STANDARD FORM 66
October 1960
PRESCRIBED BY U. S. CIVIL SERVICE COMM.
Federal Personnel Manual
00-182

SECRET

Official Personnel Folder

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(When Filled In)

03 AUG 1978

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 26 July 1978

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

RETIREMENT - (VOLUNTARY) CIARDS

4. EFFECTIVE DATE REQUESTED: MONTH 08 DAY 04 YEAR 78
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO O / O TO V / O TO O
7. FBN AND NSCA: 8026-3430 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-463 Sec 10(b)3
9. ORGANIZATIONAL DESIGNATIONS: DDO/IMS AND INFORMATION MGMT & PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT
10. LOCATION OF OFFICIAL STATION: WASH., D.C.
11. POSITION TITLE: RECORDS ADMIN OFF NE (13)
12. POSITION NUMBER: CG45
13. CAREER SERVICE DESIGNATION: DCC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 13 2
17. SALARY OR RATE: $26,889
18. REMARKS

Last Working Day: 4 August 1978

CONCUR [redacted] CMS/MSB 07/26/78 Date

[redacted]

co-ordinated within Remarks/ROB 7/31/78

18A. SIGNATURE OF REQUESTING OFFICIAL: [redacted] DATE SIGNED: 7/26/78

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] DATE SIGNED: 7/26/78

CMS/CDS/PPS — BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL — CMS

19. ACTION CODE: 45
20. EMPLOY CODE: 16
21. OFFICE CODING: NUMERIC / ALPHABETIC
22. STATION CODE
23. INTEGRITY CODE
24. HOURS CODE
25. DATE OF BIRTH: [redacted]
26. DATE OF GRADE: MO. DA. YR.
27. DATE OF LEI: MO. DA. YR.
28. NTE EXPIRES: MO. DA. YR.
29. SPECIAL REFERENCE
30. RETIREMENT DATA: 1—CSC 2—ORGN 3—FICA 4—NONE; CODE
31. SEPARATION DATA CODE: C1,E5,00,00
32. CORRECTION/CANCELLATION DATA: TYPE / MO. DA. YR.
EOD DATA
33. SECURITY REQ. NO.
34. SEX
35. VET PREFERENCE: CODE 0—NONE 1—5 PT 2—10 PT
36. SERV COMP DATE: MO. DA. YR.
37. LONG COMP DATE: MO. DA. YR.
38. CAREER CATEGORY: CAR/REST PROV/TEMP; CODE
39. FEGLI/HEALTH INSURANCE: CODE 0—WAIVER 1—REG 2—REG/OPT 3—INELIGIBLE; HEALTH INS CODE
40. SOCIAL SECURITY NO
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE 0—NO PREVIOUS SERVICE 1—NO BREAK IN SERVICE 2—BREAK IN SERVICE (LESS THAN 3 YEARS) 3—BREAK IN SERVICE (MORE THAN 3 YEARS)
42. LEAVE CAT CODE
43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMP.; STATE CODE
45. POSITION CONTROL CERTIFICATION: 03 AUG 1978 ey 7/26
46. O.P. APPROVAL
DATE APPROVED: 8/1/78

FORM 1152 8-72 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY. [redacted] (4)

25 July 1978

SUMMARY OF AGENCY EMPLOYMENT

I entered on duty with the CIA in April 1952 and have been in records management for my whole career, seventeen years of it overseas.

[redacted]

NO SECURITY OBJECTIONS

14-00000

SECRET

16 MAY 1978

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 May 1978

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT

4. EFFECTIVE DATE REQUESTED: MONTH 04 DAY 09 YEAR 78

5. CATEGORY OF EMPLOYMENT: REGULAR

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

7. FAN AND NSCA: 8026-3430 0000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS
DDO/ IMS
INFORMATION MGMT AND PLANNING GROUP
RECORDS MANAGEMENT BRANCH
AREAS UNIT

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

11. POSITION TITLE: RECORDS ADMIN OFF (13)

12. POSITION NUMBER: CG45

13. CAREER SERVICE DESIGNATION: DCC

14. CLASSIFICATION SCHEDULE: GS

15. OCCUPATIONAL SERIES: 0344.01

16. GRADE AND STEP: 13 2

17. SALARY OR RATE: $26,889

18. REMARKS
FROM: DDO/NE

CONCUR: (telecord)
C/NE/Pers

DATE

05/12/78

18A. SIGNATURE OF REQUESTING OFFICIAL — DATE SIGNED 5/10/78

18B. — DATE SIGNED 5/11/78

C/PCS/CSS/Pers

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL DDO/CMS/07-12

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
37	10	53746	IMS	75013					

28 RTE EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1—FCC 2—OPER 3—FICA 4—NONE / CODE	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE / MO. DA. YR.	EOD DATA	33 SECURITY REQ. NO	34 SEX

35 VET PREFERENCE CODE / 0—NONE 1—5 PT 2—10 PT	36 SERV COMP DATE MO. DA. YR.	37 LONG. COMP DATE MO. DA. YR.	38 CAREER CATEGORY CAR/RESV PROV/TEMP / CODE	39 FEGLI/HEALTH INSURANCE CODE / 0—WAIVED 1—REG 2—REG/OPT 3—INELIGIBLE / HEALTH INS CODE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42 LEAVE CAT. CODE	43 FEDERAL TAX DATA FORM EXECUTED 1—YES 2—NO	CODE	NO TAX EXEMPTIONS	44 STATE TAX DATA FORM EXECUTED 1—YES 2—NO	CODE	NO TAX EXEMP	STATE CODE

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)

45. POSITION CONTROL CERTIFICATION
5-12-78
From: NE

46. — DATE APPROVED 5/26/78

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET

E 2, IMPDET CL. BY:

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 6 Feb 78

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

3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 02 (03) DAY 12 YEAR 78
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO CF / CF TO V / CF TO CF
7. FAN AND NSCA: 3033 4800 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDO/NE DIVISION
OFFICE OF THE CHIEF, NE DIVISION
PLANS STAFF
10. LOCATION OF OFFICIAL STATION: WASH, D.C.
11. POSITION TITLE: RECORDS ADMIN OFF (13)
12. POSITION NUMBER: CG45
13. CAREER SERVICE DESIGNATION: DCC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 13 # 2
17. SALARY OR RATE: ~~[illegible]~~ 26889

18. REMARKS:
CONCUR:
From: 125
[redacted] (telecoord)
ISS
6 Feb 78
Date

[redacted] (PERS) DATE SIGNED 6 Feb 78 | 18B SIG [redacted] | OVING OFFICER | DATE SIGNED 2/8/78

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EFF DT CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
22	10	46015	NE	75013				03 12 78	03 12 78

28 NTE EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1—CS 2—FERS 3—FICA 5—NONE	CODE	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33 SECURITY REQ. NO	34 SEX

35 VET PREFERENCE CODE	36 SERV COMP DATE MO. DA. YR.	37 LONG COMP DATE MO. DA. YR.	38 CAREER CATEGORY	39 FEGLI, HEALTH INSURANCE				40 SOCIAL SECURITY NO
0—NONE 1—5 PT 2—10 PT			CAB/RESV. PROV/TEMP	CODE	CODE	0—WAIVER 1—REG 2—REG/OPT 3—INELIGIBLE	HEALTH INS CODE	

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42 LEAVE CAT CODE	43 FEDERAL TAX DATA FORM EXECUTED	CODE	NO. TAX EXEMPTIONS	44 STATE TAX DATA FORM EXECUTED	CODE	NO. TAX EXEMP	STATE 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)		1—YES 2—NO			1—YES 2—NO			

45. POSITION CONTROL CERTIFICATION: 3-6-78 A20 — 08 MAR 1978
[redacted]
DATE APPROVED: 8 MAR 78

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY [redacted]

(4)

18 August 1978

[redacted]

We are enclosing the employee copy of your retirement action (Form 1150) that you requested 04 August 1978.

Sincerely,

/S/

[redacted]
Chief, Control Division

Enclosure: 1 Form

Dist.
Orig. - Adse.
1 - TRB
1 - OP[redacted]
OP/TRB/[redacted]UG78)

ADMINISTRATIVE-INTERNAL USE ONLY

18 APR 1978

MEMORANDUM FOR: [redacted]

FROM: John N. McMahon
Deputy Director for Operations

SUBJECT: Commendation for Exceptional Performance

1. The Directorate of Operations Records Review Task Force has finished its work in Warrenton. I want you to know that I realize that a large measure of the success of this effort was due to the exceptional performance of the Records Management Officers who worked long and hard during the six-month period, patiently guiding the 435 Directorate personnel who served on the component teams. Many of you performed additional duties, voluntarily and cheerfully, extending beyond the ten-hour work day, which kept the task force functioning smoothly.

2. This fine team effort and your personal contribution to it is in the best tradition of the Directorate of Operations. I commend you for a job well done.

[redacted]

John N. McMahon

ADMINISTRATIVE-INTERNAL USE ONLY

CONFIDENTIAL

1 AUG 1978

MEMORANDUM FOR: Director of Personnel

FROM : [redacted]
Chief, Retirement Affairs Division

SUBJECT : Request for Voluntary Retirement - [redacted]

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-13	Position:	Records Management Officer
Career Service	:	Operations
Office/Division	:	Information Management Staff
Date Requested for Retirement	:	4 August 1978
Age at that Date	:	50
Years of Creditable Service	:	29
Years of Agency Service	:	26
Years of Qualifying Service	:	9

3. The applicant's Career Service and the CIA Retirement Board recommend that the request be approved.

/s/ [redacted]

The recommendation contained in paragraph 3 is approved.

(signed) F. W. H. Jensen

Director of Personnel

2 AUG 1978

Date

Distribution:
0 - Return to ROB
1 - Applicant
1 - OPF
1 - ROB Soft File
1 - ROB Reader

[redacted]

CONFIDENTIAL

3589

14-00000

OMB 11/21

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 Oct 1977

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

3. NATURE OF PERSONNEL ACTION: Reassignment AND CANCELLATION of NSCA
4. EFFECTIVE DATE REQUESTED: MONTH 07 DAY 11 YEAR 77
5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V / V TO O / O TO V / O TO O
7. FSN AND NSCA: 8033 4801 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDO/NE Division
Office of the Chief, NE Division
Plans Staff

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

11. POSITION TITLE: Records Admin Off ~~Off~~ (13)
12. POSITION NUMBER: CG45
13. CAREER SERVICE DESIGNATION: DCC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.03
16. GRADE AND STEP: 12 4
17. SALARY OR RATE: 24070 ~~$23,403~~

18. REMARKS: replacing [redacted]

#11 PER Sue 10.17.77
#3 PER NANCY 10.17.77
*SAL. BLURB

Concur:

[redacted]
AC/PCS/CSS/Personnel

10/21/77
Date

[redacted] PERS 10-05-77

DATE SIGNED

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

DATE SIGNED: 11/31/77

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE (Numeric / Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. NOTIFIC CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LR
37	10	4603 / NE	7600		1		MO. DA. YR.	MO. DA. YR.

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

35. VET PREFERENCE	36. SERV COMP. DATE	37. LOSS 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.	CAR/REV. PROV/TEMP CODE	CODE / 0—WAIVER 1—BEO 2—BEO/OPT 3—INELIGIBLE	HEALTH INS. CODE

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

45. POSITION CONTROL CERTIFICATION: 01 NOV 1977 10.14.77 RSP

46. O.P. APPROVAL: [redacted]

DATE APPROVED: 17 Oct 77

*FROM: CCS

1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY: [redacted]

14-00000

(-ND

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 August 1976

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

3. NATURE OF PERSONNEL ACTION: CHANGE OF PAN [illegible]
4. EFFECTIVE DATE REQUESTED: MONTH 08 DAY 09 YEAR 76
5. CATEGORY OF EMPLOYMENT: REGULAR
6. PLACE: XX V TO V; V TO CP; CP TO V; CP TO CP
7. PAN AND NSCA: T230 0130 0002
8. SPECIAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATION: DDC/CCS REGISTRY
10. LOCATION OF OFFICIAL STATION: WASH., D. C.
11. POSITION TITLE: REGISTRY ADMIN OFF CH (12)
12. POSITION NUMBER: BL 14
13. CAREER SERVICE DESIGNATION: DCC
14. CLASSIFICATION SCHEDULE (GS, LP, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 12 4
17. SALARY OR RATE: $ 21,321
18. REMARKS

Off — DATE SIGNED: 9 Aug. 76
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER — DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 NATURE CODE	20 EMPLOY CODE	21 OFFICE CODES NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGRITY CODE	24 HOURS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
37	10	39115	CCS	75013		1			

28 RET EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1—CSC 2—CSRS 3—FICA 4—NONE	CODE	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33 SECURITY BKG. IND	34 SEX

35 VET PREFERENCE CODE	36 SERV COMP DATE MO. DA. YR.	37 LORG COMP DATE MO. DA. YR.	38 CAREER CATEGORY CAR DEV PROM. TEMP	CODE	39 FEGLI/HEALTH INSURANCE CODE	5—WAIVED 6—BYO 8—REG/OPT 9—INELIGIBLE	HEALTH INS. CODE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT CODE	43 FEDERAL TAX DATA FORM EXECUTED 1—YES 2—NO	CODE	NO TAX EXEMPTIONS	44 STATE TAX DATA FORM EXECUTED 1—YES 2—NO	CODE	NO TAX EXEMP	STATE CODE

45 POSITION CONTROL CERTIFICATION: 10 AUG 1976 — 8-9-76
46 O.P. APPROVAL
DATE APPROVED

FORM 8-73 1152 USE PREVIOUS EDITION

SECRET

E.2, DOD DIR CL BY: (4)

14-00000

C-NC MEN ABJ 7/16

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 13 July 1976

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

[redacted]

3. NATURE OF PERSONNEL ACTION: Reassignment - Change of Home Base
CHANGE OF SERVICE DESIGNATION

4. EFFECTIVE DATE REQUESTED: MONTH 07 DAY 13 YEAR 76

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: XX v TO v; v TO cr; cr TO v; cr TO cr

7. FUND AND BASIS: 230 0118 0000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATION: DDO/DCS REGISTRY

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

11. POSITION TITLE: RECORDS ADM'TN OF CH (12)

12. POSITION NUMBER: RL 44

13. CAREER SERVICE DESIGNATION: DCC

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

15. OCCUPATIONAL SERIES: 0344.02

16. GRADE AND STEP: 12 4

17. SALARY OR RATE: $ 21,324

18. REMARKS

DAC to DCC

DESIGNATION CHANGED FROM DAC TO DCC.

19. [redacted]

DATE SIGNED: 13 Jul 76

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

U.S. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

20 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23 INTEREST CODE	24 AUDITS CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	10	37 [redacted] / CCS	75013		1		MO. DA. YR.	MO. DA. YR.

28 EOD DONOR (MO. DA. YR.) | 29 VETERAN REFERENCE | 30 RETIREMENT DATA (CSC, CRSM, FICA, NONE) | 31 SEPARATION DATE CODE | 32 CONVERTED CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33 SECURITY REQ NO | 34 SEX

35 VET PREFERENCE (CODE, 5-NONE, 1-5 PT, 3-10 PT) | 36 SERV COMP DATE (MO. DA. YR.) | 37 LOMS COMP DATE (MO. DA. YR.) | 38 CAREER CATEGORY (CAD DATE, PROT TEMP, CODE) | 39 FEDERAL HEALTH INSURANCE (CODE, 1-EMPLOYEE, 2-REG, 3-REG OPT, 4-SELF & FAM, HEALTH INS CODE) | 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0-NO PREVIOUS SERVICE, 1-NO RECENT SERVICE, 2-RECENT SERVICE (LESS THAN 3 YEARS), 3-RECENT SERVICE (MORE THAN 3 YEARS)) | 42 LEAVE CAT CODE

43 FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS) | 44 STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS; STATE CODE)

45 POSITION CONTROL CERTIFICATION: 20 JUL 1976

DATE APPROVED: 07/19/76

FORM 1152 USE PREVIOUS EDITION

SECRET

E.2. IMPDET CL. BY: [redacted]

CR
11-22-74 C Mary

SECRET (When Filled In)

REQUEST FOR PERSONNEL ACTION

DCF

DATE PREPARED: 13 November 1974

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

3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 11 DAY 24 YEAR 74
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: XX
7. FAN AND NSCA: 5230 0121 0002
8. LEGAL AUTHORITY (Completed by Office of Personnel): 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS: DDO/CCS ~~[illegible]~~ REGISTRY
10. LOCATION OF OFFICIAL STATION: WASH., D. C.
11. POSITION TITLE: RECORDS ADMIN OF CH (12)
12. POSITION NUMBER: 0061
13. CAREER SERVICE DESIGNATION: DAC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 12 3
17. SALARY OR RATE: $ 19,693
18. REMARKS:

CONCUR: [redacted] (TELECORD)
SS/SE/PERS

[redacted] /ADS: DATE SIGNED 13 Nov 74
[redacted] VING OFFICER: DATE SIGNED 15 Nov 74

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING	22 STATION CODE	23 INTEGRITY CODE	24 ROUTING CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF EF
22	10	3915 CCS	7503				11 24 74	11 24 74

28 STE EXPIRES MO. DA. YR. | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA (1—CSC 2—OASDI 3—FICA 4—NONE) CODE | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA TYPE MO. DA. YR. | EOD DATA | 33 SECURITY REG. CD.

35 VET PREFERENCE CODE (0—NONE 1—5 PT 2—10 PT) | 36 SERV COMP DATE MO. DA. YR. | 37 RETIREMENT DATE MO. DA. YR. | 38 CAREER CATEGORY TAX DATA PROV/TEMP CODE | 39 FEGLI-HEALTH INSURANCE CODE (1—BENEFIT 2—FEG 3—FEG/OPT 4—OPT-ONLY) HEALTH INS CODE | 40 LEGAL RETIREMENT CD.

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

45 POSITION CONTROL CERTIFICATION: 11-15-74 [redacted] 25 NOV 1974

46 O P APPROVAL: [redacted] DATE APPROVED: 3-11-74

FORM 72 1152 USE PREVIOUS EDITION

SECRET

E 2, IMPDET CL BY: [redacted]

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 21 August 1973

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

3. NATURE OF PERSONNEL ACTION: TRANSFER TO CONTRACT FUNDS; REASSIGNMENT AND DELEGATION OF N.S.C.A.

4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 16 YEAR 73

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V [ ] V TO CF [ ]; CF TO V XX; CF TO CF [ ]

7. FAN AND NSCA: 4230 0121 0002

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDO/CCS
OFFICE OF THE CHIEF
RECORDS MANAGEMENT AND REGISTRY SEC

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

11. POSITION TITLE: RECORDS ADMIN OF CH (12)

12. POSITION NUMBER: 0061

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0344.01

16. GRADE AND STEP: 11 6

17. SALARY OR RATE: $ 16,326

18. REMARKS:
HOME BASE: ~~[illegible]~~ SS

CONCUR: [redacted] (TELECOORD)
C/EUR/PERS

CONCUR: [redacted] (TELECOORD)
DDP/RECORDS MGMT OFFICER

CONCUR FOR CIA W-2: [redacted]
CCS/OCB/S

[redacted] DATE SIGNED 8/24/73

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

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 MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
16	10	3900	CCS	7013		1	[redacted]		

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

35. VET. PREFERENCE CODE	0—NONE, 1—5 PT., 2—10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESP PROV/TEMP	CODE	39. FEGLI/HEALTH INSURANCE CODE	0—WAIVED, 1—REG, 2—REG/OPT, 3—INELIGIBLE	HEALTH INS. CODE	40. SOCIAL SECURITY NO.

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

45. POSITION CONTROL CERTIFICATION: 8-23-73 *FFJr. EUR

46. [redacted] DATE APPROVED: 23 Aug 73

FORM 1152 6-72 USE PREVIOUS EDITION

SECRET CLASSIFIED BY [illegible] EXEMPT FROM GDS

(4)

CONFIDENTIAL
(When filled in)

NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB receptionist.

M E M O R A N D U M O F U N D E R S T A N D I N G

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

NAME
(Please Print)

Signature

11 Sept 73
Date

CONFIDENTIAL
(When filled in)

Group 1 - Excluded from automatic downgrading and declassification.

SECRET

17 APR 1973

Certificate of Exceptional Service (for Vietnam)

VIETNAM (Contract Employees)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 January 1973

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

3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 02 DAY 04 YEAR 73
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V [ ] V TO CF [ ] CF TO V [ ] CF TO CF [X]
7. FAN AND NSCA: 3136 1267 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: UDP/EUROPEAN DIVISION FOREIGN FIELD [redacted] SUPPORT BRANCH
10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: ADM RECORDS ADMIN OFFICER (09)
12. POSITION NUMBER: 0699
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 11.6
17. SALARY OR RATE: $16326

18. REMARKS:
HOME BASE: IS: CONCUR [redacted]
PRA HR 20-17e (1) (a) PROMOTION
CONCUR: C/E/[redacted]
[redacted] be assigned to DO/PCS/RMU position 00611[redacted]

[redacted] C/E/PERS — DATE SIGNED 1/31/73
[redacted] OFFICER — DATE SIGNED 2/2/73

SPACE BELOW FOR EXCLUSIVE U[redacted]

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHANUMERIC	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
32	10	44750	EUR	36533		3		02 04 73	02 04 73

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA CODE (1–CSC 2–OASDI 3–FICA 4–NONE)	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO	34. SEX
02 03 74	.81							

35. VET PREFERENCE CODE (0–NONE 1–5 PT 2–10 PT)	36. SERV COMP DATE MO. DA. YR.	37. LONG COMP DATE MO. DA. YR.	38. CAREER CATEGORY (LAB/MGT PROF/TEMP)	CODE	39. FEGLI/HEALTH INSURANCE CODE	(0–WAIVER 1–REG 2–REG/OPT 3–INELIGIBLE)	HEALTH INS. CODE	40. SOCIAL SECURITY NO.

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

45. POSITION CONTROL CERTIFICATION: 2-2-73 [signature]
46. OP APPROVAL: [redacted]
DATE APPROVED: 2/2/73

FORM 1152 8-72 USE PREVIOUS EDITION

SECRET
FEB 1973

E-2, IMPDET CL. BY: [redacted] (4)

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional) [redacted]

FROM: EUR/PERS 4B0002 Hqs

EXTENSION | NO. | DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. E/PERS/TEDDY				
2. C/E/PERS				
3. C/E/~~BR~~ I				for concurrence
4. E/PERS/JON		1/31	Jon	
5. C/IS/PERS	1 FEB 1973	2 Feb 73		for concurrence
6.				
7. CSPS/SOB GG10		2/2/73	Jon	7. Subject will be assigned as Ch Reg + RMO DDP/CCS upon his return to the U.S. (Aug 73), via [redacted]
8.				
9. OP/PI 5E03				[redacted] will be assigning to CCS/RMO position 0061 via [redacted] [redacted]
10.				
11.				
12.				
13.				
14.				
15.				

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 15 MARCH 1971

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS

4. EFFECTIVE DATE REQUESTED: MONTH 05 | DAY 30 | YEAR 71

5. CATEGORY OF EMPLOYMENT: REGULAR

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

7. FINANCIAL ANALYSIS NO CHARGEABLE: 1136-1267

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/EUR FOREIGN FIELD [redacted] SUPPORT BRANCH

10. LOCATION OF OFFICIAL STATION: [redacted]

11. POSITION TITLE: RECORDS ADM OF (09)

12. POSITION NUMBER: 0699

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0344.01

16. GRADE AND STEP: 10 7

17. SALARY OR RATE: $ 13,821

18. REMARKS

1 cc: Payroll

X HB. EUR

From: DDP/EUR
DEVELOPMENT COMPLEMENT

No Language Required
PRA HR 20-17E(1) (B) NTE Two Yrs

[redacted] /E/Pers 3/15/71 DATE SIGNED

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] DATE SIGNED 3/15/71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE-CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23. INTEGREE CODE	24 NOTES CODE	25 DATE OF BIRTH	26 DATE OF GRADE (MO. DA. YR.)	27 DATE OF LEI (MO. DA. YR.)
20	10	4 4625 / SUP	31533		3	[redacted]		

28 NTE EXPIRES (MO. DA. YR.)	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1-CSC 2-ORGN 3-FICA 4-NONE)	CODE	31. SEPARATION DATA CODE	32 CORRECTION, CANCELLATION DATA TYPE	MO DA. YR.	EOD DATA	33 SECURITY EOD NO.	34. SEX
05 29 73	82								

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

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

45. POSITION CONTROL CERTIFICATION: 5-7-71

46. O.P. APPROVAL: [redacted]

DATE APPROVED: 5-10-71

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

P. 1

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 02 DECEMBER 1970

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

REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS

4. EFFECTIVE DATE REQUESTED: MONTH 12 DAY 13 YEAR 70
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V | V TO CF | XX CF TO V | CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1236-1186
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/EUR DEVELOPMENT COMPLEMENT
10. LOCATION OF OFFICIAL STATION: WASHINGTON, D.C.
11. POSITION TITLE: RECORDS ADM OFFICER
12. POSITION NUMBER: 9997
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, L.R. etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 10 7
17. SALARY OR RATE: $ 13,041

18. REMARKS

2cc: SECURITY
cc: PAYROLL X Other

HB EUR

FROM: DDP/EUR/FOREIGN FIELD [redacted] SLOT# 0254

NTE: 30 June 1971
Pending Reassignment

Security Request Created by Pers. 12/4/70
Pl 12/10/70

[redacted] /Pers DATE SIGNED 3 Dec 70

18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] DATE SIGNED 12/8/70

SPACE BELOW FOR EXCLUSIVE USE

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEF MO. DA. YR.
16	18	4442	EUR	7513		1			

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

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

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

45. POSITION CONTROL CERTIFICATION: 12-8-70 MW

46. O.P. APPROVAL: [redacted] DATE APPROVED 12/8/70

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

(If not filled in)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 20 JANUARY 1971

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS (CORRECTION)

4. EFFECTIVE DATE REQUESTED: MONTH 01 DAY 10 YEAR 71

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / CF TO CF — XX

7. FINANCIAL ANALYSIS NO CHARGEABLE: 1234-1186

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

9. ORGANIZATIONAL DESIGNATIONS: DDP/EUR DEVELOPMENT COMPLEMENT

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

11. POSITION TITLE: RECORDS ADM OFFICER

12. POSITION NUMBER: 9997

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0344.01

16. GRADE AND STEP: 10 7

17. SALARY OR RATE: $ 13,821

18. REMARKS: HA: EUR

cc: Payroll
TO CORRECT EFFECTIVE DATE TO READ 1/10/71 VICE 12/13/70

[redacted] AC/E/Pers — DATE SIGNED 1/21/71

18a. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] — DATE SIGNED 1/21/71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 MODIFIER CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
58	18	4499A / EUR	75013		1	[redacted]	MO. DA. YR.	MO. DA. YR.

28 TIME EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1—CSC 2—ORCR 3—FICA 5—NONE)	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA	33 SECURITY REQ. NO.	34 SEX
MO. DA. YR.		CODE		TYPE 16 MO. 12 DA. 23 YR. 70		

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.	CAR. RESV. PROV./TEMP. / CODE	CODE / 0—WAIVER 1—YES / HEALTH INS. CODE	

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

45. POSITION CONTROL CERTIFICATION: 1-26-71

46. O.P. APPROVAL: [redacted]

DATE APPROVED: 1/26/71

FORM 1152 3-67 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 12 FEBRUARY 1971

1. SERIAL NUMBER: [redacted]
2. NAME (Last–First–Middle): [redacted]
3. NATURE OF PERSONNEL ACTION: CHANGE OF FAN
4. EFFECTIVE DATE REQUESTED (MONTH DAY YEAR): 02 18 71
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: XX | V TO V | V TO C | C TO V | C TO C
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1236-1186
8. LEGAL AUTHORITY (Completed by Office of Personnel): [redacted]
9. ORGANIZATIONAL DESIGNATIONS: DDP/EUR DEVELOPMENT COMPLEMENT
10. LOCATION OF OFFICIAL STATION: WASHINGTON, D.C.
11. POSITION TITLE: RECORDS ADM OFFICER
12. POSITION NUMBER: 9997
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 10 7
17. SALARY OR RATE: $ 13,821
18. REMARKS:
FROM 1234-1186
cc: Payroll

KHB.EUR

[redacted] DATE SIGNED: 12 Feb 71
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] DATE SIGNED: 17 Feb 71

C/E/PERS

SPACE BELOW FOR EXCLUSIVE USE

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. NOOTER CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
31	16	44999	EUR	15013		1	[redacted]		

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

35. VET. PREFERENCE CODE / 0—NONE 1—5 PT. 2—10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LOCAL COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/PERM PROV/TEMP / CODE	39. FEGLI/HEALTH INSURANCE CODE / 0—WAIVED 1—YES	HEALTH INS. CODE	40. SOCIAL SECURITY NO

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

45. POSITION CONTROL CERTIFICATION: 2-18-71 [illegible]
46. O.P. APPROVAL: [redacted]
DATE APPROVED: 2-18-71

FORM 1152 3-67 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

8

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)		NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
		SELF	70-0961

There is on file in the Personal Affairs Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 6 MAY 1970.

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

DATE OF NOTICE	SIGNATURE OF RSD REPRESENTATIVE
19 JUNE 1970	/B/

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-69 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

SECRET

14 May 1968 approved

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion for [redacted] from GS-09 to GS-10

1. FE Vietnam Operations concurs in the field recommendation for the promotion of [redacted] from GS-09 to GS-10. Following is the recommendation from the Chief, Operational Services Branch, Vietnam Station.

"Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

"As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

"Subject has energetically applied himself to improving procedures within his Section and to the cross-training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever-increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

"Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

SECRET

"Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level."

2. If promoted, Subject will occupy the position of IO General, GS-11, Slot # 4984.

[redacted]

Chief, Vietnam Operations

SECRET

4 March 1968

MEMORANDUM FOR: Chief of Station

SUBJECT : Recommendation for Promotion - [redacted]

1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

2. As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in a highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

3. Subject has energetically applied himself to improving procedures within his Section and to the cross training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

4. Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his Section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

SECRET

5. Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level.

/s [redacted]

Chief, OSB

CONCUR [redacted]

Acting Deputy Chief of Station

APPROVE: [redacted]

Chief of Station

PRA SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 Oct 1968

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 11 DAY 1 YEAR 68
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO CF / CF TO V / CF TO CF — XX
7. FINANCIAL ANALYSIS NO CHARGEABLE: 9136 1214
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/EUR FOREIGN FIELD [redacted] SUPPORT BRANCH REGISTRY SECTION
10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: RECORDS ADM OF (09)
12. POSITION NUMBER: 0254
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 10 6
17. SALARY OR RATE: $ 10,847

18. REMARKS:

PRA 20-F1-D(1)(b)(B) NTE 2 YA.

CONCUR: [redacted] FE/Pers
By Phone

via [redacted]

259a Attached

[redacted] C/R/Pers — DATE SIGNED: Oct 68 — [redacted] — DATE SIGNED: 28 OCT 1968

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

20 ACTION CODE	25 EMPLOY CODE	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23 FATIGUE CODE	24 MOTORS CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	10	44525 / EUR	21025		3	[redacted]		

28 EST EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA	33 SECURITY BGD NO.	34 SEX
11 04 70	S.3	1—CSC 2—OASI 3—FICA 4—NONE; CODE		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; 5—NONE 1—5 PT 2—10 PT	MO. DA. YR.	MO. DA. YR.	LAB REG PERM/TEMP; CODE	CODE; 0—WAIVED 1—YES; HEALTH INS. CODE	

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEAVE CAT. CODE	43 FEDERAL TAX DATA			44 STATE TAX DATA		
CODE: 5—NO PREVIOUS SERVICE; 1—REG LB SERVICE; 3—REG LB SERVICE (LESS THAN 3 YEARS); 5—REG LB SERVICE (MORE THAN 3 YEARS)		FORM EXECUTED 1—YES 2—NO	CODE	NO. TAX EXEMPTIONS	FORM EXECUTED 1—YES 2—NO	CODE	ADD'L TAX TEMP	STATE CODE

45. POSITION CONTROL CERTIFICATION: 10 28 68 — From FE
46. O.P. APPROVAL: [redacted]
DATE APPROVED: 10-28-68

FORM 3-67 1152 USE PREVIOUS EDITION — SECRET — GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION — (4)

SECRET
(When filled in)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 23 July 1968

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

3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 07 DAY 28 YEAR 68
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / CT TO V / V TO CT / X CT TO CT
7. FINANCIAL ANALYSIS NO CHARGEABLE: 9137 1487
8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDP/FE FOREIGN FIELD
FE/VNO - VIET NAM STATION
INTELLIGENCE DIVISION
COLLATION BRANCH
CURRENT INTELLIGENCE SECTION
BIOGRAPHIC UNIT

10. LOCATION OF OFFICIAL STATION: SAIGON, South Vietnam.

11. POSITION NUMBER: 4984
12. CAREER SERVICE DESIGNATION: D

RECORDS ADMIN OF D 11

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0344.01
16. GRADE AND STEP: 10 6
17. SALARY OR RATE: $ 10847

18. REMARKS:
RECORDS ADMIN OFFICER OCCUPYING IO GENERAL POSITION.

18A: [redacted] CFE/PERSONNEL — DATE SIGNED: 23 July 68
[redacted] — DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 22
20. NATURE CODE: 10
21. SALARY: $5300
22. CODING: ALPHABETIC FE
23. STATION CODE: 7706
25. INTEGRITY CODE: 1
24. HOURS CODE: 3
26. DATE OF BIRTH: [redacted]
27. DATE OF GRADE: MO. DA. YR.
28. DATE OF LEI: MO. DA. YR.
29. DATE EXPIRES: MO. DA. YR.
30. SPECIAL REFERENCE
31. RETIREMENT DATA: 1—CSC 2—CSRS 3—FICA 4—NONE
32. SEPARATION DATA CODE
33. CORRECTION CANCELLATION DATA: TYPE MO. DA. YR.
ECD DATA
34. SECURITY REQ NO
35. SEX
36. VET PREFERENCE: CODE 0—NONE 1—5 R 2—10 R
37. SERV COMP DATE: MO. DA. YR.
38. LOCAL COMP DATE: MO. DA. YR.
39. CAREER CATEGORY: CAR PROV PROV TEMP
40. FEGLI, HEALTH INSURANCE: CODE 0—WAIVER 1—YES
HEALTH INS. CODE
41. SOCIAL SECURITY NO
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE 0—NO PREVIOUS SERVICE 1—NO CREDIT IN SERVICE 2—CREDIT IN SERVICE (LESS THAN 3 YEARS) 3—CREDIT IN SERVICE (OVER THAN 3 YEARS)
43. LEAVE LAF CODE
44. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMPTIONS
45. STATE TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMP; STATE CODE

46. POSITION CONTROL CERTIFICATION: [redacted]
47. O[redacted]
DATE APPROVED: 25 July 68

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 17 NOVEMBER

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

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT

4 EFFECTIVE DATE REQUESTED: MONTH 12 DAY 1 YEAR 66

5 CATEGORY OF EMPLOYMENT: REGULAR

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

7 FINANCIAL ANALYSIS NO. CHARGEABLE: 7137-1487

8 LEGAL AUTHORITY (Completed by Office of Personnel)

9 ORGANIZATIONAL DESIGNATIONS:
DDP/FE/FOREIGN FIELD
FE/VNC - VIETNAM STATION

EXECUTIVE OFFICE
REGISTRY SECTION

10 LOCATION OF OFFICIAL STATION: SAIGON, SOUTH VIETNAM

11 POSITION TITLE: RECORDS ADMIN OF ~~GS-11~~ (11)

12 POSITION NUMBER: 4127

13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, S.R. etc.): GS

15 OCCUPATIONAL SERIES: 0344.01

16 GRADE AND STEP: 09/4 7

17 SALARY OR RATE: $ ~~9001~~ 9262

18 REMARKS
FROM: [redacted] /OFFICE OF THE CHIEF/
CENTRAL REGISTRY AND RECORDS SECTION

19 [redacted] | DATE SIGNED: 22 Dec 66 | 19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] | DATE SIGNED: 28 Dec

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 INTERCHG CODE	24 HDQTRS CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEV
34	10	45500	FE	77205		5	[redacted]	MO. DA. YR.	MO. DA. YR.

28 NTE EXPIRES	29. SPECIAL REFERENCE	30 RETIREMENT DATA		31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA			33 SECURITY REQ NO	34 SEX
MO. DA. YR.		1-CSC 3-FWR 5-WGS	CODE		TYPE	MO. DA. YR.	EOD DATA		

35 VET PREFERENCE		36 SERV COMP DATE	37 CONS. 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.	CAR. RES. PROV. COMP	CODE	CODE	0-WAIVED 1-YES	HEALTH INS. CODE	

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

45 POSITION CONTROL CERTIFICATION: 12 07 66 N

46 O.P. APPROVAL: [redacted]

DATE APPROVED: 11/1/66

'52 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

F-14

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 18 Nov 66

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

3 NATURE OF PERSONNEL ACTION: DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM

4 EFFECTIVE DATE REQUESTED: MONTH 12 | DAY 18 | YEAR 66

5 CATEGORY OF EMPLOYMENT: REGULAR

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

7 FINANCIAL ANALYSIS NO CHARGEABLE: 7137-1566

8 LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-643 Sect. 203

9 ORGANIZATIONAL DESIGNATIONS: DDP/FR

10 LOCATION OF OFFICIAL STATION

11 POSITION TITLE

12 POSITION NUMBER

13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)

15 OCCUPATIONAL SERIES

16 GRADE AND STEP: 9

17 SALARY OR RATE: $

18 REMARKS

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

18A SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED

18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE | 20 EMPLOY CODE | 21 OFFICE CODING (NUMERIC, ALPHABETIC) | 22 STATION CODE | 23 INTEGREE CODE | 24 HOURS CODE | 25 DATE OF BIRTH (MO, DA, YR) | 26 DATE OF GRADE (MO, DA, YR) | 27 DATE OF EOD (MO, DA, YR)

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

35 VET PREFERENCE (CODE, 0—NONE, 1—5 PT, 2—10 PT) | 36 SERV COMP DATE (MO, DA, YR) | 37 LONG COMP DATE (MO, DA, YR) | 38 CAREER CATEGORY (CAP PERM, PROV, TEMP, CODE) | 39 FEGLI HEALTH INSURANCE (CODE, 0—WAIVER, 1—YES, HEALTH INS CODE) | 40 SOCIAL SECURITY NO

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

45 POSITION CONTROL CERTIFICATION: 11-21-66 N

46 OP APPROVAL: See memo signed by D/Pers dated 16 NOV 66

DATE APPROVED

Form 1152 USE PREVIOUS EDITION
9-4-7-66

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

5 January 1966

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion [redacted] from GS-09 to GS-10

1. It is strongly recommended that [redacted] be promoted from GS-09 to GS-10. [redacted] entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time [redacted] has served as a Records Analyst at Headquarters, [redacted] and since 1961 in the Central Registry Section of the [redacted] is 37 years old and has been at grade as a GS-09 since 1958. He was previously recommended for promotion to GS-10 in November 1964 and June 1965.

2. In the promotion recommendation for the [redacted] 9 November 1964, the [illegible] commented on [redacted] as follows:

"A. [redacted] is now on his second tour as [redacted] Registry. This unit is located at Bonn Air Station and handles all correspondence for all Station elements. In view of the fact that the Station is located in a different geographic location, a great deal of responsibility is given to [redacted] to ensure that active responsibility is functioning entirely capably and properly assigned, dispatched and [illegible] voiled and processed, correspondence from the local military [illegible] is correctly analyzed and routed. The [illegible] system is functioning effectively, and the Station Registrar is capably [illegible] out [illegible] dispatch [illegible].

"B. The Registry is presently composed of six employees in addition to Mr. [illegible] as Chief of the [redacted] does an exemplary job in supervising these employees with the result that the Central Registry is [illegible] well-functioning unit."

Not Approved
3/1/66

(Group 1
Excluded from automatic
downgrading and
declassification

SECRET

"C. In addition to his normal duties, [redacted] is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.

"D. In view of [redacted] demonstrated ability to provide leadership to the Station Registry staff, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."

[redacted] has continued to perform in an out-of-all "[illegible]" manner as indicated in his recent "[illegible]" report. He recently planned and effectively implemented the move of the Station's Registry from one location to another. In a dispatch dated 22 November 1965, the present Chief of Station [redacted] report: "There is little [illegible] add to his predecessor's recommendation dated 8 November 1964, for promotion of [redacted]. He is performing all his duties as Chief of the Daily Station Registry with a thinking and dispatch [illegible] a strong supervisor who [illegible] to achieve the maximum [illegible] of his personnel and material."

[illegible] The Agency's [illegible] recommendation [redacted] be promoted to [illegible] [redacted] be promoted to GS-10 at the [illegible]

[redacted]

Chief, [illegible]

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
		66-502

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 26 October 1965.

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

DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE
17 DEC 1965	B. DeFelice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-59 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
		66-148

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 26 June 1965.

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

DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE
17 AUG 1965	B. DeFelice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-59 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 10 Feb 1961

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

3. NATURE OF PERSONNEL ACTION: Reassignment and Transfer to Confidential funds 03
4. EFFECTIVE DATE REQUESTED: MONTH 03 DAY 19 YEAR 61
5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V | X V TO CF | CF TO V | CF TO CF
7. COST CENTER NO. CHARGEABLE: 1137-7351-1000
8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/FE [redacted] Office of the Chief Central Registry and Records Section
10. LOCATION OF OFFICIAL STATION: [redacted]

11. POSITION TITLE: Intel Analyst - Gen 12-D
12. POSITION NUMBER: 3061
12A. PCR CONTROL NO.:
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LP, etc.): GS
15. OCCUPATIONAL SERIES: 0132.36
16. GRADE AND STEP: 09 3
17. SALARY OR RATE: $ 6765

18. REMARKS

FROM: FE/Office of the Chief/2461 tray 1
lcc - Security

Security [illegible] 2/16/61
mr 3/14/61

Form 259 forwarded to Medical Staff
Departure Date: 31 March 1961
FE/CMC Approved

USED

18A. [redacted] NEL

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 1
20. EMPLOY. CODE: 11
21. OFFICE CODE: NUMERIC 5130 ALPHA
22. STATION CODE:
23. INTIGRE CODE:
24. [illegible] CODE: 3
25. DATE OF BIRTH: [redacted]
26. DATE OF GRADE: MO. DA. YR.
27. DATE OF EST.: MO. DA. YR.

28. DATE EXPIRES: MO. DA. YR.
29. SPEC. AUT. REFERENCE:
30. SEC. SEGMENT DATA: 1 = [illegible] 3 = [illegible] 5 = [illegible]; CODE
31. SEPARATION DATA CODES
32. CONVERTED/CANCELLAT. ON DATA: TYPE; MO. DA. YR.
EOD DATA
33. SECURITY REQ. NO.
34. SEX

35. VET. PREFERENCE: CODE; 0 = NONE 1 = 5 PT. 2 = 10 PT.
36. SERV. COMP. DATE: MO. DA. YR.
37. CONT. COMP. DATE: MO. DA. YR.
38. MIL SERV CREDITABLE: 1 = YES 2 = NO; CODE
39. FEGLI / HEALTH INSURANCE: CODE; 0 = WAIVER 1 = YES; HEALTH INS. CODE
40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA: CODE; 0 = NO PREVIOUS SERVICE 1 = NO BREAK IN SERVICE 2 = BREAK IN SERVICE (LESS THAN 12 MOS) 3 = BREAK IN SERVICE (MORE THAN 12 MOS)
42. RETIREM. CAT. CODE
43. FEDERAL TAX DATA: FORM EXECUTED 1 = YES 2 = NO; CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1 = YES 2 = NO; CODE; NO. TAX EXEMP.; STATE CODE

45. POSITION CONTROL CERTIFICATION: [redacted] 03/13/61
46. O.P.S. APPROVAL: [redacted]

52 OBSOLETE PREVIOUS EDITION AND FORM 1152A.

SECRET

(4)

MEMORANDUM FOR: [redacted]

VIA : Chief, FE

1. The problem of effective management of the operational records of the Clandestine Services is one of our most important responsibilities. In this connection, you have been selected by your Division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your selection is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the objectives of the Clandestine Services. A copy of this memorandum will be placed in your official personnel folder to record your appointment as Records Officer.

2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and index cards recommended for destruction by other members of your Branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RID as that of an officially appointed Records Officer.

3. At the meeting of 16 December 1958 , you were briefed on the details of your duties as Records Officer. It is now considered that you will be able fully to execute your duties as Records Officer and thus make a real contribution to the CS Records Management Program.

[redacted]
DDP/RMO

cc: Personnel Jacket of Addressee

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet Pref.	5. Sex	6. CS-EOD
	[redacted]		None-0 5 Pt-1 10 Pt-2 / Code 1	M 1	Mo. 04 Da. 21 Yr. 52

7. SCD	8. CSC Retnt.	9. CSC Or Other Legal Authority	10. Apmt. Affidav.	11. FEGLI	12. LCD	13. Sec. Clr.
Mo. 11 Da. 12 Yr. 48	Yes-1 No-2 / Code 1	50 USCA 403 g	Mo. Da. Yr.	Yes-1 No-2 / Code /	Mo. 04 Da. 21 Yr. 52	Yes-1 No-2 / Code 2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE FE [redacted] SUPPORT BRANCH	5161	[redacted]	57557

16. Dept. - Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept. - USfld - Frgn - / Code 5	RECDS MGMT ANAL	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
09 1	$ 5985	D1	Mo. 11 Da. 16 Yr. 58	Mo. 11 Da. 15 Yr. 59	9 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
Reassignment Temporary Vouchered / Unvouchered	01	Mo. Da. Yr. 3 22 59	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE Office of the Chief Secretariat	5112	Washington, D. C.	25013

33. Dept. - Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept. - USfld - Frgn - / Code 5	Records Mgmt Off	2461 SA-11		

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 3700 20 001

SOURCE OF REQUEST

A. [redacted] FE/Secretariat

B. [redacted] (Name & Telephone Ext.)

Mozelle Little X2957

C. [redacted] And Title)

[redacted] onnel

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[redacted]	3-22-59	D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By	[redacted]	

Remarks

please transfer from Unvouchered to Vouchered funds
2 Copies to Security

C/O File

FORM NO. 1152
1 MAR 57

(4)

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION

6 October 1958

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet Pref. None-0 5 Pt-1 10 Pt-2 / Code	5. Sex	6. CS-LOD Mo.	Da.	Yr.
	[redacted]		1	M 1	04	21	52

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13. Ins. Serv. Credit Yes-1 No-2	Code
XX	XX	XX		1	50 USCA 403 d						04	21	52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE BRANCH 3 [redacted] ADMIN SEC	5161	[redacted]	57557

16. Dept. - Field Dept. - USfld - Frgn -	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	RECORDS MGMT ANALYST	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
07 8 4	5430 $ 4795	D1	~~04 10 55~~	~~04 06 59~~	9 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
Promotion	30	11 16 58	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE FE/PSH - [redacted] Support Branch	5161		57557

33. Dept. - Field Dept. - USfld - Frgn -	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
9 1	$ 5015		11 16 58	11 15 59	9-3780-55-006

SOURCE OF REQUEST

A. [redacted] DDP/PSH

B. [redacted] (Name & Telephone Ext.)
Mozelle Little 16/2057

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

CLEARANCES

Clearance		Date	Clearance	Signature	Date
A. Career Board	[redacted]	11/3/58	D. Placement		
B. Pos. Control		11/3/58	E.		
C. Classification		30 Oct 58	F. Approved By	[redacted]	11/4/58

Remarks Request for upgrading slot to GS-9 submitted to Wage & Salary Division.
(Hold promotion in Career Panel until slot approved.)

Recorded by CSED 1958

FORM NO. 1152
1 MAR 57

(4)

SECRET

COPY AIR

HD21-A-9355
(50-1-5)

ATTN : Chief, WH Division
Chief, RI
Chief of Station [redacted]

31 January 1958

Administrative

TDY Service - RI Team

ACTION REQUIRED: Routing copies to Personnel files of employees concerned

[redacted]

wishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.

2. [redacted] wishes to acknowledge at this time, not only the exemplary service rendered by these employees but also the splendid support that RI Division has given to this station.

3. The RI employees named in paragraph 1 worked hard (spending many hours more than the forty normal work hours each week) and efficiently on [redacted] Station files. In addition, they were congenial, friendly and a pleasure to have in the Station.

[redacted]

ACW/cps

29 January 1958

Distribution:
8 - Adds.
2 - Files

STANDARD FORM 52
PRESCRIBED BY THE U. S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENT — FEDERAL PERSONNEL MANUAL CHAPTER 291

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

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

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname): [redacted]
2. DATE OF BIRTH: [redacted]
3. REQUEST NO.:
4. DATE OF REQUEST: 5 July 1957

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Reassignment * transfer to UV funds
B. POSITION (Specify whether establish, change grade or title, etc.):

6. EFFECTIVE DATE
A. PROPOSED: SEP 2 1957
B. APPROVED: 5 Sep 57
7. C. S. OR OTHER LEGAL AUTHORITY:

FROM: Intel Analyst BV-130.12 4795
GS-0132.35-7 ~~$4,660.00~~ p/a
DDP/FI
Records Integration Division
Analysis & Operations Branch
Analysis Section
Washington, D.C.

8. POSITION TITLE AND NUMBER
9. SERVICE, GRADE, AND SALARY
10. ORGANIZATIONAL DESIGNATIONS: 3161
11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL: [ ] FIELD [XX] DEPARTMENTAL

TO: ~~Intel Analyst~~ Records Integration Analyst 4795
~~GS-0132.35-7~~ $4,660.00 p/a
DDP/FI GS-0306.01-7
Branch 3 - [redacted]
Administrative Section
[redacted]
[ ] FIELD [XX] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
* Memo dtd 18 June 1957 to Mgm staff via CSA/DD/S requesting that three RI Positions (1 GS-9 and 2 GS-7s - Record Analyst) be established on the [redacted] F/O [redacted] to be slotted against the GS-9 slot.
Please call EE/PT/III x 4009 for effective date.
[redacted]
Chm Concur & Fit. Rep.

B. [redacted]
C. [redacted] (Name and telephone extension) x 2957
D. REQUEST APPROVED BY: [redacted]
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	S'PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

SD:DI

15. SEX: M
16. APPROPRIATION FROM: 8-2309-23 TO: 8-3780-55-006 5 7 3 5 3 2
17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): YES
18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):
19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS
D.O.C. 04.10.55.
PSI - 04.06.58
No SW

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	[illegible]	[illegible]	
C. CLASSIFICATION			
D. PLACEMENT OR ENFL.	[redacted]		
E.			10-4 Dft to be forwarded to payroll

F. APPROVED BY
Doberty
[illegible] 7/12/57 - [illegible] 16 August 57

10—41427-8

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED

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

1. NAME (Mr.—Miss—Mrs - One given name, initial(s), and surname): [redacted]
2. DATE OF BIRTH: [redacted]
3. REQUEST NO.:
4. DATE OF REQUEST: 15 Aug 1956
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.)
D. APPROVED:

FROM— BV-430.02

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

TO— Intel Analyst BV-430.12
GS-0132.35-7 $4660.00 pa
DDP/FI
Records Integration Division
Analysis & Operations Branch
Analysis Section
Washington, D.C.
[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Slot BV-430.02 was used for slotting purposes only--this action will eliminate double slotting.

C. R. Ellington, For P.O.

B. REQUESTED BY (Name and title): John M. Scott, Chief, R[redacted]
D. REQUEST APPROVED BY: Signature: Title:
E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Ruth Robinson, Ext. 2510

13. VETERAN PREFERENCE: NONE | WWII | OTHER | 5 PT. x | 10 POINT: DISAB | OTHER
14. POSITION CLASSIFICATION ACTION: NEW | VCE | A.A. | REAL.
SD: DI

15. SEX: M
16. APPROPRIATION: FROM: 7-2309-23 TO: 8-2023
17. SUBJECT TO C.S. RETIREMENT ACT (FES-40): Yes
18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):
19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS
APPROVED BY
FI CAREER SERVICE BOARD
DATE 16 Aug 56

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	LP	8/16/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]	16 Aug 56	
E.			

F. APPROVED BY: [illegible] [redacted] 16 Aug 56

16—57777-4

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED TO VOUCHERED

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

1. NAME (Mr. – Miss – Mrs – One given name, initial(s), and surname): [redacted]
2. DATE OF BIRTH: [redacted]
3. REQUEST NO.:
4. DATE OF REQUEST: 14 June 1956
5. NATURE OF ACTION REQUESTED
   A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Reassignment
   B. POSITION (Specify whether establish, change grade or title, etc.):
6. EFFECTIVE DATE
   A. PROPOSED:
   B. APPROVED:
7. C.S. OR OTHER LEGAL AUTHORITY:

FROM—		TO—	
IO-CI	BFF 583.05	Intel Analyst	BV-430.02
GS-0136.53-7	$4660.00	~~GS-0136.53-7~~ GS-0132.35-7	$4660.00 pa
DDP/FE		DDP/FI	
Branch 1 - [redacted]		Records Integration Division	
Records Integration Branch		Analysis & Operations Branch	
Personality Files Section		Analysis Section	
[redacted]		Washington, D.C.	
X FIELD	DEPARTMENTAL	FIELD	X DEPARTMENTAL

8. POSITION TITLE AND NUMBER
9. SERVICE, GRADE, AND SALARY
10. ORGANIZATIONAL DESIGNATIONS: 4/108
11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer from Unvouchered to Vouchered Funds.
Vice [redacted] transferring to ~~[illegible]~~ EE
Copies of this action have been submitted to Payroll and Security offices.
CONCUR: [redacted]

13. VETERAN PREFERENCE: NONE | WWII | OTHER, 5 PT | 10 POINT (DISAB, OTHER) — X
14. POSITION CLASSIFICATION ACTION: NEW | VICE | I.A. | REAL — SD: DI
15. SEX: M
16. APPROPRIATION: FROM 6-2740-55-096 TO 6-2309-23
17. SUBJECT TO C.S. RETIREMENT ACT (YES—NO): Yes
18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY): [redacted]
19. LEGAL RESIDENCE: ☐ CLAIMED ☐ PROVED — DC

20. STANDARD FORM 50 REMARKS

26 June 56 RAM/wmd

6/27/56

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	LP	6/27/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]	10 Jul 56	
E.			

SECRET

Name: [redacted]

Date: 15 June 1956

CS Designation: DI

Nature of Action: Reassignment

	FROM	TO
Pos. Title:	I. O. (CI)	Intel Analyst
Grade:	GS-7	GS-7
Division:	DDP/FE	DDP/FI
Staff:	Branch 1 - [redacted]	RI
Branch:	Records Integration	Analysis MM & Operations
Section:	Personality Files	Analysis
Hdqrs:	[redacted]	Washington

I & R Comment [illegible] 19 1956
Date

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO. FKLA 5886

CONFIDENTIAL
CLASSIFICATION

TO : Chief, FE

DATE: 4 FEB 1955

FROM : Chief, [redacted]

INFO: Chief, Support Mission, [redacted]

SUBJECT: GENERAL: Administrative/Personnel
SPECIFIC: Recommendation for Promotion - [redacted]

1. It is recommended that [redacted] be promoted from GS-5 to GS-7. Subject entered on duty with the [redacted] 26 July 1954.

2. [redacted] presently occupies proposed Slot No. 21 which has been recommended as a GS-9 slot. Subject has been in grade as a GS-5 since 6 June 1953 and has performed the duties of his present assignment since 10 August 1954.

3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the [redacted] Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, [redacted] has assumed the work load previously handled by two individuals and at the same time has managed to keep his backlog to a minimum.

4. [redacted] is conscientious, hard-working and more than willing to work long hours of overtime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unusually long hours to reestablish himself during the recent move of this Mission to Japan. On the basis of work performance and motivation, subject is recommended as justly deserving of promotion to GS-7.

5. I certify that [redacted] is performing the duties outlined in the job description attached hereto.

/s/ [redacted]

1 February 1955

1 Encl - a/s
DISTRIBUTION:
1 - Chief, FE
1 - Chief, SM

CONFIDENTIAL
CLASSIFICATION

CONFIDENTIAL

POSITION DESCRIPTION - [redacted]

1. Nature and Purpose of Work:

My position is that of intelligence analyst in the Personality File section of the Records Integration Branch. I am responsible for the maintenance of agent records and personality files.

2. Duties:

a. To maintain all agent records. This takes a good percentage of my time as it includes the following:

(1) Make all [redacted] on PRQ's and file check requests, writing up the results and forwarding them to the proper agencies.

(2) Make sure that all PRQ's and file check requests have the correct classification, the proper number of copies for distribution, correct name and telecodes, and are forwarded to the proper case officer or foreign unit.

(3) See that the results of [redacted] received from Headquarters and CHIMI are properly carded and forwarded to the case officer concerned.

(4) Keep all agent records up-to-date with regard to cryptonyms, POC's, OC's and other additional information received.

(5) Keep files on all terminated agents and see that the proper records are filled out and forwarded when they are terminated.

b. To maintain the RI card index, assuring that all cards received in RI are properly filed and have the correct names and telecodes.

c. To analyze, card and file all documents forwarded to Personality Files; these include State Station memo, MOR's, Contact Reports, CCMUFE Reports, MFIU's, various intelligence summaries, etc.

3. Responsibility for the Work of Others:

N/A

4. Scope and Effect of Work:

I am responsible for making all HCMI file checks. I must see that they are made out thoroughly, quickly and accurately. My check may decide the outcome of hiring or refusing to hire a prospective agent or other employee for an operation or project.

5. Supervision and Guidance Received:

I receive no direct supervision or guidance in duties relating to the maintenance of agent records. I receive over-all policy guidance from the Chief of RI and some guidance from branch chiefs and case officers.

CONFIDENTIAL

6 Mental Demands:

a. Initiative: In order to maintain agent records properly, I must always keep alert for new ways to keep them up-to-date and meet any demands that may be made for drawing up new procedures for the maintenance of agent records.

b. Originality: To adopt new ways of maintaining agent records without losing control over the flow of daily material.

c. Judgment: I must decide what action should be taken on all [redacted] file checks, regarding what information is to be sent to Headquarters and [redacted]

7. Personal Work Contacts:

I must maintain close personal contact with all case officers and branch chiefs in order that I may maintain up-to-date agent records.

8. Other:

I must maintain files of all documents routed to Personality Files. Also I must resolve problems the branch chiefs or case officers may have in regard to agent records.

Also, I have recently established a 201 agent record system for the Mission and am responsible for its continual maintenance.

CHECK LIST FOR TRAINING

[redacted]

1. Typing

2. Shorthand

3. English Usage

4. Office Practice
(Electric typewriter, filing, phones, Correspondence Manual, proofreading, office protocol.)

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED TO
UNVOUCHERED

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

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			16 Feb 54

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: Feb 25 Apr 54

7. C. S. OR OTHER LEGAL AUTHORITY

FROM—	8. POSITION TITLE AND NUMBER	TO—
Intell. Anal. BT-469.08		10(FI) BFF 602.02-5
~~GS-132-5~~, $3410.00 p.a. GS-0132.55-5	9. SERVICE, GRADE, AND SALARY	GS-0136.51-~~#5~~, $3410.00 p.a.
DDP/FI	10. ORGANIZATIONAL DESIGNATIONS	DDP/TE
Records Integration ~~Staff~~ Div Processing & Records Branch Consolidation Section Washington D.C.	11. HEADQUARTERS	UNCONVENTIONAL WARFARE ~~Intelligence~~ Division ~~Positive Intelligence Branch~~ Lorch
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer to Unvouchered Funds from Vouchered Funds.

C. [redacted]

B. [redacted] RI

D. REQUEST APPROVED

Signature: [redacted]

Title: for FI/00

13. VETERAN PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5 PT.	10 POINT USAB	10 POINT OTHER	NEW	VILL	I. A.	REAL.	CD-FI
	X		X							

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (1945—80)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: A-2309-20 TO: 1-3740-55-096	100		☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

Effective okay
Spec FC-FI
16 Apr 54

Conc. 26 Mar 54.
16 Apr 54

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	Jm	19 Mar 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]	25 Mar 54.	
E.			

F. APPROVED BY

[illegible] 25 Mar 54

SECRET

10—67820-8

STANDARD FORM 52
PRESCRIBED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1955—FEDERAL PERSONNEL
MANUAL CHAPTER 291

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*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			1 June 1953

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)	6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
Promotion	B. APPROVED: 7 June 53	

B. POSITION (*Specify whether establish, change grade or title, etc.*)

FROM—	8. POSITION TITLE AND NUMBER	TO—
Intel. Anal. BV-469.08-4 GS-~~4-132~~ 132-4 $3175.00 pa DDP/FI Records Integration ~~Division~~ STAFF Processing & Records Branch Consolidation Section Washington, D.C. [ ] FIELD [X] DEPARTMENTAL	9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	Intel. Anal. BV-469.08 GS-~~5-132~~ 132-5 $3410.00 pa DDP/FI Records Integration ~~Division~~ STAFF Processing & Records Branch Consolidation Section Washington, D.C. [ ] FIELD [X] DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)

Subject has been in grade since ~~21 April~~ 17 Aug 1952.

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*)
2510

D. REQUEST
Signature:
Title: Chief FI/PO

13. VETERAN PREFERENCE

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

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

CD-FI

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

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS.
A.			
B. CERL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	DCD	4 June	
E.			

F. APPROVED BY 4 June 1953

10—57130-3

[redacted] 25 1 June 1953

Washington, D. C.
Intel. Anal. FI/RI

GS-4
GS-5

BV-469.08
GS-4

BV-469.08
GS-5

High School Graduate, 2 years of Business College

Treasury Dept., Accounting Clerk, GS-2, May 1950 to Jan. 1952
GS-3, Jan. 1952 to April 1952

OSO/RI, File Section, File Clerk, GS-3, 21 April 1952 to 17 Aug. 1952
GS-4, 17 Aug. 1952 to 16 March 1953
DDP/FI/RI, Consolidation Section, Mail & File Clerk, GS-4, 16 March 1953 to present

[redacted]
Chief, RI

STANDARD FORM 52
PRESCRIBED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1953—FEDERAL PERSONNEL
MANUAL CHAPTER 3

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)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			15 Apr 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 26 Apr 53

7. C S OR OTHER LEGAL AUTHORITY
Sala

FROM—	8. POSITION TITLE AND NUMBER	TO—
Mail & File Clerk BV-364.08		Intel. Anal. BV-469.08-4
GS-4-305 $3175.00 pa	9. SERVICE, GRADE, AND SALARY	GS-4-132 $3175.00 pa
DDP/FI/RI Processing & Records Branch Consolidation Section	10. ORGANIZATIONAL DESIGNATIONS	DDP/FI/RI Processing & Records Branch Consolidation Section
Washington, D.C.	11. HEADQUARTERS	Washington, D.C.
[ ] FIELD [X] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
Position BV-364.08 has been deleted from the T/O.

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

D. REQUEST AP
Signature
Title: Chief, FI/RD

13. VETERAN PREFERENCE

NONE	WWII	OTHER	S-P.V.	10-POINT DISAB	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

T.E.M.	VICE	L.A.	REAL.

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
		FROM: 16X2100 2319-W TO: 2319-00			[ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CERL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	OCD	20 Apr	
E.			

F. APPROVED BY
20 Apr 1953

19—67830-2

STANDARD FORM 52
PRESCRIBED BY THE
U. S. CIVIL SERVICE COMMISSION
PURSUANT TO — FEDERAL PERSONNEL
MANUAL, CHAPTER 30

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*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			2 March 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)
Reassignment

B. POSITION (*Specify whether establish, change grade or title, etc.*)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 15 Mar 53

7. C. S. OR OTHER LEGAL AUTHORITY

FROM—	8. POSITION TITLE AND NUMBER	TO—
File Clerk BV-356		Mail & File Clerk BV-364.08
GS-4-305 $3175.00 pa	9. SERVICE, GRADE, AND SALARY	GS-4-305 $3175.00 pa
DD/P/FI/RI Processing & Records Branch File Section Washington, D.C.	10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	DD/P/FI/RI Processing & Records Branch Consolidation Section Washington, D.C.
[ ] FIELD [X] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)
From BV-356 to BV-364.

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

D. REQUEST APPROVED
Signature:
Title: doc FI/RO

13. VETERAN PREFERENCE

NONE	WWII	OTHER	S-PT.	10 POINT DISAB.	10 POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
		FROM: 11X2200 TO: 2309-20			[ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS.
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED		3/6/53	

13—87320-B

14-00000

PERSONNEL ACTION REQUEST

REGISTER NO.

NAME [redacted]	REQUESTED EFFECTIVE DATE 17 Aug 52
NATURE OF ACTION: Promotion	WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:
FROM	**TO**
TITLE: File Clerk X-39.04	File Clerk X-102.22
GRADE AND SALARY: GS-3-305 $2950.00 per annum	GS-4-305 $3175.00 per annum
OFFICE: OSO	OSO
DIVISION: RI	RI
BRANCH AND SECTION: Processing & Records Branch, File Section	Analysis & Operations Branch, Service & Correspondence Section
OFFICIAL STATION: Washington, D.C.	Washington, D.C.
DEPARTMENTAL [X] FIELD [ ]	DEPARTMENTAL [X] FIELD [ ]

REMARKS:

From X-39.04 to X-102.22

Subject has been in grade since 21 April 1952.

Approved: [redacted]

31 July 52 [redacted], RI

RECOMMENDED:

(DATE) [redacted] (SIGNATURE OF ADM. OFFICER)

FOR USE OF PERSONNEL ONLY

PLACEMENT

DATE QUALIFICATIONS APPROVED

CLEARANCE REQUESTED		CLEARANCE APPROVED	
DATE	TYPE	DATE	TYPE

DATE | SIGNATURE

CLASSIFICATION

BUREAU NO.	C. S. C. NO.	DATE APPROVED

NEW	VICE	I. A.	REAL
8/13/52	[redacted]		

EFFECTIVE DATE

TRANSACTIONS AND RECORDS

APPROPRIATION: 11X2100

ALLOTMENT: 2309-00

C. S. C. AUTHORITY: [illegible]

DATE SIGNATURE: 8-11-52 [redacted]

PERSONNEL RELATIONS

DATE | SIGNATURE

APPROVALS [ ] SUBJECT TO SECURITY CLEARANCE

DATE | SIGNATURE OF EXECUTIVE

DATE: 7 Aug 52 | SIGNATURE [redacted]

FORM NO. 37-3
JUL 1950

U. S. GOVERNMENT PRINTING OFFICE 16—63467-1

21. To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

From 11 May 1950 to 19 April 1952
Fiscal Acct. Clerk GS - 3 $2950.00 per annum
SUPERVISOR: Miss Ryan
U.S. Treasury Department
Pennsylvania Avenue
Washington, D.C.
PLEASE FORWARD FILES AND LEAVE RECORD TO:

File case

[redacted] (EMPLOYEE)

NOTE

If this address is not the correct one to which future inquiries should be mailed, be sure to insert the correct address under item 20a.

FOLD HERE FOR MAILING IN WINDOW ENVELOPE

10-61956-6

22. Return to: EMPLOYING ORGANIZATION

FORWARD OFFICIAL PERSONNEL FOLDER TO
R. H. J. HOPKINS,
CENTRAL INTELLIGENCE AGENCY
2430 E STREET, N. W.
WASHINGTON 25, D. C.

To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

FROM 11 May 1950 to April 1952
Fiscal Acct. Clerk GS 3 $2950.00
U.S. Treasury Dept.
15th & Penna. Ave N.W.
Washington D.C.

[redacted] (EMPLOYEE)

NOTE

If this address is not the correct one to which future inquiries should be mailed, be sure to insert the correct address under item 18a.

FOLD HERE FOR MAILING IN WINDOW ENVELOPE

10-61956-6 GPO 16

Return to: EMPLOYING ORGANIZATION

George E. Moloon
2430 E Street N.W.
Washington D.C.

SF 1150 was forwarded by your office in May 1952. Since this copy has been detached from our files it is requested that you forward a copy of same to the address at left.

1/19 P.S.L

ENTRANCE ON DUTY NOTICE

1. TO OSO RY	2. DATE 22 April 1952
Notice of Final Processing of Applicant for Entrance on Duty	
3. NAME [redacted]	4. ENTRANCE SALARY $2950.00
5. TITLE V - File Clerk	6. GRADE GS — 3

The applicant named in item 3 above meets all standards for full employment with CIA. Signed clearance for entrance on duty has been received from Inspection and Security and made a part of the personnel file of this individual. Effective this date he/she is assigned to duty with your office.

Full - 26 March 1952
Lt. - 23 April at 3:00 P.M.

POSTED
APR 30 1952

[redacted]
PERSONNEL OFFICER

FORM NO. 37-114
JAN 1952

(41)

Date APR 4 1952

[redacted]

Your employment has been approved by this Agency at $ 2950 per annum, subject to the satisfactory completion of additional processing on the day you enter on duty. It is requested that you report to the Receptionist, East End of Temporary "I" Building located at 17th and Independence Avenue, S. W., at 8:30 a.m. as soon as possible.

Please advise Mrs. Brown, 2430 "E" Street, N. W., by telephone, Executive 6115, Extension 3693 of your exact reporting date.

Sincerely yours,

[redacted] 4 - 1952

Personnel Division

Subject telephoned 4-5-52 (date), spoke with EJS

Subject will EOD 21 Apr 52 - Now in Treasury

SUBJECT WILL NOT EOD; Reason:

Release Authorized

Desk mat 4/8

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

22 March 1952

[redacted]

In reference to your application for employment, this letter is to assure you that the processing of your papers as a GS-3, $ 2950 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

The processing is a rather lengthy one; but when further information is available, we shall get in touch with you immediately.

In the meantime, it would be appreciated if you would advise us of any change in your present status, such as change of address, etc.

Your continued interest and patience are appreciated.

Very truly yours,

[redacted]
Personnel Division

OUTGOING CLASSIFIED MESSAGE

PAGE NO .....

CENTRAL INTELLIGENCE AGENCY

DATE: 5 Mar 52

ROUTINE ☐ PRIORITY ☐ URGENT ☐

FROM: PDC (ORIGINATING OFFICER) (PHONE EXTENSION)

TRANSMIT TO: [redacted] see new address on route sheet

(CLASSIFICATION)

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - NIGHT LETTER

EMPLOYMENT APPROVED THIS AGENCY $ 2750 PER ANNUM, SUBJECT SATISFACTORY COMPLETION OF ADDITIONAL PROCESSING. DESIRE REPORT SOONEST POSSIBLE RECEPTIONIST, EAST END TEMPORARY "I" BUILDING, 17TH AND INDEPENDENCE AVENUE, SOUTHWEST, WASHINGTON, D. C. AT 8:30 A.M. ADVISE MRS. BROWN 2430 "E" STREET NORTHWEST, BY COLLECT NIGHT LETTER OR COLLECT PHONE, EXECUTIVE 6115, EXTENSION 3698 THE EXACT REPORTING DATE.

[redacted]

Is now a GS-3 (called PHS) won't take a GS-2. Ok 8 March

RELEASING OFFICER | COORDINATING OFFICERS | AUTHENTICATING OFFICER

[redacted]

CLASSIFICATION

FORM NO. 35-7 JUL 1948

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

20 February 1952
In reply refer to ED-4

This is to advise that actual processing of your application for employment with this Agency has been initiated. Specific details as to the type of appointment and salary will be contained in subsequent correspondence. Please direct all future correspondence to the undersigned.

If applicable, the attached form should be completed and returned within two weeks. Thank you for your prompt attention to this matter.

Very truly yours,

Personnel Division

Enclosure
2 [illegible]
1 Append
1 [illegible]
Please forward three passport size photographs at your earliest convenience.

CERTIFICATE OF ATTENDANCE

I certify that on APR 28 1952 (DATE) I have attended the Agency Indoctrination Course specified by Regulation 25-1.

[redacted]

FORM NO. 51-121
DEC 1951

(6)

384

File
MD

FORM NO. 57-115
MAY 1950

TO: Medical Division

FROM: Transactions & Records

SUBJECT: [redacted]

Request that above named subject be given a physical examination.

POSITION: File Clerk

GRADE: GS - 3

BRANCH: OSO RI

SERVICE: DEPT.

NATURE OF APPOINTMENT: EXC.

OK

[redacted]

FORM NO. 57-115
MAY 1950

14-00000

PERSO L ACTION REQUEST

REGISTER NO.

NAME	REQUESTED EFFECTIVE DATE: APR 21 1952
NATURE OF ACTION: Excepted Appointment	WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:
FROM	TO
TITLE	File Clerk L-39.04-2
GRADE AND SALARY	GS-305-3 $2950.00
OFFICE	OSO
DIVISION	RI
BRANCH AND SECTION	Processing and Records Branch File Section
OFFICIAL STATION	Washington, D.C.
DEPARTMENTAL ☐ FIELD ☐	DEPARTMENTAL ☒ FIELD ☐

F.C. 26 March 52

REMARKS:

(To P-39.04) gw

Approved: 15 FEB 1952

#57

In status 4-28-52

RECOMMENDED: 15 Jul 52 (DATE)

FOR USE OF PERSONNEL ONLY

PLACEMENT

DATE QUALIFICATIONS APPROVED

CLEARANCE REQUESTED

DATE	TYPE	DATE	TYPE

DATE | SIGNATURE

CLASSIFICATION

BUREAU NO | C. S. C. NO | DATE APPROVED

FLW | VICE | L. A. | REALT

DATE 27 Feb.

EFFECTIVE DATE

TRANSACTIONS AND RECORDS

APPROPRIATION 2123400

ALLOTMENT 3009

C. S. C. AUTHORITY Sch A 6. 116 (B)

DATE SIGNATURE 21 Apr 52

PERSONNEL OFFICER

DATE | SIGNATURE

APPROVALS | SUBJECT TO SECURITY CLEARANCE

DATE | SIGNATURE OF EXECUTIVE

DATE 4 Mar 52

FORM NO. 37-3
JUL 1950

U. S. GOVERNMENT PRINTING OFFICE 16—46267-4

CONFIDENTIAL

SECURITY INFORMATION

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. M-3007A

DATE 1[illegible]

FULL NAME (Last) (First) (Middle)

YEAR OF BIRTH 1928

POSITION TITLE: FILE CLERK

GRADE: GS-3

CODE

LOCATION (OFFICE): OSO

CODE

DIVISION: RT

CODE

BRANCH: MOC-REC

CODE

GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE): A. U., D.C.

TYPE OF EMPLOYEE: 1. [X] REGULAR 2. [ ] CONTACT 3. [ ] CONSULTANT 4. [ ] MILITARY 5. [ ] OTHER:

FUNDS: [X] VOUCHERED [ ] UNVOUCHERED

TYPE(S) OF SECURITY CLEARANCE REQUESTED

[X] PROVISIONAL FOR: (Show name of pool or group) D ST. POOL

[X] SECRET

[X] FULL

[ ] WAIVER

AVAILABILITY DATE (Da-Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE
			01

SEX AND VETERAN STATUS: 1. [X] M-V 2. [ ] M-NV 3. [ ] F-V 4. [ ] F-NV

REMARKS:

SECURITY INITIATED BY FORTH. SUPERSEDES ACTION OF 1/5/52.
CHANGE OF OFFICE, DIVISION & BRANCH.

Attachments:
FHS
Append. I
Photos.

SIGNATURE

OTO

DIVISION

FORM NO. 37-104
APR 1951

(01)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 8 Feb. 1952

TO : Jerome

FROM : [redacted]

SUBJECT: [redacted]

In process as GS 2 Clerk. He wants accounting clerk eventually, but there are no openings at present, & we have two other - better qualified - accounting clerks in process in reserve at present.

Possibility for microfilm trainee? [redacted]

P.O.
12-26

MP

[redacted]

January 12, 1952

Dear Sir:

I received your letter dated January 5, stating that I was to inform you of any changes in my present status.

I am now a grade GS 2 with an one year increase. I am now being considered for a grade GS 3 in the Treasury Dept. I assure you, this does not lessen my zeal to get in the C.I.A.

I would like to know if your Agency would transfer or consider me for appointment at a grade GS 3.

Sincerely yours,

[redacted]

REQUEST FOR SECURITY CLEARANCE

CONFIDENTIAL

REQUEST NO.

DATE

FULL NAME (Last) (First) (Middle)

YEAR MONTH

POSITION TITLE

GRADE

CODE

LOCATION (OFFICE) Clerk

CODE

DIVISION Personnel (O)

CODE

BRANCH Personnel Pool

CODE

GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE) Washington, D. C.

TYPE OF EMPLOYEE 1. [X] REGULAR 2. [ ] CONTACT 3. [ ] CONSULTANT 4. [ ] MILITARY 5. [ ] OTHER:

FUNDS

[X] VOUCHERED [ ] UNVOUCHERED

TYPE(S) OF SECURITY CLEARANCE REQUESTED

[ ] PROVISIONAL FOR: (Show name of pool or group) Dr. Street Pool

[ ] SECRET

[ ] FULL

[ ] WAIVER

AVAILABILITY DATE (Da-Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE
			01

SEX AND VETERAN STATUS 1. [ ] M-V 2. [X] M-NV 3. [ ] F-V 4. [ ] F-NV

REMARKS:

Morris 1-17-52

Attachments:
PHS
Append, I
Photos.

CONFIDENTIAL

Chief, Personnel Division

DIVISION

FORM NO. 37-104
JUN 1951

(8)

SECURITY INFORMATION

5 January 1952

[redacted]

You are being considered for employment with the Central Intelligence Agency at grade CS-2, salary ~~$2750.00~~ per annum.

The appointment, if offered, will be temporary indefinite in nature. Processing procedures require about 30 days to complete. Unless you are notified to the contrary during this period, you may assume that you are being actively considered for employment. Upon completion of this processing, we will contact you immediately.

In the meantime, it would be appreciated if you will keep us advised of any changes in your present status, such as change of address, etc.

Please let us know immediately if during the interim you find that you will not be able to accept employment with this organization.

Very truly yours,

[redacted]
Chief, Personnel Division

CONFIDENTIAL

REQUEST FOR SECURITY CLEARANCE

SECURITY INFORMATION

REQUEST NO.

DATE 4 JAN. 1952

FULL NAME | (Middle) | YEAR OF BIRTH 1928

POSITION TITLE CLERK | GRADE GS 2 | CODE

LOCATION (OFFICE) POOL | CODE | DIVISION | CODE | BRANCH | CODE

GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)

TYPE OF EMPLOYEE 1. [✓] REGULAR 2. [ ] CONTACT 3. [ ] CONSULTANT 4. [ ] MILITARY 5. [ ] OTHER:

FUNDS [✓] VOUCHERED [ ] UNVOUCHERED

TYPE(S) OF SECURITY CLEARANCE REQUESTED

[✓] PROVISIONAL FOR: (show name of pool or group)

[✓] SECRET

[✓] FULL

[ ] WAIVER

AVAILABILITY DATE (Da-Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE
asap			01

SEX AND VETERAN STATUS 1. [✓] M-V 2. [ ] M-NV 3. [ ] F-V 4. [ ] F-NV

REMARKS:

89 to Med. Sec 1/5

Attachments:
FHS
Append, I
Photos.

CONFIDENTIAL
SECURITY INFORMATION

SIGNATURE

DIVISION

FORM NO. 37-104
JUN 1951

(9)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : File

DATE: 3 January 1952

FROM :

SUBJECT: [redacted]

1. Contacted Treasury Dept. this date and Employee Relations Officer stated that subject had no efficiency ratings since he had not been there long enough before being granted mil[illegible]ough and after his discharge. However, she stated that [redacted] had been a very satisfactory employee and there was nothing derogatory in his file.

[redacted]

CONFIDENTIAL

REPORT OF INTERVIEW

THIS DATE: 18 Dec. 51

NAME: [redacted]

REFERRED BY:

HOME ADDRESS: [redacted]

TELEPHONE: AD 8430

BUSINESS ADDRESS: Treasury

TELEPHONE: EX 6400 x2612

DATE OF BIRTH:

PLACE OF BIRTH: Forest River, N. D.

CITIZENSHIP (HOW ACQUIRED): US

NAME OF SPOUSE: none - no expectations

DATE OF BIRTH:

PLACE OF BIRTH:

CITIZENSHIP (HOW ACQUIRED):

SALARY REQUESTED: GS-2

NO. OF DEPENDENTS: none

INTERVIEWER: [redacted]

EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)

Hadlich's Bus. Sch. Diploma in jr. accounting

MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)

Present- Treasury Dept. L/A attached

MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)

Oct 3, 1946 Apr 12, 1948

Oct 19, 1950 Aug 7, 1951

Pfc (Infantry)

FORM NO. 97-117
JAN 1951

CONFIDENTIAL

(4-11)

CONFIDENTIAL

AREA KNOWLEDGE (RESIDENCE OR STUDY)

Japan, Korea (US Army) No 10-9

LANGUAGE FACILITY

None

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES.)

A CLEAN CUT, BRIGHT EYED, EAGER YOUNGSTER, VERY AMBITIOUS BUT HAS HAD LIMITED EXPERIENCE. HE WOULD LIKE TO GET INTO ACCOUNTING, BUT HE HAS HAD ONLY BASIC ACCOUNTING AND HAS NEVER HAD A JOB IN ACCOUNTING TO TEST HIM. HE IS WILLING TO TAKE A CLERK JOB IF HE WILL GET A ~~CLEARANCE~~ CHANCE AT ACCOUNTING. WILL GO O/S. FEELS HE IS BLOCKED IN HIS JOB IN TREASURY DEPT. SINCE HE WILL COME AS A GS-2, I WOULD TAKE A CHANCE ON HO HIM IF HIS TESTS SHOW ANYTHING ENCOURAGING. HE EXPECTS TO ENTER STRAYERS COLLEGE OF ACCOUNTING (NIGHT) IN FEBRUARY. DOES NOT DESIRE POOL. SUGGEST MISS MC KENNEY LOOK HIM OVER. FORMS ATTACHED. HAS BEEN SCHEDULED FOR GS-4 CLERK-ACCT. TEST ON 20 DECEMBER.

FORMS GIVEN: ☐ PHS ☐ MEDICAL ☐ RESERVE

SIGNATURE OF INTERVIEWER

CONFIDENTIAL

MEMORANDUM TO: Personnel Division
Central Intelligence Agency
2430 "E" Street, N. W.
Washington, 25, D. C.

DEC 3 1951

SUBJECT: Availability of [redacted]

1. This is to advise you that no objection is interposed to your consideration of the application for employment of the above-named individual who is presently employed by this office.

2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his ~~transfer~~ release.

[redacted]
(Signature)

Acting Personnel Officer
(Title)

Bureau of Accounts
Treasury Department
(Agency)

Contact for Further information:

[redacted]
(Name) Employee Relations Officer

Code 172, Extension 2628
(Telephone)

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP	DATE: 12 May 1975	FILE NO. 2542

TO: (Check)

- X CHIEF, CONTROL DIVISION, OP
- CHIEF, CONTRACT PERSONNEL DIVISION, OP
- X CHIEF, OPERATING COMPONENT (For action) CCS

SS NO. [redacted]

EMPLOYEE NUMBER [redacted]

ID CARD NUMBER

ATTN: CHIEF ADMIN STAFF

REF: VERBAL REQUEST

OFFICIAL COVER: [ ] ESTABLISHED [X] DISCONTINUED

SUBJECT [redacted]

UNIT

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS
[ ]	BASIC COVER PROVIDED. EFFECTIVE DATE _____
[ ]	OPERATIONAL COVER PROVIDED. FOR _____ TDY _____ OTHER (Specify)
	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HHB 20-7)
	SUBMIT FORM 3254 _____ TO BE ISSUED. (HHB 20-11)
	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2a)
	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2a)
	EAA. CATEGORY I [ ] CATEGORY II [ ]
	SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD

	CANCELLATION OF OFFICIAL COVER-UNBLOCK RECORDS EFFECTIVE DATE: EOD
X	SUBMIT FORM 3254 CIA #-2 TO BE ISSUED. (HHB 20-11)
X	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY 2 (HHB 20-7)
X	EAA: CATEGORY I [X] CATEGORY II [ ]
X	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
X	[illegible] 24[illegible] CIA [illegible]

DO NOT WRITE IN THIS [illegible]

THIS MEMO MUST REMAIN ON TOP OF FILE

REMARKS AND/OR COVER HISTORY

COPY 1 - CO OF CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SR&CD
COPY 4 - OC-OO/TFB
COPY 5 - CCS-FILE

EDF:JP

CHIEF, OFFICIAL

DATE

FORM 1-78 1551 USE PREVIOUS EDITION

SECRET

E2, IMPDET CL BY [redacted]

(13-20-431)

SECRET

NOTIFICATION OF [illegible]NMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

FILE NO.

TO: (Check)

- [ ] CHIEF, CONTROL DIVISION, OP
- [ ] CHIEF, CONTRACT PERSONNEL DIVISION, OP
- [ ] CHIEF, OPERATING COMPONENT (For action)

SS NUMBER

EMPLOYEE NUMBER

ID CARD NUMBER

ATTN:

REF:

OFFICIAL COVER [ ] ESTABLISHED [ ] DISCONTINUED

SUBJECT

UNIT

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS

- [ ] BASIC COVER PROVIDED EFFECTIVE DATE _____
- [ ] OPERATIONAL COVER PROVIDED FOR _____ TO _____ (Specify)

SUBMIT FORM 642 [illegible] TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HHB 20-7)

SUBMIT FORM 3254 _____ TO BE ISSUED. (HHB 20-11)

SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-24)

SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-24)

EAA. CATEGORY I [ ] CATEGORY II [ ]

SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD

REMARKS AND/OR COVER HISTORY

CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS

EFFECTIVE DATE: [illegible]

SUBMIT FORM 3254 _____ W-2 TO BE ISSUED. (HHB 20-11)

SUBMIT FORM 642 [illegible] TO CHANGE TELEPHONE LIMITATION [illegible] CATEGORY _____ (HHB 20-7)

EAA. CATEGORY I [ ] CATEGORY II [ ]

RETURN ALL OFFICIAL DOCUMENTATION TO CCS

SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD.

DO NOT WRITE IN THIS BLOCK

DISTRIBUTION:
COPY 1 - CO OF CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SH&CD
COPY 4 - OL/TFB
COPY 5 - CCS-FILE

CHIEF, OFFICIAL COVER; CENTRAL COVER STAFF

FORM 1551 USE PREVIOUS EDITION

SECRET

E.O. UNPDET CL. BY 007622

613-20-481

SECRET

NOTIFICATION OF ESTAB SHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DAT: 10 May 1971

FILE NUMBER: 2542

EMPLOYEE NUMBER: [redacted]

ID CARD NUMBER:

TO: (Check)

- X CHIEF, CONTROL DIVISION
- CHIEF, CONTRACT PERSONNEL DIVISION
- X CHIEF, OPERATING COMPONENT (For action) EUR

ATTN: EUR/Chief Support Staff

REF: Form 1413 dated 6 May 1971

OFFICIAL COVER: X BACKSTOP ESTABLISHED / DISCONTINUED

SUBJECT: [redacted]

UNIT: [redacted]

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

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

REMARKS AND/OR COVER HISTORY

[redacted]

DISTRIBUTION: COPY 1 - CD
COPY 2 - OPERATING COMPONENT
COPY 3 - S/OS
COPY 4 - OL/TELEMC
COPY 5 - RF
COPY 6 - CCS - FILE

RF:km

[redacted]

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

FORM 1551 USE PREVIOUS EDITION 13-70

SECRET

(13-20-431)

SECRET

NOTIFICATION OF ESTA SHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DA: 13 November 1970

TO: (Check)
- X CHIEF, RECORDS AND CONTROL
- CHIEF, CONTRACT PERSONNEL DIVISION
- X CHIEF, OPERATING COMPONENT (For action)

FILE NUMBER: 2542

EMPLOYEE NUMBER: 19032

ID CARD NUMBER: TAO-542

ATTN: FUE/ Chief Support Staff

REF: Form 1322

SUBJECT: [redacted]

OFFICIAL COVER: X BACKSTOP ESTABLISHED; DISCONTINUED

UNIT: Records Analysis Group

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

X ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)

CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)

A. TEMPORARILY FOR _____ DAYS
EFFECTIVE DATE COB _____

B. CONTINUING AS OF COB Aug 57

DATE (as of COB)

X SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)

SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)

X ASCERTAIN THAT Army W-2 BEING ISSUED. (HHB 20-11)

RETURN ALL OFFICIAL DOCUMENTATION TO CCS.

X SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HB-240-2a)

DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY

X SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HB-240-2a)

SUBMIT FORM 2608 X FOR HOSPITALIZATION CARD

REMARKS AND/OR COVER HISTORY

[redacted]

DISTRIBUTION: COPY 1 - RCD
COPY 2 - OPERATING COMPONENT
COPY 3 - B.DD
COPY 4 - PE/PERSONE
COPY 5 - CCS - SUPPORT
COPY 6 - RCD - FILE

HC
HC/pt

[redacted]

CHIEF, OFFICIAL COVER CENTRAL COVER STAFF

FORM 1551 PREVIOUS EDITION OBSOLETE

SECRET

HHB 20-401

SECRET

6 Mar 59

File: 2542

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

SUBJECT : [redacted]

1. [redacted] arrangements [redacted] have been completed for the above-named Subject.

2. Effective as 5 Mar 1959, it is requested that your records be properly blocked [redacted]

3. This memorandum confirms an oral request of 6 Mar 59 by [redacted] Room 1608 "L" Building, Extension 2420.

[redacted]

HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

[redacted] SECRET REMAIN

FORM 1580a ON TOP OF FILE (4-12-40)

SECRET

DEC 5 1956
(Date)

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

THROUGH : Security Support Division
Office of Security

SUBJECT : [redacted]

1. [redacted] arrangements have been completed for the above named subject who will be visiting a foreign country for a _____ day TDY trip.

2. Effective this date, it is requested that your records be properly (XXXXXX) (re-opened) to (XXXX) (acknowledge) subject's current Agency employment by an external inquirer.

[redacted]
Chief, Official Cover & Liaison, CCS

CC: SSD/OS

SECRET

12-11-54

14-00000

SECRET
(When Filled In)

RMR 080878

NOTIFICATION OF PERSONNEL ACTION

OFF

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): 08 04 78

5. CATEGORY OF EMPLOYMENT: REGULAR

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

7. FAN AND NSCA: 8026 3430 0000

8. CSC OR OTHER LEGAL AUTHORITY: PL 88-643 SEC 233

9. ORGANIZATIONAL DESIGNATIONS:
DDO/IMS
INFORMATION MGMT AND PLANNING GROUP
RECORDS MANAGEMENT BRANCH
AREAS UNIT

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

11. POSITION TITLE: RECORDS ADMIN OFF NE

12. POSITION NUMBER: CG45

13. SERVICE DESIGNATION: DCC

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

15. OCCUPATIONAL SERIES: 0344.01

16. GRADE AND STEP: 13 2

17. SALARY OR RATE: 26889

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 45
20. Employ. Code: 10
21. OFFICE CODING (NUMERIC / ALPHABETIC)
22. STATION CODE
23. INTEGRITY CODE
24. Hours Code
25. DATE OF BIRTH (MO DA YR)
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 - CSC, 2 - CIA, 3 - FICA, 5 - NONE; CODE
31. SEPARATION DATA CODE: OBJ0000
32. Correction (TYPE, MO DA YR)
EOD DATA
33. SECURITY REQ NO
34. SEX
35. VET PREFERENCE: CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT
36. SERV COMP DATE (MO DA YR)
37. LONG COMP DATE (MO DA YR)
38. CAREER CATEGORY: CAR, BRV, PROV, TEMP; CODE
39. FEGLI - HEALTH INSURANCE: CODE; 0 - NONE, 1 - YES; HEALTH INS CODE
40. SOCIAL SECURITY NO
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE 1-3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS
42. LEAVE CAT CODE
43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO); CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO); CODE; NO TAX EXEMP; STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

ULS

FORM 1150
5-74 Mfg 10-74
Use Previous Editions

SECRET

EO 11652 (3) 25 X 10 YRS

14-00000

J53078

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCE

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

3. REASSIGNMENT

4. EFFECTIVE DATE: MO DA YR 04 09 78

5. CATEGORY OF EMPLOYMENT: REGULAR

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

7. FAN AND NSCA: 8026 3430 0000

8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS:
DDO/IMS
INFORMATION MGMT AND PLANNING GROUP
RECORDS MANAGEMENT BRANCH
AREAS UNIT

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

11. POSITION TITLE: RECORDS ADMIN OFF NE

12. POSITION NUMBER: C045

13. SERVICE DESIGNATION: DCC

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

15. OCCUPATIONAL SERIES: 0344.01

16. GRADE AND STEP: 13 2

17. SALARY OR RATE: 26889

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 37
20. Employee Code: 10
21. OFFICE CODING: NUMERIC 53740 ALPHABETIC IMS 75013
22. STATION CODE
23. INTEGREE CODE
24. Hours Code: 1
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. CSC 2. CSA 3. FICA 4. NONE; CODE
31. SEPARATION DATA CODE
32. Correction Code: TYPE MO DA YR
BOD DATA
33. SECURITY REQ NO
34. SEX
35. VET PREFERENCE: CODE; 0 NONE 1 5 PT 2 10 PT
36. RETIREMENT COMP DATE: MO DA YR
37. LONG COMP DATE: MO DA YR
38. CAREER CATEGORY: CAR RESV EXCP IMP; CODE
39. FEGLI / HEALTH INSURANCE: CODE; 0 WAIVED 1 YES; HEALTH INS CODE
40. SOCIAL SECURITY NO
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE; 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 YRS) 3 BREAK IN SERVICE (MORE THAN 3 YRS)
42. LEAVE CAT CODE
43. FEDERAL TAX DATA: FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMP; STATE CODE

SIGNATURE OR OTHER AUTHENTICATION:

FROM: NE

SECRET

Will Proceed Edition

14-00000

OCF B

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

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

3. NATURE OF ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	03 12 78	REGULAR

6. FUNDS	V TO V	V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF	8033 4800 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF	CG45	DCC

14. CLASSIFICATION SCHEDULE (GS, WG, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	13 2	26889

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employee Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hours Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	46075	NE	75013		1		03 12 78	03 12 78

28. TIME EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC 2 CIA 3 FICA 5 NONE)	CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data TYPE	MO DA YR	EOD DATA	33. SECURITY REQ NO	34. SEX

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

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

SIGNATURE OR OTHER AUTHENTICATION

MAR 1978 22 PM 3

FORM 1150
S 74 Mfg 10-74

Use Previous Edition

SECRET

EOM

E2 IMPDET CL BY 007622 (4-81)

1 SERIAL NO	2 NAME	3 ORGANIZATION	4 FUNDS	5 LWOP HOURS

6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	EFFECTIVE DATE	WGI	QSI	ADJ.
12	5	24070	11/23/ 5	12	5	24799	11/20/			

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE DATE 15 Sept 1977

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

CLERKS INITIALS PROCESSED BY

FORM 10-73 560E Use previous editions

PAY CHANGE NOTIFICATION (4 51)

NOV 15 3 5 PM '77

LJF 110977

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND CANCELLATION OF NSCA	07 11 77	REGULAR

6. FUNDS	V TO V	V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF	3033 4801 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF	CG45	DCC

14. CLASSIFICATION SCHEDULE (GS, WG, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12 4	24070

18. REMARKS
THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 10/09/77.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF EST
37	10	48075 NE	75013		1		MO DA YR	MO DA YR

28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction Cancellation Data		33. SECURITY REQ. NO.	34. SEX
MO DA YR		1 CSC 2 CIA 3 FICA 5 NONE / CODE		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	CAR RESV PROV TEMP / CODE	CODE: 0 - WAIVED 1 - YES / HEALTH INS CODE	

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

FROM: CCS

SIGNATURE OR OTHER AUTHENTICATION

POSTED
NOV 18 1977

FORM 1150
5-74 Mfg 10-74

Use Previous Edition

SECRET

E.O. 12958 CL BY 037022

JSM

A11 L20 1C0 045

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	ORG.	SCH-GR-STEP	NEW SALARY
[redacted]		CCS	GS 12 4	$24,070

15848

14-00000

KKK: 22 JULY 76

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)

3 NATURE OF PERSONNEL ACTION REASSIGNMENT - CHANGE OF HOME BASE	4 EFFECTIVE DATE (MO DA YR) 07 13 76	5 CATEGORY OF EMPLOYMENT REGULAR	
6 FUNDS ▶ X V TO V / V TO CF / CF TO V / CF TO CF	7. PAN AND NOCA T230 0118 0002	8 CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9 ORGANIZATIONAL DESIGNATIONS DDO/CCS REGISTRY	10. LOCATION OF OFFICIAL STATION WASH., D.C.		
11. POSITION TITLE RECORDS ADMIN OFF CH	12 POSITION NUMBER BL44	13 SERVICE DESIGNATION DCC	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15 OCCUPATIONAL SERIES 0344.01	16 GRADE AND STEP 12 4	17. SALARY OR RATE 21324

18 REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23. INTEGREE CODE	24 Hours Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	39115 / CCS	75013		1			

28 TIME EXPIRES (MO DA YR)	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1 CSC 2 CR 3 FICA 4 NCARB) / CODE	31 SEPARATION DATA CODE	32 Correction / Cancellation Data (TYPE, MO DA YR)	EOD DATA	33 SECURITY REQ NO	34. SEX

35 VET PREFERENCE (CODE; 1 NONE 2 5 PT 3 10 PT)	36. SERV. COMP DATE (MO DA YR)	37 LONG COMP DATE (MO DA YR)	38 CAREER CATEGORY (CAR EMPL / EXCEP EMP)	39 FEGLI / HEALTH INSURANCE (CODE; CODE; 0 WAIVER 1 YES)	HEALTH INS CODE	40 SOCIAL SECURITY NO.

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

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 Use Previous SECRET E 2 IMPDET CL BY 007622 (4-53)

14-00000

AEO: 13 AUG 76

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
CHANGE OF FAN	08 09 76	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	T230 0130 0002	50 USC 403 J

9. ORGANIZATIONAL DESIGNATION	10. LOCATION OF OFFICIAL STATION
DDO/CCS REGISTRY	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OFF CH	BL44	DCC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12 4	21324

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employee Code	21. OFFICE CODING (NUMBER / ALPHABETIC)	22. STATION CODE	23. INVOICE CODE	24. Wgtg. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	39115 / CCS	75013		1		MO DA YR	MO DA YR

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Current Organization Data		33. SECURITY REQ NO.	34. SEX
MO DA YR		1 CSC 2 CIA 3 FICA 5 SKDHI / CODE		TYPE	MO DA YR	EOD DATA	

35. 1ST 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 7 10 PT	MO DA YR	MO DA YR	CAR RSV PROV TEMP / CODE	CODE / 0 WAIVED 1 YES / HEALTH INS CODE	

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE / 1 NO PREVIOUS SERVICE 2 NO BREAK IN SERVICE 3 BREAK IN SERVICE (LESS THAN 3 YRS) 5 BREAK IN SERVICE (MORE THAN 3 YRS)		FORM EXECUTED 1 YES 2 NO	CODE	NO TAX EXEMPTIONS	FORM EXECUTED 1 YES 2 NO	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
AUG 1976

FORM 1150 Use Previous SECRET E 2 IMPDET CL BY 007822 (4-51)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DCS 01/31/76

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	01 23 76	

6. FUNDS					7. FAN AND NSEA	8. CSC OR OTHER LEGAL AUTHORITY
	A	V TO V		V TO CF	.6230 0118 0002	
		CF TO V		CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DCD/CCS	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
RECORDS ADMIN OF CH	6144	DAC

14. CLASSIFICATION SCHEDULE (GS, LB, etc)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	12	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

30 ACS

FRANK JENNINGS

Form 1150B 8-72 MFG 7-74 Use Previous Edition

SECRET

"E 2 IMPDET CL BY 007622"

(4-31)

SERIAL NO.	NAME	ORGANIZATION	ACCT. NO.	GROSS HOURS
[redacted]		39 115	V	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 12	3	20,678 ~~$16,063~~	11/24/74	GS 12	4	21,324 ~~$20,904~~	11/23/75		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE [redacted] DATE 12 Sept 1975

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

CLERKS INITIALS

FORM 7-66 560E Use previous editions PAY CHANGE NOTIFICATION (4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11541 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		39	115 V	GS 12 4	$22,485

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	39	115 V	GS 12 3	$20,678

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)
3 NATURE OF PERSONNEL ACTION: PROMOTION	4 EFFECTIVE DATE (MO DA YR): 11 24 74
5 CATEGORY OF EMPLOYMENT: REGULAR	
FUNDS: X V TO V / CF TO V / V TO CF / CF TO CF	7. FAN AND NSCA: 5230 0121 0002
8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403	
9. ORGANIZATIONAL DESIGNATIONS: DDC/CCS REGISTRY	10 LOCATION OF OFFICIAL STATION: WASH., D.C.
11. POSITION TITLE: RECORDS ADMIN GE-CH	12 POSITION NUMBER: 0001
13. SERVICE DESIGNATION: DAC	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS	15 OCCUPATIONAL SERIES: 0344.01
16 GRADE AND STEP: 12 3	17 SALARY OR RATE: 19993
18 REMARKS	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 22	20 Employ Code: 10	21 OFFICE CODING (NUMERIC / ALPHABETIC): 33115 / CCS	22 STATION CODE: 75043	23 INTEGREE CODE	24 Hdqtrs Code: 1	25 DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR): 11 24 74	27 DATE OF LSI (MO DA YR): 11 24 74
28 NTE EXPIRES (MO DA YR)	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1 CSC 2 CIA 3 FICA 5 HOME) / CODE	31 SEPARATION DATA CODE	32 Correction / Cancellation Data (TYPE / MO DA YR)	EOD DATA	33 SECURITY REQ NO	34 SEX	
35 VET PREFERENCE (CODE / 0 - NONE 1 5 PT 2 10 PT)	36 SERV COMP DATE (MO DA YR)	37 LONG COMP DATE (MO DA YR)	38 CAREER CATEGORY (CAR / PROV / REMP / CODE)	39 FEGLI / HEALTH INSURANCE (CODE / 0 WAIVED 1 YES / HEALTH INS CODE)		40 SOCIAL SECURITY NO.		
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE / 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 YRS) 3 BREAK IN SERVICE (MORE THAN 3 YRS))	42 LEAVE CAT CODE	43 FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO / CODE / NO TAX EXEMPTIONS)	44 STATE TAX DATA (FORM EXECUTED 1 YES 2 - NO / CODE / NO TAX EXEMP / STATE CODE)					

SIGNATURE OR OTHER AUTHENTICATION

POSTED
DEC 2 1974

FORM 1150 9-72 Mfg 8-73 Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

14-00000

BBG: 19 SEPT 73

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT, TRANSFER TO VOUCHERED FUNDS AND DELEGATION OF NSCA	09 10 73	REGULAR

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

7. FAN AND NSCA	8 CSC OR OTHER LEGAL AUTHORITY
4230 0121 0002	50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC	WASH., D.C.

11 POSITION TITLE	12 POSITION NUMBER	13 SERVICE DESIGNATION
RECORDS ADMIN OF CH	0061	D

14 CLASSIFICATION SCHEDULE (GS, GM, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0344.01	11 6	16326

18 REMARKS

W-2 INFO: CIA

HOME BASE: SS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employee Code	21 OFFICE CODING (NUMERIC / ALPHAMETIC)	22 STATION CODE	23 INTERVIEW CODE	24 Hours Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27 DATE OF EST (MO DA YR)
16	10	35100 CCS	75013		1			

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

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

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

SIGNATURE OR OTHER AUTHENTICATION

FROM: EUR

POSTED
9-20-73

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

SECRET

E 2 IMPDET CL BY 007627

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 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: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		39 115	V	GS 11 6	$18,061

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

[redacted]

42300121

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		39 115	V	GS 11 6	$17,116

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		44 750	CF	GS 10 7	$15,331

[illegible] 1973 TO 1 OCT 1972 [illegible] OF PAY ADJUSTMENT CORRECTED FROM [illegible] EXECUTIVE ORDER 11777, DATED 12 APR 1974.

SECRET
(When Filled In)

LML: 13 FEB 73

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	02 04 73	REGULAR

6. FUNDS					7 Financial Analysis No Chargeable	8 CSC OR OTHER LEGAL AUTHORITY
		V TO V		V TO CF	3135 1267 0000	50 USC 403 J
		CF TO V	X	CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/EUROPEAN DIVISION FOREIGN FIELD [redacted] SUPPORT BRANCH	[redacted]

11. POSITION TITLE	12 POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OF	0699	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16 GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	11 6	16326

18. REMARKS

HOME BASE: IS

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 INTERAGENCY CODE	24 Retirement Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	44750	EUR	36533		3	[redacted]	02 04 73	02 04 73

29. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30 RETIREMENT DATA (1 CSC 2 C-A 3 FICA 4 NONE)	CODE	31 SEPARATION DATA CODE	32 Conversion Completion Date (YR MO DA YR)		33 SECURITY REQ NO	34. SEX
02 03 74	81					EOD DATA		

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

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

SIGNATURE OF OTHER AUTHENTICATION

POSTED

SECRET

FORM 5-68 1150 Mfg 11-71 Use Previous Editions

(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		44 750	CF	GS 10 7	$14,581

14-00000

23 MAY 1971.

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCP

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

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS

4 EFFECTIVE DATE (MO DA YR): 05 30 71

5 CATEGORY OF EMPLOYMENT: REGULAR

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

7 Financial Analysis No Chargeable: 1136 1267 0000

8 CSC OR OTHER LEGAL AUTHORITY: 50 U3C 403 J

9 ORGANIZATIONAL DESIGNATION: DDP/EUR DIVISION FOREIGN FIELD [redacted] SUPPORT BRANCH

10 LOCATION OF OFFICIAL STATION: [redacted]

11 POSITION TITLE: RECORDS ADM OF

12 POSITION NUMBER: 0699

13 SERVICE DESIGNATION: D

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

15 OCCUPATIONAL SERIES: 0344.01

16 GRADE AND STEP: 10 7

17 SALARY OR RATE: 13821

18 REMARKS

HOME BASE: EUR

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 20
20 Employee Code: 10
21 Office Code: [illegible] EUR
22 STATION CODE: 36533
23 Nature Code:
24 Weight Code: 3
25 DATE OF BIRTH:
26 DATE OF ENTRY:
27 DATE OF LE:
28 NTE SERVICE: 05 29 73 82
29 SPECIAL REFERENCE:
30 SEX REPORT DATA:
31 SEPARATION DATA CODE:
32 Correction (Correction Data):
EOD DATA
33 SECURITY INVESTIGATION:
34 SEX:
35 VET PREFERENCE:
36 SERV COMP DATE:
37 LONG COMP DATE:
38 CAREER CATEGORY:
39 FEGLI - HEALTH INSURANCE:
40 SOCIAL SECURITY NO:
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE:
42 LEAVE CAT CODE:
43 FEDERAL TAX DATA:
44 STATE TAX DATA:

SIGNATURE OR OTHER AUTHENTICATION

POSTED
[illegible]

SECRET

DMB

14-00000

ARS: 11 MARCH 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
CHANGE OF FAN	02 18 71	REGULAR

6 FUNDS	X	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8 CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	1236 1166 0000	50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/EUR DEVELOPMENT COMPLEMENT	WASH., D.C.

11 POSITION TITLE	12 POSITION NUMBER	13 SERVICE DESIGNATION
RECORDS ADM OFFICER	9957	D

14 CLASSIFICATION SCHEDULE (GS, LB etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0344.01	10 7	13621

18 REMARKS
OTHER

HOME BASE: EUR

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING (NUMERIC)	(ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 Hdqrs Code	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	16	44997	EUR	75013		1			

28 NTE EARNINGS	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 Correction Completion Data	33 SECURITY REG NO	34 SEX
				FOD 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

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3-12-71

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866

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		44 997	V	GS 10 7	$13,821

ARS: 27 JAN 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OKF

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

REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS-CORRECTION

4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
01 10 71	REGULAR

6. FUNDS					7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		V TO V		V TO CF	1234 1186 0000	50 USC 403 J
	X	CF TO V		CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR DEVELOPMENT COMPLEMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OFFICER	9997	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	13821

18. REMARKS

THIS ACTION CORRECTS FORM 1150 THE EFFECTIVE DATE WHICH READ 12/13/70 TO READ 01/10/71.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTERNEE 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)
58	18	44397	EUR	75013		1.			

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC 2 CIA 3 FSR 5 NONE)	CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE)	(MO DA YR)	EOD DATA	33. SECURITY REQ NO	34. SEA
					16	12 13 70			

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

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

SIGNATURE OR OTHER AUTHENTICATION

POSTED
1-29-71

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Pkg 6-73

SECRET

BBG

DECLASSIFIED
Authority NND 969028
By KBH NARA, Date 12/31/99

(When Filled In)

SECRET
(When Filled In)

ARG: 11 DEC 70

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER ~~TO~~ VOUCHERED FUNDS	12 13 70	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	1236 1188 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DCP/EUR DEVELOPMENT COMPLEMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OFF	9997	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 7	13041

18. REMARKS
OTHER

HOME BASE: EUR

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGRITY CODE	24. Integrity Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF EST
18	18	44997 / EUR	75013		1		MO DA YR	MO DA YR

28. TIME EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ NO	34. SEX
MO DA YR		1 CSC 2 CIA 3 FNA 4 NONE / CODE		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	CAP MAN PROF TEMP CODE	FEGLI 0 NO FEE 1 YES / HEALTHINS CODE	

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 YRS) 3 BREAK IN SERVICE (MORE THAN 3 YRS)		NEW EXEMPTIONS 1 YES 2 NO	CODE	NO. TAX EXEMPTIONS	NEW EXEMPTIONS 1 YES 2 NO	CODE	NO. TAX EXEMPT	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
12-17-70

Form 2-66 3150 Mfg 6-70 Use Previous Edition

SECRET BBG

Excised from documents accompanying and designation

(When Filled In)

1 SERIAL NO	2 NAME	3 ORGANIZATION	4 FUNDS	5 LWOP HOURS
[redacted]		44 525	CF	

6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION	
Grade	Step	Before	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	BI	ADJ
GS 10	6	$12,679	07/28/68	GS 10	7	$13,041	07/26/70		

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE [illegible] DATE 6/23/70

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

CLERK'S INITIALS [illegible] AUDITED BY

FORM 7-66 560 E Use previous editions **PAY CHANGE NOTIFICATION** (4-51)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		44	525 CF	GS 10 6	$12,679

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
[redacted]		44	525 CF	GS 10 9	$11,942

14-00000

SECRET
(When Filled In)

: 4 NOV 68

NOTIFICATION OF PERSONNEL ACTION

OCF

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	11 04 68	REGULAR

6. FUNDS	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	9136 1214 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR FOREIGN FIELD [redacted] SUPPORT BRANCH REGISTRY SECTION	[redacted]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADM OF	0254	D

14. CLASSIFICATION SCHEDULE (GS, LB etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 6	10847

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hours Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO DA YR)	27. DATE OF EI (MO DA YR)
37	10	44525	EUR	21025		3	[redacted]		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL PREFERENCE	30. RETIREMENT DATA	CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data TYPE	MO DA YR	EOD DATA	33. SECURITY REQ NO	34. SEX
11 03 70	83	1 CSR 2 CSA 3 FICA 4 FICSR							

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

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	1 NO PREVIOUS SERVICE 2 NO BREAK IN SERVICE 3 BREAK IN SERVICE (LESS THAN 3 YRS) 4 BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 YES 2 NO	CODE	NO TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED 1 YES 2 NO	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

FROM FE

11-8-68 ED

Dm

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GROUP 1
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(When Filled In)

14-00000

VO: 6 AUG 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
PROMOTION	07 28 68	REGULAR

6 FUNDS	V TO V		V TO CF	7 Financial Analysis No. Chargeable	8 CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	9137 1487 0000	50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE- FOREIGN FIELD FE/VNO VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT	SAIGON, SOUTH VIET NAM

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OF	4984	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	10 6	10847

18. REMARKS
RECORDS ADMIN OFFICER OCCUPYING 10 GENERAL POSITION

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 Hours Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	45500 / FE	77205		3		07 28 68	07 28 68

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

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

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

SIGNATURE OR OTHER AUTHENTICATION

FO 5283
[illegible] 8/6/68

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FVD

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14 51 (When Filled In)

"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
		45 500	CF	GS 09 7	$ 9,668	$10,154

"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
		45 500	CF	GS 09 7	$ 9,262	$ 9,668

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/31/67

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

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO. DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	05 21 67	

6. FUNDS		V TO V		V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8 CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	7137 1487 0000	

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/FE DIVISION	SAIGON, SOUTH VIET NAM

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
RECORDS ADMIN OF	4965	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16 GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	09	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

[illegible] 9/29/67

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GROUP 1
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(4-51)

MRT: 9 DEC 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	010032
2. NAME (LAST-FIRST-MIDDLE)	WOODS JAMES S
3. NATURE OF PERSONNEL ACTION	DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM
4. EFFECTIVE DATE (MO. DA. YR)	12 18 66
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V; V TO CF; CF TO V; X CF TO CF
7. COST CENTER NO. CHARGEABLE	7137 1566 0000
8. CSC OR OTHER LEGAL AUTHORITY	PL 88-643 SECT. 203
9. ORGANIZATIONAL DESIGNATIONS	DDP/FE
10. LOCATION OF OFFICIAL STATION	Saigon, South Viet Nam
11. POSITION TITLE	
12. POSITION NUMBER	
13. SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	
15. OCCUPATIONAL SERIES	
16. GRADE AND STEP	09
17. SALARY OR RATE	

18. REMARKS

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	23 Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA. YR.)	26 DATE OF GRADE (MO DA. YR)	27 DATE OF LEI (MO. DA. YR.)

28. RIF RAP'SES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 0 - NONE) CODE	31. SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33 SECURITY REQ NO	34. SEX
		2					

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

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

SIGNATURE OR OTHER AUTHENTICATION

POSTED 12-14-66

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SECRET

(When Filled In)

14-00000

MRT: 8 DEC 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	12 1 08 66	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	7137 1487 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FE FOREIGN FIELD FE/VNC - VIETNAM STATION EXECUTIVE OFFICE REGISTRY SECTION	SAIGON, SOUTH VIET NAM

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
RECORDS ADMIN OF	4127	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0344.01	09 7	9262

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24. Indgtrs. Code	25 DATE OF BIRTH (MO DA. YR)	26 DATE OF GRADE (MO DA YR.)	27 DATE OF EEI (MO DA YR)
37	10	45500	FE	77205		3			

28 NTE EXPIRES (MO. DA YR.)	29. SPECIAL REFERENCE	30 RETIREMENT DATA (1 - CSC 3 FICA 9 - NONE)	CODE	31. SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA TYPE	(MO DA. YR.)	EOD DATA	33 SECURITY REQ NO.	34. SEX

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

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

SIGNATURE OR OTHER AUTHENTICATION

POSTED
12-12-66

FORM 1150 11-62 Use Previous Edition

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-81 (When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
[redacted]	45 380	CF		GS 09 7	$ 9,003	$ 9,262

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
[redacted]		45 380 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	8876	11/07/65	GS-09	7	89003	03/27/66			

8. Remarks and Authentication

QUALITY STEP INCREASE

/s/ Barrett D. Rebula Date: 21 March 1966

PAY CHANGE NOTIFICATION

Form 560 Obsolete Previous Edition (4-51)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
[redacted]		45 380 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	8876	11/07/65	GS-09	7	89003	03/27/66			

8. Remarks and Authentication

QUALITY STEP INCREASE

/s/ Barrett D. Rebula Date: 21 March 1966

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
[redacted]		45 380	CF	GS 09 3	$ 8,200	$ 8,495

10

10F

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
[redacted]		45 380 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	Pay	LSI	ADJ.
GS 09	3	$ 8,495 ~~XXXXX~~	11/10/63	GS 09	6	$ 8,749 ~~XXXXX~~	11/07/65			

8. Remarks and Authentication

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

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

SIGNATURE [redacted] DATE 11 Oct 65

PAY CHANGE NOTIFICATION

Form 9-01 360 Previous Editions Obsolete (4511)

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

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

GENERAL SCHEDULE RATES

Federal Employees Salary Act of 1964

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

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ADPD 09/18/64

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

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 18 64	

6 FUNDS		V 10 V		V 20 V	7 COST CENTER NO. CHARGEABLE	8 CSC OR OTHER LEGAL AUTHORITY
		O 10 V	X	O 20 V	5137 1566 0000	

9 ORGANIZATIONAL DESIGNATION	10 LOCATION OF OFFICIAL STATION
DDP/FE DIVISION [redacted] CEN REG REC	[redacted]

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
INTEL ANALYST CH	4466	D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0132.35	09	

18 REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED

Form 1300 Use Previous Edition

SECRET

(When Filled In)

AES: 16 MARCH 61

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT & TRANSFER TO CONFIDENTIAL FUNDS*

4. EFFECTIVE DATE: MO 03 DA 19 YR 61

5. CATEGORY OF EMPLOYMENT: REGULAR

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

7. COST CENTER NO. CHARGEABLE: 1137 7351 1000

8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 d

9. ORGANIZATIONAL DESIGNATIONS: DDP FE

OFFICE OF THE CHIEF
CENTRAL REGISTRY AND RECORDS SEC

10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE: INTEL ANALYST GEN

12. POSITION NUMBER: 3061

13. CAREER SERVICE DESIGNATION: D

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

15. OCCUPATIONAL SERIES: 0132.36

16. GRADE AND STEP: 09 3

17. SALARY OR RATE: 6765

18. REMARKS
*SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

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 INTERVEE CODE	24 Hqtrs. Code	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEG
20	10	56380	FE	37587		3			

28 NTE EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA	33 SECURITY REQ
		1 - CSC 2 - FICA 3 - NONE			

EOD DATA

35 VET PREFERENCE	36 SERV. COMP. DATE	37 LONG COMP DATE	38 MIL SERV. CREDIT/LEO	39 FEGLI / HEALTH INSURANCE	40 SOCIAL SECURITY NO.
CODE: 0 - NONE 1 - 5 PT 2 - 10 PT			1 - YES 2 - NO	CODE: 0 - WAIVER 1 - YES	

41 PREVIOUS GOVERNMENT SERVICE DATA	42 LEAVE CAT CODE	43 FEDERAL TAX DATA	44 STATE TAX DATA
CODE: 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)		FORM EXECUTED: 1 - YES 2 - NO; CODE; NO TAX EXEMPTIONS	FORM EXECUTED: 1 - YES 2 - NO; CODE; NO TAX STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
03/22/61 RK

Form 3-60 1150 Obsolete Previous Editions

SECRET

Dec-c 3-12-6

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
[redacted]		49 380	CF	GS 09 5	$ 7,575	$ 7,990

1. Serial No	2. Name	3. Cost Center Number	4. LWOP Hours
[redacted]		56 380 CF //	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 09	4	$ 7,350	11/12/61	GS 09	5	$ 7,975	11/10/63			

8. Remarks and Authentication

4

742

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

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

SIGNATURE: [redacted] DATE

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition (4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND DCI MEMORANDUM DATED 1 AUGUST 1966 , SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
[redacted]		5438	CF	GS 4	$ 6930	GS 4	$ 7380

14-00000

[redacted]

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 09	2	$ 6,600	11	15	59	GS 09	3	$ 6,765	11	13	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.D.I. ☐ L.S.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

WK

SECRET

PAY CHANGE NOTIFICATION

FORM 8-59 560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a. AND 560b. SECRET OFFICIAL PERSONNEL FOLDER (4)

SECRET
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
[redacted]		DDP/FF 11 UV	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PDI	LSI	ADJ.
GS 09	3	$ 6,765	11/13/60	09	4	$ 6,930	11/12/61			

8. Remarks and Authentication

/ / NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

WK

PAY CHANGE NOTIFICATION

Obsolete Previous SECRET (4-61)

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
01	[redacted]	[redacted]	51 12	GS-09 2	$ 6,135	$ 6,600

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
		DDP/FE	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YR.				MO	DA.	YR.
GS 9	1	$ 5,984	11	16	58	GS 9	2	$ 6,135	11	15	59

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.D.I. ☐ L.D.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

PAY CHANGE NOTIFICATION

FORM 560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a AND 560b. SECRET OFFICIAL PERSONNEL FOLDER (4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

NCM 20 MAR 59

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da.	Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2	Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
						1	M 1	04	21	52

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13. Ret. Serv. Fer. Leo Yes-1 No-2	Code
11	12	48		1	50 USCA 403 d					1	04	21	52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE FE/ SUPPORT BRANCH	5161		57557

16. Dept.-Field Dept-2 USfld-4 Frgn-6	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	RECDS MGMT ANAL	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo.	Da.	Yr.	25. PSI Due Mo.	Da.	Yr.	26. Appropriation Number
09 1	$ 5985	D1	11	16	58	11	15	59	9 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo.	Da.	Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT TRANSFER TO VOUCHERED FUNDS	01	03	22	59	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE OFFICE OF THE CHIEF SECRETARIAT	5112	WASH., D. C.	75013

33. Dept.-Field Dept-2 USfld-4 Frgn-6	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	2	RECDS MGMT OFF	2461	GS	0306.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo.	Da.	Yr.	42. PSI Due Mo.	Da.	Yr.	43. Appropriation Number
09 1	$ 5985	D1	11	16	58	11	15	59	9 3700 20 001

44. Remarks

FILED
0 APR 1959

FORM NO. 1150
1 MAR 57

SECRET

(4)

SECRET

NOTIFICATION OF PERSONNEL ACTION

MCM 14 NOV 58

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet Pref. None-0 5 Pt-1 10 Pt-2	Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
				1	M 1	04	21	52

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13. Mil. Serv. Credit. Yes-1 No-2	Code
11	12	48		1	50 USCA 403 d	—					04	21	52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE BRANCH 3 ADMIN SEC	5161		57557

16. Dept.-Field Dept - 1 USfld - 3 Frgn - 5	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	RECORDS MGMT ANALYST	3382	GS	0306.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
07 4	$ 5430	D1	04 10 55	04 06 58	8 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
PROMOTION	30	11 16 58	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE FE/ SUPPORT BRANCH	5161		57557

33. Dept.-Field Dept - 1 USfld - 3 Frgn - 5	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	5	RECDS MGMT ANAL	3382	GS	0306.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
09 1	$ 5985	D1	11 16 58	11 15 59	9 3780 55 006

44. Remarks

POSTED
20 NOV 1958 28

FORM NO. 1150a
1 MAR 57

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-07-4	$ 4,930	$ 5,430

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
[redacted]		DDP/FE	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 7	3	$ 4,795	04	07	57	GS. 7	4	$ 4,930	06	06	58

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

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

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

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

13. REMARKS

14. AUTHENTICATION

CE

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 560a
1 MAR. 50

SECRET

PERSONNEL FOLDER (4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

LVL

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2	Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
				1	M 1	04	21	52

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13. Mil. Serv. Credit. Dep. Yes-1 No-2	Code
XX.	XX	XX		1	50 USCA 403 J				1		04	21	52		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FI RECORDS INTEGRATION DIV ANALYSIS AND OPERATIONS BR ANALYSIS SEC		WASH., D.C.	

16. Dept.-Field Dept - 1 USfld - 3 Frgn - 5	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	2	INTEL ANALYST	430.1E	GS	0132.35

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
07 3	$ 4795	DI			S 2309 23

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT TRANSFER TO UNVOUCHERED FUNDS	06	09 08 57	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE BRANCH 3 [redacted] ADMIN SEC	5161	[redacted]	57557

33. Dept.-Field Dept - 1 USfld - 3 Frgn - 5	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	5	RECORDS MGMT ANALYST	3382	GS	0306.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
07 3	$ 4795	DI	04 10 55	04 06 58	8 3780 55 006

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

FORM NO. 1150a
1 MAR 57

SECRET

(4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
[redacted]		DDP/FI 29	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.
7	2	$ 4,660	04	08	56	7	3	$ 4,795	04	07	57

REMARKS

CERTIFICATION

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

	DATE	SIGNATURE OF SU[redacted]
	11 MAR 1957	

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 560
1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
[redacted]		DDP/FI	V-20	2301

[illegible]						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
7	2	$ 4,660	04	08	56	7	3	$ 4,795	04	07	57

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

9. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LEAVE LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR

13. REMARKS

14. AUTHENTICATION

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 560b
1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

ATTENTION : Payroll Section

SUBJECT : Changes in Allotment Account Designation -

Personal Services of [redacted]

1. [illegible] Division request [illegible] copy of personnel [illegible] employee be changed effective [illegible] as follows:

FROM ALLOTMENT 6-3710-55-096

TO ALLOTMENT 6-2309-03

2. [illegible] copy of this memorandum [illegible] Budget Officer [illegible]

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER 31 FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

ard

1. NAME (MR.—MISS—MRS.—GIVE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. APPROVAL OR ACTION NO.	4. DATE
			22 August 1956

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT 56	26 Aug 1956	50 USCA 403 j

FROM		TO
BV-430.02	8. POSITION TITLE	Intel Analyst BV-430.12
	9. SERVICE, SERIES, GRADE, SALARY	GS-0132.35-7 $4660.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS	DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section
	11. HEADQUARTERS	Washington, D. C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	2 ☐ FIELD ☒ DEPARTMENTAL

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

SD-XII

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES OR NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM: 7-2309-23 TO: Same 750-13	Yes		☐ CLAIMED ☐ PROVED STATE:

20. REMARKS:

3 EXD 04/21/52

POSTED
8/29/56

ENTRANCE PERFORMANCE RATING:

Director of Personnel

4. PERSONNEL FOLDER COPY

SIGNATURE OF OFFICER AUTHENTICATING

U. S. GOVERNMENT PRINTING OFFICE: 1955-379667

wm 8/28/56

STANDARD FORM 50 (B PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER 31, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1v1

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[redacted]	[redacted]		2 Jul 1956

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment 02	15 Jul 1956	50 USCA 403 j

FROM		TO
IO (CI) EV7-583.03 GS-0136.53-7 $6660.00 per annum DDP/PE Branch 1 [redacted] Records Integration Branch Personality Files Section [redacted]	8. POSITION TITLE 9. SERVICE, SERIES, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 410825 11. HEADQUARTERS 2 12. FIELD OR DEPT'L	Intel Analyst EV-430.02 GS-0132.53-7 $6660.00 per annum DDP/PI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D. C.
[X] FIELD [ ] DEPARTMENTAL		[ ] FIELD [X] DEPARTMENTAL

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

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM: 7-3740-55-056 TO: 7-6309-25 TSD-13	Yes		[ ] CLAIMED [ ] PROVED STATE:

20. REMARKS:

POSTED
7/19/56

"Transfer TO Vouchered Funds FROM Unvouchered Funds."

3 EXD 04/21/92

ENTRANCE PERFORMANCE RATING:

Director of Personnel

21. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

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

7/17/56

SECRET

STANDARD FORM 52
PRESCRIBED BY THE
U. S. CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL
CHAPTER 31

REQUEST FOR PERSONNEL ACTION

UNCLASSIFIED

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

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*): [redacted]
2. DATE OF BIRTH: [redacted]
3. REQUEST NO.:
4. DATE OF REQUEST: 5 May 56

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*): Reassignment
B. POSITION (*Specify whether establish, change grade or title, etc.*): Change in Title and Service Number

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 17 JUN 1956

7. C.S. OR OTHER LEGAL AUTHORITY:

FROM—		TO—	
Ops Off (CE) GS-0136.52-7 DDP/FE [redacted] Records Integration Branch Personality Files Section [redacted]	BFF 583.05-~~3~~ ~~[illegible]~~ 4660.	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	IO-CI GS-0136.53-7 DDP/FE Branch 1 - [redacted] Records Integration Branch Personality Files Section [redacted]
[X] FIELD [ ] DEPARTMENTAL			[X] FIELD [ ] DEPARTMENTAL SD:DI

A. REMARKS (*Use reverse if necessary*)

T/O Change

[redacted] Officer

B. REQUEST Signature: [redacted] (Lynn)

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*): Ex 8761

Title: Falcmo 21 May 56

13. VETERAN PREFERENCE: NONE | WWII | OTHER | 5 PT | 10 POINT DISAB | 10 POINT OTHER

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I A | REAL

SD:DI

15. SEX

16. APPROPRIATION
FROM: 6-3740-55-096
TO: Same

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

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):

19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED
STATE: D.C.

20. STANDARD FORM 50 REMARKS

IO-CI MAIL
2 JUN 1956

USED IN LIEU OF SF50
NOTIFICATION OF PERSONNEL ACTION

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CERL. OR POS. CONTROL	[illegible]	[illegible]	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[redacted]	21 May 56	
E.			

[redacted] SECRET [redacted] 21 May 56

PERIODIC STEP INCREASE CERTIFICATION

CONFIDENTIAL
(When filled in)

☆ U. S. GOVERNMENT PRINTING OFFICE 1954-920020

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

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
	GS-7 $4525.00

PAYROLL CHANGE DATA

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

10. Remarks	11. Appropriation(s)	12. Prepared by	13. Audited by
	FE/7	afw 1/10	

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

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate
8 Apr 56	10 Apr 55	$4525.00	$4660.00

[illegible] SERVICE AND CONDUCT ARE SATISFACTORY. _____ (Signature or other authentication)

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

(Check applicable box in case of excess LWOP)
☐ Unexpired portion of waiting period.
☐ LWOP during current period of waiting period.

☐ No excess LWOP. Total excess LWOP _____ Initials of Clerk

STANDARD FORM NO. 11266—Revised
Form prescribed by Comp. Gen., U. S.
October 26, 1954, General Regulations No. 102

CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY

COMBINED PERSONNEL ACTION IN LIEU OF SF-52

CHANGE OF OFFICIAL DESIGNATION

Effective Date - 22 April 1956

D to DI

Name	Grade	Name	Grade
FE		NEA	
[redacted]	12 12 11 07 09	[redacted]	12
		FI	
		[redacted]	07 07
EE			
[redacted]	12		
SR			
[redacted]	07 11		

D to DS

WE	
[redacted]	05

D to DP

RE	
[redacted]	07

[illegible] by [illegible]

17 April 1956

SECRET

SECRET

STANDARD FORM 52
PROMULGATED BY THE U. S. CIVIL SERVICE COMMISSION
JANUARY 1955 — FEDERAL PERSONNEL MANUAL, CHAPTER 101

REQUEST FOR PERSONNEL ACTION

UNTOUCHED

7d/MR 4/7/55 Dan

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]		21 Feb 54

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*): Promotion

B. POSITION (*Specify whether establish, change grade or title, etc.*)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: OPS. OPR. (CO) APR 10 1955

7. C. S. OR OTHER LEGAL AUTHORITY: per memo dated 3/28/55

FROM—		TO—	
8. POSITION TITLE AND NUMBER	IO (FI) BPF 602.02-5	~~IO (FI)~~ BPF ~~602.02~~-7 583.05	
9. SERVICE, GRADE, AND SALARY	GS-0136.51-~~05~~ $3535.00 p/a	GS-0136.5~~1~~-~~07~~ $~~4~~[illegible].00 p/a	
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE [redacted] ~~Intelligence Division~~ ~~Positive Intelligence Branch~~ UNCONV. WARF. DIV. [redacted]	Same Same ~~Same~~ ~~Same~~ ~~Same~~ RECORDS INTEGRATION BR. PERSONNELLY FILES SECTION	
11. HEADQUARTERS			
12. FIELD OR DEPARTMENTAL	X FIELD ☐ DEPARTMENTAL	X FIELD ☐ DEPARTMENTAL	

A. REMARKS (*Use reverse if necessary*)

Attached herewith are Job Description, Dispatch, and DD/P Personnel Data Sheet.

[redacted] ficer
nsion)

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE: NONE ☐ WAIV. X ☐ OTHER ☐ 5 PT. X ☐ 10 POINT DISAB. ☐ OTHER ☐

14. POSITION CLASSIFICATION ACTION: NEW ☐ VACC ☐ T. A. ☐ REV. ☐ PI slot SD: D

15. SEX: M 16. RACE: W 17. APPROPRIATION FROM: 5-3740-55-096 TO: Same

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE: ☐ CLAIMED ☐ PROVED STATE: D.C.

21. STANDARD FORM 50 REMARKS

PURSUANT TO DCI DIRECTIVE [illegible] 1955 TO: 1/325

[illegible] 4/18/55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. LEG. OR POS. CONTROL	[illegible]	3/25/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. AFF[illegible]	[redacted]		

[illegible] REYNOLDS

BW

SECRET

10—57239-3

STANDARD FORM 52

SECRET

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

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

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

2. DATE OF BIRTH

3. REQUEST NO.

4. DATE OF REQUEST: 28 Jan 55

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Reassignment
B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED: 26 Oct 54
B. APPROVED: 26 Oct 1954

7. C. S. OR OTHER LEGAL AUTHORITY

FROM—		TO—	
8. POSITION TITLE AND NUMBER	IO (FI) BFF 602.02-5	IO (FI) BFF 602.02-5	
9. SERVICE, GRADE, AND SALARY	GS-0136.51-$5 [redacted].00 p/a 3535.	GS-0136.51-$5 [redacted].00 p/a 3535.	
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE [redacted] WARFARE Division [redacted]	Same Same Same Same	
11. HEADQUARTERS		[redacted]	
12. FIELD OR DEPARTMENTAL	X FIELD ☐ DEPARTMENTAL	X FIELD ☐ DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)

Subject arrived [redacted] 26 Oct 54 per [redacted] 5239 of 17 Nov 1954.

[redacted] ficer (nation)

D. REQUESTING OFFICIAL
Signature: [redacted] (WAH)
Title: U FSCMO 8 Feb 55

13. VETERAN PREFERENCE

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

14. POSITION CLASSIFICATION ACTION

NEW	VICE	T.A.	REAL

SDB

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM 6-3740-55-096 TO Same	Yes		☐ CLAIMED ☐ ENCLOSED STATE: D.C.

21. STANDARD FORM 50 REMARKS

See Concur for Geneva 18 Feb 55 2/24/55 Sam

[redacted] F Date per 7E 2/24/55 Sam

Gw 2/24/55

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CER. OR POS. CONTROL	gw	2/24/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVAL	[redacted]		

SECRET

Control 21 in

DECLASSIFIED

GOVERNMENT PRINTING OFFICE: 1952 - 897274

1. Agency and organizational designations

2. Pay rate

3. Block No.

4. Line No.

5. Employee number other identifications

6. Grade 03210

PAY ROLL CHANGE DATA

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

10. Remarks

11. Appropriation(s)

PB-7

12. Prepared by

Jm 6/20/54

13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other (specify) MINUTE DIVISION

14. Effective date 6 June 54

15. Date last equivalent increase 7 June 53

16. Old salary rate 03210

17. New salary rate [illegible]

18. Performance rating is satisfactory or better.

(Signature or other authentication)

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

Days payable for in lieu of excess LWOP)

Salary adjust.

☐ No excess LWOP Total excess LWOP

Initials of Clerk

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

PAY ROLL CHANGE SLIP—PERSONNEL COPY

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
PER FPM, FEDERAL PERSONNEL MANUAL

CONFIDENTIAL
CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Conc. 26 Mar 1954 Jan

NAME (MR. — MISS — MRS. — GIVE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[redacted]	[redacted]		16 Apr 1954

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

NATURE OF ACTION (USE STANDARD TERMINOLOGY)	5. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Assignment	B.O.B. 25 Apr 1954	50 USCA 403 j

FROM		TO
Bal. Analyst EP 469.08	8. POSITION TITLE	IO (PI) EPP 602.02-5
-0132.35-5 $3410.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.51-5 $3410.00 per annum
P/PI		EDP/PB
Records Integration Division	10. ORGANIZATIONAL DESIGNATIONS	[redacted]
Processing and Records Branch		Unconventional Warfare Division
Consolidation Section		
Ashington, D. C.	11. HEADQUARTERS	[redacted]
FIELD / DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD / DEPARTMENTAL

VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION				
WWI	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	E.A.	FEAL	SD:D CD-PI
		YES						

16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
	FROM: 4-2309-R3 TO: 4-3740-55-096	Yes		☐ CLAIMED ☐ REVOKED STATE: D. C.

REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

"Transfer TO Unvouchered funds FROM Vouchered funds."

J.M. Per MC

ADVANCE PERFORMANCE RATING	
Acting Assistant Director for Personnel	15. SIGNATURE OR AUTHENTICATION

CONFIDENTIAL

4. PERSONNEL FOLDER COPY

Director 4/16/54

STANDARD FORM 50
REV. APRIL 1963
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 296, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGEN

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—GIVE GIVEN NAME, INITIALS(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[redacted]	[redacted]		27 Feb. 54

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	28 Feb. 54	50 USCA 403 g

FROM		TO
	8. POSITION TITLE	Intel. Analyst BW 169.08
GS-132-5	9. SERVICE, SERIES, GRADE, SALARY	GS-0132.35-5 $5410.00 per annum
R I Staff	10. ORGANIZATIONAL DESIGNATIONS	SRP/FI R I Division Processing & Reports Branch Consolidation Section
	11. HEADQUARTERS	Washington, D. C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☒ DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT DISAB	10-POINT OTHER	NEW	VICE	L.A.	REAL.	CD-FI
			X							

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-2303-23 TO: Same	Yes		☐ CLAIMED ☐ PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

ENTRANCE PERFORMANCE RATING

Deputy Assistant Director for Personnel

[redacted]

4. PERSONNEL FOLDER COPY

STANDARD FORM 50
REV APRIL 1957
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 713, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

mkh

1. NAME (MR.—MRS.—MISS.—GIVE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[redacted]	[redacted]	[redacted]	5 June 1953

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Promotion	7 June 1953	Sch A-6.116(b)

	FROM	TO
8. POSITION TITLE	Intel. Anal. BV-469.08-4	Same BV-469.08
9. SERVICE, SERIES, GRADE, SALARY	08-132-4 $3173.00 per annum	08-132-5 $3410.00 per annum
10. ORGANIZATIONAL DESIGNATIONS	DDP/FI Records Integration Staff Processing & Records Branch Consolidation Section	Same Same Same Same
11. HEADQUARTERS	Washington, D.C.	Same
12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL	[ ] FIELD [X] DEPARTMENTAL

13. VETERAN'S PREFERENCE

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

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

CD-F1

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 11XP100 TO: 2309-20 Same	Yes		[ ] CLAIMED [ ] PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

EXTENSION
2027

ENTRANCE PERFORMANCE RATING:

Chief, Personnel Division

DE

6-8-53 U. S. GOVERNMENT PRINTING OFFICE 1954 2-10794

4. PERSONNEL FOLDER COPY

STANDARD FORM 50
REV APRIL 1951
PROMULGATED BY
U S CIVIL SERVICE COMMISSION
CHAPTER 31, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MRS.—MISS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO	4. DATE
			24 Apr. 53

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	26 Apr. 53	Schedule A-6.116(b)

	FROM		TO
8. POSITION TITLE	Mail and File Clerk BV-364.08		Intel. Anal. BV-469.08-b
9. SERVICE, SERIES, GRADE, SALARY	GS-4-303 $3175.00 per annum		GS-4-132 Same
10. ORGANIZATIONAL DESIGNATIONS	DDP/PI/RI Processing and Records Br. Consolidation Section		Same Same Same
11. HEADQUARTERS	Washington, D.C.		Same
12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL		[ ] FIELD [X] DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	REG.	VICE	L.A.	REAL.
X			X						

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (FLS-60)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 11K2100 TO: 2309-00 2309-20	YES		[ ] CLAIMED [ ] PROVED STATE DC

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and appr[illegible] ce Commission. The action may be corrected or on[illegible] requirements.

ENTRANCE PERFORMANCE RATING:

Chief, Personnel Division

[illegible]TICATION

U. S. GOVERNMENT PRINTING OFFICE 1952 310794

4. PERSONNEL FOLDER COPY

STANDARD FORM 50
REV. APRIL 1953
PRESCRIBED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 30, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—GIVE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
			9 Mar. 53

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	15 Mar. 53	Schedule A-6.116(b)

FROM		TO
File Clerk BF-356	8. POSITION TITLE	Mail and File Clerk BF-354.08
GS-4-303 $3175.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-4
DDP/FI/RI Processing and Records Br. File Section	10. ORGANIZATIONAL DESIGNATIONS	SAME SAME Consolidation Section
	11. HEADQUARTERS	
Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☐ DEPARTMENTAL

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

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 11X2100 TO: 2309.20	yes		☒ CLAIMED ☐ PROVED STATE DC

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

ENTRANCE PERFORMANCE RATING

Chief, Personnel Division

U. S. GOVERNMENT PRINTING OFFICE 1952-210794

4. PERSONNEL FOLDER COPY

COMBINED PERSONNEL ACTION

Used in lieu of SF-52 and/or SF-50 to document the following types of personnel actions involving no change in grade or salary: (a) Change in title (b) Change of position number (c) Reassignment within Division without series code change (d) Reassignment within Division with series code change. (Note: For action (type d) a SF-50 will be prepared for vouchered positions from information on this form.

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

(4) NAME	(5) ORG. DIV. & POS. TITLE	(6) SCHEDULE SERIES-GRADE	(7) SLOT NOS.	(8) ACTION	(9) ORG. DIV. & POS. TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NOS.
	File Clerk	GS-4	X-32.03	A	File Supervisor	GS-305-4	BV-353.01
	File Clerk	GS-4	X-34.02	B	File Clerk	GS-305-4	BV-354.
	File Clerk	GS-4	X-34.	B	File Clerk	GS-305-4	BV-354.01
	File Clerk	GS-4	X-38.02	B	File Clerk	GS-305-4	BV-354.02
	File Clerk	GS-4	X-38.03	B	File Clerk	GS-305-4	BV-354.03
	File Supervisor	GS-5	X-33.	B	File Supvr.	GS-305-5	BV-355.
	e Section File Clerk	GS-4	X-[illegible]02.22	B	File Clerk	GS-305-4	BV-[illegible]
	File Clerk	GS-4	X-34.03	A	File Supervisor	GS-305-4	BV-357.
	File Clerk	GS-4	X-32.02	B	File Clerk	GS-305-4	BV-358.
	File Clerk	GS-4	X-38.04	B	File Clerk	GS-305-4	BV-358.01
	File Clerk	GS-4	X-34.01	B	File Clerk	GS-305-4	BV-358.02

(12) APPROVED: [redacted] (13) APPROVED: [redacted] Class & Wage Div. (14) APPROVED: [redacted] Personnel Div.

STANDARD FORM 50 (8 PARTS)
OCTOBER 1952
PRESCRIBED BY
CHAPTER 5 FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

(ml)

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
			14Aug.'52

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Promotion	17Aug.'52	Schedule A-6.116(b)

FROM		TO
File Clerk X-39.04	8. POSITION TITLE	File Clerk X-102.22
GS-3-305 $2950.00 per annum OSO RI	9. SERVICE, SERIES, GRADE, SALARY	GS-4-305 $3175.00 per annum OSO RI
Processing and Records Branch File Section	10. ORGANIZATIONAL DESIGNATIONS	Analysis and Operations Branch Service and Correspondence Section
Washington, D.C.	11. HEADQUARTERS	
FIELD: B X DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD DEPARTMENTAL

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

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: TO: 11X2100		X	☐ CLAIMED ☐ PROVED STATE:

21. REMARKS: THIS ACTION IS SUBJECT TO APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.

Chief, Personnel Division

ENTRANCE EFFICIENCY RATING:

★ U. S. GOVERNMENT PRINTING OFFICE (1960-600976

4. PERSONNEL FOLDER COPY

V.C. 26 March 1952
MCD

STANDARD FORM 50 (8 PARTS)
REVISED 1949
PRESCRIBED BY
CHAPTER 5 FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. — MISS — MRS. — ONE GIVEN NAME INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO	4. DATE
[redacted]	[redacted]	# 57	21 Apr. 52

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Excepted Appointment	21 Apr. 1952	Sch. A — 6.116 (B)

FROM		TO
	8. POSITION TITLE	File Clerk GS - 3 X39.04
	9. SERVICE, SERIES, GRADE, SALARY	GS - 3 305 $2950.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS	OSO RI
	11. HEADQUARTERS	PROCESSING AND RECORDS BRANCH FILE SECTION Washington, D.C.
[ ] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL

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

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 2123900 TO: 3003	Yes	21 Apr. 1952	[ ] CLAIMED [ ] PROVED X STATE:

21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.

(39.04)

This appointment is subject to a satisfactory trial period of one year.

Subject to a satisfactory medical examination.

SF # 61 Affidavit executed.

3441

DOC - 06/07/53
CSEOD - 04/27/52
LCD - 04/21/52

Personnel Division

[redacted]

U. S. GOVERNMENT PRINTING OFFICE 11000-699873

4. PERSONNEL FOLDER COPY

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last / First / Middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
			M	12	D

7. OFFICIAL POSITION TITLE	8. OFF. DIV. OR OF ASSIGNMENT	ATION	10. CODE (Ch. 1)
RECORDS ADMIN OFF CH	DDO/CCS/REG	HQS	X HQS. OF

11. TYPE OF APPOINTMENT				12. TYPE OF REPORT							
X	CAREER		RESERVE		TEMPORARY		INITIAL	X	ANNUAL	X	REASSIGNMENT		SPECIAL
	CONTRACT		SPECIAL		OTHER								

13. REPORTING PERIOD (FROM-TO)	14. DATE REPORT DUE IN O.P.
01 July 76 - 08 July 77	31 July 1977

SECTION B — QUALIFICATIONS UPDATE

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

SECTION C — PERFORMANCE EVALUATION

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

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

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

S—Strong: Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief of CCS Registry--Supervises employees in setting up and maintaining Staff files and necessary card indices; receiving, distributing and dispatching correspondence to and from the Staff; and processing requests for file traces and other information.	O
2	CCS Records Management Officer--Responsible for overall management of CCS records management program. Monitors developments in DDO records management policies and procedures; maintains liaison with ISS and DDO Records Management Officers; seeks improvement in CCS records organization and discipline.	O
3	Works with personnel responsible for developing and launching the CCS computerized records system (CENCO) to ensure proper integration of Registry information.	S
4		
5		
6		

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: O

FORM 7-75 45 USE PREVIOUS EDITIONS

CLASSIFICATION
CONFIDENTIAL

E2, IMPDET CL BY 061088

CONFIDENTIAL
CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

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

[redacted] continued to perform in outstanding fashion as Chief of the CCS Registry during an extremely busy period. The figures cited in the last Fitness Report as to the workload of the CCS Registry continued to be representative of the volume and variety of [redacted] responsibilities. He supervised the work of six subordinates with a successful combination of patience and firm professionalism. He continued to be the source of sound, constructive suggestions for coping with the paper "explosion" occasioned by the investigations of CIA and the Freedom of Information and Privacy Acts. [redacted] is a highly valuable, reliable, unobtrusively effective records manager. In moving on to new responsibilities in an area division he leaves behind a solid record of achievement and the admiration of those with whom he has served in CCS.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
24		
DATE	OFFICIAL TITLE OF SUPERVISOR	SIGNATURE
16 August 1977	DC/CCS	[redacted]

2. BY EMPLOYEE

I HAVE [ ] OR HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

[redacted] evaluation of [redacted] performance during the reporting period agrees completely with my observations and conclusions. [redacted] is a first-class professional records officer and supervisor who has clearly earned an overall rating of OUTSTANDING.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE [redacted]
17 August 1977	Chief, Central Cover Staff	

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE [ ] HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE 18 Aug 1977	SIGNATURE OF EMPLOYEE [redacted]

CLASSIFICATION
CONFIDENTIAL

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last first middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SO
			M	GS-12	DAC

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (CA, F)
RECORDS ADMIN OF CH	DDO/CCS/REG	HQS	X HQS. DF

11. TYPE OF APPOINTMENT					12. TYPE OF REPORT						
X	CAREER		RESERVE		TEMPORARY		INITIAL	X	ANNUAL		REASSIGNMENT		SPECIAL
	CONTRACT		SPECIAL		OTHER								

13. REPORTING PERIOD (FROM-TO)	14. DATE REPORT DUE IN O.P.
1 July 1975-30 June 1976	30 July 1976

SECTION B — QUALIFICATIONS UPDATE

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

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.	RATING LETTER
1 Chief of Registry Section--supervises 6 employees in maintenance of Staff files and required card indices; receiving and distributing Staff correspondence; and processing requests for file checks and other information	S
2 Records Management Officer--responsible for the overall CCS records management program	O
3	
4	
5	
6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: O

FORM 7-75 45 USE PREVIOUS EDITIONS

CLASSIFICATION
CONFIDENTIAL

061088

22. INPUT CL BY _____

CONFIDENTIAL
CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

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

[redacted] is a quiet, highly effective manager of a major repository of records within the DDO. The workload of his Section is staggering: over 8,000 documents filed each month, over 500 index cards prepared each month; close to 300 Freedom of Information or Privacy Act requests processed each month, etc. [redacted] organizes his Section well; he handles a group of six women with skill and understanding and he heads, as a result, a harmoniously working team.

[redacted] approaches problems with a positive attitude and brings his considerable experience and imagination to bear with appropriate initiative and follow-through. His response to the exceptionally heavy workload of the Staff over the past year of Congressional investigations and cover exposes was vital to the Staff's and the DDO's requirements for current and historical records. He volunteers ideas designed to improve the Staff's records; he works weekends and after hours to keep ahead of a growing avalanche of paper and requests for information. He is, in sum, a highly competent, knowledgable, yet flexible records manager upon whom the Staff relies heavily.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
12	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 July 1976	DC/CCS	[redacted]

2. BY EMPLOYEE

I HAVE [ ] OR HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
	27 July 76	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I have no difficulty in agreeing with the letter ratings and the narrative evaluation in the above report. [redacted] established the high level of his professional competence very soon after his assignment in CCS and has maintained this standard without interruption. I again must emphasize his abilities as supervisor in one of the toughest supervisory assignments known to me. With a Registry Chief like [redacted], it is easy to come to the conclusion that running a registry of the complexity and volume as that of CCS is a cinch - at least he makes it appear that way.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 July 1976	Chief, CCS	[redacted]

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE [X] HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE
	29 July	[redacted]

CLASSIFICATION
CONFIDENTIAL

SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
			M	GS-12	DAC

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ch one)
Records Admin OF-CH	DDO/CCS/REG	HQS	X HQS / DP

11. TYPE OF APPOINTMENT									12. TYPE OF REPORT					
X	CAREER		RESERVE		CONTRACT		OTHER (Spec.)		TEMPORARY	X	ANNUAL		REASSIGNMENT		SPECIAL

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 January 1975 - 30 June 1975	31 July 1975

SECTION B — QUALIFICATIONS UPDATE

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

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief of Registry Section - supervises 7 employees	S
2	Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.	O
3		
4		
5		
6		

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 9-73 45 OBSOLETE PREVIOUS EDITIONS

SECRET
CLASSIFICATION

E2 IMPDET CL BY 17 JUN 1975

(4)

SECRET
CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper. JUL 8 11 25 AM '75

During the 6 months under review [redacted] has continued to fulfill his responsibilities in the same excellent manner which has been documented in his last two fitness reports and which led to his promotion to GS-12. [redacted] surefootedness as a records officer and manager of people, together with ability to take necessary initiatives where actions are required and his maturity and sound judgement, make him an ideal chief of this very active and complex registry and records management office. I dread to think that eventual rotation will deprive me of the services of this extraordinarily competent and effective officer.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
1 year, 9 months		
DATE: 7 July 1975	OFFICIAL TITLE OF SUPERVISOR: Chief, CCS	TY [redacted]

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SI [redacted]
HAVE ATTACHED / HAVE NOT ATTACHED	7 July 1975	

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

There is no one in the chain of command who could act as reviewing officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	7 July 1975	[redacted]

CLASSIFICATION
SECRET

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1.	4. SEX	5. GRADE	6. SD
	M	GS-12	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ch one)
RECORDS ADMIN OF-CH	DDO/CCS/REGISTRY	HEADQUARTERS	X HQS. / DP

11. TYPE OF APPOINTMENT										12. TYPE OF REPORT					
X	CAREER		RESERVE		CONTRACT		OTHER (Spec.)		TEMPORARY		ANNUAL		REASSIGNMENT	X	SPECIAL

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 June 1974-31 December 1974	31 January 1974 (Retirement of Supervisor)

SECTION B — QUALIFICATIONS UPDATE

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

SECTION C — PERFORMANCE EVALUATION

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

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

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

S—Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Chief of Registry Section - supervises seven employees	S
SPECIFIC DUTY NO. 2: Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.	O
SPECIFIC DUTY NO. 3: CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security - through 6 October 1974.	S
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 9-73 45 COMPLETE PREVIOUS EDITIONS

CLASSIFICATION: SECRET

E2, IMPDET CL BY _____ 23 NOV 1974

SECRET
CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

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

Since his last Fitness Report, in June 1974, [redacted] has continued his extremely fine performance as a conscientious, hard-working and thoughtful records manager and registry supervisor. The CCS registry workload remains at about the same level as previously reported, and [redacted] regularly works an hour or so of uninterrupted overtime every working day personally reorganizing procedures, cleaning out, consolidating, and retiring files. His enthusiastic determination in reducing the numbers of out-of-date and no longer useful files is most exemplary. Knowing the numbers of primary and supplemental files involved in this exercise, and as a retiring supervisor, I can only wish him "good luck"!

[redacted] also continues eager to learn and use new methods and techniques. During this reporting period, in July 1974, he took the Agency course "Introduction to Micrographics Seminar #2."

Finally it gives me pleasure to note here that, effective ~~11~~ 24 November 1974, Mr. [redacted] will be given a well deserved promotion from GS 11/6 to GS 12/3.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
15 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED [redacted]
20 November 1974	Deputy Chief, CCS	

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIG
HAVE ATTACHED / X HAVE NOT ATTACHED	20 Nov 74	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Both [redacted] letter ratings and narrative comments accurately reflect the quality of [redacted] performance during the reporting period. He is a thoroughgoing professional records officer who uses his extensive experience and his good judgement to take initiatives toward improving the Registry service and the management of records. Hand in hand with his high substantive competence goes his excellent ability as a supervisor. I can say nothing more laudable in this regard than that I have not had to deal with Registry personnel problems during the last year. He knows the job that needs to be done and so do his people. With this kind of leadership, the work gets accomplished with a high state of

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED [redacted]
25 November 1974	Chief, Cover and Commercial Staff	

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	[redacted]
	25 Nov 74	

CLASSIFICATION
SECRET

SECRET

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. GD
			N	GS-11	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (at one)
RECORDS ADMIN OF - CH	DDO/CCS/REGISTRY	HEADQUARTERS	X HQS / DP

11. TYPE OF APPOINTMENT								12. TYPE OF REPORT					
X	CAREER		RESERVE		CONTRACT		OTHER (Spec.)		TEMPORARY	X	ANNUAL		REASSIGNMENT		SPECIAL

13. REPORTING PERIOD (from-to)	14. DATE REPORT DUE IN O.P.
1 June 1973 - 31 May 1974	30 June 1974

SECTION B — QUALIFICATIONS UPDATE

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

SECTION C — PERFORMANCE EVALUATION

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

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

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

S—Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1 Chief of Registry Section - supervises seven employees.	S
SPECIFIC DUTY NO. 2 Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.	O
SPECIFIC DUTY NO. 3 CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security.	S
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

Form 45 (Replaces Previous Editions) 9-73

CLASSIFICATION

SECRET

62. IMPDET CL BY

SECRET

CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

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

After a short overlap with his predecessor, [redacted] assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, [redacted] quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures.

Indicative of the work which he supervises are selected Registry statistics for May 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers' use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS, [redacted] not only has had to learn the CCS "system" himself,

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
10 mos		
DATE: 25 June 1974	OFFICIAL TITLE OF SUPERVISOR: DC/CCS	TY [redacted]

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	
HAVE ATTACHED / HAVE NOT ATTACHED	25 June 74	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

In the relatively short period of his assignment to CCS, [redacted] has completely lived up to his advance billing as reflected in past fitness reports. [redacted] has provided the specifics of [redacted] accomplishments and has left me only to say that [redacted] is a first class professional Records Officer and supervisor who fully deserves an overall rating of Strong.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	
1 July	C/CCS	[redacted]

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	
	1 July 74	[redacted]

CLASSIFICATION

SECRET

Fitness Report [redacted]

SECTION D NARRATIVE COMMENTS (continued)

but has been required, due to a turnover in personnel, to train three new Records Clerks.

Courses taken since the start of his tour with CCS include Operational Records I and III, ADP I, Forms Management Seminar, and Forms Analysis and Design Workshop.

[redacted] has proved to be a conscientious, hard-working and thoughtful records manager and supervisor, and CCS is glad to have him aboard. I am sure that the next records inventory will provide statistical evidence of his abilities as a "housecleaner."

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		M	GS-11	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DDO/EUR	Rome

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 June 72 -31 May 73

SECTION B — PERFORMANCE EVALUATION

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

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

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

S-Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Station Records Management and Control Officer - responsible for the mediation, preparation, implementation and control of the Records Management Program.	O
SPECIFIC DUTY NO. 2: Chief of Registry Section - in this capacity he supervisos one employee in the processing and pouching of all dispatch and other correspondence; serves as the cable analyst, processing and distributing all cable traffic; and serves as Top Secret Control Officer.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: O

9 MAY

FORM 45 (Previous editions obsolete)

SECRET

SECTION C — **NARRATIVE COMMENTS**

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

This officer has continued to perform with a high degree of effectiveness and accomplishment. He has concentrated on improving our records holding standards and on purging irrelevant and out dated files. In May 1972 he began a monthly series of progress reports for the Chief of Station outlining the month's accomplishments. Copies of these reports through January 1973 were sent to Hqs in OIRT-18014 and 18015, dated 9 Feb 73. These reports clearly show this officer's focus on records management activities, his ingenuity and agressiveness in launching programs of review of files and his tireless efforts in reducing Station holdings to a practical and useable minimum. His records inventory as of September 1972, reporting a total reduction in excess of 85 feet, speaks for itself. His next report also promises to show dramatic reductions.

This officer shows a sense of professional responsibility and determination in the oft neglected function of records management, deeper and more intense than any other witnessed by the rating officer in his career. He performs his other duties as Chief, Registry with an equally high degree of effectiveness. Subject officer may have been inadvertently hiding his talents under the proverbial bushel basket by having remained in the field for so long. It is the rater's hope that Hqs now has focussed on him and has discovered his potential for greater responsibilities. The records in this Station are tremendously improved for his having had a tour [redacted] We are certainly glad he came.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE
30 April 1973	/s/ [redacted]

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Admin Officer	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This officer has been remarkably effective during his tour [redacted] While we are very sorry to lose him, there is no question that his formidable talents should be used on a much broader range of records management and related problems than could be done in this Station. His next assignment in Headquarters appears to give him that additional scope. We are glad that he served [redacted] and that during this tour here he received a well-deserved promotion. [redacted] Station's records have improved considerably as a result of this officer's tour here. I am in full agreement with the above comments and ratings.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Ops Officer	/s/ [redacted]

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 010032

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted]		M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DDP/EU[redacted]	[redacted]

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From - to)
31 July 1972	1 October 1971 - 31 May 1972

SECTION B — PERFORMANCE EVALUATION

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

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

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

S-Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties.	O
2	Station Records Officer - Responsible for the Station's Record Management Program.	O
3	Cable Analyst - Processes and distributes all incoming and outgoing cable traffic.	S
4	Top Secret Control Officer.	S
5		
6		

21 AUG 1972

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: O

SECTION C — **NARRATIVE COMMENTS**

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

This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty [redacted] He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
17 July 1972	/s/ [redacted]

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1972	Admin Officer	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the comments of the rating officer and believe the overall outstanding rating is well deserved. Subject is a first-rate Records Management officer - deeply interested in his work, conscientious in the extreme and always looking for an innovative approach that will upgrade the functioning of Registry and better serve Station needs. Without losing sight of the unending pressure to reduce and periodically reorder the Station's holdings, this officer avoids assuming attitudes that are cast in cement. He works with the Branches and individual officers in solving problems rationally. He is unfailingly pleasant and courteous and is well-liked by all. The Station is fortunate to have him.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 July 1972	DCOS	/s/ [redacted]

CN duty

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. STATION
Records Admin Off	DDP/EUR	

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

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-) 4 July 1971-30 September 1971

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and other registry duties.	S
2	Station Records Officer - Responsible for the Station's record program and to give guidance and/or assist the Station officers when called upon to do so.	S
3	Cable Analyst - Process and distribute all incoming and outgoing cable traffic, this includes maintenance of the chrono files.	S
4	Top Secret Control Officer.	P
5		
6		

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

SECTION C — **NARRATIVE COMMENTS**

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

I have worked with this officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
4 October 1971	/s/ [redacted]

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4 October 1971	Chief, Support	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Since I have just arrived at the Station I have not had an opportunity to observe this officer's performance. However, I respect the rating officer's judgment, which in this case coincides with other favorable comments I have heard about the Subject. I therefore defer to the rating officer's evaluation.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 October 1971	Deputy Chief of Station	/s/ [redacted]

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Adm. Officer	DDP/EUI	

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

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-)
1 January 1971 - 30 May 1971

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
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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.	RATING LETTER
1 Reviewed, retired and rationalized [redacted] Branch Files and explained same system to Branch personnel	O
2	
3	
4	
5	
6	

3 AUG 1971

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: O

FORM 7-69 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

Reviewed by OP/SPD/PPB

SECRET
(When Filled In)

SECTION C — NARRATIVE COMMENTS

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

[redacted] first made a survey of the Augean stable that the [redacted] files had become over many years of shifts in personnel and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the [redacted] files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Plan files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuss and Branch dislocation)!

What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual.

/continued/

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
	Subject now in Rome Station

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
4 months	See above

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED NAME
27 July 1971	ADC/EUR [redacted]	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL: I concur in the above evaluation. Subject turned in a most impressive performance during his brief time [redacted]. Largely as a result of his enthusiasm and initiative, the Branch was able to achieve what had never been accomplished before; a complete overhaul, cleaning, purging, and restructuring of its filing system. To his credit, Subject has a keen appreciation for operational requirements and all of this work was done without sacrificing the future utilization of information acquired in the past; on the contrary, the efficient use of this material has been so enhanced that it will surely be reflected in our future operations. [redacted] has a unique contribution to make [redacted] or any other place he is assigned. The Station is fortunate to have him....his presence is sorely needed to do the same thing [redacted] that he has just accomplished

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED NAME
27 July 1971	Chief/[redacted]	[redacted]

SECRET

You give him a job and need not worry about whether or how it will be done.

The job offered no opportunity to observe his supervisory capabilities. He is cost conscious and security conscious.

Fitness Report [redacted] (continued)

SECTION D.3. (continued)

in Headquarters. The importance of his contribution and his personal initiative and efforts should be rewarded by a promotion.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
		M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Recs Adm Off	DDP/EUR/	

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
30 November 1970	30 June 1970 - 18 November 1970

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Responsible for organization and direct management of the Station Registry	S
2	First-line supervisor for two full-time registry assistants.	S
3	Organizes and implements review and purge of Registry and other Station files.	O
4	Prepares Station notices and outgoing correspondence on Registry matters.	S
5	Maintains and controls case file index and 201 file index.	S
6	Top Secret Control Officer	S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 7-69 45 OBSOLETE PREVIOUS EDITIONS

SECRET

Reviewed by OP/SPD/PPB

(When Filled In)

SECTION C — NARRATIVE COMMENTS

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

In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGN
17 Nov 1970	[redacted]

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 November 1970	DCOS	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Although the rating officer is newly arrived [redacted], he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing [redacted] files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 November 1970	COS	/s/ [redacted]

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
		M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Off	DDP/EUR/	

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT	
CAREER / RESERVE / TEMPORARY	INITIAL	X REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See Instructions - Section C)	ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	SPECIAL (Specify):	
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From - to) 1 October 1969 - 30 June 1970	

SECTION B — PERFORMANCE EVALUATION

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

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

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

S-Strong — *Performance is characterized by exceptional proficiency.*

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Responsible for organization and direct management of station registry.	S
2	First-line supervisor for two full-time and one part-time registry assistants.	S
3	Organizes and implements review and purge of registry and other station files.	O
4	Prepares station notices and outgoing correspondence on registry matters.	S
5	Maintains and controls case file index and 201 file index.	S
6	Top Secret Control Officer.	S

OVERALL PERFORMANCE IN CURRENT POSITION

3 JUL 1970

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

RATING LETTER: S

SECTION C — **NARRATIVE COMMENTS**

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

With about nineteen months experience managing the station registry already under his belt, his usefulness here increases. He continues to demonstrate the same quietly effective leadership and talent for sound organization in his own shop as were noted on the last fitness report.

While maintaining a high standard in the more routine day-to-day services and processes a registry is normally expected to supply, he has also been the catalyst for a thorough, carefully phased and continuing review and, where appropriate, purge of registry and other file holdings. Administering this ambitious reduction program requires sound judgment and experience in handling the detail in our existing records. Subject has these qualities and has achieved impressive results. To complete this task, he has asked to extend his tour here for one year until November 1971 and Headquarters has approved this.

He is invariably completely responsive to guidance from the DCOS, his immediate supervisor, and conscientiously seeks to achieve the work goals which are identified during our occasional accomplishment and performance consultations. The spirit of cooperation with which he deals with other station personnel is equally commendable.

No criticism can be made of his security and cover department.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
18 June 1970	/s/

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
18 June 1970	DCOS	/s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his chosen field.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
22 June 1970	COS	/s/

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: [redacted]

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
[redacted]		M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DDP/EUR [redacted]	[redacted]

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 October 1969	18 November 1968-30 September 1969

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Responsible for organization and direct management of Station Registry.	S
2	First-line supervisor for at first three, later two, full-time Registry personnel and one part-time Registry assistant.	S
3	Provides informal training and guidance to some Station officers and secretaries on records procedures.	S
4	Prepares Station Notices and outgoing correspondence on Registry matters.	P
5	Maintains and controls case file index and 201 file index.	S
6	Top Secret control officer.	S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

[redacted]

SECRET

(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. He arrived ten months ago at this post with considerable experience in Registry work at Headquarters and at other field stations and with a thorough understanding of how a Station Registry should be organized and run. He immediately put this understanding to good use. While maintaining the overall efficiency of Registry programs already in effect when he took over, he enthusiastically began a carefully-planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and manpower are usually imaginative and practical.

He himself is a remarkably well-organized, conscientious and cooperative person.

He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a [redacted] reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hard-worked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
9 October 1969	/s/ [redacted]

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 October 1969		/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur with this very favorable assessment. Subject has a real talent for work in his chosen field and his professional accomplishments here have been impressive. Subject's career should be watched with care and there should be room for considerable advancement in the Records Management end of our business.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
5 November 1969		/s/ [redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
		M	GS-10	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Of	DDP/FE/VNO	Vietnam

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	5 March 1968 - 5 October 1968

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief Station Registry DC 52	O
2	Management and training of personnel under his supervision	S
3	Scheduling of routine and exceptional work assigned to his unit.	O
4	Preparation of routine and other reports on the activities of his Section.	S
5	Overall Security of Registry operations	S
6	8 OCT 1968	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 6-68 45 USE PREVIOUS EDITIONS

SECRET

SECTION C — **NARRATIVE COMMENTS**

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

This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.

During this period, his unit has experienced heavy increases in workload and assumed new or additional functions with no reduction in the service provided to Station components.

Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.

The personnel under his supervision display enthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.

Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Doer".

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
21 Sept 1968	/s/

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
14	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 Sept 1968	Records Admin Officer	/s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the ratings and comments of the Rating Officer.

Subject has been most amenable and responsive to positive direction.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
22 Sept 1968	Ops Officer	/s/

NARRATIVE COMMENTS, Section C. (Continued)

I have enjoyed serving with Subject, wish him success at his next post and look forward to serving with him again.

Subject is cost conscious.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (First) (Middle)
3. SEX: M
4. GRADE: GS-9
5. SD: D
6. OFFICIAL POSITION TITLE: Records Admin Officer
7. ASSIGNMENT: DDP/FE/VEO
8. CURRENT STATION: Vietnam
9. CHECK (X) TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See Instructions - Section C); SPECIAL (Specify):
10. CHECK (X) TYPE OF REPORT: INITIAL; REASSIGNMENT SUPERVISOR; ANNUAL; REASSIGNMENT EMPLOYEE; X SPECIAL (Specify): Promotion
11. DATE REPORT DUE IN O.P.
12. REPORTING PERIOD (From- to-): 16 Feb 67 - 21 March 68

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief Station Registry	S
2	Management and training of Personnel under his supervision	P
3	Scheduling of routine and exceptional work assigned to his unit	O
4	Preparation of routine and other reports on the activities of his Section	S
5	Overall Security of Registry operations	P
6		

20 MAY 1968

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECTION C — NARRATIVE COMMENTS

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

Subject has done an excellent job in organizing the layout and arranging the work flow in the new Station Registry. As a result, his unit has been operating on a fully effective and productive basis, even during the recent emergency when certain workloads increased several hundred per cent. In operation and physical appearance the Station Registry may be considered a model registry.

He is very cooperative and works well with other offices in solving mutual problems or setting up new requirements.

Subject is industrious and dedicated and willingly works long hours to meet the daily demands of his position. He performed in an exemplary manner while working for an extended period under stress during the recent emergency.

Subject is a pleasant, dependable individual who is anxious to do the best job possible in a demanding and vital position at the Station.

He is properly cost conscious in the use of personnel, space and equipment.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
5 MOS	Subject has not reviewed this report inasmuch as it recommends him for promotion.

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 March 1968	Records Admin Officer	/s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
5 March 1968	Ops Officer	/s/

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		M	GS-9	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Of	DDP/FE/VNO	Vietnam

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	10 May 1967 - 30 Sep. 1967

SECTION B — PERFORMANCE EVALUATION

W - Work: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.	RATING LETTER
1. Chief, Station Registry Section	P
2. Management and training of personnel under his supervision	A
3. Scheduling of routine and exceptional work assigned to his unit.	S
4. Preparation of routine and other reports on the activities of his Section.	P
5. Overall security of Registry operations.	A
6.	

29 NOV 1967

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: P

FORM 6-65 45 USE PREVIOUS EDITIONS

SECRET

SECTION C — NARRATIVE COMMENTS

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

Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level.

During the past several months, the Section has undergone several changes and assumed additional functions under his guidance.

Subject is cost conscious in the use of supplies and equipment in his Section.

Subject is attending evening courses leading toward his degree to further himself professionally.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
14 Aug 1967	/s/ [redacted]

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Records Admin Officer	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the ratings and comments of the supervisor. In fairness to the employee, it should be noted that the supervisor is a conscientious and conservative rater.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Ops Officer	/s/ [redacted]

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		M	GS 9	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Records Admin Officer	DCF/PE/TPO	VIETNAM

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	14 Jan 67 - 9 May 67

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief, Registry with supervisory responsibility for 8 employees.	S
2		
3		
4		
5		
6	28 JUN 1967	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 4-69 45 USE PREVIOUS EDITIONS

SECRET

SECTION C — NARRATIVE COMMENTS

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

JUN 12 10 44 AM '67

Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations.

Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
8 May 1967	/s/

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
8 May 1967	Records Officer	/s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur with rating and narrative comments. Subject is employing in this position his cumulative experience as a Registry supervisor at previous posts. Subject has contributed to the improvement of Registry procedures and in-country courier system of this large and fast moving station.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
15 May 1967	Ops Officer	/s/

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME	3. SEX	4. GRADE	5. SD
[redacted]	M	GS-9	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel. Analyst - CH	DDP/FE/Para	

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	30 Sept 65 - 1 Sept 1966

SECTION B — PERFORMANCE EVALUATION

W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.	O
2	Supervises six Registry employees	S
3	Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.	S
4	Supervises the analysis and distribution of incoming and outgoing cables.	S
5	Supervises the operation of the Station Flexowriters.	S
6		

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

06 SEP 1966

FORM 45 4-62 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECTION C — **NARRATIVE COMMENTS**

OFFICE OF PERSONNEL

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

SEP 1 3 30 PM '66

MAIL ROOM

[redacted] has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from his staff which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.

[redacted] has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	NAME
15 August 1966	[redacted] /S/

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
14		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
16 August 1966	OPS. Officer	[redacted] /S/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur in above rating.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
17 August 1966	Chief of Station	[redacted] /S/

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		M	GS-09	D

6. OFFICIAL POSITION TITLE	7. OFFICE/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst Ch	DDP/FE/	

9. CHECK (X) TYPE OF APPOINTMENT

	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See Instructions - Section C)
	SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P. NOV 30 1965

12. REPORTING PERIOD (From- to-) 1 July - 30 September 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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S - Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.	RATING LETTER
1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.	O
2 Supervises six Registry employees	S
3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.	S
4 Analyze and distribute all incoming and outgoing Station cables.	O
5 Supervise the operation of the Station Flexowriter.	S
6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

15 DEC 1965

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET

(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

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

OFFICE OF PERSONNEL
DEC 15 9 21 AM '65
MAIL ROOM

During the four months [redacted] has been under my supervision he has demonstrated very real supervisory ability and a talent for getting maximum performance from a small staff which handles an increasingly large volume of work. He has also shown his ability to cut the costs of his operation.

[redacted] not only runs a most efficient Registry but is also constantly seeking ways to improve and stream-line its operation. He is a man who takes such interest in his job that his ideas and plans for improvement are carefully worked out and sound.

Though I have observed his work for only four months, I believe his over-all performance is "Strong" and close to "Outstanding." He has been recommended for promotion. He deserves it.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
27 October 1965	/s/ [redacted]

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 October 1965	Ops Officer	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with his supervisor that Subject is unusually competent in his field and fully deserving of a "Strong" rating. Subject displays unflagging enthusiasm for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
2 November 1965	DCOS	/s/ [redacted]

SECRET

14-00000

13711

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME	2. SEX	4. GRADE	5. SD
	M	GS-09	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst Gen	DDP/FE	

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER	RESERVE	TEMPORARY
	CAREER-PROVISIONAL (See Instructions - Section C)		
	SPECIAL (Specify):		

10. CHECK (X) TYPE OF REPORT

	INITIAL	X	REASSIGNMENT SUPERVISOR
	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From - to)
1 October 1964 - 30 June 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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S - Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station	S
2	Supervises six Registry employees	S
3	Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station	S
4	Analyzes and distributes all incoming and outgoing Station cables	O
5	Supervises the Station Flexowriter	S
6		

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

29 JUN 1965

FORM 45 - OBSOLETE PREVIOUS EDITIONS.

SECRET

SECTION C — NARRATIVE COMMENTS

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

As Chief of the Station Registry this employee continues to perform at an exceptionally proficient level with little supervision from his supervisor. His supervisor is being reassigned and is scheduled to be replaced by another officer who will necessarily need several months to become knowledgeable of Registry activities. However there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native ingenuity and high standards of achievement to ensure that his office continues to be a well run and efficient unit. He continues to ensure that no government funds are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry employees at little cost to the Government. This employee has been performing at a level above his present GS-09 grade. As recommended in November 1964, it is reconfirmed that this employee should be promoted to the next higher grade at the earliest possible opportunity.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
4 June 65	/s/ [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
45	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4 June 65	Ops Officer	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Subject takes his job seriously and performs it in strong fashion: I would say that he displays more energy, interest, and continuing attention than just about anyone else I've seen in registry-type work.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 June 65	DCOS	/s/ [redacted]

14-00000

CONFIDENTIAL Attachment No. _ to FJLI 62242

~~SECRET~~
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
		M	GS-09	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV. BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst Gen	DDP/FE/	

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
30 Nov 64	1 October 1963 - 30 September 1964

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO.		RATING LETTER
1	Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station	S
2	Supervises six Registry employees	S
3	Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station	S
4	Analyzes and distributes all incoming and outgoing Station cables	S
5	Supervises the Station Flexowriter	S
6		

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

16 DEC 1964

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS

~~SECRET~~

SECTION C — **NARRATIVE COMMENTS**

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

This employee continues to be Chief of the Station Registry. During the past year his level of performance can be properly evaluated as exceptionally proficient. He continues to welcome hard work, is not bothered by constantly changing deadlines and is able to fill in for any absent member of his unit, and keep up his own work as well. He is quite conscious of the value of Government personnel and materiel, and does everything in his power to conserve these resources. He continues to come up with new ideas on how to perform his functions in a more efficient and effective manner. This results in benefits to the entire Station. It is regretable that the position this employee fills does not allow for promotion since he has been performing at a level above his present grade for several years.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
1 Oct 64	/s/

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
1 Oct 64	Ops Officer	/s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I fully concur with the rater's comments and sentiments. I have known this employee for a number of years during which time he has evidenced real growth in self-sufficiency and also in the handling of his responsibilities as a supervisor.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 Oct 64	COS	/s/ William V. Broe

ATT TO FJTT-10860

CONFIDENTIAL
SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
		M	GS-09	D

6. OFFICIAL POSITION TITLE	7. OFFICE/DIVISION OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst Gen	DDP/FE/	

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From to)
30 November 1963	1 Oct 62-30 Sep 63

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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S - Strong — Performance is characterized by exceptional proficiency.

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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.	RATING LETTER
1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.	S
2 Supervises six Registry employees	P
3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.	P
4 Analyzes and distributes all incoming and outgoing Station cables.	P
5	
6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

30 SEP

CONFIDENTIAL
SECRET

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECTION C — **NARRATIVE COMMENTS**

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

As Chief of the [redacted] Station Registry, this employee has performed at a level of exceptional proficiency for the past year. He welcomes hard work, is able to fill in for any absent member of his unit and keep up his own work as well. He continues to bring up ideas for the improvement of his unit. These have been particularly welcome during the past year in view of the impending move of the Registry to a new location [redacted] The slight tendency to be arbitrary mentioned in the last fitness report has been eliminated during this reporting period. In view of this employees strong performance over the past year, he is being recommended for promotion to GS-10.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
10 Sept. 63	/s/ [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 Sept. 63	Chief, Ops Support Staff	/s/ [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in this rating and add that this employee has not let the very serious personal problems thrust upon him during this period interfere in any way with his consistently dependable performance. In this key role, in any station of this size, dependability, reliability, and confidence are "musts" and while there are quite naturally small aggravating incidents of mis-routing or mis-direction of documents, I have been struck by the lack of them here, because rates has the "must" qualities. His performance certainly warrants favorable consideration of the projected promotion action.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
11 September 63	Deputy Chief of Station	[redacted]

SECRET

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
		M	GS-9	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intel Analyst	DDP/FE	

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

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From - to)
	1 Oct 61 - 30 Sept 62

SECTION B — PERFORMANCE EVALUATION

W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt, analysis and routing of all incoming and outgoing cables, dispatches and memoranda of the Station, including all other organizations corresponding with the Station.	P
SPECIFIC DUTY Supervises four Registry employees.	P
SPECIFIC DUTY NO. Supervises a courier service which distributes correspondence to the five geographically separated elements of the Station.	P
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: P

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)

SECTION C — NARRATIVE COMMENTS

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

As the Chief of the [redacted] Registry this employee has performed well. He has abundant energy and constantly comes up with ideas for the improvement of the efficiency of his unit. He welcomes hard work and is able to fill in and take over any job in his unit and keep up with his own duties as well. As a supervisor, he has a slight tendency to be arbitrary when convinced he is right. This may be due to the fact that the Registry frequently operates under conditions of pressure due to the recent reorganization, reduction, and relocation of the Station. The Station has been required to get the job done with fewer people and under more difficult working conditions.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
25 Oct. 1962	[redacted] /s/

2. BY SUPERVISOR

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

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Subject has done and continues to do well what is expected of him. In amplification of the last sentence of the rater's comments (Section C) Subject has made the adjustment to "fewer people" and "more difficult working conditions" quite well, without trouble and more importantly with no impediment to the CRR service.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 Oct 1962		[redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
CSPD

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
		M	GS-9

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Ops Officer	STATION

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

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From To	SPECIAL (Specify)
	15 Apr 61-30 Sep 61	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

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

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

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
Chief of local registry, supervising four persons.	4		
SPECIFIC DUTY NO. 2	**RATING NO.**	**SPECIFIC DUTY NO. 5**	**RATING NO.**
SPECIFIC DUTY NO. 3	**RATING NO.**	**SPECIFIC DUTY NO. 6**	**RATING NO.**

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO. 4

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

OFFICE OF PERSONNEL

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Ratee has been in charge of station registry since 28 April 1960. This has been a period of dramatic change in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that bodes well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (RI) have made him a valued addition to our shrinking team. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention seems to me that he is doing well. Another six months should tell us more on this score.

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
6 Oct 61	Signed

2. BY SUPERVISOR

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

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

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
6 Oct 61	Ops Officer	[redacted]

3. BY REVIEWING OFFICIAL

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

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
6 Oct 61	Ops Officer	[redacted]

SECRET

14-00000

SECRET
(When Filled In)

20 DEC 1960

FITNESS REPORT

2 FEB 1961

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME		3. SEX F	4. GRADE GS-9
5. SERVICE DESIGNATION DI	6. OFFICIAL POSITION TITLE Records Management Officer	7. OFF/DIV/BR OF ASSIGNMENT DDP/RMD/Secretariat	

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

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD	SPECIAL (Specify)
31 October 1960	From Sep 59 To 30 Sep 60	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

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

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

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
Liaison with RID, DDP/RMO, DDP/MMU, other Division records officers, etc., re implementation of DDP records management program	6	Assistance to FE personnel in problems of retention and retirement of records DC54	6
SPECIFIC DUTY NO. 2	**RATING NO.**	**SPECIFIC DUTY NO. 5**	**RATING NO.**
Training and assistance to FE personnel in records management procedures	5	Guidance to field records officers	5
SPECIFIC DUTY NO. 3	**RATING NO.**	**SPECIFIC DUTY NO. 6**	**RATING NO.**
Planning and development of Division vital materials program	5	Implementation of various records purges and records programs	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO. 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

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

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING 1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is an excellent records officer. His interest in the subject and his perseverance in carrying out tasks connected with it have not only produced results in his own work, but have kindled enthusiasm and interest within the Division in developments in Agency records management. He has been able to improve records within the Division with a great deal of success, and at the same time avoided the usual aversion to records responsibility which too much emphasis on records creates in the case officer. His ability to get along well with others is important in his liaison function.

[redacted] work on the vital materials program in the last year has resulted in a much more realistic program for the Division. The creation and ~~retention~~ up-to-date retention of vital materials has for some time been a problem for which little solution could be found. It appears that the present program will result in vital materials which will be current and usable if needed.

Subject is at present assigned to a part-time detail in MMU. This should help to broaden his knowledge of new approaches in the records field. A/EXO/DDP has expressed his complete satisfaction with the very effective work [redacted] is doing on this detail.

[redacted] work during the last year was the basis for a commendation of the Division's records program by COP.

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	310	
16 DEC 1960		

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
20	

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

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

OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 December 1960	C/FE/ESEC	

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
	FE/EXO	

SECRET

14-00000

X
SECRET
(When Filled In)

Recorded
Card

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME		3. SEX: F	4. GRADE: [illegible]
5. SERVICE DESIGNATION: DI	6. OFFICIAL POSITION TITLE: Records Report Officer	7. OFF/DIV/BR OF ASSIGNMENT: [illegible]	

8. CAREER STAFF STATUS: All

NOT ELIGIBLE	X	MEMBER		DEFERRED	
PENDING		DECLINED		DENIED	

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.: 21 October 1959

11. REPORTING PERIOD: From 1 Jul 58 To 30 Sep 59

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	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Liaison with RID, DDP/RMD, DDP/MMU, other Division records officers, etc, re implementation of records mgt program	6	SPECIFIC DUTY NO. 4: Assistance to FE personnel in problems of retention and retirement of records	5
SPECIFIC DUTY NO. 2: Training and assistance for FE personnel in records mgt procedures	4	SPECIFIC DUTY NO. 5: Guidance to field records officers	6
SPECIFIC DUTY NO. 3: Planning and development of Division vital materials program	4	SPECIFIC DUTY NO. 6: Guidance in all records problems	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

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

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING 1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY					X		
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 6-50 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

OFFICE OF PERSONNEL

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.

He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.

Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.

This report has been prepared in accordance with FE Division standards which recognize the [illegible] 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: 29 Oct 59 | SIGNATURE: [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 7

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 30 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 October 1959	C/FE/ESEC	[redacted]

3. BY REVIEWING OFFICIAL

- [X] 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: Subject is a promising young records officer. He has demonstrated a capability for growth and for assuming greater responsibility. He is very much interested in records management and wants to make a career of it. His career development should be designed to afford him opportunities for maximum development both in terms of varied Headquarters experience and in field assignments.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	FE/EXO	[redacted]

SECRET

SECRET
(When Filled In) FF-25

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

1. NAME [redacted]		3. SEX M	4. SERVICE DESIGNATION [redacted] D.T.
5. OFFICE DIVISION/BRANCH OF ASSIGNMENT DDP/ [redacted] FE/		6. OFFICIAL POSITION TITLE Field Engr C Grade ~~21 August 1958 - 4 Sept 1958~~	
7. GRADE GS-7	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 August 1958 - 4 September 1958	

10. TYPE OF REPORT (Check one)					
	INITIAL		REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
	ANNUAL		REASSIGNMENT-EMPLOYEE	X	For TDY Period.

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE 18 Sept 1958 | C. [redacted] OF SUPERVISOR [redacted] | D. SUPERVISOR'S OFFICIAL TITLE [redacted] Chief of Station, [redacted]

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

BY DATE
[redacted] 15 Sep

[ ] CONTINUED ON REVERSE SIDE OF SHEET

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
—	—	—

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

5 — 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: This rating covers the period 21 August - 4 September 1958, while subject was [redacted] surveying Station files and installing new RI standardized filing system.

(When Filled In)

2. RATINGS IN PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL

DIRECTIONS.

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (do not use this for supervisors who supervise a secretary only).

d. Compare in your mind, when possible, the individual being rated with others performing the same or 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
GIVING LECTURES
CONDUCTING SEMINARS
WRITING TECHNICAL REPORTS
CONDUCTING EXTERNAL LIAISON
TYPING
TAKING DICTATION
SUPERVISING
HAS AND USES AREA KNOWLEDGE
DEVELOPS NEW PROGRAMS
ANALYZES INDUSTRIAL REPORTS
MANAGES FILES
OPERATES RADIO
COORDINATES WITH OTHER OFFICES
WRITES REGULATIONS
PREPARES CORRESPONDENCE
CONDUCTS INTERROGATIONS
PREPARES SUMMARIES
TRANSLATES GERMAN
DEBRIEFING SOURCES
KEEPS BOOKS
DRIVES TRUCK
MAINTAINS AIR CONDITIONING
EVALUATES SIGNIFICANCE OF DATA

OCT 24 2 14 PM

MAIL ROOM

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Installing new RI Filing System	5	Develops new Programs	5
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Surveying Station Files	5	Manages Files	5
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Oral Briefing	5		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

STRENGTHS: Ability to see another's viewpoint and to work out satisfactory compromises between the RI system and operational requirements of the [redacted] Station.

WEAKNESSES: None observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...I 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 SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

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

SECRET
(When Filled In)

35 CWA

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

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

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
	Records Management Analyst

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

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

SECTION B. CERTIFICATION

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

Absent from Station. Will be shown upon return.

A. CHECK (X) APPROPRIATE STATEMENTS

	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS SEE ATTACHED REPORTS		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify).
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	X	Will upon return to Station.

B. DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
4 Sept 1958		C/Admin

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

BY	DATE
H.B.	
EAR	10/20/58

[ ] CONTINUED ON ATTACHED SHEET

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

A. DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
4 Sept 1958	George E. Aurell	COG

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL
OCT 14 9 37 AM '58
MAIL ROOM

DIRECTIONS

a. State in the spaces below up to six of the more important SPECIFIC duties performed by this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a separate 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 doing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Supervises 2 Records Mgm. Analysts	5	Processes files in accordance with Specific Records System	6
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Devises Records Systems to suit Station needs.	6		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Trains Station personnel in Records maintenance.	5		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Strengths: Works hard and fast. Able to analyze problems and organize work of Records Management Team in methodical sequence.

Weakness: No notable weaknesses.

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.

6
RATING NUMBER

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

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

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

SECTION E. GENERAL

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

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
	Records Management Analyst

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

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

SECTION F. CERTIFICATION

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
4 Sept. 1958		C/Admin

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
4 Sept. 1958	George E. Aurell	COS

SECTION G: ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

RATING NUMBER: 6

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 OR NO SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

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

FORM NO. 45 (Part II) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE SECRET Potential (4)

SECRET
(When Filled In)

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

6 months

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

OCT 14 9 17 AM '58

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None planned nor available while on current overseas tour.

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

Subject single and willing serve geographic locations. Believe subject performs best in demanding assignments.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

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

SECRET

SECRET (2)
(When Filled In)

FF-25 20 SEP 57

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 20-376. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
		4 April - 30 June 1958

10. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify) T.D.Y.
		ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT: Report prepared after subject departed this station

A. CHECK (X) APPROPRIATE STATEMENTS:

	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "5" OR "6" OR D, A WARNING LETTER HAS SENT TO HIM. A COPY ATTACHED TO THIS REPORT.
X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND ~~[illegible]~~ SUPERVISORS. other		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
10 July 1958		

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

	BY	DATE
Period Rev Comm	R.B.	14 OCT 1958
	[illegible]	15/10/58

[ ] CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

INSERT RATING NUMBER
6

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

COMMENTS:

SECRET

(When Filled In)

OFFICE OF PERSONNEL

OCT 14 9 38 AM '58

MAIL ROOM

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of that specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (*do not rate as supervisors those who supervise a secretary only*).

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	*HAS AND USES AREA KNOWLEDGE*	*CONDUCTS INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Analysis of records problems and establishing records procedures	6		
SPECIFIC DUTY NO. 2	**RATING NUMBER**	**SPECIFIC DUTY NO. 5**	**RATING NUMBER**
Supervising	6		
SPECIFIC DUTY NO. 3	**RATING NUMBER**	**SPECIFIC DUTY NO. 6**	**RATING NUMBER**
Keeping his own records and reporting on work progress	5		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject analyzed difficult records problems quickly and precisely, discussed his recommendations forcefully and convincingly, and then proceeded to put them into effect with considerable energy. He not only supervised his subordinates effectively so that every minute was productive, but did a good share of the routine work himself, making certain that everything was done precisely as planned.

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*.

6 — RATING NUMBER

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

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

SECRET

14-00000

SECRET
(When Filled In)

29 SEP 1958

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision 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 OF no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

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

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
		4 April - 30 June 1958

10. TYPE OF REPORT (Check one)		INITIAL		REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
		ANNUAL		REASSIGNMENT-EMPLOYEE		T.D.Y.

SECTION F. CERTIFICATION

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
10 July 1958		

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 July 1958		

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: 6

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (Truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	0	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
	0	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
	0	OTHER (Specify)

SECRET
(when filled in)

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

Three

4. COMMENTS CONCERNING POTENTIAL

From subject's performance here it appears that his potential in the records management field may be limited only by his lack of formal higher education, and I am sure that even in this respect he could overcome this deficiency with some training. His forcefulness and boundless energy would unquestionably inspire any subordinate to higher performance. He has an intense interest in records work and an ability to grasp complex problems and make quick decisions.

DEPT. OF PERSONNEL OCT 14 1954 RECEIVED

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

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

None

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

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

SECRET

SECRET
(When Fill'

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	SD: DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FI RI A&O	GS-0132.35-7 Intel Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7		21 January 1957 - 15 July 1957

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

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
22 July 1957		Coordinator, 201 Control Unit, RI/Analysis Section

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

	BY	DATE
Posted Pos. Control	JB	7/23/57
Reviewed by PUD	D. L. REEDY	10-8-57

CONTINUED ON ATTACHED SHEET

I certify that any substantial d[illegible]visor is reflected in the above section.

A. THIS DATE	B. TYPED [illegible] OFFIC[illegible]	REVIEWING	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
22 July 1957			Supervisor, RI/Analysis Section

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

[ ] INSERT RATING NUMBER

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: [ ] departed for temporary duty on 9 Feb 1957. His last Fitness Report was completed on 5 Feb 1957, just prior to his departure. Reports from the station indicates the he is doing a commendable job.

AUG 16 3 19 PM

SECRET
(when filled in)

2. RATINGS ON PERFORMANCE OF [illegible] PERSONNEL

MAIL ROOM

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to s[illegible] rated as a specific duty (do not rate as supervisors those who supervise a secretary only).

AUG 16 3 19 PM

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

MAIL ROOM

f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2	RATING NUMBER	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.

SECTION C. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

RATING NUMBER

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

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	SD: DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FI RI A&O	GS-0132.35-7 Intel Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7		21 January 1957 - 15 July 1957

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

SECTION F. CERTIFICATION

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL

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, 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
		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 supervisors*)
		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (*Second line supervisors*)
		A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (*Executive level*)
		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (*Specify*)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THAT EACH INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION

AUG 16 3 19 PM '57

4. COMMENTS CONCERNING POTENTIAL

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

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

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	SD&DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FI RI A&O	GS-0132.35-7 Intel Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7	21 Jan 57	22 January 1956 - 20 January 1957

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

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C.	D. SUPERVISOR'S OFFICIAL TITLE
5 Feb 1957		Coordinator 201 Control Unit

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

[redacted] since return from foreign assignment has completed one temporary duty assignment and is preparing for another. He has applied the present headquarters work at the station registry on a standard equating with this evaluation.

Posted Pos. Control [redacted] BY [redacted] DATE 11 FEB 1957

Reviewed by PMD [redacted] 2-11-57

[ ] CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR OFFICIAL	WING	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Feb 1957	[redacted]		Supervisor, RI/AN Section

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:

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the *most important* SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering *ONLY* effectiveness in performance of 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 same duty at a similar level of responsibility.
e. Two individuals with the same job title *may be performing* different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that *might be rated* are:

ORAL BRIEFING	*HAS AND USES AREA KNOWLEDGE*	*CONDUCTS INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

g. For some jobs, duties may be broken down *even further if supervisor considers it advisable, e.g.,* combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Analysis - subjective analysis of CE, FI and PP material.	5	Assignment Management - Organization & scheduling of work.	5
SPECIFIC DUTY NO. 2. Analysis - Quantitative	5	SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3 Has and uses area knowledge.	4	SPECIFIC DUTY NO. 6	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

During the short time [redacted] has been assigned to this office, he has very quickly grasped the essentials of his assignment; he knows when to seek guidance and is constantly striving to increase his knowledge and understanding of his assignment. He is extremely conscientious, accepts the responsibilities of his job and performs his duties commendably.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

RATING NUMBER: 5

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

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

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	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	[redacted]	M	SD:DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FI HI A&O	GS-0132.35-7 Intel Analyst

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7	21 Jan 57	21 January 1956 - 20 January 1957

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

SECTION F. CERTIFICATION

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

A. THIS DATE	B.	C. SUPERVISOR'S OFFICIAL TITLE
5 Feb 1957	[redacted]	Coordinator 201 Control Unit

2. FOR THE REVIEWING OFFIC[redacted] FERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Feb 1957	[redacted]	Supervisor, RI/Analysis Section

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

RATING NUMBER: 5

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

2. SUPERVISORY POTENTIAL

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
	3	A GROUP DOING THE BASIC JOB (Truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	0	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)

OFFICE OF PERSONNEL
FEB 6 3 05 PM '57

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

4. COMMENTS CONCERNING POTENTIAL

[redacted] is lacking in formal education, however, he has intelligence, initiative and ability and with continued on-the-job experience is capable of developing into a good supervisor of a section in RI or in operating the Registry Section of a field installation.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Training within the established FI/RI pattern.

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	3	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. KNOWS WHEN TO SEEK ASSISTANCE	4	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	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

FE7

SECRET
(When Filled In)

15

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.

Posted Pos. Control WHR DATE 28 MAY 1956

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

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
[redacted]	[redacted]	M	DI

4. GRADE	5. STATION DESIGNATION (Current)
GS-7	[redacted]/Hqs

6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
April 1956	15 April 1955 - 15 April 1956

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Intelligence Analyst - CE	25 September 1954

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

Subject is an intelligence analyst in the Personality File Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all [redacted] file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (Type)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Type)
[redacted]	[redacted]

3. THIS REPORT [X] WAS [ ] WAS NOT SHOWN TO THE INDIVIDUAL

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHENTICATING REPORT AND SIGNATURES
1 May '56	[redacted] CFE/1

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

FORM NO. 45a REPLACES FORM 45A, 1 SEP 54, WHICH MAY BE USED.
1 FEB 55

SECRET

(4)

SECTION IV

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

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

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is conscientious, hard-working and more than willing to work long hours. Subject has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Subject is weak in his ability to express himself in writing.

OFFICE OF PE... ONLY
MAY 28 11 16 AM '55
MAIL ROOM

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

Subject's stamina and persistence in accomplishing his tasks in a minimum amount of time outweigh his weakness.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [XXX] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

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.
- [XXX] 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? [XXX] NO [ ] YES. IF YES, WHAT?

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

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

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

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

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

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF QUESTIONABLE 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.
- [XXX] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [ ] 6. AN EXCEPTIONALLY STRONG PERSON IN TERMS OF THE BASIC ELEMENTS OF THE ORGANIZATION.
- [ ] 7. EXCELLENT BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

DDP-EF T-1

SECRET
(When Filled In)

FIELD FITNESS REPORT

COPIED

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

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A

Reviewed by FUD

K.G.W. 6/22/55

KWK

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

SECTION I

[redacted] QUARTERS USE ONLY	[redacted]	2. SER M	3. SERVICE DESIGNATION SD-D
4. GRADE GS-5	5. STATION DESIGNATION (Current) [redacted] Mission Headquarters		
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 November 1954 - 14 April 1955		

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION 0136.52 Intelligence Analyst - CE	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 25 September 1955

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

Subject is an intelligence analyst in the Personality Files Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all [redacted] Mission file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATED (True) [redacted]	2. NAME OF [redacted] FIELD (True)
3. THIS REPORT [ ] WAS [ ] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS. 29 April 55	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZE [redacted]

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECTION IV

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

On the left hand side of the page below are a series of statements that [illegible] 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 [illegible] of 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 [illegible] have the definite opinion that the description is not at all suited to the individual.

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

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is conscientious, hard-working, and more than willing to work long hours. He has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Subject is weak in his ability to express himself in writing.

SECRET
(When Filled In)

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

Subject's stamina and persistence in accomplishing his tasks in a minimum amount of time outweigh his weaknesses.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

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

SECTION VI

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

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

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

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

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

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

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

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

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

SECRET

14-00000

SECRET

SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

BY DATE

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

1. NAME (Last) (First) (Middle)	2. GRADE	3. POSITION TITLE
[redacted]	GS-5	Intel. Anal. CD-FI

4. OFFICE	STAFF OR DIVISION	BRANCH	[XXX] DEPT'L. [ ] FIELD	IF FIELD, SPECIFY STATION
DDP/FI/RI	P & R Branch	Consol Section		

5. PERIOD COVERED BY REPORT From	To	6. TYPE OF REPORT
21 Apr. 53	20 Apr. 54	[ ] Initial [XXX] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

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

As senior anaylist on the EE/FI/G/Z area my duties consist of:

(A) Consolidating personality files which entails the following: (1) Make a complete search in Index on all references pertaining to the subject, (2) gathering all references in RI/Files, (3) anaylyzing documents for inclusion in 201, (4) preparing a summary of reference sheet which notes the disposition of all the documents put in the case.

(B) Liaison with the area desk.

(c) Supervising the work of the junior anaylist.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
NONE			

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

Intelligence work at the desk level.

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

Two years experience in RI.

10.

12 April 1954
DATE

[redacted]

Items 11 through 18 will be completed by Supervisor

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

[redacted] has performed his duties conscientiously and well. He possesses a great deal of energy, is extremely industrious and has maintained excellent relations in his liaison with the area desk.

FORM NO. 37-151
MAY 1952

SECRET

(Over)

(4)

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

[redacted] has performed his duties most outstandingly by virtue of his formation and maintenance of excellent liaison relations.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

[redacted] has handled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

[redacted] could qualify as an Intelligence Analyst in any of the appropriate section of RI.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

13 April 54
DATE

[redacted]

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown

18 May 1954
DATE

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

Subject transferred to FE effective 25 April 1954.

over

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

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

1. NAME	2. GRADE	3. POSITION TITLE
[redacted]	GS-4	File Clerk

4. OFFICE	STAFF OR DIVISION	BRANCH	[x] DEPT'L. [ ] FIELD	IF FIELD, SPECIFY STATION
DD/P	FI	RI		

5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT
From 4-21-52 To 4-21-53	[ ] Initial [X] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

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

Review and analize material for consolidation of 201 Personality Files. This includes making a complete impartial name check in RI/SC index and a complete search for all material pertinent to the subject in the RI/Files. Also maintain liaison with the [illegible].

After reviewing documents, make up Cross References and any Document changes as necessary. Complete a Summary of References Form listing all references reviewed and the action taken on each.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None			

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

Accounting.

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

Two years of Accounting and law school.

10.

9 April 1953 — DATE

[redacted] — SIGNATURE

Items 11 through 18 will be completed by Supervisor

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

[redacted] performance in this section has been very satisfactory. While still in a trainee position, he is learning the procedure of this section very well. He is extremely industrious and shows little inclination to waste time.

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

[redacted] has been most outstanding by virtue of his industry.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

[redacted] has had little opportunity to show his ability, in this line, so far.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Due to his position as trainee, other duties cannot be considered, but I feel that he is quite capable of filling any number of jobs in RI.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

20 April 1953
DATE

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown [redacted]

[redacted]
DATE

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

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

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

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER

EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)

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

Mark here if you WANT BOTH optional and regular insurance [ ] (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

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

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance [X] (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

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

Mark here if you WANT NEITHER regular nor optional insurance [ ] (C)

WAIVER OF LIFE INSURANCE COVERAGE

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

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

SIG

DATE

4 MAR 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

MAR 20 1 47 PM '68

OFFICE PERSONNEL RECEIVING

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

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

SECRET

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

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: [redacted]

Dates: 23-24 February 1978

Employee No: [redacted]

Office: ISS

Service Designation: D

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
4. Know how to prepare more useful Fitness Reports and conduct more effective FR interviews;
5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TR [redacted]

MAR 1978

Instructor Date

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

[illegible] DATE: [illegible]

CERTIFICATION OF SEPARATING EMPLOYEE

Name (Last-First-Middle)

Hilbert, James S.

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning separation from CIA as indicated by check mark:

✓	~~1.~~ Standard Form 8 (Notice to Federal Employee about Unemployment Compensation)
NA	2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
NA	3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employees Group Life Insurance Act of 1954).
NA	4. Standard Form 2802 (Application for Refund of ~~Retirement Deductions~~).
	5. Form 2595 (Authorization for Disposition of Paychecks). Continue to Bank
✓	6. Only applicable to Retiree - Returnee (resignee from overseas assignment) I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being.
	7. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
	8. Instructions for returning to duty from Extended Leave or Active Military Service.

Date Signed

Correspondence

[illegible] OFFICE

☐ Overt ☐ Covert

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

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: [redacted] Dates: 23-24 February 1978

Employee No: [redacted] Office: ISS

Service Designation:D

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;

2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;

3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;

4. Know how to prepare more useful Fitness Reports and conduct more effective PR interviews;

5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRA[redacted] 1978

Instructor Date

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

3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff

SUBJECT: Document Analysis II for Records Management Officers

1. [redacted] OPF has satisfactorily completed the Document Analysis II Course given for Division and Staff Records Management Officers by ISS Training Officer, [redacted]. Classes were held daily from 0900 to 1230 hours from 29 November through 10 December 1976.

2. The topics covered in the course were records principles and processing procedures used by Data Management Section analysts for initial input of correspondence into the DDO Records System. The students also covered the official files system and indexing criteria as they currently exist and discussed some of the drawbacks and possible systems changes we might expect in the next few years. Periodic exercises were given to test the students comprehension of topics discussed.

[redacted]

20 JUL 1976

I, the undersigned, authorize the Office of Personnel to give to: CartBlanche whatever information is necessary for me to obtain a credit card.

[redacted]

pa 7-21-76

CERTIFICATE OF TRAINING

THIS IS TO CERTIFY THAT

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

ON

26 - 27 AUGUST 1976

INFORMATION SERVICES GROUP

CHIEF, ISG TRAINING

TRAINING REPORT

OFFICE OF TRAINING

This certifies that [redacted] has successfully completed the Introduction to Micrographics Seminar #2 which was conducted from 24 July to 25 July 1974.

This seminar provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microfilm Formats, Viewers and Viewer-Printers, Indexing Methods, Computer Output Microfilm (COM), Micropublishing, and Development and Implementation of Agency Applications. Participants receive a portfolio of various samples of microforms, a Glossary of Micrographic Terms, and a Primer on Information Science.

FOR THE DIRECTOR OF TRAINING:

[redacted]
Course Coordinator

Final Grade Report

Grading System:
A – Superior Scholarship
B – Good Scholarship
C – Average Scholarship
D – Passing Scholarship
F(a) – Failure Academic
F(n) – Failure Non-Attendance
I – Incomplete *
WX – Withdrawal during first half of term
WP – Withdrew Passing during second half of term
WF – Withdrew Failing during second half of term
X – Emergency approved official withdrawal

UNIVERSITY OF MARYLAND
EUROPEAN DIVISION - UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR

Report of [redacted] — Student Copy

Term 1, Acad. Yr. 1971/72 at Rome Center

COURSE	Semester Hours	GRADE
ITAL 111	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e. g. final exam, term paper, reports, etc. _____

Grade to date _____ Deadline date for completion, if established _____

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 11 (50 [illegible] - [illegible] - 67)

Final Grade Report

Grading System:
A – Superior Scholarship
B – Good Scholarship
C – Average Scholarship
D – Passing Scholarship
F(a) – Failure Academic
F(n) – Failure Non-Attendance
I – Incomplete *
WX – Withdrawal during first half of term
WP – Withdrew Passing during second half of term
WF – Withdrew Failing during second half of term
X – Emergency approved official withdrawal

UNIVERSITY OF MARYLAND
EUROPEAN DIVISION - UNIVERSITY COLLEGE
OFFICE OF THE REGISTRAR

Report of [redacted] — Student Copy

Term 2, Acad. Yr. 1971/72 at Rome Center

COURSE	Semester Hours	GRADE
ITAL 112	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e. g. final exam, term paper, reports, etc. _____

Grade to date _____ Deadline date for completion, if established _____

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 11 (50 [illegible] - [illegible] - 67)

[illegible]
(When Completed)

TRAINING REPORT

Americans Abroad Orientation – [redacted]

16 Hours **20-21 March 1961** **6** Students

Student: [redacted] Year of Birth **1928**

EOD Date: **April 1952** Grade: **GS-9** Office: **FE**

[illegible]

[illegible] or about to travel to the general area or country of destination. Included are a briefing on "the Americans Abroad problem," its implications for the individual employee or dependent and the Agency, practical advice for successful personal adjustment to everyday problems of working and living in the area of assignment, useful information on the area, and guide lines for understanding its major problems. Advice includes cues for effective interpersonal relations in the particular country or region. Area information includes an analysis of the importance of the region to the United States and descriptions of the people, their institutions, and current living conditions. The course offers lectures, panel discussions, films, slide presentations, and selected readings for a recommended program of self-study. Employees [illegible]

This is a certificate of attendance only [illegible]

[illegible] **25 April 1961**

/s/ [redacted]

[illegible]
(Name Deleted)

[redacted]

16 [illegible] Abroad Orientation 20-21 March 1961 6

Name: [redacted] Place of Birth

Student: Year of Birth

Institute: Grade: Office

[illegible]

[illegible] for mastery of travel in the general area and country of destination. Included are a briefing on "The Americans Abroad problem," its implications for the individual employee or dependent and the [illegible], practical advice for successful personal adjustment to everyday problems of working and living in the area of assignment, useful information on the area, and some ideas for determining the major problems. Advice includes ways for effective interpersonal relations in the particular context of [illegible]. Free information [illegible] of the importance of the mission to the United States and description of the people, the institutions, and current [illegible] conditions. The course offers lectures, panel discussions, films, slide presentations, and selected readings for a [illegible] [illegible] [illegible].

This is a [illegible] of attendance [illegible] be [illegible] to [illegible] [illegible] [illegible].

26 April 1961

/s/ [redacted]

WRITING WORKSHOP (INTERMEDIATE) NO. 2

TRAINEE EVALUATION

SECTION I: IDENTIFYING INFORMATION			
NAME [redacted]	SEX M	DATES OF COURSE 26 October - 19 November 1959	NO. OF STUDENTS 17
DATE OF BIRTH [redacted]	EOD DATE April 1952	GRADE OR RANK GS-9	OFFICE FE/Administration
PROJECTED ASSIGNMENT OR PRESENT POSITION Records Officer			

SECTION II: OBJECTIVE OF THE COURSE

To stimulate habits of thoughtful, self-critical writing for intelligence production.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for 10 to 15 students. It meets for nine three-hour morning sessions over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any change demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

SECTION V: REPORT OF STUDENT ACHIEVEMENT

[redacted] added to the good improvement in mechanics of expression he had achieved in the Basic Writing Workshop. He has now developed the ability to write smooth, compact, and readable sentences. He also learned to organize topics more effectively, and with further writing experience, he can develop the ability to write analytical papers of a professional caliber.

[redacted]
Chief Instructor

S-E-C-R-E-T

WRITING WORKSHOP (BASIC) NO. 2

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION			
NAME [redacted]	SEX M	DATES OF COURSE 21 Sept. - 15 Oct. 1959	NO. OF STUDENTS 13
DATE OF BIRTH [redacted]	EOD DATE April 1952	GRADE OR RANK GS-9	OFFICE FR/Administration
PROJECTED ASSIGNMENT OR PRESENT POSITION Records Officer			

SECTION II: OBJECTIVE OF THE COURSE

To stimulate habits of thoughtful, self-critical writing for intelligence production.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for ten to fifteen students. It meets for one hour-and-a-half morning [illegible] period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any change demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

S-E-C-R-E-T

SECTION V: REPORT OF STUDENT ACHIEVEMENT

[redacted] considerably improved the clarity of his writing during the course, by reducing sentence errors and roundabout phrasing. His written papers reflected his gains in knowledge of basic rules of English usage. His achievement in the Writing Workshop (Basic) shows that [redacted] can develop good writing skills, and that he and the Agency would benefit if he took the Writing Workshop (Intermediate).

[redacted]

S-E-C-R-E-T

TRAINING EVALUATION

ADMINISTRATIVE SUPPORT COURSE # 9

SECTION I: IDENTIFYING INFORMATION			
NAME [redacted]	SEX M	DATES OF COURSE 10 - 28 May 1954	NO. OF STUDENTS 1st week-49 2nd & 3rd weeks-44
DATE [redacted]	EOD DATE 21 April 1952	GRADE OR RANK GS-5	OFFICE FE/FI
PROJECTED ASSIGNMENT OR PRESENT POSITION Registry Analyst			

SECTION II: OBJECTIVES

The objectives of this course are to provide the student with (1) an understanding of the inter-relationships between operating functions and administrative support functions; (2) an understanding of some of the basic principles and techniques of Agency operations and the organization and functions of the various clandestine components; (3) a knowledge of procedures, regulations, and problems peculiar to Logistics, Finance, and other areas of administrative support.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

One week of the course is devoted to lectures in the areas described in category 1 on reverse of this page. The material in categories 2 and 3 is presented both by lecture and by practical exercises during the remaining two weeks of the course. Categories 4 through 9 are concerned with the application of knowledge of Agency organization, structure, procedures and regulations in practical situations.

SECTION IV: STUDENT'S PERFORMANCE

[illegible] this student [illegible] students' participation in the course with an allowance made for differences in age, education, experience, etc. These ratings are defined as follows:

EXCELLENT: The student indicated exceptional ability or proficiency in meeting this goal or objective; he demonstrated an unusually thorough knowledge of the material presented.

SATISFACTORY: The student met this objective in a competent and effective manner; he demonstrated a good grasp and understanding of the material presented.

UNSATISFACTORY: The student did not achieve this goal or objective; the student's performance indicated a serious lack of knowledge concerning material presented.

S-E-C-R-E-T

MAJOR CATEGORIES	UNSAT	SAT	EXCELLENT
1. Orientation in basic principles of clandestine activity.	2	30 ●	17
2. Knowledge of clandestine services command structure and organization.	5 ●	14	25
3. Knowledge of Agency and clandestine services regulations and administrative procedures.	2	28 ●	14
4. (A) Preparation of advance form; travel voucher (DOMESTIC) and entertainment reimbursement (DOMESTIC).	0	17	[illegible] ●
(B) Preparation of travel voucher (FOREIGN) including computation of per diem and currency conversion.	1	15 ●	28
5. Preparation of Station Finance Reports.	3	5	16 ●
6. Preparation of forms used in a detached station for property records; knowledge of responsibility for property at the station.	2	30 ●	22
7. Preparation of form required for project presentation to the Project Review Committee.	1	30 ●	13
8. Preparation of cable form used at Headquarters writing message from material given, with use of accepted digits, punctuation, and abbreviations.	[illegible]	33 ●	[illegible]
9. Preparation of Headquarters and Field dispatch form and Field pouch manifest.	0	24 ●	13

SECTION VI: COMMENTS

Comments, especially on habits and characteristics, with particular reference to strong or weak points of the individual or anything that might have influenced his performance in the course.

FOR THE DIRECTOR OF TRAINING:

SECRET

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION

Name	Sex	Course and Beginning Date
[redacted]	M	PHASE I - ORIENTATION #9 - 19 April 54

Date of Birth	E O D	Grade or Rank	Office
[redacted]	April '52	GS-5	FE/FI

Projected Assignment or Present Position: Registry Analyst

This evaluation is based on a course of 120 hours given over a period of 3 weeks in which there were 89 students. The length of the course, number of students, nature of the course, skills and knowledge taught, and the opportunity for observing the individual student determine which sections of this report are used. These facts must also be considered in interpreting the evaluations which, therefore, *should not be used as the sole basis for personnel decisions.* THIS REPORT IS INTENDED PRIMARILY TO FURNISH INFORMATION AS TO HOW WELL THE STUDENT LEARNED THE SUBJECT MATTER OR SKILLS TAUGHT. In addition, observations of interest and importance are reported which can have significance only as they are related to other information. Unless otherwise stated, performance is evaluated in terms of standards set by instructors or in relation to the performance of others who have taken the course. For further information, consult the Training Evaluation Branch, Assessment and Evaluation Staff, Office of Training.

SECTION II: KNOWLEDGE

Subject	Hrs	Rating				
		Fail	Poor	Sat	Exc	Sup
Introduction to Intelligence	80	5	12	26*	34	12
Communism and the U S S R	40	5	17	35*	31	7

The numbers show how many students received each rating. An asterisk (*) shows the rating this student received.

SECTION III: SKILLS

The 'Course Instruction' column contains scores and/or ratings given by the instructional staff for skills which are specifically intended to be outcomes of the course. The 'Observation' column contains ratings by instructors and/or students concerning skills which have been observed for every student in a class but which have not been the subject of intensive instruction or practice.

Skill	Hrs.	Course Instruction		Observation	
		Objective Score	Rating or Evaluation	Av. Rating by ____ Instructors	Av. Rating by ____ Students

SECTION IV: OBSERVATIONS of ATTITUDES or OTHER PERSONAL CHARACTERISTICS

During the course incidents were observed which suggested that this person:

	Yes	No		Yes	No
Had difficulty in getting along with others.		X	Lacked motivation for an Agency career.		X
Interfered with instructional and classroom activities.		X	Lacked sufficient security-mindedness.		X
			Lacked interest in the course.		X

Explanations of any 'Yes' answers to items above. Frequency of occurrence and number of persons observing these attitudes or characteristics are included.

SECTION V: COMMENTS

Comments, especially on habits or characteristics, with particular reference to strong and weak points of the individual, or anything that may have influenced his performance in the course are reported here.

Chief Instructor

SECTION VI: ADJUSTED OVER-ALL EVALUATION

FOR OPTIONAL USE BY INSTRUCTORS

In terms of all factors observed during the course and taking into account this student's experience in the Agency, grade, and general area of work, an 'X' in one of boxes shows the instructor's judgment of his performance in the course.

- He was inadequate in his performance. [ ]
- He was barely adequate in his performance and performed acceptably only in a limited range of assignments. [ ]
- He performed acceptably, but was barely adequate in some respects. [ ]
- He was a typically effective student who performed in a competent, dependable manner. [ ]
- He performed at a high level of competence. [ ]
- He performed at an extremely high level that only a few students have surpassed. [ ]

FOR OPTIONAL USE BY TRAINING OFFICERS

This evaluation, shown by an 'X' in one of the boxes, takes into account this training record, the student's age, grade, Agency experience, and projected assignment. It is included for the purpose of giving supervisors an estimate of the implications of the training evaluation report for the student's assignment and career potential.

- [ ] This is an inadequate performance.
- [ ] This is a barely adequate performance and raises questions concerning his suitability for his assignment.
- [ ] This is an acceptable performance but discloses possible areas of weakness.
- [X] This is a satisfactory performance revealing a typically competent person.
- [ ] This performance reveals a high level of competence.
- [ ] This is an extremely competent performance that only a few persons of his background and position have surpassed.

Training Officer's Comments

Training Officer

SECRET

15

MEMORANDUM FOR: Chairman, Clandestine Service Personnel Staff

SUBJECT: [redacted] - Recommendation for Promotion

1. Subject has been in grade GS-10 since June 1968. Based on his outstanding performance as Chief of Registry in [redacted] Station since June 30, 1971, he strongly merits promotion to grade GS-11 at this time. When Subject took over the responsibility for Registry a year ago, he found a system glutted with paper and bound up by a policy which discouraged getting rid of it. He found many procedures in force which were out of date, if not obsolete, and proposed streamlined procedures, which were adopted, to replace them. He asked for and was given the responsibility to analyze and distribute the cables, which had previously been a function of the Chief of Station's secretary. He recommended the discontinuance of the abstract system, which proposal had been adopted by most elements of the Station. He recommended a reduction in the retention period for cable and dispatch chronos. With the help of a TDY team here for the first half of CY 1972, he devised and instituted a program of purging the files. This program has resulted in the disposition of most of the departed Soviet files, a severe trimming of the true name files, and the review, reduction and up-dating of the project and operational files. All of this work was accompanied by appropriate name checks, entries on the index cards and selection of pertinent documents for transmittal to Headquarters. In summary, Subject performed a thorough "house-cleaning" of Station records in the full meaning of that phrase. This program is by no means finished. In fact, Subject has plans for continuing efforts along these lines which may exceed his tenure at this Station since he intends to return to Headquarters not later than May 1974. The on-going program includes a review and reorganization of the subject files, the encrypted 201's and the disposition (hopefully) of about 50 feet of microfilm. A corollary to these projects will be a significant reduction in the index cards, which at present lead to the microfilm and to other superfluous material we either have or will destroy.

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

SECRET

CLASSIFIED BY [redacted]
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION
SCHEDULE OF EXECUTIVE ORDER 11652 EXEMPTION CATEGORY:
5 B (1) (2) (3) (4) (5) (6) (7) (8)
AUTOMATICALLY DOWNGRADED ON
DP-2012
(enter impossible event date or event)

if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.

4. It is strongly recommended that Subject be promoted to grade GS-11.

Roosevelt

Archibald B. Roosevelt, Jr.
Chief, European Division

14-00000

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(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 4 ALSO COMPLY WITH HMR 25-7. PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME

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

SINGLE	X MARRIED	SEPARATED	DIVORCED	WIDOWED	ANNULLED

IF MARRIED, PLACE OF MARRIAGE: Washington, D.C.

DATE OF MARRIAGE: 6 Aug 60

IF DIVORCED, PLACE OF DIVORCE DECREE:

DATE OF DECREE:

2. **MEMBERS OF FAMILY**

TELEPHONE NO. 24-0163

DATE OF BIRTH: 20/2/71

NAME OF FATHER (or male guardian) | ADDRESS | TELEPHONE NO.

NAME	DATE OF BIRTH	RELATIONSHIP

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.) YES / NO

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "Not" give name and address of person, i.e., who can make such decisions in case of emergency.) YES / NO

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

The persons named in Item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

FORM 61 (Replaces Previous Editions)

CONFIDENTIAL

FAI

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(When Filled In)

5. VOLUNTARY ENTRIES

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

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

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? [X] YES [ ] NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? [ ] YES [X] NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [X] YES [ ] NO. *(If "Yes" where is document located?)*

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?
[X] YES [ ] NO. *(If "Yes" give name(s) and address)*
In the Will

HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [X] NO. *(If "Yes", who possess the power of attorney?)*

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY
(No Approval Required)

RESIDENCE WHEN EMPLOYED *(Full Address)*	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 22-3 *(Full Address)*

8. CHANGE IN PERMANENT PLACE OF RESIDENCE *(See HR 22-3)*
(To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)

FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE
	DIRECTOR OF PERSONNEL *(when applicable per HR 22-3)*	DATE

SIGNED AT	DATE	SI
Hqs	8 Mar 71	

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SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE

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

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-8	(Print)	9-24	

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	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION				
25-26	27-28	29-30	31-32	33-34	35-36		37	38 39		40-42
			1 1	8	7 0		1			2 1 0

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION No.	DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	DCD	X	
	C & L DIVISION, CTRS.	DATE	SIGNATURE
X	C & T DIVISION	1-15-71	[illegible]

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

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

30 June 1970

MEMORANDUM FOR: Chief, European Division

FROM : Chief of Station [redacted]

SUBJECT : Promotion Recommendation - [redacted]

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the [redacted] Station for eighteen months. Subject, fresh from a Saigon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in [redacted] testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station management a reduction of one Registry clerk. The smaller staff has certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will be wasting his time [redacted] by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The [redacted] Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

Subject's continued attention.

In view of his really excellent performance and high promise, it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy
COS

SECRET

REPORT OF SERVICE ABROAD

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

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-8	(Print)	9-24	

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. 56, REVISED.

PCS DATES OF SERVICE

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

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DATA STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	1-18-65

REMARKS

PREPARED BY	REPORT ANNOTATED AS CONTROL DOCUMENT	DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
REC C & A DIVISION, OPER. T & P DIVISION	DATE 1965 DEC 30	SIGNATURE

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FORM 1451a ORIGINATE PREVIOUS EDITIONS

SECRET

14-101

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(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (OMM 20-6-dated October 1961) for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-6, Employee Conduct, dated 30 July 1962.

[redacted] 15 Nov 68

Signature Date

JAMES G. [illegible]

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SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

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. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE				CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 . PCS *(Basic)* 3 . CORRECTION 5 . CANCELLATION	37	38	39	Vietnam	40-42
			10	03	68		1				710

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER *(Specify)* telepunch	

DOCUMENT IDENTIFICATION No. [ ] DOCUMENT DATE/PERIOD 10/3/68

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO			
C & L DIVISION, CTOR.		DATE 10/15/68	SIGNATURE [ ]
C & T DIVISION			

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

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

SECRET
(When Filled In)

Page

REPORT OF SERVICE ABROAD

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

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38	39		40-42
25-26	27-28	29-30	31-32	33-34	35-36						
01	14	67					1			Vietnam	772

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
	CABLE	✓	DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
764	

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OCO		
	C & L DIVISION, CTRS.	DATE 5/22/61	SIGNATURE
	C & T DIVISION		

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

FORM 1451a 3-67 OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

CONFIDENTIAL
(When Filled In)

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

[redacted]

JAMES S. WOODS

28 NOV 66
Date

CONFIDENTIAL
(When Filled In)

SECRET
(When Filled In)

19 December 1966

MEMORANDUM FOR: [redacted]

THROUGH : Head of CS Career Service

SUBJECT : Notification of Designation as a Participant in the CIA Retirement and Disability System

1. I have determined that you meet the criteria outlined in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. Your designation as a participant was made effective 18 December 1966.

2. You are hereby notified of your right to appeal this action to the Director of Central Intelligence as specified in HR 20-50. Such appeal must be received in the Office of the Director not later than 30 calendar days from the date of this memorandum.

Emmett D. Echols
Director of Personnel

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	
1-6	(Print)	7-24		25-26
				45

INSTRUCTIONS

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

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (*Basic*) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	04	24	61	09	24	66		375

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (*Basic*) 4 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
	CABLE	X	DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (*Specify*)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	8/28 – 9/24/66

REMARKS

PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	C S L DIVISION	DATE	S
X	C S T DIVISION	10/14/66	

FORM 10-64 1451a USE PREVIOUS EDITION.

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

(4-10)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2 Years from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Date: 24 July 60

SECRET

23 MAR 1966

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT : Notification of Approval of Quality Step Increase - [redacted]

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

[redacted]

Emmett D. Echols
Director of Personnel

SECRET

SECRET

29 MAR 1966

MEMORANDUM FOR: [redacted]

SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

[redacted]
Desmond FitzGerald
Deputy Director for Plans

SECRET

SECRET

CP-259

4 MAR 1966

MEMORANDUM FOR: Deputy Director for Plans

ATTENTION: DDP/OP

SUBJECT: Request for Quality Step Increase for [redacted] GS-09

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

2. [redacted] entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time [redacted] has served as a Records Analyst at Headquarters, [redacted] and since 1961 in the Central Registry Section of the [redacted] [redacted] is 37 years old and has been in grade as a GS-09 since 1958.

3. [redacted] exceptional performance is described by the [redacted] Station as follows:

"A. [redacted] is now on his second tour as Chief of the [redacted] Station Registry. This unit is located at [redacted] and handles all correspondence for all Station elements. In view of the fact that the Station is located [redacted] a great deal of responsibility is given to [redacted] to ensure that action responsibility on incoming cables is rapidly and properly assigned, dispatches are correctly routed and processed, correspondence from other local military agencies is correctly analyzed and routed, the twice-a-day courier system is functioning effectively, and the Station flexowriter is rapidly churning out priority dispatch traffic.

"B. The Registry is presently composed of six employees in addition to [redacted] who is Chief of this unit. [redacted] does an exemplary job in supervising these employees with the result that the Station Registry is a smooth and well-functioning unit.

SECRET

SECRET

"C. In addition to his normal duties, [redacted] is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.

"D. In view of [redacted] demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."

4. [redacted] has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, [redacted] stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of [redacted] He is performing his duties as Chief of the [redacted] Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."

5. Consideration has been given to the granting of an Honor and Merit Award to [redacted] but in this particular case it appears that a Quality Step Increase is more appropriate.

[redacted]
William E. Colby
Chief, Far East Division

APPROVAL RECOMMENDED:

[redacted] MAR 1966
Secretary, CS Panel Section C

MAR 1966
Date

SECRET

SECRET

SUBJECT: Request for Quality Step Increase for [redacted] GS-09

CONCUR:

[redacted]
DDP/OP

15 March 66
Date

APPROVED:

[redacted]
for Director of Personnel

18 Mar 66
Date

SECRET

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE (LAST / FIRST / MIDDLE)	OFFICE/COMPONENT
1-6	(Print) 7-26	28-28
		56

INSTRUCTIONS

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

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 9 - CANCELLATION	27	29-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	04	15	61					375

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
	CABLE	✓	DUTY STATUS ~~OR TIME AND ATTENDANCE~~ REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT ~~DATE~~ PERIOD
—	30 MAR - 15 APR 1961

REMARKS

PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED	
FISCAL DIVISION		DATE	SIGNAT	
FINANCE DIVISION	SKS	26 JUNE 1961		

FORM 9-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(8-10)

Standard Form No. 2809
CHAPTER 1-5 F.P.M.
6 CSM 3-5000

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read the back of last page. Use only typewriter or black pen.)

CARRIER'S CONTROL NO.

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)
2. DATE OF BIRTH (For employee) — MONTH | DAY | YEAR
3. Are you now married? YES [X] 1 NO [ ] 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE)
5. SEX MALE [X] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 through the enrollment of another United States or District of Columbia Government employee or annuitant? YES [X] NO [ ]
7. Place an "X" in proper box to show your annual basic salary range.
   UNDER $4,000 [ ] 1 — $6,000 TO $8,999 [X] 3
   $4,000 TO $5,999 [ ] 2 — $10,000 OR OVER [ ] 4

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (PLAN OR LEVEL)	ENROLLMENT CODE NUMBER
Association Benefits Plan - Family	High	4 2 2

2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and, if applicable, item 3.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband	1		6
	2		7
	3		8
	4		9
	5		10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [X]

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES, AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box).
   (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   (c) Any other reason. [ ] 3

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in item 8.

1. Enrollment code number of present plan: 4 2 5
2. Number of event which permits change. (See table on back of duplicate for proper number.) 8
3. Date of event which permits change. MONTH: March DAY: 22 YEAR: 1964

PART E — ALL WHO REGISTER MUST FILL IN THIS PART.

YOUR SIGNATURE — DO NOT PRINT — DATE

WARNING—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE
   HEALTH BENEFITS OFFICER
   (AUTHORIZED AGENT)
   SIGNATURE OF AUTHORIZED AGENT OFFICIAL
2. DATE RECEIVED IN EMPLOYING OFFICE: 3-4-64
3. EFFECTIVE DATE OF ELECTION: 3-15-64
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

REMARKS — FOR USE ONLY BY ANNUITANTS AND AGENCY.

Triplicate — To Employing Office

APRIL 1960

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE (LAST / FIRST / MIDDLE)	OFFICE/COMPONENT
1-6	(Print) 7-24	25-26
		57

INSTRUCTIONS

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

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
3 - CORRECTION 5 - CANCELLATION	1				03	19	59		575

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

✓ TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION		

FORM 9-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(6-10)

Standard Form No. 2809
CHAPTER 1-5 F.P.M.
5 CAC 5.00

HEALTH BENEFITS REGISTRATION FOR 1332

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read back items on back of last page. Use only typewriter or ball point pen.)

CARRIER'S CONTROL NO. 082697

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)
2. DATE OF BIRTH (Use numbers) — MONTH | DAY | YEAR
3. Are you now married? YES [X] 1 NO [ ] 2
4. (CITY) (STATE)
5. SEX — MALE [X] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [X] NO [ ]
7. Place an "X" in proper box to show your annual basic salary range. UNDER $4,000 [ ] 1 — $6,000 TO $9,999 [X] 3 — $4,000 TO $5,999 [ ] 2 — $10,000 OR OVER [ ] 4

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
[illegible] Plan	Low	4 2 5

2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and item 3 if applicable.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband	1		6
	2		7
	3		8
	4		9
	5		10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box)
   (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   (c) Any other reason. [ ] 3

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan: 4 2 2
2. Number of event which permits change. (See table on back of duplicate for proper number.): 7
3. Date of event which permits change: MONTH MAR | DAY 31 | YEAR 1961

PART E — ALL WHO REGISTER MUST FILL IN THIS PART.

(YOUR SIGNATURE—DO NOT PRINT) (DATE) 27 June 61

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE
2. DATE RECEIVED IN EMPLOYING OFFICE: 3/27/61
3. EFFECTIVE DATE OF ELECTION: 4/16/61
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)

REMARKS — FOR USE ONLY BY AGENCIES AND AGENCY.

FE 110532

Triplicate—To Employing Office

APRIL 1960

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of Twenty-four months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

[redacted]

[redacted]

Date: 21 Feb. 1961

Standard Form No. 2809
CHAPTER 1-5 F.P.M.
6 GAO 11.00

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read instructions on back of last page. Use only typewriter or black, ink pen.)

3362

CARRIER'S CONTROL NO. 088000

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)
2. DATE OF BIRTH (Use numbers)
3. Are you now married? YES [X] 1 NO [ ] 2
4. [redacted]
5. SEX MALE [X] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [X] NO [ ]
7. Place an "X" in proper box to show your annual basic salary range.
   UNDER $4,000 [ ] 1 — $6,000 TO $9,999 [X] 3
   $4,000 TO $5,999 [ ] 2 — $10,000 OR OVER [ ] 4

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
[illegible]	[illegible]	4 2 2

2. In space below list all eligible family members without exception: list your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer Item 1. If enrollment is for self and family, also answer Item 2 and Item 3 if it applies.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband [redacted]	1		6
	2		7
	3		8
	4		9
	5		10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box)
   (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   (c) Any other reason. [ ] 3

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan: 4 2 1
2. Number of event which permits change (See table on back of application for proper number.): 2
3. Date of event which permits change: MONTH AUG DAY 6 YEAR 1960

PART E — ALL WHO REGISTER MUST FILL IN THIS PART.

[redacted] 1 AUG 1960

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. [redacted] HEALTH BENEFITS OFFICER
2. DATE RECEIVED IN EMPLOYING OFFICE: 8/11/60
3. EFFECTIVE DATE OF ELECTION: 1/1/60
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

REMARKS — FOR USE ONLY BY EMPLOYING AGENCY.

Triplicate—To Employing Office

APRIL 1960

Standard Form No. 2809
CHAPTER 1-1 F.P.M.
6 GAO 3441

H' .TH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read Instructions on back of last page. Use only typewriter or ballpoint pen.)

334-2

CARRIER'S CONTRACT NO. ~~09506~~

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)
2. DATE OF BIRTH
3. Are you now married? YES [ ] 1 NO [X] 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE)
5. SEX MALE [X] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [ ] NO [X]
7. Place an "X" in proper box to show your annual base salary range.
   UNDER $4,000 [ ] 1 — $6,000 TO $9,999 [X] 3
   $4,000 TO $5,999 [ ] 2 — $10,000 OR OVER [ ] 4

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
ASSOCIATION BENEFIT PLAN	HIGH	4 2 1

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer Item 1. If enrollment is for self and family, also answer Item 2 and Item 3 if it applies.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband	1		6
	2		7
	3		8
	4		9
	5		10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box):
   (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   (c) Any other reason. [ ] 3

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B

1. Enrollment code number of present plan.
2. Number of event which permits change. (See table on back of duplicate for proper number.)
3. Date of event which permits change — MONTH DAY YEAR

PART E — ALL WHO REGISTER MUST FILL IN THIS PART

14 June 60
(DATE)

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE
2. DATE RECEIVED IN EMPLOYING OFFICE: 6/30/60
3. EFFECTIVE DATE OF ELECTION: 1/10/60
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (INITIALS AND DATE)

SIGNATURE OF AUTHORIZED AGENCY OFFICIAL

REMARKS — FOR USE ONLY BY ANNUITANTS AND AGENCY.

FE

Triplicate—To Employing Office

AFEB 1960

10564

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

[redacted]

[redacted]

Date: 23 Aug 57

29 November 1956

[redacted] Station wishes to express its appreciation to [redacted] his most diligent performance of duty during his recent TDY here, his highly cooperative attitude and above all, his extreme eagerness to get a job done well and expeditiously.

It was largely with his help that [redacted] Station was able to screen and process the voluminous material which needed to be handled in order to establish a coordinated and integrated record and file maintenance system.

All [redacted] Station personnel connected with the work of the TDY Team members were impressed and gratified by the eagerness with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, apt suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all created a most favorable impression which reflects much credit not only on the team members themselves but on the Records Integration Branch as well.

[redacted]

144 Beall Hall - Visa. Branch
10-3

CONFIDENTIAL
(When Filled In)

1. NAME (Last) (First) (Middle)

2. THIS DATE 6 August 1952

3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME

- [✓] WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (WAEPA)
- [✓] GROUP HOSPITALIZATION INCORPORATED (GHI)
- [✓] MUTUAL BENEFIT OF OMAHA - HOSPITALIZATION
- [✓] UNITED LIFE INSURANCE (UBLIC)
- [✓] AIR TRIP INSURANCE
- [✓] DEAD DISEASES *
- [✓] INCOME REPLACEMENT *

Not Avail

* CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.

4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)

WDC - [ ] - WASH - TDY

5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW.

SIGNATURE OF EMPLOYEE

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
AIR TRIP	✓		2017	—	4.00
FLIGHT		✓			

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS

SIGNATURE OF EMPLOYEE

7. EMPLOYEE INTERVIEWED BY

CPB (Signature) LCO (Signature)

8. REMARKS

When completed, the original of this form should be forwarded to T&RB for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.

INSURANCE QUESTIONNAIRE

FORM NO. 797 REPLACES FORM 37-190 WHICH IS OBSOLETE.
1 SEP 55

CONFIDENTIAL

(4)

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

Date 23 July 1954

Dear [redacted]

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954

Position: I.O.

Base Salary: GS-5 $3535.00

2. You will be:

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

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

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

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

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

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of ~~six~~ 12 months from date of employment. In the event

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

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

[redacted]

Official authorized to sign letters of appointment.

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

[redacted]

Employee

23 July 54

Date

Form No. 51-104
June 1948

2200 PE-1

INSURANCE QUESTIONNAIRE

1. NAME [redacted]

2. THIS DATE 10 June 54

3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:

☑ WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (WAEPA) ☑ ☑ MUTUAL BENEFIT OF OMAHA

NI ☑ GROUP HOSPITALIZATION INCORPORATED ☑ AIR TRIP INSURANCE

4. ITINERARY (To be completed only for [redacted]

Lvg Wash. 2 July 54

5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE FOLLOWING INSURANCE PROGRAMS:

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
WAEPA	✓		#2574	P/R - $8.33 - 8/M/54	$ 27.54
Air Trip Ins	✓		38354		$ 4.00

[redacted]
SIGNATURE

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS:

SIGNATURE

7. EMPLOYEE INTERVIEWED BY:

CPB: [redacted] SIGNATURE I&CB: [redacted] SIGNATURE

8. REMARKS:

When completed, the original of this form should be forwarded to T&RB for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.

FORM NO. 37-190
1 MAR 54

(4)

STANDARD FORM 61 (REVISED AUGUST 1947)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

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

C.I.A. Washington, D.C.
(Department or agency) (Bureau or division) (Place of employment)

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

A. OATH OF OFFICE

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

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

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

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

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

April 21, 1952 [redacted]
(Date of entrance on duty) (Signature of appointee)

Subscribed and sworn before me this 21st day of April, A. D. 19 52,

at Washington D.C.
(City)

[SEAL] [redacted]
(Signature of officer)

5 USC 16 & 16A
(Title)

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

16—58160-3

DECLARATION OF APPOINTEE

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

1. PRESENT ADDRESS (street and number, city and State)

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes", give details in Item 10.*		X
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 2 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.*		X
8. SINCE YOU FILED APPLICATION FOR THIS IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.*		X
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED $50 OR LESS OR FORFEITED COLLATERAL OF $5 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? *If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any; or other disposition of the case. If appointed, your fingerprints will be taken.*		X

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before affixing the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for bearing of office, pension, suitability in connection with any record of previous disharge 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 fingerprinting are to be compared with the application and other personal papers. If the appointee qualified in a written examination, the signature on the form should be compared with the signature on the declaration sheet, which was signed in the examination room. His personal appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

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

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

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

U. S. GOVERNMENT PRINTING OFFICE 16—63130-3

STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE

OFFICE: OSO

DIVISION: RL

NAME (Last) (First) (Middle):

BRANCH: Personnel & Records

SECTION: File

I FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)

AGENCY	LOCATION	FROM DA.	FROM MO.	FROM YR.	TO DA.	TO MO.	TO YR.	TOTAL SERVICE DA.	TOTAL SERVICE MO.	TOTAL SERVICE YR.
C.I.A. ~~April 27, 1955~~		21	4	1952				14	8	
Treasury Dept	15th & Penna	3	11	1951	29 19	4	1952	18	5	-
Treasury Dept.	15th & Penn	19 20	5	1950	19 19	9.	1950	1	4	
							Total Civilian Service	15	9	—

SCD 11/12/48
verified 10/23/51
JBC

II MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)

BRANCH OF SERVICE	FROM DA.	FROM MO.	FROM YR.	TO DA.	TO MO.	TO YR.	TOTAL SERVICE DA.	TOTAL SERVICE MO.	TOTAL SERVICE YR.
Army	3	10	1946	12	4	1948	10	6	1
Army	19 ~~10~~		1950	7	8	1951	19 ~~10~~	7	
						Total Military Service	9 ~~20~~	5 ~~2~~	2 ~~2~~

III CERTIFICATION

I hereby swear (or affirm) that the above Civilian and Military service is complete and accurate to the best of my knowledge.

April 21, 1952
DATE

SIGNATURE OF EMPLOYEE

IV REMARKS: (CONCERNING ABOVE SERVICE)

5 USC 1601 & 2
SCD 12-8-48

MAY BE CONTINUED ON NON-STANDARD REVERSE SIDE

V FOR PERSONNEL OFFICE USE ONLY

TOTAL CREDITABLE SERVICE

DAYS	MONTHS	YEARS
25	1	3

as of 21 April 1952

SECRET SECURITY INFORMATION

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle)	3. Office
		R1/F1

4. Date of Birth	5. Sex: ✓ male (1) ___ female (2)	Marital Status: Single Nr. Dependents ___	6. Employment Date: April 1952

7. Citizenship: ✓ U.S. ___ Other	8. Acquired By: (1) ✓ Birth (2) ___ Marriage (3) ___ Naturalization (4) ___ Other (specify) Year U.S. citizenship acquired, if not by birth ___

SEC. I. EDUCATION

1. Extent: (circle one)

1. Less than high school
2. High school graduate
3. Trade, Business or Commercial school graduate
4. Two years college, or less
5. Over two years, no degree
6. Bachelor degree
7. Post-graduate study (minimum 8 sem. hrs.)
8. Masters degree
9. Doctors degree

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd From	Dates att'd To	Yrs Compl Day	Yrs Compl Night	Degree Recd Title	Degree Recd Date	Sem Hrs
Oakes Business School - Grand Forks N. Dak.	accounting	Law	Oct	48			Junior accounting	Diploma	
			Feb	50					
Strayer College Washington D.C.	accounting	Law	Now attending						

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates From	To	Tot. mo's	Study or Specialization

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates From	To	Tot. mo's	Study or Specialization

SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From April 52 To Nov 52 Tot. mos. 7	Description of Duties:
Grade GS-4 Salary 3175 yr	Supervise the changing of the folders from folders to ~~the~~ single documents autostat documents for RI Do requests and other general office duties.
Office RI/FI	
Position Title: CLERK	
Duty Title: General Office Work	Duty Station, if overseas:
From ____ To ____ Tot. mos. ____	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title:	Duty Station, if overseas:
From ____ To ____ Tot. mos. ____	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title:	Duty Station, if overseas:
From ____ To ____ Tot. mos. ____	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title:	Duty Station, if overseas:
From ____ To ____ Tot. mos. ____	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title:	Duty Station, if overs

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From Jan 52 To April 52 Tot. mo's 4 Classification Grade (if in Federal Service) GS-3 Salary 2950 Number and Class of Employees Supervised: Employer Treasury Dept. Kind of Business or organization (i.e., paper products mfr, public utility) Div. of Investments	Exact Title of your position Fiscal accounting Clerk. Description of Duties: Working with Mexican Claims Duty Station if overseas:
From May 50 To Jan 52 Tot. mo's 7 Classification Grade (if in Federal Service) GS-2 Salary 2750 Number and Class of Employees Supervised: Employer Treasury Dept. Kind of Business or organization (i.e., paper products mfr, public utility) Div. of Disbursements	Exact Title of your position Fiscal accounting Clerk Description of Duties: verified checks for correct names, addresses and money. Other 13 months of this period spent in the Army Duty Station if overseas:
From To Tot. mo's Classification Grade (if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:
From To Tot. mo's Classification Grade (if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:
From To Tot. mo's Classification Grade (if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

01___ U.S. Secret Service
02___ Civil Police
03___ Military Police
04___ U.S. Border Patrol
05___ U.S. Narcotics Squad
06___ FBI
07___ Criminal Investigation Div.
21___ Office of Naval Intelligence
22___ Office of War Information
23___ Army G-2
20___ Office of Strategic Services
24___ Air Force A-2
25___ Foreign Economic Admin.
26___ Counter Intelligence Corps
27___ Immigration & Naturalization
28___ Strategic Services Unit
29___ Foreign Service, State Dept.
30___ Central Intelligence Group
31___ Armed Forces Security Agency
32___ Coordinator of Information
33___ Office of Facts & Figures
34___ Board of Economic Warfare
35___ Federal Communications Comm.

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE					HOW ACQUIRED			
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein _____

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Aquired (check (X) one)		
		Residence	Travel	Study
Tokyo, Japan	Jan 47 - March 48	X (army)		
Korea	Dec 50 - June 51	x (army)		

2. Specialized Knowledge of Area
List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1. 5%	2.	35	1. Yes 2. No
Shorthand	1.	2. ✓	—	1. Yes 2. No

Shorthand System: 1. Manual 2. Machine 3. Speedwriting.

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken.

Type of Test	Date Taken

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour ✓ (2) 4 year Tour ___ (3) Not interested ___.

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

One in which I may be able to use my accounting experience, such as some finance work or administrative work.

SEC. XIV. MILITARY STATUS

1. Present Draft Status
   Have you registered under the Selective Service Act of 1948? ✓ Yes ___ No.
   If yes, indicate your present draft classification 4 A

2. Present Reserve or National Guard Status
   Do you now have Reserve or National Guard Status ___ Yes ✓ No.
   If yes, complete the following.
   1. ___ National Guard
   2. ___ Air National Guard
   3. ___ Active Reserve Status (member of organized unit)
   4. ___ Inactive Reserve Status

   Service ARMY Grade P.F.C Serial Number

   Reserve Unit with which currently affiliated ___

   Service Mobilization Assignment, if any ___

   Location of Service Records, if known Washington 25, D.C

SEC. XV. TRAINING

List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE Nov. 13, 1952 SIGNATURE

WEAR

REPORT OF QUALIFICATIONS

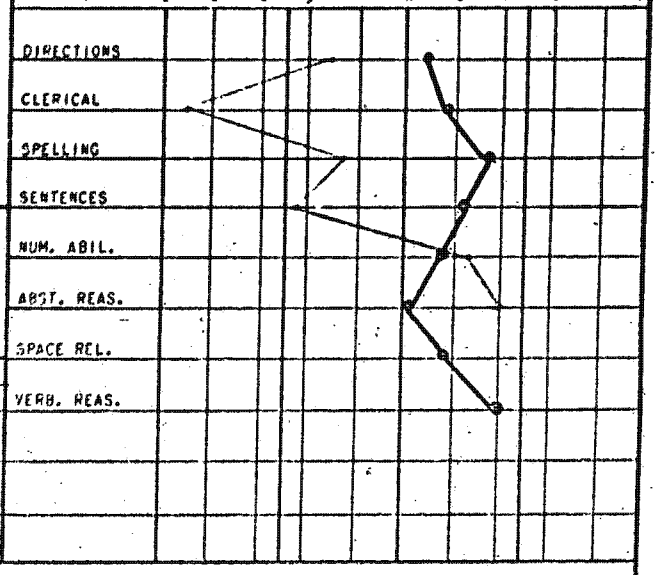
NOTE: THIS REPORT MUST NOT BE DISCUSSED WITH APPLICANT OR EMPLOYEE.

NAME OF EMPLOYEE (OR APPLICANT)	THIS DATE
Acct Clk.	20 December 1951

TEST RECORD

NOTE: PRINTED BLACK LINE REPRESENTS MEAN PERCENTILE RANKINGS OF GS-4'S. COLORED LINE REPRESENTS PERCENTILE RANKINGS FOR THIS PARTICULAR SUBJECT.

PROFILE



TYPING		SHORTHAND			
GROSS	NET	ERRORS	1	2	3	TOT. TIME
28	18	10				

EVALUATION OF EDUCATION AND EXPERIENCE

TYPE OF POSITION	OUTSTANDING	SUPERIOR	ADEQUATE	WEAK	INADEQUATE
EDUCATION					
DIRECT EXPERIENCE					
INDIRECT EXPERIENCE					
EDUCATION					
DIRECT EXPERIENCE					
INDIRECT EXPERIENCE					
EDUCATION					
DIRECT EXPERIENCE					
INDIRECT EXPERIENCE					

QUALIFICATIONS TECHNICIAN

FORM NO. 37-70C
JAN 1950

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 25 August 1976

2. NAME (Last, First, Middle): [redacted] 20/tc 2X

3. POSITION TITLE: Records Admin Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDO/CCS/ARD

6. EMPLOYEE'S EXT.: 6352

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [XX] ANNUAL Ret
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

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

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER: [redacted]

ROOM NO. & BUILDING: [illegible] EXT.: 6346

10. COMMENTS

11. REPORT OF EVALUATION

Annual Exam Completed.

DATE: 4 October 1976

SIGNATURE FOR CHIEF OF MEDICAL STAFF: [redacted] OMS/PEO

FORM 259 USE PREVIOUS EDITIONS 9-72

SECRET

E 2 IMPDET CL BY 007622

14-00000

SECRET

1. NAME (Last, First, Middle)	2. DATE OF BIRTH	3. GRADE
[redacted]		GS-10
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment)	5. PRESENT POSITION	6. EMPLOYEE EXTENSION
DDP/EUR	Records Admin Officer	c/o7152
7. PROPOSED STATION	8. PROPOSED POSITION (Title, Number, Grade)	
[redacted]	Records Admin Officer 0699 (09)	
9. TYPE OF COVER AT NEW STATION	10. ESTIMATED DATE OF DEPARTURE	11. NO. OF DEPENDENTS TO ACCOMPANY
[redacted]	31 May 1971	-2-

12. COMMENTS

Please evaluate for proposed assignment.

No language is required for this position

Form 58 attached

13. DATE OF REQUEST		FICIAL	15. ROOM NUMBER AND BUILDING	16. EXTENSION
8 March 1971	[redacted]	/Pers	4B0002 Hq.	7152

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

QUALIFIED [illegible]

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 6-60 259a USE PREVIOUS EDITIONS

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

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 444j, "Qualifications Supplement to the Personal History Statement," or a previous update form.

If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not.

Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I — BIOGRAPHIC AND POSITION DATA

SECTION II — EDUCATION

HIGH SCHOOL

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

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT: MAJOR	SUBJECT: MINOR	YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
1. UNIVERSITY OF MARYLAND			1964-1970			48 SEM HRS
2.						

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

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

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

SECTION III — MARITAL STATUS

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

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

3. DATE OF BIRTH

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

5. OCCUPATION

6. PRESENT EMPLOYER

7. CITIZENSHIP

8. FORMER CITIZENSHIP(S) COUNTRY(IES)

9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1.	☒ ADD ☐ DELETE	DAUGHTER	BETHESDA, MD.	AMERICAN	432 COLLEGE PKWY ROCKVILLE, MD
2.	☐ ADD ☐ DELETE				

FORM 444n 10-68 USE PREVIOUS EDITIONS

SECRET

(4-71)

SECRET
(When Filled In)

SECTION V — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY--CHECK (X) RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.							
2.							

MAR 11 9 21 AM '71

MAIL ROOM

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM) 2. SHORTHAND (WPM) 3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM

☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER SPECIFY:

SECTION VII — SPECIAL QUALIFICATIONS

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII — MILITARY SERVICE

CURRENT DRAFT STATUS

1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED? ☐ YES ☐ NO
2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS
4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG: ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ AIR NATIONAL GUARD

1. CURRENT RANK, GRADE OR RATE
2. DATE OF APPOINTMENT IN CURRENT RANK
3. EXPIRATION DATE OF CURRENT OBLIGATION
4. CHECK CURRENT RESERVE CATEGORY ☐ READY RESERVE ☐ STANDBY (active) ☐ STANDBY (inactive) ☐ RETIRED ☐ DISCHARGED
5. MILITARY MOBILIZATION ASSIGNMENT
6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	RESIDENT / AGENCY-SPONSORED

SECTION IX — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	TO
1.			
2.			
3.			

SECTION X — REMARKS

DATE

SIGNATURE

SECRET

SECRET
(When Filled In)

OFFICIAL USE ONLY (When Filled In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I — BIOGRAPHIC AND POSITION DATA

1. EMP. SER. NO.	2. NAME (Last First Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE/GRADE/STEP
				GS-09-07

6. SD	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Country, City)
D	RECORDS ADMIN OF	PB	SAIGON, SOUTH VIET NAM

SECTION II — AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
	PCS 56	54/08/01	56/07/01
	TDY 56	56/08/01	56/11/01
	TDY 56	57/02/01	57/08/01
	PCS 56	57/09/01	59/03/19
	PCS 45	61/04/24	66/09/24
VIETNAM	PCS 6	67/01/24	68/10/3

OVERSEAS DATA
CODED
DATE: 16 OCT 1968 INITIALS:

SECTION III — EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
	NO COLLEGE DEGREE ON RECORD		

FORM 1 67 4443 May 2-67

SECRET

DRAFT

28 FEB 1970 (4511)

SECTION III — **EDUCATION (Cont'd)**

HIGH SCHOOL

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

COLLEGE OR UNIVERSITY STUDY

	NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM - TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM - QTR HRS (Specify)
1	U. OF MD.		ENG I	1966			3
2	U. OF MD.		BIO 10	1966			3
3	U. OF MD. SAIGON		HIS 127	1967			3
4	U. OF MD. SAIGON		ECN 31	1967			3
5	U. OF MD. SAIGON		PSY 1	1967			3

5. 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.					
3.					

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

	NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.					
2.					
3.					
4.					
5.					

AGENCY-SPONSORED EDUCATION

Specify which, if any, of the education shown in Section III was Agency sponsored

	NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.					
2.					
3.					
4.					
5.					

SECRET
(When Filled In)

SECTION IV NONE — **GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL**

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY -- CHECK (X)			
				RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT

SECTION V NONE — **TYPING AND STENOGRAPHIC SKILLS**

1. TYPING (WPM)
2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED -- CHECK (X) APPROPRIATE ITEM: ☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER (SPECIFY)

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, mimeograph, card punch, etc.)

SECTION VI NONE — **SPECIAL QUALIFICATIONS**

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.

2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW speed, sending & receiving), OFFSET PRESS, TURRET LATHE, EDP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.

3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC.? ☐ YES ☐ NO

4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC. (Provide license registry number if known.)

5. FIRST LICENSE/CERTIFICATE (year of issue)

6. LATEST LICENSE/CERTIFICATE (year of issue)

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do NOT submit copies unless requested). INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (non fiction or scientific articles, general interest subjects, novels, short stories, etc.)

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

9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

SECTION VIII — AGENCY EMPLOYMENT HISTORY

1. INCLUSIVE DATES (From-To-by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH
JAN 67 - OCT 68	SAIGON VIETNAM	
4. TITLE OF JOB		5. GRADES HELD IN JOB

6. DESCRIPTION OF DUTIES

1. INCLUSIVE DATES (From-To-by month & year)	2. LOC[redacted]	3. DIRECTORATE-OFFICE OR DIVISION, BRANCH
APR 61 - SEPT 66		FE
4. TITLE OF JOB		5. GRADES HELD IN JOB
CHIEF OF REGISTRY		GS 9

6. DESCRIPTION OF DUTIES

SUPERVISED 7 EMPLOYEES IN REGISTRY WORK.

1. INCLUSIVE DATES (From-To-by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH
FEB 59 - MAR 61	WASH. D.C.	FE
4. TITLE OF JOB		5. GRADES HELD IN JOB
RECORDS ADMIN OFFICER		GS-9

6. DESCRIPTION OF DUTIES

ASSIST THE FE RMO IN THE MANAGEMENT OF FE RECORDS. INCLUDED CLOSE LIAISON WITH RID. ALSO INVOLVED 4 MONTHS OF HALF-DAY WORK WITH DDP/MACHINE RECORD GROUP IN SETTING UP THE APERTURE CARD SYSTEM.

SECTION VIII — AGENCY EMPLOYMENT HISTORY (Cont'd)

1. INCLUSIVE DATES (From-To-by month & year)	2.	3. DIRECTORATE OFFICE OR DIVISION, BRANCH
AUG 57 - FEB 59	[redacted]	FE
4. TITLE OF JOB: Chief of Records Management Team		5. GRADES HELD IN JOB: GS-7 & GS-9

6. DESCRIPTION OF DUTIES

CHIEF OF A TEAM OF THREE INDIVIDUALS STATIONED PCS [redacted] BUT TRAVELLED THROUGHOUT THE F.E. [redacted] TO SET UP RECORD SYSTEMS, INCLUDING REGISTRY, ACCORDING TO HEADQUARTERS REGULATION. THIS WAS TO ENSURE THAT FIELD SYSTEMS WOULD BE IN LINE WITH HQS PROCEDURES.

1. INCLUSIVE DATES (From-To-by month & year)	2.	3. DIRECTORATE OFFICE OR DIVISION, BRANCH
FEB 57 - July 57		WH
4. TITLE OF JOB: Team member of Records Management Team		5. GRADES HELD IN JOB: GS-7

6. DESCRIPTION OF DUTIES

MEMBER OF A TEAM OF 4 SENT [redacted] TO ESTABLISH AND STREAMLINE A SYSTEM OF RECORDS. THIS INVOLVED SETTING UP A 201 SYSTEM, BETTER NAME TRACE SYSTEM, CHARGE-OUT SYSTEM FOR FILES AND THE MICROFILMING OF FBI RECORDS. MY MAIN SPECIALTY WAS 201'S.

1. INCLUSIVE DATES (From-To-by month & year)	2.	3. DIRECTORATE OFFICE OR DIVISION, BRANCH
AUG. 54 - NOV 56		FE
4. TITLE OF JOB: Admin Assistant		5. GRADES HELD IN JOB: GS-5 & GS-7

6. DESCRIPTION OF DUTIES

NAME TRACES AND OTHER REGULAR REGISTRY DUTIES.

SECRET

When Filled In

SECTION IX — MARITAL STATUS

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

2. NAME OF SPOUSE:

3. DATE OF BIRTH:

4. PLACE OF BIRTH (City, State, Country):

5. OCCUPATION: HOUSE WIFE.

6. PRESENT EMPLOYER: NA

7. CITIZENSHIP: AMERICAN

8. FORMER CITIZENSHIP(S) (COUNTRY(IES)): —

9. DATE U.S. CITIZENSHIP ACQUIRED: —

SECTION X — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
	DAU.		AMERICAN	DECEASED June 53

SECTION XI — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS NONE

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	TO

DATE: 9 OCT 68

SIGNATURE OF EMPLOYEE:

SECRET

SECRET
(When Filled In)

PERIODIC SUPPLEMENT
PERSONAL HISTORY STATEMENT

THIS DATE

Return to
QAB
1604 Curie

INSTRUCTIONS

This form provides the means whereby your official personnel [illegible] will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through III in their entirety. You need complete Sections VII through XIII only if there has been a change since you entered on duty with the organization or if you believe the item [illegible] complete correct than you have previously reported.

SECTION I GENERAL

4791 U.S.A.

SECTION II PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1.
2.
3.
4.
5.

4791 NA NA

6. 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.

NA

SECTION III MARITAL STATUS

1. CHECK (X) ONE: [X] SINGLE [ ] MARRIED [ ] WIDOWED [ ] SEPARATED [ ] DIVORCED [ ] ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

12 SEP

WIFE OR HUSBAND: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiance.

3. NAME (First) (Middle) (Maiden) (Last)

4. DATE OF MARRIAGE | 5. PLACE OF MARRIAGE (City, State, Country)

6. HIS (or her) ADDRESS BEFORE MARRIAGE (No., Street, City, State, Country)

7. LIVING: YES NO | 8. DATE OF DEATH | 9. CAUSE OF DEATH

10. CURRENT ADDRESS (Give last address, if deceased)

11. DATE OF BIRTH | 12. PLACE OF BIRTH (City, State, Country)

13. IF BORN OUTSIDE U.S. STATE OF ENTRY | 14. PLACE OF ENTRY

15. CITIZENSHIP (Country) | 16. DATE ACQUIRED | 17. WHERE ACQUIRED (City, State, Country)

18. OCCUPATION | 19. PRESENT EMPLOYER (Also give former employer, if retired or if broken in industries or unemployed, list two employers)

20. EMPLOYER'S OR OWN OFFICE ADDRESS (No., Street, City, State, Country)

CODED
10 DEC

SECTION III CONTINUED TO PAGE 2

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE (From and To) BY MONTH AND YEAR

22. BRANCH OF SERVICE

23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED

24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN

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

	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
1	NA		
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
2	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	NA		
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
3	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	NA		
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
4	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	NA		
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

NA

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? [X] YES [ ] NO

2. IF YOUR ANSWER IS "NO" TO THE ABOVE, STATE SOURCES OF OTHER INCOME

NA

3. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
	Washington, D.C.

SECTION V CONTINUED TO PAGE 3

SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 2

4. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? [ ] YES [X] NO

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

NA

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

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

NA

8. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? [ ] YES [X] NO IF YOU HAVE ANSWERED "YES", GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

SECTION VI CITIZENSHIP

1. PRESENT CITIZENSHIP: (Country)
U.S.A.

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE:
[X] BIRTH [ ] MARRIAGE [ ] OTHER (Specify):

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? [ ] YES [X] NO

4. GIVE PARTICULARS
NA

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

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

	LESS THAN HIGH SCHOOL GRADUATE		OVER TWO YEARS OF COLLEGE - NO DEGREE
	HIGH SCHOOL GRADUATE		BACHELOR'S DEGREE
X	TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE		GRADUATE STUDY LEADING TO HIGHER DEGREE
	TWO YEARS COLLEGE OR LESS		MASTER'S DEGREE / DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT: MAJOR	SUBJECT: MINOR	DATES ATTENDED: FROM	DATES ATTENDED: TO	DEGREE REC'D	DATE REC'D	SEM/QTR. HOURS SPECIFY
~~Harvard~~ NA							

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED: FROM	DATES ATTENDED: TO	TOTAL MONTHS
HadLicks Private	Accounting	Nov-48	APR-49	9 month
Business School GRANDFORKS N.DAK.		OCT-49	FEB 50	

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

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED: FROM	DATES ATTENDED: TO	TOTAL MONTHS
NA				

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

NA

SECRET

SECTION VIII — FOREIGN LANGUAGE ABILITIES

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

CANCELLED

2. IF YOU HAVE CHECKED "ACADEMIC STUDY" UNDER "HOW ACQUIRED", INDICATE LENGTH AND INTENSIVENESS OF STUDY

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

SECTION IX — GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE", INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY: RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
NA						

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

NA

SECTION X — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM
30	NA	GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER (Specify):

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

NA

SECTION XI — SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH

NA

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK

NA

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

NA

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

NA

5. FIRST LICENSE OR CERTIFICATE (Year of Issue)	6. LATEST LICENSE OR CERTIFICATE (Year of Issue)
NA	NA

SECTION XI 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.)

NA

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

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

NA

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

NA

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

1

1. INCLUSIVE DATES (From- and To-): APR-1952 - JUNE-1954
2. GRADE: 4
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: FILE CLERK
6. DESCRIPTION OF DUTIES: WORKED IN FILES doing FILING AND OTHER RELATED DUTIES. WORKED IN CONSOLIDATION WITH 201'S

2

1. INCLUSIVE DATES (From- and To-): July 54 - JUNE 56
2. GRADE: 5
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: FE/6 OVERSEAS
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: ~~[illegible]~~ INTELL ANALYST
6. DESCRIPTION OF DUTIES: HEAD OF PERSONALITY FILE (201 FILES) SECTION FOR BASE, WHICH INCLUDED ALL AGENT FILES.

3

1. INCLUSIVE DATES (From- and To-): AUG 56 - NOV 56
2. GRADE: 7
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI ~~[illegible]~~ TDY OVERSEAS FOR FE/6
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: ~~[illegible]~~ 5
5. OFFICIAL POSITION TITLE: INTELL ANALYST
6. DESCRIPTION OF DUTIES: RETIREMENT OF RECORDS TO Hqs FROM BASE. SET UP NEW SYSTEM OF RECORDS FOR BASE

4

1. INCLUSIVE DATES (From- and To-): DEC 56 - JAN 57
2. GRADE: 7
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: INTELL ANALYST
6. DESCRIPTION OF DUTIES: WORKED IN RI/AN 201 SECTION in FILLING OUT 831'S

5

1. INCLUSIVE DATES (From- and To-): FEB 57 - AUG 57
2. GRADE: 7
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: RI TDY
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: NONE
5. OFFICIAL POSITION TITLE: INTELL ANALYST
6. DESCRIPTION OF DUTIES: SET up SYSTEM OF RECORDS FOR STATION

(Use additional pages if required)

SECRET
(When Filled In)

SECTION XIII — CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (Including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.

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

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX M	SEX F	CITIZENSHIP	ADDRESS

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

Can't recall addresses but lived in the following places since Apr 1952 -

Conn. Ave. N.W. D.C.
Minnesota Ave. S.E. D.C
Colonial Terrace, Arlington, VA.
Greenbrier St, Arlington, VA.

DATE COMPLETED 10 Sept 57 | SIGNATURE OF EMPLOYEE James S Woods

SECRET

SECRET
(When Filled In)

LANGUAGE DATA RECORD

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30)

3. LANGUAGE (31-37)	4. TODAY'S DATE (38-39)			5.
	MONTH	DAY	YEAR	
OOD	9	9	57	X I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

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

SECTION B. Writing (41)

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

SECTION C. Pronunciation (42)

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

CONTINUE ON REVERSE SIDE

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D. Speaking (43)

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

SECTION E. Understanding (44)

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

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

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 29-113, PAR. 10(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGN
9 Sept 57	

(44)

STANDARD FORM 57 - NOV 1947
U.S. CIVIL SERVICE COMMISSION

CATION FOR FEDERAL EMPLOYM.

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type-write or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO

ANNOUNCEMENT

1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR: Accountant

2. OPTION(S) (if mentioned in examination announcement):

3. PLACE OF EXAMINATION APPLIED FOR (City and State): Washington D.C.

4. DATE OF THIS APPLICATION:

5. (Last)

6.

7. LEGAL OR VOTING RESIDENCE (State): N. Dak.

8. (A) OFFICE PHONE: ex 6400 ot 2612 (B) HOME PHONE: AD 8430

9. DATE OF BIRTH (month, day, year):

10. ☐ MARRIED ☒ SINGLE

5. name city and country)

☒ MALE ☐ FEMALE

(B) HEIGHT: 5 FEET 6 INCHES

(B) WEIGHT: 136 POUNDS

14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? ☒ YES ☐ NO

(B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE: GS-2

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

☐ APPOR. ☐ NON APPOR

MATERIAL: ☐ SUBMITTED ☐ RETURNED

ENTERED REGISTER:

NOTATIONS:

APP. REVIEW:

APPROVED:

OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING
			☐ 5 POINTS (TENT.)	
			☐ 10 POINTS	
			☐ WIFE OR WIDOW	
			☐ DISAL.	
			☐ BEING INVES-TIGATED	
INITIALS AND DATE				

15. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? $ 2950 PER YEAR
You will not be considered for any position with a lower entrance salary.

(B) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR
☐ 1 TO 3 MONTHS ☐ 4 TO 6 MONTHS ☒ 6 TO 12 MONTHS

NOTE: *Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.*

(C) IF YOU ARE WILLING TO TRAVEL, SPECIFY
☐ OCCASIONALLY ☒ FREQUENTLY ☐ CONSTANTLY

(D) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED:
☒ IN WASHINGTON, D. C. ☒ ANYWHERE IN THE UNITED STATES
☒ OUTSIDE THE UNITED STATES

(E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS.

16. EXPERIENCE: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.

(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

① PRESENT POSITION

DATES OF EMPLOYMENT (month, year): FROM May, 1950 TO PRESENT TIME

EXACT TITLE OF YOUR PRESENT POSITION: clerk Fiscal Accounting

CLASSIFICATION GRADE (if in Federal service): GS-2

SALARY OR EARNINGS: STARTING, $ 2450 PER year; PRESENT, $ 2850 PER year

PLACE OF EMPLOYMENT (city and State): Washington D.C.

NAME AND TITLE OF IMMEDIATE SUPERVISOR: [redacted]

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): Treasury Dept. Penn. Ave.

NAME AND KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Division of Disbursements

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU:

REASON FOR DESIRING TO CHANGE EMPLOYMENT: Better Position

DESCRIPTION OF YOUR WORK:

Working with vouchers and checks; checking them for names, dates, money, etc. Doing other clerkical duties of a general nature.

(CONTINUED ON NEXT PAGE)

16-63046-6

18 CONTINUED

② DATES OF EMPLOYMENT (month, year): FROM Feb, 1950 TO May, 1950

EXACT TITLE OF YOUR POSITION: Clerk & Salesman

CLASSIFICATION GRADE (if in Federal service):

SALARY OR EARNINGS: STARTING $ 180 PER month; FINAL $ PER

PLACE OF EMPLOYMENT (city and State): Grand Forks, N. Dak.

NAME AND TITLE OF IMMEDIATE SUPERVISOR:

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): General Tobbacco & Candy Company Grand Forks, N. Dak.

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Wholesaler of Tobacco & Candy

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: None

REASON FOR LEAVING: To work for the Government

DESCRIPTION OF YOUR WORK: Selling tobacco and candy. Doing office work such as taking inventorys and making out sales tickets.

③ DATES OF EMPLOYMENT (month, year): FROM Oct, 1949 TO Feb, 1950

EXACT TITLE OF YOUR POSITION: In school

CLASSIFICATION GRADE (if in Federal service):

SALARY OR EARNINGS: STARTING $ PER; FINAL $ PER

PLACE OF EMPLOYMENT (city and State):

NAME AND TITLE OF IMMEDIATE SUPERVISOR:

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division):

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.):

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU:

REASON FOR LEAVING:

DESCRIPTION OF YOUR WORK:

④ DATES OF EMPLOYMENT (month, year): FROM April, 1949 TO Oct, 1949

EXACT TITLE OF YOUR POSITION: Farm Laborer

CLASSIFICATION GRADE (if in Federal service):

SALARY OR EARNINGS: STARTING $ 150 PER month; FINAL $ PER

PLACE OF EMPLOYMENT (city and State): Inkster, N. Dak.

NAME AND TITLE OF IMMEDIATE SUPERVISOR:

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division):

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Farming

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: none

REASON FOR LEAVING: To go to school

DESCRIPTION OF YOUR WORK: Doing general farm duties.

(5) DATES OF EMPLOYMENT (month, year) FROM Oct, 1948 TO April, 49 | EXACT TITLE OF YOUR POSITION: In School | CLASSIFICATION (if in Civil Service) | SALARY OR EARNINGS STARTING $ PER FINAL $ PER

PLACE OF EMPLOYMENT (city and State)

NAME AND TITLE OF IMMEDIATE SUPERVISOR

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name department, bureau or establishment, and division)

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU

REASON FOR LEAVING

DESCRIPTION OF YOUR WORK

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

17. MILITARY TRAINING In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist appointing officers in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full descriptions.)

DATES FROM	DATES TO	LOCATION	DESCRIPTION OF TRAINING

18 EDUCATION. (Circle highest grade completed): 1 2 3 4 5 6 7 8 9 10 11 (12)

MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF

☐ ELEMENTARY SCHOOL ☐ JUNIOR HIGH SCHOOL ☒ SENIOR HIGH SCHOOL

(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED: Forest River High, Forest River, N. Dak.

(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED: English, Bookkeeping and Math

(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR AND SPECIALTY	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT	DEGREES CONFERRED TITLE	DEGREES CONFERRED DATE	SEMESTER HOURS CREDIT
Hadlich's Priviate Business School & Grand Forks, N. Dak.	Accounting Tax	Oct, 48	April, 49			Junior Accountancy Diploma		
		Oct, 49	Feb., 50					

(D) LIST YOUR CHIEF UNDERGRADUATE COLLEGE SUBJECTS | SEMESTER HOURS

LIST YOUR CHIEF GRADUATE COLLEGE SUBJECTS | SEMESTER HOURS

Accounting

Income Tax

(E) OTHER TRAINING, SUCH AS VOCATIONAL, BUSINESS, STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE (show name and location of school) OR IN SERVICE TRAINING IN PUBLIC OR PRIVATE EMPLOYMENT

SUBJECTS STUDIED	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT

19 INDICATE YOUR KNOWLEDGE OF FOREIGN LANGUAGES

	READING EXC.	READING GOOD FAIR	SPEAKING EXC.	SPEAKING GOOD FAIR	UNDERSTAND EXC.	UNDERSTAND GOOD FAIR

20 IF YOU HAVE TRAVELED OR RESIDED IN ANY FOREIGN COUNTRIES INDICATE (1) NAMES OF COUNTRIES (2) DATES AND LENGTH OF TIME SPENT THERE, AND (3) REASON FOR THE TRIPS (e. g., military service, business, education, recreation) Jan. 1947 to March 1948 in Japan. Nov. 1950 to June 1951 in Korea.

21 LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE SUCH AS OPERATION OF SHORT WAVE RADIO, MULTIPLEX CONFERENCE, KEY PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 35 SHORTHAND

22 ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)?

☐ YES ☒ NO GIVE KIND OF LICENSE AND STATE.

FIRST LICENSE OR CERTIFICATE (YEAR)

LATEST LICENSE OR CERTIFICATE (YEAR)

23 GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS (a) [illegible] (b) PATENTS OR INVENTIONS (c) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE (d) MEMBERSHIP IN PROFESSIONAL OR SCIENTIFIC SOCIETIES, ETC. (e) HONORS AND FELLOWSHIPS RECEIVED. (do not submit copies unless requested)

19-62690 1

14-00000

24 REFERENCES List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Give complete current address, including street and number)	BUSINESS OR OCCUPATION
1.	Box 659, Grand Forks, N. Dak.	Teacher
	521 Maple Ave. Grand Forks N. Dak.	Teacher
	618 Cottonwood St., Grand Forks N. Dak.	Teacher

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
25 MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER QUALIFICATIONS ETC?	X	
26 ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
27 ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY U. S. A. OR ANY COMMUNIST ORGANIZATION?		X
28 ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION?		X
29 ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH HAS ADOPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR OR SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?		X
If your answer to question 27, 28, or 29 above is "yes," state in Item 39 the names of all such organizations, associations, movements, groups, or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein		X
30 SINCE YOUR 18TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED, SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED OR PLACED ON PROBATION OR HAVE YOU EVER BEEN ORDERED TO FORFEIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE (EXCLUDING MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORFEITURE OF $25 OR LESS WAS IMPOSED)? *If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken*		X
31 HAVE YOU EVER BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes," give in Item 39 the name and address of employer, date, and reason in each case*		X
32 HAVE YOU EVER BEEN BARRED BY THE U. S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? *If your answer is "Yes," give dates of and reasons for such debarment in Item 39*		X
33 HAVE YOU ANY PHYSICAL HANDICAP, DISEASE OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? *If your answer is "Yes," give complete details in Item 39 so that consideration can be given to your physical fitness for the job.*		X
34 (A) YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes," give complete details in Item 39*		X

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
35 ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes," give details in Item 39*		X
36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? *If your answer is "Yes," show in Item 39 for EACH such relative (1) full name, (2) present address; (3) relationship; (4) Department or Agency by which employed, and (5) kind of appointment*		X

SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE

A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a campaign badge or service ribbon, or as a DISABLED VETERAN, or as the WIFE OF A DISABLED VETERAN, or as the WIDOW OF A WAR OR CAMPAIGN VETERAN, attach Veteran Preference Claim, CSC Form 14, together with proof specified therein.

B. If you are a WAR-TIME VETERAN not claiming disability preference, you should NOT submit your discharge with this application. Preference will be tentatively credited to you and if appointed, you will be required to submit to the appointing officer prior to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.

	YES	NO
37 (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR?	X	
(B) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION?	X	
(C) WAS SERVICE PERFORMED ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLEGIANCE?	X	

(D) DATE OF ENTRY ON ENTRIES INTO SERVICE	DATE OF SEPARATION OR SEPARATIONS
Oct. 1946 Oct. 1950	April, 1948 August, 1951
BRANCH OF SERVICE (Army, Navy, Marine Corps, Coast Guard, etc.) Army	SERIAL NO. (If none, give grade or rating at time of separation) ER 17 214 704

	YES	NO
38 (A) IF YOU SERVED IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING PEACETIME ONLY, DID YOU PARTICIPATE IN A CAMPAIGN OR EXPEDITION AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBON?		X
(B) ARE YOU A DISABLED VETERAN? *If so, and you have not listed your disability in answer to Item 33, explain in Item 39 below*		X
(C) ARE YOU A VETERAN'S WIDOW (WIFE) WHO HAS NOT REMARRIED?		X
(D) ARE YOU THE WIFE OF A VETERAN WHO HAS A SERVICE CONNECTED DISABILITY WHICH PRECLUDES HIM FROM CIVIL SERVICE APPOINTMENT?		X

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information contained in the answers to Question 37 above has been verified by comparing with the discharge certificate on ....., 19....

Agency ..... Title .....

39 SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item numbers to which answers apply)

ITEM NO.		ITEM NO.	

If more space is required use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to back of this page.

Before signing this application check back over it to make sure that you have answered ALL questions correctly.

I CERTIFY that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

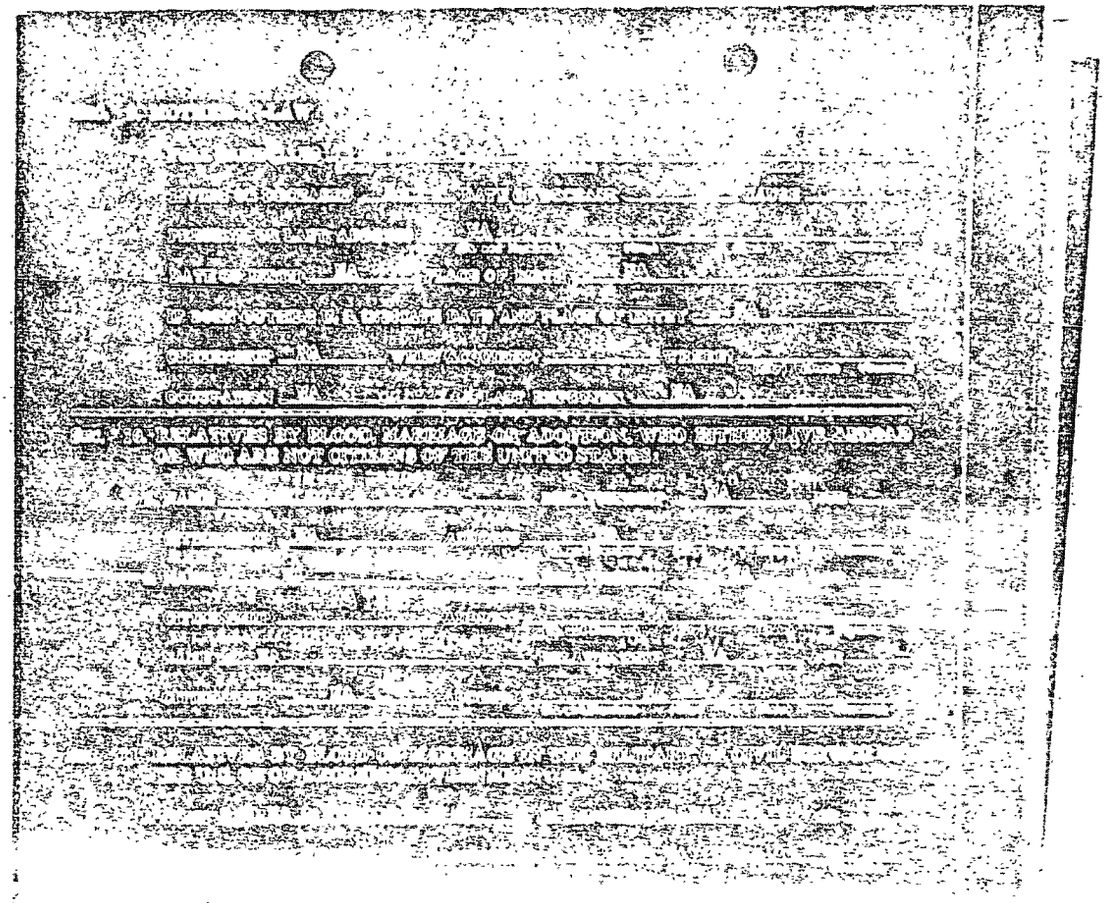
False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80)

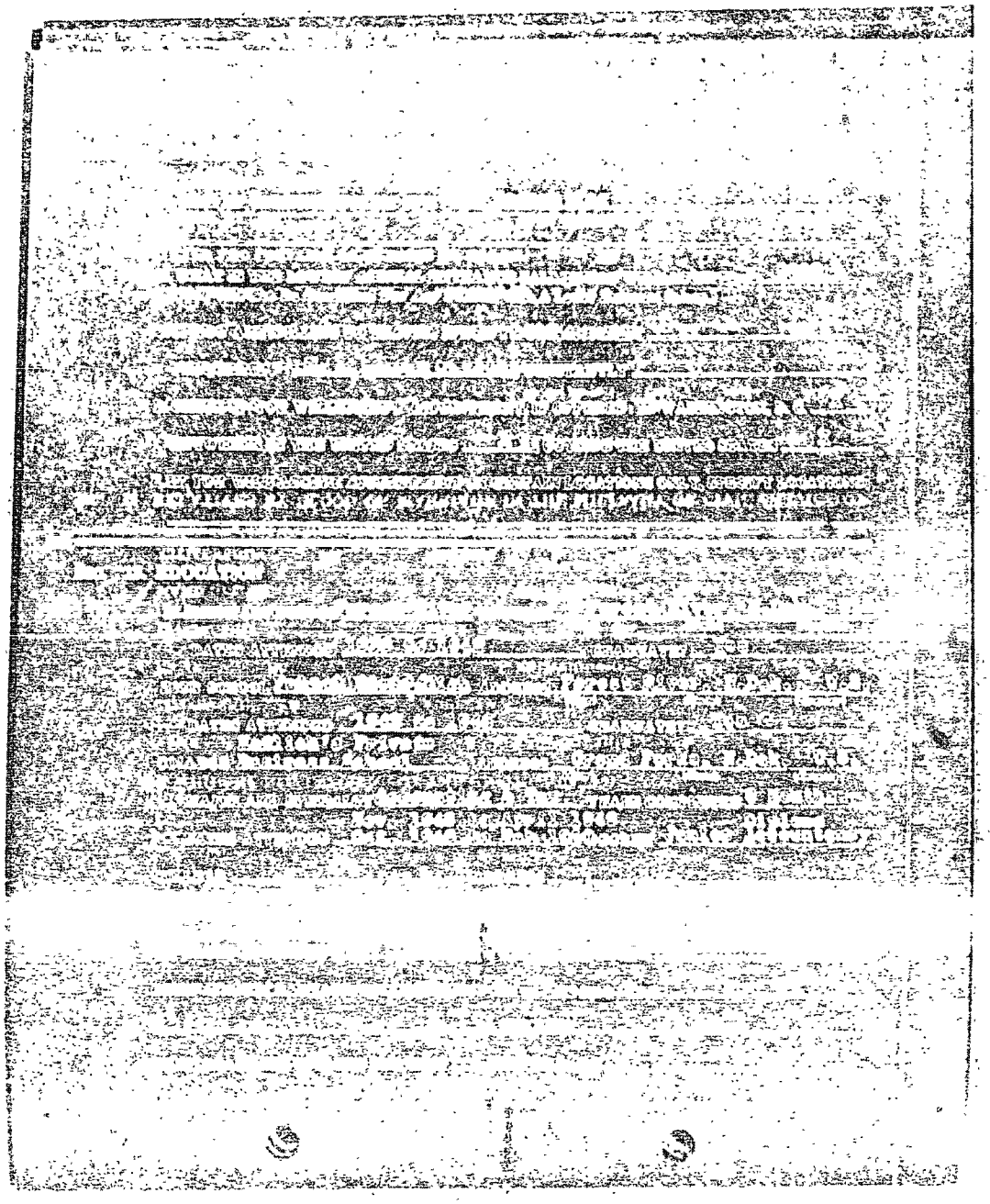
SIGNATURE OF APPLICANT

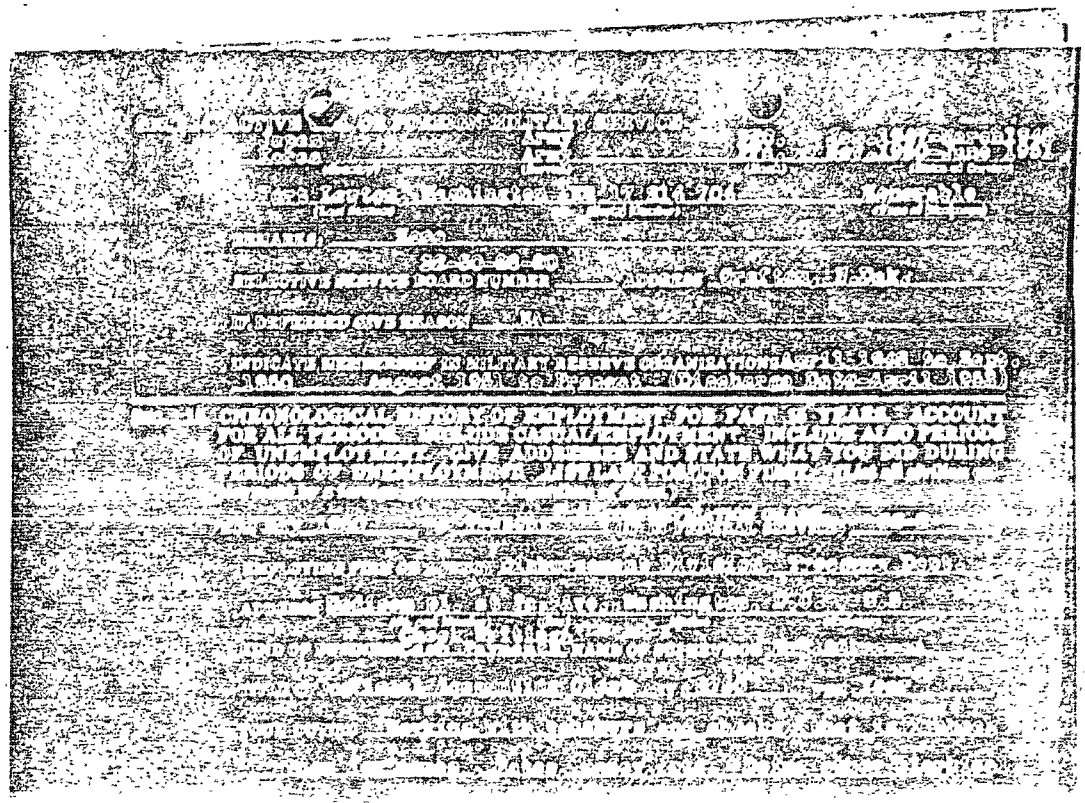
U. S. GOVERNMENT PRINTING OFFICE 16—[illegible]

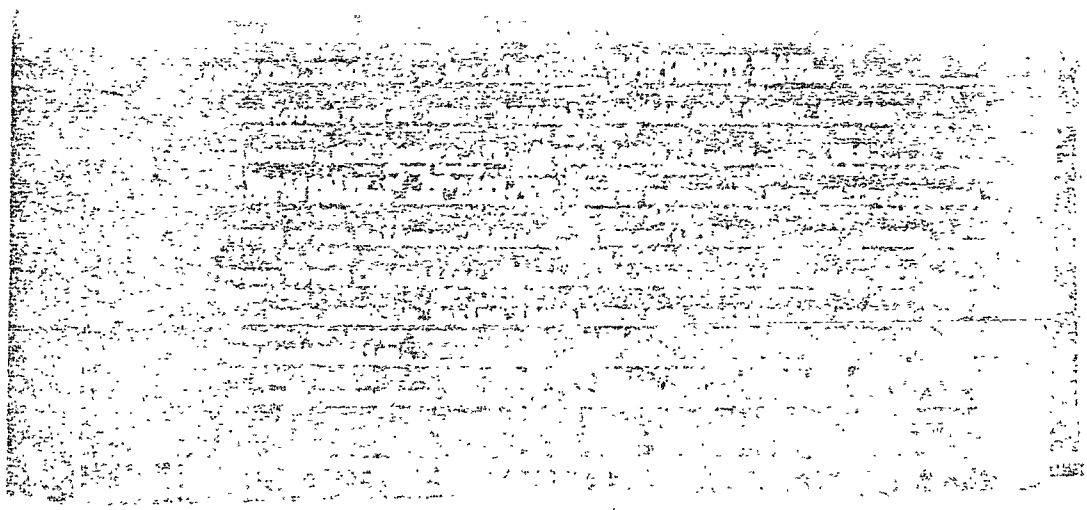
PERSONAL HISTORY STATEMENT DD 8

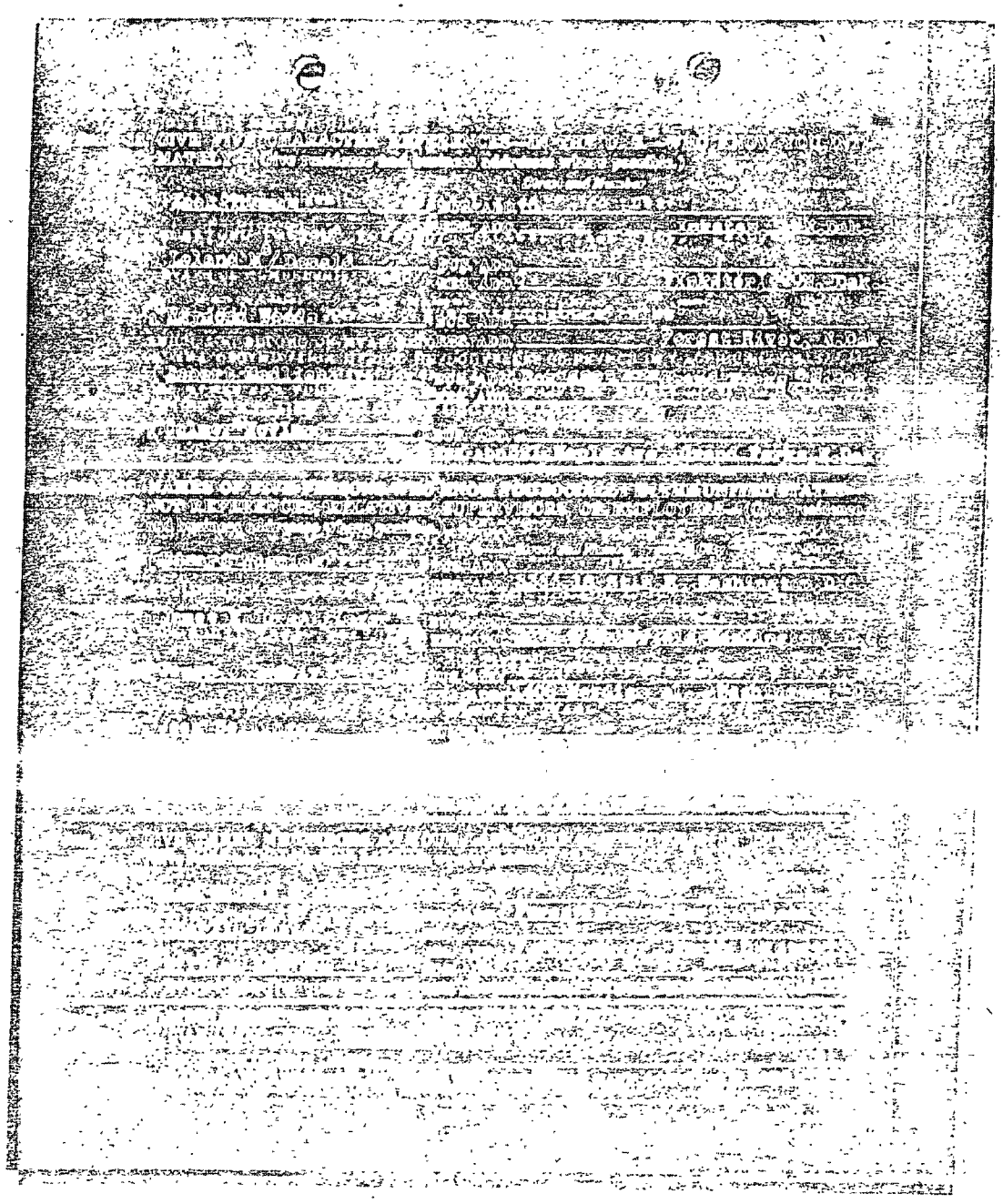
HAVE YOU READ AND FOLLOWED THE INSTRUCTIONS











Baker's School of Business

Grand Forks, North Dakota

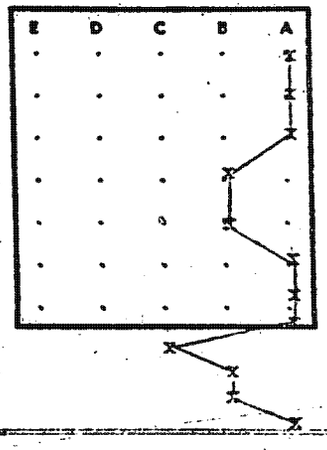
REPORT OF PROGRESS

NAME _____ ADDRESS _____ COURSE OF STUDY Accountancy DATE December 14, 1951

SCHOLASTIC ACHIEVEMENT

SUBJECTS COMPLETED:

- Elementary Accounting
- Advanced Accounting
- Income Tax
- Cost Accounting (Elem.)
- Typewriting
- Spelling
- Business Mathematics
- Business Law
- Penmanship
- Salesmanship
- Business English
- Office Machines



KEY

- A Superior
- B Above Average
- C Average
- D Fair
- E Slow

COMPLETED SUBJECTS

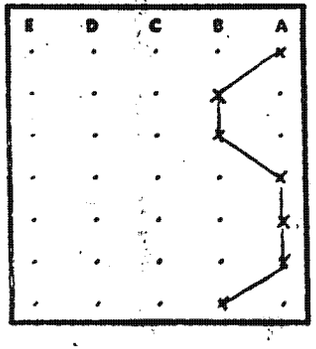
_____

_____

_____

_____

PERSONAL CHARACTERISTICS



KEY

	E	D	C	B	A
INITIATIVE	Needs Supervision	Routine Worker	Fairly Progressive	Resourceful	Marked Ability
QUALITY OF WORK	Careless	Inaccurate	Passable	Good Quality	Highest Quality
QUANTITY OF WORK	Very Low Output	Low Output	Average Output	High Output	Very High Output
ENTHUSIASM	Indifferent	Occasionally Enthusiastic	Average	Determined	Confident
PUNCTUALITY	Undependable	Improvement Needed	Occasionally Absent or Late	Seldom Late	Always Punctual
COOPERATION	Reluctant	Passive	Usually Agreeable	Co-operative	Co-operative
ADAPTABILITY	Limited	Slow	Aver		

Manager: _____

Please keep this report for future comparison

h.1

CONFIDENTIAL

SECURITY APPROVAL

Date: 26 March 1952

TO: Chief, Personnel Division

Your Reference: H-3007A

FROM: Chief, Security Division

Case Number: 61415

SUBJECT: [redacted]

1. This is to advise you of security action in the subject case as indicated below:

[x] Security approval is granted the subject person for access to classified information.

[ ] Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

[ ] The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the ECD procedures.

[redacted]

Mr. will call back:
file: will be called for:
OK:

CONFIDENTIAL

FORM NO. 38-101
JUL 1951

(5)

Cl. Sec. Sent to Personnel file. Mr

CONFIDENTIAL
SECURITY INFORMATION
INTEROFFICE MEMORANDUM

Date: 29 Feb. 1952

TO: Chief, Personnel Division

FROM: Chief, Security Division

SUBJECT: [redacted] Request No. N-3007-A

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position: File Clerk, GS-2, OSO, RI, Proc. & Rec., Washington, D. C.

2. This is to advise you of the following security action:

a. [ ] Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. [x] Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. [ ] Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3. Call in per [illegible] 5 [illegible]

[redacted]

CONFIDENTIAL

FORM NO. 38-106
JUL 1951

191

CONFIDENTIAL

INTEROFFICE MEMORANDUM

Date: 25 January 1952

TO: Chief, PersonnelDivision

FROM: Chief, Security Division

SUBJECT: [redacted] Request No. N-3007

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:

2. This is to advise you of the following security action:

a. [X] Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. [ ] Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. [ ] Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3. [redacted]

File sent to P

CONFIDENTIAL

FORM NO. 30-106
JUL 1951

(8)

OAF OF TERMINATED FILE BEING MICROFILMED