principally covert action programs; (b) participating in special in-depth studies of selected Agency activities; (c) preparing the Covert Action Program Memorandum for the Director's approval and submission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

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

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

7 MAY 1968

SECRET



SECRET

5. [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 [redacted] work. He has not been transferred to MPS/DDP.

[redacted]

22 April 1968

Chief, Planning and Programming Division, O/PPB (date)

SECRET

SECRET

11 APR 1967

MEMORANDUM IN LIEU OF FITNESS REPORT

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

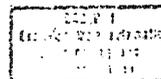
2. [REDACTED] assignment as Program Analyst involves:
(a) reviewing and evaluating Agency activities or programs, principally in the areas of clandestine collection and covert action; (b) participating in special in-depth studies of selected Agency activities; (c) preparing Program Memoranda for the 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.

21 APR 1967

SECRET



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]

Chief, Planning and Programming Division, O/PPB

11 April 1967
(date)

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

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

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

Name:

Date of Birth:

Sex: Male

Grade: GS-10

SD: D

Official Title: Chief of Base

Assignment: DDP

Current Station:

Appointment: Career

Reporting Period: 1 April 1966-15 August 1966

Report: Reassignment Supervisor
Reassignment Employee

POSTED ON
Handwritten signature

During the past four months Subject has been in 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:

BY SUPERVISOR

Months under my supervision
19 months

Date: 5 - AUG 1966 COS/US

BY REVIEWING OFFICIAL

Concur.

23 AUG 1966
MEH

Date: 8 August 1966

C/DO
SECRET

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

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

26 SEP 1966

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

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

FOR THE DIRECTOR OF TRAINING:

Attachments:

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

GROUP 1
excluded from automatic
downgrading and
declassification

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

SECRET
(When Filled In)

REPORT OF TRAINING AT NON-CIA FACILITY (Forward Original and One)											
TO : Director of Training ATTN : Registrar/TH THROUGH: Training Officer	FROM : 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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">TRANSCRIPT OF NOTES</td> <td style="text-align: center;">YES</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="font-size: small;">CERTIFICATE OF COMPLETION</td> <td style="text-align: center;">YES</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">NO</td> </tr> </table>	TRANSCRIPT OF NOTES	YES	<input checked="" type="checkbox"/>	NO	CERTIFICATE OF COMPLETION	YES	<input checked="" type="checkbox"/>	NO		
TRANSCRIPT OF NOTES	YES	<input checked="" type="checkbox"/>	NO								
CERTIFICATE OF COMPLETION	YES	<input checked="" type="checkbox"/>	NO								
7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE. <div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>											
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.											

SECRET

glet

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 1965

SECRET

[Handwritten signatures and stamps]

8

SECRET

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

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

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

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

CERTIFICATION AND COMMENTS

BY EMPLOYEE

(not available for signature)

Date: [redacted]
Mos. under my supervision
15 months

BY SUPERVISOR

Date: 30 MAR 1966

COS/US

BY REVIEWING OFFICIAL

Concur.

Date: 6 APR 1966

C/DO

[redacted]
C. Tracy Barnes

SECRET

SECRET

Jaw

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

POSITION ON
July-Aug 65

[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. [Redacted] 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

COS/US

Date: 24 MAR 1965

BY REVIEWING OFFICIAL

Date: *25 Mar 65*

C/DO

C. Tracy Barnes

SECRET

021
 [Stamp]

ME

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

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

Certification:
By Employee:

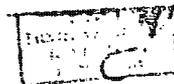
This memorandum was read by Subject and discussed with him in draft. He left the area on TDY and so cannot sign it.

By Supervisor: 23 April 1964

[REDACTED]
Chief of Station

8 JUN 1964

CONFIDENTIAL



14-00000
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

23 MAY 1964

Date

CONFIDENTIAL

S E C R E T

TRAINING REPORT

READING TECHNIQUES (EXECUTIVE WORKSHOP)

Name	Sex	Dates of Course	No. of Students
	M	24 Jun-19 Jul 57	3
	ROD Date	Grades or Rank	Office
	28 Sept 1952	GS-14	FI/FR
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 main principles of effective reading as Course I-7, Reading Techniques, emphasizing flexibility in reading different subjects for different purposes. Lectures, discussions, and practice exercises are well arranged and very timely. Since these are the only courses often required in executive reading.

III. Evaluation of Results:

[] satisfactorily completed Reading Techniques (Executive Workshop) which was conducted each morning from 0700 to 0830.

FOR THE DIRECTOR OF TRAINING:

[]

S E C R E T

SECRET

(When filled in)

11-41		LANGUAGE DATA RECORD		
1609117				
PART I-GENERAL				
1. NAME (Last-First-Middle)			2. DATE OF BIRTH	
3. LANGUAGE		4. TODAY'S DATE		5. <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
		MONTH	DAY YEAR	
		April	24 1957	
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY, RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
<input checked="" type="radio"/> 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY, RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY, RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING; BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.				
<input checked="" type="radio"/> 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, 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.				
<input checked="" type="radio"/> 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II-LANGUAGE ELEMENTS		OFFICE OF PERSONNEL
SECTION D. Speaking (41)		MAY 7 9 59 AM '57
1.	I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS. I CONFIDE IN ALL FIELDS WITH WHICH I AM FAMILIAR.	
2.	I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS. I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS. MAIL ROOM	
3.	I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.	
4.	I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.	
5.	I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.	
SECTION E. Understanding (34)		
1.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE. I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
2.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE. I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.	
3.	I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE. I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.	
4.	I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE. I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.	
5.	I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.	
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.		
PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)		
1.	I HAVE HAD EXPERIENCE AS A TRANSLATOR.	
2.	I HAVE HAD EXPERIENCE AS AN INTERPRETER.	
3.	NONE OF THE ABOVE STATEMENTS APPLY.	
4.	NONE OF THE ABOVE STATEMENTS APPLY.	
PART IV-CERTIFICATION		
<p>I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-119, MAR. 1949. 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.</p>		
DATE DICTATED	TITLE	
4/24/57		
1443	C	E

Transmitted VIA
ZNYT 10,314

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

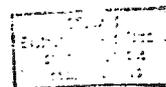
Serial Number [redacted] GS-15, D Designee, EDCS, [redacted]

Read by [redacted]

Date: 1 M [redacted]

20 JUN 1963
me

SECRET



000000
OCT
1962

Handwritten mark

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] [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

320000

SECRET
(When Filled In)

FITNESS REPORT	EMPLOYEE SERIAL NUMBER
-----------------------	------------------------

SECTION A GENERAL			
1. NAME (Last) (First) (Middle)		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	
<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL
		<input type="checkbox"/> REASSIGNMENT/SUPERVISOR	
		<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD	
		From 1 Apr 60 to 31 Mar 61	
		To SPECIAL (Specify)	

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 In the absence of COS, acts as Station Chief		RATING NO. 6	SPECIFIC DUTY NO. 2		RATING NO. 6	
SPECIFIC DUTY NO. 2 As Deputy Chief of Station, supervises Station operational effort and intelligence production X/A 12		RATING NO. 6	SPECIFIC DUTY NO. 3		RATING NO.	
SPECIFIC DUTY NO. 3 Makes recommendations to COS on Station operational program, cover and personnel		RATING NO. 6	SPECIFIC DUTY NO. 4		RATING NO.	

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION	
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.	
<ul style="list-style-type: none"> 1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 5 - 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 OF PERSONNEL

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

JUN 1 2 52 PM '61

Subject is a superior officer in every important respect. He is intelligent, imaginative, resourceful and has balanced judgment. He understands administrative procedures and knows how to make them work. As a supervisor, he is firm and fair, and achieves the respect of his subordinates. As a subordinate, he is unfailingly loyal and helpful. He has a good overall grasp of the intelligence business and maintains a healthy attitude of common sense with respect to operations. He is especially useful because of his great knowledge of and long experience in personalities and psychology, yet I consider he would be a superior officer and supervisor in any other context. His personal character is of the best.

SECTION F CERTIFICATION AND COMMENTS

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

DATE SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 18 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION 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 Chief of Station

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 23 MAY 1961 OFFICIAL TITLE OF REVIEWING OFFICIAL CFE SIGNATURE

SECRET
(When Filled In)

Recorded
CSRS

81

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	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR				
			X ANNUAL	REASSIGNMENT/EMPLOYEE				
PENDING	DECLINED	DENIED	SPECIAL (Specify)					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD						
31 May 60		From 27 Jun 59 - 31 Mar 60 To						
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).								
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding		
SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.					
As Deputy for Operations, supervised Station operational effort and intelligence production.	6	In the absence of COS, acts as Station Chief.	6					
SPECIFIC DUTY NO. 2	RATING NO.	SPECIFIC DUTY NO. 5	RATING NO.					
Makes recommendations to COS on Station operational program, cover and personnel.	6							
SPECIFIC DUTY NO. 3	RATING NO.	SPECIFIC DUTY NO. 6	RATING NO.					
	6							
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.								
<ul style="list-style-type: none"> 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

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE
27 Apr 1960

SIGNATURE
[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

SIGNATURE
[redacted]

NO SIGNATURE

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION:

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

William V. Broe

SECRET

SECRET
(When Filled In)

31 JUL 1959

V-4
JUL 1959

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
160947

SECTION A GENERAL

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

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

7. CAREER STAFF STATUS: NOT ELIGIBLE, MEMBER, DEFERRED, PENDING, DECLINED, DENIED

8. TYPE OF REPORT: ANNUAL, REASSIGNMENT/SUPERVISOR, REASSIGNMENT/EMPLOYEE

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

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

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, 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.

<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 	RATING NO. 5
--	------------------------

SECTION D DESCRIPTION OF THE EMPLOYEE

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

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING				
			1	2	3	4	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)

CHIEF OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS OTHER (Specify):

DATE 22 July 1959 OFFICIAL TITLE OF SUPERVISOR 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 22 July 1959 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Far East Division SIGNATURE

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-170. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A.

GENERAL

1. NAME		2. SER	3. SERVICE DESIGNATION
DDP/FE/FI/Hqs		M	DI
5. OFFICE		6. OFFICIAL POSITION TITLE	
Chief, FE/FI		IC (FI)	
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15		December 1957 - August 1958	
10. TYPE OF REPORT (Check one)		SPECIAL (Specify)	
<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

4. THIS REPORT IS BY	5. SUPERVISOR	6. SUPERVISOR'S OFFICIAL TITLE
WILLIAM V. BROE		Deputy Chief, FE Division

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

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

I certify that any substantial difference of opinion between the supervisor and the rating official is reflected in the above section.	<input type="checkbox"/> SHOWN ON ATTACHED SHEET
8. OFFICIAL TITLE OF RATING OFFICIAL	9. OFFICIAL TITLE OF SUPERVISOR
Chief, FE Division	Chief, FE Division

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

FORM NO. 45 (Part I) 1 NOV 55

REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE.

SECRET

Performance 2000000000

SECRET

(When Filled In)

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERVIEWS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
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.

SEP 15 11 52 AM '58
MAIL ROOM

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

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

[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 team. Compare him with others doing similar work of about the same level.

- 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

6
RATING NUMBER

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL 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 M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/FE/FI/Hqs		6. OFFICIAL POSITION TITLE Chief, FE/FI TC (IT)	
7. GRADE GS-15	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (inclusive dates) Dec 1957 - Aug 1958	
10. TYPE OF REPORT (Check one)	INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT I AM A SUPERVISOR OF THE INDIVIDUAL BEING RATED		EST JUDGEMENT OF THE INDIVIDUAL BEING RATED	
A. THIS DATE 2 Sept 1958	B. TYPED OR PRINTED NAME W	C. OFFICIAL TITLE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, FE Division
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED NO DIFFERENCE OF OPINION IN ATTACHED MEMO.			
A. THIS DATE 2 Sept 1958	B. TYPED OR PRINTED NAME OFFICIAL Alfred C. Oliver, Jr.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL	D. SUPERVISOR'S OFFICIAL TITLE 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 | 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, rate the rating in the "potential" column.

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

SECRET
(When Filled In)

OFFICE OF PERSONNEL

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

4. COMMENTS CONCERNING POTENTIAL

SEP-15 11 52 AM '68
MAIL ROOM

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

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

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

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 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 NEEDED ARISING	4	12. SHOWS ORIGINALITY	4	22. FULFILLS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	4	24. BOWS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN cope WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report. FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials.

SECTION A. GENERAL

1. NAME (Last, First, Middle) 2. DATE OF BIRTH 3. SEX M 4. SERVICE DESIGNATION DI 5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE Chief, FE/PI 7. GRADE GS-15 8. DATE REPORT DUE IN OP 20 January 1958 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) March 1957 - December 1957 10. TYPE OF REPORT (Check one) INITIAL 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 "I" IN CI OR D, A WARNING LETTER HAS GONE TO CIVILIAN 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.

D. THIS DATE 10 Jan. 58 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Vernct L. Gresham D. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, Far East Div.

7. 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 2/3/58 Posted For Control 2/10/58 Reviewed by P.C.

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

SECTION C. JOB PERFORMANCE EVALUATION

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

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

COMMENTS: 5 INSERT RATING NUMBER

SECRET

(When Filled In)

OFFICE OF PERSONNEL

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICERS	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.

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

SPECIFIC DUTY NO. 1 Acting Chief of Branch	RATING NUMBER 6	SPECIFIC DUTY NO. 4 <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	RATING NUMBER 6
SPECIFIC DUTY NO. 2 Has and Uses Area Knowledge	RATING NUMBER 6	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3 Coordinates with other offices	RATING NUMBER 6	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.

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

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

SECRET

(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, self and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

Form with fields for NAME (Last, First, Middle), DATE OF BIRTH, SEX (M, F), SERVICE DESIGNATION, OFFICE DIVISION BRANCH OF ASSIGNMENT, OFFICIAL POSITION TITLE, GRADE, DATE REPORT DUE IN OF, PERIOD COVERED BY THIS REPORT, TYPE OF REPORT (Initial, Annual, Reassignment-Supervisor, Reassignment-Employee), SPECIAL (Specify).

SECTION F.

CERTIFICATION

Form with fields for SUPERVISOR'S OFFICIAL TITLE, DATE, OFFICIAL TITLE OF REVIEWING OFFICIAL, DATE, and ESTIMATE OF POTENTIAL.

SECTION G.

ESTIMATE OF POTENTIAL

POTENTIAL TO ASSUME GREATER RESPONSIBILITIES. DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work. 1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED. 2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED. 3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES. 4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES. 5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING. 6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL. 7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES.

1. 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 on the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

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 on the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

Table with columns for ACTUAL, POTENTIAL, and DESCRIPTIVE SITUATION. Rows 1-4 describe supervisory levels: 1. Above those the rated has direct control (second line supervisors), 2. Above those the rated has direct control (first line supervisors), 3. Same control with immediate subordinates as 1st row, 4. Same immediate subordinates as 1st row and direct and also supervisory responsibilities.

SECRET

(When Filled In)

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

4. COMMENTS CONCERNING POTENTIAL
 After many years [redacted] without any hq. duty, subject is now ^{needed by} ~~needed~~ hq. experience. He has shown great adaptability and versatility in two ^{of his} ~~two~~ responsible hqs. positions. **MAIL ROOM**

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
 Subject should remain at hq. at least another year in order that he may further broaden his experience.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
 Subject is married and has six children ranging in age from 3 to 14 years.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE AND MAKE POINT OF VIEW	4	11. HAS HIGH STANDARD OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
4	2. CAN MAKE DECISIONS OR USE COMMON SENSE	4	12. SHOWS INITIATIVES	4	22. IMPLEMENTS DECISIONS REGARDLESS OF HOW FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	5	14. ACCEPTS HIS CRITICISMS	4	24. DOESN'T BELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR HIS KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
5	6. SHOWS WISE TO OTHERS	5	16. DOES HIS JOB WITHOUT EXCESSIVE SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. CAPABLE OF NEW SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS ENERGY FOR HIS WORK	4	18. IS DETAILED	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. DOES THINGS WELL	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN WORK WITH SUPERVISORS	4	20. COMPLETES ASSIGNMENTS WITHIN ESTABLISHED TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS:

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report. FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials.

SECTION A.

GENERAL

1. NAME (First, Middle), 2. DATE OF BIRTH, 3. SEX, 4. SERVICE DESIGNATION, 5. OFFICE DIVISION BRANCH OF ASSIGNMENT, 6. OFFICIAL POSITION TITLE, 7. GRADE, 8. DATE REPORT DUE IN OP, 9. PERIOD COVERED BY THIS REPORT, 10. TYPE OF REPORT

SECTION B.

CERTIFICATION

1. FOR THE MATERIAL THIS REPORT HAS OR HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL, THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS, I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS

B. THIS DATE, C. SIGNED OR PRINTED NAME OF SUPERVISOR, D. SUPERVISOR'S OFFICIAL TITLE, 7. FOR THE REVIEWING OFFICER

Posted For Control, Reviewed by FUC, DATE APR 11 1957

I certify that any substantial difference of opinion with the supervisor is reflected in the above section, A. THIS DATE, B. SIGNED OR OFFICIAL, C. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION C.

1. RATING ON GENERAL PERFORMANCE OF DUTIES, 2. DISCUSSION: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period.

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

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

SECRET

STATE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

APR 18 2 47 PM '57

DIRECTIONS:

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

<ul style="list-style-type: none"> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING 	<ul style="list-style-type: none"> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDIVIDUAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICERS WRITES REGULATIONS PREPARES CORRESPONDENCE 	<ul style="list-style-type: none"> CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEVELOPS SOURCES KEEPS INDEX DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA
--	--	---

8. 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 - INCOMPLETE 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 - EXCELLS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
----------------------------------	---	---

SPECIFIC DUTY NO. 1 Assists Branch Chief in Management and supervision of Branch	RATING NUMBER 4/5	SPECIFIC DUTY NO. 4 Provides operational and administrative guidance to field station.	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Gen. Supervision of CE, Liaison and CP ops. of Branch	RATING NUMBER 5	SPECIFIC DUTY NO. 5 (Empty)	RATING NUMBER (Empty)
SPECIFIC DUTY NO. 3 Conducts Liaison with other Agency elements and outside agencies.	RATING NUMBER 6	SPECIFIC DUTY NO. 6 (Empty)	RATING NUMBER (Empty)

3. NARRATIVE DESCRIPTION OF QUALITY 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.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF QUESTIONABLE SUITABILITY - SHOULD NOT HAVE ASSIGNED 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 FINE 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 QUALIFIED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? 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 (G) no later than 30 days after the due date indicated in item B of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SER M	4. SERVICE DESIGNATION D1
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/FE/1		6. OFFICIAL POSITION TITLE Deputy Chief, FE/1		
7. GRADE GS-14	8. DATE REPORT DUE IN OP April 30, 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 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: 16 April 1957

B. TYPED OR PRINTED NAME: [Redacted]

C. OFFICIAL TITLE: Chief, FE/1

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

A. THIS DATE: 16 April 1957

B. TYPED OR PRINTED NAME: [Redacted]

C. OFFICIAL TITLE OF REVIEWING OFFICIAL: Deputy Chief, FE

SECTION G.

ESTIMATE OF POTENTIAL

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

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

2. SUPERVISORY POTENTIAL

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

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

SECRET

(When Filled In)

OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
6 months

2. COMMENTS CONCERNING POTENTIAL
When he is unsure of himself in new problems, he tends to trade on his ^{Apr 18 2 42 PM '57} and his emotional feeling for a situation or a person resulting in a vacillation of attitude and an inconsistency that limits his effectiveness. ^{Wherwan Room} had past experience he generally makes sound decisions.

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
He has a large family (six children) and would like to return to the field after enough Headquarters experience.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

4 - 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 WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4/5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	5	23. IS INFLUENTIAL ON OTHERS
3	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	3	24. REMAINS WELLS UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	3/4	25. DISPLAYS JUDGEMENT
5	6. ASKS WHEN TO BEER ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	3/4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS EVIDENCE FOR FACTS	4	18. IS HESITANT	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 COME WITH EMERGENCIES	4/5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DOES NOT REQUIRE STANDING AND CONTINUOUS SUPERVISION

SECRET

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

18 January 1957

MEMORANDUM FOR RECORD

THROUGH: Staff Training Officer

SUBJECT: Completion of Operational Management Course for FE Personnel

1. FE/VI, 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:

Chief Instructor, Basic Management

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

SECRET

18 December 1956.

MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report on [redacted]

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

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

[redacted]
Chief, FE/1

Attachment

SECRET
(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization election board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

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

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

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

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

SECTION I

LEAVE <input type="checkbox"/> USE ONLY <input type="checkbox"/>		1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
4. GRADE	5. STATION DESIGNATION (Current)		M	GS-11 D1
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. (E-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	DATE
<i>[Signature]</i>	11 JAN 1957
Posted Pos. Control	
Reviewed by PUD	<i>[Signature]</i> 1-14-57

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

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

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In) **OFFICE OF PERSONNEL**
SECTION IV

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

On the left hand side of the page below are a series of statements. **JAN 18 10 49 AM '57** apply in each of these 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 to allow you to make finer distinctions if you so desire. Look at the statement on the left, then check the category on the right which best tells how such statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means **PAJ RADM** no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

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

SECRET

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGNS ALL OTHER CONSIDERATIONS:
Office of Personnel
Performances hampered 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 YES. JAN 10, 10 49 AM '57
Shrinks from assuming 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 field assignment, should keep up his knowledge of the 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.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

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

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

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

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

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

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

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

SECRET

SECRET

CUMULATIVE TRAINING RECORD					DATE
					1 25 October 1956
NAME			PROJECTED PERSONNEL ACTION		
			PROMOTION	<input checked="" type="checkbox"/>	ASSIGNMENT
			ROTATION	<input type="checkbox"/>	OTHER (Explain)
FROM:			TO:		FOO
I.O. (VI), GS-14			Area Ops Off, GS-14, Hqs.		Boyt 52
X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
	BASIC ORIENT. ALSO BIC, BITC, ROC, BTP, PH I			BIC OPS. 1 2 3 4 5	
	CLAND. W & T ALSO OC, PH II	27 Oct- 26 Nov 52		WAR. OPS 1 2 3 4 5	
	CLAND. OPS. ALSO AIC, AITC, ADC, CAI, PH III			CLAND. FLD. ACT. 1 2 3 4 5 6	
	RESISTANCE OPS ALSO PH, I-III, III, RAFF			SURVIVAL 1 2 3 4 5 6	
	CLAND. SERV. BTP	19 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	
	TRACRAFT PHASE ADMIN PHASE			SMALL ARMS. FAM. OTHER TRAINING	
	REPORTS			BIC	1-5 Dec 52
	ORDER OF BATTLE				
	COUNTERESPIONAGE				
	AGY. 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				
	ROC. IMPROVE.				
	BASIC SUPV.				
	BASIC UGMT.			PRE-TEST	
	BALLOON OPS.			ASSESSMENT	

REMARKS:

- CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS BACKGROUND EXPERIENCE TRAINING.
- 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.

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. THESE RECOMMENDATIONS HAVE NOT BEEN MET.

DIVISION TRAINING OFFICER
[Signature]

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: []

SECRET

TRAINING REPORT

CLANDESTINE SERVICES REVIEW NO. 14

NAME	SEX	DATES OF COURSE	NO. OF STUDENTS
[REDACTED]	Male	24 September - 12 October 1952	42
	ECD DATE	GRADE OR TERM	OFFICE
[REDACTED]	29 September 1952	GS-14	FE/1
EMPLOYED AGENCY OR PRESENT POSITION			
Chief, [REDACTED]		FE-1	

I. OBJECTIVES

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

II. SPECIFIC CHARACTERISTICS OF COURSE:

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

III. CERTIFICATION OF COURSE COMPLETION:

[REDACTED]

has attended the entire course.

FOR THE DIRECTOR OF TRAINING:

[REDACTED]

Chief, Instructor
Clandestine Services Review

SECRET

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

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

SECTION I

1. NAME OF RATER (True)	2. SEX	3. SERVICE DESIGNATION
	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. (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 these 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 [Signature] DATE Sept 56
 Posted Post Control _____
 Reviewed by PUD [Signature]

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF RECEIVING OFFICIAL IN FIELD (True)
Robert H. LINN	
3. THIS REPORT WAS <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED	
4. DATE REPORT AUTHENTICATED AT HOC.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS
23 March 1956	

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL

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

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

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

SECRET

(When Filled In)

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

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, WHY?
APR 3 1 58 PM '56
MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?
P&F training, and refresher course, if available, in FI ops.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person): Subject has an excellent knowledge of the area, its people, and language and is able to use this knowledge with great resultant benefits to his work.

SECTION VI

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

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.
 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
 2. BARELY ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.
IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.
 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION. IMPOSED BY RESTRICTIONS. REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BOTHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE.
 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BARRING AN UNEXPECTED, OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO HAVE A CAREER IN THE ORGANIZATION.
 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities, as normally indicated by promotion.
 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating, skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.
 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
 2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
 3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
 4. A TYPICAL EMPLOYEE. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

SECRET
(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

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

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

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

Posted For Control **B7 2-15-55**

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

A

SECTION I

FOR HEADQUARTERS USE ONLY		DATE OF BIRTH	R. SEX	S. SERVICE DESIGNATION
			M	00-1035D-P1
4. GRADE	5. STATION DESIGNATION (Current)			
GS-11				
6. DUE DATE OF THIS REPORT	7. DATE OF SUPERVISION (present supervisor)			
30 Sept. 1954	15 January 1953 to 30 October 1954 15 Nov. 1953 to 30 October 1954			

SECTION II (To be completed by field supervisor)

8. CURRENT POSITION	9. DATE ASSUMED RESPONSIBILITY FOR POSITION
10 (FI) Acting Deputy for RUFIRE; Chief of Liaison	0136-S1 April-May 1954

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

Subject is Acting Deputy for RUFIRE activities within the Mission. As such, he is responsible for organizing, directing, and coordinating the three sections charged with RUFIRE duties [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 BATER (Type)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Type)
11. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
12. DATE REPORT AUTHENTICATED AT HQS.	
16 Jan 55	

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

FEB 9 10 31 AM '55

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. ~~IN THE ROOM~~

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

STATEMENTS	CATEGORIES					
	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			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. FEELS 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. WITH DISPOSITION.					X	
25. LIKES TO DO HIS JOB WITHOUT SPECIAL PROM.					X	

SECRET

SECRET
(When Filled In)

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

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

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

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

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

G&P course; refresher course in KUPIRE techniques.

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

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

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & 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. BADLY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

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

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

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

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

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

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

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

SECRET

**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? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one.				

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

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

Mark here → **A** I WANT THE \$10,000 OPTIONAL INSURANCE in addition to my regular insurance. I authorize deductions to pay the full cost.
for **BOTH** OPTIONAL AND REGULAR insurance.

Mark here → **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 → **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
APR 14 10 24 AM '68
PERSONNEL

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 OPI NO. 58, REVISED.

PCS DATES OF SERVICE

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

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				CODE	AREA(S)
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 0 - CANCELLATION	37	38 39	EUROPE	40-42
0	5	1	6	7	3		2			8 0 1

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

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

REMARKS

PREPARED BY DCO	REPORT INDICATED ON CONTROL DOCUMENT	AGREE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTRM	DATE MIL 9/19/73	SIGNATURE
C & T DIVISION		

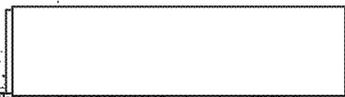
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

S-E-C-R-E-T

CERTIFICATION OF ATTENDANCE

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

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



SIGNATURE

DATE

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

TRAINING COMPLETED

Request No. 031297

Date 7/12/71

S-E-C-R-E-T

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

Memorandum

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

Date: July 15, 1970
In Reply Refer To:

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

Your Reference:

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

This is official notice that [Redacted] has satisfactorily completed the eight-week session of "The Residential Program in Executive Education" at the Federal Executive Institute, Charlottesville, Virginia. This session of that educational program was held from May 10 - July 2, 1970. A certificate of completion has been issued to the above named person. One copy of this memorandum is intended for filing in the employee's official personnel folder and the other copy for routing to the employee's immediate supervisor.

TRAINING COMPLETED
Request # 627215
Date 7/15/70

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

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

GS-16 D

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

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room SE-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

EMP. SER. NO. [] NAME (Last-First-Middle) [] DATE OF BIRTH []

SECTION II EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED [] ADDRESS (City, State, Country) [] YEARS ATTENDED (From-To) [] GRADUATE YES NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/OTR HRS. (Specify)
	MAJOR	MINOR				
1. []	[]	[]	[]	[]	[]	[]
2. []	[]	[]	[]	[]	[]	[]

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1. []	[]	[]	[]	[]
2. []	[]	[]	[]	[]

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY: []
2. NAME OF SPOUSE (Last) [] (First) [] (Middle) [] (Maiden) []
3. DATE OF BIRTH [] 4. PLACE OF BIRTH (City, State, Country) []
5. OCCUPATION [] 6. PRESENT EMPLOYER []
7. CITIZENSHIP [] 8. FORMER CITIZENSHIP(S) COUNTRY(IES) [] 9. DATE U.S. CITIZENSHIP ACQUIRED []

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE	[]	[]	[]	[]
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE	[]	[]	[]	[]

SECRET
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY			
				TRAVEL	STUDY	OTHER ASSIGNMENT	RESIDENCE
			APR 9 9 37 AM '69				
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (WPM) 2. SHORTHAND (WPM) 3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM							
<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:							
SECTION VII SPECIAL QUALIFICATIONS							
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.							
SECTION VIII MILITARY SERVICE							
CURRENT DRAFT STATUS							
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?				2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS				4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS							
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG							
<input type="checkbox"/> ARMY		<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> COAST GUARD		<input type="checkbox"/> NATIONAL GUARD	
<input type="checkbox"/> NAVY		<input type="checkbox"/> AIR FORCE		<input type="checkbox"/>		<input type="checkbox"/> AIR NATIONAL GUARD	
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT OBLIGATION			
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION ASSIGNMENT				6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)							
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		DATE COMPLETED			
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP	
						FROM TO	
SECTION X REMARKS							
DATE		SIGNATURE					
4 APR 1969							

SECRET

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

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

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

INSTRUCTIONS

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

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1. PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
3. CORRECTION	1	08	26	64	06	12	66	Hawaii	730

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CADRE Honolulu 3499	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

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

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> C & L DIVISION	DATE 7-2-66	SIGNATURE
<input checked="" type="checkbox"/> C & T DIVISION		

Supplement to Staff Agent Personnel Action

25 October 1964

[REDACTED]

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-16³, 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 [REDACTED] 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 23 June 1948, as amended, and other applicable laws and regulations.

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

UNITED STATES GOVERNMENT

BY [redacted]

SECRET

CONTRACT INFORMATION AND CHECK LIST		CALL OFFICER	DIVISION
<small>INSTRUCTIONS: See HR 10-11 and App. 10, 1000.1 for guidance. Complete this form, attaching all other forms attached. Provide Personal original and two copies for preparation of contract.</small>		[Name] TELEPHONE EXTENSION Code: 23-3000	[Name] DATE 27 Oct. 64
SECTION I GENERAL			
1. NAME <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> TITLE	2A. PROJECT	3. ALLOTMENT NO. 52-00-0369	4. SLOT NO. 0261
	20. PERMANENT STATION	3A. FUNDS	
9. PREVIOUS CIA PSEUDONYM OR ALIAS	8. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, describe and include dates and salary.)		
	Staff Employee - Sect. 5 to Present - 08-14 to 08-16		
7. SECURITY CLEARANCE (Type and Date) Staff Clearance	1A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> OBTAINED <input type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM U.S. GOVERNMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
47. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent		
SECTION II PERSONAL DATA			
11. CITIZENSHIP U.S.	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. AGE 40	14. DATE OF BIRTH (Month, day, year) October 4, 1915
16. LEGAL RESIDENCE (City and state or country) Washington, D.C.	18. CURRENT RESIDENCE (City and state or country)		
17. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED			
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: 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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 Army	24. RANK OR GRADE 1st Lt.	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SECTION IV COMPENSATION			
27. BASIC SALARY \$20,245 GS-15 Step 3	28. POST DIFFERENTIAL 15%	29. COVER (Breakdown, if any) See below under #40	30. FEDERAL TAX WITHHOLDING
		COVER CIA	
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> YES	
		<input checked="" type="checkbox"/> NO <input type="checkbox"/> NO	
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)			
31. QUARTERS	32. POST N.A.	33. OTHER N.A.	
34. COVER (Breakdown, if any) * Quarters handled locally			
SECTION VI TRAVEL			
35. TYPES <input checked="" type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
37. HOME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	38. HOME TO BE STORED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	39. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	40. COMPANY VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			
SECTION VII OPERATIONAL EXPENSES			
42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER	
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)		[Redacted]	DIVISION [Redacted]
WITH SEE INSTRUCTIONS ON REVERSE SHEET.		TELEPHONE TELEVISION [Redacted]	DATE 28 September 1964
SECTION VIII COVERED BENEFITS			
86. BENEFITS (See HB 20-48, HB 20-41, HB 20-7, HB 20-33, 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 COVERED ACTIVITY			
87. STATUS (Check)	PROPOSED <input checked="" type="checkbox"/> ESTABLISHED	88. TYPE (Check)	<input checked="" type="checkbox"/> PROFESSIONAL <input type="checkbox"/> FULL-TIME <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MILITARY <input type="checkbox"/> TOURIST <input type="checkbox"/> OTHER
89. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL			
SECTION X OFFSET OF INCOME			
90. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE			
SECTION XI TERM			
91. DURATION	92. EFFECTIVE DATE	93. RENEWABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
DAYS: [] MONTHS: 2 YEARS: []			
94. TERMINATION NOTICE (Number of days) 30		95. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SECTION XII FUNCTION			
96. PRIMARY FUNCTION (CI, FI, PP, other) FI			
SECTION XIII DUTIES			
97. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED As Senior operations officer at [Redacted] Subject will be responsible for all administration and operational activities of the base. He will handle recruiting of agents once they have been spotted and assessed.			
SECTION XIV DISQUALIFICATIONS			
98. EXPERIENCE Subject has been employed by the Agency since 28 September 1952.			
SECTION XV EDUCATION			
99. EDUCATION (Check Highest Level Attained)	GRADE SCHOOL	HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE
	BUSINESS SCHOOL GRADUATE	COMMERCIAL SCHOOL GRADUATE	POST GRADUATE
100. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)	LANGUAGE	SPEAK	READ
	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
101. INDIVIDUAL'S COUNTRY OF ORIGIN U.S.A.			
102. AREA KNOWLEDGE Japan			
SECTION XVI EMPLOYMENT PRIOR TO CIA			
103. 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 XVII ADDITIONAL INFORMATION			
104. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)			
DATE	BY	[Redacted]	100

SECRET

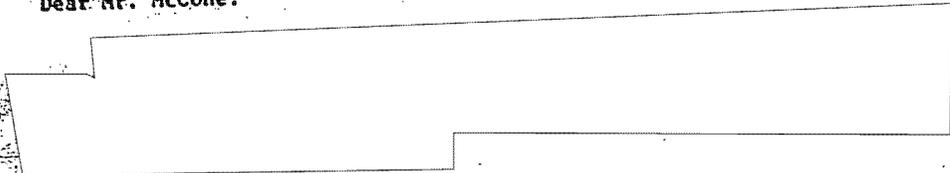
This document consists of 1 page,
No. 1 of 3 copies, Series A.

DEPARTMENT OF STATE
THE DIRECTOR OF INTELLIGENCE AND RESEARCH

Executive Registry
60-5841
CD:P J-1105

AUG 21 1964

Dear Mr. McCone:



Sincerely,

George Denney
George C. Denney Jr.
Acting

Attachment:
Telegram 586, copy 2.

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

SECRET

17

INCOMING TELEGRAM *Department of State*

34-31

Action

CONTROL: 13542
RECD: AUGUST 17, 1964
6:19 A.M.

SECRET

INRD

FROM: [REDACTED]

Info

ACTION: SECSTATE 526

RMR

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.

BA [REDACTED]

SECRET

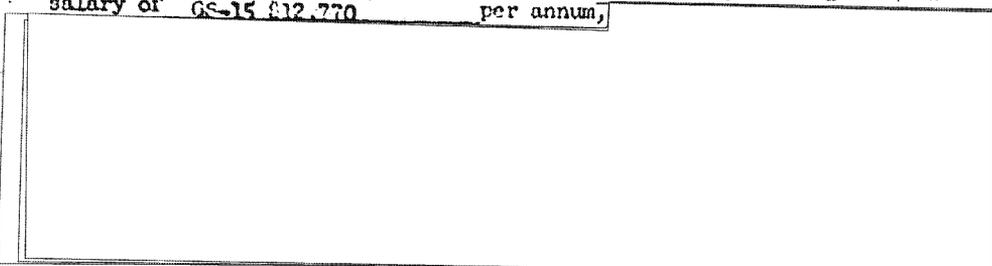
REPRODUCTION FROM THIS COPY IS PROHIBITED UNLESS "UNCLASSIFIED"

SECRET

Supplement to Staff Employee Personnel
Action for Integration of
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,



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

SECRET

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

[Redacted]

4.

[Redacted]

5.

[Redacted]

a.

[Redacted]

b.

[Redacted]

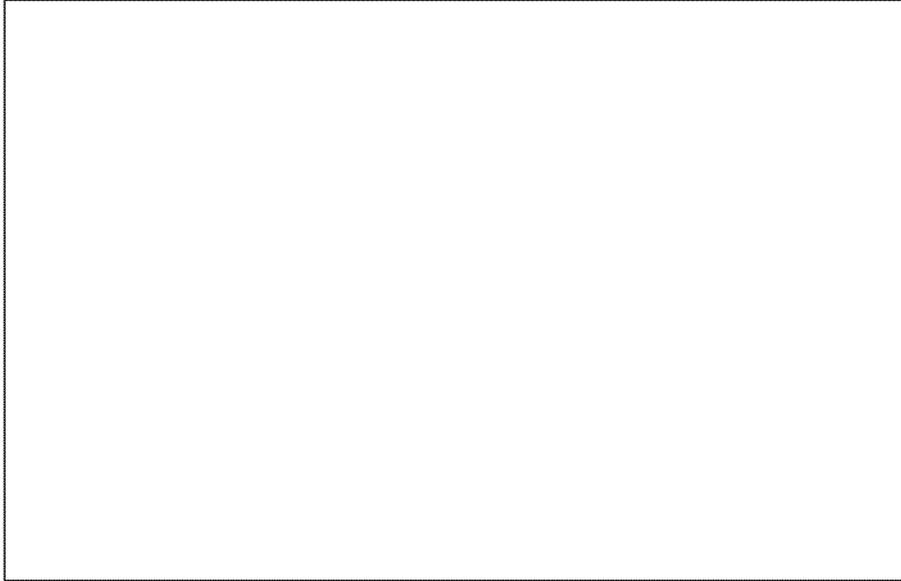
c.

[Redacted]

d.

[Redacted]

SECRET



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

UNITED STATES GOVERNMENT

BY



Personnel Office

ACCEPTED:

Robert P. ...

SECRET

13 5 OCT 1958

MEMORANDUM FOR: Chief, Far East Division

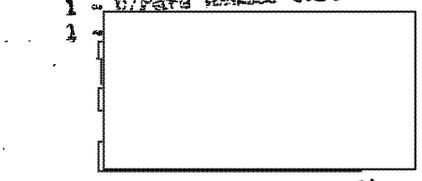
SUBJECT: Report of Gifts

REFERENCE: Memo for D/Pers from C/PB 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 H. Glantz
Director of Personnel

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



CD/Pers/BI Division (10 Oct 58)

SECRET

CONFIDENTIAL

4-2108

MEMORANDUM FOR: Director of Personnel
VIA: Director of Security
Attn: Chief, Policy Staff
SUBJECT: Gifts to Agency Personnel
REFERENCE: Field Regulation 20-644

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

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

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

CONFIDENTIAL

SECRET

7 2 1951

MEMORANDUM FOR: Director of Personnel

VIA: Director of Security
ATTN: Chief, Policy Staff

SUBJECT: Gifts to Agency Personnel

REFERENCE: Field Regulation 20-644

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

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

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

ALFRED G. DIMES, 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:	
	DATE (from item #2) 9 Nov 1955	DATE 9 Nov 1955
DO NOT COMPLETE	NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:	
	Chief, FE/1	19 Dec 1955
TO BE COMPLETED BY EMPLOYEE		
1. DATE OF BIRTH	2. GRADE GS-14	3. CURRENT POSITION TITLE Chief, Liaison
4. SERVICE DESIGNATION (if known) DI	5. CURRENT STATION OR FIELD BASE Japan Base	6. EXPECTED DATE OF DEPARTURE 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):		
<p>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.</p>		
9. PREFERENCE FOR NEXT ASSIGNMENT:		
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.		
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):		
<ol style="list-style-type: none"> Advanced CE course Operational Security course 		

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. 5-1, 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:

TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

14. SIGNATURE: COMPLETE ITEM NO. 5-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.

TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

Despite subject's lack of formal headquarters assignment we feel for overriding operational reasons he should be returned to the field for another tour.

16. NAME OF SUPERVISOR: 	SIGNATURE: _____
TITLE: Chief, FE/1	DATE: _____

17. REMARKS (additional comment):

ATTACHMENT TO FIELD REASSIGNMENT QUESTIONNAIRE:

Re Paragraph C - Preference for Next Assignment:

1. I would like to state that while a tour at Headquarters should be my preference I believe that for me to leave my current assignment at this time for even one year would not be in the best interests of either KUMARK or 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]

[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 KUMARK in this country in the type of work in which I am now engaged than by any other assignment currently known to me.

S-E-C-R-E-T

Combined Personnel Action in lieu of SF-52.

Change of Service Designation from D to DI.

Effective date: 19 June 1955

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

VE

[Redacted]

14
13
14
13

RECORDED
JUN 6 1955

[Redacted]

JUN 10 1955

S-E-C-R-E-T

CONFIDENTIAL

NARRATIVE EVALUATION REPORT

Name: [redacted]

GS-14

Period Covered: 1 June 1953 to 1 June 1954

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

Employee is to be rated upon following factors:

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

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

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

CONFIDENTIAL RYB/T

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

NOTE: See attached sheet for additional comments by Reviewing Officer

Date: 17 June 1954



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

CONFIDENTIAL

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

VIA: Air
SPECIFY AIR OR SEA POUCH

DISPATCH NO. PJA-1279

SECRET
Security Information
CLASSIFICATION

TO : Chief, FE
Through: [redacted]
FROM : [redacted]

DATE: 17 AUG 1953

SUBJECT: GENERAL Administrative - Personnel

SPECIFIC: [redacted] Commendation of

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

15 August 1953

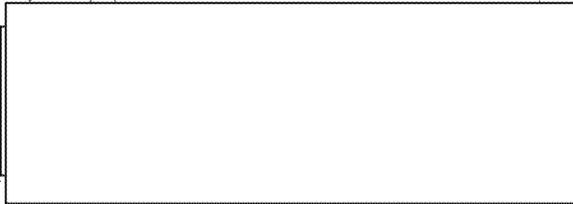
Distribution:

3 - Headquarters
1 - [redacted]

SECRET
Security Information
CLASSIFICATION

CERTIFICATE OF ATTENDANCE

I certify that on 00:10:00 I have attended
the Agency Indoctrination Course specified by Regulation
25-1.



APPOINTMENT AFFIDAVITS

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

I, (Name)
(Place of employment)
do solemnly swear (or affirm) that—

A. OATH OF OFFICE

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

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

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

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

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

22 September 1952
(Date of entrance on duty)

Subscribed and sworn before me this *22nd* day of *September*, A. D. 19*52*

Richard M. ...
(Title)

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

DECLARATION OF APPOINTEE

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

TELEPHONE NO.
55303

4. C. IN THE PAST 24 MONTHS? YES NO
If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	(1) TEMPORARY OR NOT (2) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGLE
		1. _____				
		2. _____				
		3. _____				
		4. _____				
		5. _____				

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS	
			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? <i>If your answer is "Yes", give details in Item 10.</i>		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? <i>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.</i>		X		
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FINED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY EMPLOYER? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		X		
9. HAVE YOU EVER BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED 25 OR LESS, OR SUSPENDED COLLATERAL OF MAJOR LOSS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? <i>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.</i>		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 appointments.

This form should be checked for nothing of office, pending, 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 other pertinent papers. If the appointee qualifies as a witness on the date the signature on this form should be compared with the signature on the declaration sheet, which was signed in the respondent's name. 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. If no such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) applicable Acts. Item 5 of certificate an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointing officer should be consulted and clearance has been secured from the existing files of the Civil Service Commission.

(4) *Members of Family.*—Section 3 of the Civil Service Act provides that whenever there are already two or more members of a family serving under permanent or permanent appointment in the competitive service, no other member of such family is eligible for provisional or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this restriction. The members of family previously listed are not subject to this restriction. Detailed instructions are referred to the appropriate rules of the Civil Service Commission for details.

Date 23 SEPTEMBER 1952

Name _____

Dear _____:

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

28 SEPTEMBER 1952

Position: **I. O. GS-14**

Base Salary: **\$9600.00**

2. You will be:

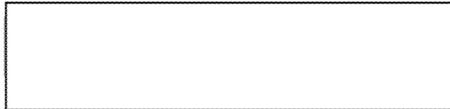
- a. Entitled to annual and sick leave (only in accordance with existing rules and regulations.)
- b. Reimbursed for travel expenses in accordance with this Agency's regulations or Standardized Government Travel Regulations, as amended.
- c. If stationed outside the Headquarters Area, granted such monetary allowances as are prescribed by regulations of this Agency.

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

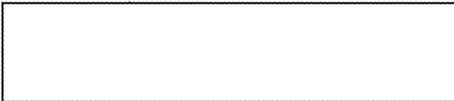
4. If this employment is for assignment to a post outside the Headquarters Area, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first post outside the Headquarters Area, and if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

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by this Agency and satisfactory performance of duty for a total period of six months from date of employment. In the event either training or performance of duty is deemed unsatisfactory by this Agency, you will be offered other types of employment if available, or your employment will be terminated.

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



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



23 September 1952
Date *igt*

SECRET

(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
I REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME (Last)	(Middle)	2. DATE
[Redacted]		20 November 1957
3. TO: [Redacted]	4. GRADE	
5. TYPE OF POSITION		
<input type="checkbox"/> Departmental	<input type="checkbox"/> Pre-employment	
<input type="checkbox"/> U.S. Field	<input checked="" type="checkbox"/> Annual	
<input type="checkbox"/> Overseas	<input type="checkbox"/> Special (Specify)	
6. EVALUATE FOR		
<input type="checkbox"/> EOP	<input type="checkbox"/> Returned	
<input type="checkbox"/> Overseas	<input type="checkbox"/> FS	
<input type="checkbox"/> Returned	<input type="checkbox"/> FS	
II REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General)		<input type="checkbox"/> Qualified for Full Duty (Special)
<input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Disqualified
Remarks:		
EXEMPT FOR CURRENT DUTY - 1957		
[Redacted]		

SECRET

SECRET

(When Filled In)

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

SECRET

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

FORM NO. 37-92 REPLACES PREVIOUS EDITIONS OF FORMS 37-38 AND 37-37, WHICH MAY BE USED.

(28)

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

FORM NO. 37-32 REPLACES PREVIOUS EDITIONS OF FORMS 37-38 AND 37-37, WHICH MAY BE USED.

(28)

SECRET
(When Filled In)

086

QUALIFICATIONS UPDATE

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

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I		BIOGRAPHIC AND POSITION DATA	
EMP		SD	GRADE
		D	GS-17

SECTION II		EDUCATION	
HIGH SCHOOL			
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO

COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QUA. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

SECTION III			MARITAL STATUS		
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:					
2. NAME OF SPOUSE (Last) (First) (Middle) (maiden)					
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)			
5. OCCUPATION		6. PRESENT EMPLOYER			
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)		9. DATE U.S. CITIZENSHIP ACQUIRED	

SECTION IV					DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE				
	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS				
1.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE								
2.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE								

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
		APR 10 - 3-24-55	72				
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (PPM)		2. SHORTHAND (PPM)		3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM			
				<input type="checkbox"/> Gregg <input type="checkbox"/> Speedwriting <input type="checkbox"/> Stenotype <input type="checkbox"/> Other Specify:			
SECTION VII SPECIAL QUALIFICATIONS							
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.							
SECTION VIII MILITARY SERVICE							
CURRENT DRAFT STATUS							
1. HAD YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?				2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS				4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS							
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG		<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD		<input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD			
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT OBLIGATION			
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION ASSIGNMENT				6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)							
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		DATE COMPLETED		RESIDENT	
						AGENCY SPONSORED	
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP	
						FROM TO	
SECTION X REMARKS							
DATE		SIGNATURE OF EMPLOYEE					
7 APR 1955							

SECRET

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

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

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

EMPLOYEE NO. SSN **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		YEARS ATTENDED FROM-TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/CRS. HRS. (Specify)
	MAJOR	MINOR				
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:

2. NAME OF SPOUSE (Last) (First) (Middle) (maiden)

3. DATE OF BIRTH 4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION 6. PRESENT EMPLOYER

7. CITIZENSHIP 8. FORMER CITIZENSHIP(S) COUNTRY(IES) 9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
		Mar 22	3-43-104 '71				
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (RPM) 2. SHORTHAND (RPM) 3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM.							
<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:							
SECTION VII SPECIAL QUALIFICATIONS							
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.							
SECTION VIII MILITARY SERVICE							
CURRENT DRAFT STATUS							
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?				2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS				4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS							
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG							
<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD							
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT OBLIGATION			
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION ASSIGNMENT				6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Expanded Active, Reserve Duty, or as Civilian)							
NAME AND ADDRESS OF SCHOOL			STUDY OR SPECIALIZATION		DATE COMPLETED	PRESIDENT	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

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

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I		BIOGRAPHIC AND POSITION DATA	
EM		DATE OF BIRTH	SD D

SECTION II				HIGH SCHOOL			
LAST HIGH SCHOOL ATTENDED		ADDRESS (City, State, Country)		YEARS ATTENDED (From-To)		GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	

COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/ QTR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE				
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III					MARITAL STATUS				
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:									
2. NAME OF SPOUSE		(Last)	(First)	(Middle)	(Maiden)				
3. DATE OF BIRTH			4. PLACE OF BIRTH (City, State, Country)						
5. OCCUPATION			6. PRESENT EMPLOYER						
7. CITIZENSHIP			8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U.S. CITIZENSHIP ACQUIRED			

SECTION IV						DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE					
	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS						
1.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE										
2.	<input type="checkbox"/> ADD <input type="checkbox"/> DELETE										

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY (CHECK ALL)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.			APR 24	2	15	PH '70	
2.							
SECTION VI TYPING AND STENOGRAPHIC SKILLS							
1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM					
		<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:					
SECTION VII SPECIAL QUALIFICATIONS							
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.							
SECTION VIII MILITARY SERVICE							
CURRENT DRAFT STATUS							
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?				2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS				4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS							
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG							
<input type="checkbox"/> ARMY		<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> COAST GUARD		<input type="checkbox"/> NATIONAL GUARD	
<input type="checkbox"/> NAVY		<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> AIR NATIONAL GUARD			
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK	3. EXPIRATION DATE OF CURRENT OBLIGATION					
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED							
5. MILITARY MOBILIZATION ASSIGNMENT:				6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)							
NAME AND ADDRESS OF SCHOOL			STUDY OR SPECIALIZATION		DATE COMPLETED		
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS							
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)				DATE OF MEMBERSHIP	
						FROM TO	
1.							
2.							
3.							
SECTION X REMARKS							
DATE		SIGNATURE					
4/23/70		[Redacted]					

SECRET

SECRET

(When Filled In)

LLC

QUALIFICATIONS UPDATE

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

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

Blank box for biographic and position data.

SECTION II EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED, ADDRESS (City, State, Country), YEARS ATTENDED (From-To), GRADUATE (YES/NO)

COLLEGE OR UNIVERSITY STUDY

Table with columns: NAME AND LOCATION OF COLLEGE OR UNIVERSITY, SUBJECT (MAJOR, MINOR), YEARS ATTENDED FROM-TO, DEGREE RECEIVED, YEAR RECEIVED, NO. SEM/STR. HRS. (Specify)

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

Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

Table with columns: NAME AND ADDRESS OF SCHOOL, STUDY OR SPECIALIZATION, FROM, TO, NO. OF MONTHS

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY; 2. NAME OF SPOUSE (Last, First, Middle, Maiden); 3. DATE OF BIRTH; 4. PLACE OF BIRTH (City, State, Country); 5. OCCUPATION; 6. PRESENT EMPLOYER; 7. CITIZENSHIP; 8. FORMER CITIZENSHIP(S) COUNTRY(IES); 9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

1. ADD/DELETE; 2. ADD/DELETE; CITIZENSHIP (USA); PERMANENT ADDRESS

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	OFFICE OF PERSONNEL		COURSE ACQUIRED BY - CHECK ONE	
			DATE & PLACE OF STUDY	RESIDENCE	TRAVEL	STUDY
			APR 22	9 12 AM '68		
SECTION VI TYPING AND STENOGRAPHIC SKILLS						
1. TYPING (PPM)	2. SHORTHAND (M/M)	3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM				
		<input type="checkbox"/> GREGG	<input type="checkbox"/> SPEEDWRITING	<input type="checkbox"/> STENOTYPE	<input type="checkbox"/> OTHER SPECIFY:	
SECTION VII SPECIAL QUALIFICATIONS						
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.						
SECTION VIII MILITARY SERVICE						
CURRENT DRAFT STATUS						
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?			2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO						
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS			4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS						
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG		<input type="checkbox"/> ARMY	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> NATIONAL GUARD	
		<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> AIR NATIONAL GUARD		
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK	3. EXPIRATION DATE OF CURRENT OBLIGATION				
4. CHECK CURRENT RESERVE CATEGORY			<input type="checkbox"/> READY RESERVE	<input type="checkbox"/> STANDBY (ACTIVE)	<input type="checkbox"/> STANDBY (INACTIVE)	<input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED
5. MILITARY MODULIZATION ASSIGNMENT			6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		DATE COMPLETED		
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS						
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)			DATE OF MEMBERSHIP	
					FROM TO	
SECTION X REMARKS						
DATE		SIGNATURE				
4/18/68						

SECRET

SECRET

Official Use Only (When Filled In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I

1. GEOGRAPHIC AND POSITION DATA

2. SCHEDULE/GRADE STEP

GS-16-04

3. OFFICE OF ASSIGNMENT

OPPD WASH, D.C.

4. AGENCY OVERSEAS SERVICE

SECTION II

AREA	TYPE TOUR	FROM	TO
[Redacted]	PCS 56	52/09/01	58/06/01
	PCS IRR	64/08/26	66/06/12
	PCS 59	59/06/15	61/05/26
	PCS 56	56/06/15	59/06/18

OVERSEAS DATA

COPIED

DATE: 31 MAY 67

INITIALS: [Signature]

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	COURSE	YEAR
BACH. HIST	POLITICAL SCIENCE (GOVERNMENT), GENERAL	CAL UNIV Berkeley	48
	INTERNATIONAL RELATIONS, GENERAL	GEORGE WASHINGTON UNIV DC	48

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

UNCLASSIFIED

FEDERAL AND MILITARY SERVICE

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

IF PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

2. DATE OF BIRTH

1 October 1915

LIST OF COLUMBIA SERVICE YOU HAVE HAD

9. RETENTION GROUP

10. CSC STATUS (For permanent employees only)

YES NO

11. SERVICE

YEAR MONTH DAY

Excepted Appointment

SCD 8-6-42
year held 9-19-57
12

CIA 1962 9 28

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—			TO—			DISCHARGE (Hon. or dishon.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U. S. Navy	1928	8	6	1946	6	25	Inactive status

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

TYPE OF ABSENCE (LWOP, Furl, Susp, AWOL, Mer Mat)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? YES NO (If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:
 A. THE WIFE OF A DISABLED VETERAN? YES NO
 B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? YES NO
 C. THE UNREMARKED WIDOW OF A VETERAN? YES NO

8. TO BE CALCULATED 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.

Subscribed and sworn to before me on this _____ day of _____ (MONTH) _____ (YEAR) _____ (STATE)

SEAL

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

(OVER)

10-6825-1

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 VIII only if there has been a change since you entered on duty with the organization or if you believe the data requires more complete coverage than you have previously reported.

GENERAL

SECTION I

1. FULL NAME (Last, First, Middle)
2. CURRENT ADDRESS (No., Street, City, Zone, State)
3. PERMANENT ADDRESS (No., Street, City, Zone, State)
Same

4. HOME TELEPHONE NUMBER
WO 6-6616

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE
DISTRICT OF Columbia

SECTION II

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. NAME (Last, First, Middle)
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 MARRIED WIDOWED SEPARATED DIVORCED ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS
No CHANGE. See last PHS for data re 1937 annulment

SPOUSE: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancée.

3. NAME
4. DATE OF MARRIAGE
5. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country)
1045 Madison Avenue Huntington, West Virginia, U.S.A.

6. LIVING YES NO
7. DATE OF DEATH
8. CAUSE OF DEATH
CODED

9. CURRENT ADDRESS (Give full address, if divorced)

10. DATE OF BIRTH
17 Aug 1917

11. PLACE OF BIRTH (City, State, Country)
Huntington, West Virginia, U.S.A.

12. IF BORN OUTSIDE U.S., DATE OF ENTRY
13. PLACE OF ENTRY
N.A.

14. CITIZENSHIP (Country)
U.S.A.

15. DATE ACQUIRED
BIRTH

16. WHERE ACQUIRED (City, State, Country)
Huntington, West Virginia, USA

17. OCCUPATION
Dental Hygienist

18. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers)
U.S. Army 1946-1947

19. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)
N.A.

QUALIFICATIONS

DATE *1 NOV 1950*

SECTION III CONTINUED TO PAGE 2

SECRET

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR

22. BRANCH OF SERVICE *N.A.*

23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED *N.A.*

24. [Redacted]

25. [Redacted]

5. CITIZENSHIP (Country) *Australia*

6. FREQUENCY OF CONTACT *Three times in 10 years*

7. DATE OF LAST CONTACT *Jan 1956*

1. FULL NAME (Last-First-Middle)

2. RELATIONSHIP

3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country)

6. FREQUENCY OF CONTACT

7. DATE OF LAST CONTACT

1. FULL NAME (Last-First-Middle)

2. RELATIONSHIP

3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country)

6. FREQUENCY OF CONTACT

7. DATE OF LAST CONTACT

1. FULL NAME (Last-First-Middle)

2. RELATIONSHIP

3. AGE

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES

5. CITIZENSHIP (Country)

6. FREQUENCY OF CONTACT

7. DATE OF LAST CONTACT

[Redacted]

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? 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 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 NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.
Very limited dividends from mutual fund investment.

SECTION V CONTINUED TO PAGE 5

SECRET

SECRET

(When Filled In)

SECTION V CONTINUED FROM PAGE 2

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Riggs National Bank	Conn. Ave, D.C., USA

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? YES NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

SECTION VI CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP: U.S.A.

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

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

4. GIVE PARTICULARS

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

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED:

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input type="checkbox"/> OVER 120 YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERICAL SCHOOL GRADUATE	<input type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input checked="" type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTORAL DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	DATES ATTENDED	DEGREE	SEM/QR HRS. COMPLETED (Specify)

3. COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	

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

	DATES ATTENDED		TOTAL HOURS
	FROM	TO	
	June 1942	June 1943	54

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
		1944 - Dec 45				
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			
			WORKS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING	
SECTION IX TYPING AND STENOGRAPHIC SKILLS						
1. TYPING (P.P.M.)		2. SHORTHAND (P.P.M.)		3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM		
		GREGG	SPEEDWRITING	STENOGRAPH	OTHER (Specify):	
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Waddington, etc.) <i>Comptometer, 7110004, etc.</i>						
SECTION X SPECIAL QUALIFICATIONS						
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH. <i>Photography - good - oil paints. Tape recording. Hi-Fi - handy at setting up, etc. General radio interests.</i>						
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK						
3. EXCLUDING EQUIPMENT NOTED IN SECTION 5, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF ENCRYPTIVE RADIO, MULTIFILM, 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 REGISTRATION NUMBER, IF KNOWN.						
5. FIRST LICENSE OR CERTIFICATE (Year of issue)				6. LATEST LICENSE OR CERTIFICATE (Year of issue)		

SECRET
(When Filled In)

SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

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

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES TO WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED. *Chair of Calif. degree w/ honors, same at Cal. Belonged to a Pol. Sci. Honor Society, none for post.*

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

1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	6. DESCRIPTION OF DUTIES
<i>EOD to Nov '54</i>	<i>14</i>	<i>DDP/FE/1</i>	<i>?</i>	<i>Deputy Chief</i>	
<i>MAR '54</i>	<i>June '56</i>	<i>14</i>		<i>DDP/FE/1</i>	
<i>Sept '56</i>	<i>Sept '57</i>	<i>14</i>	<i>28</i>	<i>DDP/FE/1</i>	<i>Various but mainly CFE/1</i>
<i>SEPT '57</i>	<i>---</i>	<i>14</i>	<i>12</i>	<i>DDP/FE</i>	<i>C/FE/FE</i>

(Use additional pages if required)

SECRET

SECRET

(When Filled In)

SECTION III 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, grandparents, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.

1

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX	CITIZENSHIP	ADDRESS
				USA	3616 Arlington St NW Washington 15, D.C.
				"	"
				"	"
				"	"
				"	"
				"	"

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING TABLE

DATE COMPLETED

10/4/57

SIGNATURE OF EMPLOYEE

[Redacted Signature]

SECRET

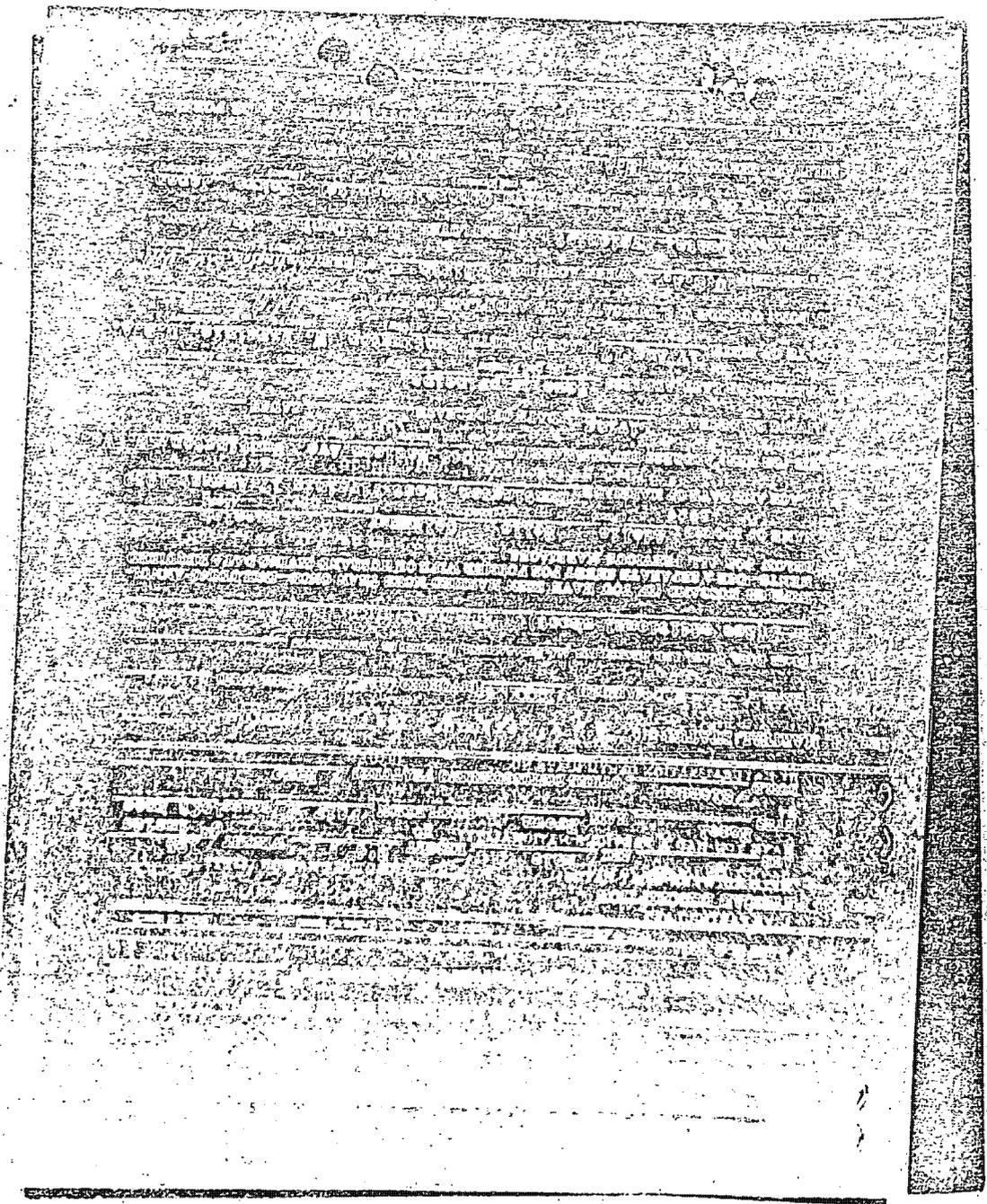


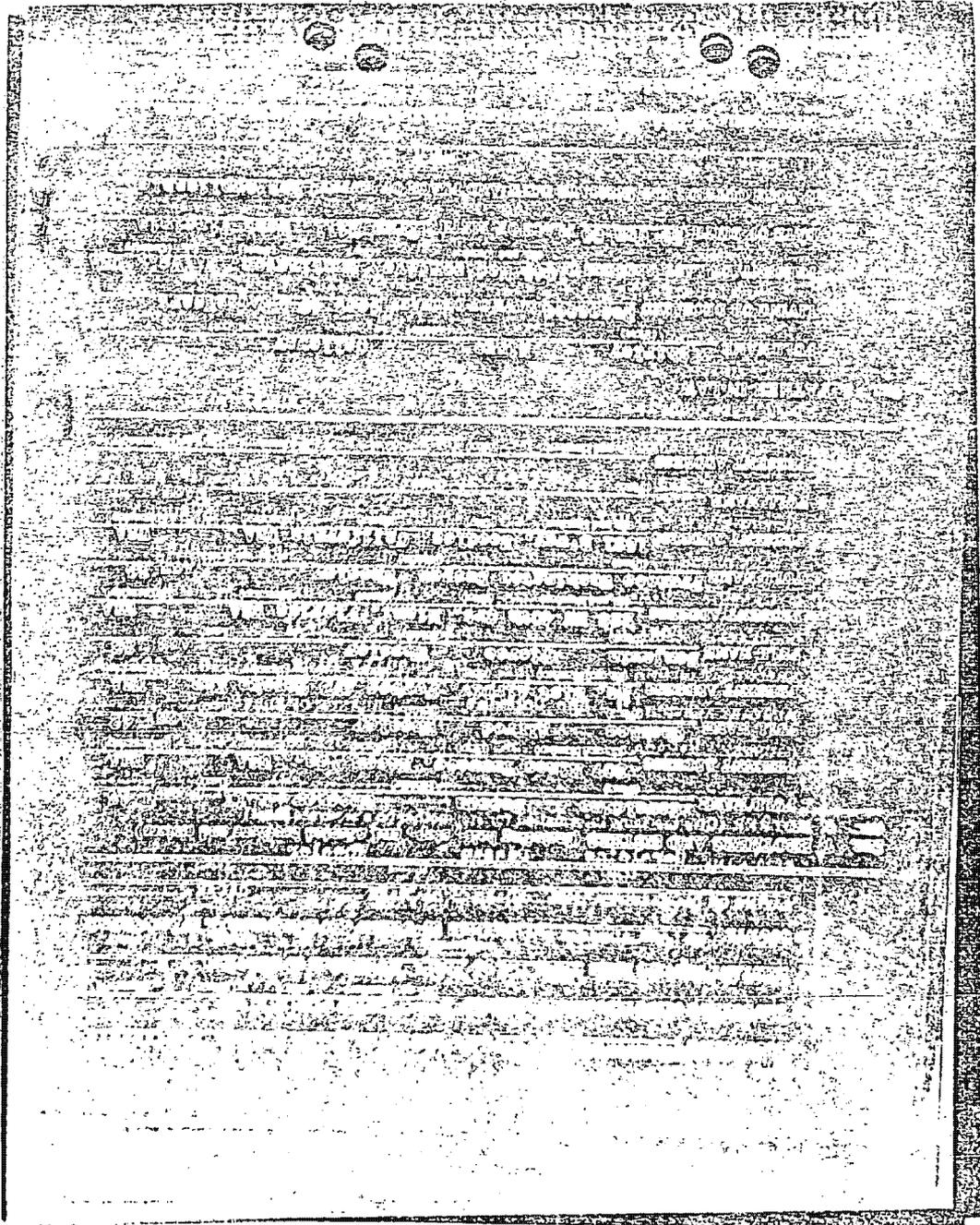
PERSONAL HISTORY STATEMENT

A large, empty rectangular box with a thin black border, intended for the user to write their personal history statement.

A small, empty rectangular box on the left side of the main form area, likely for a date or initials.

A small, empty rectangular box on the right side of the main form area, likely for a signature or name.





5

NOTICE OF ARRIVAL

NAME: [REDACTED]

ADDRESS: 1045 Military Ave., Huntington, West Va., U.S.A.

DATE OF BIRTH: [REDACTED] PLACE OF BIRTH: [REDACTED]

EDUCATION: [REDACTED]

OCCUPATION: [REDACTED]

RELIGION: [REDACTED]

STATUS: [REDACTED]

REMARKS: [REDACTED]

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

NAME: [REDACTED]

ADDRESS: [REDACTED]

DATE OF BIRTH: [REDACTED] PLACE OF BIRTH: [REDACTED]

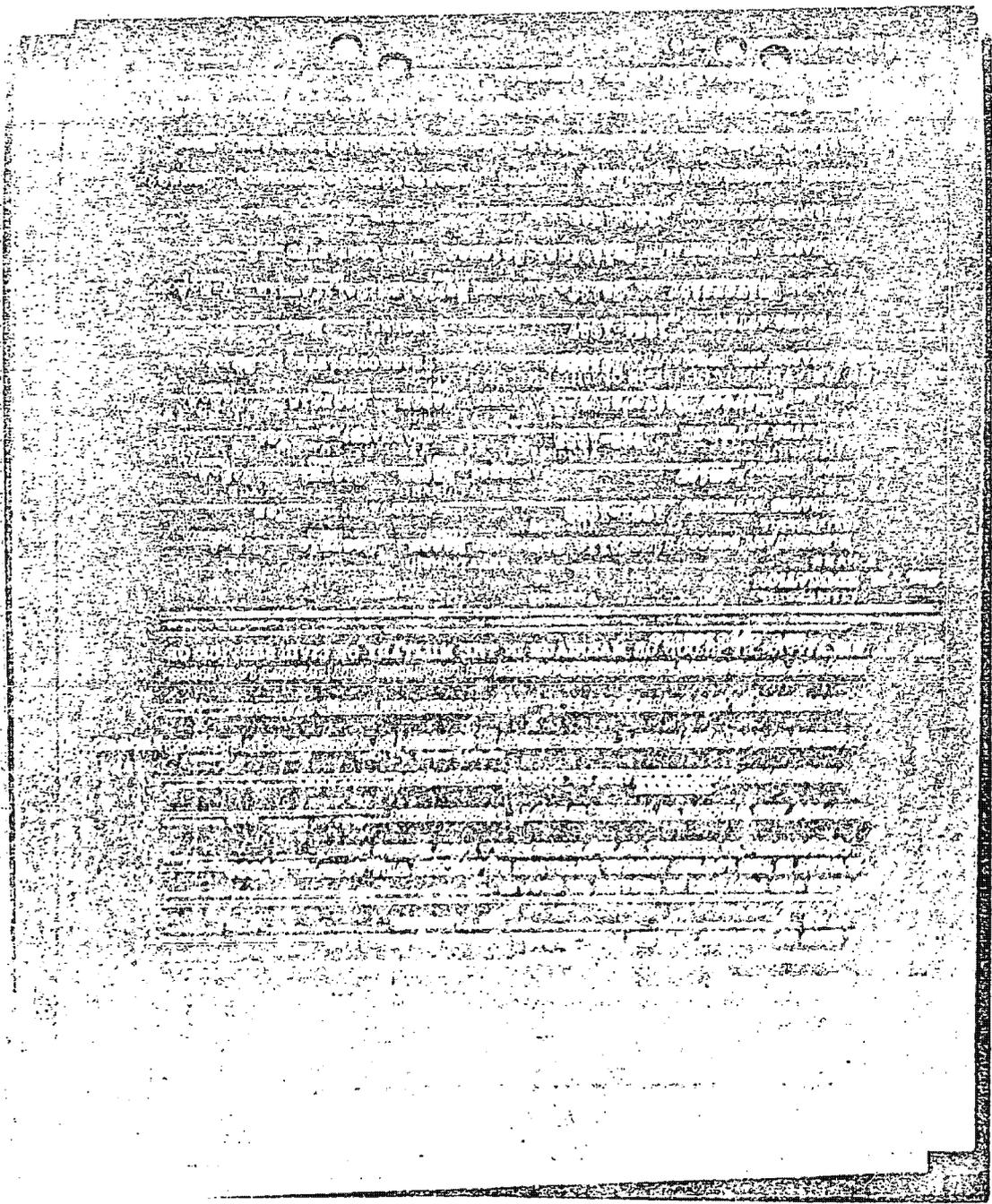
EDUCATION: [REDACTED]

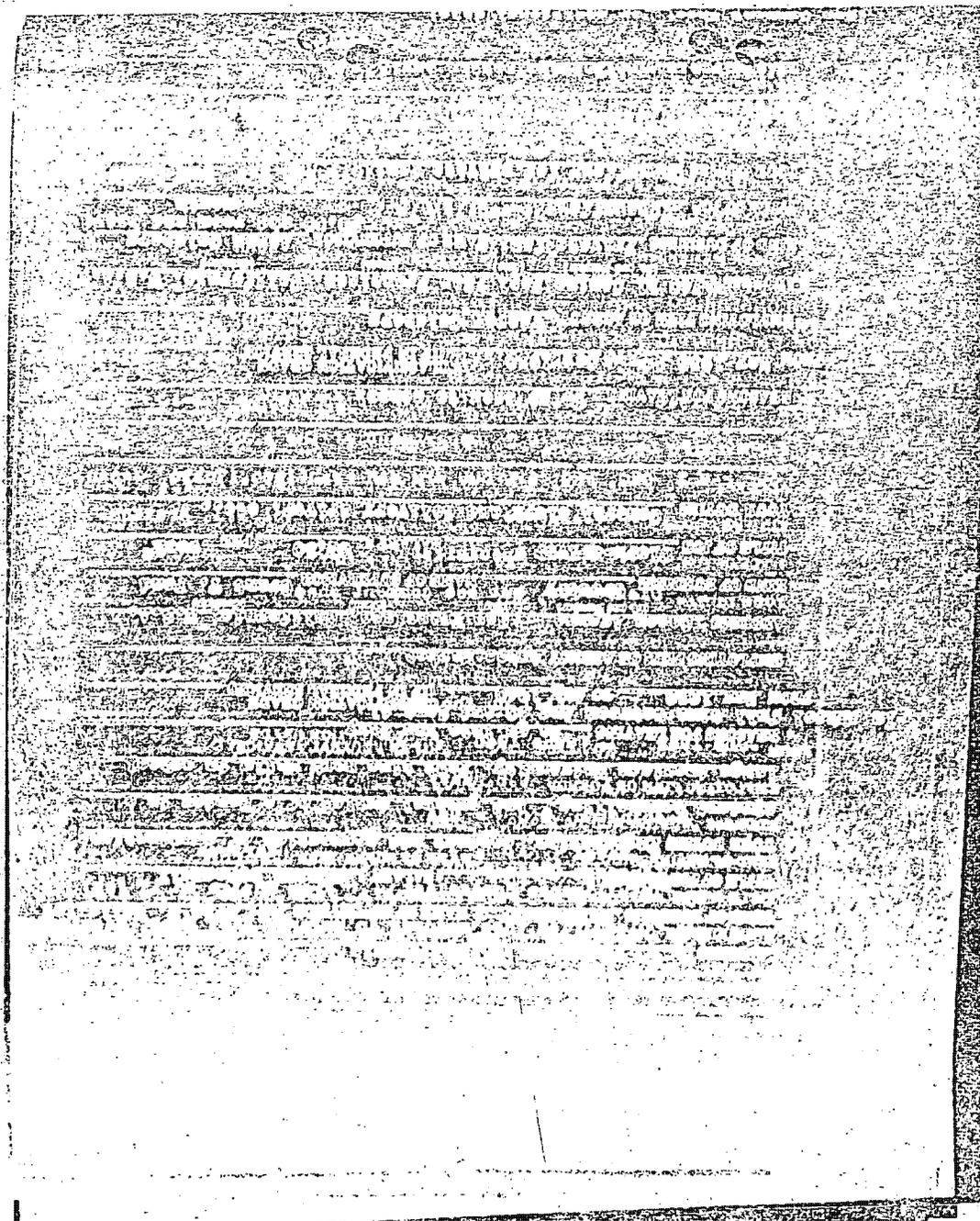
OCCUPATION: [REDACTED]

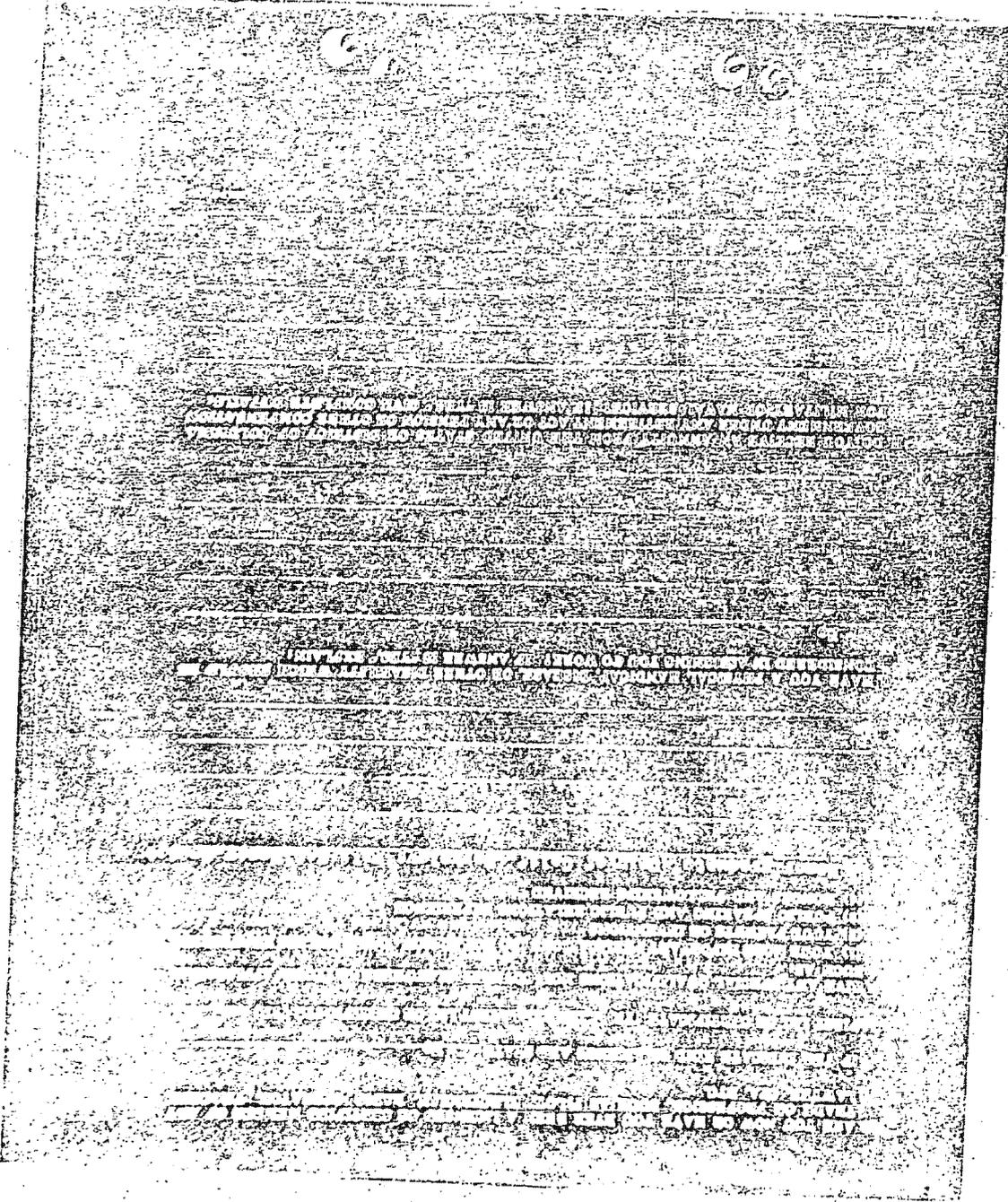
RELIGION: [REDACTED]

STATUS: [REDACTED]

REMARKS: [REDACTED]







6

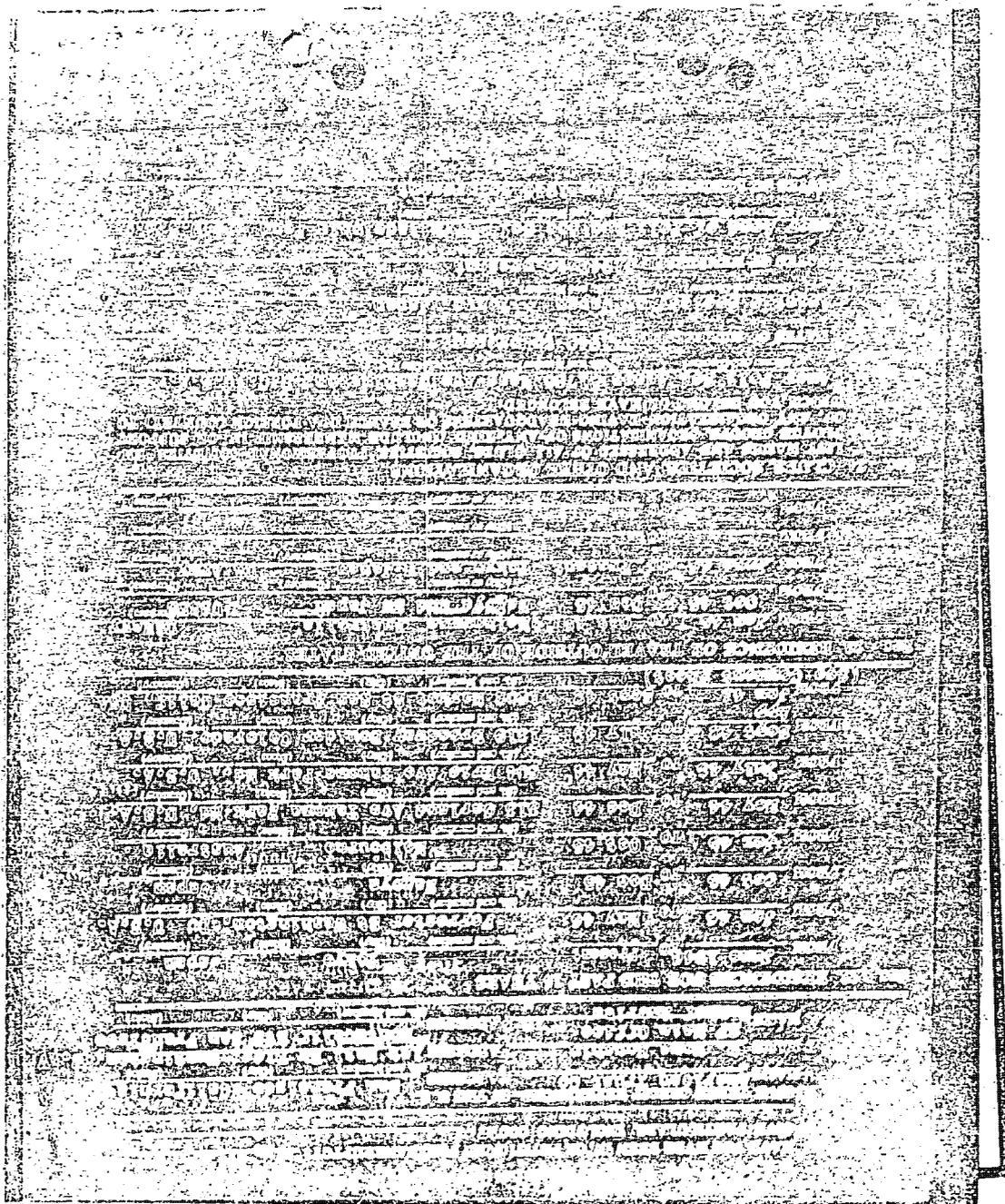
90

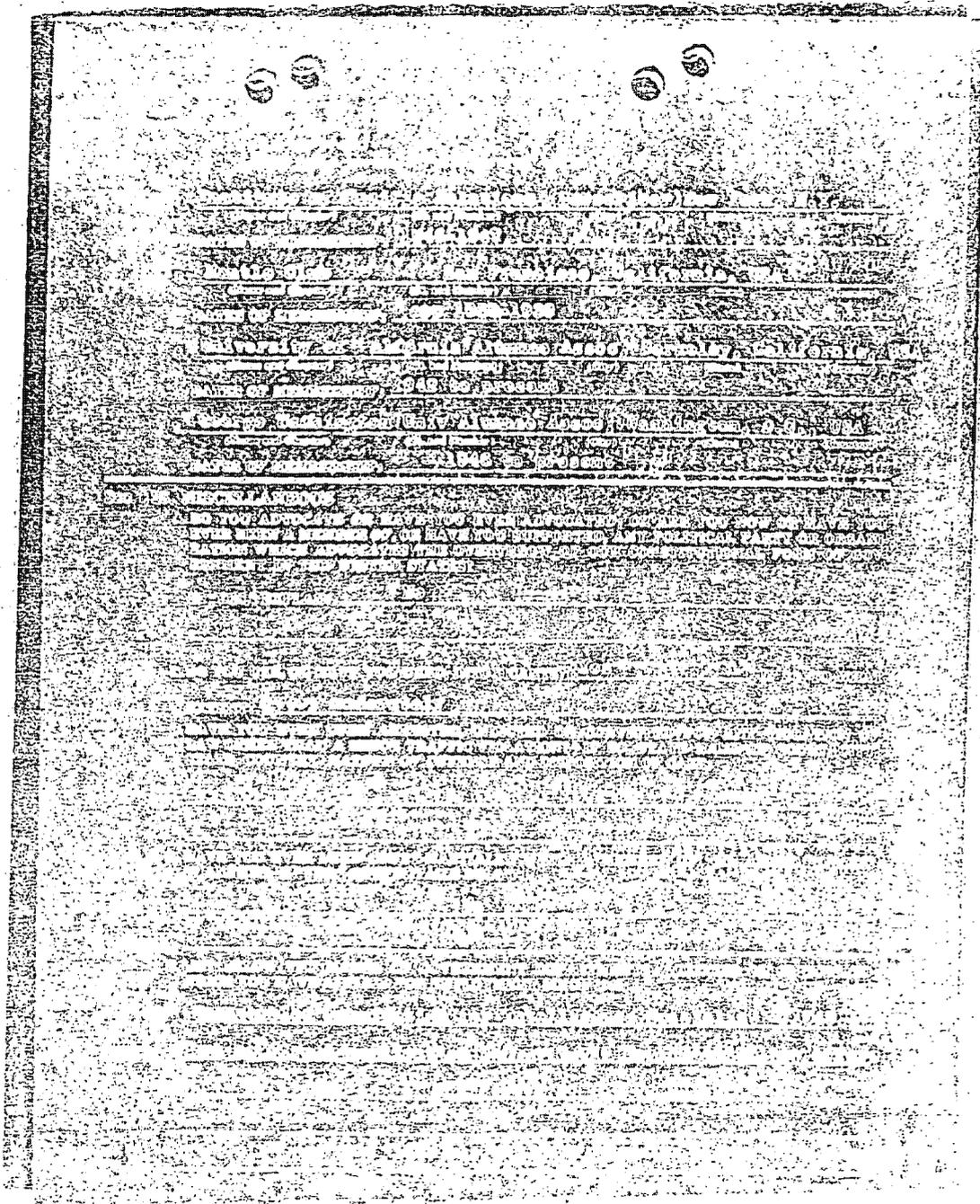
THE UNITED STATES OF AMERICA
DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM FOR THE DIRECTOR
SUBJECT: [Illegible]

[Illegible text block]

[The text in this section is extremely faint and illegible due to heavy noise and low contrast. It appears to be a multi-paragraph document with several lines of text per paragraph.]





I am writing to you regarding the information that was provided to me regarding the investigation of the activities of the [redacted] in the [redacted] area. I have reviewed the information and have found it to be of interest. I am currently a student at the University of Colorado, Boulder, Colorado, where I am studying for my Bachelor's degree in [redacted]. I have also worked for the [redacted] in the [redacted] area. I am currently a member of the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities.

My father was born in [redacted] and his mother was [redacted]. I have always understood both of his parents were US Citizens and he was the 10th generation in the US. He had some military service in the Spanish American War, but I am totally ignorant of any details.

I am currently a student at the University of Colorado, Boulder, Colorado. I have also worked for the [redacted] in the [redacted] area. I am currently a member of the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities.

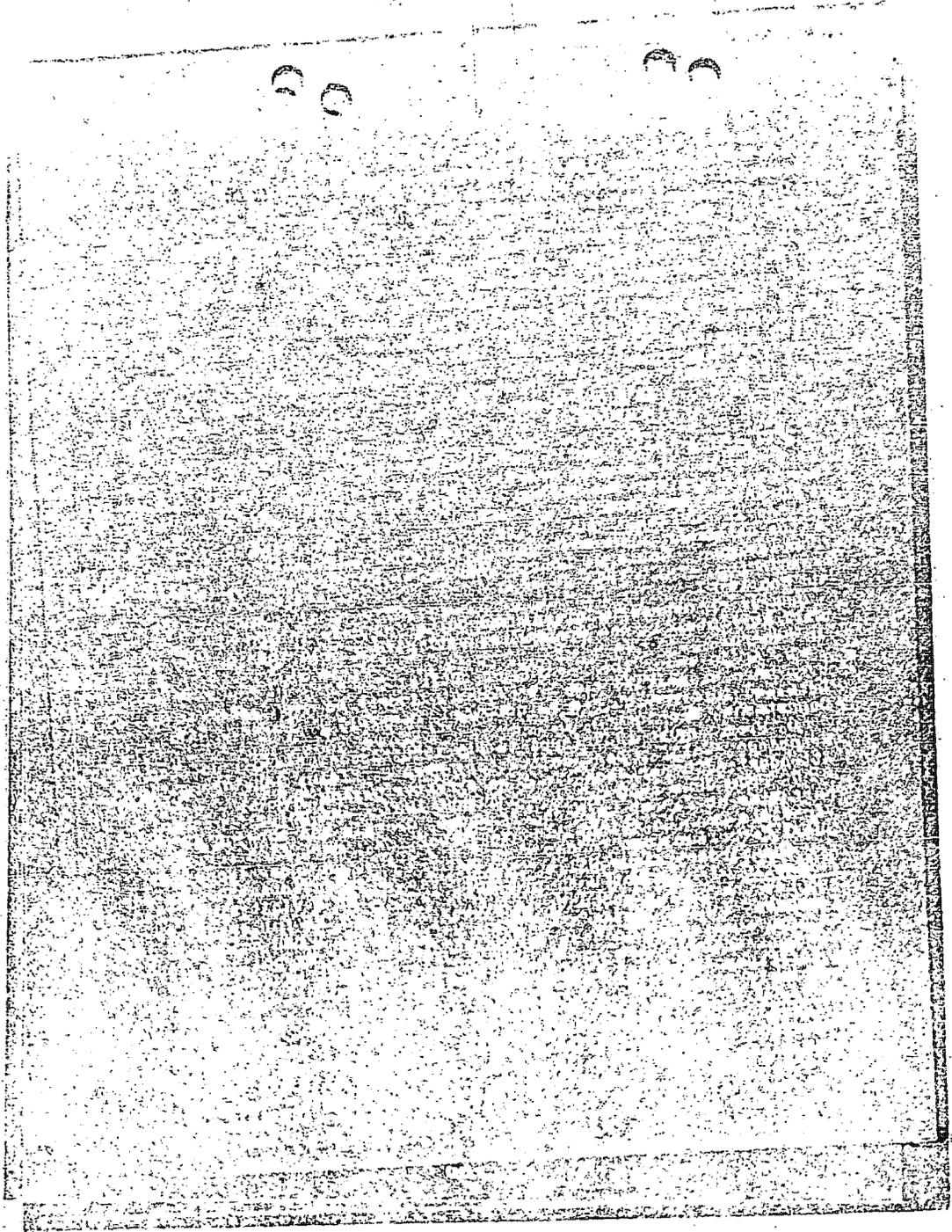
I am currently a student at the University of Colorado, Boulder, Colorado. I have also worked for the [redacted] in the [redacted] area. I am currently a member of the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities.

I am currently a student at the University of Colorado, Boulder, Colorado. I have also worked for the [redacted] in the [redacted] area. I am currently a member of the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities.

I am currently a student at the University of Colorado, Boulder, Colorado. I have also worked for the [redacted] in the [redacted] area. I am currently a member of the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities.

I am currently a student at the University of Colorado, Boulder, Colorado. I have also worked for the [redacted] in the [redacted] area. I am currently a member of the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities.

I am currently a student at the University of Colorado, Boulder, Colorado. I have also worked for the [redacted] in the [redacted] area. I am currently a member of the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities. I have also been involved in the [redacted] and have been active in its activities.



SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE						REQUEST NO. (11-61) 42076
NAME <input type="text"/>						REQUEST DATE (9-11) 5 Aug 66
POSITION TITLE IO- Program Eval.						YEAR OF BIRTH (12-31) <input type="text"/>
POSITION NUMBER (21-50) <input type="text"/>			OCCUP. CODE (87-48) <input type="text"/>		GRADE (42-44) GS-16	
LOCATION (CITY, STATE, COUNTRY) Washington, D.C.			ASSIGNMENT (OFFICE, DIVISION, BRANCH) DCI/PPB/Planning & Prog. Div/Prog. Anal. Br.		UNSC. CODE (48-48) Anal. Br.	
TYPE OF APPLICANT		REGULAR	CONSULTANT	CONVERSION ACTION	IF OTHER, SPECIFY	
		<input type="checkbox"/>	<input type="checkbox"/>	SA-98		
NAME <input type="text"/>		TYPE OF ASSIGNMENT AND FUNDS		TYPE OF APPL (48)		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CLEARANCE REQUIRED		PROVISIONAL FOR UNICATE NAME OF POOL OR GROUP				CLEARANCE (91)
		Full Clearance				
ATTACHMENTS		PERSONAL HISTORY STATEMENT	APPENDIX I	REQUEST FOR WAIVER		
		PHOTOGRAPHS	APPENDIX II	REPORT OF INTERVIEW		
VETERANS STATUS		MALE - VETERAN	FEMALE - VETERAN		VET. PREF. & SEE (95)	
		MALE - NON-VETERAN	FEMALE - NON-VETERAN			
<p>Security #: 6016</p> <p>Clearance memo to SA Branch/CPD Attn: <input type="text"/> 5 8 69</p>						
SPACE BELOW FOR OS USE ONLY						

CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 30 July 1966

YOUR
REFERENCE: 42076

CASE NO. : 60164

TO : Director of Personnel

ATTN: 

SUBJECT: 

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
3. As part of the entrance on duty processing:
 - A personal interview in the Office of Security must be arranged.
 - A personal interview is not necessary.
 - Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.
4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:


Chief, Personnel Security Division

CONFIDENTIAL
(When Filled In)

STAFF AGENT CLEARANCE

DATE : 9 November 1964

YOUR REFERENCE: 15100

CASE NO. : 60154

TO : Chief, Contract Personnel Division

ATTN. : Staff Agents Branch

SUBJECT :

1. This is to advise that a security clearance is granted for the employment of the Subject ~~as a Staff Agent GS-16~~, by DRR/DCD in the capacity of Operations Officer [redacted]

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

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

4. As a part of entrance on duty processing:

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

A personal interview is not necessary.

FORM 1989

CONFIDENTIAL

(9-40)

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE				REQUEST NO. (11-2)	15100
				REQUEST DATE (10-11)	5 Nov 1964
NAME (LAST, FIRST, MIDDLE)					
POSITION TITLE		POSITION NUMBER (01 - 99)	DDOUP CODE (97 - 42)	GRADE (43-44)	
Ops Officer				GS-16	
LOCATION (CITY, STATE, COUNTRY)		ASSIGNMENT OFFICE, DIVISION, BRANCH		OBSL CODE (48-49)	
		DDP/DOD			
TYPE OF APPLICANT		CONVERSION SYSTEM		TYPE OF APPL. (45)	
<input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY		SE9SA			
INDICATE NAME OF POOL OR GROUP		TYPE OF ASSIGNMENT AND FUNDS		DDOCTR. & FUND (50)	
CPD		HOS <input type="checkbox"/> SSP <input type="checkbox"/> PP <input type="checkbox"/> V <input type="checkbox"/> UV <input type="checkbox"/>		CLEARANCE (51)	
PROVISIONAL FOR		INDICATE NAME OF POOL OR GROUP		SECRET	
CLEARANCE REQUIRED		COVERT SECURITY CLEARANCE		FULL	
ATTACHMENTS		PERSONAL HISTORY STATEMENT	APPENDIX I	REQUEST FOR WAIVER	
		PHOTOGRAPH(S)	APPENDIX B	REPORT OF INTERVIEW	
VETERANS STATUS		MALE - VETERAN	FEMALE - VETERAN	VET PREF. & SER (52)	
		MALE - NON-VETERAN	FEMALE - NON-VETERAN		

Security #: 60164

Case Officer: [redacted] Code 11 x68060

Clearance memo to SA Branch/CPD

[redacted]

5 E 69.

SPACE BELOW FOR OS USE ONLY

CONFIDENTIAL

DATE 24 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 "F" 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

Sec Sec 11/1/52

SECRET
CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

div.

Date: 28 July 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937-A

FROM: ^{Acting} Chief, Security Division

Case Number: 60164

SUBJECT:

1. This is to advise you of security action in the subject case as indicated below:
 - Security approval is granted the subject person for access to classified information.
 - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the EOD procedures.

*Not Lynn
OK to [unclear]*

W. E. S. D. in field.

*Pouch sent out 17 mar 52
Branch has cabled a papers are
change of action field on
to be forward back
18/15/52*

*EOD per Cable
9/28/52
1805*

SECRET
CONFIDENTIAL

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. (CL) assigned

[REDACTED]

[REDACTED]

"3. It is therefore requested that Subject's security clearance be extended for a period of sixty days."

This is to advise that the security clearance granted 11 March 1952 is extended to 30 June 1952.

[REDACTED]

SECRET

FD2
68
u✓

~~CONFIDENTIAL~~
SECURITY APPROVAL

mc

Date: 11 March 1952

TO: Chief, Covert Personnel Division

Your Reference: L-5937

FROM: Chief, Security Division

Case Number: 60164

SUBJECT: [Redacted]

1. This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3.
*Case in
per
field 14 Mar*

[Redacted]

[Redacted]

CONFIDENTIAL

f

RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE 1 OCT 1974 *Wick*