

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				17 October 1960	
1. SERIAL NUMBER 556361		2. NAME (Last-First-Middle) HICKS, Calvin W.			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT (TEMPORARY)*		4. EFFECTIVE DATE REQUESTED MONTH 10 DAY 30 YEAR 60		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V CF TO V I CF TO CF		7. COST CENTER NO. CHARGEABLE 1535-5000-0021		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/MS Division Branch 4 <i>4617</i>		10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.			
11. POSITION TITLE GUERRILLA WARFARE OFFICER		12. POSITION NUMBER XXXXX		13. PER CONTROL NO. 14. CAREER SERVICE RESIGNATION D	
15. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS		16. OCCUPATIONAL SERIES 0136.14		17. GRADE AND STEP 12 (3)	
18. SALARY OR RATE \$9475		19. REMARKS <i>CS/CS/DC DIP/MS/MS-Cherret, Pakistan #812</i> *UPON TERMINATION OF THIS TEMPORARY ASSIGNMENT YOU WILL BE REASSIGNED AS THE HEAD OF YOUR CAREER SERVICE DIRECTS. <i>DEC: 11-13-56 Concur. J. K. K. J. CS: 11-14-61 C/NO/PE no data</i>			
20. SIGNATURE OF REQUESTING OFFICIAL <i>Herbert V. J...</i> HERBERT V. J...		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Opie C. Dawson</i> Opie C. Dawson			
SPACE BELOW FOR ENCLOSED USE OF THE OFFICE OF PERSONNEL					
22. DATE OF ACTION 37 57 10 64450		23. DATE OF ACTION 11 08 64		24. DATE OF ACTION 11 08 64	
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REQUE FOR PERSONNEL ACTION												
1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth			4. Vac. Pref.		5. Sex		6. CS-EDD	
556361	HICKS, CALVIN W.			11 05 24			None-0 Code 5 P-1 10 P-2		M 1		07 18 50	
7. SCD	8. CSC Rmtr			9. CSC Or Other Legal Authority			10. Asper. All-Jac.			11. FECHS 110		
Mo. No. Yr.	Yes-1 Code No-2			Mo. No. Yr.			Yes-1 Code No-2			Mo. No. Yr.		
05 20 48	1			50 USCA 403						05 05 50		

PREVIOUS ASSIGNMENT											
14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDP NEA SOUTH ASIA BRANCH CHERAT BASE, PAKISTAN				5045		CHERAT, PAKISTAN				55544	
16. Date - Field		17. Position Title		18. Position No.		19. Ser.		20. Group Series			
Mo. No. Yr.		Code		Mo. No. Yr.		Mo. No. Yr.		Mo. No. Yr.			
05 20 48		GUERRILLA WAR OFF		0012		GS		0136.14			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PS Due		26. Appropriation Number	
12 3		\$ 8520 1475		DM		11 18 56		H 115 159		9 3373 02 174	

ACTION											
27. Nature Of Action				Code		28. Eff. Date		29. Type Of Employee		30. Separation Data	
REASSIGNMENT				67		10 102 160		REGULAR		2-5	

PRESENT ASSIGNMENT											
31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
DDP/NS CS/CS DEVELOPMENT COMPLEMENT				4688		WASHINGTON, D.C.				7503	
33. Date - Field		34. Position Title		35. Position No.		36. Ser.		37. Group Series			
Mo. No. Yr.		Code		Mo. No. Yr.		Mo. No. Yr.		Mo. No. Yr.			
05 20 48		GUERRILLA WAR OFF		0012		GS		0136.14			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PS Due		43. Appropriation Number	
12 3		\$ 9475		D		11 18 56		H 115 159		9 3373 02 174	

SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Request Approved By (Signature And Title)					
FRANK J. TETLID, JR. CNE/PERSONNEL											
B. For Additional Information Call (Name & Telephone No.)											
Danna Bohin x3671											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		GCF Miller		7/26/06		D. Placement					
B. Pos. Control		L.K.		12/11/05		E.					
C. Classification						F. Approved By		G. Approved By		H. Approved By	
Remarks											
2 cc - Security 1 cc - Finance											
PES RETURN Subject awaiting reassignment											
10/19/06											

SERIAL NO. 045263		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) HIGGS, Calvin Wilson		DATE OF BIRTH 07 Nov 1914	
23- SUMMARY OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS			
			
24- SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25- IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
26- ADDITIONAL INFORMATION Commendation 1960 from former Chief of Base, Cherak , for outstanding performance of duty while on the staff of ACLEVER Project, 7 January - 25 August 1960. Appreciation and Commendation 1967 from Ch, NS & SA Div for the performance of the FI/Intel Watch during the height of the recent Middle East crisis. Appointed 1967 a Records Officer in the Clandestine Services. Appreciation 1969 from Ch, Eur Div for the performance of the Intelligence Watch during the President's trip to Europe with endorsement by Ch, FI. Award 1972 Quality Step Increase for sustained superior performance.			
27- DATE REVIEWED 20 Jun 1973		28- PROFILE REVIEWED BY umw/jrk	

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		FILE NO.
		25 Oct 1974
		2025
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	19 NUMBER 504-16-4012
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 056361
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	10 CARD NUMBER
ATTN:	CHIEF SUPPORT STAFF	OPS STAFF
REF:	RETIREMENT	OFFICIAL COVER
SUBJECT	HICKS, Calvin	UNIT
KEEP ON TOP OF FILE WHILE COVER IN EFFECT		
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS
<input type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE _____		EFFECTIVE DATE: EOD
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR _____ TOY _____ OTHER (Specify) _____		<input checked="" type="checkbox"/> SUBMIT FORM 3254 _____ CIP _____ W-2 TO BE ISSUED. (MNR 20-11)
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (MNR 20-7)		<input checked="" type="checkbox"/> SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (MNR 20-7)
SUBMIT FORM 3254 _____ W-2 TO BE ISSUED. (MNR 20-11)		<input checked="" type="checkbox"/> EAA: CATEGORY I _____ CATEGORY II _____
SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD.		<input checked="" type="checkbox"/> RETURN ALL OFFICIAL DOCUMENTATION TO CCS
SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD.		<input checked="" type="checkbox"/> SUBMIT FORM 2688 FOR _____ GEHR
SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD.		
REMARKS AND/OR COVER HISTORY		
Subject will be acknowledged as CIA for entire period of employment and is not to reveal specific places or locations of cover assignments.		
DISTRIBUTION: COPY 1 - CD 44 CPO COPY 2 - OPERATING COMPONENT COPY 3 - DS/SPNO COPY 4 - DC-DD/TFN COPY 5 - CCS-FILE		PB:jp James L. Franklin OFFICIAL COVER BRANCH COVER

FORM 1174 1551 USE PREVIOUS EDITION

SECRET

G2 IMPDET CL BY 007622

114-20-431

THIS MEMORANDUM MUST REMAIN ON TOP OF THIS FILE

16 May 1955

Keep on top of file
MEMORANDUM FOR: The Record

SUBJECT : Credit Reference for Mr. Calvin W. Hicks

1. Mr. Calvin W. Hicks has had the following history of employment with the Agency:

- a. August 1950 - EOD Headquarters
- b. December 1950-April 1952 - FE Division, stationed overseas
- c. April 1952-March 1954 - OTR, Headquarters
- d. March 1954-May 1955 - OTR, **ISOLATION**

During his time at Headquarters he was a student and did not establish credit. While overseas, his cover was that of a **Department of the Army civilian**, although he told casual friends that he had been recalled to active duty. From April 1952 to March 1954, he used a **nominal cover of a Department of Defense civilian**. He used the **Commanding Officer of ISOLATION (as locally known)** to establish credit there.

2. Mr. Hicks will abide by the above story. Therefore, he should admit no affiliation with the Agency, and his employment with the Agency will be denied.

James J. Thomas
PERSONNEL OFFICER, OTR

CONCUR:

Calvin W. Hicks
Calvin W. Hicks

CONCUR:

MTB
Security Officer, OTR

CONCUR:

James J. Thomas
Asst. Administrative Officer, OTR

SECRET

X
SECRET
(When Filled In)
RYBAT

FITNESS REPORT						EMPLOYEE SERIAL NUMBER			
SECTION A GENERAL									
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX		4. GRADE		
HICKS CALVIN W.			5 Nov 1924		Male		GS-12		
5. SERVICE DESIGNATION & OFFICIAL POSITION TITLE			6. DIRECTION/AREA OF ASSIGNMENT						
IM GUERRILLA WAR OFF			Cherat Camp, Pakistan						
8. CAREER STAFF STATUS				9. TYPE OF REPORT					
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.				11. REPORTING PERIOD					
				From 7 Jan 60 To 21 Jan 60					
				12. SPECIAL (Specify)					
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES									
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding									
SPECIFIC DUTY NO. 1			RATING NO.		SPECIFIC DUTY NO. 4			RATING NO.	
Chief Ops officer for Base supporting Allied PK force			6		With Allied officers, prepares and supervises training of personnel clandestine P.			5	
SPECIFIC DUTY NO. 2			RATING NO.		SPECIFIC DUTY NO. 5			RATING NO.	
With allied officers, prepares plans for clandestine PK force.			5		Advises Allied Hqs in instructing and preparing plans for large semi-overt PK force			5	
SPECIFIC DUTY NO. 3			RATING NO.		SPECIFIC DUTY NO. 6			RATING NO.	
With allied officers, directs clandestine PK development			6		Ops staff officer to Chief of Base			7	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION									
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.									
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 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	
						1		2	
						3		4	
						5		6	
GETS THINGS DONE									
RESOURCEFUL									
ACCEPTS RESPONSIBILITIES									
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES									
DOES HIS JOB WITHOUT STRONG SUPPORT									
FACILITATES SMOOTH OPERATION OF HIS OFFICE									
WRITES EFFECTIVELY									
SECURITY CONSCIOUS									
THINKS CLEARLY									
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									
OTHER (Specify): Staff advisor to Chief of Base									
SEE SECTION "E" ON REVERSE SIDE.									

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				OFFICE/COMPONENT			
		LAST	FIRST		MIDDLE				
S.S.		(Print)		S.S.				S.S.	
56361		HICKS		CALVIN		W		50	
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 (Downing). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.									
PCS DATES OF SERVICE									
TYPE OF DATA		ARRIVAL			DEPARTURE			COUNTRY	SWIT
		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
1 - PCS (Basic)		28	27-28	29-30	31-32	33-34	35-36	37-38	28-41
2 - CORRECTION									
3 - CANCELLATION									
		1	08	27	55				555
TDY DATES OF SERVICE									
TYPE OF DATA		DEPARTURE			RETURN			ARRIVAL	SWIT
		CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
3 - TDY (Basic)		28	27-28	29-30	31-32	33-34	35-36	37-38	28-41
4 - CORRECTION									
5 - CANCELLATION									
SOURCE OF RECORD DOCUMENT									
TRAVEL VOUCHER					DISPATCH				
<input checked="" type="checkbox"/> CABLE					DUTY STATUS OR TIME AND ATTENDANCE REPORT				
OTHER (Specify)									
DOCUMENT IDENTIFICATION NO.					DOCUMENT DATE/PERIOD				
IN-33511					08/27/55				
REMARKS									
PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT			ABOVE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED				
FISCAL DIVISION		DATE			SIGNATURE				
<input checked="" type="checkbox"/> FINANCE DIVISION		16 SEPTEMBER '55			Agnes E. M. Hallen				

SECRET

(Rev. 1-1-64)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curle Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
1-6	LAST	FIRST	MIDDLE	29-36
56361	HICKS	CAVIN	W	58

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INDENT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (00000000). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL				DEPARTURE				COUNTRY	DMST
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42	
3 - CORRECTION										
5 - CANCELLATION										
	1				04	25	00	PAKISTAN	555	

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

C.HER 1081	SEPT 5, 1960
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REMARKS

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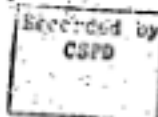
PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION	9/26/60	Harrison L. Faber

FORM 1451a ABSOLUTE PREVIOUS EDITIONS.

SECRET

14-101

SECRET



9 November 1960

MEMORANDUM FOR: Chief, JF

FROM : William T. Hornaday, formerly **CND Cherat**

SUBJECT : Letter of Commendation for Calvin W. Hicks

1. This is a letter of commendation for Calvin W. Hicks for the period of 7 January - 25 August 1960. During this time he served under my command on the staff of ACFVn. Project. His assignment was Operations Officer on the ACFVn staff, and Chief Operations Officer for the United States element of the Joint Operations Staff, serving opposite a like officer from the Allied service.

2. Hicks at all times was an outstanding member of the staff. He was zealous in his efforts to improve operational techniques to increase operational assets, and to insure that these assets were of trustworthy nature and were highly trained and qualified. His foremost thoughts were always centered on what was best for the interests of the United States. He was practical, unrelenting in his efforts, and hard-headed in his analysis of how best to deal with the Allied partners for the best interests of the United States. He was a sound staff officer, offering sound operational advice to his commander, and always submitting staff work in completed form. After giving strong support to the courses of action recommended by him, he never failed to give complete support to his commander after a decision was made, even though it controverted the course he favored.

3. Mr. Hicks has been a GS-12 since November 1956. He has amply demonstrated his complete qualifications to perform the duties of the next higher grade, and it is my conviction he has earned the right to early consideration for promotion.

4. I shall always welcome any opportunity that permits Mr. Hicks to serve with me again.

William T. Hornaday

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