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HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

SECRET

**FILE TITLE/NUMBER/VOLUME:**

Phillips, DAVID ATLEE

INCLUSIVE DATES: 28 MAY 1952 - 13 MAY 1975

CUSTODIAL UNIT/LOCATION: CP

ROOM: 5E/3

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SECRET

PHILLIPS, DAVID A. *TENURE* 45

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

2 February 1976

Mr. David A. Phillips  
8224 Stone Trail Drive  
Bethesda, Maryland 20034

Dear Dave:

From time to time we receive letters and telephonic inquiries concerning the Association of Retired Intelligence Officers. In view of the restrictions of the Privacy Act, we hesitate to release your name and address without your prior knowledge and consent.

If you have no problem with our providing your name and address in response to such inquiries, please indicate to that effect by signing below and returning this letter to us for official filing. In the future, we would then be free to release this information concerning the Association of Retired Intelligence Officers without consulting you in each and every instance.

Thank you for your assistance in this matter, and best wishes.

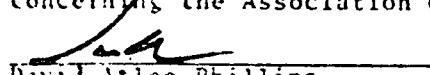
Sincerely,



B. Defelice

Acting Director of Personnel

I hereby authorize the Director of Personnel to release my name and address to individuals seeking contact with or information concerning the Association of Retired Intelligence Officers:

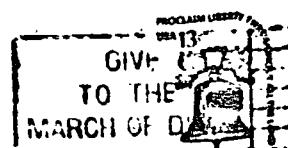
  
David Atlee Phillips

4 February 1976  
Date

ANDREW L.  
DAB



Mr. David A. Phillips  
8224 Stone Trail Drive  
Bethesda, Maryland 20034



Director of Personnel  
P. O. Box 1925  
Washington, D. C. 20013

14-00000

MEMORANDUM FOR:

Addresses for former Agency employees organizations:

Association of Retired Intelligence Officers  
Mr. David A. Phillips  
822½ Stone Trail Drive  
Bethesda, Maryland, 20034

Central Intelligence Retirees Association (CIRA)  
Box 1150  
Fort Myer, Virginia, 22211

Date

Re: 5-4-75

3 July 1975

Mr. David A. Phillips  
8224 Stone Trail Drive  
Bethesda, Maryland 20034

Dear Dave:

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

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

Sincerely,

P. W. M. Janney  
Director of Personnel

Distribution:  
Orig - Addressee  
 - OPF

OP/RAD/ROB/MWBenthall:cl (1 July 75)

75-2172

10 June 1975

Mr. David A. Phillips  
8224 Stone Trail Drive  
Bethesda, Maryland 20034

Dear Dave:

The ordinary retirement letter is in no way appropriate for you. In the first place, your retirement is no stepping out of the active world into a world of pleasure. Instead, you are launching off on even a tougher challenge because of your sense of dedication. Your retirement also will not be the termination of your interest in intelligence and in this Agency. Instead, you are going to be doing what you can to help it survive the current set of attacks upon it. But most of all, your retirement is the departure of one of our most exceptional officers, to whom I had the great pleasure to give the Distinguished Intelligence Medal and whose work I have admired these many years. The only thing ordinary about your retirement is the sincere and special personal and official good wishes we in the Agency send to you and your family for success and satisfaction in the years ahead. This we send to all our retirees, and we send it to you with special spirit.

Sincerely,

*[Signature]*  
W. E. Colby  
Director

WEC:jlp (10 June 75)

Distribution:

Orig - Addressee  
1 - DCI  
1 - Dir/Personnel  
1 - ER

SECRET

(Do not file)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED 28 March 1975			
1 SERIAL NUMBER		2 NAME (Last-First-Middle) <b>024545 Phillips, David A.</b>									
3 NATURE OF PERSONNEL ACTION <b>Cancellation of N.S.C.A. and Retirement (Voluntary) under CIARDS</b>						4 EFFECTIVE DATE REQUESTED MONTH      08      YEAR 05      09      75		5 CATEGORY OF EMPLOYMENT <b>Regular</b>			
6 FUNDS		7 TO V	V TO O	8 PAY AND NSCA S135 4523 0000		9 LEGAL AUTHORITY (Completed by Office of Personnel) Public Law 88-643, Section 233					
10 LOCATION OF OFFICIAL STATION <b>Wash., D.C.</b>						11 POSITION TITLE <b>DDO/LA Division Office of the Chief</b>					
12 POSITION NUMBER <b>CNS1</b>						13 CAREER SERVICE DESIGNATION <b>DYY</b>					
14 CLASSIFICATION SYMBOL (GS, LS, etc.) <b>GS</b>		15 OCCUPATIONAL SERIES <b>0001.10</b>		16 GRADE AND STEP <b>18 1</b>		17 SALARY OR RATE <b>\$ 36,000.</b>					
18 REMARKS <b>* supergrade blurb</b>											
Co-ordinated with Paul Seidel/ROB 11 April 1975.  <i>Kathleen L. Bell</i> <i>Paul Seidel</i> <i>28 Mar 75</i> <i>4/1/75</i>											
18A SIGNATURE OF REQUESTING OFFICIAL <b>H.L. Berthold, C/LA/Pers</b>				DATE SIGNED <b>28 Mar 75</b>		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>J. Bush</b>				DATE SIGNED <b>4/1/75</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19 ACTION CODE <b>215 10</b>	20 EMPLOY CODE <b>100</b>	21 OFFICE CODES <b>ROMERIC ALPHABETIC</b>	22 STATION CODE <b>CODE</b>	23 RETIREMENT CODE <b>0, EJ, 00</b>	24 HOOTS CODE <b>0, 0</b>	25 DATE OF BIRTH <b>10 31 22</b>	26 DATE OF GRADE <b>MO DA YR</b>	27 DATE OF LEI <b>MO DA YR</b>			
20 RITE EXPIRES <b>NO DA YR</b>	21 SPECIAL REFERENCE <b>1-25 2-2620 3-2614 4-2616 5-2618</b>	22 RETIREMENT DATA <b>CODE</b>	23 SEPARATION DATA <b>CODE</b>	24 CORRECTION/CANCELLATION DATA <b>0, EJ, 00</b>	25 EOD DATA <b>0, 0</b>	26 SECURITY REG NO <b>REG NO</b>	27 SES <b>SES</b>				
28 VET PREFERENCE <b>CODE</b>	29 VET COMP DATA <b>NO DA YR</b>	30 LONG COMP DATA <b>NO DA YR</b>	31 CAREER CATEGORY <b>CODE</b>	32 FEDERAL TAX DATA <b>CODE</b>	33 STATE TAX DATA <b>CODE</b>	34 SOCIAL SECURITY NO <b>SSN</b>					
35 PREVIOUS CITIZENSHIP GOVERNMENT SERVICE <b>CODE</b>	36 LEAVE CAT CODE <b>CODE</b>	37 FEDERAL TAX DATA <b>CODE</b>	38 STATE TAX DATA <b>CODE</b>	39 FEDERAL TAX EXEMPTIONS <b>CODE</b>	40 SOCIAL SECURITY NO <b>SSN</b>	41 PREVIOUS CITIZENSHIP GOVERNMENT SERVICE <b>CODE</b>	42 LEAVE CAT CODE <b>CODE</b>	43 FEDERAL TAX DATA <b>CODE</b>	44 STATE TAX DATA <b>CODE</b>		
45 POSITION CONTROL CERTIFICATION <b>OK 5/1/75</b>	46 O.P. APPROVAL <b>3/28/75</b>				47 DATE APPROVED <b>14 APR 1975</b>						
17 FM 152 USE PREVIOUS EDITION 3-73											
18 SECRET											
19 E.O. 11141 CL BY: 007622											

SECRET

(Do Not Handle)

DATE PREPARED  
27 Dec 73

## REQUEST FOR PERSONNEL ACTION

1. SERIAL NUMBER 024345	2. NAME (Last-First-Middle) PHILLIPS DAVID A						
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 23 73				
5. PUNDS →	V TO V CP TO V	V TO CP XX	7. PAN AND NSCA 4135-4523 0001				
9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION OFFICE OF THE CHIEF			10. LOCATION OF OFFICIAL STATION WASH., D.C.				
11. POSITION TITLE CHIEF WH DIVISION			12. POSITION NUMBER 0001				
14. CLASSIFICATION SCHEDULE (GS, E.B., etc.) GS		15. OCCUPATIONAL SERIES 0001.10	16. GRADE AND STEP 18 1				
17. SALARY OR RATE \$ 36,000							
18. REMARKS <i>Superior</i>							
Approved By DCI on 21 Dec 1973 R.L.S.							
18A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED				
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>J. B. S.</i> John B. S., C/MSP			DATE SIGNED 27 Dec 73				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 22	20. EMPLOY CODE 105105C	21. OFFICE CODING NUMERIC ALPHABETIC WH 75213	22. STATION CODE 1	23. INTEGRITY CODE 1	24. MOQTRS CODE 1	25. DATE OF BIRTH MO DA YR 10 31 73	26. DATE OF GRADE MO DA YR 12 23 73
20. WTE EXPIRES MO DA YR	29. SPECIAL REFERENCE 1-REG 2-BREAK 3-BORN	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA CODE	33. MO DA YR	34. EOD DATA EOD DATA →	35. SECURITY REG RD 36. SEX
35. VET PREFERENCE CODE 0-BORN 1-5 PT 2-10 PT	36. SERV COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CATEGORY CAR-BEST PROT/TEMP CODE	39. FECHI HEALTH INSURANCE CODE 0-BARRIER 1-BIG 2-BEST 3-INELIGIBLE	40. HEALTH INS CODE	41. SOCIAL SECURITY NO	
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)			43. LEAVE CAT CODE	44. FEDERAL TAX DATA FORM EXECUTED 1-TES 2-BO	45. NO. TAX EXEMPTIONS CODE	46. FORM EXECUTED 1-TES 2-BO	47. STATE TAX DATA CODE 0-EMP. CODE
48. POSITION CONTROL CERTIFICATION 11/20 1973				49. O.P. APPROVAL <i>John J. Murray</i>			DATE APPROVED 27 Dec 73

FORM 1152  
8-72

USE PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-0332

EX-2  
APD/P

SECRET

(This form is filled in)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED		
1. SERIAL NUMBER	2. NAME (Last-First-Middle)							10 July 1973		
024345	PHILLIPS, DAVID A.							C6B		
3. NATURE OF PERSONNEL ACTION CONVERSION FROM FSR STATUS				4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
				MONTH	DAY	YEAR	REGULAR			
				07	21	73				
6. FUNDS		V TO V		V TO CP	7. PAN AND NSCA			8. LEGAL AUTHORITY (Completed by Office of Personnel)		
		CP TO V	X	CP TO CP	4135 4523 0001					
9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION OFFICE OF THE CHIEF				10. LOCATION OF OFFICIAL STATION WASH., D.C.						
11. POSITION TITLE CHIEF, WH DIVISION				12. POSITION NUMBER 0001			13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES GS		16. GRADE AND STEP 0001.10			17. SALARY OR RATE \$ 36,000			
18. REMARKS WASH., D.C.										
1 - Security 1 - Finance										
							E2 IMPDET CL BY 007034			
18A. SIGNATURE OF REQUESTING OFFICIAL HENRY L. BERTHOLD, C/WH/PERS				DATE SIGNED 10 Jul 73			18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER R. C. Clapperton			
18C. DATE SIGNED 10 Jul 73										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	22. STATION CODE ALPHABETIC	23. INTEGRA CODE	24. RDOITS CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR		
56	16	51050	WN	75013	1	10 31 22	1	1		
28. INTE EXPIRES MO DA YR		29. SPECIAL REFERENCE 1-NO 2-BREAK 3-BORM	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/LANULATION DATA TYPE	MO DA YR	33. SECURITY REQ. NO 34. SEL			
					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. CAREER CATEGORY CODE 0-CAP-RESA 1-PROV-TEMP	39. FEGLY/HEALTH INSURANCE CODE 0-WATER 1-HIS 2-OPT 3-INELIGIBLE	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	44. NO TAX EXEMPTIONS CODE 0-EXEMPT 1-INELIGIBLE	45. STATE TAX DATA CODE 0-TAX EXEMPT 1-INELIGIBLE					
46. POSITION CONTROL CERTIFICATION 1606-2 1178		47. APPROVAL F. T. Bell	DATE APPROVED 16 Jul 73							
16 JUL 1973										

SECRET

(If less than 10)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED		
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						15 June 1973		
024345		PHILLIPS, DAVID A.								
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED						5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT AND DELEGATION OF NAT. SEC. & FRS		MONTH DAY YEAR 06 15 73						REGULAR		
6. FUNDS		V TO V	V TO C	7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)				
		C TO V	X C TO O	135 0620 0001						
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION								
DDO/WH DIVISION OFFICE OF THE CHIEF		WASH., D.C.								
11. POSITION TITLE		12. POSITION NUMBER						13. CAREER SERVICE DESIGNATION		
1st Secretary In Rel Off Chief, WH Division (14)		0001						D		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES						16. GRADE AND STEP		
FSR GS		0001.10						02 3 17 4		
17. SALARY OR RATE		18. PAY RATE						19. PAY RATE		
\$ 33,051		\$ 33,051						\$ 36,000		
10. REMARKS		FROM: DDO/WH/FOR FOLD/BR 3/CARACAS, VENEZUELA/0093 VICE THEODORE G. SHACKLEY						77003		
		Supergrade Blank-						Caracas, Venezuela		
1. Security 1. Finance										
16. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED				
H.L. BERTHOLD, G/WH/PERS		15 Jun 73		Jan B. Blustein		20 Jun 73				
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. MOBILITY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
3710	51050	Numeric	Alphabetic	WW	75013	S	1 10 31 122	1		
MO. DA. YR.	MO. DA. YR.	28. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SES			
X X X X X X	X X X X X X	CODE		TYPE	MO. DA. YR.					
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGL HEALTH INSURANCE	40. SOCIAL SECURITY NO					
CODE 0-NONE 1-3 PT 2-10 PT	MO. DA. YR.	MO. DA. YR.	LAW REG. PROV. TEMP.	CODE 0-WAIVER 1-ZEE 2-REG/OPT 3-INELIGIBLE	CODE 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 1-10 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 EXEMPT	STATE CODE				
1108 21.78		1-103		1-103						
45. O.P. APPROVAL				DATE APPROVED						
Harry B. Tinker				28 June 73						

## OUTGOING MESSAGE


7-1

PAGE OF PAGES

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SIGNAL CENTER USE ONLY  
AM PM REP TTY TYPE~~CLASSIFICATION~~ SECRET

STAFF

CONF: 9/23/73 INFO: FILE

DATE TIME GROUP

191830Z

DIRECTOR

MESSAGE REFERENCE NUMBER

411279

DISSEM BY: 28  
PER 4/18/68 (EC)

TO: IMMEDIATE CARACAS

RYBAT PLVUCADET

CHOADEN FROM PARDEE

REF: CARACAS 2L988 [IM 921770]

3. I AM PLEASED TO INFORM YOU THAT YOU HAVE BEEN SELECTED AS CHIEF, WH DIVISION. YOUR APPOINTMENT WILL BE EFFECTIVE AT SUCH TIME AS YOU (AND YOUR FAMILY) CAN CONVENIENTLY RETURN TO THE WASHINGTON AREA. **DEPARTMENT OF STATE** ORDERS FOR YOUR MOVE WILL BE REQUESTED ON A PRIORITY BASIS ON 21 MAY. WOULD APPRECIATE YOUR TENTATIVE SCHEDULE AS SOON AS PRACTICABLE.

2. YOUR SELECTION WILL BE ANNOUNCED EARLY THIS NEXT WEEK. THEREFORE, YOU SHOULD FEEL FREE TO INDICATE TO WHOMEVER YOU FEEL NECESSARY LOCALLY THE REASON FOR YOUR RETURN AND WHAT YOUR NEXT ASSIGNMENT WILL BE.

3. I WANT TO EXTEND MY PERSONAL CONGRATULATIONS ON YOUR SELECTION. I AM SURE YOU WILL HANDLE THIS VERY IMPORTANT ASSIGNMENT WITH THE SAME KIND OF EXCELLENCE, DEDICATION AND LEADERSHIP THAT HAVE CHARACTERIZED YOUR PAST ASSIGNMENTS.

DATE: 19 MAY 1973

ORIG: JAMES B. FLANNERY

UNIT: AC/UHD

EXT: 3364

CONCUR:

James B. Flannery  
Director of Personnel5/23/73

Date

RELEASING OFFICER

COORDINATING OFFICER

AUTHENTICATING OFFICER

CLASSIFICATION

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

E 2 IMPDET

**SECRET**

The End

SECRET

1. NAME (Last, First, Middle) Phillips, David A.		2. DATE OF BIRTH 31 Oct 22	3. GRADE GS-17
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) State (Integrated) DDP/WH/Brasilia, Brazil		5. PRESENT POSITION COS	6. EMPLOYEE EXTENSION 7431
7. PROPOSED STATION Caracas, Venezuela		8. PROPOSED POSITION (Title, Number, Grade) COS/0093/GS-16	
9. TYPE OF COVER AT NEW STATION State (Integrated)		10. ESTIMATED DATE OF DEPARTURE August 1972	11. NO. OF DEPENDENTS TO ACCOMPANY MAX. five
12. COMMENTS <p>Vice: Thomas Flores Please schedule appointments for the week of 10 July. Mr. Phillips will not be occupying a specific language position. However, his tested Spanish proficiency of High reading and Intermediate Speaking and Understanding will add to the overall language requirements of the Station.</p>			
13. DATE OF REQUEST 10 May 72	14. SIGNATURE OF REQUESTING OFFICIAL Jean Ferguson	15. ROOM NUMBER AND BUILDING/EXTENSION 3D 5309 Hqs	7431
16. OFFICE OF MEDICAL SERVICES DISPOSITION			
17. OFFICE OF SECURITY DISPOSITION			
18. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION <p><i>S. J. Sotter</i> 1-1-72</p>			
<p>QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS  <i>S. J. Sotter</i>          Chairman, Overseas Candidate Review Panel</p>			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED				
1. SERIAL NUMBER 024345	2. NAME (Last-First-Middle) Phillips, David A			24 November 1971				
3. NATURE OF PERSONNEL ACTION:  Promotion			4. EFFECTIVE DATE REQUESTED MONTH 11 DAY 28 YEAR 71	5. CATEGORY OF EMPLOYMENT Regular				
6. FUNDS	V TO V		V TO C	7. FINANCIAL ANALYSIS NO. CHARGEABLE 2135-0694-0000				
	CP TO V	XX	CP TO C	8. LEGAL AUTHORITY (Completed by Office of Personnel)				
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 5 BRASILIA, BRAZIL STATION			10. LOCATION OF OFFICIAL STATION Z BRASILIA, BRAZIL					
11. POSITION TITLE 1st Secretary Political Officer Chief of Station (1)			12. POSITION NUMBER 0186	13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LS, NC)		15. OCCUPATIONAL SERIES FSR GS 0136.05	16. GRADE AND STEP 03 7 17 3	17. SALARY OR RATE \$ 26,563 \$ 34,716				
18. REMARKS <i>Not De jure or De facto</i>								
18A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Robert W. Sheay, C/CSPS				
				DATE SIGNED 24 Nov 71				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTOR CODE	20. EMPLOY CODE	21. OFFICE CODES NUMERIC	22. STATION CODE ALPHABETIC	23. INTEGRATE CODE	24. RODITS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
		1135	0001	5	3	10 31 22	11 23 71	11 30 71
28. AGE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1-SEC 2-COLAB 3-POL 4-NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	33. SECURITY REQ. NO.	34. SIX		
35. RET. PREFERENCE CODE	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAB RESV PROV TEMP	39. FED. HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO.			
1-BORN 1-5 PT 2-10 PT			CAB RESV PROV TEMP	CODE	CODE			
				1-UNIV 2-ED 3-REG/CPT 4-INELIGIBL	HEALTH INS CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO					
0-NO PREVIOUS SERVICE 1-12 MONTHS 2-13 TO 24 MONTHS 3-25 OR MORE MONTHS								
45. POSITION CONTROL CERTIFICATION  11 26 71 647	46. O.P. APPROVAL  Harry B. Fischer	DATE APPROVED 1 Dec 71						

SECRET

72-0314

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director for Plans  
SUBJECT : Appointment of Mr. David A. Phillips, as  
Chief of Station, Caracas, Venezuela

1. The appointment of Mr. David A. Phillips, GS-17, as Chief of Station, Caracas, Venezuela effective on or about 15 July 1972 is recommended. Mr. Phillips would replace Mr. Thomas J. Floros.
2. Mr. Phillips has been with the Agency since 1952, first in a contract capacity, and since April 1955 as a staff employee. He is currently serving as Chief of Station in Brazil. He previously served as COS, Santo Domingo and in Mexico City, Havana, Beirut, Guatemala, and Santiago. Mr. Phillips has a strong command of both Spanish and Portuguese. A biographic profile including information regarding his Agency experience and training is attached.

*William V. Broe*  
William V. Broe  
Chief  
Western Hemisphere Division

1 Attachment  
Biographic Profile (Parts 1 and 2)

APPROVAL RECOMMENDED:

*T. A. Karan*  
\_\_\_\_\_  
Deputy Director for Plans

*17 Jan. 72*  
\_\_\_\_\_  
Date

SECRET

14-00000

**SECRET**

-2-

SUBJECT: Appointment of Mr. David A. Phillips, as  
Chief of Station, Caracas, Venezuela

The recommendation in paragraph 1 is APPROVED:

Richard Helms  
Director of Central Intelligence

19 Jan 72  
Date

**SECRET**

14-00000

Eggs early  
June 1971

SECRET

REQUEST FOR PERSONNEL ACTION								DATE PREPARED							
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						2 January 1970							
024345		PHILLIPS, DAVID A.													
3. NATURE OF PERSONNEL ACTION															
REASSIGNMENT															
4. PUNOS		V TO V		V TO C				5. EFFECTIVE DATE REQUESTED							
		C TO V	X	C TO C				MONTH	DAY	YEAR					
								01	11	70					
6. ORGANIZATIONAL DESIGNATIONS								7. FINANCIAL ANALYSIS NO CHARGEABLE							
DDP/WH FOREIGN FIELD BRANCH 5 RIO DE JANEIRO, BRAZIL STATION								0135 0694							
8. POSITION TITLE								8. CATEGORY OF EMPLOYMENT							
1st SECRETARY, POLITICAL OFFICER CHIEF OF STATION (OO)								REGULAR							
10. CLASSIFICATION SCHEDULE (G, E, IN, etc.)		11. OCCUPATIONAL SERIES		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION									
FSR GS		0136.05		0186		D									
14. REMARKS								15. GRADE AND STEP							
FROM: DDP/WH/COG/OFF OF THE CH/POS #1105 HOME BASE WH APPROVED 259a attached								03 7 16 4							
								16. SALARY OR RATE							
								\$23,646 \$27,549							
17. SIGNATURE OF APPROVING OFFICER								18. DATE SIGNED							
HENRY L. BERTHOLD C/WH/POCS								1-7-70							
19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER															
20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER															
21. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
22. ACTION CODE		23. OFFICE CODING / NUMERIC ALPHABETIC		24. STATION CODE		25. INTRIGUE CODE		26. POOTRS CODE		27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LEI	
S1		S1936		S1A1		S1		S3		10/31/22					
30. RETIREMENT DATA		31. SEPARATION DATA		32. CORRECTION CANCELLATION DATA		33. SECURITY REQ NO		34. SEA							
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
CODE		CODE		CODE		CODE		CODE		CODE		CODE		CODE	
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. FECH HEALTH INSURANCE		40. SOCIAL SECURITY NO		41. STATE TAX DATA		42. STATE TAX DATA	
CODE		MO DA YR		MO DA YR		MO DA YR		CODE		CODE		CODE		CODE	
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE		44. LEAVE CAT CODE		45. FEDERAL TAX DATA		46. O.P. APPROVAL		47. DATE APPROVED		48. STATE TAX DATA		49. STATE TAX DATA		50. STATE TAX DATA	
CODE		CODE		CODE		CODE		CODE		CODE		CODE		CODE	
45. POSITION CONTROL CERTIFICATION		51. D-70 G/R		52. SECRET		53. SECRET		54. SECRET		55. SECRET		56. SECRET		57. SECRET	

## SECRET

1. NAME (Last, First, Middle)	2. DATE OF BIRTH	3. GRADE
Phillips, David A.	10/31/22	GS-16
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/WH/COG	5. PRESENT POSITION Branch Chief	6. EMPLOYEE EXTENSION 7451
7. PROPOSED STATION Rio de Janeiro	8. PROPOSED POSITION (Title, Number, Grade) COS, # 0186, GS-00	
9. TYPE OF COVER AT NEW STATION State	10. ESTIMATED DATE OF DEPARTURE o/a 28 Dec. 169	11. NO. OF DEPENDENTS TO ACCOMPANY 7
12. COMMENTS Vice Robert D. Gahagen State Integree Form DS-1686 to be forwarded		
13. DATE OF REQUEST Ruth A. Sanford		14. SIGNATURE OF REQUESTING OFFICIAL Ruth A. Sanford
		15. ROOM NUMBER AND BUILDING 3D 5309
16. EXTENSION 6815		
17. OFFICE OF MEDICAL SERVICES DISPOSITION		
18. OFFICE OF SECURITY DISPOSITION		
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION 29 DEC 169 Chairman 78608 fm C. M. S.		
REQUEST FOR PCS OVERSEAS EVALUATION		

UNCLASSIFIED INTEL USE ONLY CONFIDENTIAL SECRET

## RECEIVING AND RECORD SHEET

## SUBJECT (Optional)

Appointment of Mr. David A. Phillips as Chief of Station, Rio de Janeiro

## FROM

Chairman, FNC

## EXTENSION

## NO.

## DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chairman, FNC				COS, Rio de Janeiro is a GS-17 position.
2.				Mr. Phillips' current assignment as Chief, Cuban Operations Group plus previous overseas tours in WH Div. including a tour as Chief of Station, Santo Domingo, qualify him for the proposed assignment as Chief of Station, Rio de Janeiro.
3. ADDP				
4.				
5. DDP				He will enter Portuguese language training this fall which should provide adequate exposure to make the transition from Spanish which he speaks with native fluency.
6.				
7. NMNMX DCI				Mr. Phillips has been highly effective as a senior member of WH Div., both at Headquarters and in the field. His relations with his co-workers and subordinates have always been excellent and his liaison with State Department representatives has been marked by good will and mutual respect.
8. 1 CO. RRS				
9. Chairman, FNC				NOTE: Above statement prepared by WH Division.
10.				
11. Secretary, FNC GGIO				Mr. Galagen has been recalled from the Station. The DCOS Mr. Stewart D. Burton, GS-15, will serve as Acting COS until the arrival of Mr. Phillips in January 1970.
12.				
13.				
14.				
15.				

~~SECRET~~

70-94209

8 AUG 1968

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Plans

SUBJECT : Appointment of Mr. David A. Phillips as  
Chief of Station, Rio de Janeiro, Brazil

1. The appointment of Mr. David A. Phillips, GS-16, as Chief of Station, Rio de Janeiro, effective on or about 15 January 1970 is recommended. Mr. Phillips would replace Mr. Robert D. Gahagan.

2. Mr. Phillips has been an employee of the Agency since 1961 initially in a contract capacity. He has served in Santiago, Guatemala City, Havana, Petrol, Mexico City and most recently as Chief, Cuban Operations Group. Mr. Phillips is fluent in the Spanish language and is scheduled for two months of full-time Portuguese training immediately prior to his departure. A biographic profile including information regarding his Agency experience and training is attached.

Signed William V. Broe

William V. Broe  
Chief  
Western Hemisphere Division

Attachment  
Biographic Profile (Parts 1 and 2)

~~SECRET~~

SECRET

- 2 -

SUBJECT: Appointment of Mr. David A. Phillips as Chief of Station, Rio de Janeiro, Brazil

APPROVAL RECOMMENDED:

/s/ Thomas W. Karamessine

8 AUG 1968

Deputy Director for Plans

Date

The recommendation in paragraph one is APPROVED:

1 OCT 1968

Director of Central Intelligence

Date

Distribution:

Original & 2 - Addressees  
2 - DDCI  
1 - C/WID  
1 - C/CIO  
1 - C/WB/3  
1 - C/WB/3B  
1 - C/AW/Personnel

DDP/WH/PARS/PFM/LDCUGAL/r/CSIS (5 August 1968)

SECRET

23 October 1968

MEMORANDUM FOR: Secretary, Clandestine Services  
Career Service Board

SUBJECT : Recommendation for Promotion to  
GS-16: David A. Phillips

1. Mr. David A. Phillips is strongly recommended for promotion to GS-16 and is ranked Number 2 in WH Division's preference for promotion in that grade.

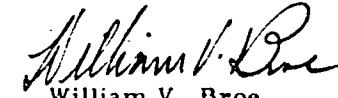
2. Mr. Phillips stands out among his peers as a true Clandestine Services operator. He has had a range of operational assignments enjoyed by few Clandestine Services officers. He served in Cuba, Guatemala, Beirut, Chile, Mexico and the Dominican Republic. His functional assignments have included Contract Agent, Operations Officer under both unofficial and official cover, Chief of Station, and he is currently assigned as Chief, Cuban Operations Group. In regard to his tour as Chief of Station, Santo Domingo, I cite the following quote made by **Dr. Hector Garcia-Godoy, Provisional President** of the Dominican Republic, concerning the turbulent events in his country during his tenure:

"You know," he said, "looking back over those months when things seemed pretty bleak, two names come immediately to mind as able and effective representatives of the United States. They are Ellsworth Bunker and David Phillips."

200000  
10/24/68

- 2 -

3. Mr. Phillips has the intelligence, language capability, personality, management and operational ability to move forward steadily in this Agency and he is now ready for promotion to GS-16. I urge you to act affirmatively on this promotion recommendation.



William V. Broe  
Chief  
Western Hemisphere Division

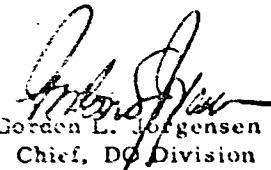
S-E-C-R-E-T.

27 February 1969

MEMORANDUM FOR: Chief, WH Division

SUBJECT: Briefing at DO Base Chiefs' Conference  
by Mr. David A. Phillips

I should like to express my thanks to you for having made available Mr. David A. Phillips to brief the DO Base Chiefs' Conference on 17 February 1969. His briefing was extremely lucid and helpful and expressly commended by all Conference participants. Please convey to him my personal appreciation of his efforts.

  
Gordon L. Jorgensen  
Chief, DO Division

S-E-C-R-E-T

SECRET

(If not filled in)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
1 SERIAL NUMBER 024345	2 NAME (Last-First-Middle) PHILLIPS, David A.					6 December 1968		
3 NATURE OF PERSONNEL ACTION <b>PROMOTION</b>					4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 15 68	5 CATEGORY OF EMPLOYMENT <b>Regular</b>		
6 FUNDS D	V TO V	V TO CP	C TO V	X C TO CP	7 FINANCIAL ANALYSIS NO CHARGEABLE 9135-0620	8 LEGAL AUTHORITY (Completed by Office of Personnel) 10 LOCATION OF OFFICIAL STATION Washington, D. C.		
9 ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG Office of the Chief					11 POSITION TITLE Att Pol Officer Ops Officer Ch			
14 CLASSIFICATION SCHEDULE (G.S., F.S., etc.) FSR GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 03 S 16 4	17 SALARY OR RATE 11,100.00, R.C. 335 / \$25,118			
18 REMARKS								
18A SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER Secretary, CSCS Board				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODES NUMERIC ALPHABETIC	22 STATION CODE	23 INITIALE CODE 5	24 REGIONS CODE 1	25 DATE OF BIRTH MO DA YE 1 15 68	26 DATE OF GRADE MO DA YE 1 15 68	27 DATE OF LEI MO DA YE
28 RTE EXPRES W-O DA YE	29 SPECIAL REFERENCE	30 REINEMENT DATA 1-COM 2-COG 3-CGA 4-COT	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE W-O DA YE	EOD DATA	33 SECURITY REG RD EOD RD	34 SEC	
35 VET PREFERENCE CODE 0-BORN 1-3 PT 2-10 PT	36 SERV COMP RATE W-O DA YE	37 LONG COMP RATE W-O DA YE	38 CAREER CATEGORY CAR RESP PROF TEMP	39 FEDERAL HEALTH INSURANCE CODE 0-UNAVAIL 1-TES	40 SOCIAL SECURITY NO HEALTH INS. CODE			
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-BEAN IN SERVICE 2-BEAN IN SERVICE LESS THAN 3 YEARS 3-BEAN IN SERVICE MORE THAN 3 YEARS	42 LEAVE CAT CODE	43 FEDERAL TAX DATA POEM EXECUTED 1-TES 2-BO	44 STATE TAX DATA POEM EXECUTED 1-TES 2-BO	45 O.P. APPROVAL H.B. Tidmarsh	DATE APPROVED 13 Dec. 68			
46 POSITION CONTROL CERTIFICATION								



VOICE OF AMERICA  
UNITED STATES INFORMATION AGENCY  
WASHINGTON, D.C. 20547

4/16/71  
DD/P

April 15, 1968

Dear Dave:

I thought you would be pleased about a reference to you which came up in the course of a longish conversation last night with **Dr. Hector Garcia-Godoy, former President of the Dominican Republic and now Ambassador here,** about the turbulent events in his country three years ago.

"You know," he said, "looking back over those months when things seemed pretty bleak, two names come immediately to mind as able and effective representatives of the United States. They are Ellsworth Bunker and David Phillips."

I thought such a pleasant echo of a rough period would help heal your ulcers.

Cordially,

*R.G.C.*

Richard G. Cushing  
Deputy Director

Mr. David A. Phillips  
8224 Stone Trail Drive  
Carderock Springs  
Bethesda, Md. 20034

SECRET

(If New Filled In)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED	
11 SERIAL NUMBER <b>024345</b>	2 NAME (Last-First-Middle) <b>PHILLIPS, David A.</b>							30 August 1967	
4 NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>								5 CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6 FUNDS D P D S		V TO V CP TO V	V TO C CP TO C	7 FINANCIAL ANALYSIS NO CHARGEABLE <b>8235 0620</b>		8 LEGAL AUTHORITY (Completed by Office of Personnel)			
9 ORGANIZATIONAL DESIGNATIONS <b>DDP/WH WH/COG OFFICE OF THE CHIEF</b>								10 LOCATION OF OFFICIAL STATION <b>WASH., D.C.</b>	
11 POSITION TITLE <b>1ST ASST OFFICER OPS OFFICER-CH</b>								12 POSITION NUMBER <b>1105</b>	13 CAREER SERVICE DESIGNATION <b>D</b>
14 CLASSIFICATION SCHEDULE (GS E.B. etc.) <b>FSR GS</b>		15 OCCUPATIONAL SERIES <b>0136.01</b>		16 GRADE AND STEP <b>G3 5 15 5</b>		17 SALARY OR RATE <b>\$ 19,978</b>			
18 REMARKS  FROM: DDP/WH/DR STATION K-Santo Domingo, Dom Rep Approved by Officer Created by Pots. SB/GS <u>8/31/67</u> Rec 9/11/67									
18A SIGNATURE OF REQUESTING OFFICER <b>Henry L. Berthold C/WH/Pers</b>				DATE SIGNED <b>9/1/67</b>		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>D. L. G.</b>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19 ACTION CODE <b>37 10</b>	20 EMPLOY. CODE <b>61504 WH</b>	21 OFFICE CODING <b>NUMERIC ALPHABETIC</b>	22 STATION CODE <b>75013</b>	23 INTEGEE CODE <b>S</b>	24 HOURS CODE <b>1 1 1 3 1 2 2</b>	25 DATE OF BIRTH <b>MO DA YR</b>	26 DATE OF GRADE <b>MO DA YR</b>	27 DATE OF LEI <b>MO DA YR</b>	
28 WTE EXPIRES <b>MO DA YR</b>		29 SPECIAL REFERENCE <b>1-CIV 2-DIAH 3-FICA 4-NONE</b>	30 RETIREMENT DATA <b>CODE</b>	31 SEPARATION DATA CODE <b>CODE</b>	32 CORRECTION/CANCELLATION DATA TYPE <b>CODE</b>	33 SECURITY REQ NO <b>EOD DATA</b>	34 SEX <b>REQ NO</b>		
35 VET PREFERENCE <b>CODE</b> 0-NONE 1-5 PT 2-10 PT		36 SETY COMP DATE <b>MO DA YR</b>	37 LONG COMP DATE <b>MO DA YR</b>	38 CAREER CATEGORY <b>CAR REG PROV TEMP</b>	39 FED. HEALTH INSURANCE <b>CODE</b>	40 SOCIAL SECURITY NO <b>CODE</b>			
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE <b>CODE</b> 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 <b>CODE</b>	43 FEDERAL TAX DATA <b>CODE</b>	44 STATE TAX DATA <b>CODE</b>					
45 POSITION CONTROL CERTIFICATION  <i>all bens r</i>		46 O.P. APPROVAL  <i>Preston L. Kr</i>				47 DATE APPROVED <b>8 Sept 67</b>			

SECRET  
(When Filled In)

25 October 1966

*David A. Ph. II, ps*

MEMORANDUM FOR: [REDACTED]

THROUGH :

SUBJECT : Notification of Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5096 dated 12 August 1965

1. You have been found to be qualified as a participant in the Organization Retirement and Disability System and have been so designated effective 23 October 1966.

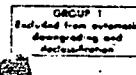
2. Although such designation under present statutes is viewed favorably by most persons, the regulation governing this retirement system gives the individual the right to appeal such a determination if he deems the designation adverse to his best interests. In order that this technical requirement may be satisfied, you are hereby notified of your right to appeal. An appeal with reasons therefore must be received in Headquarters within 60 days of the date of this memorandum or acceptance of designation will be assumed. Any questions that you may have in connection with your designation that cannot be answered by referring to referenced Book Dispatch should be forwarded to Headquarters.

3. We believe that the benefits of the Organization Retirement System are superior to the benefits of the Civil Service Retirement System. However, there are a few situations in which an employee at the time of retirement may have so many years of service (almost 37) that he would receive a higher annuity under the Civil Service System. Because of this, the policy decision has been made that a participant in the Organization System who would receive a higher annuity under the Civil Service System may, not later than one year prior to his retirement, apply to be removed from our system and transferred to the Civil Service System. Thus, you should not anticipate this contingency as a factor in deciding whether you regard your designation as a participant adverse to your best interests.

*Richard B. Egan*

RICHARD B. EGAN

SECRET



David A. Phillips

**CONFIDENTIAL**

24 October 1966

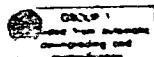
**MEMORANDUM FOR: Chief, WH Division****THROUGH : Deputy Director for Plans****SUBJECT : Commendation**

1. The Dominican Republic Station has distinguished itself by especially meritorious service during the past year and has made a major contribution toward the advancement of the objectives of the United States Government in a critical situation. One year ago the people of the Dominican Republic were facing a dismal future. Today, while the future remains uncertain, the prospects for eventual stability have been immeasurably increased. Several Departments and Agencies of the United States Government engaged in an effort to bring this about. I believe that the role of the CIA in the Dominican Republic during the past year was a crucial one. The highly effective performance of the Santo Domingo Station and the Base at Santiago was the result of the combined efforts of each officer and employee stationed there. These men and women gave unspuriously of their time, energy and brain power. Their efforts were sustained over a long period under stressful circumstances. Now, while our long-term mission continues, a significant milestone has been reached and it is most appropriate at this time to grant this special recognition for a job well done to all members of the CIA team in the Dominican Republic during the year ending June 30, 1966.

2. I should like to commend each member of the Station who contributed to this noteworthy performance and request that a copy of this commendation be placed in individual personnel files as appropriate.



Richard Helms  
Director of Central Intelligence

**CONFIDENTIAL**

SECRET

G-54

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 4 October 1966				
1 SERIAL NUMBER <b>024345</b>	2 NAME (Last-First-Middle) <b>PHILLIPS, DAVID A.</b>							
3 NATURE OF PERSONNEL ACTION <b>DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM</b>				4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>10 23 66</b>	5 CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
6 FUNDS 	V TO V	V TO CF	C TO V	C TO CF	7 FINANCIAL ANALYSIS NO CHARGEABLE <b>7135-0875</b>	8 LEGAL AUTHORITY (Completed by Office of Personnel) <b>PL 88-643 Sect. 203</b>		
9 ORGANIZATIONAL DESIGNATIONS <b>DDP/WH</b>				10 LOCATION OF OFFICIAL STATION <b>SANTO DOMINGO, DOMINICAN REPUBLIC</b>				
11 POSITION TITLE				12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION <b>D</b>			
14 CLASSIFICATION SCHEDULE (GS, E.B. etc.)		15 OCCUPATIONAL SERIES	16 GRADE AND STEP <b>15</b>		17 SALARY OR RATE <b>\$</b>			
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	22 STATION CODE ALPHABETIC	23 INTEGEE CODE	24 HOURS CODE	25 DATE OF BIRTH MO DA YE	26 DATE OF GRADE MO DA YE	27 DATE OF LEI MO DA YE
28 RITE EXPIRES MO DA YE	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1-1SC 3-1CA 5-ONE	CODE <b>2</b>	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE MO DA YE	EOD DATA		
33 VET PREFERENCE CODE 0-NONE 1-1 PT 2-10 PT	34 SERV COMP DATE MO DA YE	35 LONG COMP DATE MO DA YE	36 CAREER CATEGORY CAR RESH PROY TEMP	37 FEDERAL TAX DATA CODE	38 REGI. HEALTH INSURANCE CODE 0-WAIVER 1-YES	39 STATE TAX DATA CODE 0-TAX EXEMPT		
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 3-80 PREVIOUS SERVICE 1-BEAD IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42 LEAVE CAT CODE	43 FORM EXECUTED 1-YES 2-NO	44 NO TAX EXEMPTIONS CODE	45 FORM EXECUTED 1-YES 2-NO	46 STATE CODE CODE			
45 POSITION CONTROL CERTIFICATION <b>16-13 G-6-N</b>				46 O/P APPROVAL See memo signed by D/Pers dated 10 OCT 1966		DATE APPROVED		

**CONFIDENTIAL**  
*(When Filled In)*

**NOTICE OF CREDITABLE SERVICE**  
**[FOR LEAVE PURPOSES]**

NAME (Last, First, Middle)

PHILLIPS, David A.

VOUCHERED

UNVOUCHERED

SERIAL NO.

024345

OFFICE (and Division)

DDP/WH

Foreign Field  
Branch

ORIGINAL	SERVICE COMPUTATION DATE (Mo - da - yr)
X CORRECTION	01-15-53
THIS DATE	SIGNATURE (Office of Personnel)
7-01-66	Lowell P. Moore

FORM 171 EDITIONS PREVIOUS  
5-63

**CONFIDENTIAL**

GROUP I  
EXCLUDED FROM AUTOMATIC  
TRANSMISSION AND  
DISSEMINATION

(4)

SECRET

(This is filled in)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED		
1. SERIAL NUMBER 024345	2. NAME (Last-First-Middle) PHILLIPS, DAVID A.							27 JULY 1965		
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH JUN DAY 6 YEAR 65			5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS V TO V CF TO V		V TO CF XX CF TO CF		7. COST CENTER NO. CHARGEABLE 6135.0875			8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP/WI FOREIGN FIELD BRANCH 2 SANTO DOMINGO, DOMINICAN REPUBLIC STATION				10. LOCATION OF OFFICIAL STATION SANTO DOMINGO, DOMINICAN REPUBLIC			Dom Rep			
11. POSITION TITLE ATT POL OFF CHIEF OF STATION				12. POSITION NUMBER 0274			13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) FSR GS		15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP 03 5 15 4			17. SALARY OR RATE 16,920 18,170			
18. REMARKS FROM: DDP/WI/BRANCH 1 MEXICO CITY, MEXICO STATION/0340/ SECURITY APPROVAL GRANTED BY FRS. SD/OS 27/3/65 MEMORANDUM SENT TO DDCT, VIA DDP REQUESTED THE APPOINTMENT OF MR. PHILLIPS AS COS, SANTO DOMINGO, DOM. REP. STATION APPROVED ON 13 APRIL 1965. MR. PHILLIPS REPLACED MR. EDWIN M. TERRELL WHO HAS BEEN ASSIGNED TO WI/BRANCH 2/HEADQUARTERS, EFFECTIVE 6 JUNE 1965. FORM 259 HAS BEEN SUBMITTED										
19. SIGNATURE OF PUSING ROBERT D. CASHMAN C/WH/PERS				DATE SIGNED 29 Jul 65			20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER S. M. T. C/WH			
21. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE 37	20. EMPLOYEE CODE 10	21. OFFICE CODING 51650	22. STATION CODE WI	23. INTEGRIS CODE 19039	24. HOURS CODE 3	25. DATE OF BIRTH 10 31 43	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR		
28. MTE EXPIRES XX/XX/XX	29. SPECIAL REFERENCE 1-CSC 2-FICA 3-VORE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE 1-CAR 2-CANCELLATION 3-PROV TEMP	32. CORRECTION/CANCELLATION DATA TYPE	33. MO DA YR	34. SECURITY REQ. NO EOD DATA	35. MO DA YR	36. SEX		
35. VET PREFERENCE 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 BSY PROV TEMP	39. FEGL/HEALTH INSURANCE CODE	40. MO DA YR	41. SOCIAL SECURITY NO				
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. O.P. APPROVAL DATE APPROVED 8/3/65						
46. O.P. APPROVAL			47. GROUP VALUED FOR TAX PURPOSES AND BILLING							

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

TO : David A. Phillips  
SUBJECT: TDY in the Dominican Republic

Most of you who went down to the Dominican Republic departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions of the government and in avoiding several major mistakes. For weeks after the April revolution, our Station reporting was literally the only source of information that the United States had on the role of Communism among the rebel forces and on conditions outside the capital.

Many fine things were done in the Station and in the hinterland by all of you. Manning the check-points under fire, flying to remote and hostile villages, moving tons of supplies through the gauntlet of the communications line, toiling over midnight reports, and keeping open our country's only commo link -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.

*Richard Helms*

Richard Helms  
Deputy Director of Central Intelligence

S-E-C-R-E-T

**SECRET**

[Redacted]

12 Aug 1965

65-1911

**MEMORANDUM FOR:** Deputy Director of Central Intelligence  
**VIA** : Deputy Director for Plans  
**SUBJECT** : Appointment of Mr. David A. Phillips as  
                   Chief of Station, Santo Domingo, Dominican  
                   Republic

1. The appointment of Mr. David A. Phillips as Chief of Station, Santo Domingo, Dominican Republic, effective on or about 15 October 1965, is recommended. Mr. Phillips would replace Mr. Edwin M. Terrell.

2. Mr. Phillips was employed in a contract status from 1952 to 1955 and became a Staff Employee in April 1955. He resigned from the Agency in August 1958 to enter private business. In March 1960 he returned to the Agency as a staff employee and is presently assigned as Operations Officer, Mexico City, Mexico, GS-15. A biographic data sheet, giving more detailed information on Agency experience and training, is attached.

R. W. [Signature]  
 Desmond Fitzgerald  
 Chief  
 Western Hemisphere Division

1 Attachment  
 Biographic Profile (Part 1)

APPROVAL RECOMMENDED:

Deputy Director for Plans

(Date)

The recommendation in paragraph 1 is APPROVED:

Lynn K. Hartwell 20 Aug. 1965  
 Deputy Director of Central Intelligence (Date)

**SECRET**

[Redacted]

SECRET

5569

(Type or Print)

DATE PREPARED

27 September 1963

REQUEST FOR PERSONNEL ACTION							
1. SERIAL NUMBER	2. NAME (Last-First-Middle)						
024385	PHILLIPS, DAVID A						
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED	5. CATEGORY OF EMPLOYMENT		
PROMOTION				MONT E9	DAY 29	YEAR 63	REGULAR
6. FUNDS		V TO V	V TO CP	7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
		CP TO V	X	41395700 1000			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP WH BRANCH 3 MEXICO CITY MEXICO STATION				MEXICO CITY, MEXICO			
11. POSITION TITLE ATP POL OFF OPS OFFICER				12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION		
				0340	D		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE		
PSR GS		0136.01		03 0	22,535 13,440 25,085 15,525		
18. REMARKS  This is a PRA in accordance with AFM 30-31c(1). <i>for 2 days</i>							
18A. SIGNATURE OF CONCERNING OFFICIAL ROBERT D. CASHMAN, C/WH/PERS				DATE SIGNED 10/10/63	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>one address</i>		DATE SIGNED 10/10/63
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
18C. ACTION REQUEST	18D. DESIGNSATION CODE	18E. DEPT. CODE	18F. STATION CODE	18G. GRADE	18H. PAY RATE	18I. DATE OF PAY	18J. DATE OF PAY
210	51400	WH	45075	3	16	10/31/63	10/31/63
18K. DATE EXP. PAY	18L. SPECIAL REFERRENCE	18M. REINSTATE. DATE	18N. REINSTATE. DATE	18O. DATE OF PAY	18P. DATE OF PAY	18Q. DATE OF PAY	18R. DATE OF PAY
10/10/63	10/10/63	10/10/63	10/10/63	10/10/63	10/10/63	10/10/63	10/10/63
18S. RET. PREFERENCE	18T. SERIAL. COMPL. DATE	18U. COMPL. DATE	18V. COMPL. DATE	18W. DATE OF PAY	18X. DATE / HEALTH INSURANCE	18Y. SOCIAL SECURITY NO.	
CODE	NO	NO	NO	NO	C - UNEMPLOYED 1 - UNEMPLOYED		
18Z. PREVIOUS ALIGNMENT SERVICE DATA	18AA. ALIGNMENT CODE	18BB. DATE OF PAY 10/31/63				18CC. DATE OF PAY 10/31/63	
CODE	1 - NO PREV. ALIGN. SERVICE 2 - NO PREV. IN SERVICE 3 - PREV. IN SERVICE (LESS THAN 3 YRS) 4 - PREV. IN SERVICE (MORE THAN 3 YRS)	CODE	1 - NO 2 - NO	1 - NO 2 - NO	1 - NO 2 - NO	CODE	1 - NO 2 - NO
18D. POSITION CONTROL CERTIFICATION				18E. O.P.L. APPROVAL			18F. DATE APPROVED
<i>10/10/63</i>				<i>10/10/63</i>			<i>10/10/63</i>

-SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 17 August 1961	
1. SER ACN 14	2. NAME (Last, First, Middle) <b>PHILLIPS, David A.</b>			3. POSITION OF PERSONNEL	
<b>DAISY ✓</b>				4. POSITION OF PERSONNEL / CATEGORY OF EMPLOYMENT <b>Regular</b>	
5. NATURE OF PERSONNEL ACTION <b>ENTRANCE--Dept. of State</b>				6. COST CENTER NO. CHARGEABLE <b>1135-5700-1000</b>	
7. FEDS  V TO V      X      C TO CF C TO V      X      C TO CF				8. LOCAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS  <b>DPP/AH Branch 3 Mexico City Mexico Station</b>				10. LOCATION OF OFFICIAL STATION  <b>Mexico City, Mexico</b>	
11. POSITION TITLE <b>Attache, Political Officer Ops. Officer</b>				12. POSITION NUMBER <b>1340</b>	
13. CLASSIFICATION SCHEDULE FOR, EP. SEC. 14. OCCUPATIONAL SERIES <b>GS</b>				15. GRADE AND PAY <b>0136.01</b>	
				16. SALARY OR RATE <b>\$12,635 L \$12,730 L</b>	
17. REMARKS  <b>No sick and 12 hours annual leave to be transferred to the Dept. of State</b>					
18. SIGNATURE OF REQUESTING OFFICIAL <b>H. Honey, Counselor Officer, DPO/AH</b>				19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
20. PLACE, DATE, AND SIGNATURE OF APPROVING OFFICER  <b>35 10 64100 1011 15015 3 10.31.62</b>					
21. APPROVAL DATE <b>10.31.62</b>					
22. APPROVAL SIGNATURE <b>EOB DATA</b>					
23. APPROVAL DATE <b>10.31.62</b>					
24. APPROVAL SIGNATURE <b>EOB DATA</b>					
25. APPROVAL DATE <b>10.31.62</b>					
26. APPROVAL SIGNATURE <b>EOB DATA</b>					
27. APPROVAL DATE <b>10.31.62</b>					
28. APPROVAL SIGNATURE <b>EOB DATA</b>					
29. APPROVAL DATE <b>10.31.62</b>					
30. APPROVAL SIGNATURE <b>EOB DATA</b>					
31. APPROVAL DATE <b>10.31.62</b>					
32. APPROVAL SIGNATURE <b>EOB DATA</b>					
33. APPROVAL DATE <b>10.31.62</b>					
34. APPROVAL SIGNATURE <b>EOB DATA</b>					
35. APPROVAL DATE <b>10.31.62</b>					
36. APPROVAL SIGNATURE <b>EOB DATA</b>					
37. APPROVAL DATE <b>10.31.62</b>					
38. APPROVAL SIGNATURE <b>EOB DATA</b>					
39. POSITION CONTROL CERTIFICATION  <b>8/21/61 0813 11</b>					

SECRET

SECRET

This form is filled in by

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER <b>024345</b>	2. NAME (Last-First-Middle) <b>PHILLIPS, DAVID A.</b>			3. DATE PREPARED <b>28 June 1961</b>	
4. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>				5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS 	V TO V  CF TO V	V TO CF  X CF TO SF	7. EFFECTIVE DATE REQUESTED <b>08 05 61</b>	8. COST CENTER NO. CHARGEABLE <b>2135 5700 1000</b>	
9. ORGANIZATIONAL DESIGNATIONS <b>DIP WH BRANCH 3 MEXICO CITY, MEXICO STATION</b>				10. LOCATION OF OFFICIAL STATION <b>MEXICO CITY, MEXICO</b>	
11. POSITION TITLE <b>OPS OFFICER</b>			12. POSITION NUMBER <b>00-340</b>	13. PRO CONTROL NO. 11. CAREER SERVICE DESTINATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>14</b>	16. GRADE AND STRIPE <b>0136.01</b>	17. SALARY VS RATE <b>12,730 ✓</b>	
18. REMARKS <b>From: DDP/WH/4/BA-624/Wash., D.C. Subject scheduled to integrate o/a 21 August 1961. It is requested that this action be made effective no later than 6 August 1961. 1 copy to Security.</b>					
18A. SIGNATURE OF REGULATING OFFICIAL <b>Kenny Postlethwait</b>			18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>Ronald Gage</b>		
19. STATEMENT FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. POSITION CODE <b>37 10 64700 WH 45075</b>	21. GRADE CODE <b>14</b>	22. PAY RATE <b>0136.01</b>	23. PAY RATE <b>12,730 ✓</b>	24. PAY RATE <b>12,730 ✓</b>	25. PAY RATE <b>12,730 ✓</b>
26. PAY RATE <b>14</b>	27. GRADE CODE <b>14</b>	28. PAY RATE <b>0136.01</b>	29. PAY RATE <b>12,730 ✓</b>	30. PAY RATE <b>12,730 ✓</b>	31. PAY RATE <b>12,730 ✓</b>
32. PAY RATE <b>14</b>	33. GRADE CODE <b>14</b>	34. PAY RATE <b>0136.01</b>	35. PAY RATE <b>12,730 ✓</b>	36. PAY RATE <b>12,730 ✓</b>	37. PAY RATE <b>12,730 ✓</b>
38. PAY RATE <b>14</b>	39. GRADE CODE <b>14</b>	40. PAY RATE <b>0136.01</b>	41. PAY RATE <b>12,730 ✓</b>	42. PAY RATE <b>12,730 ✓</b>	43. PAY RATE <b>12,730 ✓</b>
44. PAY RATE <b>14</b>	45. GRADE CODE <b>14</b>	46. PAY RATE <b>0136.01</b>	47. PAY RATE <b>12,730 ✓</b>	48. PAY RATE <b>12,730 ✓</b>	49. PAY RATE <b>12,730 ✓</b>
50. POSITION CONTROL CERTIFICATION <b>21 Kennethos 18/61</b>			51. O.P. APPROVAL <b>Ronald Gage</b>		
52. APPROVAL NUMBER <b>1152</b>					

SECRET

SECRET

12443

29 June 1961

MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

On 14 June 1961 the undersigned reviewed with Mr. David A. Phillips his career development prospects for the next five year period. We agreed that the following represented a desirable and fairly firm goal in this respect:

a. In general his future training and field experience should place sufficient stress on the CI and FI fields to avoid the career confinement of strict CA specialization.

b. His next assignment would be a normal field tour in Mexico City. Upon return from that assignment, he would receive up to six months training to be followed by an assignment to the CA Staff (or the organizational successor thereto). One of his primary undertakings in the CA Staff would be to develop what might best be termed "ideological warfare" (e.g., a search for basic ideas and concepts with wide appeal) as opposed to the normal propaganda approach (e.g., a running debate on current events).

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

cc: ASIA (Peru)  
Attn Panel A  
Mr. Phillips  
Tara C/WH  
SOP/RSD

MMR 600H

NYC 3 23 H.H. #1

APR 1961 C-1000-AAC

SECRET

**SECRET**

1 June 1961

MEMORANDUM FOR: Chief, Finance Division

FROM : Chief, WH/4/Support

SUBJECT : Premium Pay

Due to the recent reduction in heavy workload requirements, the following employees are no longer entitled to Premium Pay. It is requested that this entitlement be discontinued effective c.o.b. 10 June 1961. The salaries are chargeable to Allotment #535-5000-8021.

BELSITO, Frank J.  
BROWN, Fravel S.  
CANN, Ruth E.  
CARTWRIGHT, Cecil J.  
CHELLINO, Samuel J.

KENT, William M.  
MORALES, David S.  
MURRAY, William J.  
OVERJORD, Robert W.  
PATTON, Lee E.

PETERS, John D.  
PHILIPS, David A.  
PIEDMONTE, Robert P.  
REYNOLDS, Robert

*Electric typewriter*  
WILLIAM E. EISEMANN  
Chief, WH/4/Support

Distribution:

- 2 - Chief, Finance Division (ea. employee)  
2 - Director of Personnel (ea. employee)

**SECRET**

~~SECRET~~

## REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Ver. Prof.	5. Sex	6. CSC. Exp.
		Mo. Da. Yr.	None O. Code S Pt-1 10 Pt-2		Mo. Da. Yr.
7. SCD	8. CSC Refmt.	9. CSC Or Other Legal Authority	10. Appt. Attdav.	11. FEGLI	12. LCD
Mo. Da. Yr. Yes - 1 No - 2	Code		Mo. Da. Yr. Yes-1 No-2	Mo. Da. Yr. Yes - 1 No - 2	Code

## DC PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code		
COM DEV OPS WH BRANCH 4					
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series	
Dept : Code USMld : Frpn :					
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
	\$		Mo. Da. Yr.	Mo. Da. Yr.	

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT		Mo. Da. Yr.	REGULAR		U/I

## 3 PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code		
DIP WH BRANCH 4	111	WASH., D. C.			
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series	
Dept : Code USMld : Frpn : 1	OPS OFFICER	B-624	GS	0136.01	
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
14 3	\$ 11835	D	Mo. Da. Yr.	Mo. Da. Yr.	0135 1000 1000

## SOURCE OF REQUEST

A. Requested By (Name And Title) C. P. Bowers C. Request Approved By (Signature And Title)

P. C. BOWERS WH/PERSONNEL OFFICER

B. For Additional Information Call (Name &amp; Telephone Ext.)

JOHN WASHINKO X8242

## CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control	11	1-51-U	E.		
C. Classification			F. Approved By	W. W. F.	Y. 136

Remarks Staffing Complement Change.

2 copies to Security.

FORM NO. 1152

~~SECRET~~

14-13-60

(4)



## OFFICE OF PERSONNEL

## RESIGNATION

I Resign For The Following Reason:

FEB 4 237 PM '60

## MAIL ROOM

My Last Working Day Will Be	This Date (Date Of Signature)	Signature
Forward Communications, Including Salary Checks And Bonds, To The Following Address (Number, Street, City, Zone, State):		

I am resigning for personal reasons in which my present job  
and experience will no longer be of use to the Government  
and my wife and I have found another place to live.

**Office Memorandum • UNITED STATES GOVERNMENT**

**TO :** File

**DATE:** 18 March 1960

**FROM :**

**SUBJECT:** PHILLIPS, DAVID A.

Effective date of CA is 19 Aug 1958, per Mr. Toomey, x2823

This time is creditable for LCD only, per Mr. Stevens.

Mr. Phillips was same as independent contractor, per Lyle Miller, x3039.

*Hc*

David Phillips

Per Mr. Maslanski X 8242

Phillips is presently contract agent  
and (as staff employee)

DDP approval per initial via Cable.  
will be here to Friod 1 March.

W.H. - has already contacted <sup>(Customs)</sup> Security  
and they will grant clearance, subject  
to poly.

Kennedy (MC) has copies of 89 (on  
Phillips, wife and children). He says  
OK to enter on duty, but will  
be subject to medical when on  
duty.

Phillips will be in (2 Feb) now.  
for T O Y and will have poly at  
that time (1:00 pm)

2-8-65 Poly on ~~the~~ <sup>W.H.</sup> in  
~~permitted poly will be in~~  
~~on 1st~~ at 1st March.

**SECRET**  
(When Filled In)

<b>REQUEST FOR SECURITY CLEARANCE</b>						REQUEST NO. (11-81) 05/68 L-3573 Sec. Cen. REQUEST DATE 9-11
NAME (LAST - FIRST - MIDDLE) <b>POLLY M. WILSON</b>						(12 - 80)
POSITION TITLE <b>OPC WATCHER</b>		POSITION NUMBER (31 - 36)		OCCUP. CODE (37 - 48)		YEAR OF BIRTH (39-50) <b>1922</b>
LOCATION (CITY, STATE, COUNTRY) <b>Washington, DC</b>		ASSIGNMENT (OFFICE, DIVISION, BRANCH) <b>HIPATH Division G/CB Div Comp</b>		CONVERSION ACTION <b>CONTRACT to SK</b>		GRADE (49-64) <b>GS-11</b>
TYPE OF APPLICANT <b>CONTRACT</b>	REGULAR <b>CONTRACT</b>	CONSULTANT <b>MILITARY</b>	IF OTHER: SPECIFY		ORON. CODE (49-60) <b>1600</b>	
NAME OF REQUESTER (OR OFFICIAL) <b>Q.M. Stewart/hc</b>		TYPE OF ASSIGNMENT AND FUNDS <b>X HQS X USP FF V X UV</b>				TYPE OF APPL. (49) <b>7</b>
CLEARANCE REQUIRED <b>PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)</b>						HOOTRS & FUND (50) <b>1</b>
						CLEARANCE (51) <b>3</b>
ATTACHMENTS <b>PERSONAL HISTORY STATEMENT PHOTOGRAPHIC</b>		APPENDIX I <b>APPENDIX II</b>		REQUEST FOR WAIVER <b>REPORT OF INTERVIEW</b>		RECRUIT. CODE (52-54) <b>001</b>
VETERAN STATUS <b>MALE - VETERAN</b>		FEMALE - VETERAN				VET PREF. & SEX (55) <b>001</b>
MALE - NON-VETERAN		FEMALE - NON-VETERAN				
PLEASE EXPEDITE						
<p>Mr. Mashinko, MI Division, advises that Mr. Osborne (Office of Security) has indicated that subject would be granted immediate security clearance, subject to poly.</p> <p>Former Staff Employee. Your Case #10696.</p> <p>Presently Contract Agent.</p> <p>HAND CARRY</p> <p>O SO O OTF</p>						
SPACE BELOW FOR OS USE ONLY						

<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> INTERNAL USE ONLY	<input type="checkbox"/> CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET	
ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM:		NO.		
On NH/Personnel		DATE 22 January 1960		
TO: (Officer designation, room number, and building)		DATE	OFFICER'S INITIALS	
		RECEIVED	FORWARDED	
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)				
1.	WH/Pers Ofcr	22 Jan 60	RG	Service as C A with agency, no creditable toward SCD, but not SCD - 3-14-60 per Gen. Attn.
2.				
3.	C/WH/Support	JAN 25 1960	MR	
4.				
5.	WH/Pers			
6.	Paul A.	JAN 26 1960	1/27 RG	
7.	CS/PO 2120 I Bldg.			Please coordinate with Ron Gage per his conversation with Mr. Bowers, WH/Pers on 22 Jan 60.
8.		4 Feb 60	MR	
9.	MHS CAPRIORE			
10.	CURIE			Send 259's to Mr. Kennedy M.O.
11.				stating 259's have been forwarded to M.O. on Phillips, wife, and all children.
12.				
13.				
14.	PJ			Send to M.O. 2-10-60
15.				

Footnoted - 15 Mar - 8:30

UNCLASSIFIED INTERNAL  
USE ONLY CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT: ~~OPTIONAL~~

FROM:

NEA/ADMN Personnel  
1405 1. Bldg. x8671

NO.

DATE

6 August 1958

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

RECEIVED FORWARDER

1.

NEA/B &amp; F

8/6 103

2.

3.

~~NEA/SECY~~

4.

5.

NEA/PERSONNEL

18 Aug 58 F&amp;C

6.

7.

CS/CS PANEL (Section A) 2100L

13 AUG 1958

AUG  
1958

13

8.

CPD

8th 15 Aug 58

9.

OFFICE OF PERSONNEL

10.

C/C/D

11.

2102-L

12.

13.

14.

15.

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Employee had  
following:Security debriefing  
C P D  
Finance "  
Logistics "

F. DeWald Jr.

1, 13, 00, 4, 1

For your signature  
Please - True Recd.

**UNCLASSIFIED** INTERNAL  
USE ONLY CONFIDENTIAL~~SECRET~~**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM: NEA/ADM/Personnel 1103 1 Bldg. x8671			NO.
			DATE 16 May 1957
TO: (Officer designation, room number, and building)		DATE <input type="checkbox"/> RECEIVED <input type="checkbox"/> FORWARDED	OFFICER'S INITIALS
1. NEA/B & P			<i>SLT</i>
2.			
3. NEA/TRG		<i>20 May</i>	<i>7</i>
4.			
5. NEA/PERSONNEL		<i>20 May</i>	<i>8 Jun</i>
6. CNEA		Approved by DC/NEA & DDC <i>Please attach current status report</i>	
7. WH DIVISION		<i>23 May 22 JC/3</i>	<i>Please attach current status report</i>
8.			
9. CS/CS PANEL (Section A) 2309L		<i>MAY 22 1957</i>	<i>10 Jun 1957</i>
10. PED		<i>20/6/57</i>	<i>4/7/57 20558</i>
11. PI OFFICE OF PERSONNEL		<i>1/7/57</i>	<i>25 JUN 1957</i>
12. CPD Room 401 16th Ave		<i>10/6 260 Jun</i>	<i>26 Jun 1957</i>
13. Clerk		<i>Sheep</i>	
14. Chief/CPD		<i>For your signature</i>	
15. COMINT PERSONNEL DIVISION Ext 5-597		<i>Please attach current status report</i>	

*261 comint 20 Jun 57  
Call # 542*

*2055  
ED*

*To support checklist if  
needed submitted by 19 June 1957*

**SECRET**  
(WHEN FILLED IN)

REPORT OF SEPARATION			DATE 18 August 1968
			SERVICE DESIGNATION DP
1. NAME (LAST - FIRST - MIDDLE) <i>John C. Cleary</i>	2. DATE OF BIRTH 10/31/22	3. JOB TITLE Ops Officer (PP)	4. GRADE GS-14
5. OFFICE DOP/NRA	6. DIVISION DOP/NRA	7. BRANCH Egypt & Arab States Br.	
8. LONGEVITY COMPUTATION DATE 4/1/65	9. DATE OF RESIGNATION 13-Aug-58	10. SEPARATION CATEGORY 1,13,00,4,1	
11. DATE EXIT INTERVIEW	12. NAME OF EXIT INTERVIEWER		
13. REMARKS  To enter Private Business  This is for record only no exit interview conducted			
14. <input type="checkbox"/> IS <input type="checkbox"/> IS NOT RECOMMENDED FOR RE-EMPLOYMENT		15. <input type="checkbox"/> IS <input type="checkbox"/> IS NOT RECOMMENDED FOR RE-EMPLOYMENT	
SIGNATURE OF SUPERVISOR:			
16. <input type="checkbox"/> IS <input type="checkbox"/> IS NOT RECOMMENDED FOR RE-EMPLOYMENT			
SIGNATURE OF PLACEMENT OFFICER		SIGNATURE OF PERSONNEL RELATIONS OFFICER	

# Office Memorandum • UNITED STATES GOVERNMENT

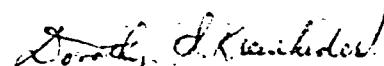
TO : The record

DATE: 16 Aug 68

FROM : Dorothy S. Kreinheder/CPD(Staff Agent Branch)

SUBJECT: Howard Phillips

1. This is certification that during the Personnel interview with Mr. [REDACTED] on 7 Aug 68 he specifically stated that he did not want an SF-8 (Unemployment Compensation Program) sent to the DDP/NEA Division.
2. Subject coordinated with CCB 7 Aug 68 re: retirement(all services were being combined and sent to the CSC)
3. Subject had intention of checking B & C re: Hospitalization, Mutual Insurance & Conversion of FEGLI.

  
Dorothy S. Kreinheder

14-00000  
11 August 1958

I resign from Central Intelligence Agency  
effective 1st of December, Wednesday, 1958  
31 August, 1958

Doris A. Marin

4824 WASHINGTON ST.  
FORT WORTH, TEXAS

SECRET

(When Filled In)

DATE PREPARED Mo Do Yr 8 6 68			REQUEST FOR PERSONNEL ACTION						V to UV		UV to UV			
1. Serial No.			2. Name (Last-First-Middle) <i>Frank J. DeWalt Jr.</i>			3. Date of Birth Mo Do Yr 10 31 22			4. Mar. Prof. Name & Code Spouse M		5. Sex 6. CS - EOD Mo Do Yr			
7. SCD			8. CSC Refmt.			9. CSC Or Other Legal Authority			10. Appt. Affdev. Mo Do Yr Yes - 1 Code No - 2		11. FEGLI 12. LCD Mo Do Yr Yes - 1 Code No - 2		13. PDCS SYN.V. 14. CHLSDT, LCD Mo Do Yr Yes - 1 Code No - 2	

## PREVIOUS ASSIGNMENT

14. Organizational Designations DDP/NEA PROJECT ANNEX EGYPT & ARAB STATES BRANCH PROJECT PECTATE			Code		15. Location Of Official Station BEIRUT, LEBANON			Station Code			
16. Dept.-Field Dept. Code Offic. Frgn.		17. Position Title OPS. OFFICER (Pi)			18. Position No. RPP 8127		19. Serv. GS		20. Occup. Series 0136.31		
21. Grade & Step 14 3		22. Salary Or Rate \$ 11,835.00		23. SD DP		24. Date Of Grade Mo Do Yr		25. PSI Due Mo Do Yr		26. Augmentation Number 9-331-91-21	

## ACTION

27. Nature Of Action RESIGNATION*			Code		28. Eff. Date Mo Do Yr 8 13 58		29. Type Of Employee REGULAR (SA)		Code		30. Separation Data	
--------------------------------------	--	--	------	--	--------------------------------------	--	--------------------------------------	--	------	--	---------------------	--

## PRESENT ASSIGNMENT

31. Organizational Designations			Code		32. Location Of Official Station			Station Code			
33. Dept.-Field Dept. Code Offic. Frgn.		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series		
38. Grade & Step 14 3		39. Salary Or Rate \$		40. SD		41. Date Of Grade Mo Do Yr		42. PSI Due Mo Do Yr		43. Augmentation Number	

## SOURCE OF REQUEST

A. Requested By (Name And Title) FRANK J. DEWALT, Jr., NEA/SS/PENS/REL	C. Request Approved By (Signature And Title)
---	--

B. For Additional Information Call (Name & Telephone Ext.)  
Shirley M. Ryan ext. 6271

CLEARANCES					
Clearance A. Career Board B. Pos. Control C. Classification	Signature <i>Ronald Gage</i>	Date Mo Do Yr Aug 13	Clearance D. Placement E.	Signature	Date
F. Approved By <i>Frank J. DeWalt Jr., NEA/SS/PENS/REL</i>					
Remarks Employee holds following clearances - Security - Standard - C.I.A. and Intelligence - Agency - in Assignable					

#See reverse side.

SECRET

(When Filled In)

RESIGNATION

I Resign For The Following Reason:

ENTER PRIVATE BUSINESS

My Last Working Day Will Be

Cob 13 Aug 58

This Date (Date Of Signature)

13 Aug 58

Signature

*[Signature]*

Forward Communications, Including Salary Checks And Bonds, To The Following Address (Number, Street, City, Zone, State):

4804 WRENDRIDGE - FORT WORTH, TEXAS

SECRET

~~SECRET~~

STANDARD FORM 52 REPLACES EDITION OF THE U. S. GOVERNMENT CONTRACTOR PROMPT PAY PERSONNEL ACCIDENT REPORT		UNVOCHEERED		
<b>REQUEST FOR PERSONNEL ACTION</b>				
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	
<u>(C) Shirley Phillips</u>	<u>31 Oct. 1922</u>		<u>16 May '57</u>	
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Reassignment (St. Cpt.)</b>		6. EFFECTIVE DATE A. PROPOSED: <u>30 April 1957</u> <u>16 June 57</u> <i>See back 17 Jun 57</i> B. APPROVED: <u>16 May 1957</u>		
7. POSITION (Specify whether establish, change grade or title, etc.)				
FROM—Ops. Off. (PP) BAF 125 GS-0136.31-14 \$10,535.00 p.a. DDP/WK Branch III Havana, Cuba, Stas. 1 Havana, Cuba <input checked="" type="checkbox"/> DEPARTMENTAL	8. POSITION TITLE AND NUMBER 9. SERVICE GRADE AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	TO—Ops. Off. (PP) BAF 125 GS-0136.31-14 \$10,535.00 p.a. DDP/NEA Egypt and Arab States Branch Project PECTATE Beirut, Lebanon <input checked="" type="checkbox"/> FIELD OR DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	
A. REMARKS (Use reverse if necessary)  <i>Concise: Planned for approval. more to NEA</i> <i>SD 14 July 57</i>				
B. REQUESTED BY (Name and title) <b>T. J. Hester, NEA/ADM/PERSONNEL</b>		C. REQUEST APPROVED BY Signature: _____ Title: _____		
E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>Shirley Matthews ext. 8671</b>		F. POSITION CLASSIFICATION ACTION NEW VICE L.A. REAL		
13. VETERAN PREFERENCE HOME OWN OTHER & PT 10 POINT <input checked="" type="checkbox"/> DISAB. OTHER		14. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes		
15. SEX M		16. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) STATE:		
17. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:				
18. STAMPS AND SIGNATURES  <i>Present Letter o.k. per Kew. 8 July 57</i> <i>Fontana taking care of legal difficulties.</i>				
19. CLEARANCES		INITIAL OR SIGNATURE	DATE	REMARKS
A				
B. CECIL OR POS CONTROL		<u>715</u>	<u>25 JUN 57</u>	
C. CLASSIFICATION		<u>715</u>	<u>21 Jun 57</u>	
D. PLACEMENT OR EMPL		<u>715</u>	<u>14 JUN 57</u>	
E				
F. APPROVED BY <i>Louis W. Anderson</i> <del>SECRET</del>				

SECRET

STANDARD FORM 52 PROD. DATE 10-48 1. TITLE OF POSITION 2. GRADE OR RANK 3. CLASSIFICATION 4. APPROVAL DATE															
<b>REQUEST FOR PERSONNEL ACTION</b>															
UNVOLUNTARY															
<b>REQUESTING OFFICE:</b> 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.															
<b>1. NAME (Last, first, middle name, initial(s), and surname)</b> <i>Hugh J. Peacock</i>		<b>2. DATE OF BIRTH</b> <i>31 Oct 1922</i>	<b>3. REQUEST NO.</b> <i>7 May 1956</i>												
<b>4. NATURE OF ACTION REQUESTED</b> <b>A. PERSONNEL</b> (Specify whether appointment, promotion, separation, etc.) <i>Reassignment (Staff Agent)</i>		<b>5. EFFECTIVE DATE</b> <b>A. PROPOSED</b> <i>B. APPROVED:</i> <i>JUN 3 1956</i>	<b>6. C.S. OR OTHER LEGAL AUTHORITY</b> <i>DDP/J.H</i>												
<b>7. POSITION</b> (Specify whether establish, change grade or title, etc.)															
<b>FROM</b> <i>Ops Officer (PP) BAF-125</i>		<b>8. POSITION TITLE AND NUMBER</b> <i>Ops Officer (PP) GS-0136.31-14</i>	<b>TO</b> <i>Ops Officer (PP) BAF-125 \$10320.00 p.a.</i>												
		<b>9. SERVICE, GRADE, AND SALARY</b> <i>DDP/J.H</i>													
		<b>10. ORGANIZATIONAL DESIGNATIONS</b> <i>Branch III</i>													
		<b>11. HEADQUARTERS</b> <i>NAVARRA - CUBA - STAFFON</i>													
		<b>12. FIELD OR DEPARTMENTAL</b> <i>Havana, Cuba</i>	<b>13. FIELD</b> <b>DEPARTMENTAL (DP)</b>												
<b>A. REMARKS (Use reverse of document)</b> <i>New T/O</i>															
<b>POSTED ON</b> <i>1st May 56</i>															
<b>USED IN LIEU OF SESO</b> <b>NOTIFICATION OF PERSONNEL ACTION</b> <i>0-0200007-APPROVED-65</i>															
<b>B. REQUESTED BY (Name and title)</b> <i>Hugh C. Bowes for C/M</i>		<b>C. SIGNATURE:</b> <i>Taylor</i>													
<b>E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)</b> <i>J. SOSTANOVICH 7-1157</i>															
<b>13. VETERAN PREFERENCE</b> <table border="1"> <tr> <td>None</td> <td>WWII</td> <td>Other SPT</td> <td>15 POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td>DEAD OTHER</td> </tr> </table>		None	WWII	Other SPT	15 POINT				DEAD OTHER	<b>14. POSITION CLASSIFICATION ACTION</b> <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I-A</td> <td>SEAL</td> </tr> </table>		NEW	VICE	I-A	SEAL
None	WWII	Other SPT	15 POINT												
			DEAD OTHER												
NEW	VICE	I-A	SEAL												
15. SEX	16. RACE	<b>17. APPROPRIATION</b> <i>FROM: 6-3365-55-055. TO: Seize</i>		<b>18. SUBJECT TO C.S. RETIREMENT ACT (YES - NO)</b> <i>NO</i>	<b>19. DATE OF APPOINTMENT AFFIDAVIT'S (ACCESSIONS ONLY)</b> <i>STATE: SD-DP</i>										
<b>21. STANDARD FORM 50 REMARKS</b> <i>Approved CONCOR</i>				<b>20. LEGAL RESIDENCE</b> <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED <i>STATE:</i>											
<b>22. CLEARANCES</b> <b>A.</b> <b>B. CECI OR PSS CONTROL</b> <b>C. CLASSIFICATION</b> <b>D. PLACEMENT OR EMPL</b> <b>E.</b> <b>F. APPROVED BY</b> <i>Ralph J. Peacock</i>		<b>INITIAL OR SIGNATURE</b> <i>J. Peacock</i>	<b>DATE</b> <i>Oct 5/7/66</i>	<b>REMARKS:</b> <i>Initials: J.P.</i>	<b>INITIALS:</b> <i>APPROVED: 10-4732-8</i>										

SECRET

STANDARD FORM 52  
PRODUCED BY THE  
GENERAL STAFF  
AND THE AIR FORCE PERSONNEL  
DIVISION, CHIEF OF STAFF

## 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 date on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initials, and surname) <i>Robert L. Clark</i>	2. DATE OF BIRTH <i>31 Oct 1922</i>	3. REQUEST NO. <i></i>	4. DATE OF REQUEST <i>16 Jan 56</i>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <i>Excepted Appointment (Staff Agent)</i>		6. EFFECTIVE DATE A. PROPOSED <i>FEB 7 1956</i>	7. C. S. OR OTHER LEGAL AUTHORITY <i></i>
8. POSITION (Specify whether establish, change grade or rank, etc.) <i></i>		9. APPROVED: <i></i>	
10. FROM— <i></i>		11. POSITION TITLE AND NUMBER <i>Ops Officer (PP) BAF-125</i>	12. TO— <i>GS-0136-31-14 \$10,320.00 per mo.</i>
		13. SERVICE, GRADE, AND SALARY <i>DDP/RH</i>	14. ORGANIZATIONAL DESIGNATIONS <i>Havana, Cuba.</i>
15. FIELD <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		16. HEADQUARTERS <i></i>	17. FIELD <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <i>(PP)</i>

18. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)  
*James J. Smith 1CMA*

D. REQUEST APPROVED BY

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

Signature:

Title:

19. VETERAN PREFERENCE

None	W.H.	Other S.P.F.	10 POINT
		X	DISAB. OTHER

14. POSITION CLASSIFICATION ACTION

NEW  
VICE  
E.A.  
REAL

SD-DP

15. SEX  
RACE

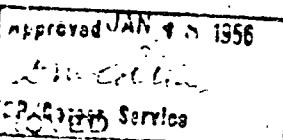
16. APPROPRIATION  
FROM:  
TO: *6-3545-55-055*

17. SUBJECT TO C. S.  
RETIREMENT ACT  
(YES-NO)  
*Yes*

18. DATE OF APPOINTMENT  
(ACCESSIONS ONLY)

19. LEGAL RESIDENCE  
 CLAIMED  
 PROVED  
STATE:

20. STANDARD FORM 50 REMARKS



21. CLEARANCES

A. INITIAL OR SIGNATURE

B. CEIL. OR POS. CONTROL  
*23 JAN 1956*

C. CLASSIFICATION

D. PLACEMENT OR EMPL.  
*OC-2 118156*

E. APPROVED BY  
*Robert L. Clark*

REMARKS

INITIALS

DATE

REMARKS

FEB 7 1956

Initials  
Date  
Remarks

STANDARD FORM 52 PREPARED BY THE U. S. CIVIL SERVICE COMMISSION APPROVED FOR PUBLIC RELEASE RECORDS CHAPTER II		BOUCHERED	
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.
Mr. David A. PHILLIPS		31 Oct 1922	4. DATE OF REQUEST 1956 16 January 1
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  Resignation		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: FEB 8 1956	
<b>FROM</b> Ops Officer BN-229 GS-C136, 31-14 \$10,320.00 p.a. DDP/PP Operations Staff Information Coordination Division Office of the Chief Washington, D. C.		9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO—
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	
A. REMARKS (Use reverse if necessary)  Concurrent with Mr. Stroff-Pauw/1cc/rp by phone 3 Feb 1956. To seek other employment. <i>(Signature)</i>			
B. REQUESTED BY (Name and title)  <i>James P. T. J. WH</i>		D. REQUEST APPROVED BY  Signature:  Title:	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)  P. C. BOVENS X 4457		E. POSITION CLASSIFICATION ACTION  NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. REAL	
13. VETERAN PREFERENCE  HOME <input type="checkbox"/> WORK <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> SPT <input type="checkbox"/> 10-POINT  <input checked="" type="checkbox"/> DISAB <input type="checkbox"/> OTHER		F. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 6-2105-20 TO:	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
			19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
			20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
21. STANDARD FORM 50 REMARKS  <i>Approved 2/8/56 John Collins TP Career Service</i>			
22. CLEARANCES		INITIAL OR SIGNATURE	DATE
A.			
B. CECIL OR POS CONTROL			23 JAN 1956
C. CLASSIFICATION			
D. PLACEMENT OR EMPL		OE	1/1/56
E.			
F. APPROVED BY  <i>John Collins</i> per T. Bear, Jr 18 Jan '56			

STANDARD FORM 52  
REDACTED  
U. S. GOVERNMENT PRINTING OFFICE  
1950 16-1750-1

## 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)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. DAVID A. PHILLIPS	31 Oct '22		16 Sept '55
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  REASSIGNMENT (CORRECTION)		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED	
FROM— Paramilitary Off. BW-156 GS-0136.11-14 \$6600 p/a DDP/PP Operations Staff Office of the Chief  Washington, D. C.	8. POSITION TITLE AND NUMBER 9. SERVICE GRADE AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	TO— Ops Officer BW-229 GS-0136.31-14 \$6600 p/a DDP/PP Operations Staff Information Coordination Div. Office of the Chief Washington, D. C.	12. FIELD OR DEPARTMENTAL FIELD DEPARTMENTAL
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)

To correct allotment number shown in action effective 14 Aug '55

B. REQUESTED BY (Name and title) Laura E. Keen, AC/PP/Admin C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Frances A. Taylor - x-8606			D. REQUEST APPROVED BY Signature: Title:	
E. VETERAN PREFERENCE			F. POSITION CLASSIFICATION ACTION	
NAME	GRADE	OTHER SPT	DISAB. OTHER	10. POSITION 11. GRADE 12. REAL
			X	SD:DP
G. APPROPRIATION SER. RACE FROM 6-2101-20 TO 6-2105-20			H. SUBJECT TO C. S. RETIREMENT ACT 1952-1960 Yes	
			I. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	
J. STANDARD FORM 1640-2			K. LEGAL RESIDENCE CLAIMED PROVED STATE: Texas	
L. CLEARANCES			INITIAL OR SIGNATURE	DATE
A				
B. DEPL. OR POS CONTROL			213 26 Sept 55	
C. CLASSIFICATION				
D. PLACEMENT OR EMPL			GEN 21 Sept 55	
E				
F. APPROVAL			Approved SEP 20 1955 D. McCallum PP/Career Services	

<small>STANDARD FORM 52 PRODUCED BY THE U. S. GOVERNMENT PRINTING OFFICE WASH. 25, D. C. MAY 1954 EDITION GSA GEN. REG. NO. 27</small>		VOUCHERED														
<b>REQUEST FOR PERSONNEL ACTION</b>																
<b>REQUESTING OFFICE:</b> 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.																
<b>L. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)</b> <b>MR. DAVID [initials] PHILLIPS</b>		<b>E. DATE OF BIRTH</b> <b>31 Oct. 1922</b>		<b>F. REQUEST NO.</b> <b>1 July 1955</b>												
<b>G. NATURE OF ACTION REQUESTED</b> <b>A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)</b> <b>Reassignment</b>		<b>H. EFFECTIVE DATE</b> <b>A. PROPOSED:</b> <b>14 Aug 55</b>		<b>I. C. S. OR OTHER LEGAL AUTHORITY</b> <b>IV</b>												
<b>J. POSITION (Specify whether establish, change grade or title, etc.)</b> <b>FROM— Paramilitary Off. BW-156</b> <b>G3-0136.11-14 \$9520 p/a</b>  <b>DDP/PP Operations Staff</b> <b>Office of the Chief</b>  <b>Washington, D.C.</b>		<b>K. POSITION TITLE AND NUMBER</b> <b>TO— Ops Officer BW-229</b> <b>GS-0136.31-14 \$9520 p/a</b>  <b>DDP/PP Operations Staff</b> <b>Information Coordination Div.</b> <b>Office of the Chief</b>  <b>Washington, D.C.</b>		<b>L. APPROVED:</b> <b>B. APPROVED:</b> <b>14 Aug 55</b>												
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL															
<b>M. REMARKS (Use reverse if necessary)</b> <p style="text-align: center;">For record purposes only</p>																
<b>N. REQUESTED BY (Name, grade, rank, or equivalent)</b> <b>Jeanne K. Letellier, C/PP/Admin</b>		<b>O. REQUEST APPROVED BY (Signature)</b> <b>Approved JUL 14 1955</b> <b>R. M. Crocker</b> <b>PP/Career Service</b>														
<b>P. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)</b> <b>Frances A. Taylor, x 8605</b>																
<b>Q. VETERAN FRINGE BENEFICE</b> <table border="1"> <tr> <th>None</th> <th>WAV</th> <th>Other</th> <th>S. PT.</th> <th>10 POINT</th> <th>DISAB. OTHER</th> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>					None	WAV	Other	S. PT.	10 POINT	DISAB. OTHER			X			
None	WAV	Other	S. PT.	10 POINT	DISAB. OTHER											
		X														
<b>R. POSITION CLASSIFICATION ACTION</b> <table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>L.A.</th> <th>REAL</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>					NEW	VICE	L.A.	REAL								
NEW	VICE	L.A.	REAL													
<b>SD-DP</b>																
<b>S. SEX</b> <b>M</b>	<b>RACE</b> <b>W</b>	<b>T. APPROPRIATION</b> <b>FROM: 5-2101-20</b> <b>TO: 6-2101-20</b>														
<b>U. SUBJECT TO G. S. RETIREMENT ACT (1955-1962)</b>			<b>V. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)</b> <b>31 Aug 55</b>													
<b>W. LEGAL RESIDENCE</b> <b>CLAIMED</b> <input type="checkbox"/> <b>PROVED</b> <input type="checkbox"/> <b>STATE:</b> <i>DC</i>																
<b>X. STANDARD FORM 50 REMARKS</b> <p style="text-align: right;"><i>Approved by [initials] Bear. 14 Aug 55</i></p>																
<b>Y. CLEARANCES</b> <b>A</b>		<b>Z. INITIAL OR SIGNATURE</b> <i>SD-Crocker</i>		<b>DATE</b> <i>8-1</i>												
<b>B. CEIL. OR POS. CONTROL</b> <b>C. CLASSIFICATION</b> <b>D. PLACEMENT OR EMPL.</b> <b>E</b>				<b>REMARKS</b> <i>7-23</i>												
<b>F. APPROVED BY</b> <i>C. [initials]</i>																

SECRET

ENTRANCE ON DUTY NOTICE				1. DATE 7 June 1955
TO: <b>Frac Taylor</b>		DDP/PP		
2. POSITION TITLE AND GRADE <b>Paramilitary Off. GS-16</b>				
3. NAME (Last) (First) (Middle) <b>Phillips, David A.</b>		4. ORGANIZATIONAL ASSIGNMENT <b>DDP/PP</b>	5. DATE OF CLEARANCE <b>1 April 1955</b>	6. TYPE OF CLEARANCE <b>Full</b>
7. REMARKS: (List any restrictions or other limitations)				
<b>H. G. Reynolds, cop</b>				

DISTRIBUTION: ORIGINAL AND COPY (WHITE) TO ITEM NO. 3. COPY (PINK) TO PERSONNEL FOLDER

FORM NO. 37-218 PREVIOUS EDITIONS NOT TO BE USED  
NOV 1952

SECRET

CONFIDENTIAL

REQUEST FOR PRE-EMPLOYMENT MEDICAL EVALUATION				1. DATE 4/7/55
2. NAME (Last) (First) (Middle) <b>Phillips, David Atlee</b>		3. SUSPENSE DATE (10 WORKING DAYS) 4/17/55		
4. ORGANIZATIONAL ASSIGNMENT <b>DDP/PP</b>		5. POSITION TITLE (and grade) <b>Paramilitary Off. GS-16</b>	6. PERSONNEL DIVISION <input checked="" type="checkbox"/> Overt <input type="checkbox"/> Covert	
7. THE MEDICAL OFFICE IS REQUESTED TO CHECK THE DESIRED ACTION, RETURNING THE ORIGINAL COPY OF THIS FORM TO THE APPROPRIATE PERSONNEL DIVISION NO LATER THAN THE SUSPENSE DATE INDICATED IN ITEM NO. 3.				
<input checked="" type="checkbox"/> Approve processing <input type="checkbox"/> Hold pending receipt of additional medical information (Enclose letters attached). <input type="checkbox"/> Request pre-employment medical examination <input type="checkbox"/> Rejected for medical reasons				
8. Remarks:  <b>This (copy) (copy) (copy) supersedes the results (copy) (copy) (copy)</b>				
<b>-Has folder-</b>				<b>James M. Shantz, Jr.</b> SIGNATURE FOR MEDICAL OFFICE

FORM NO. 37-263  
FEB 1953

CONFIDENTIAL

CONFIDENTIAL

REQUEST FOR PRE-EMPLOYMENT MEDICAL EVALUATION				1. DATE 30 March 1955
2. NAME (Last) (First) (Middle) <b>Phillips, David Atlee</b>		3. SUSPENSE DATE (10 WORKING DAYS) 4/17/55		
4. ORGANIZATIONAL ASSIGNMENT <b>DDP/PP</b>		5. POSITION TITLE (and grade) <b>Paramilitary Off. GS-16</b>	6. PERSONNEL DIVISION <input checked="" type="checkbox"/> Overt <input type="checkbox"/> Covert	
7. THE MEDICAL OFFICE IS REQUESTED TO CHECK THE DESIRED ACTION, RETURNING THE ORIGINAL COPY OF THIS FORM TO THE APPROPRIATE PERSONNEL DIVISION NO LATER THAN THE SUSPENSE DATE INDICATED IN ITEM NO. 3.				
<input checked="" type="checkbox"/> Approve processing <input type="checkbox"/> Hold pending receipt of additional medical information (Enclose letters attached). <input type="checkbox"/> Request pre-employment medical examination <input type="checkbox"/> Rejected for medical reasons				
8. Remarks:  <b>ADDITIONAL MEDICAL INFO ON: (4-6-55)</b>  <b>Trench mouth or pyorrhea Bed wetting after 6 years of age.</b>				

**CONFIDENTIAL**

REQUEST FOR SECURITY CLEARANCE				REF ID: NO.
				SP-4038-PP
				DATE 3/
				29 March 1955
FULL NAME	LAST	MIDDLE	YEAR OF BIRTH	
Phillips, David		Atlee	1922	
POSITION TITLE	GRADE		CODE	
Paramilitary Off. PP DW-156-14	OS-11			
LOCATION (OFFICE)	CODE	DIVISION	CODE	
DDP/PP		Operations Staff	Office of Chief	
GEOGRAPHIC DESTINATION CITY AND STATE OR COUNTRY AS AUTHORIZED				
Washington, D.C.				
TYPE OF EMPLOYEE	1. <input checked="" type="checkbox"/> REGULAR	2. <input type="checkbox"/> CONTACT	3. <input type="checkbox"/> CONSULTANT	
4. <input type="checkbox"/> OTHER	4. <input type="checkbox"/> MILITARY			
FUNDS	<input checked="" type="checkbox"/> VOUCHERED	<input type="checkbox"/> UNVOUCHERED		
TYPE(S) OF SECURITY CLEARANCE REQUESTED				
<input type="checkbox"/> PROVISIONAL FOR: (Show name of pool or group)				
<input type="checkbox"/> SECRET <input type="checkbox"/> FULL <input type="checkbox"/> RAILROAD				
AVAILABILITY DATE (Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE	
ASAP			A6	
SEX AND VETERAN STATUS	1. <input checked="" type="checkbox"/> M-V	3. <input type="checkbox"/> F-V		
	2. <input type="checkbox"/> M-NV	4. <input type="checkbox"/> F-NV		
REMARKS:				
NO CLEAR				
Attachments:				
FMS	1 (SO) 1 (otf)			
Append.	A-II-1			
Photos.				
H. O. Reynolds Director Personnel ep				

UNCLASSIFIED

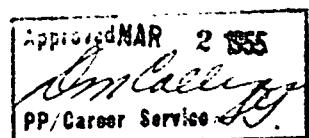
CONFIDENTIAL

SECRET

## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:	TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	NO.	DATE	3 March 55	COMMENTS
			RFC D	FWD P						
	C5/C5P 2001 L	313	3/3	5						
2.	16 Council	3	March	3	JL					
3.	Ledger	3/4	3/17	BW						
4.	Px RD Curier									
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

<small>STANDARD FORM 52 PROPS C-1000-1 U. S. GOVERNMENT PRINTING OFFICE 1948 (1-48) - REVISAL PERIODIC MAY 1955 EDITION</small>				<b>VOUCHERED</b>																			
<b>REQUEST FOR PERSONNEL ACTION</b>																							
<b>REQUESTING OFFICE:</b> 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.																							
<b>1. NAME (Mr -- Miss -- Mrs -- One given name, initial(s), and surname)</b> <b>MR. DAVID ATLEE PHILLIPS</b>		<b>2. DATE OF BIRTH</b> <b>31 October 1922</b>		<b>3. REQUEST NO.</b> <b>4 Feb. '55</b>																			
<b>4. NATURE OF ACTION REQUESTED</b> <b>A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)</b> <b>EXCEPTED APPOINTMENT</b>		<b>5. EFFECTIVE DATE A. PROPOSED:</b> <b>1 April 1955</b>		<b>6. C. S. OR OTHER LEGAL AUTHORITY</b>																			
<b>7. POSITION (Specify whether establish, change grade or title, etc.)</b>		<b>8. APPROVED:</b>																					
<b>FROM—</b>  <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<b>9. POSITION TITLE AND NUMBER</b> <b>10. SERVICE GRADE AND SALARY</b> <b>11. ORGANIZATIONAL DESIGNATIONS</b> <b>12. HEADQUARTERS</b> <b>13. FIELD OR DEPARTMENTAL</b>		<b>10. Paramilitary Off. EP BW-156-14</b> <b>GS-0136.11-14 \$9600 p/a</b> <b>DDP/EP Operations Staff</b> <b>Office of the Chief</b> <b>Washington, D.C.</b>																			
				<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <b>John E. Baker, C/PP</b>																			
<b>14. REQUESTED BY</b> <b>Jeanne K. Letellier, C/PP/Admin</b>		<b>D. REQUEST APPROVED BY</b> <b>Signature:</b> <b>Title: Career Service:PP</b>																					
<b>E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)</b> <b>Frances A. Taylor, X 8606</b>																							
<b>15. VETERAN PREFERENCE</b> <table border="1"> <tr> <td>NAME</td> <td>W/H</td> <td>OTHER</td> <td>S/PT</td> <td>13 POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB OTHER</td> </tr> </table>		NAME	W/H	OTHER	S/PT	13 POINT					DISAB OTHER	<b>16. POSITION CLASSIFICATION ACTION</b> <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	I.A.	REAL					<b>17. APPROPRIATION</b> <b>FROM:</b> <b>M W TO 5-2101-20</b>	
NAME	W/H	OTHER	S/PT	13 POINT																			
				DISAB OTHER																			
NEW	VICE	I.A.	REAL																				
		<b>18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)</b>		<b>19. DATE OF APPOINTMENT AFFILIATE'S (ACCESSIONS ONLY)</b>																			
				<b>20. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE:</b>																			
<b>21. STANDARD FORM 50 REMARKS</b>																							
																							
<b>22. CLEARANCES</b>		<b>INITIAL OR SIGNATURE</b>		<b>DATE</b>																			
<b>A.</b>		<b>ETL</b>		<b>3/24</b>																			
<b>B. CEIL. OR POS. CONTROL</b>																							
<b>C. CLASSIFICATION</b>																							
<b>D. PLACEMENT OR EMPL.</b>		<b>16</b>		<b>3/15/55</b>																			
<b>E.</b>																							
<b>F. APPROVED BY</b> <b>Robert A. Stricklin by John J. Caldwell</b>																							

UNCLASSIFIED

CONFIDENTIAL

SECRET

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:	PP/Admin	TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	TELEPHONE	NO.
				REC'D	FWD'D				
1.	C/PP	2032 K	PED	24 Feb	25 Feb	JBM			Contract will be terminated effective 1 April 55
2.	CS/PP					JMC			
3.	AS/CS	2031L		25 Feb	25 Feb	DT			
4.	PP/CMO m. G.		K	24 Feb					
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

SECRET

11 DEC 1957

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment  
for [redacted]

*Louis W. Armstrong*

1. Effective 15 December 1957, subject individual's equalization allowance is decreased from \$950 to \$563 per annum due to a decrease in the cost of living at subject's post as compared with Washington, D. C.
2. All other terms and conditions of the original authorization remain in full force and effect.

SIGNED

Louis W. Armstrong  
Chief, Contract Personnel Division

Distribution:

- Orig. and 1 - Addressee
- 2 - NEA Division
- 2 - CPD

OP/CPD:HSurles:ahw (9 Dec 57)

SECRET

S-E-C-R-E-T  
(When Filled In)

27 JUN 1957

MEMORANDUM FOR: Chief, Contract Personnel Division  
ATTENTION :  
FROM : Deputy Director of Security (Investigations  
and Support)  
SUBJECT : *[Redacted]*  
*Leroy Phillips*

1. Reference is made to the memorandum dated 18 June 1957 in which a covert security clearance was requested to permit the Subject's conversion from an Ops Officer (FP), GS-14, DDP/WH, Branch III, Havana, Cuba, to an Ops Officer (PP), GS-14, DDP/NEA, Egypt and Arab States Branch, Project PECTATE, Beirut, Lebanon.
2. In accordance with the provisions set forth in the Director's Memorandum of 14 February 1949 entitled, "Security and Operational Clearances," a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above. For administrative purposes only, this clearance is effective as of 18 June 1957.
3. Subjects of covert security clearances are not to represent themselves as, nor are they to be represented as, employees of CIA.
4. Your attention is called to the fact that a covert security clearance does not constitute complete compliance with the provisions of CIA Regulation 10-210. Therefore, if you should desire at a later date to change the status or use of this individual, a request for clearance to cover any proposed change should be submitted to this office.
5. This clearance becomes invalid in the event the Subject's services are not utilized within 60 days of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

*Robert H. Cunningham*  
Robert H. Cunningham

S-E-C-R-E-T

14-00600  
S E C R E T

Date, 18 June 1957

MEMORANDUM FOR: Chief, Special Security Division

FROM : Chief, Special Contracting, Allowances &  
Processing Staff, Wing 2F Curie Hill

SUBJECT : *Donald Phillips* (P); Your Number 40696

1. In compliance with paragraph four (4), your memorandum date 1  
subject as above, clearance to cover the following  
proposed change in subject's status and/or use is hereby requested:

Ops Officer(PP)	Position Title	Ops. Off(PP)
GS-14	Grade & Salary	GS-14
DDP/WH Branch III	Orgn Designation Headquarters	DDP/NEA Egypt & Arab States Branch Project PECTATE
Havana, Cuba		Beirut, Lebanon
( ) Field	( ) Dept'l	( ) Field
	Field or Hqtrs.	( ) Dept'l

2. Changes other than specified above:

Cover is Commercial

Case Officer: Robert S. Gerski X3548

3. The proposed effective date of this change is 18 June 1957 (For Financial  
and Administrative reasons.

Please phone verbal concurrence  
to Dot Kreinheder X3585

LOUIS W. ARMSTRONG  
Xxxxxxxxxxxxxxx

*Verbal Concurrence  
Granted by Mr. Godar  
21 June 57*

S E C R E T

SECRET

28 FEB 1957

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for  
~~Phillips, Harold~~  
Phillips, Harold

1. Effective 13 January 1957, subject individual's equalization allowance is decreased from \$3780 to \$3145 per annum due to a reduced cost of living index for subject's post.
2. All other terms and conditions of the original authorization remain in full force and effect.

SIGNED

RALPH S. POLLOCK  
Chief, Contract Personnel Division

elt-28 Feb 57

Distribution:

Original and 1; FD  
2; WH Div  
1; Subject File  
1; Chrono File  
1; Equal Allow File  
1; my copy

SECRET

26 April 1987

MEMORANDUM FOR: Deputy Director for Investigations  
& Operational Support

THROUGH : Contract Personnel Division  
*File in new folder*

SUBJECT : ~~██████████~~ - Change of  
Pseudonym

REFERENCE : Memorandum for Deputy Director for Investigations  
& Operational Support, through, Contract Personnel  
Division, from this office, dated 26 April 1987

Due to a compromise, the pseudonym of Paul D. LANGEVIN has been  
changed. Please refer to reference for new pseudonym.

/a/ J. C. KING  
Chief, WHD

Distribution -

See

Finance

1920

Chrono - Statistics

Information Staff

Selection ..

Secs

SECRET

14-00000

SECRET

26 April 1957

MEMORANDUM FOR: Deputy Director for Investigations  
& Operational Support

THROUGH: Contract Personnel Division

SUBJECT: ~~Howard Phillip~~ Phillip Hand  
New Pseudonym

REFERENCE: Memorandum for Deputy Director for Investigations  
& Operational Support, through, Contract Personnel  
Division, from this office, dated 26 April 1957

The pseudonym of subject of reference has been changed to

~~Howard Phillip~~  
Howard Phillip

J. C. KING  
Chief, W&O

SECRET

14-00000

MEMORANDUM FOR: Chief, Finance Division  
SUBJECT: Equalization Allowance Adjustment for  
*Phillips, Special*

1. Effective 7 October 1956, subject individual's equalization allowance is increased from \$3670 to \$3780 per annum.
2. All other terms and conditions of the original authorization remain in full force and effect.

RALPH S. POLLOCK  
Chief, Contract Personnel Division

SECRET

3 JUL 1957

MEMORANDUM FOR: Chief, Finance Division  
SUBJECT: Equalization Allowance for  
Phillip Ward

1. Subject individual is authorized an equalization allowance at the rate of \$950 per annum upon his arrival at Beirut, Lebanon.
2. All other terms and conditions of the original authorization remain in full force and effect.

RECORDED

Louis W. Armstrong  
Chief, Contract Personnel Division

Distribution:

- Orig. and 1 - FD  
2 - NEA  
✓ 1 - Subject File  
1 - Equal Allow File  
1 - Chrono  
1 - Extra

aih - 3 July 1957

SECRET

619

## CLASSIFIED MESSAGE

ORIG : P. C. BOERS  
 UNIT : WH/PIES  
 EXT : 4457  
 DATE : 8 FEBRUARY 1956

19 SECRET

ROUTING

1	2
2	3
3	4

TO : HAVANA, CUBA  
 FROM : DIRECTOR  
 CC/NF : WH 5  
 INFO : FI/ADMIN, FI/RI 2, OP 2, S/C 2

SA

DIR 46833 (OUT 67172) 2146Z 8 FEB 56

ROUTINE

PRIORITY

CITS: DIR

TO: HAVA

RE: DIR 30629 (OUT 86720)

*Harold Phillips*  
 ██████████ ARV HAVA 1440 HRS 9 FEB PAA 436 WITH FAMILY.

END OF MESSAGE

jckmg

J. C. KING  
RELEASING OFFICER

SECRET

H. J. PRESTON  
COORDINATING OFFICERO. H. COENFLICKER  
AUTHENTICATION OFFICER

Copy No.

IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE

~~SECRET~~

# Office Memorandum • UNITED STATES GOVERNMENT

**TO :** Chief, Contract Personnel Division      **DATE:** MAR 20 1955  
**FROM :** Deputy Director of Security (Investigations and Support)  
**SUBJECT:** [REDACTED]

*Philip, David*

1. Reference is made to your request dated 20 January 1956 for a Covert Security Clearance to permit appointment of Subject to Staff Agent/operations officer at Havana, Cuba.

2. In accordance with the provisions set forth in the Director's Memorandum of 14 February 1949 entitled, "Security and Operational Clearances," a covert security clearance is granted for the covert use of the Subject, as described in your request as set forth in paragraph 1, above. This will confirm the Covert Security Clearance granted telephonically to Mr. Ken Wambold, SFD x-3585 on 26 January 1956.

3. Subjects of covert security clearances are not to represent themselves as, nor are they to be represented, as, employees of CIA.

4. Your attention is called to the fact that a covert security clearance does not constitute complete compliance with the provisions of CIA regulation 10-210. Therefore, if you should desire at a later date to change the status or use of this individual, a request for clearance to cover any proposed change should be submitted to this office.

5. This clearance becomes invalid in the event the Subject's services are not utilized within 60 days of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

*Robert L. Johnson*  
Robert L. Johnson

SECRET

SECRET  
(Handle Pursuant to)

REQUEST FOR SECURITY CLEARANCE						REQUEST NO. (4-5)
NAME (LAST - FIRST - MIDDLE) <b>David Phillips</b> (12-28)						REQUEST DATE (4-5) <b>20 Jan 1956</b>
POSITION TITLE <b>Operations Officer (PP)</b>						YEAR OF BIRTH (129-301) <b>31 Oct 1922</b>
LOCATION (CITY, STATE, COUNTRY) <b>Havana, Cuba</b>						RANK (43-64) <b>1S-14</b>
ASSIGNMENT (OFFICE, DIVISION, BRANCH) <b>DDP/WW</b>						ORG. CODE (43-68) <b>1S-14</b>
TYPE OF APPLICANT	REGULAR	CONSULTANT	CONVERSION ACTION	IF OTHER, SPECIFY		TYPE OF APPL. (43) <b>SR TO SA</b>
MATERIAL REQUESTED	TYPE OF ASSIGNMENT AND FUNDS				MATERIALS & FUND (501)	
CLEARANCE REQUIRED	PROFESSIONAL (INDICATE NAME OF POOL OR GROUP) <b>Q1-Q7 SECURITY CLASSIFICATION</b>				SECRET	CLEARANCE (51)
ATTACHMENTS	PERSONAL HISTORY STATEMENT		APPENDIX I	REQUEST FOR WAIVER		RECRUIT. CODE (52-54)
	PHOTOGRAPH(S)		APPENDIX II	REPORT OF INTERVIEW		VET. PREF. & SEX (55)
VETERANS STATUS	MALE - VETERAN		FEMALE - VETERAN			
	MALE - NON-VETERAN		FEMALE - BCB-VETERAN			
REMARKS	<p>Security #10696</p> <p>Initials of approver &amp; graded by [initials]</p> <p>by SSO. [initials] Date 5/6/56 [initials]</p>					
SPACE BELOW FOR SO USE ONLY						

## CLASSIFIED MESSAGE

DATE : 021 08/MK/AJN  
3 MAY 57

S-E-C-R-E-T

TO : DIRECTOR  
FROM : BEIRUT  
ACTION: NEA 6  
INFO : FI/OPS 2, FI/RI 2, FD 3, OP 2, S/C 2

## ROUTING

1	4
2	5
3	6
MAY 3 1231Z 57	
ROUTINE	
IN 39082	

TO DIR INFO SA CITE BEIR 3537  
PECTATE  
*Philips*  
~~████████~~ AND FAMILY ARRIVED 30 APRIL.  
END OF MESSAGE

file  
RHW

S-E-C-R-E-T

IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE

Copy No.

200 HM/JM/BJ		CLASSIFIED MESSAGE																	
DATE	30 APR 57	200	SECRET																
TO	DIRECTOR																		
FROM	HAVANA																		
ACTION	WH 5																		
INFO	FI/OPS 2, FI/RI 2, NEA 4, OP 2, S/C 2																		
<table border="1"> <thead> <tr> <th colspan="4">ROUTING</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>SND</td> <td>3</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td>6</td> <td></td> </tr> </tbody> </table>				ROUTING				1	4			2	SND	3		3		6	
ROUTING																			
1	4																		
2	SND	3																	
3		6																	
<p>APR 30 12 08 57 REC'D CABLE SECT.</p>																			
PRIORITY																			
IN 37747																			

TO PRITY DIR      INFO: BEIR      CITE HAVA 900  
 ADDIN  
*David St. L. Jr.*  
██████████ AND FAMILY DEPARTED HAVA CUBANA FLIGHT  
998 0800 HOURS 29 APR ETA BEIRUT 2100 HOURS 30 APR BEIRUT TIME  
PAA FLIGHT 64.

END OF MESSAGE

*Chase  
116-0*

SECRET

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SECRET

**DISCRIMINATIVE PROFILE (PAGE 1)    sec: 15 Jan 2000**

SPECIAL NO.		BIOGRAPHIC PROFILE (PART I) SCD: 15 Jan 1973					
PHILLIPS, David Alton					DATE OF BIRTH	DATE OF ISSUE	EXPIRATION DATE
MILITARY STATUS		DEPENDENT GRADE: PFC	CLASSIFIED UP TO 1960	1964	1970	US NATURALIZATION STATUS	
Retired		PFC	1943	1951	1956	NA	NA
CIVILIAN STATUS		MEMBERSHIP	OTHER STATUS	LAST LANGUAGE TEST CODE		REASON FOR	
Staff		None	None	Dac 1969		Prop PCS O/S	PCS C/S
RESERVE STATUS		TYPE SERVICE	GRADE	ACTIVE DUTY WEEKS	RELEASE FROM WEEKS	TO BE DETERMINED PERIOD	
None		None	None	None	None	TEST PERIOD	
ASSESSMENT DATE		PROFESSIONAL TEST CODE		LANGUAGE ATTITUDE TEST DATA			
None		None		None			
NON-CIA EMPLOYMENT							
1942-43 Self-employed, Actor							
1943-45 Military Service, USMC, S/Sgt							
1949-54 "The South Pacific Mail" (News Paper), Santiago, Chile, - Owner-Editor, Publicado Lecturas							
NON-CIA EDUCATION							
1940-41 College of William & Mary, Williamsburg, Va - Drama, English							
1941-42 Texas Christian Univ, Ft Worth, Texas - Drama, English							
1948 Univ of Chile, Santiago, Chile - Spanish							
FOREIGN LANGUAGE ABILITIES							
French-R, Elem; W,Slight(Jun 1961); P,S,U,Slight; T, None-Oct '57(Mis esp); Spanish, New World - R High; W,P,S,U Inter (Sep 1969) Transl & Interpr Portuguese (Brazilia) - R Inter (Dec 1969)							
AGENCY SPONSORED TRAINING							
1955 Reading Improvement 1971 Wpac/ Defensive Driving							
1965 CDS Seminar							
1969 Short Range Agt Cont Surv							
1969 Portuguese							
1969 CDS Sem							
CIA EMPLOYMENT HISTORY SINCE 10 SEPT 1947 (Personnel Actions, Military Orders, and Detained Detainees)							
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	ORGANIZATION & ORGAN. TITLE (if any)	LOCATION			
Apr 1952	Contract Agent		WH/Santiago, Chile	Santiago			
1954-55	Contract Employee		WH	Quito, Ecuador			
Apr 1955	Para Mil Off	0136.01	D	DDP/PAP Ops Stf	RQ		
Aug 1955	Ops Officer	0136.01	D	DDP/PP Ops/Info Coord Div	"		
Feb 1956	Ops Off(PP)	0136.01	D	DDP/SH III/Havana Cuba Sta	Havana		
Apr 1957	" "	0136.01	D	DDP/SH/EM/Br/PROFECTIVE	Beirut		
Mar 1960	Ops Cpt	0136.01	D	DDP/SH	Havana		
Apr 1960	" "	0136.01	D	DDP/CS Dev Comp/HQ	Egypt		
Sep 1961	" "	0136.01	D	DDP/CS/4	"		
Sep 1961	" "	0136.01	D	DDP/WH-3/Mexico Sta	Mexico City		
Jul 1969	Chief of Station	0136.01	D	DDP/SH-2/Car Rep Sta/COS	Santafesino		
Sep 1969	" "	0136.01	D	DDP/SH-2/Car Rep Sta/COS	"		
Dec 1968	Ops Off	0136.01	D	DDP/A/H/Ch,Cuban Ops Group	HQ		
Jan 1970	Chief of Sta	0136.05	D	DDP/WH-5/COS	Rio de Janeiro, Brazil		
Jul 1971	" " "	0136.05	D	" " " "	"		
Nov 1971	" " "	0136.05	D	DDP/WH-5/Venezuela Sta	Caracas		
Aug 1972	" " "	0136.05	D	" " " "	"		
DATE APPROVED		PROFILE REVISED BY		REVIEW DATE		REVIEWER	
5 Jun 1974		None		None		None	
22 Jun 1975							

60-001646960  
5 Jun 1974

10. EXERCISE REGULARLY  
LAW ENCL

三

ALL ITEMS IN THIS READING  
ARE LOCATED

22-3rd 2010

100-1226 (PART 1) 000,000,000,000

**SECRET**

卷之三

**SECRET**

(When Filled In)

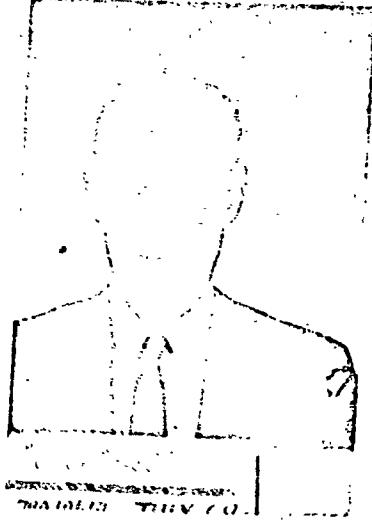
PERS. SERIAL NO.		BIOGRAPHIC PROFILE (Continuation Sheet)																						
0000000000000000					DATE OF BIRTH																			
NAME (Last-First-Middle)					21 Oct 1922																			
PHILLIPS, David Atlee																								
<p>10. CIA EMPLOYMENT HISTORY SINCE 10 SEPT. 1947 (Personnel Actions, Military Orders, and Principal Details) (Cont'd.)</p> <table border="1"> <thead> <tr> <th>EFFECTIVE DATE</th> <th>POSITION TITLE &amp; OCCUPATIONAL CODE</th> <th>GRADE</th> <th>SE</th> <th>ORGANIZATION &amp; ORGAN. TITLE (If any)</th> <th>LOCATION</th> </tr> </thead> <tbody> <tr> <td>Jun 1973</td> <td>Ch-WH EIV 0001.10</td> <td>17</td> <td>I</td> <td>FMO/Chief, WH Division</td> <td>Hq</td> </tr> <tr> <td>Dec 1973</td> <td>" " " 0001.10</td> <td>18</td> <td>D</td> <td>" " "</td> <td>"</td> </tr> </tbody> </table>							EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SE	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION	Jun 1973	Ch-WH EIV 0001.10	17	I	FMO/Chief, WH Division	Hq	Dec 1973	" " " 0001.10	18	D	" " "	"
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SE	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION																			
Jun 1973	Ch-WH EIV 0001.10	17	I	FMO/Chief, WH Division	Hq																			
Dec 1973	" " " 0001.10	18	D	" " "	"																			
DATE REVISED 1 Jun 1974		PROFILE REVISED BY bmc/ral																						

**SECRET**

13. IMPERFECT BIOGRAPHIC PROFILE (a)

16-32 1200-1a 111-111111

SECRET  
EX-REF ID: A61

PERM. SERIAL NO. 028340	BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) DRILLING, David Atlee <small>cc PHOTOGRAPH</small>	DATE OF BIRTH 31 Oct. 1922	
		
<p>24. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL  <b>SEE COVER HISTORY ATTACHED.</b></p> <p>25. ADDITIONAL INFORMATION</p> <p><u>Award 1955</u> Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom, during the period Jan - Jul 1954.</p> <p><u>Commendation 1961</u> from DCI for loyal and devoted performance while serving with JMWAVE.</p> <p><u>Award 1963</u> Intelligence Medal of Merit for outstanding dedication and devotion to the cause of freedom.</p> <p><u>Appreciation 1962</u> from US Ambassador, Mexico City conveying President Kennedy's thanks to Embassy Staff who contributed to success of his Mexican visit.</p> <p><u>Appreciation 1966</u> from CNO, USFORDOWREP for outstanding contribution in the accomplishment of USFORDOWREP Intelligence missions 1 May 1965 - 17 Jan 1966.</p> <p><u>Commendation 1966</u> from the DCI for especially meritorious service during the past year by members of the Dominican Republic Station.</p> <p><u>Commendation</u> from DDCI for services rendered during the crisis while TDY in the Dominican Republic Station.</p> <p><u>Appreciation 1968</u> from former President of the Dominican Republic, to Deputy Director, Voice of America, USIA, for Subject's able and effective representation of the United States during turbulent events in the country three years ago.</p> <p><u>Appreciation 1969</u> from Ch,DOD for briefing the DO Base Chiefs' Conference - 17 Feb 1969.</p>		
26. DATE REVIEWED 5 Jun 1971	27. PROFILE REVIEWED BY hmc /cal	

## SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		27 July 1973	FILE NO. 2500
TO: (check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	SS NUMBER 391-24-1032	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 024345	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) WH	ID CARD NUMBER	
ATTN: Chief Support Staff REF: Form 1322 dated 7 Jun 73 SUBJECT: PHILLIPS, DAVID A.		OFFICIAL COVER	X ESTABLISHED DISCONTINUED
UNIT <b>Department of State</b>			
<b>KEEP ON TOP OF FILE UNTIL 1 AUGUST 1973</b>			
<input checked="" type="checkbox"/> ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:	
<input checked="" type="checkbox"/> BASIC COVER PROVIDED EOD		SUBMIT FORM 3254 B-2 TO BE ISSUED, ENR 20-113	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR TTY OTHER (Specify)		SUBMIT FORM 342 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY (ENR 20-113)	
<input checked="" type="checkbox"/> SUBMIT FORM 342 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY (ENR 20-113)		EEA: CATEGORY I      CATEGORY II RETAIN ALL INFORMATION FOR INFORMATION TO CCS	
<input checked="" type="checkbox"/> SUBMIT FORM 321 STATE 4-540-146 (ISSUED - ENR 20-113)		SUBMIT FORM 2688 FOR HOSPITALIZATION HOSPITAL INFORMATION CARD (HIC) 6	
<input checked="" type="checkbox"/> SUBMIT FORM 1372 FOR ANY CHANGE/AFFECTING THIS COVER. (ENR 2-6-124) 3 2 4 6 8 9		DO NOT WRITE IN THIS BLOCK	
<input checked="" type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (ENR 240-3x)			
<input checked="" type="checkbox"/> EEA: CATEGORY I      CATEGORY II			
<input checked="" type="checkbox"/> SUBMIT FORM 2678 FOR AGE HOSPITALIZATION CARD			
REMARKS AND/OR COVER HISTORY JAN 53-54-SANTIAGO/NOC MAY 54-FEB 56-NEW YORK/NOC FEB 56-APR 57-HAVANNA/NOC APR 57-JUL 58-BEIRUT/NOC AUG 58-MAR 60-HAVANNA/NOC MAR 60-22 AUG 61-HQS/NOC 23 AUG 61-JUL 65-MEXICO/STATE INT JUL 65-JUN 67-SANTO DOMINGO/STATE INT JUN 67-JUN 70-HQS/STATE INT JUN 70-14 JUN 73-BRAZIL/STATE INT			
DISTRIBUTION: 15 JUN 73-21 JUL 73-HQS/ COPY 1 - ED 444/STATE INT COPY 2 - OPERATING STAFF COPY 3 - DS/SPACO 22 JUL 73-HQS/STATE NOM COPY 4 - DLT/PS COPY 5 - ECO/FIRE		James J. Mansell CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF	

## SECRET

<b>NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP</b>			<b>DATE REC'D.</b>	<b>FILE NO.</b>
			<b>7 MAY 1975</b>	<b>2500</b>
<b>TO:</b> <i>(check)</i>	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	<b>SS NUMBER</b> <b>391-24-4032</b>		
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	<b>EMPLOYEE NUMBER</b> <b>024345</b>		
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) <b>LA</b>	<b>ID CARD NUMBER</b>		
<b>ATTN:</b> <b>CHIEF SUPPORT STAFF</b>		<b>OFFICIAL COVER</b>	<b>ESTABLISHED</b>	
<b>REF:</b> <b>RETIREMENT</b>			<input checked="" type="checkbox"/> <b>BISCONTINUED</b>	
<b>SUBJECT</b>  <b>DAVID ATLES PHILLIPS</b>		<b>DEPARTMENT OF STATE</b>		

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

<b>ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS</b>		<b>CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS</b>	
<input type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE _____		<b>EFFECTIVE DATE:</b> <b>END</b>	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR <b>TOY</b> OTHER (Specify) _____		<b>SUBMIT FORM 3254 CIA</b> <b>W-2</b> <b>TO-PD-ISSUED, (NWMB 28-173)</b>	
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ <b>(NWMB 28-173)</b>		<b>SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE            LIMITATION CATEGORY TO CATEGORY _____  <b>(NWMB 28-173)</b> </b>	
SUBMIT FORM 1522 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ <b>(NWMB 28-173)</b>		<b>EEA, CATEGORY I</b> <b>CATEGORY II</b> <b>RETURN ALL OFFICIAL DOCUMENTATION TO CCS</b>	
SUBMIT FORM 1522 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ <b>(NWMB 28-173)</b>		<b>SUBMIT FORM 2688 FOR GEBA</b>	
SUBMIT FORM 1522 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ <b>(NWMB 28-173)</b>		<b>SUBMIT FORM 1522 IMMEDIATELY TO CHANGE TELEPHONE            LIMITATION CATEGORY TO CATEGORY _____  <b>(NWMB 28-173)</b> </b>	
<b>THIS MEMO MUST REMAIN ON TOP OF FILE</b>		<b>REMARKS AND/OR COLOR HISTORY</b>	
SUBJECT WILL BE ACKNOWLEDGED AS CIA FOR ENTIRE PERIOD OF EMPLOYMENT BUT WILL NOT REVEAL SPECIFIC PLACES OR LOCATIONS OF COVER ASSIGNMENTS.			

**DISTRIBUTION:**

- 1 - EO 44-OPB
- 2 - OPERATING COMPONENT *EPmlr*
- 3 - DSRBRC
- 4 - DCB-ATTS
- 5 - CCS-FILE

CHIEF, OFFICIAL COVER BRANCH, COVER AND COMMUNICATION STAFF

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			FILE NO.
			27 MARCH 1975 2500
TCC: (check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	ID NUMBER 391-24-4032	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 024315	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) LA	ID CARD NUMBER	
ATTN:	OFFICIAL COVER	ESTABLISHED	
REF:		DISCONTINUED	
SUBJECT:	UNIT	DEPARTMENT OF STATE	
DAVID ATLEE PHILLIPS			

**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 _____		<input checked="" type="checkbox"/> CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE: 22 JULY 1973	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR _____ TO _____ OTHER (SPECIFY)		SUBMIT FORM 3254 CIA 6-2 TO BE ISSUED (FMNR 20-73)	
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (FMNR 20-73)		SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (FMNR 20-73)	
SUBMIT FORM 3254 STATE 6-2 TO DC ASSESSOR (FMNR 20-73)		EAAC CATEGORY I CATEGORY II	
SUBMIT FORM 3254 FOR A&M-CIAFFECTING THIS COVER (FMNR 20-73)		RETURN ALL OFFICIAL DOCUMENTATION TO CCS	
SUBMIT FORM 3254 STATE 6-2 FOR HOSPITALIZATION CARD (FMNR 20-73)		SUBMIT FORM 3254 STATE 6-2 HOSPITALIZATION CARD	
EAAC CATEGORY I CATEGORY II		SUBMIT FORM 2688 FOR HOSPITALIZATION CARD	
REMARKS AND/OR COVER HISTORY 15 JAN 53-54-CHILE/SANTIAGO/NOC MAY 54-FEB 56-NEW YORK/NOC FEB 56-APRIL 57-CUBA/HAVANA/NOC APRIL 57-JULY 58-LEBANON/BEIRUT/NOC AUG 58-MARCH 60-CUBA/HAVANA/NOC MARCH 60-22 AUG 61-HLS/NOC 23 AUG 61-JULY 65-MEXICO/MEXICO CITY/STATE-INTEGRATED JULY 65-JUNE 67-SANTO DOMINGO/STATE-INTEGRATED JUNE 67-JAN 70-HLS/STATE/INTEGRATED JAN 70-JULY 71-BRAZIL/RIO DE JANEIRO/STATE-INTEGRATED JULY 71-JULY 72-BRAZIL/BRASILIA/STATE-INTEGRATED			
DISTRIBUTION COPY 1 - DC OR CPO COPY 2 - OPERATING COMPONENT COPY 3 - DC/SEC COPY 4 - DC-OA-TFB COPY 5 - CCS-FILE (TO BE CONTINUED)			

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		REF ID:
	CHIEF, CONTROL DIVISION, OP	ID NUMBER 2500
TOS (check)	CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER
	CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER
ATTN:		ESTABLISHED
REF:	OFFICIAL COVER	DISCONTINUED
SUBJECT	UNIT	
DAVID ATLEE PHILLIPS		

## KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:
<input type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE _____	SUMMIT FORM 3254 _____ #2 TO BE ISSUED. (MUR 20-23)
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR _____ TO _____ OTHER (SPECIFY)	SUMMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (MUR 20-73)
SUMMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (MUR 20-73)	EAM: CATEGORY I      CATEGORY II  OR RETURN ALL OFFICIAL DOCUMENTATION TO CCS
SUMMIT FORM 3254 FOR _____ TO BE ISSUED. (MUR 20-23)	SUMMIT FORM 2688 FOR _____ HOSPITALIZATION CARD _____
SUMMIT FORM 13247 IN ANY CHARGE AFFECTING THIS COVER. (MUR 240-2)	DO NOT WRITE IN THIS BLOCK
SUMMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (MUR 240-2#3)	
EAM: CATEGORY I      CATEGORY II	
SUMMIT FORM 2688 FOR _____ HOSPITALIZATION CARD	
REMARKS AND/or COVER HISTORY (CONTINUE)	
AUG 72-14 JUNE 73-VENEZUELA/CARACAS STATE INTEGRATED	
15 JUNE 73-21 JULY 73-HQS STATE/INTEGRATED	
22 JULY 73-24 MARCE 75-HQS STATE/MONROVIA	
25 MARCE 75-HQS OVERT	
DISTRIBUTION: COPY 1 - OP OR GPO COPY 2 - OPERATING COMPONENT COPY 3 - OSI-HQCO COPY 4 - DECODE TPS COPY 5 - DEBRIEF	<i>EP:slr</i>
CHIEF, OFFICIAL COVER BRANCH, 221000 COMMERCIAL STAFF	

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		FILE NO.
		27 July 1973 2500
TO: (check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION, OP	PHONE NO. 391-24-4032
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER 024345
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For nation) WH	ID CARD NUMBER
ATTN: <b>Chief Support Staff</b>	OFFICIAL COVER	X ESTABLISHED DISCONTINUED
REF: <b>Form 1322 dated 7 Jun 73</b>	UNIT	
SUBJECT: <b>PHILLIPS, DAVID A.</b>	<b>Department of State</b>	

## KEEP ON TOP OF FILE WHILE COVER IN EFFECT

<input checked="" type="checkbox"/> ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:	
<input checked="" type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE <b>EOB</b>	SUBMIT FORM 3254 W-2 TO BE ISSUED. (MWB 20-28)	
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR <b>TOY</b> OTHER (Specify)	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY <b>III</b> (MMB 24-73)	
<input checked="" type="checkbox"/> SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY <b>II</b> (MMB 24-73)	E&A: CATEGORY I	CATEGORY II
<input checked="" type="checkbox"/> SUBMIT FORM 3258 <b>State</b> STATE, RE ISSUED. (MMB 20-113)	RETURN ALL STATE DOCUMENTATION TO CCS	
<input checked="" type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE/AFFECTING THIS COVER. (MMB 24-243) <b>STATE INT</b>	SUBMIT FORM 2688 FOR HOSPITALIZATION CARD <b>STATE INT</b>	
<input checked="" type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (MMB 24-24)	DO NOT WRITE IN THIS BLOCK	
<input checked="" type="checkbox"/> E&A: CATEGORY I	CATEGORY II <b>X</b>	
<input checked="" type="checkbox"/> SUBMIT FORM 2688 FOR <b>AGE</b> HOSPITALIZATION CARD		
REMARKS AND/OR COVER HISTORY		
JAN 53-54-SANTIAGO/ <b>NOC</b> MAY 54-FEB 56-NEW YORK/ <b>NOC</b> FEB 56-APR 57-HAVANNA/ <b>NOC</b> APR 57-JUL 58-BEIRUT/ <b>NOC</b> AUG 58-MAR 60-HAVANNA/ <b>NOC</b> MAR 60-22 AUG 61-HQS/ <b>NOC</b> 23 AUG 61-JUL 65-MEXICO/ <b>STATE INT</b> JUL 65-JUN 67-SANTO DOMINGO/ <b>STATE INT</b> JUN 67-JUN 70-HQS/ <b>STATE INT</b> JUN 70-14 JUN 73-BRAZIL/ <b>STATE INT</b>		
DISTRIBUTION: 15 JUN 73-21 JUL 73-HQS/ COPY 1 - CD OR CPO <b>STATE INT</b> COPY 2 - OPERATING COMPONENT COPY 3 - DRAFTED <b>22 JUL 73-HQS/STATE NOM</b> COPY 4 - OL-TIP COPY 5 - ECOS-FILE <b>JPEBP:SS</b>		
<i>James J. Franklin</i>		
CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF		

SECRET

COVER CONTROL OF RETIREMENT PROCESSING						FILE
TO: Retirement Operations Branch Office of Personnel						DATE
RETIREE: David A. Williams			CATEGORY OF EMPLOYMENT			
On the basis of a review of the records of the <b>Cover &amp; Commercial Staff</b> , the following action is to be taken on processing retirement documents- tion for the person named above.						17 April 1972
TYPE RETIREMENT		CIVIL SERVICE		CARDS		DATE
COVER	OVERT ROUTINE	COVERT (OFFICIAL COVERS) LOCK-UP		COVERT SPECIAL	RETENTION OF AWARDS	YES
CORRESPONDENCE		OVERT		COVERT		THRU CCS
FINANCES						
ANNUITY PAYMENTS SHOULD BE			U.S. GOVT. CHECK			OTHER (Present any instructions below)
TAX DOCUMENTATION SHOULD BE			CIA	CSC	OTHER (INFO FOLLOWS)	
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION			YES	NO	INTERNAL TRANSFER	
INSURANCE						
FEGLI	OVERT	COVERT	MAINTAIN RECORDS INTERNALLY ONLY			
TYPE OF HOSPITALIZATION CARD						
AUTHORIZATION TO CONVERT INSURANCE			YES	CONVERSION MUST BE APPROVED BY CCS		
RESERVE						
MEMBER OF CIVILIAN RESERVE			YES	NO	OVERT	COVERT
REMARKS						
CHIEF, COVER SUPPORT BRANCH COVER & COMMERCIAL STAFF						
THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY						
NO SECURITY OBJECTIONS TO ABOVE. OTHER INSTRUCTIONS AS FOLLOWS:						

*CHM/PD*

14-00000

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

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

PHILLIPS DAVID A            024345            +1354523

"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
PHILLIPS DAVID A	024345	SL 050	CF	GS 18 1	\$36,000

SECRET  
When filled in

DLM: 12 MAY 73

## NOTIFICATION OF PERSONNEL ACTION

DEF

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)		3 NATURE OF PERSONNEL ACTION		4 EFFECTIVE DATE	5 CATEGORY OF EMPLOYMENT	
324345	PHILLIPS DAVID A		RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA		MO GOB 05 09 75	REGULAR	
6 FUNDS ➡	V TO V	V TO CF	7 PAY AND NSCA	8 CSC OR OTHER LEGAL AUTHORITY			
	CF TO V	X CF TO CF	5135 4523	0000	PL 38-643 SECT 233		
9 ORGANIZATIONAL DESIGNATIONS			10 LOCATION OF OFFICIAL STATION				
DDO/LA DIVISION OFFICE OF THE CHIEF			WASH., D.C.				
11 POSITION TITLE			12 POSITION NUMBER	13 SERVICE DESIGNATION			
CHIEF LA DIVISION			CN51	DYY			
14 CLASSIFICATION SCHEDULE (GS TO GS)		15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE			
GS		DC01.10	18 1	36000			
18. REMARKS "IN ACCORDANCE WITH HR 20-23AC(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."							
E BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
22 STATION CODE	23 INTELLIGENT CODE	24 HOURS CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI		
1004	TRU 11830		16 31 22				
28 MINT DATA	31 SEPARATION DATA CODE	32 Correction / Cancellation Data			33 SECURITY REQ NO	34 SEX	
1004	TRU 11830	TYPE	MO DA YR				
DATA COMP DATE	35 CAREER CATEGORY	36 FECH / HEALTH INSURANCE	40 SOCIAL SECURITY NO				
DA YR	LAR BEST CO/C	CODE	CODE	1 WAIVER	HEALTH INS CODE		
42 LEAVE CAT/43 CODE	44 FEDERAL TAX DATA	46 STATE TAX DATA					
	45 TAX EXEMPT CODE	47 NO TAX EXEMPTIONS	48 TAX EXEMPTED	49 NO TAX EXEMPT	50 STATE CODE		
SIGNATURE OR OTHER AUTHENTICATION							
POSTED							
JFK 5/13/73							

RCS: 28 DEC 73

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
OCF															
1. SPECIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)													
024345		PHILLIPS DAVID A													
3. NATURE OF PERSONNEL ACTION															
PROMOTION															
<input checked="" type="checkbox"/> FUNDS →		V TO V		V TO CF			EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT						
		CF TO V	X	CF TO CF			MO	DA	YE	REGULAR					
		12 23 73													
6. ORGANIZATIONAL DESIGNATIONS		7. PLAN AND NSCA										8. CSC OR OTHER LEGAL AUTHORITY			
DOO/WH DIVISION OFFICE OF THE CHIEF		4135 4523										50 USC 403 J			
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION											
CHIEF WH DIVISION		0001		D											
14. CLASSIFICATION SCHEDULE (GS 18 ON)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE									
GS		0001.10		18 I		36000									
18. REMARKS "IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INCORRECTION CODE	24. MARITAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF REC.							
22	10	51050 WH	75013	1	10 31 22	12 23 73	12 23 73								
28. RATE EXPRES	29. SPECIAL REFERENCE	30. RECENT DATA	31. SEPARATION DATA CODE	32. CORRECTION - CORRECTION DATA					33. SECURITY PROG NO	34. SEE					
NO DA 10															
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FECH / HEALTH INSURANCE	40. SOCIAL SECURITY NO										
CODE	NO DA 10	NO DA 10	CODE	CODE	C. WIFE										
1. HOME 2. SPW 3. USN				CODE	HEALTH INS CO/										
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA									
<input type="checkbox"/> NO PREVIOUS SERVICE <input type="checkbox"/> NO BREAK IN SERVICE <input type="checkbox"/> BREAK IN SERVICE LESS THAN 2 yrs <input type="checkbox"/> BREAK IN SERVICE MORE THAN 2 yrs					NO TAX EXEMPT	NO TAX EXEMPTION	AMOUNT DEDUCTED	CODE	NO TAX EXEMPT						
					1 YES 2 NO		1 YES 2 NO								
SIGNATURE OR OTHER AUTHENTICATION															
FOSTH CLERK 1-3-74															

"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 06 DECEMBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS: 14 OCTOBER 1973

NAME	SERIAL	GRDN.	FUNDS	CR-STEP	NEW SALARY	
PHILLIPS DAVID A	024345	51	050	CF	GS 17 4	\$36,000

**SECRET**

(When Filled In)

LML: 17 JUL 73

NOTIFICATION OF PERSONNEL ACTION									
OCC									
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)								
024345	PHILLIPS DAVID A								
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF ENHANCEMENT					
CONVERSION FROM ESR STATUS		07-21-73		6. COB					
6. FUNDS ➤		V TO V	V TO CF	7. RAN AND CSC		8. CSC OR OTHER LEGAL AUTHORITY			
		CF TO V	X CF TO CF	4135 4523 CX01		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION							
DDO/WH DIVISION OFFICE OF THE CHIEF		WASH., D.C.							
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION					
CHIEF WH DIVISION		0001		D					
14. CLASSIFICATION SCHEDULE (GS, LS, GS)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0001.10		17 4		36000			
18. REMARKS									
WASH., D.C. "IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. Employee Code	21. OFFICE CODING	22. STATION CODE	23. INTERFEE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF EN	
56	10	51050 WH	7501	1	10 31 22				
28. PAY EXPENS		29. RETIREMENT PREFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Conversion/Concurrent Comp	33. SECURITY REQ NO	34. SEE		
NO		DA	10	TYPE	NO	DA	10		
35. PAY PREFERENCE		36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEDERAL - HEALTH INSURANCE	40. SOCIAL SECURITY NO			
ECON		NO	NO	NO	NO				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE		CATE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	CODE	NO TAX EXEMPT	STATE CODE
1. NO PREVIOUS SERVICE									
2. NO BREAK IN SERVICE									
3. BREAK IN SERVICE LESS THAN 12 MONTHS									
4. BREAK IN SERVICE MORE THAN 12 MONTHS									
SIGNATURE OR OTHER AUTHENTICATION							POSTED		
							17 JUL 73		

DMS: 18 JULY 73

**SECRET**  
*(Information contained in)*

OOF		NOTIFICATION OF PERSONNEL ACTION										
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)											
024345	PHILLIPS DAVID A											
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT						
REASSIGNMENT					10-00-73 16 15 73	REGULAR						
6. RUMS	V TO V		V TO CF		7. PAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY						
	CFTO V	X	CFTO CF		4135 0620 (XW)	51 USC 403 J						
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION							
ODO, WH DIVISION OFFICE OF THE CHIEF					WASH., D.C.							
11. POSITION TITLE					12. POSITION NUMBER	13. SERVICE DESIGNATION						
1ST SEC IN REL OFF CHIEF WH DIVISION					12061	U						
14. CLASSIFICATION SCHEDULE (GS OR FRS)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE						
FRS GS			(XW) 1.10		02 3 17 4	33151 36(XW)						
18. REMARKS CARACAS, VENEZUELA "IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED"												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
18. ACTION	19. EMPLOYER CODE	20. OFFICE CODING	21. STATION CODE	22. INTEGRATE CODE	23. GRADE	24. DATE OF BIRTH	25. DATE OF GENDER	26. DATE OF DEATH	27. SECURITY	28. MEDICAL	29. SER	
57	10	51101 WH	75011 J	S	1	00 00 00	00 00 00	00 00 00	POLARIS	PILOT	PILOT	
30. PAY EXP. PES		31. OFFICIAL REFERENCE	32. RETIREMENT DATA	33. SEPARATION DATA	34. CARRIER CONVENTION DATA	35. SECURITY	36. MEDICAL	37. SER	38. DATA			
XX XX XX												
38. PAY REFERENCE		39. SEPF COMP. DATE	40. LONG COMP. DATE	41. CARRIER CATEGORY	42. FECH / HEALTH INSURANCE	43. SOCIAL SECURITY NO						
COPA		01 02 03 04	05 06 07 08	COPA	01 02 03 04	05 06 07 08	09 10 11 12	13 14 15 16	17 18 19 20	21 22 23 24	25 26 27 28	29 30 31 32
44. PREVIOUS CIVILIAN GOVERNMENT SERVICE		45. CREDIT CAT	46. FEDERAL TAX DATA	47. STATE TAX DATA								
<input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> NO CREDIT <input type="checkbox"/> CREDIT IN EXCESS OF ONE YEAR <input type="checkbox"/> CREDIT IN EXCESS OF THREE YEARS		45. CREDIT CAT CODE	46. FEDERAL TAX DATA CODE	47. STATE TAX DATA CODE								
SIGNATURE OR OTHER AUTHENTICATION												
 <b>RCS</b>												

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	CRGN.	FUNDS	GR-STEP	NEW SALARY
PHILLIPS DAVID A	024345	SI 745	CF	GS 17 4	\$36,000

1. SERIAL NO	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS					
024345	PHILLIPS DAVID A.	SI 745	CF						
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION					
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
17	4	\$30,000	11/20/71	17	4	\$36,000	11/28/72		

C, 54  
CERTIFICATION AND AUTHENTICATION

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

SIGNATURE	DATE
<i>Shane Shadley</i>	11/19/72
11/19/73	
<input type="checkbox"/> NO EXCESS LWOP    0    0 <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD	
CLASS DETAILS	AUDITED BY
PERF 300 E	11/19/73
PAY CHANGE NOTIFICATION	

SECRET

(When Filled In)

DOD: 26 AUG 72

## NOTIFICATION OF PERSONNEL ACTION

DDF

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)									
024345	PHILLIPS DAVID A									
3 NATURE OF PERSONNEL ACTION										
REASSIGNMENT										
6 FUNDS:		V TO V	V TO CF							
		CF TO V	X CF TO CF							
9 ORGANIZATIONAL DESIGNATIONS										
DDP/WH DIVISION FOREIGN FIELD BRANCH 3 - CARACAS, VENEZUELA STATION										
CARACAS, VENEZUELA										
11 POSITION TITLE		12 POSITION NUMBER	13 SERVICE DESIGNATION							
1ST SECRETARY INT REL OFF CHIEF OF STATION		0093	C							
14 CLASSIFICATION SCHEDULE (GS, LS, etc.)		15 OCCUPATIONAL SERIES	16 GRADE AND STEP							
FSR GS		0136.05	03 7 17 3							
17 PAY RATES		18 SALARY OR RATE								
BRASILIA, BRAZIL		28022 36000								
"IN ACCORDANCE WITH HR-20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19 ACTION CODE	20 EMPLOYMENT CODE	21 OFFICE CODING	22 STATION CODE	23 INDIVIDUAL CODE	24 GRADE	25 DATE OF ENTRY	26 DATE OF GRACE	27 DATE OF EX.		
37	10	517451WH	77003	S	3	10 31 72	1			
28 PAY EXPIRES		29 SPECIAL REFERENCES		30 RETIREMENT DATA		31 SEPARATION DATA		32 COMBINATION PAYMENT DATA	33 SECURITY PAYMENT	34 MEDICAL PAYMENT
10 13 74 82								1000	0000 0000	0000 0000
35 VIT PRESENCE		36 VEN COMP DATE		37 LONG COMP DATE		38 CARRIER CATEGORY		39 REG. HEALTH INSURANCE	40 SOC SEC NUMBER	41 MEDICARE NUMBER
10 13 74 10 13 74 10 13 74								0000 0000	0000 0000	0000 0000
42 PREVIOUS CIVILIAN GOVERNMENT SERVICE		43 LEAVE ATTEMPT		44 CESSATION DATE		45 RE-EMPLOYMENT		46 STATE TAX DATA		
1. NO PAST CIVILIAN 2. NO PRIOR IN SERVICE 3. LESS THAN ONE YEAR 4. OVER 10 YEARS										
SIGNATURE OR DODG AUTHENTICATION										

SECRET

FOSTER

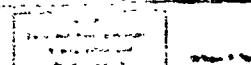
SECRET

(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)		3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
784540	INT'L STAFF		RELOCATION		05/01/74	6. FINANCIAL ANALYSIS
7. FUND SOURCE		V TO V      V TO CP		8. CSC OR OTHER LEGAL AUTHORITY		
FUND SOURCE		CP TO V      CP TO CP		S101 1130 1001		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION			
FDP/INT'L STAFF			FBI - CLEVELAND			
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION		
SPECIAL AGENT		X113				
14. CLASSIFICATION SCHEDULE GS 18 MC		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE
S		S101		E7		
18. REMARKS						
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
19. ACTIONING ENTITY CODE	20. OFFICE CODING CODE	21. CONTRACT NUMBER	22. PAYROLL NUMBER	23. DATE OF BIRTH	24. DATE OF GRADE	25. DATE OF SEPARATION
MIS	2A	1000	1000	10/10/60	05/01/74	05/01/74
26. PAY EXPENSES	27. SPECIAL RELIEF	28. REIMBURSEMENT DATE	29. APPROVAL DATE	30. APPROVAL CONVENTION DATA	31. SECURITY NO.	32. SSN
MIS	1	10/10/60	10/10/60	10/10/60	999-99-9999	100-00-0000
33. PAY PREFERENCE	34. SICK COMPENSATION CODE	35. PAY RATE	36. PAY RATE CODE	37. MEDICAL PAY RATE	38. MEDICAL PAY RATE CODE	39. MEDICAL PAY RATE
100-00-0000	100-00-0000	100-00-0000	100-00-0000	100-00-0000	100-00-0000	100-00-0000
40. PREVIOUS PAYMENT INFORMATION	41. PAYMENT INFORMATION	42. PAYMENT INFORMATION	43. PAYMENT INFORMATION	44. PAYMENT INFORMATION	45. PAYMENT INFORMATION	46. PAYMENT INFORMATION
100-00-0000	100-00-0000	100-00-0000	100-00-0000	100-00-0000	100-00-0000	100-00-0000
SIGNATURE OR OTHER AUTHENTICATION						
POSTED 10/10/74						

POSTED



14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND  
EXECUTIVE ORDER 11537 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE  
CIA ACT OF 1969, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS: 1 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NET SALARY
PHILLIPS DAVID A	024345	SI 925	CF	GS 17 3	\$35,000

B&G: 30 NOV 71

SECRET  
(When filled in)

NOTIFICATION OF PERSONNEL ACTION					
NDF					
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)				
024345	PHILLIPS DAVID A				
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF ENHANCEMENT		
PROMOTION		11 26 71	REGULAR		
6. FUNDS 	V TO V	X TO CF	7. FINANCIAL ANALYSIS NO CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY	
	CF TO V	X	2135 0694 0000	50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION			
DDP/WH DIVISION FOREIGN FIELD BRANCH 5 BRASILIA, BRAZIL STATION		BRAZILIA, BRAZIL			
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION		
1ST SECRETARY POLITICAL OFFICER CHIEF OF STATION		0186	D		
14. CLASSIFICATION SCHEDULE (GS OR ETC.)		15. OCCUPATIONAL SERIES	16. PAY RATE AND PAY PERIOD	17. PAY RATE AND PAY PERIOD	
FSR GS		0130.05	03 7	26503	34716
18. PORT OF DEBARCE					
RIO DE JANEIRO, BRAZIL					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. RECORDING OF TRANSMISSION	20. DATE OF TRANSMISSION	21. DATE OF RECEIPT	22. DATE OF APPROVAL	23. DATE OF RELEASE	24. DATE OF EXPIRATION
22 10	SI 925 MI	09026	S 3	10 31 22 11 26 71	11 26 71
25. APPROVAL					
26. RELEASE					
27. COMMENTS					
28. APPROVAL					
29. RELEASE					
30. COMMENTS					
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197. RELEASE					
198. COMMENTS					
199. APPROVAL					
200. RELEASE					
100 DATA 					
100 SPARS					

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-616 AND  
EXECUTIVE ORDER 11526 PLUS ANY 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: 20 DECEMBER 1969

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
PHILLIPS DAVID A.	024345 51 730 CF GS 10 4	\$29,232

657

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS					
024345	PHILLIPS DAVID A.	51 730	CF						
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION					
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 10	4	\$29,232	12/15/69	GS 10	5	\$30,087	12/13/70		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE: Joseph Phillips - W.H.Fox									
DATE: 1/15/71									
<input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS: 00 00 00 00 00 00 00 00 00 00 00 00 AUDITED BY: _____									
FORM 560-B PAY CHANGE NOTIFICATION									

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-616 AND  
EXECUTIVE ORDER 11526 PLUS ANY 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

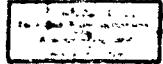
NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
PHILLIPS DAVID A.	024345 51 730 CF GS 10 4	\$29,232

**SECRET**  
(When filled in)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)										
124345	P. ILLIPS DAVID A.										
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT						
				MO DA YE	REGULAR						
6. FUNDS		V TO V	V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY					
		CF TO V	X	135 0694 1400		501 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION IN OFFICIAL STATION							
DOP/WH FOREIGN FIELD BRANCH 5 RIO DE JANEIRO, BRAZIL STATION				RIO DE JANEIRO, BRAZIL							
11. POSITION TITLE 1ST SECRETARY POLITICAL OFFICER C-1ST OF STATION				12. POSITION NUMBER	13. SERVICE DESIGNATION						
				0186	O						
14. CLASSIFICATION SCHEDULE (GS, LS, ERS) FGR GS				15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE					
				0186.05	13 7	23646 27543					
18. REMARKS WAS . . . O.C.				19. DATA FIELDS FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. PAY BASIS: W				21. OFFICE CODING	22. STATION CODE	23. INGRADE CODE	24. HIRE DATE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF PAY	
37	16	01730	W	0186	0	3	MO DA YE	MO DA YE	MO DA YE	MO DA YE	
28. PAY BASIS		29. SPECIAL REFERENCE	30. REPRENTIVE DATA	31. SEPARATION DATA	32. CARRIAGE DATA	33. CARRIAGE DATA	34. PAYROLL DATA	35. PAYROLL DATA	36. PAYROLL DATA	37. PAYROLL DATA	
38. PAY PREFERENCE		39. SERV. COMP. DATE	40. LONG COMP. DATE	41. CAREER CAPTION	42. RETIRE. HEALTH INSURANCE	43. RETIRE. MEDICAL	44. STATE TAX DATA	45. STATE TAX DATA	46. STATE TAX DATA	47. STATE TAX DATA	
48. PREVIOUS CIVILIAN GOVERNMENT SERVICE				49. STATE TAX DATA	50. STATE TAX DATA	51. STATE TAX DATA	52. STATE TAX DATA	53. STATE TAX DATA	54. STATE TAX DATA	55. STATE TAX DATA	
1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE LESS THAN 1 YRS 3. BREAK IN SERVICE MORE THAN 1 YRS											
56. SIGNATURE OR OTHER AUTHENTICATION											
JBC											

SECRET

14-00000  
124345  
16-00000  
124345



"PAY POLICIES AND IN ACCORDANCE WITH SECTION 212 OF PL 90-266 AND EXECUTIVE ORDER 11474 RELATING TO THE PAY POLICY 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	GRADE, FUNDS OR STEP	P.E.	SALARY
PHILLIPS DAVID A	024545	GS 500 OF GS 16 4		\$27,549

**SECRET**  
(When Filled In)

PLW: 13 DEC 69

NOTIFICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)					
624545		PHILLIPS DAVID A					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
PROMOTION				12/15/69		REGULAR	
6. FUNDS		V TO V	F	V TO CF	7. CHANNEL OF AUTHORITY FOR PROMOTION OR OTHER LEGAL AUTHORITY		
		C TO V	X	C TO CF	135 DODG CDSA 50 USC 403 J		
8. ORGANIZATIONAL DESIGNATIONS				9. LOCATION OF OFFICIAL STATION			
DDP/AH W/COG OFFICE OF THE CHIEF				WASH., D.C.			
10. POSITION TITLE				11. POSITION NUMBER		12. SERVICE DESIGNATION	
ATT ECOL OFFICER CPS OFFICER CH				1100		D	
13. CLASSIFICATION SCHEDULE (S-1000)		14. OCCUPATIONAL SERIES		15. GRADE AND STEP		16. SALARY OR RATE	
FSR GS		013-01		GS 5 16 4		26,336 20110	
17. REMARKS WASH., D.C.							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
18. ACTION CODE	19. ENCL. CODE	20. OFFICE LOCATED	21. GRADE	22. PAY RATE	23. DATE OF BIRTH	24. DATE OF GRADE	25. DATE OF RET.
12	10	DCI	GS	16 4	10/12/47	12/15/69	12/15/69
26. PAY BASIS 100% PAY BASIS							
27. PAY PERIOD 12/15/69 - 01/15/70							
28. PAY COMPT. 12/15/69							
29. PAY DATE 12/15/69							
30. PAYROLL NO.							
31. PAYMENT DATE 12/15/69							
32. PAYMENT DATE 12/15/69							
33. PAYMENT DATE 12/15/69							
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36. PAYMENT DATE 12/15/69							
37. PAYMENT DATE 12/15/69							
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45. PAYMENT DATE 12/15/69							
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47. PAYMENT DATE 12/15/69							
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"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 4 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 300	CF	GS 15 5 \$19,978	\$20,876

"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: 10 JULY 1968

NAME	SERIAL ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 300	CF	GS 15 5 \$20,876	\$22,416

1. SERIAL NO	2. NAME	3. ORGANIZATION	4. FUNDS	5. EWOP HOURS
024345	PHILLIPS DAVID A	51 300	CF	
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION
Grade	Step	Salary	Last EN Date	Grade Step Salary Effective Date SI ADJ
		22416		
GS 15 5	3	22416	09/29/66	GS 15 5 3 23075 09/22/68

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE

*Donald G. Marcellus*

DATE

12 July 1968

Donald G. Marcellus

NO EXCESS PAY

0

IN PAY STATUS AT END OF WAITING PERIOD

EWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS

AUDITED BY

**SECRET**  
(When Filled In)

SF 12 SEPT 67

**NOTIFICATION OF PERSONNEL ACTION**

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
0211345		PHILLIPS DAVID A		MO.	DA	YR	REGULAR						
6. NATURE OF PERSONNEL ACTION		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY									
RELASSIGNMENT		V TO V	V TO CF	3135 0620 (0000)		50 USC 403 J							
8. FUNDS		X	X										
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION											
DDP/WH WH/COG OFFICE OF THE CHIEF		WASH., D.C.											
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION									
ATT POL OFFICER GPS OFFICER CH		1105		D									
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE							
PSR GS		(0136.01)		03 5 15-5		18041 19978							
18. REMARKS		19. ACTION		20. EMPLOY CODE		21. OFFICE CODING							
SANTO, DOCKINFO, DOM REP		CODE		CODE		NUMERIC ALPHABETIC							
37		10		51500 WH		175013 S							
26. RIE EXPIRES		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. CORRECTION/CANCELLATION DATA TYPE		31. SECURITY REQ NO		32. DATE OF LEI	
MO DA YR		REFERENCE		1 CSC 2 CIA 3 FIA 4 NSC 5 NSA 6 USA		CODE		MO DA **		EOD DATA		MO DA YR	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEGL / HEALTH INSURANCE		40. SOCIAL SECURITY NO			
CODE		0. NONE 1. BPT 2. 10 PT		MO DA YR		MO DA YR		CODE		0-WAVER 1-YES		HEALTH INS CO	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE LAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA		45. TAX EXEMPTIONS		46. TAX EXECUTED		47. TAX EXEMPT STATE CODE	
CODE		0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE LESS THAN 180 DAYS 3. BREAK IN SERVICE MORE THAN 180 DAYS		CODE		CODE		1-YES 2-NO		1-YES 2-NO			
SIGNATURE OR OTHER AUTHENTICATION													

*G3-4*

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
024345	PHILLIPS DAVID A	51 750 CF								
5. OLD SALARY RATE		6. NEW SALARY RATE								
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 15	4	<del>110000</del>	09/27/64	GS 15	5	<del>110000</del>	09/25/66			
7. TYPE ACTION										
8. Remarks and Authorization										
NO EXCESS LWOP IN PAY STATUS AT END OF WAITING PERIOD LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS    AUDITED BY										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>W. C. Phillips</i> DATE 15/9/66 PAY CHANGE NOTIFICATION										
<small>Form 103 560E M12 3-65 (4-61)</small>										

SECRET  
(When Filled In)

BUT, 18 OCT 66

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)					
024345 PHILLIPS DAVID A						
3. NATURE OF PERSONNEL ACTION						
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM						
4. FUNDS		V TO V      V TO CP				
		CP TO V      CP TO CP				
5. ORGANIZATIONAL DESIGNATIONS		SANTO DOMINGO, DOM REP				
DDP/WH						
11. POSITION TITLE		12. POSITION NUMBER				
		13. SERVICE DESIGNATION				
14. CLASSIFICATION SCHEDULE (GS, GS, etc.)		15. OCCUPATIONAL SERIES				
		16. GRADE AND STEP				
		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	20. Employ. CODE	21. OFFICE CODING NUMERIC	22. STATION CODE	23. INTEGRATE CODE	24. Hqrs. CODE	25. DATE OF BIRTH
						MO DA YR
26. HTE EXPIRES	27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION DATA CODE	30. CORRECTION/CANCELLATION DATA TYPE	31. MO DA YC	32. SECURITY REQ NO.
MO DA YR		CODE				34. SEX
33. VET PREFERENCE	34. SERV COMP DATE	35. LONG COMP. DATE	36. CAREER CATEGORY	37. FEEL / HEALTH INSURANCE	38. SOCIAL SECURITY NO	
CODE	MO DA YR	MO DA YR	CODE	CODE	CODE	
39. PREVIOUS GOVERNMENT SERVICE DATA	40. LEAVE CAT CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA			
CODE		FORM EXECUTED CODE	FORM EXECUTED CODE			
43. NO PREVIOUS SERVICE	44. NO TAX EXEMPTIONS	45. NO TAX EXEMPT	46. STATE CODE			
1. NO BREAK IN SERVICE	2. BREAK IN SERVICE	3. BREAK IN SERVICE				
4. BREAK IN SERVICE						
SIGNATURE OR OTHER AUTHENTICATION						
16-4-66 ~						

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP I  
Excluded from automatic  
downgrading and  
declassification

(4-51)

(When Filled In)

14-00000  
"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 ADJUSTMENTS: 3 JULY 1966

NAME  
PHILLIPS DAVID A

SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
024345	51 750	CF	GS 15 4	\$18,825	\$19,371

SECRET

30 June 1966

MEMORANDUM FOR : Chief, TRB

SUBJECT : Record of Contract Service for  
David A. Phillips

1. Per your request we are forwarding record of Subject's contract service:

Date	Action
4 March 1954	Hired as Contract Employee
31 July 1954	Terminated
1 August 1954	Hired as Contract Employee
31 March 1955	Terminated
19 August 1958	Hired as Contract Agent
13 March 1960	Terminated

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1958 through 13 March 1960, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955. 1951-1953 Contract Agent time is not creditable.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks

UNITED STATES GOVERNMENT

**Memorandum**

**TO :** Chief, Contract Personnel Division  
**ATTN :** Mary Kay Snink

**FROM :** Compensation and Tax Division  
 Office of Finance

**SUBJECT:** Agency Service of David Atlee PHILLIPS

**DATE:** 16 June 1966

The records of the Office of Finance show the following Agency service for Subject:

**Contract Agent:**

ECD 1 February 1951 + \$600.00 P/M  
 Term 28 February 1951 + \$600.00 P/M

not creditable  
S&E memo 6-30-66

ECD 25 January 1952 + \$600.00 P/A  
 Term 31 August 1953 + (\$600.00 P/A)

not creditable  
S&E memo 6-30-66

**Contract Employee:**

ECD 4 March 1954 + \$7200.00 P/A  
 Pay Inc. 1 August 1954 + \$8360.00 P/A  
 Term. 31 March 1955 + \$8360.00 P/A

O.K.

**Staff Employee:**

Ex. Appt. 1 April 1955 + \$9600.00 P/A  
 Res. 6 February 1956 + \$10,320.00 P/A

O.K.

**Staff Agent:**

Ex. Appt. 7 February 1956 + \$10,320.00 P/A  
 PSI 7 October 1956 + \$10,535.00 P/A  
 Pay Raise 12 January 1958 + \$11,595.00 P/A  
 PSI 6 April 1958 + \$11,835.00 P/A  
 Res. 13 August 1958 + \$11,835.00 P/A

O.K.

**Contract Agent:**

ECD 19 August 1958 + \$7,200.00 P/A  
 Term. 13 March 1960 + \$7,200.00 P/A

] not creditable  
move from CPD  
dated 6-30-66

**Staff Employee:**

Fy. Appt. 14 March 1960 + \$11,835.00 P/A  
 Subject has been a Staff Employee since 14 March 1960,

O.K.  
ad scft  
Emp. fee

*Stuckey*  
 JOSEPH H. STUCKEY  
 Chief  
 Agent Payroll Branch

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY COMMISSIONS OF 1949, PURSUANT TO AUTHORITY OF LAW AS PROVIDED IN THE SCA ACT OF 1949, AS AMENDED, AND A-GIT POLICY. EFFECTIVE DATE IS OCTOBER 1949."

EFFECTIVE DATE OF PAY ADJUSTMENT IS 1 OCTOBER 1949.

NAME	SERIAL NUMBER	GRADE	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 650 OF GS 15	\$18,170	\$18,625

**SECRET**

(When Filled In)

5 AUG 65

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
024345		PHILLIPS DAVID A							
3. NATURE OF PERSONNEL ACTION REASSIGNMENT									
4. FUNDS		V TO V	V TO CF	5. EFFECTIVE DATE NO. DA YR 061 06155		6. CATEGORY OF EMPLOYMENT REGULAR			
		CF TO V	X	7. COST CENTER NO. CHARGEABLE 6135 0575 CON		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 2 SANTO DOMINGO, DOMINICAN REPUBLIC STATION									
10. LOCATION OF OFFICIAL STATION SANTO DOMINGO, DOM REP									
11. POSITION TITLE ATT PCL OFF CHIEF OF STATION		12. POSITION NUMBER 0274		13. SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) FSR GS		15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP GS 5 15 4		17. SALARY OR RATE 16920 18170			
18. REMARKS MEXICO CITY, MEXICO									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. Employer Code	21. OFFICE CODING NUMERIC	22. STATION CODE	23. INTEGEE CODE	24. Grade Code	25. DATE OF BIRTH NO. DA YR 10 31 19	26. DATE OF GRADE NO. DA YR 1 1 1	27. DATE OF LES NO. DA YR 1 1 1	
37	10	51650	WH	19039	1	3			
28. RTE EXPIRES NO. DA YR XXI XXXX		29. SPECIAL REFERENCE CODE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA TYPE	NO. DA YR 1 1 1	33. SECURITY + REG NO	34. SEX	
					EOD DATA				
35. VET PREFERENCE CODE		36. SERV COMP. DATE NO. DA YR 1 1 1	37. LONG COMP. DATE NO. DA YR 1 1 1	38. CAREER CATEGORY CODE	39. FESLI / HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO			
0 - NONE 1 - SPY 2 - 10 PT		NO. DA YR 1 1 1	NO. DA YR 1 1 1	1 - CAR 2 - RENT 3 - POLY 4 - TUES	0 - DRIVER 1 - YES	HEALTH INS CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE		42. LEAVE CAT CODE	43. FEDERAL TAX DATA CODE			44. STATE TAX DATA CODE			
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 10 PT 3 - BREAK IN SERVICE GREATER THAN 10 PT			1 - YES	2 - NO	3 - YES	4 - NO			
SIGNATURE OR OTHER AUTHENTICATION									

**SECRET**  
(When filled in)

**NOTIFICATION OF PERSONNEL ACTION**

ADPO 03/31/65

1 SERIAL NUMBER      2 NAME (LAST FIRST MIDDLE)

024345      PHILLIPS DAVID A

3 NATURE OF PERSONNEL ACTION

CONV. TO CAREER EMPLOYEE STATUS

6 FUNDS V TO V      V TO C  
C TO V      X      C TO C

9 ORGANIZATIONAL DESIGNATIONS

DUP/WH DIVISION

4 EFFECTIVE DATE

MO DA YE

04 01 50

5 CATEGORY OF EMPLOYMENT

7 COST CENTER NO CHARGEABLE

8 CSC OR OTHER LEGAL AUTHORITY

10 LOCATION OF OFFICIAL STATION

11 POSITION TITLE

12 POSITION NUMBER

13 CAREER SERVICE DESIGNATION

14 CLASSIFICATION SCHEDULE (GS LB etc.)

15 OCCUPATIONAL SERIES

16 GRADE AND STEP

17 SALARY OR RATE

18 REMARKS

SIGNATURE OR OTHER AUTHENTICATION:

POSTED

04/01/65 DK

12

**GENERAL SCHEDULE RATES**  
**Federal Employees Salary Act of 1964**

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DOD  
MEMORANDUM DATED 1 AUGUST 1958, SALARY IS ADJUSTED AS FOLLOWS.  
EFFECTIVE 9 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	OLD	NEW
			GR-ST	SALARY
PHILLIPS DAVID A	024345	51 700 OF 03 15 3	\$15,925	\$16,495

SECRET  
(When Filled In)

MHC: 27 SEPT 63

OOF		NOTIFICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER	2. NAME (LAST/FIRST/MIDDLE)								
024345	PHILLIPS DAVID A								
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT				
PROMOTION				09 29 63	REGULAR				
6. FUNDS	V TO V	V TO CF		7. COST CENTER NO CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY				
	X	X		4135 5700 1000	50 USC 403 J				
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 3 MEXICO CITY MEXICO STATION				MEXICO CITY, MEXICO					
11. POSITION TITLE				12. POSITION NUMBER	13. SERVICE DESIGNATION				
ATT POL OFF OPS OFFICER				0340	D				
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY GR RATE						
FSR GS	0136.01	03 0	13440 15525						
18. REMARKS									
MEXICO CITY, MEXICO									

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. BIRTH DATE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LE	
22 10	51700	WH	45073	1	3	10 31 22	09 29 63	09 29 63	
28. RETIREMENT DATE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA	32. CORRECTION/ANNUAL/ELISSION DATA	33. SECRETARY	34. SEC			
09 28 65 31					020 00	020 00			
35. RET. PREFERENCE	36. LEAV. COMP. DATA	37. LONG. COMP. DATA	38. CAREER CATEGORY	39. FEUDL/HEALTH INSURANCE	40. SOCIAL SECURITY NO				
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA						
CODE	CODE	CODE	CODE						
1. NO PREVIOUS SERVICE	2. NO LEAVE IN SERVICE	3. LEAVE IN SERVICE LESS THAN 1 yr	4. LEAVE IN SERVICE 1 yr or more						

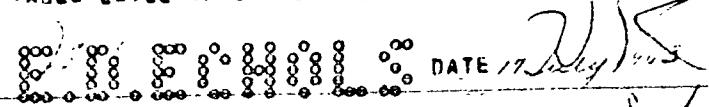
SIGNATURE OR OTHER AUTHENTICATION

10-14-63

IN COMPLIANCE WITH THE PROVISIONS OF PUBLIC LAW 87-732 AND  
DOI INSTRUMENT DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS.  
EFFECTIVE 1 OCTOBER 1962

NAME: PHILLIPS DAVID A      SERIAL: 024345      FUNDS: G7-87 SALARY      OLD SALARY: \$14,120      NEW SALARY: \$14,220

PHILLIPS DAVID A      024345      64700      CF 14 4      \$12990      14 4      \$14120

1. Serial No.	2. Name			3. Cost Center Number			4. LWOP Hours			
024345	PHILLIPS DAVID A			340 64700 CF 8						
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 14	4	\$14,120	09/17/61	GS 14	5	\$14,220	09/17/61			
8. Remarks and Authorization										
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> 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.										
SIGNATURES:  DATE: 17 Aug 62										
PAY CHANGE NOTIFICATION 										

Form 9-61 560

Observe Previous Edition

14-311

**SECRET**  
(When Filled In)

1. Serial No.	2. Name			3. Cost Center Number			4. LWOP Hours			
24345	PHILLIPS DAVID A			DDP/WH 07 UV						
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 14	3	\$12,730	03/14/62	14	4	\$12,990	09/17/61			
8. Remarks and Authorization										
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD										

A/A

SECRET  
(When Filed In)

BWS: 31 AUG 1961

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)		
024345	PHILLIPS DAVID A		
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
INTEGRATION - DEPT. OF STATE		08 23 61	REGULAR
6. FUNDS	7. TO T	8. TO O	9. GOV CENTER NO. CHARGEABLE
	0 10 0	X 0 10 0	2135 5700 1000
10. ORGANIZATIONAL DESIGNATIONS		11. LOCATION OF OFFICIAL STATION	
DDP WH BRANCH 3 MEXICO CITY MEXICO STATION		MEXICO CITY, MEXICO	
12. POSITION TITLE		13. POSITION NUMBER	14. CARRIER SERVICE DESIGNATION
ATI POL OFF OPS OFFICER		0340	O
15. CLASSIFICATION NUMBER (GS, FRS, ETC.)		16. OCCUPATIONAL SERIES	17. GRADE AND STEP
FSR GS		0136.01	03 1 14 3
18. REMARKS		SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF \$12730 AND FSR SALARY OF \$12535 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH. NO GICK AND NO ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPT. OF STATE.	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
ACTION: 20. GRADE		21. OFFICE (CITY)	22. STATION	23. UNIT/ACT	24. HOURS	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF SET			
CODE	Code	Number	Number	Code	Code	Year	Mo	Day	Mo	Day	Year
5	10	64700	WH	45075	I	3	10	31	22		
28. EXP-RES		29. SPECIAL REFERENCE	30. RETIREMENT DATE	31. SEPARATION DATE	32. COMBINATION CANCELLATION DATA			33. SECURITY	34. RES		
0	04 14		Y-102	CODE	DATA CODE	TYPE	MO	DA	04 14	010 06	
35. RET PREFERENCE		36. SEPR COMP DATE	37. LONG COMP DATE	38. WO. SEPR CREDIT	39. REG/HEALTH INSURANCE	40. SOC-SEC SECURITY NO					
0	10 404	NO	10	40	0	100	CODE	1200	0	100	1000
0	10 407	NO	10	40	0	100	CODE	1200	0	100	1000
0	10 407	NO	10	40	0	100	CODE	1200	0	100	1000
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA							
0	10 404	CODE	1000-1000-1000	45. TAX EXEMPTIONS	46. TAX EXEMPTIONS	47. TAX EXEMPTIONS	48. TAX EXEMPTIONS	49. TAX EXEMPTIONS	50. TAX EXEMPTIONS	51. TAX EXEMPTIONS	52. TAX EXEMPTIONS
0	10 404		1000-1000-1000	0-100	0-100	0-100	0-100	0-100	0-100	0-100	0-100
0	10 404		1000-1000-1000	0-100	0-100	0-100	0-100	0-100	0-100	0-100	0-100
0	10 404		1000-1000-1000	0-100	0-100	0-100	0-100	0-100	0-100	0-100	0-100
SIGNATURE OR OTHER AUTHENTICATION											
<i>E. D. Phillips</i>										<i>07/07/61 UK</i>	

PSC: 23 AUG 1961

SECRET

(White Tabloid 16)

OCC

## NOTIFICATION OF PERSONNEL ACTION

1. MILITARY NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
024345		PHILLIPS DAVID A	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
REASSIGNMENT		08 15 61	
<input checked="" type="checkbox"/> FUNDING → <input checked="" type="checkbox"/> O&I →		<input checked="" type="checkbox"/> F 10 0 <input checked="" type="checkbox"/> O 10 0	
5. ORGANIZATIONAL DESIGNATIONS		6. LOCATION OF OFFICIAL STATION	
DOP WH BRANCH 3 MEXICO CITY, MEXICO STATION		MEXICO CITY, MEXICO	
7. POSITION TITLE		8. MILITARY NUMBER	
OPS OFFICER		0340	
9. GRADE AND STEP		10. CAREER SERVICE DESIGNATION	
GS 0136.01		D	
11. SECURITY STATUS		12. SECURITY DATA	
TO BE INTEGRATED.			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
13. ACTION 14. ENLISTED DATE		15. OFFICE NUMBER	
37 10		64700 WH 45075	
16. PAY GRADES		17. SPECIAL REFERENCE	
NO 10 10		18. RETIREMENT DATA	
19. VET PREFERENCE		20. SEPARATION	
21. PREVIOUS GOVERNMENT SERVICE DATA		22. STATE TAX DATA	
23. SIGNATURE OR OTHER AUTHENTICATION		24. FORWARDED	

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-368 AND DOD MEMO DATED  
1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1966.

50	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	PHILLIPS DAVID A	524345	46 17	GS-14 3	\$11,835	\$12,730

/S/ EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

SECRET

BWS: 15 APR 1960

### NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vol. Prof	5. Sex	6. CS-EOD	
524345	PHILLIPS DAVID A	Mo. Da. Yr. 10 31 22	Non-O Code 5 Pt-1 10 Pt-2	M 1	Mo. Da. Yr. 03 14 60	
7. SCD	18. CSC Rnumt	9. CSC Or Other Legal Authority	10. Asst. Advisor	11. FLGLI	12. LCD	13. Min. Serv. Exp.
Mo. Da. Yr. 02 12 54	Yos. -1 Code No. -2 1	50 USCA 403 ✓	Mo. Da. Yr. No. -1 Code No. -2 ...	Mo. Da. Yr. 04 05 52	Mo. Da. Yr. 05 52 2	Yos. -1 Code No. -2 ...

### PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code	
CS/CS DEVELOPMENT COMPLEMENT DOP WH DIVISION	3633	WASH., D.C.	75013	
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv.   20. Occup. Series	
Dept - 1 Code LSDid - 3 1 Frqn - 5	OPS OFFICER	031460	GS   0136.01	
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade   25. PSI	26. Appropriation Number
14 3	\$11835	D	Mo. Da. Yr. 03 14 60	Mo. Da. Yr. 04 17 61   0320 1998

### ACTION

27. Nature Of Action	Code	28. Eff Date	29. Type Of Enclosure	Code   30. Separation Data
REASSIGNMENT	56	Mo. Da. Yr. 04 17 60	REGULAR	01

### PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code		
DOP WH BRANCH 4	4617	WASH., D.C.	75013		
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv.   37. Occup. Series		
Dept - 1 Code LSDid - 3 1 Frqn - 5	OPS OFFICER	0624	GS   0136.01		
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade   42. PSI	43. Appropriation Number	
14 3	\$11835	D	Mo. Da. Yr. 03 14 60	Mo. Da. Yr. 04 17 61   0135 1000 1000	
44. Remarks	F-1 - 26-60-61K				

SECRET

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## NOTIFICATION OF PERSONNEL ACTION

PAS: 14 MARCH 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref	5. Socx	6. CS - EOD
524345	DAVID A PHILLIPS PHILLIPS DAVID A	Mo. Da. Yr. 10 31 22	None-0 5 Pt-1 10 Pt-2	Code 1	Mo. Da. Yr. 03 14 60
7. SCD	8. CSC Retn.	9. CSC Or Other Legal Authority	10. Apmt Affidav	11. FEGLI	12. LCD
Mo. Do. Yr. 02 12 54	Yos-1 No-2	Code 1	Mo. Do. Yr. 03 14 60	No-1 1	Mo. Da. Yr. 04 05 55
		50 USCA 403(j)			No-2 2

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept - 1 USMID - 3 Frpn - 5	Code		
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

## ACTION

27. Nature Of Action	Code	28. Ent Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
EXCEPTED APPOINTMENT	17	03 14 60	REGULAR	20	

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH DIVISION	4688	WASH., D.C.	75013
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept - 1 USMID - 3 Frpn - 5	Code 1	031460	GS 0136.01
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr. 42. PSI Due Mo. Da. Yr. 43. Appropriation Number
14 3	\$ 11835	0	03 14 60 09 17 61 0320 1968

44. Remarks  
APPOINTEE.

14-00000  
3-24-68  
pil

STANDARD FORM 50-17 PAST  
REV. APRIL 1959  
PROLIFERATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 8, FEDERAL PERSONNEL MANUAL

SECRET

WHEN FILLED IN.

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST, FIRST, MIDDLE NAME AND MAJOR GRADE OR RANK)		2. DATE OF BIRTH	3. JURISDICTION OF ACTION (OR)	4. DATE
<i>John D. Phillips</i>		10/31/28	18 Aug 68	
THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT:				
5. NATURE OF ACTION (TYPE OF CONTRACT/TECHNOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
RESIGNATION (STAFF AGENT)		18 Aug 68	60 USC 4033	
FROM		TO		
Ops Officer (PP) 8127		8. POSITION TITLE		
GS-0136.31-14 \$11,835.00 p/a		9. SERVICE, SERIES, GRADE, SALARY		
DDP/HRA Project Annex Egypt & Arab States Branch Project PECTATE  Beirut, Lebanon		10. ORGANIZATIONAL DESIGNATIONS		
		11. HEADQUARTERS		
12. FIELD	FIELD	13. FIELD OR DEPT'L	FIELD	DEPARTMENTAL
14. VETERAN'S PREFERENCE		15. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT <input type="checkbox"/> 10-POINT <input type="checkbox"/> 10 POINT 10 POINT		16. APPROPRIATION FROG: 9-3381-91-218 M: TO:	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES	18. DATE OF APPROV. BENT ARROWS INCLUSIONS/NOTES STATE:
19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED				
20. REMARKS:  Subj debriefed by Security (Pragoe) Subj debriefed by Finance (Shipley) Subj debriefed by Personnel (Kreinheder)				
FOR DIRECTOR OF PERSONNEL  <i>Joseph D. Rogers</i>				
21. SIGNATURE OR STAMP FOR AUTHENTICATION  <i>3/16</i>				

ENTRANCE PERFORMANCE RATINGS:

SECRET

1. ~~RECORDED COPY~~*3/16*

STANDARD FORM 50 (7 PARTS)  
REV. APRIL 1951  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER III, GENERAL PERSONNEL MANUAL

**SECRET**  
*(WHEN FILED IN)*

### NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST, FIRST, MI, ONE GIVEN NAME, INITIALS AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
<i>John P. Kelly Jr.</i>	31 Oct 1922		16 Aug. 57
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 (CORRECTION) STAFF ANNUIT	30 Apr 1957	50 FSCA 4031	
FROM	TO		
Ops. Off (PP) BAF-126	8. POSITION TITLE	Ops. Officer (PP) PSP-8127	
G3-0136.31-14 \$10,535.00 p/a	9. SERVICE, SERIES, GRADE, SALARY	G3-0136.31-14 \$10,535.00 p/a	
DDP/VII Branch III Havana Cuba Station	10. ORGANIZATIONAL DESIGNATIONS	DDP/SEA Project Annex Egypt and Arab States Branch Project FECTATE	
Havana, Cuba	11. HEADQUARTERS	Beirut, Lebanon	
XX FIELD	DEPARTMENTAL	12. FIELD OR DEPT'L	XX FIELD
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONVET	WWII OTHER	5-PT.	10-POINT
		REGULAR	OTHER
NEW	VICE	I.A.	REG.
SD:DP			
15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT 1950-51	18. DATE OF APPOINT. BENEFITS APPROVALS TAKEN STATE:
M	FROM: 6-3545-55-066 TO: 7-3361-91-216	Yes	<input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
20. REMARKS:  *Subject arrived PCS Beirut 30 Apr 57. Project FECTATE was approved 15 Mar 57			
FOR DIRECTOR OF PERSONNEL <i>Louis W. Armstrong</i>			
ENTRANCE PERFORMANCE RATING: _____			
21. SIGNATURE OR OTHER AUTHENTICATION <i>Mo</i>			

SECRET

1. ~~COPY~~

**SECRET**

(WHEN FILLED IN)

STANDARD FORM 50 (17 PARTS)  
 GEN. REGS. 1951  
 PREPARED BY  
 U. S. GOVERNMENT COMMISSION  
 CHARTERED FEDERAL PERSONNEL MANUAL

**NOTIFICATION OF PERSONNEL ACTION**

1. NAME (Last, first, middle initial, and surname) <i>General Phillips</i>		2. DATE OF BIRTH 31 Oct 1922	3. JOURNAL OR ACTION NO.	4. DATE 11 July 1957
This is to advise you of the following action affecting your employment:				
5. NATURE OF ACTION (Use STANDARD TERMINOLOGY) REASSIGNMENT (STAFF AGENT)		6. EFFECTIVE DATE 16 June 57	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCAG 4031	
FROM Ops Off (PP) BAF-126  CS-0136.31-14 \$10,535.00 p/a  DDP/WN BRANCH III Havana Cuba Station  Havana, Cuba		TO Ops Officer(PP) BEP-8127  CS-0136.31-14 \$10,535.00 p/a  DDP/REA Project Annex Egypt and Arab States Branch Project PEETATE Beirut, Lebanon		
8. POSITION TITLE DEPARTMENTAL		9. SERVICE SERIES, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	12. FIELD OR DEPT'L FIELD DEPARTMENTAL	
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> WWII OTHER <input type="checkbox"/> 3-D PT <input type="checkbox"/> 10-POINT <input type="checkbox"/> VA <input type="checkbox"/> OTHER		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAI SD:DP		
15. SEX M		16. APPROPRIATION FROM: 6-3546-55-055 TO: 7-3361-91-215	17. SUBJECT TO C. S. RETIREMENT ACT (1953-1961) Yes	18. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS DATE) STATE: CLAIMED <input type="checkbox"/> PROVED
20. REMARKS:  <i>POSTED ON C-1-A 8-1-57</i>				
FOR DIRECTOR OF PERSONNEL  <i>Louis W. Armstrong</i>				
21. SIGNATURE OR OTHER AUTHENTICATION				

ENTRANCE PERFORMANCE RATING:

**SECRET**1.  COPIE COPY*File*

1. Department designator LWOP/111		2. Pay Period		3. Check No.		4. Ship No.																																																																																																																																																																																																																			
				5. Grade and Rate																																																																																																																																																																																																																					
				GS-14 \$10,320.00																																																																																																																																																																																																																					
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STANDARD FORM 50 (18 PARTS)  
REV. APRIL 1955  
PUBLISHED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER IV, FEDERAL PERSONNEL MANUAL

## CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

175

1. NAME (LAST, FIRST, MIDDLE INITIALS), AND SURNAME <b>Mr. David A. Phillips</b>	2. DATE OF BIRTH <b>21 Oct 1922</b>	3. JOURNAL OR ACTION NO. <b></b>	4. DATE <b>7 Feb 1956</b>
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Resignation*</b>			
6. EFFECTIVE DATE <b>CCG 6 Feb 1956</b>		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
FROM  <b>Ops Officer BS-233 GS-0136.31-14 \$10,320.00 per annum DIA/PP Operations Staff Information Coordination Division Office of the Chief  Washington, D. C.</b>		TO  <b></b>	
8. POSITION TITLE  <b></b>		9. SERVICE, SERIES, GRADE, SALARY  <b></b>	
10. ORGANIZATIONAL DESIGNATIONS  <b></b>		11. HEADQUARTERS  <b></b>	
12. FIELD OR DEPTL  <b></b>	13. FIELD  <b></b>	14. FIELD  <b></b>	15. DEPARTMENTAL  <b></b>
16. VETERAN'S PREFERENCE  <b>NONE SWII OTHER 3-Pt 10 POINT X OTHER OTHER</b>		17. POSITION CLASSIFICATION ACTION  <b>NEW VICE I.A. REAL YCC</b>	
18. SEX  <b>M</b>	19. APPROPRIATION  <b>FROM: 6-2105-20 TO:</b>	20. SUBJECT TO C. S. RETIREMENT ACT (1952-1953)	21. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)  <b>SD/DP</b>
22. REMARKS  <b>To seek other employment.</b>		23. STATE: <b>None</b>	
24. ENTRANCE PERFORMANCE RATING:  <b>Director of Personnel</b>			
25. OTHER AUTHENTICATION  <b>57,-,-,-,-,-,- o</b>			

## 4. PERSONNEL FOLDER COPY

*175-217156*

STANDARD FORM 5010 PARD  
REV. APRIL 1951  
PROMULGATED BY:  
U. S. CIVIL SERVICE COMMISSION  
CIVIL SERVICE PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION dah

1. NAME (MR.-MISS-MRS.): FIRST NAME, INITIALS, AND SURNAME <b>Mr. David A. Phillips</b>	2. DATE OF BIRTH <b>31 Oct 1922</b>	3. JOURNAL ACTION NO. <b>4 October 1955</b>	4. DATE																				
THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT:																							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Reassignment (Correction)</b>	6. EFFECTIVE DATE <b>14 Aug 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USC 403 j</b>																					
FROM	TO																						
Paramilitary Off. B4-156 GS-0136.31-14 \$10,320.00 Per Annum	8. POSITION TITLE <b>Ops Officer</b>	5d-229 GS-0136.31-14 \$10,320.00 Per Annum																					
Office of the Chief	9. SERVICE SERIES GRADE SALARY <b>10. ORGANIZATIONAL DESIGNATIONS</b>	DD/PY Operations Staff Information Coordination Division Office of the Chief																					
	11. HEADQUARTERS <b>Washington, D.C.</b>																						
FIELD	DEPARTMENTAL	12. FIELD OR DEPTL	FIELD																				
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REAL	REAL	REAL	REAL																				
15. 16. 17. APPROPRIATION SIX RAIL FROM: 6-2101-20 TO: 6-2105-20	18. SUBJECT TO C.S. RETIREMENT ACT 1962-803 Yes	19. DATE OF APPOINT- MENT AFFIDAVITS ACCORDING TO JNL	20. LEGAL RESIDENCE CLAIMED <input checked="" type="checkbox"/> PROVED STATE																				
21. This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																							
* This Action Corrects Item No. 17 on the "To" Side of Notification dated 4 August 1955, to show the correct Allotment Number, Previously shown as 6-2101-20																							
ENHANCED PERFORMANCE PAYING IN RANK OF PERSONNEL																							
4. PERSONNEL FOLDER COPY																							
U. S. GOVERNMENT PRINTING OFFICE: 1954-9-1777																							

STANDARD FORM 50 (6 PARTS)  
REV. APRIL 1955  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER IV. FEDERAL PERSONNEL MANUAL

## CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MRS. - MRS. - OR DIVISION, ACTIVITY, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL/ACTION NO.	4. DATE																																																																						
MR. DAVID A. MULHIPS	31 Oct 1922		14 Aug 1955																																																																						
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	14 Aug 1955	50 USC 4103-3																																																																							
FROM	TO																																																																								
Paramilitary Off. DS-156  (S-0136.11-14 \$10320.00 per annum)	8. POSITION TITLE	Ops Officer SW-229  S-0136.11-14 \$10,320.00 per annum																																																																							
DDP/PP Operations Staff Office of the Chief	9. SERVICE, SERIES, GRADE, SALARY	DDP/PP Operations Staff Information Coordination Div. Office of the Chief																																																																							
	10. ORGANIZATIONAL DESIGNATIONS	Washington D. C.																																																																							
	11. HEADQUARTERS																																																																								
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13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																																																																							
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	17 SEP 1955																																																																						
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M	H	FEW-5-2101-20 TO-6-2101-20	<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Texas																																																																						
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.																																																																									
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<p>Director of Personnel</p> <p>ENTRANCE PERFORMANCE RATING</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>0</td><td>0</td><td>00</td><td>00</td><td>000</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>00</td><td>00</td><td>00</td> </tr> </table> <p style="text-align: right;">10,320 00 OTHER AUTHENTICATION</p>				0	0	00	00	000	0	0	0	0	0	0	00	00	00	0	0	00	00	000	0	0	0	0	0	0	00	00	00	0	0	00	00	000	0	0	0	0	0	0	00	00	00	0	0	00	00	000	0	0	0	0	0	0	00	00	00	0	0	00	00	000	0	0	0	0	0	0	00	00	00
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**STANDARD FORM 50 (9 PARTS)**  
18 SEPTEMBER 1951  
**PROMULGATED BY**  
**U. S. CIVIL SERVICE COMMISSION,**  
**CHAPTER ONE, FEDERAL PERSONNEL PRACTICE**

CENTRAL INTELLIGENCE AGENCY

**NOTIFICATION OF PERSONNEL ACTION** FC 26 April 1955  
SR 6032 6032

1. NAME (MR., MRS., MRS., OR GIVEN NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. David A. Phillips	31 October 1922		1 April 1955
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	1 April 1955	50 USC 403	
FROM	TO		
	8. POSITION TITLE	Paramilitary Off. PM BN-156-14	
	9. SERVICE, SERIES GRADE, SALARY	GS-0136.11-14 \$9400.00 P/a	
	10. ORGANIZATIONAL DESIGNATIONS	DDP/P&P Operations Staff Office of the Chief	
	11. HEADQUARTERS	Washington, D. C.	
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL
12. FIELD OR DEPT'L		14. POSITION CLASSIFICATION ACTION	
		NEW	VICE
		S. A.	SPAL
15. VETERAN'S PREFERENCE REG. REG. TERR. SEPT. 10. POINT DISAB. OTHER			
16. RACE	17. APPROPRIATION FROM:	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINT. MENT AFFIDAVIT EXCESSIONS (YES)
W.M.	5-101-20	Yes	20. APRIL 1955
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.			
Subject to a satisfactory physical examination.			
RC 06			
DOC 04-01-55			
CSECD 04-01-55			
LGD 04-01-55			
TPO 5/2/55			
0 0			
ENTRANCE PERFORMANCE RATING: 00 00 00 00 00 00 00 00 00 00			
Director of Personnel			

**4. PERSONNEL FOLDER COPY**

★ U. S. GOVERNMENT PRINTING OFFICE 1890-819780.

**SECRET**

12 May 1966

MEMORANDUM FOR: Chief, Contract Personnel Division  
ATTENTION : Mary Kay Spink  
SUBJECT : Verification of Contract Service  
PHILLIPS, David A.

In order to establish the salary, LCD and to compute the SCD for both leave and retirement purposes, it is necessary to verify the contract service and salary of David A. PHILLIPS, DOB 31 October 1922, who claims employment with this Agency in a contract status from 27 March 1952 to 1 April 1955 and from 19 August 1958 to 13 March 1960.

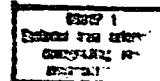
Signed

Lowell P. Moore  
Deputy Chief, Transactions & Records Branch

Distribution:

0 & 1 - Addressee  
1 - CPP - PHILLIPS  
1 - TNR - Chrono

**SECRET**



14-00000

4 February 1971

David A. Phillips

30 June 1966

4 March 1954

31 March 1955

WH/Personnel

30 June 1966

MEMORANDUM FOR : Chief, TRB  
SUBJECT : Record of Contract Service for  
David A. Phillips

1. Per your request we are forwarding record of Subject's contract service:

<u>Date</u>	<u>Action</u>
4 March 1954	Hired as Contract Employee
31 July 1954	Terminated
1 August 1954	Hired as Contract Employee
31 March 1955	Terminated
19 August 1955	Hired as Contract Agent
13 March 1950	Terminated

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1955 through 13 March 1950, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955. 1951-1953 Contract Agent time is not creditable.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks  
Acting Chief, Contract Personnel Division

Distribution:  
Orig - Addressee  
2 - CPD

ATTY : Chief, Contract Personnel Division  
Mary Kay Stink

16 June 1966

Compensation and Tax Division  
Office of Finance

Agency Service of David Atlee PHILLIPS

The records of the Office of Finance show the following Agency service for Subject:

Contract Agents:

EOD 1 February 1951 @ \$600.00 P/M  
Term 28 February 1951 @ \$600.00 P/M

EOD 25 January 1952 @ \$600.00 P/A  
Term 31 August 1953 @ \$600.00 P/A

EOD 4 March 1954 @ \$7200.00 P/A  
Pay Inc. 1 August 1954 @ \$2360.00 P/A  
Term. 31 March 1955 @ \$8360.00 P/A

Staff Employees:

Ex. Appt. 1 April 1955 @ \$9600.00 P/A  
Res. 6 February 1956 @ \$10,320.00 P/A

Staff Agents:

Ex. Appt. 7 February 1956 @ \$10,320.00 P/A  
PSI 7 October 1956 @ \$10,535.00 P/A  
Pay Raise 12 January 1958 @ \$11,595.00 P/A  
PSI 6 April 1958 @ \$11,835.00 P/A  
Res. 13 August 1958 @ \$11,835.00 P/A

Contract Agents:

EOD 19 August 1958 @ \$7,200.00 P/A  
Term. 13 March 1960 @ \$7,200.00 P/A

Staff Employees:

Ex. Appt. 14 March 1960 @ \$11,835.00 P/A  
Subject has been a Staff Employee since 14 March 1960.

JOSEPH H. HUESON  
Chief

## 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
024345	Phillips, David A.	10/31/22	M	GS-18	D
7. OFFICIAL POSITION TITLE	8. OFF. DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (if any)		
Chief, NW Division	DDO/NW/O-CH	Headquarters	S	MGS	DP
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
C CAREER	R RESERVE	C CONTRACT	OTHER (Spec.)	A ANNUAL	R REASSIGNMENT
13. REPORTING PERIOD (170W-00)			14. DATE REPORT DUE IN O.P.		
1 May 1973 - 31 March 1974			30 April 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.

## 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 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. 1	RATING LETTER
Plans, organizes and implements the programs of the Operations Directorate in the Western Hemisphere area.	S
SPECIFIC DUTY NO. 2	RATING LETTER
Supervises approximately 255 staff employees in Headquarters and 310 in 26 Stations and Bases abroad.	S
SPECIFIC DUTY NO. 3	RATING LETTER
Represents the Agency in contacts with senior representatives of liaison services.	O
SPECIFIC DUTY NO. 4	RATING LETTER
Represents the Directorate and/or the Agency in official contacts with other components of our government.	S
SPECIFIC DUTY NO. 5	RATING LETTER
Implements the EEO policy of the Agency.	S
SPECIFIC DUTY NO. 6	RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productive 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

## 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 card 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.

This report covers Mr. Phillips' initial period as a Division Chief. It coincided with a period of unusually high stress and strain in the Western Hemisphere Division, particularly in relationships with the State Department and in the problems left over from our drastic measures designed to protect ourselves against a potential counterintelligence disaster. The most important fact to be recorded about Mr. Phillips' direction of his Division during this period is that he kept operations at the top of his priority list, and that as a result our operational achievements in the area during the past year have been on the whole better than in the year before.

Mr. Phillips is developing into a very competent manager, and has handled well the problems involved in adjusting to decreasing manpower ceilings. He is prudent in the use of official funds. He is a good supervisor and is providing excellent leadership to his subordinates, who have responded with a clear improvement in morale during the period since Mr. Phillips assumed charge.

(continued next page)

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 9	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 22 April 1974	OFFICIAL TITLE OF SUPERVISOR Associate Deputy Director for Operations	TYPED OR PRINTED NAME AND SIGNATURE David H. Blew
STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE		2. BY EMPLOYEE
HAVE ATTACHED	HAVE NOT ATTACHED	SIGNATURE OF EMPLOYEE 23 April 1974

## 3. BY REVIEWING OFFICIAL

## COMMENTS OF REVIEWING OFFICIAL

Concur. An excellent operational leader who is learning rapidly the nuances of a Division Chief's job in Washington. He is an inspirational leader whose management techniques and abilities are still developing. All in all a first rate performance.

DATE 11 June 1974	OFFICIAL TITLE OF REVIEWING OFFICIAL Deputy Director for Operations	TYPED OR PRINTED NAME AND SIGNATURE William E. Nelson
4. BY EMPLOYEE		
I CERTIFY THAT I HAVE BEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT		SIGNATURE OF EMPLOYEE 6/12/74

## CLASSIFICATION

SECRET

~~SECRET~~

Fitness Report - David A. Phillips

Section D., Continued:

The most dramatic challenge to the capabilities of the WH Division in the past year flowed from the overthrow of the Allende government in Chile. Overall, the intelligence reporting was timely and accurate, the adjustments to our political action programs skillfully made, and the responses to Congressional inquiry well handled.

It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible. He has also consistently handled the many and important senior liaison contacts which he has made during this year, both at Headquarters and during field visits, with great effectiveness.

## CLASSIFICATION

## FITNESS REPORT

## GENERAL INFORMATION

1. EMPLOYEE NUMBER <b>024345</b>	2. NAME (last, first, middle) <b>Phillips, David A.</b>	3. DATE OF BIRTH <b>10/31/22</b>	4. SEX <b>M</b>	5. GRADE <b>GS-18</b>	6. SD <b>D</b>
7. OFFICIAL POSITION TITLE <b>Chief, WH Division</b>	8. OFF/DIV/BR OF ASSIGNMENT <b>DDO/WH/0-CH</b>	9. CURRENT STATION <b>Headquarters</b>	10. CODE (if any) <b>S</b>	11. HQS. <b>S</b>	12. DP. <b>D</b>
13. TYPE OF APPOINTMENT <b>C CAREER R RESERVE C CONTRACT O OTHER(SPEC)</b>			14. TYPE OF REPORT <b>X ANNUAL T TEMPORARY R REASSIGNMENT S SPECIAL</b>		
15. REPORTING PERIOD (from-to-) <b>1 May 1973 - 31 March 1974</b>			16. DATE REPORT DUE IN O.P. <b>30 April 1974</b>		

## 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>U</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.
<u>M</u> -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.
<u>P</u> -Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
<u>S</u> -Strong	Performance is characterized by exceptional proficiency.
<u>O</u> -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. 1 Plans, organizes and implements the programs of the Operations Directorate in the Western Hemisphere area.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 Supervises approximately 255 staff employees in Headquarters and 310 in 26 Stations and Bases abroad.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 Represents the Agency in contacts with senior representatives of liaison services.	RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 4 Represents the Directorate and/or the Agency in official contacts with other components of our government.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5 Implements the EEO policy of the Agency.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6	RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

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

**11 JUL 1974**

RATING LETTER  
**S**

## 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 basis for developing 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.

This report covers Mr. Phillips' initial period as a Division Chief. It coincided with a period of unusually high stress and strain in the Western Hemisphere Division, particularly in relationships with the State Department and in the problems left over from our drastic measures designed to protect ourselves against a potential counterintelligence disaster. The most important fact to be recorded about Mr. Phillips' direction of his Division during this period is that he kept operations at the top of his priority list, and that as a result our operational achievements in the area during the past year have been on the whole better than in the year before.

Mr. Phillips is developing into a very competent manager, and has handled well the problems involved in adjusting to decreasing manpower ceilings. He is prudent in the use of official funds. He is a good supervisor and is providing excellent leadership to his subordinates, who have responded with a clear improvement in morale during the period since Mr. Phillips assumed charge.

(continued next page)

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

9

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

DATE

22 April 1974

OFFICIAL TITLE OF SUPERVISOR

Associate Deputy Director  
for Operations

TYPED OR PRINTED NAME AND SIGNATURE

David J. Blec

## 2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION  
OF MY PERFORMANCE

I HAVE ATTACHED

I HAVE NOT ATTACHED

DATE

28 APRIL 1974

SIGNATURE OF EMPLOYEE

*John*

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. An excellent operational leader who is learning rapidly the nuances of a Division Chief's job in Washington. He is an inspirational leader whose management techniques and abilities are still developing. All in all a first rate performance.

DATE

11 June 1974

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Director for  
Operations

TYPED OR PRINTED NAME AND SIGNATURE

William E. Nelson

## 4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN THIS REPORT  
ALL SECTIONS OF THIS REPORT

DATE  
JUN 21, 1974

SIGNATURE OF EMPLOYEE

CLASSIFICATION

14-00000

Fitness Report - David A. Phillips

**Section D., Continued:**

The most dramatic challenge to the capabilities of the WH Division in the past year flowed from the overthrow of the Allende government in Chile. Overall, the intelligence reporting was timely and accurate, the adjustments to our political action programs skillfully made, and the responses to Congressional inquiry well handled.

It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible. He has also consistently handled the many and important senior liaison contacts which he has made during this year, both at Headquarters and during field visits, with great effectiveness.

RECORDED  
RECORDED

## CLASSIFICATION

FITNESS REPORT									
SECTION A GENERAL INFORMATION									
1. EMPLOYEE NUMBER 024345	2. NAME (last, first, middle) Phillips, David A.			3. DATE OF BIRTH 31 Oct 22	4. DEP M	5. GRADE GS-17	6. SD D		
7. OFFICIAL POSITION TITLE Chief of Station	8. OFF/DIV/BR OF ASSIGNMENT DDP/WII/3-Caracas			9. CURRENT STATION Venezuela	10. HQ CO 3				
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER(Spec.)					TEMPORARY	<input checked="" type="checkbox"/>	ANNUAL	REASSIGNMENT	SPECIAL
13. REPORTING PERIOD (From-to) 1 February 1972 - 31 March 1973					14. DATE REPORT DUE IN O.P. 31 May 1973				
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. 1									RATING LETTER
SPECIFIC DUTY NO. 2									RATING LETTER
SPECIFIC DUTY NO. 3									RATING LETTER
SPECIFIC DUTY NO. 4									RATING LETTER
SPECIFIC DUTY NO. 5									RATING LETTER
SPECIFIC DUTY NO. 6									RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION									
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.									RATING LETTER

S E C R E T  
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.

Unit 11 10-44-2374

SEE ATTACHED

## SECTION E

## CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT

DATE SIGNATURE OF EMPLOYEE  
*Dec 11*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATIONDATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE  
*7 January 1974* *C/2/H* *Theodore G. Shackley*  
*Theodore G. Shackley*

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Phillips is a highly experienced senior operations officer with outstanding leadership ability. In both the Chief of Station positions covered by this report his performance was superior in every important respect.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
8 Jan 1974	A&D/O	<i>David H. Blee</i>

CLASSIFICATION  
S E C R E T

S E C R E T

**SECTION D**

**NARRATIVE COMMENTS**

1. In the period covered by this report Mr. Phillips was the Chief of Station Brasilia during the time frame February to August 1972. After that Mr. Phillips became the Chief of Station, Caracas and served in Venezuela during the period August 1972 to April 1973. At both of these posts Mr. Phillips was responsible for managing an average of 44 Agency employees. Additionally, Mr. Phillips supervised in this period an average FY budget of 1.8 million which was spent on FI, CA, CI, anti-narcotics and protected economic intelligence operations. American policy interests in Brazil and Venezuela are high in terms of the United States scale of values for Latin America. This means that Mr. Phillips was assigned to two prestige posts during a fifteen month time span.

2. As a manager Mr. Phillips is operations oriented. In view of this he places his time, attention and command emphasis on programs that are designed to acquire intelligence and agents. This approach has consistently produced results in terms of FI and CA operations which are targeted against the host country.

3. Mr. Phillips was also active at both posts as an operations manager who focused Station resources on the Soviet target, protected economic intelligence and the anti-narcotics effort. Unfortunately, as these programs moved into gear Mr. Phillips was also in motion between Stations, or had just been in place at his second Station for less than a year. As a result one can only say that Mr. Phillips made all the right moves in his managerial duties against these priority targets. The brevity of his program implementation at each of the two posts did not provide a solid basis, however, for measuring tangible success. In short Mr. Phillips deserves high marks for initiative, drive and imagination on programs that were receiving increased attention at Headquarters.

4. The myriad problems that are faced when a Station moves its location from one city to another were still challenging Mr. Phillips when he left Brasilia. In overview terms, however, the move from Rio de Janeiro to Brasilia was well done. This does not mean that Mr. Phillips' successor at Brasilia did not have some gaps to fill or adjustments to make in the administrative field. The scope of these actions, however, was in the realm of the reasonable and attests to the fact that while his basic interests are in

S E C R E T

S E C R E T

-2-

operations, administration per se is not a totally alien field to Mr. Phillips.

5. In representational terms Mr. Phillips did a sound job in winning and maintaining the respect of the American Ambassadors in Brazil and Venezuela. This is due in large measure to Mr. Phillips' native charm, area knowledge, and language skills in Spanish and Portuguese. In addition, Mr. Phillips is people oriented, and this makes it possible for him to sell himself and CIA to senior American officials at the Ambassador level.

6. In personal terms Mr. Phillips is a hard-working, dedicated officer who is a good team player. This officer has the intent, capability and desire to fulfill the needs of the Organization. He is particularly well versed in CA skills and is politically oriented. As a result he likes the challenge of election operations and is well qualified in this area.

7. Mr. Phillips' total performance during the period covered by this report merits an evaluation of Strong.

8. In terms of future assignments Mr. Phillips is likely to be at his professional best in field activities. This officer is highly specialized in Latin American affairs, but he is perfectly capable of being a Station Chief at most Agency posts in Europe or Asia.

9. Mr. Phillips' activities come to the attention of the Rating Officer on a daily basis.

S E C R E T

SECRET  
(When Filled In)

<b>FITNESS REPORT</b>					EMPLOYEE SERIAL NUMBER <b>024345</b>
<b>SECTION A</b>					
<b>GENERAL</b>					
1. NAME <b>Phillips, David A.</b>		(Last) (First) (Middle)	2. DATE OF BIRTH <b>31 Oct 1922</b>	3. SEX <b>M</b>	4. GRADE <b>GS-17</b>
5. OFFICIAL POSITION TITLE <b>Chief of Station</b>		6. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/5</b>			
7. CURRENT STATION <b>Brasilia</b>					
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RÉSERVE <input type="checkbox"/> TEMPORARY  <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)  <input type="checkbox"/> SPECIAL (Specify):			9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL  <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE  <input type="checkbox"/> SPECIAL (Specify):		
10. DATE REPORT DUE IN O.P. 1 July 1971 - 31 January 1972			11. REPORTING PERIOD (From To) <b>1 July 1971 - 31 January 1972</b>		
<b>SECTION B</b>					
<b>PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> 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.</p> <p><b>M-Marginal</b> 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> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
<p>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).</p>					
SPECIFIC DUTY NO. 1					RATING LETTER
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
<p>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.</p> <p style="text-align: right;">20 JAN 1972</p>					RATING LETTER
					<b>S</b>

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>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.</p>			
<p>HAD RATED</p>			
<p>Please see attached MEMORANDUM IN LIEU OF FITNESS REPORT.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 27 January 1972	SIGNATURE OF EMPLOYEE <i>/s/ David A. Phillips</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 10 January 1972	OFFICIAL TITLE OF SUPERVISOR Chief, WII Division	TYPED OR PRINTED NAME AND SIGNATURE William V. Broe	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Please see attached.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL AEG-P	TYPED OR PRINTED NAME AND SIGNATURE Cord Meyer, Jr.	

SECRET

- 2 -

Mr. Phillips continues to show excellent growth potential and his breath of capabilities qualifies him for advancement to senior echelons.

I rate Mr. Phillips as very Strong as Chief of Station, Brasilia.



William V. Broe

Chief  
Western Hemisphere Division

I certify that I have seen  
this memorandum:

/s/ David A. Phillips  
David A. Phillips

This fitness report is being sent  
to David A. Phillips in Brasilia  
for his signature and to be re-  
turned to Headquarters for file.

27 January 1972

Date

Comments of Reviewing Official:

I completely agree with this high rating  
and should add that Subject has handled a  
continuing Congressional interest in Brazil with  
a rare combination of diplomatic tact and sound  
judgment.



Cord Meyer Jr.

Assistant Deputy Director for Plans

15 Jan 72  
Date

10 January 1972

**MEMORANDUM IN LIEU OF FITNESS REPORT.**

**SUBJECT:** David A. Phillips  
1 July - 31 December 1971

This memorandum is in lieu of a fitness report to cover Mr. Phillips' performance during the period 1 July to 31 December 1971. This rating is being prepared in view of the rater's imminent departure from the Division.

Last month Mr. Phillips was promoted from GS-16 to GS-17. There is no better evidence of the high esteem in which he is held by his superiors in the Agency.

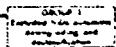
During this rating period Mr. Phillips transferred the station from Rio de Janeiro to Brasilia. This move, however, divorces the Chief of Station from the main area of operations, Rio de Janeiro. In spite of this Mr. Phillips, through much extra effort and time on his part, has been able to maintain a high operational tempo in the station.

Station relations with key people in the Brazilian government, especially the security agencies, have been highly productive but through recent efforts, these relations have been placed on a much higher plane with the decision of General Fontoura, chief of the SNI, to give the station copies of the briefings especially prepared for President Medici.

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 024345	
<b>SECTION A</b>						
1. NAME <b>Phillips, David A.</b>			2. DATE OF BIRTH <b>31 Oct 1922</b>	3. SEX <b>M</b>	4. GRADE <b>GS-16</b>	5. SD <b>D</b>
6. OFFICIAL POSITION TITLE <b>Chief of Station</b>			7. OFF-DIV-BR OF ASSIGNMENT <b>DDP/WH/5</b>	8. CURRENT STATION <b>Rio de Janeiro</b>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>30 April 1971</b>			12. REPORTING PERIOD (From- to) <b>1 April 1970 - 30 June 1971</b>			
<b>SECTION B</b> PERFORMANCE EVALUATION						
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
See attached memorandum.						
SPECIFIC DUTY NO. 2						RATING LETTER
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
<p>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.</p>						
						RATING LETTER
						<b>S</b>



**SECRET**

(Form Filled In)

**SECTION C****NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses 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.

AUG 5

AUG 5 1105 AM '71

MAIL ROOM

See attached memorandum.

**SECTION D****CERTIFICATION AND COMMENTS****BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
11 August 1971	/s/ David A. Phillips

**BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
	Copy of report has been sent to Mr. Phillips for acknowledgement

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
30 June 1971	Chief, WH Division	/signed/ William V. Broe

**BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

See attached.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	Assistant Deputy Director for Plans	/signed/ Cord Meyer, Jr.

**SECRET**

SECRET

30 June 1971

**MEMORANDUM IN LIEU OF FITNESS REPORT**

**SUBJECT:** Mr. David A. Phillips  
1 April 1970 - 30 June 1971

This memorandum is in lieu of the fitness report on Mr. Phillips as Chief of Station, Rio de Janeiro, during the period 1 April 1970 to 30 June 1971.

Mr. Phillips is a highly capable, versatile and imaginative Operations Officer and manager who makes a substantial contribution to the Clandestine Service.

The above statement is borne out by the fact that faced with a highly difficult, sensitive operational problem of the utmost priority in the fall of 1970, the Rater immediately thought of Mr. Phillips as the man to head the Task Force and received immediate and enthusiastic endorsement from the Deputy Director for Plans and the Director for Mr. Phillips' assignment. He was recalled from Brazil, took over the Task Force, and handled it in an outstanding manner.

My first statement is further borne out by the fact that Ambassador Rountree, on a recent visit to Washington, made a special effort to express to the Rater his appreciation for Mr. Phillips' support to him and the Embassy and to express further his appreciation to the Agency for furnishing him a man of Mr. Phillips' caliber.

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**SECRET**

- 2 -

Mr. Phillips has a large, widely spread operation with bases in Brasilia, Recife and Sao Paulo. However, he has succeeded in keeping them well coordinated and dead on the target.

I rate Mr. Phillips as Strong as Chief of Station, Rio de Janeiro.

*William V. Broe*  
William V. Broe  
Chief  
Western Hemisphere Division

I certify that I have seen  
this memorandum:

David A. Phillips

Date

Comments of Reviewing Official: I would have rated this performance as "very strong." Excellent political judgment and the ability to handle the most delicate situations with tact and subtlety characterize this performance.

22 July 71  
Date

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

**SECRET**

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

TRAINING REPORT

Course # 3/71

Specialized Training in Weapons for  
Self-Defense and Countermeasures Against  
Vehicular Kidnapping

Date: 2-5 February 1971

Trainee: PHILLIPS, David A.

Office: WH

Purpose and Scope of the Course:

The course provides basic proficiency training in the use of weapons for self-defense and in the techniques of evasive driving to counter vehicular kidnapping for Agency officers being assigned to hostile or unstable political and operational environments abroad.

Achievement Record:

This is to certify that Mr. Phillips has satisfactorily completed the prescribed course of instruction.

FOR THE DIRECTOR OF TRAINING:

*J. W. H. [Signature]*  
CHIEF, SPECIAL ACTIVITIES BRANCH

10 February 1971

DATE

S-E-C-R-E-T

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>						EMPLOYEE SERIAL NUMBER
						024345
<b>SECTION A GENERAL</b>						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Phillips, David A			10/31/22	M	16	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
COS			DDP/WL/Br.5	Rio de Janeiro		
9. CHECK (X) TYPE OF APPOINTMENT						
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> 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.						
1 April 1969 - 31 March 70						
<b>SECTION B PERFORMANCE EVALUATION</b>						
<p><b>U-Unsatisfactory</b> 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 actions taken or proposed in Section C.</p> <p><b>M-Marginal</b> 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> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
<p>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).</p>						
SPECIFIC DUTY NO. 1  See attached memorandum.						RATING LETTER  S
SPECIFIC DUTY NO. 2						RATING LETTER
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER  5 AUG 1970 J.C.
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
<p>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.</p>						RATING LETTER  S

**SECRET****SECTION C****NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestion's made for later review 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 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.

AUG 4 3-48 PM '70

See Attached Memorandum in Lieu of Fitness Report.

**SECTION D****CERTIFICATION AND COMMENTS****BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE

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
15 July 1970	Chief, WH Division	/signed/ William V. Broe

3	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFICIAL	

*Concur*  
→

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 JUL 1970	Assistant Deputy Director for Plans	<i>Cord Meyer, Jr.</i>

**SECRET**

~~SECRET~~

15 July 1970

**MEMORANDUM IN LIEU OF FITNESS REPORT**

**SUBJECT:** Mr. David A. Phillips  
1 April 1969 - 31 March 1970

This memorandum is in lieu of the fitness report on Mr. David A. Phillips as Chief of Station, Rio de Janeiro, during the period 1 April 1969 to 31 March 1970.

During this period Mr. Phillips took over command of the Rio Station. It is typical of Mr. Phillips that he made excellent preparation for this assignment, including a full-time course in the Portuguese language.

Mr. Phillips has brought to his new position the operational zeal and enthusiasm that has characterized all of his previous positions. Brazil, by the very nature of its size but, more importantly, the type of "strait jacket" government in power, is a difficult place to operate on a broad plain. Mr. Phillips has the station moving and real effort and progress is seen on the more difficult targets, such as the Soviets.

He has excellent relations within the embassy and is recognized for his contribution to the Country Team. He, of course, handles his liaison contacts with mature style and is very actively developing a number of contacts in the local community.

~~SECRET~~

SECRET

- 2 -

Mr. Phillips is a good supervisor of men and the present high morale of the Rio de Janeiro Station and its Bases is a living proof of this. He furnishes good operational planning and guidance and exhibits a high degree of cost consciousness.

I rate Mr. Phillips as Strong as Chief of Station,  
Rio de Janeiro.

*William V. Broe*  
William V. Broe  
Chief  
Western Hemisphere Division

I certify that I have seen  
this memorandum:

*[Signature]*  
David A. Phillips

*26 Sept 1970*  
Date

Date of Report 15 January 1970	LANGUAGE TRAINING REPORT	
Student Names PHILLIPS, DAVID A.	Office WB	Proficiency Level Before and After Training
Courses PORTUGUESE FULL-TIME	Inclusive Dates 11/03/69-12/18/69	Before      After Speaking      --      1 • Aural Comp      --      3 • Read Comp      --      3 • * Instructor's Estimate since Official Test
		Hours of Instruction Scheduled 244 Actual 108 Absences 28

## LANGUAGE TRAININGAIMS AND EVALUATION CRITERIA

The general aim of this course of study was to provide the student with a command of a foreign language in a skill and at the level set by the sponsoring office. Speaking, aural comprehension and reading comprehension, as required, were emphasized. Fluency and accuracy were given equal importance in training and in evaluation of the student. Cultural matters were covered only incidentally.

This student evaluation is based on (1) Instructor and linguist observations; (2) regularly administered oral and written achievement tests; (3) a final comprehensive achievement examination. The achievement rating reflects only performance and achievement in the course and is conditioned by the length of time the student spent in training, achievement potential based upon his or her aptitude for language study and upon motivation. This rating should not be confused with the Proficiency Rating which is submitted separately on Form 127, Certification of Language Proficiency.

PROGRESS IN ACHIEVING COURSEAIMS  
(Overall progress in the course is shown as unsatisfactory, marginal, satisfactory, above average, superior when compared against established standards for such training).

Speaking	Aural Comprehension	Reading Comprehension
SUPERIOR	SUPERIOR	N.A.

## PERFORMANCE EVALUATION

In six weeks the student covered the entire DLI course of 75 lessons which usually takes 4 to 6 months to complete. His study habits and approach to language learning were excellent and he made maximum use of the time available.

The joint decision by instructor and student to rush through 75 lessons was based on:

- (1) the student's determination to make as much of a conversion from Spanish to Portuguese as possible and
- (2) on the instructor's faith and confidence in the student's ability to do so.

In cases where the principal objective is to convert a student's command of Spanish to an equivalent level in Portuguese, the point is often reached where the student is able to understand and make himself understood most adequately without,

See reverse side for additional comment

For the Director of Trainings

*Perez Telleret*  
Instructor  
*JRW Williams*  
Language School/DLR  
Language School Chief

however, his having achieved a corresponding tested level because of the remaining influence of Spanish.

In the case of this student, I judge his command of the language to be already adequate for all situations he may encounter in the field. So that while he may not test quite elementary, in reality, and as far as ability to communicate effectively is concerned, he would have to be rated intermediate.

SECRET

TECHNICAL SERVICES DIVISION -- TECHNICAL SCHOOL

SHORT RANGE AGENT CONTACT SURVEY (A-106)

Training Report

Name : PHILLIPS, David A.

Office: WH/COG

Date : 6 June 1969

I. OBJECTIVES:

To provide a general knowledge in:

- a. Selected gear used for clandestine short range agent contacts. Included are representative samples of:  
One way RF radio devices; two way RF radio devices; two way carrier current devices; optical communicators; and special telephone devices used for establishing agent contact.
- b. The philosophy, purpose, considerations and limitations of short range agent contact systems; including message security, link security, reliability and feasibility of agent contact systems.

*Lawrence H. Martin*

INSTRUCTOR  
TSD/TECHNICAL SCHOOL

SECRET

SECRET

(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER <b>024345</b>		
<b>SECTION A</b>						
<b>GENERAL</b>						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
<b>Phillips, David A.</b>			<b>10/31/22</b>	<b>M</b>	<b>GS-16</b>	<b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/COG</b>	8. CURRENT STATION <b>Hqs.</b>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small>						
10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): <small>SPECIAL (Specify):</small>						
11. DATE REPORT DUE IN O.P. <b>04/69</b>			12. REPORTING PERIOD (From- To) <b>1 April 68 - 31 March 68</b>			
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>						
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
SPECIFIC DUTY NO. 2						RATING LETTER
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER  <b>S</b>

**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.

See attached Memorandum in Lieu of Fitness Report.

Jun 2 1117 AM '69

U.S. GOVERNMENT PRINTING OFFICE: 1964 14-10000

**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 June 1969	/signed/ David A. Phillips

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
6 June 1969	Deputy Chief, WH Division	/signed/ John R. Horton

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

See attached.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 June 1969	Chief, WH Division	/signed/ William V. Broe

**SECRET**

6 June 1969

**MEMORANDUM IN LIEU OF FITNESS REPORT**

**SUBJECT:** Mr. David A. Phillips  
1 April 1968 to 31 March 1969

Mr. Phillips continues to head the Division's program against the high-priority Cuban target, although he has also been selected to fill an unusually responsible job overseas in the coming year, both of which jobs testify to the high regard in which he is held by his superiors in the Agency. Mr. Phillips has had the difficult task of presiding over a show which is being cut back, in terms of money and people, and in which task he has played a major role. At the same time as doing a pruning job, he has had to try to maintain a vigorous program and to keep up enthusiasm. His own qualities of personal leadership and of magnetism have done a great deal to keep up enthusiasm among his people. He has a positive attitude toward operations and is determined; his day-to-day concern is for developing new operations, and he has put all of his own notable vigor and drive into operational directions.

Mr. Phillips knows his target and knows Latin America well and he brings a good feel and insight into his work, which is never pedestrian or unimaginative. He speaks well and convincingly and makes a very good impression both within the Agency and outside, where he serves the Agency well in his relations with other government elements. He also writes notably well.

His task this year has not been easy for he has had to deal with an experimental situation, to a considerable extent, with the new Miami station which he is responsible for supporting and guiding. He has had to exercise a good deal of tact and diplomacy in the doing of it and he has done a good job of reconciling often conflicting views. He has shown a good head for costs in all of this.

- 2 -

Mr. Phillips is a notably good supervisor, especially with younger officers, for whom he is an object of admiration and emulation. Mr. Phillips is a fast-moving, energetic person and he has some of the faults that often go with this virtue: he is impatient with details and "paper" with the consequence that if someone else does not do it for him, his work is sometimes marred by inaccuracies and imprecisions.

Without going into it, it should be noted that Mr. Phillips has had a very trying year personally and it is a proof of his strength of character that he has not only come through it but has hardly broken his stride in carrying out a demanding job, or being any less than his usual cheerful and charming self.

His performance has been very Strong.

*Horton*  
John R. Horton  
Deputy Chief  
Western Hemisphere Division

I certify that I have seen  
this memorandum:

*David A. Phillips*  
David A. Phillips

1 June 1969  
Date

Comments of Reviewing Official:

I concur in the above rating of Mr. Phillips. Dave Phillips is an operator in the solid professional sense of the word. I have great hopes for the Rio Station which he takes over early in 1970.

*William V. Broe*  
William V. Broe  
Chief

27 June 1969  
Date

Western Hemisphere Division

S E C R E T

LIMITED OFFICIAL USE (When Completed)

A U 6 / 1972

CHIEF OF MISSION'S EVALUATION OF PERFORMANCE			
(Mission submits original and one copy directly to appropriate agency, retains one copy.)			
OFFICER BEING RATED CHIEF, CAS	DAVID A.	POST American Embassy, Caracas	
POSITION CHIEF, CAS		GRADE	AGENCY CAS
RATING PERIOD August 13, 1972 - October 31, 1972		DATE OF REPORT December 8, 1972	
SIGNATURE OF REPORTING OFFICER <i>Robert McClintock</i>		TITLE AMBASSADOR	
SIGNATURE OF REVIEWING OFFICER		TITLE	
EVALUATION OF PERFORMANCE			
<input checked="" type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      (If no, explain in detail below.)			
Has he seen this report? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
NARRATIVE COMMENTS <small>(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)</small> <p>The CAS Station Chief has been at the post only since August 13, 1972. Although this period may seem unusually short for the preparation of a performance evaluation, I would like to say that I have been enormously and favorably impressed by his performance during this initial period.</p> <p>The CAS Station Chief comes to Venezuela from a series of highly responsible positions in which, I understand, he performed outstandingly. He has taken hold of his new position in a commanding manner and gives every indication of being thoroughly on top of his job. He is understanding of the Embassy's needs, professionally competent in his approach to his work, and highly articulate in explaining those facts and factors which are of importance to me and to other officers of the Embassy.</p> <p>III. I am very favorably impressed by the initial performance of the CAS Station Chief and I consider myself fortunate to have him with me at this post.</p>			

ROGER CHANNEL

XXXXXX XXXXXXXX (When Completed)

S E C R E T



## CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

OFFICER BEING RATED <b>Chief CAS</b>		POST American Embassy - BRASILIA	
POSITION <b>Chief of Station</b>		GRADE <b>FSR-2</b>	AGENCY <b>DIA</b>
I.	RATING PERIOD <b>11/1/71 - 6/29/72</b>	DATE OF REPORT <b>October 16, 1972</b>	
	SIGNATURE OF REPORTING OFFICER <i>William M. Rountree</i>	TITLE <b>Ambassador</b>	
	SIGNATURE OF REVIEWING OFFICER	TITLE	
EVALUATION OF PERFORMANCE			
<input checked="" type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
II.	Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (If no, explain in detail below.)		
	Has he seen this report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
NARRATIVE COMMENTS			
<small>(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)</small> <p>The previous incumbent completed his assignment at this post and departed on June 29, 1972. During the period under review he continued to perform in a highly creditable manner, working well with other members of the Embassy staff and handling the affairs of his agency in a most professional, efficient and effective manner.</p> <p>In my last evaluation I stated that both the Agency and the Embassy were fortunate to have a man of the rated officer's abilities and qualities as CAS Chief at this important post. I am happy to say that his performance throughout his assignment here reinforced that view.</p>			

**S E C R E T** ~~XXXXXXXXXXXXXX~~ (When Completed) (ROGER CHANNEL)**CHIEF OF MISSION'S EVALUATION OF PERFORMANCE**

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

<b>OFFICER BEING RATED</b> <b>Chief CAS</b>		<b>POST</b> <b>American Embassy BRASILIA</b>	
<b>POSITION</b> <b>Chief of Station</b>		<b>GRADE</b> <b>FSR-2</b>	<b>AGENCY</b> <b>DIA</b>
<b>RATING PERIOD</b> <b>11/1/70 - 10/31/71</b>		<b>DATE OF REPORT</b> <b>November 1, 1971</b>	
<b>SIGNATURE OF REPORTING OFFICER</b> <i>William S. Phillips</i> <b>William M. Rountree</b>		<b>TITLE</b> <b>Ambassador</b>	
<b>SIGNATURE OF REVIEWING OFFICER</b>		<b>TITLE</b>	
<b>EVALUATION OF PERFORMANCE</b>			
<input checked="" type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (If no, explain in detail below.)			
Has he seen this report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>NARRATIVE COMMENTS</b> <small>(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)</small> <p>Mr. Phillips is an able officer and a highly cooperative member of the Country Team. I have been impressed and pleased with the degree of cooperation which exists between him and other members of the Embassy staff. He has, to the extent that is possible considering the nature of his work, cooperated in our efforts to bring about maximum coordination of reporting. With rare exceptions he has, I believe, kept me appropriately advised on all matters relating to his functions, and the material which he provides on a regular basis has been extremely useful in the discharge of my mission.</p> <p>Mr. Phillips works quietly and discreetly and is alert to any situation which might create problems for the Embassy and the United States. I fully share the view of the DCM, expressed in a previous evaluation, that both Mr. Phillips and his wife conduct themselves in a quiet, friendly and wholly creditable manner.</p> <p>I feel that both the Agency and the Embassy are fortunate in having a man of Mr. Phillips' abilities and qualities as CAS Chief at this important post.</p>			

LIMITED OFFICIAL USE (When Completed)



## CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency; retains one copy.)

OFFICER BEING RATED <b>David A. PHILLIPS</b>		POST <b>American Embassy, Rio de Janeiro</b>	
POSITION <b>Chief CAS, Chief of Station</b>	GRADE <b>FSR-02</b>	AGENCY <b>DIA</b>	
RATING PERIOD <b>7/1/70 - 10/31/70</b>	DATE OF REPORT <b>November 1, 1970</b>		
SIGNATURE OF REPORTING OFFICER 	TITLE <b>Charge d'Affaires a.i.</b>		
SIGNATURE OF REVIEWING OFFICER	TITLE		
EVALUATION OF PERFORMANCE			
<input type="checkbox"/> Outstanding <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (If no, explain in detail below.)			
Has he seen this report? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
NARRATIVE COMMENTS (Attach additional sheets, if necessary for this section or for reviewing officer's comments.)			
<p>Mr. Phillips' performance during the four months covered by this evaluation has been highly satisfactory. For some years previous to my arrival here, in June 1970, I had been acquainted with him, and from this I already had a favorable impression of his qualities. This impression has continued and has improved further. He has worked quietly and discreetly, has kept me informed of all important developments, and has coordinated as necessary with other offices in the Embassy. His interest in his work, and his dedication to the job, have been outstanding. His relations with others are very good. Because of wide previous experience in this hemisphere, he frequently is helpful to Embassy officers in areas outside his own specialization. He appears to manage his personnel well. In functions outside the Embassy, both he and his wife conduct themselves in a quiet, friendly, and wholly creditable manner.</p>			

**SECRET**~~XXXXXX-XXXX-XXXXXX~~ (When Completed)**SECRET****CHIEF OF MISSION'S EVALUATION OF PERFORMANCE**

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

<b>OFFICER BEING RATED</b> <b>David A. PHILLIPS</b>		<b>POST</b> <b>American Embassy Rio de Janeiro</b>	
<b>POSITION</b> <b>Chief CAS, Chief of Station</b>		<b>GRADE</b> <b>FSR-03</b>	<b>AGENCY</b> <b>DIA</b>
<b>RATING PERIOD</b> <b>January 30 - June 30, 1970</b>		<b>DATE OF REPORT</b> <b>April 24, 1970</b>	
<b>SIGNATURE OF REPORTING OFFICER</b>  <b>William Belton</b>		<b>TITLE</b> <b>Deputy Chief of Mission</b>	
<b>SIGNATURE OF REVIEWING OFFICER</b>  <b>C. A. Boonstra</b>		<b>TITLE</b> <b>CM, Chargé d'Affaires, a.i.</b>	
<b>EVALUATION OF PERFORMANCE</b>			
<input checked="" type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
<b>II.</b> Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (If no, explain in detail below.)			
Has he seen this report? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>NARRATIVE COMMENTS</b>			
<small>(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)</small> <p>Phillips has been here too short a time and there has been too little opportunity for us to work together for me to be able to discuss his performance in detail. I am able to say, however, that he has impressed me and other Embassy officers with whom he works, including Ambassador Elbrick, very favorably, indeed. He is a cool-headed, straightforward, intelligent man who seems professionally very capable. He has a clear understanding of the appropriate role for himself and his organization within the Embassy and is working to achieve a genuinely low profile. He has already demonstrated his interest in the best possible relations with the rest of the U.S. Government organization and he knows how to act in order to achieve such a relationship. He has come to me a number of times to volunteer detailed information which he did not feel important enough to bother the Ambassador about, but he has kept the Ambassador fully informed about all those subjects which were of sufficient interest to him. I see every reason to assume that he will be a positive, constructive and very dependable and reliable factor in the Embassy.</p> <p>Mrs. Phillips is an attractive and personable young lady who has particularly impressed my wife and me with her attitude and intellect.</p>			
<b>SECRET</b>			

XXXXXX (When Completed)

**SECRET****CHIEF OF MISSION'S EVALUATION OF PERFORMANCE**

(Mission submits original and one copy directly to appropriate agency, retains one copy.)



OFFICER BEING RATED <b>Chief CAS</b> David A. Phillips	POST <b>Santo Domingo</b>
POSITION <b>Station Chief</b>	GRADE AGENCY
RATING PERIOD <b>January 1966 to July 1967</b>	DATE OF REPORT <b>July 15, 1967</b>
SIGNATURE OF RATING OFFICER <i>John Hugh Crimmins</i> John Hugh Crimmins	TITLE <b>Ambassador</b>
SIGNATURE OF REVIEWING OFFICER	TITLE
EVALUATION OF PERFORMANCE	
<input checked="" type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (If no, explain in detail below.)	
Has he seen this report? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
NARRATIVE COMMENTS	
<small>(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)</small> <p>I have been associated with the CAS Station Chief since my arrival at this post on January 11, 1966. Inasmuch as I have kept in very close daily touch with him, I believe that I am in position to evaluate his performance.</p> <p>Let me say at the outset that the Rated Officer has had to work under the most varied and difficult circumstances. His service at this post began, for example, in a revolutionary situation marked by great and continuing violence. The attention of a good part of the world was focused upon this situation, and some of the highest national interests of the United States were involved. The presence of the Inter-American Peace Force, of its major U.S. component, and of Ambassador Ellsworth Bunker in his unusual and unprecedented role added greatly to the dimensions of the work done by the Rated Officer. In the aftermath of revolution, he had unusual, delicate and complicated tasks to perform in connection with the establishment and maintenance in power of a most fragile Provisional Government. As the latter carried the nation toward the all-important election scheduled for June 1, 1966, the CAS Station Chief faced a changing and constantly challenging set of requirements. Finally, his tour of duty at this post has encompassed the transition from the Provisional Government to a constitutional government emerging from those elections and the gradual firming up of the position and institutions of the present democratically elected administration.</p> <p>To this intricate complex of circumstances, the CAS Station Chief has brought a background knowledge of the Latin American area and its</p>	

**SECRET**

S E C R E T

- 2 -

people as well as a proficiency in Spanish which has enabled him to deal readily and effectively with a heterogeneous range of contacts.

His performance can only be described as outstanding. He has provided a completely professional response to a most difficult and varied challenge. He has mounted an organization and provided a mechanism fully up to the tasks confronting it and the high-level requirements levied upon it. With the advantages afforded by hindsight, I suggest that the success which has been achieved speaks for itself.

It is pertinent to mention that the Rated Officer invariably places business ahead of pleasure and personal interests. He works long and irregular hours and is continuously available in time of need. He has evidenced the highest degree of cooperation with representatives of State, DOD, Legal Attaché, AID (in the Public Safety sector) and all other members of the Country Team. His quiet and professional approach inspires their confidence, and on innumerable occasions he has proven that he is an excellent team player who genuinely wants to be of assistance to all members of the official community. The harmonious, close relations among all the intelligence components of the Country Team are due in great part to the tactful, skillful and thoughtful leadership of the Station Chief.

There is probably little need for me to comment upon the Rated Officer's technical achievements at this post. Under his guidance, specialized security agencies of the Dominican Government have been brought to a state of high readiness. Penetration of subversive groups has reached impressive proportions. Subversive document seizures have been abundant. Counter-espionage work has been impressively successful.

no

The CAS Station Chief is in/sense a narrow technician or specialist. He keeps his eye on the broad picture, understands what he sees there and intelligently relates it to his own work. He is imaginative in his approach and does not hesitate to suggest innovations of various kinds. To mention only one of these, it was as a result of his initiative that "electoral police" appeared upon the scene during the Presidential election campaign in mid-1966 with a salutary calming effect upon the potential for political violence at the moment.

S E C R E T

S E C R E T

- 3 -

I wish to make special mention of, first, the scrupulousness with which the Rated Officer has consulted me and kept me informed about his activities, and, second, his strict adherence to the guidance I have given him. At no time have I had any doubts concerning the care and fidelity with which he has followed my instructions.

I have developed the highest personal and professional regard for the Rated Officer. I have valued greatly his advice and his support not only upon matters within his own special field of competence, but also over a considerably broader spectrum of U.S. Mission activities. I could not have asked for a better Chief of Station than the one whom I have had at this post. I very much regret his departure but am comforted by the knowledge that his successor, as his deputy, has been trained by him.

I earnestly hope that these comments of mine -- based on a very close and continuous working relationship -- will be given full consideration and will contribute significantly to his career advancement.

S E C R E T

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
					024345	
<b>SECTION A</b>						
GENERAL						
1. NAME <b>Phillips, David A.</b>		(Last) (First) (Middle)	2. DATE OF BIRTH <b>10/31/22</b>	3. SEX <b>M</b>	4. GRADE <b>15</b>	5. SD <b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer Ch.</b>		7. OFF/DIV BR OF ASSIGNMENT <b>WH-COG</b>		8. CURRENT STATION <b>Hqts.</b>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>04/68</b>			12. REPORTING PERIOD (From to) <b>1 April 1967 - 31 March 1968</b>			
<b>SECTION B</b>						
PERFORMANCE EVALUATION						
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1  Responsibility for overall management of Headquarters Branch activities.						RATING LETTER  <b>S</b>
SPECIFIC DUTY NO. 2  Support and guidance of field operations.						RATING LETTER  <b>S</b>
SPECIFIC DUTY NO. 3  Reporting to higher authority; implementing of policy level decisions.						RATING LETTER  <b>O</b>
SPECIFIC DUTY NO. 4  Supervision and management of personnel.						RATING LETTER  <b>O</b>
SPECIFIC DUTY NO. 5  Liaison with State Department and other agencies.						RATING LETTER  <b>O</b>
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER  <b>O</b>
Reviewed by OP/PD/EAB						

**SECRET**

(When Filled In)

**SECTION C.****NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current assignment 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 remarks 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.

8 53 AM '68

*Mail Report*  
 The Rating Officer's last fitness report on Mr. Phillips dealt with his terminating an outstandingly successful and very complicated assignment as Chief of Station, Dominican Republic. This report deals with a completely different situation, i.e. coming into Headquarters as Chief, Cuban Operations Group at the time that drastic reduction had just become the order of the day. The same energy, imagination and zeal which has characterized Mr. Phillips over the years has characterized his performance in this difficult task since his assumption of the new responsibility. He has been a prime mover in reducing the Headquarters WH/COG component to realistic and manageable proportions. By the same token he has been a prime mover, guider, cajoler and sometimes "patron saint" to JMWAVE management in its massive job of bringing JMWAVE down from its ponderous proportions to a viable Clandestine Services "instrument" compatible and consistent with the present day needs of Cuban operations. In this endeavor Mr. Phillips' accomplishments have been of the first order.

(See attached sheet)

**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

13 May 1968

*Jacob Esterline*

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

32

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

10 May 1968

Deputy Chief, WHD

*Jacob Esterline*

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This is a very fine officer with one of the best potentials in WH Division. I believe the rater is somewhat carried away in his views. Mr. Phillips' career advancement has been closely observed in this Division and I do not believe he is falling behind in the promotion timetable. It is definitely expected he will be recommended next year (which is within the proper time frame,) if his current excellent performance continues.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

20 May 1968

Chief, WH Division

*William V. Broe***SECRET**

SECRET

Fitness Report - David A. Phillips

SECTION C (Continued)

Most important however, and this is one of Mr. Phillips unique qualities, he has been able to bring about this drastic reduction and at the same time instill enthusiasm in his staff for new approaches to the ever more difficult Cuban target. His own infectious enthusiasm and his fine manner with co-workers and subordinates has made this possible. In short the Rating Officer believes he is the right man at the right time for the job he is in.

Mr. Phillips' relations with the Department of State and other agencies where it really counts are outstandingly good. He has in his short time back re-established his fine relationship with the manager of the Voice of America. This relationship will undoubtedly be of inestimable value in getting WH Division's new radio effort through the 303 Committee and into operation.

It is probably obvious to one reading this fitness report that the Rating Officer is well disposed towards Mr. Phillips. This is quite true. It in no way, however, affects the Rating Officer's opinion that Mr. Phillips is a man of considerable talent who for one reason or another has fallen at least one grade behind in the promotion timetable. The Rating Officer, therefore, trusts that this will be corrected in the near future. Mr. Phillips is a gentleman of breadth, drive, imagination and dedication. The Rating Officer considers Mr. Phillips to be one of the very best of the many fine officers he has known in his career in the Clandestine Services. In some ways he is unique in that he knows the business from the ground up, having started in unofficial cover (several assignments) and now having moved into the managerial area where he can speak with authority based on valid experience.

SECRET

Reviewed by OP/PD/EAB

14-00000

S-E-C-R-E-T

TRAINING REPORT

Chief of Station Seminar No. 1-70  
80 hours, full time 6 - 17 October 1969

Participant : Phillips, David A. Office : WH  
Year of Birth: 1922 Service Designation: D  
Grade : 16 No. of Students : 8  
EOD Date : Apr '55

COURSE OBJECTIVES, CONTENT AND METHODS

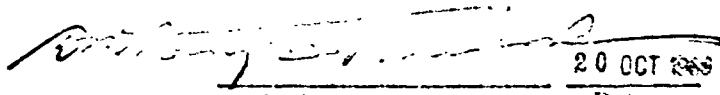
The COS Seminar is aimed to prepare prospective Chiefs and Deputy Chiefs of Station and Chiefs of Base for field assignments. Emphasis was upon the difficulties confronting Chiefs of small or medium-sized installations, since they must handle a peculiarly wide range of problems. Included were case studies serving to remind outgoing chiefs of various operational approaches and techniques, but more time was devoted to policy, coordination, management, reporting, and administrative responsibilities of the Chief of Station, both within CIA and in the government at large, at home and abroad.

The bulk of the course is given in lectures and question periods conducted by officials responsible for the missions, functions, programs, and services discussed. A few key items of suggested reading are included, and bibliographies of suggested reading tailored to the individual's assignment are offered for those who want them.

ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

  
20 OCT 69  
Anthony D. Holland Date

S-E-C-R-E-T

SECRET

(When Filled In)

<b>FITNESS REPORT</b>					EMPLOYEE SERIAL NUMBER <b>024345</b>	
<b>SECTION A</b>						
1. NAME <b>Phillips</b>			2. DATE OF BIRTH <b>10/31/22</b>	3. SEX <b>M</b>	4. GRADE <b>GS-15</b>	5. SD <b>D</b>
6. OFFICIAL POSITION TITLE <b>Chief of Station</b>			7. OFF. DIV/BR OF ASSIGNMENT <b>DDP/WH/7</b>		8. CURRENT STATION <b>Santo Domingo</b>	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) <b>(SPECIAL (Specify))</b>			
11. DATE REPORT DUE IN O.P. <b>May 1967</b>			12. REPORTING PERIOD (From To) <b>1 April 1966 to 31 March 1967</b>			
<b>SECTION B</b>						
<b>PERFORMANCE EVALUATION</b>						
<b>W - Weak</b>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
<b>A - Adequate</b>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
<b>P - Proficient</b>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
<b>S - Strong</b>	Performance is characterized by exceptional proficiency.					
<b>O - Outstanding</b>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
<b>SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1  <b>Station management.</b>						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2  <b>Direction of the operational program.</b>						RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 3  <b>Liaison with other U. S. agencies.</b>						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
<b>1 MAY 1967</b>						
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on our 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 <b>O</b>

**SECRET**

(This Title Is)

**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 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.

**MAY 8 3 39 PM '67**

Mr. Phillips is nearing completion of his tour of duty as Chief of Station, Santo Domingo. During the past several months he has had the difficult task of reorganizing his Station and redirecting its manpower following a major election operation. His task has been made more difficult by a series of almost weekly political or security crises which not only required intensive intelligence coverage but also frequently involved Station assets.

Mr. Phillips has done remarkably well in this difficult regearing process. It has in no way affected the volume or quality of Station reporting which remains very high. His critical analysis and in-depth interpretation of the rapidly changing political scene have been timely and useful.

The Station under his direction has aggressively undertaken the development of new FI and CI assets without losing momentum in existing operations. Also in a relatively short period of time effective security and countersubversion units within the host government internal security apparatus have been established.

(Cont'd)

**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

20

Subject in the field.

DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE  
5 April 1967 Deputy Chief, WHD Jacob D. Esterline3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I concur with the rating and statements made concerning Mr. Phillips. He is one of the best. He will take over as Chief, Cuban Operations Group this summer and we can expect new impetus in this difficult denied area program. We are carefully observing his promotional progress and are making every effort that he advances in accordance with his excellent capabilities and potential.

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE  
28 April 1967 Chief, WHD William V. Broe**SECRET**

**Fitness Report -- David A. Phillips**

**SECTION C - (Cont'd)**

His relationships with the Ambassador and with representatives of other agencies are excellent and the high regard they accord him are reflected in the great confidence placed in him and his staff.

The overall management of the Station reflects careful consideration of manpower and money commitments. Mr. Phillips has taken the initiative in effecting savings wherever possible. In short he has turned in an aggressively outstanding performance under the most difficult imaginable conditions during the period under review.

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER
				024345
<b>SECTION A</b>				
1. NAME (Last) (First) (Middle) <b>PHILLIPS, David A.</b>			GENERAL	
2. DATE OF BIRTH 31 Oct 22			3. SEX M	4. GRADE GS-15
5. OFFICIAL POSITION TITLE <b>Opa Officer/Chief of Station</b>			6. SD D	
7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/DR			8. CURRENT STATION <b>Santo Domingo</b>	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL SPECIAL (Specify):	
11. DATE REPORT DUE IN O.P. 1 April 65			12. REPORTING PERIOD (From - To) 1 April 65 - 31 March 66	
<b>SECTION B</b> PERFORMANCE EVALUATION				
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>				
<b>SPECIFIC DUTIES</b>				
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).				
SPECIFIC DUTY NO. 1 Direction of Station CA program.				RATING LETTER O
SPECIFIC DUTY NO. 2 Direction of Station FI/CI efforts.				RATING LETTER S
SPECIFIC DUTY NO. 3 Liaison responsibilities with Embassy and other U.S. Government representatives.				RATING LETTER O
SPECIFIC DUTY NO. 4 Managerial responsibilities as Chief of Station.				RATING LETTER S
SPECIFIC DUTY NO. 5 Cost consciousness.				RATING LETTER S
SPECIFIC DUTY NO. 6				RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>				
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness; pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.				RATING LETTER S
16 JUN 1965				

**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 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 needed to complete Section C, attach a separate sheet of paper.

Mr. Phillips brings to this assignment (his first as Chief of Station) a wealth of CA experience gained through many years of operating in the Western Hemisphere and other areas. As a propagandist and general CA operator he must rank high among all Agency personnel. Consequently, it was indeed fortunate that his assignment to the Dominican Republic came at a time when a person of his talent was badly needed. Arriving shortly after the American intervention he has had the difficult task of ferreting out information in great detail about an entirely new government, diplomatically handling the delicate coordinations with other U.S. Government agencies in a crisis and highly emotional situation, while administering a rapidly expanding station composed in large degree of young men long on initiative and intelligence but somewhat lacking in depth of experience. At present he is engaged in a fairly large and vastly important election operation which is of concern to the highest authorities of our government.

(Continued - See attached sheet)

**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

9 months

Employee will see report upon his return to Headquarters

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

3 May 1966

Deputy Chief, WHD

Jacob D. Esterline

3.

**BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I heartily endorse the rater's comments. The Santo Domingo Station, under the excellent leadership of Mr. Phillips, recently completed a most successful and significantly important political action operation. It was a well-done Station operation but great credit has to go to Mr. Phillips personally.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

14 June 1966

Chief, WHD

William V. Broe

**SECRET**

14-00000

23

Fitness Report - David A. Phillips

SECTION C - Continued:

Perhaps the outstanding quality which Mr. Phillips has demonstrated is his ability to "fire up" his people to produce at their maximum capacity. Another outstanding characteristic is his diplomatic manner of dealing with other officials. Of particular note is the fact that Subject's relationship with Ambassador Bunker of the OAS (who, in effect, has been the President's principal representative in the Dominican Republic) are closer and more fruitful than the relationship of the Embassy with Ambassador Bunker. This has in no way damaged the close relationship Subject has with the Embassy and other government officials.

Subject had little managerial experience of the scope required by his present position prior to his arrival in the DR, nor had he had much experience in FI matters. He has adapted readily however, and he continued to broaden in these respects with the passage of time.

Cost consciousness is, of course, a relative thing. Mr. Phillips as a CA operator "thinks big." However, it is clear that he weighs heavily costs against anticipated results and expects to get a dollar return for each one spent. Overall Subject can be described as a very able person. His ability to maintain Station morale at a high level while producing at a very gruelling pace under difficult conditions is in itself an outstanding accomplishment. Mr. Phillips has been recommended for an Agency Award.

23

S E C R E T

## TRAINING REPORT

Chiefs of Station Seminar No. 3  
60 hours, half days

19 April - 7 May 1965

Participant : PHILLIPS, David A.  
 Year of Birth : 1922  
 Grade : GS-15  
 EOD Date : April 1955

Office : WH  
 Service Designation : D  
 No. of Students : 15

## COURSE OBJECTIVES, CONTENT AND METHODS

The COS Seminar aimed to prepare prospective Chiefs and Deputy Chiefs of Station, Chiefs of Base, and senior Chiefs of Support for field assignments. Emphasis was upon the difficulties confronting Chiefs of small or medium-sized installations, since they must handle a peculiarly wide range of problems. Included were case studies serving to remind outgoing chiefs of various operational approaches and techniques, but more time was devoted to policy, coordination, management, reporting, and administrative responsibilities of the Chief of Station, both within CIA and in the government at large, at home and abroad. Special attention was given to counterinsurgency.

The bulk of the course is given in lectures and question periods conducted by officials responsible for the missions, functions, programs, and services discussed, most of them being from within the Agency but several also from outside. A few key items of suggested reading are included, and bibliographies of suggested reading tailored to the individual's assignment are offered for those who want them.

## ACHIEVEMENT RECORD

This is a certificate of attendance.

Mr. Phillips attended the first half of the seminar being withdrawn at that point due to an operational emergency.

No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

*W. Rowland*  
 William Rowland  
 Acting Chief Instructor

5/3/65  
 Date

S E C R E T

SECRET

(When Filled In)

## FITNESS REPORT (Part II) 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 supervising and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A, of Section "A" below.

## SECTION A. Phillips, Howard GENERAL

1. NAME	2. GRADE	3. DATE OF BIRTH	4. SERVICE DESIGNATION
[REDACTED]	GS-14	31 Oct. 1922	Male DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
6. GRADE		DOP/WM/Human	
7. GRADE	8. DATE HIRED/JOINED ORIGIN	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14	August 9, 1956	9 February 1956 - 14 September 1956	
10. TYPE OF REPORT (Check one)	X ANNUAL	11. ASSIGNMENT SUPERVISOR	12. SPECIAL (Specify)
		ASSIGNMENT SUPERVISOR	

## SECTION B.

## CERTIFICATION

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

## A. CHECK (X) APPROPRIATE STATEMENTS

X THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "C" OR D A WARNING LETTER AND COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO 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 **19 Sept. 1956** C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR **CALDWELL, William** D. SUPERVISOR'S OFFICIAL TITLE **Chief of Station**

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.

APPROVED BY	DATE
Posted Post Control	<i>R. S. [Signature]</i>
Reviewed by PDC	<i>09/17/56</i>

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE **25 Sept '56** B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL **J. Channing** C. OFFICIAL TITLE OF REVIEWING OFFICIAL **C/June**

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

- |   |   |
|---|---|
| 5 | 1 - DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.<br>2 - DARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.<br>3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.<br>4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.<br>5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.<br>6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OR NO PERSONS KNOWN TO THE SUPERVISOR. |
|---|---|

COMMENTS:

## SECRET

(Information listed in)

## 2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

- a. State in the spaces below up to six of the most important SPECIFIC duties performed by this officer. Place the most important first. In case of ties, rate the more important duties.
- b. Rate performance on each specific duty. In case of ties, rate the more effective in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty, not rate as supervisor 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	MAIL ROOM
GIVING LECTURES	DEVELOPS NEW PROGRAMS	CONDUCTS INTERROGATIONS
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	PREPARES SUMMARIES
WRITING TECHNICAL REPORTS	MANGES FILES	TRANSLATES GERMAN
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	DEBRIEFING SOURCES
TYPING	COORDINATES WITH OTHER OFFICES	KEEPS BOOKS
TAKING DICTATION	WRITES REGULATIONS	DRIVES TRUCK
SUPERVISING	PREPARES CORRESPONDENCE	MAINTAINS AIR CONDITIONING
		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	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	
	3 - PERFORMS THIS DUTY ACCEPTABLY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4
Supervises KUCAGE projects	4	Supervises staff agents
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5
Develops new KUCAGE programs	4	Spots and develops contacts
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6
Has and uses Area Knowledge	5	Prepares progress reports

## 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

This officer has ability, talent, area knowledge, understanding of the people and experience in his field. In the initial six months covered by this report he has adjusted remarkably well to a difficult cover situation with a minimum of station support and guidance.

## SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW - WANT HIS SEPARATION
- 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
- RATING NUMBER 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 CO no later than 30 days after the due date indicated in item 9 of Section "E" below.

<b>SECTION E. Standard Phillips</b>		<b>GENERAL</b>	
1. NAME	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[REDACTED]	31 Oct. 1922	Male	DP
5. OFFICE DIVISION/HIGHING OR ASSIGNMENT	6. OFFICIAL POSITION/TITLE	[REDACTED] Ops Off (PP)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14	9 August 1956	9 February 1956 - 14 September 1956	
10. TYPE OF REPORT (Check One)	X INITIAL	11. APPROVED BY SUPERVISOR	12. SPECIAL (Specify)
	ANNUAL	CLASSIFICATION-EMPLOYEE	

<b>SECTION F. CERTIFICATION</b>		
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
19 Sept. 1956	CALDWELL, William	Chief of Station
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
25 Sept '56	J.C. King	C/Unit

<b>SECTION G. ESTIMATE OF POTENTIAL</b>		
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES		
INSTRUCTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.		
5	<ul style="list-style-type: none"> <li>1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</li> <li>2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</li> <li>3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES</li> <li>4 - READY FOR TRAINING TO ASSUME GREATER RESPONSIBILITIES</li> <li>5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING</li> <li>6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL</li> <li>7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES</li> </ul>	
2. SUPERVISORY POTENTIAL		
INSTRUCTIONS: Answer this question: Has this person the ability to be a supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.		
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
	2	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	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
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

## SECRET

(When Filled In)

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

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL  
This officer is a natural CONT for his present assignment. He is qualified for future unofficial or staff assignment with more responsibility.

3-18 PM '56

OCT. 2 10 31 AM '56

MAIL ROOM

## SECTION II.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None at present.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
As senior KUCAGE officer, better knowledge of Station procedures and practices would be helpful.

## SECTION III.

## DESCRIPTION OF INDIVIDUAL

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

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	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	5	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STUDIES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN SET ALONE WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVENT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATIONS OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETED ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:

1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

## INSTRUCTIONS

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

**TO THE 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 with his previous supervisor 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.

5. Left due date 1 Jan 57 ft

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

## SECTION I (To be filled in by Administrative Officer)

1. NAME <b>PHILLIPS,</b>	(Last) <b>David</b>	(First)	(Middle)	2. DATE OF BIRTH <b>Oct '22</b>	3. SEX <b>M</b>	4. CAREER DESIGNATION <b>IP</b>
5. DATE OF ENTRANCE ON DUTY <b>1 April 1955</b>	6. OFFICE ASSIGNED TO <b>PP</b>		7. DIVISION <b>Information Coordination</b>		8. BRANCH	
9. NATURE OF ASSIGNMENT <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION			11. GRADE <b>GS-14</b>		
12. DATE THAT THIS REPORT IS DUE <b>1 January 1956</b>	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>1 April 1955 - 1 January 1956 (Initial)</b>					

## SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION <b>OPS. OFF. (PP) Radio &amp; Television Officer, PP/ICD</b>	2. DATE ASSUMED RESPONSIBILITY FOR POSITION <b>0136-31</b>
---	---

**1 April 1955**

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

Advising and assisting operating divisions in development, effective management and supervision of radio broadcasting facilities.

Maintaining liaison with Department of State and USIA on radio matters.

Collaboration with the Office of Communications in development of unconventional techniques for broadcasting and jamming evasion.

Preparation of staff study on proposed use of the television medium.

DATE

**18 Jan 56**

Period for C. C. 18 Jan 56

**20 Jan 56**

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

## SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report  has  has not been shown to the individual rated.

THIS DATE <b>6 January 1956</b>	NAME AND SIGNATURE OF RATER (Employee's immediate supervisor)	
<b>John G. Shaffer, Chief, PP/ICD</b>		
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)		
THIS DATE <b>15 Jan 56</b>	NAME AND SIGNATURE OF REVIEWING OFFICER (Official next higher in line of authority)	
<b>E.P.B.</b>		

SFCRET

(When Filled In)

## SECTION IV

SECRET

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

On the left-hand side of the page below are a series of statements that apply in some degree to most people. On the right-hand side of the page are four major categories of descriptions. The scale of rating and selection is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Now, <sup>100% P/H 150</sup> read each 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 <sup>All Right</sup> a definite opinion that the description is not at all suited to the individual.

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

SECRET

**SECRET**

(When Filled In)

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.							
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?**

Professional experience in several media plus field experience with CIA equip him to undertake a variety of assignments with excellent prospects of success; ability to outline own job, and then do it.

**B. WHAT ARE HIS OUTSTANDING WEAKNESSES?**

none apparent to me

**SECRET**

**SECRET**

(When Filled In)

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

Strengths indicated above easily outweigh the few characteristics of which the subject is average.

**D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES,**

JAN 16 347 PH 56

**E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?**

Operations Familiarization course.

MAIL ROOM

**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):**

None

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

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

Better qualified for field assignment in WH area only because such assignment can utilize his language and area experience in addition to utilizing the characteristics that have made him a successful staff officer.

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

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

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

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

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

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY.. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARILY 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 AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

**SECRET**

MEMORANDUM FOR:

PP/C/100

ATTENTION: Training Officer

SUBJECT: Attendance at PPS In-Service-Training Series  
10 January to 20 March 1956REFERENCE: Memorandum for Chiefs, Senior Staffs and Area  
Divisions, and Chief, 10 Division from CPP,  
subject: "Seminar on Preparation and Processing  
of PP/TN Projects" dated 19 December 1955.

Jack

O.H.  
1/5/56

Feb. 56

1. David Phillips attended the lectures in the subject series which commenced from 10 Jan to 20 Mar 1956. During said period instruction in "Preparation and Processing of PP/TN Projects" was given as follows:

a. PROJECT ANALYSIS

b. PROJECT DOCUMENTATION

Step-by-step explanation of items in project outline format.

c. PROJECT REVIEW AND COORDINATION

Steps each officer would take in determining extent of coordination of projects. Importance of discussion with senior staff in draft stage.

d. PROJECT APPROVAL SYSTEM

e. DIRECTORIAL DUTIES

f. COLLECTIVE COORDINATION

g. SPECIAL PROJECTS

2. Required also required to study the following references, prior to attending the lectures:

a. Project Analysis

b. Project Documentation - PREPARATION &amp; PROCESSING OF PROJECTS TO THE PUBLICATION COMMITTEE, dated 1 April 1955

c. Project Review and Coordination of Project Preparation and Processing, dated 1 April 1955

Approved

(3) CSI-236-72

THE CLASSIFIED SERVICES REPORTING  
SYSTEM-AREA DIVISIONS, CHAPTER II.  
THE MONTHLY AND QUARTERLY REPORT,  
DATED 8 JUNE 1957.

## b. APPROVALS OR AUTHORIZATIONS:

- (1) R-130-1-A APPROVAL ACTIVITIES AND ANALYSTS.  
Dated 13 March 1957
- (2) R-236-1-B AGAINST CIVIL COMITIE, dated  
13 March 1957
- (3) R-236-2-C APPROVAL OF A SECRET IN GROUP 7 TO THE  
CLASSIFIED SERVICES REPORTING SYSTEM-  
AREA DIVISIONS, dated 13 March 1957
- (4) CSI-236-1 APPROVAL ACTIVITIES  
OF CIVIL COMITIE, dated 13 March 1957
- (5) CSI-236-3-C CLASSIFIED SERVICES REPORTING  
SYSTEM-AREA DIVISIONS, dated 13 March 1957
- (6) CSI-236-4 APPROVAL ACTIVITIES AND ANALYSTS  
Dated 13 December 1957

b. Information is provided to you in an appropriate manner and  
in a letter received by the responsible area, in accordance with:

REGULAR LETTER

MAIL

REGULAR AIR MAIL, AIR MAIL LETTER

REGULAR AIR MAIL

RECORDED MAIL

S E C R E T

## TRAINING EVALUATION

READING IMPROVEMENT COURSE # 26SECTION I: IDENTIFYING INFORMATION

Name	Sex	Dates of Course	No. of Students
Phillips, David A.	M	24 October - 9 December 1953	23
Date of birth	EOD Date	Grade or Rank	Office
31 October 1922	2 April 1953	GS-14	EDD/PF

Projected assignment or Present Position

PT Officer

SECTION II: OBJECTIVES OF THE COURSE

The Reading Improvement Course is designed to increase the reading efficiency of agency employees by developing their speed and level of comprehension through (1) expanding the range of reading techniques, (2) adjusting rate of reading to comprehension requirements and (3) improving perceptual habits.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The course consists of 30 class hours, one hour a day, 5 days a week. 9 hours are devoted to lectures and practice exercises, 12 hours to paced reading practice and 9 hours to specific perception techniques.

Each student's reading skills are analyzed at the beginning of the course and the student then concentrates on the development of those skills in which he is deficient or those which are most frequently demanded by the nature of his office reading.

SECTION IV: METHOD OF EVALUATION

Student achievement is measured by an initial and final test battery and class exercises. Two sets of norms have been developed on the test battery. Group I represents the scores of 400 agency employees, 84% of whom had four or more years of college. Group II represents the scores of 94 agency employees with two years or less of college training. Section V contains a description of the tests and exercises. Section VI indicates the student's skill level and Section VII includes the student's over-all achievement and the instructor's comments.

S E C R E T

S E C R E T

billips

SECTION V: TEST DESCRIPTION

1. READING COMPREHENSION TESTS: Measure speed and accuracy of basic comprehension skills. Complete and objective understanding, analysis, and interpretation are required in these tests.
2. EXTENSIVE (informational) READING TESTS: Measure the degree of proficiency in the application of extensive reading skills to acquire broader frames of reference.
3. INTENSIVE (technical) READING TESTS: Measure the ability to acquire the basic knowledge of a new subject.
4. SCANNING TESTS: Measure efficiency in the application of scanning skills for the selection of information, for identification of the main idea, and for organization.

SECTION VI: REPORT OF SKILL LEVEL

This student is being compared with the following norm group:

Group I - Four or more years of college

Group II - Two or less years of college

	Fail	Poor	Sat.	Exc.	Sup.
Basic Comprehension Skills					
Extensive Techniques					
Intensive Techniques					
Scanning Techniques					

SECTION VII: OVER-ALL ACHIEVEMENT

In consideration of all factors observed during the course and taking into account this student's experience, profession, age and education, an "X" in one of the boxes shows the student's over-all achievement in the course.

FAIL POOR FAIR SATISFACTORY PLUS EXCELLENT SUPERIOR

 INADEQUATE  BARELY ADEQUATE  ADEQUATE  WELL-ADEQUATE  GOOD  EXCELLENT

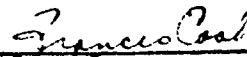
Inade-Barely quate in per- form- ance.	Performed but barely adequate in some skills	A typically effective student who performed in a competent manner.	Performed at a high level of competence	Performed at an ex- tremely high level that only a few students have surpassed.
--	---	---	--	---

COMMENTS: This student has demonstrated a high level of achievement in this course.

Incomplete - 5 hours Overseas assignment

FOR THE DIRECTOR OF TRAINING:

S E C R E T

  
 Frances Cook  
 Chief Instructor

Standard Form No. 54  
January 1966  
U.S. Civil Service Commission  
FPM Supplement 290-1  
54-104

## DESIGNATION OF BENEFICIARY FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT**  
Read instructions  
on back of duplicate  
before filling in this form

### INFORMATION CONCERNING THE INSURED:

NAME	(Last)	(First)	(Middle)	DATE OF BIRTH (Month, day, year)
<b>Phillips, David A.</b>				
PLACE AN "X" IN THE APPROPRIATE BOX BELOW TO SHOW WHETHER YOU ARE:				
<input type="checkbox"/> AN EMPLOYEE		<input checked="" type="checkbox"/> RETIRED OR AN APPLICANT FOR RETIREMENT	<input type="checkbox"/> RECEIVING FEDERAL EMPLOYEES' COMPENSATION BENEFITS OR AN APPLICANT FOR SUCH BENEFITS	
IF YOU ARE RETIRED OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION, GIVE YOUR "CSA," "CSL" "A," or "X" NUMBER				
(CSA, CSL A, or X number)				

### DEPARTMENT OR AGENCY IN WHICH PRESENTLY EMPLOYED (If retired, former department or agency):

Central Intelligence Agency	Langley, Va.
(Department or agency)	(Bureau)
	(Division)
	(Location—City, State, and ZIP Code)

I, the individual identified above, canceling any and all previous Designations of Beneficiary under the Federal Employees Group Life Insurance Program heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any amount of LIFE INSURANCE and ACCIDENTAL DEATH INSURANCE due and payable at my death. I understand that this Designation of Beneficiary will remain in full force and effect, with respect to any amount payable, unless or until canceled by me in writing, or until such time as it is automatically canceled (see regulation "f" on reverse side of duplicate copy).

### INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES (SEE EXAMPLES OF DESIGNATIONS):

Type or print first name, middle initial, and last name of each beneficiary	Type or print address (including ZIP Code) of each beneficiary	Relationship	Share to be paid to each beneficiary
VIRGINIA S. PHILLIPS	8124 FRUIT TAILE DR. BETHESDA, MD. 20034	WIFE	All
FOR DISTRIBUTION ACCORDING			
TO MY WILL. <u>DR</u>			

For each type of insurance (regular and optional): (1) I hereby direct, unless otherwise indicated above, that if more than one beneficiary is named, the share of any beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. (2) I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change this Designation of Beneficiary at any time without knowledge or consent of the beneficiary.

(Date of execution—month, day, year)

(Signature of insured)

### WITNESSES TO SIGNATURE (A witness is ineligible to receive payment as a beneficiary):

Gladys S. Devere	1218 Oconee St. Alex. Va. 22314
(Signature of witness)	(Number and street)
Na... B. Johnson	401 7th St. L... 21... Lawrence Va. 22180
(Signature of witness)	(Number and street)

PRINT OR TYPE NAME AND ADDRESS (including ZIP Code) OF INSURED

THIS SPACE RESERVED FOR RECEIVING AGENCY

1031330

SL. Hd 82 b 9 AM

BALTIMORE  
PERSONAL AFFAIRS

(Indicate date and by whom received)

SEE REVERSE SIDE OF DUPLICATE COPY FOR INSTRUCTIONS ON WHERE TO FILE THESE FORMS.  
DO NOT FILE WITH THE OFFICE OF FEDERAL EMPLOYEES' GROUP LIFE INSURANCE.

ADMINISTRATIVE  
Internal Use Only

*S/E*

FILE  
PUNCHED  
BY

REPORT OF SERVICE ABROAD

TO:

Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.		NAME							
		LAST	FIRST	MIDDLE					
024345		PHILLIPS	DAVID	A					
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 (ORIGIN ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.									
PCS DATES OF SERVICE									
ARRIVAL O/S			DEPARTURE O'S		TYPE OF DATA		O/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE		CODE
25-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION	37	38 39	40-42
						5 - CANCELLATION			
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	2 - TDY (Basic)	CODE		CODE
25-26	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION	37	38 39	40-42
11	0	374	11	15	74	6 - CANCELLATION	2		EUR 801
OFFICE OF PERSONNEL USE ONLY - PUNCH AREA									
SOURCE DOCUMENT AND CERTIFICATION									
<input checked="" type="checkbox"/> TRAVEL VOUCHER				DISPATCH					
<input type="checkbox"/> CABLE				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					
DCO									
<input checked="" type="checkbox"/> C & T DIVISION, CTB&C		DATE		SIGNATURE <i>Donald W Black</i>					
C & T DIVISION		2/14/75							
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER									

RPA

ADMINISTRATIVE  
Internal Use Only

*FILE  
PUNCHED  
BY [initials]*

REPORT OF SERVICE ABROAD

<b>TO:</b> Office of Personnel, Control Division, Statistical Reporting Branch		NAME	
SERIAL NO.	LAST	FIRST	MIDDLE
024345	(Print) Phillips	John	J.

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 MONTH). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58 FOR SEQ.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/S	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	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

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/S	AREAS	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	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
12 1 3 7 4 1 2 1 5 7 4									

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. DOCUMENT DATE/PERIOD *13-15 Dec '74*

REMARKS

PREPARED BY <input checked="" type="checkbox"/> DCO	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED <i>correct</i> BASED UPON SOURCE DOCUMENT - PCS
<input checked="" type="checkbox"/> CBL DIVISION, CTB&I <input type="checkbox"/> CAY DIVISION	DATE <i>6 DEC 75</i>	SIGNATURE <i>[Signature]</i>

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

**FILE COPY OF STANDARD FORM 56  
"AGENCY CERTIFICATION OF INSURANCE STATUS—  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM"**

**on file with the Retirement Operations Branch,  
Office of Personnel (x3257).**

**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**

**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.

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

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
Phillips	X David	Atles	October 31 1922	160 28 3930
EMPLOYING DEPARTMENT OR AGENCY				

Department of State

American Embassy, Rio de Janeiro

HAVE YOU EVER ELECTED TO AN ELECTION COULD BE DECLINED OR WAIVED AT THE INVESTIGATION?  YES  NO  
If "YES" your last such form remains in effect and you should not file this new form unless you want to change the old one. (See Instructions for Employees on page 4) *Not to be used if my regular...but I cannot get other nominally.*

**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

**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.

(A)

Mark here \_\_\_\_\_  
if you  
**DO NOT WANT**  
OPTIONAL but  
do want  
regular  
insurance

**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.

(B)

Mark here \_\_\_\_\_  
if you  
**WANT NEITHER**  
regular nor  
optional  
insurance

**WAIVER OF LIFE INSURANCE COVERAGE**

I do not want 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.

(C)

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

SIGNATURE (on line 40)

DATE

20 March 1970

**FOR EMPLOYING OFFICE USE ONLY**

(Official receiving date stamp)

Received March 20, 1970

*Mary E. Murphy*  
Mary E. Murphy  
Personnel Officer  
American Embassy, Rio de Janeiro

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM NO. 178

5010-1065  
FPM Supplement 470-4

170-102

**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		
024345			31 Oct 1922			460	28	3930
EMPLOYING DEPARTMENT OR AGENCY								
LOCATION (City, State, ZIP Code)								

Phillips David Atlee

**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

 (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.**

SIGNATURE (do not print)



DATE

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

89-HP-2 8833  
FEB 19 1968  
GENERAL  
SERIALS

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

**SECRET**

STANDARD FORM NO. 170-7  
(MAY 1964)  
(For use only until April 14, 1968)  
170-101

DDF

REPORT OF HONOR AND MERIT AWARDS BOARD				REQ. NO.	DATE
SERIAL OR ID NO. 024345	NAME (Last, First, Middle) PHILLIPS, David A.	BIRTHYEAR 1922	SEX M.	TYPE EMPLOYEE Staff	
OFFICE OF ASSIGNMENT DDO/LA	SD GS	GRADE 18	STATION		
BE AWARDED <b>Distinguished Intelligence Medal</b>					
<input type="checkbox"/> FOR HEROIC ACTION ON <input checked="" type="checkbox"/> FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD 1953 - Present <input checked="" type="checkbox"/> RECOMMENDS APPROVAL <input type="checkbox"/> DOES NOT RECOMMEND APPROVAL <input type="checkbox"/> RECOMMENDS AWARD OF					
UNCLASSIFIED CITATION					
<p>Mr. David A. Phillips is hereby awarded the Distinguished Intelligence Medal in recognition of his outstanding service to the Central Intelligence Agency for more than 22 years. Throughout his career Mr. Phillips has held a series of highly important positions in Headquarters and overseas, including four assignments as Chief of Station. In each instance his superior accomplishments were marked by his broad area knowledge, initiative, drive and imagination. His most recent assignment as Chief of a major division is further evidence of his exceptional capability. Mr. Phillips' efforts during his career constitute a major contribution to the mission of the Agency, reflecting great credit on him and the Federal service.</p>					
REMARKS (Recommendation approved by DD/O on 5 March 1975)					
APPROVED by Vernon A. Walters DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE 3-2 MAR 1975 DATE	<div style="text-align: right;">SIGNATURE (Signature) F. W. M. Janney</div> <div>TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD F. W. M. Janney</div> <div>SIGNATURE (Signature)</div> <div>TYPED NAME OF RECORDER R. L. Austin, Jr.</div>				

S E C R E T  
CLASSIFICATION

OPF

## RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit in triplicate - see HR 30-373)

## SECTION A

1. EMPLOYEE NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)		3. POSITION TITLE
024345	Phillips, David A.		Division Chief
4. GRADE	5. SD	6. OFFICE OF ASSIGNMENT	7. RECOMMENDED AWARD
GS-18	E	DDO/LA	Distinguished Intelligence Medal
8. INCLUSIVE DATES FOR WHICH RECOMMENDED			9. IF RETIRING, DATE OF RETIREMENT
1953 - May 1975			9 May 1975
10. POSTHUMOUS			
			<input type="checkbox"/> YES <input checked="" type="checkbox"/> XX <input type="checkbox"/> NO
11. HOME ADDRESS			12. HOME PHONE
8224 Stone Trail Drive Bethesda, Maryland			365-0527

## SECTION B

LIST ANY PERSONNEL GIVEN AN AWARD OR RECOMMENDED FOR AWARD WHO ASSISTED IN THE ACT OR PARTICIPATED IN THE PERFORMANCE.

13. FULL NAME	14. TYPE OF AWARD
---------------	-------------------

## SECTION C

ATTACH NARRATIVE DESCRIPTION OF PERFORMANCE OR SERVICE WARRANTING AWARD, ANY SUPPORTING DOCUMENTS AND A PROPOSED, UNCLASSIFIED CITATION.

## SECTION D

15. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION	DATE
William E. Nelson Deputy Director for Operations	
16. HEAD OF <u>D</u> CAREER SERVICE (Career Service of nominee)	TITLE AND SIGNATURE
	See Item #18
17. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE
	See Item #18
18. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE
	Deputy Director for Operations

SECRET

OPF

Mr. David A. Phillips is retiring after a distinguished career with the Agency. He has been an employee of the Agency since 1951 when he initially joined as a Contract employee. He served with distinction in Santiago, Guatemala City, Havana, Beirut, Mexico City, Rio de Janeiro, Brasilia, and Caracas. His excellent command of both Spanish and Portuguese has enhanced each of his assignments in Latin America. A true DDOer, fifteen years of this glorious and active career were spent overseas. His outstanding dedication and devotion to the cause of freedom won for him in 1956, the Intelligence Medal of Merit. His file is replete with letters of commendation and appreciation from the DCI, DDCI, the former President of the Dominican Republic, Ambassadors, and military commanders, all of whom recognized the uniqueness of his outstanding service. Mr. Phillips has been highly effective as a senior member of the Latin American Division which has been under his immediate command since 1973. An excerpt from a late fitness report nicely characterizes the caliber of his work. "It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible." Mr. Phillips will be remembered for his initiative, drive and imagination, and for the excellence of his representational responsibilities which in large part is attributable to his native charm, area knowledgeability and superb language skills. He will be remembered for his intent capability and desire to fulfill the needs of the Organization. It is fitting and proper that upon his retirement, Mr. Phillips be recognized with the award of the Distinguished Intelligence Medal.

SECRET

**CONFIDENTIAL**Dave A. Phillips

5 JUN 1974

**Dear Dave,**

You have just finished an important albeit grueling GS-16 Evaluation Exercise at my direction. The recommendations for promotion and executive development you gave me were a major factor in my recommendations to the Director for the upward movement of officers who will be the top management cadre of the Directorate in the near future.

I believe you will find that the last several weeks will have sharpened your focus on one of our most important management responsibilities, our personnel. Many thanks for a job well done.



William E. Nelson  
Deputy Director for Operations

E2 IMPDET CL BY 056788

**CONFIDENTIAL**

**SECRET**

(When Filled In)

**REPORT OF SERVICE ABROAD****TO:**

Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.

LAST

FIRST

NAME

MIDDLE

024345

(Print) Phillips

7-24

FILE PUNCHED BY NM

## 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 OFF NO. 58, 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	1 - PCS (Basic)	CODE	38 39	CODE	
25-26	27-28	28-30	31-32	33-34	35-36	2 - TDY (Basic)	37	38 39	40-42	
						3 - CORRECTION				
						4 - CANCELLATION				

## 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	2 - TDY (Basic)	CODE	38 39	CODE	
25-26	27-28	28-30	31-32	33-34	35-36	3 - CORRECTION	37	38 39	40-42	
						4 - CANCELLATION				
1111	17	31	11	26	73	2				

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA



## SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO.

UNH BTG 1/24

DOCUMENT DATE/PERIOD

11/11-12/4/73

REMARKS

PREPARED BY <input checked="" type="checkbox"/> DCO	<input checked="" type="checkbox"/> REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> C & L DIVISION, CTBRL	DATE 1/23/74	SIGNATURE Bruce E. Kuehl
<input type="checkbox"/> C & T DIVISION		

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

SECRET  
(When Filled In)

## REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	LAST	FIRST	NAME
024345	(Print)	7-24	PUNCHED

FILE  
BY fit

## INSTRUCTIONS

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

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	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) 2 - CORRECTION 3 - CANCELLATION	37	38-39	40-42

## 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
11	29	73	12	04	73		2		811

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
WH BTO #1/74	1/11 - 12/4/73

## REMARKS

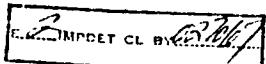
PREPARED BY	<input checked="" type="checkbox"/> REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DCO C & L DIVISION, CYBR. C & T DIVISION	DATE 1/23/74	SIGNATURE <i>John E. Kell</i>

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

SECRET

(When Filled In)

## REPORT OF SERVICE ABROAD

TO:			Office of Personnel, Control Division, Statistical Reporting Branch					
SERIAL NO.	LAST	FIRST	NAME					
1-6 034345	(Print) PHILLIPS	DAVID	MIDDLE A.					
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 (O/P ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFF NO. 58, REVISED.								
PCS DATES OF SERVICE								
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	O/P USE ONLY
25-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION	37	38 39
						5 - CANCELLATION		
TDY DATES OF SERVICE								
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic)	CODE	AREA(S)
25-26	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION	37	40-42
						6 - CANCELLATION		
021174	030974					2		South America 811
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. WPA 1-74				DOCUMENT DATE / PERIOD 11 Feb - 9 March 74				
REMARKS								
PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT		ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED				
DCO		DATE 1 May 74		SIGNATURE TOM ZACHARIA				
A C S L DIVISION, CYBER								
C & T DIVISION								
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER								

SECRET

(When Filled In)

PUNCHED

BY

## REPORT OF SERVICE APPROVED

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

SERIAL NO.	LAST <i>(Print)</i>	FIRST	MIDDLE
1-5 027345	<i>PHILLIPS</i>	<i>David</i>	<i>A</i>

## 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 OFF NO. 38, 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	1 - PCS (Basic)	CODE	CODE	
23-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION	37	38 39	<i>British</i>
						3 - CANCELLATION	1		<i>090</i>
<i>06 29 78</i>									

## 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	2 - TDY (Basic)	CODE	CODE	
23-26	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION	37	38 39	<i>40-42</i>
						6 - CANCELLATION			

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

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

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

*646685**27 June 1978*

REMARKS

PREPARED BY DCOG	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTWU	DATE <i>85 SEPT 78</i>	SIGNATURE <i>SMITH J.W.C.</i>
C & T DIVISION		

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

SECRET  
(When Filled In)

## SERVICE ABROAD AGREEMENT

### I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYER	SD
David A. Phillips	D

### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT	Caracas, Venezuela
-------------------------------	--------------------

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW	
---	--

A. STANDARD TOUR OF DUTY OF 24 MONTHS <input checked="" type="checkbox"/>	C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)
	REQUESTED (Memo attached) OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF _____ MONTHS PREVIOUSLY APPROVED PER HR 20-18.	CONCUR CAREER SERVICE      DEPUTY DIRECTOR
---	---

OPERATING OFFICIAL <i>Henry L. Berthold</i>	APPROVED DIRECTOR OF PERSONNEL
--	-----------------------------------

### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE PAGE, INDICATE THE PLACE WHERE YOU PHYSICALLY DWELLED IN THE UNITED STATES, HIS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS (OF THE) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR HOME, OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO, STATE VOTING REGISTRATION, PROPERTY OWNERSHIP, AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

CLASSIFIED BY *Request*  
BY *HR 20-18* (Date issued, insert date of exec.)

WARNING NOTICE  
THIS FORM IS OBSOLETE

FORM 3154 REPLACES FORM 315A (2-56) AND MEDIUM  
6-70 WHICH IS OBSOLETE

SECRET

GROUP I  
EXCLUDED FROM AUTOMATIC  
DECLASSIFICATION

112-21-273

CONTINUED ON THE REVERSE

**SECRET**

(When Filled In)

b. PHYSICAL DELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof) FULL ADDRESS  8294 STONE TRAIL DRIVE ANNAPOLIS, MD.		c. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 5) FULL ADDRESS	
CONCUR			
DEPUTY DIRECTOR		DATE	
APPROVED		APPROVED	
DEPUTY DIRECTOR <i>Dr. Jay R. Luehrman</i>	DATE <i>7 Aug 1972</i>	DIRECTOR OF PERSONNEL	DATE
IV. HOME LEAVE POINT			
7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.			
8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.			
9. DESIGNATION PER ITEM 7 ABOVE FULL ADDRESS  SAME AS 5 ABOVE		10. DESIGNATION PER ITEM 8 ABOVE. FULL ADDRESS	
CONCUR			
DEPUTY DIRECTOR		DATE	
RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT <i>Unpt</i>			
APPROVED		APPROVED	
DEPUTY DIRECTOR <i>Dr. Jay R. Luehrman</i>	DATE <i>7 Aug 1972</i>	DIRECTOR OF PERSONNEL	DATE
EMPLOYEE CERTIFICATION			
I have read and understand my service obligations and travel entitlements as described in this agreement.			
SIGNATURE OF EMPLOYEE <i>cc</i>	DATE <i>7/28/72</i>		

**SECRET**

SECRET  
(When Filled In)

## REPORT OF SERVICE ABROAD

FILE

PUNCHED  
BY

TO: Office of Personnel, Transactions and Records Branch, Status Section									
SERIAL NO.	NAME								
	LAST	FIRST	MIDDLE						
1-8 034345	(Print) Phillips David A								
INSTRUCTIONS									
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. 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 OFF NO. 88--REVISED.									
PCS DATES OF SERVICE									
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA 1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	O/P USE ONLY 37 38 39	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36				
2 7	1 6	7 1				Eng. 070			
TOY DATES OF SERVICE									
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA 2 - TOY (Basic) 4 - CORRECTION 6 - CANCELLATION	O/P USE ONLY 37 38 39	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
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						
<input checked="" type="checkbox"/> CABLE			DUTY STATUS OR TIME AND ATTENDANCE REPORT						
OTHER (Specify)									
DOCUMENT IDENTIFICATION NO.			DOCUMENT DATE/PERIOD						
14171			13 July 1971						
REMARKS Corrected BANSIKER — LATRICAL									
PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT		ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED					
O&G		DATE		SIGNATURE					
C & L DIVISION, G-3 BR.		7/19/71		Marylin Burleigh					
C & T DIVISION									
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER									

SECRET

(When Filled In)

REPORT OF SERVICE ABROAD						FILE <del>PUNCHED</del>					
TO: Office of Personnel, Transactions and Records Branch Status Section											
SERIAL NO.	NAME										
	LAST	FIRST	MIDDLE								
1-6	(Print) Phillips David A										
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 OFF. NO. 5C, REVISED.											
PCS DATES OF SERVICE											
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY		CODE	
MONTH	DAY	YEAR	MONTH	DAY	YEAR						
25-26	27-28	29-30	31-32	33-34	35-36						
*011170070971						1	37	38 39		Brazil	090
TDY DATES OF SERVICE											
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)		CODE	
MONTH	DAY	YEAR	MONTH	DAY	YEAR						
25-26	27-28	29-30	31-32	33-34	35-36						
						2 - TDY (Basic)	37	38 39		40-42	
						4 - CORRECTION					
						5 - CANCELLATION					
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			13872 8 July 1971				
REMARKS											
Rio de Janeiro - lateral No Record - date claimed											
PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT			ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED						
DCO											
C & T DIVISION, CTB&R		DATE			SIGNATURE						
C & T DIVISION		7/15/71			m. Burleson						
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER											

Subject:		Date:
From:	Chief, WBD	To: Headquarters, HQMC
Re: C		Special Orders
Title: Chief of Station, Santo Domingo		Received
Text: Officer General - Administrative Special - Performance of TDY Personnel During Recent DR Crisis ACTION REQUIRED - PRIORITY		
<p>1. As Headquarters is well aware, a constant flow of TDY personnel was provided the Station by Headquarters during the crisis period of the recent revolution. Obviously, the Station would have found it most difficult, if not impossible, to perform in the fashion it did without this assistance. What deserves special comment, however, is the generally high quality of their performance under quite demanding, fluid, and, often, dangerous conditions. With few exceptions, already known to Headquarters, the TDY personnel did a magnificent job both collectively and as individuals. Considering the grade and experience of most of these officers, it can probably be assumed that this was to be expected. But, what clearly was not predictable was their willingness to accept any type of assignment regardless of grade or circumstances, their quick adaptability and initiative in an unfamiliar and confused situation, and their stamina under the stress of long and irregular work days seven days a week. Furthermore, in spite of the close working quarters, constant association, and strain inherent in this type of situation, "personality clashes" or other signs of incompatibility were very few indeed.</p> <p>2. Undoubtedly, Headquarters has sensed the foregoing from returnees. The purpose of sending this dispatch is to make it a matter of record and to suggest to Headquarters that their standard of performance under these conditions may merit consideration of some special recognition in the personnel files of the personnel concerned.</p>		
Continued...		
<p><b>Distribution:</b> 3 - WBD</p> <p><b>Attachment:</b> As stated - h/w</p>		
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HDCT-1221 CLASSIFICATION	17 July 1965 HQS FILE NUMBER
	S-E-C-R-E-T	

DISPATCH

S-P-C-R-H-T

WDCI-1221

3. Without detracting one whit from the performance of any of the other officers on TDY assignment, the present COS would like to single out Major G. S. Reed and Major E. McLean as deserving special comment. Their performance has been exceptional. A special note is attached for General Mr. Officers. Therefore, it is recommended that the attached memoranda be inserted into each of their personnel files.

4. Also, the COS would like to register the fact that the foregoing not only speaks highly of the TDY personnel assigned, but Headquarters as well in providing this type of support.

5. As a final comment, Headquarters may care to check this memorandum with Captain R. G. Scott, the COS for a good part of this period, to obtain any special comments he might wish to make in this regard -- either with respect to content or individuals whom he considered exceptional and who are not known to the present COS.

*Daniel Phillips*

S-E-C-R-E-T

17 July 1965

MEMORANDUM FOR THE RECORD

SUBJECT:

TDY in Santo Domingo

*Richard W. Pastetter*

1. ~~Richard W. Pastetter~~ was assigned to Station Santo Domingo on a TDY basis for the period 2 June to 16 July 1965. During this assignment, ~~Richard W. Pastetter~~ was placed in charge of the Station C.I.A. program with special emphasis on exploiting targets of opportunity in the very fluid crisis situation then prevalent and, simultaneously, generating new assets and new approaches to lay the groundwork for the altered situation which would be confronting the Station in the post-crisis era. In addition to supervising the C.I.A. program, he handled a number of existing agents, developed some new assets, and conducted numerous special C.I.A. operations, including some quite effective black activities. On this assignment, ~~Richard W. Pastetter~~ worked some fourteen to sixteen hours a day throughout the entire period.

2. The undersigned is aware that C.I.A. would expect a quite professional and dedicated performance from an officer of ~~Richard W. Pastetter~~'s seniority, experience, and caliber; however, even taking this into consideration, his performance in every respect was exceptional, and should merit special recognition.

3. It is recommended that a copy of this memorandum be placed in ~~Richard W. Pastetter~~'s personnel folder.

*Frank J. Muldoon*

S-E-C-R-E-T

SECRET

cc: 94209

6 AUG 1969

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Plans

SUBJECT : Appointment of Mr. David A. Phillips as  
Chief of Station, Rio de Janeiro, Brazil

1. The appointment of Mr. David A. Phillips, GS-16, as Chief of Station, Rio de Janeiro, effective on or about 15 January 1970 is recommended. Mr. Phillips would replace Mr. Robert D. Gahagen.

2. Mr. Phillips has been an employee of the Agency since 1951 initially in a contract capacity. He has served in Santiago, Guatemala City, Havana, Beirut, Mexico City and most recently as Chief, Cuban Operations Group. Mr. Phillips is fluent in the Spanish language and is scheduled for two months of full-time Portuguese training immediately prior to his departure. A biographic profile including information regarding his Agency experience and training is attached.

*William V. Broe*

William V. Broe

Chief

Western Hemisphere Division

Attachment  
Biographic Profile (Parts 1 and 2)

SECRET

- 2 -

SUBJECT: Appointment of Mr. David A. Phillips as Chief of  
Station, Rio de Janeiro, Brazil

APPROVAL RECOMMENDED:

J. H. Karam  
Deputy Director for Plans

20 Sept 69  
Date

The recommendation in paragraph one is APPROVED:

Richard Helms  
Director of Central Intelligence

1 Oct 69  
Date

SECRET

## CONFIDENTIAL

(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing correct residence and dependency information required in the event of an employee's emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) <b>Phillips</b>	(First) <b>David</b>	(Middle) <b>Atlee</b>	SOCIAL SECURITY NUMBER <b>460-28-3930</b>
1. RESIDENCE DATA			
PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY <b>San Jose, Calif.</b>	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad) <b>Washington, D.C.</b>		
PLACE OF RESIDENCE (If permanent, designate as permanent resi- dence) <b>Fort Worth, Texas</b>	HOME LEISURE PREFERENCE <b>Bothesda, Md. (Please note this is a change)</b>		
SINGLE <input checked="" type="checkbox"/>	MARRIED <input checked="" type="checkbox"/>	SEPARATED <input type="checkbox"/>	DIVORCED <input type="checkbox"/>
IF MARRIED, PLACE OF MARRIAGE <b>Bethesda, Maryland</b>		WIDOWED <input type="checkbox"/>	
IF DIVORCED, PLACE OF DIVORCE DECREE <b>Portuguese, Maryland</b>		ANNULLED <input type="checkbox"/>	
IF WIDOWED, PLACE SPOUSE DIED		DATE OF MARRIAGE <b>28 March 1969</b>	
		DATE SPOUSE DIED	
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)			
<b>Joan Hildebrant, incompatibility, circa September 1941</b>			
<b>Helen Haasch, incompatibility, 22 November 1967.</b>			
3. MEMBERS OF FAMILY			
NAME OF SPOUSE <b>Virginia S. Phillips</b>	ADDRESS (No. Street, City, State, Zip Code) <b>8224 Stone Trail Drive, Bethesda Md 20034</b>	TELEPHONE NO. <b>469-6753</b>	
NAMES OF CHILDREN <b>Maria</b> <b>David Jr</b> <b>Christopher</b> <b>(See Continuation)</b>	ADDRESS <b>Same as above</b>	SEX <b>F</b>	DATE OF BIRTH <b>1949</b>
		<b>M</b>	<b>1951</b>
		<b>M</b>	<b>1956</b>
NAME OF YOUR FATHER (Or male guardian) <b>Deceased</b>	ADDRESS	TELEPHONE NO.	
NAME OF YOUR MOTHER (Or female guardian) <b>Deceased</b>	ADDRESS	TELEPHONE NO.	
Deceased			
WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.			
My brother, Edwin T. Phillips, Jr.			
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			
NAME (Mr., Mrs., Miss) <b>Mr. Phillips, Edwin Thomas</b>	RELATIONSHIP <b>Brother</b>		
HOME ADDRESS (No. Street, City, State, Zip Code) <b>Fort Worth National Bank, Bldg., Fort Worth, Texas</b>	HOME TELEPHONE NUMBER <b>Unknown</b>		
BUSINESS ADDRESS (No. Street, City, State, Zip Code) (If employed, if applicable) BUSINESS TELEPHONE & EXTENSION <b>Unknown</b>			
IS THE INDIVIDUAL NAMED ABOVE WORKING FOR YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)			
Yes			
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)			
Yes, he is my attorney-in-fact.			
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in Item 6.)			
The persons named in item 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.			
CONTINUED ON REVERSE SIDE			
CURRENT RESIDENCE AND DEPENDENCY REPORT			

**CONFIDENTIAL**

(Wilson F. End Jr.)

**VOLUNTARY ENTRIES**

9. 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.

Fort Worth National Bank, Fort Worth, Texas. Checking and Savings.  
Potomac National Bank, Potomac, Md. Checking.  
Columbia Federal (House mortgage).

All in name David A. Phillips

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION?  YES  NOIF YES, DO YOU HAVE A JOINT ACCOUNT?  YES  NOHAVE YOU COMPLETED A LAST WILL AND TESTAMENT?  YES  NO. (If "Yes" where is document located?)

In possession of my brother and attorney, Edwin T. Phillips, Jr. (See above).

HAVE YOU PRE-PLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?  YES  NO. (If "Yes" give names and address)

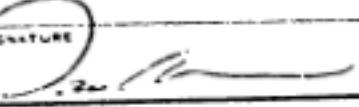
But... My children would go their mother; my step-children to their father.

HAVE YOU EXECUTED A POWER OF ATTORNEY?  YES  NO. (If "Yes", who possess the power of attorney?)My brother, Edwin T. Phillips, Jr.  
6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

## Continuation of children:

The following are my step children, who live with/and/or receive more than half their support from me: (All have common address of 8224 Stone Trill Drive):

Deborah Anne Ahern (f) 12-25-59  
Bryan Ross Ahern (m) 12-31-60  
Wynne Augheron Ahern (t) 9-12-64

SIGNED AT	DATE	SIGNATURE
Washington Dc	19 November 1969	

CONFIDENTIAL

SECRET  
(When Filled In)FILE  
PUNCHED

## REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6 024385	(Print) PHILLIPS, DAVID A.		

## 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. 88, 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
23-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 9 - CANCELLATION	37 38 39		40-42

## 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
23-29	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37 38 39		40-42
0805	690806	69				2		WH	811

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. Wb 71-70	DOCUMENT DATE/PERIOD 5 - 8 Aug 69
---	--------------------------------------

## REMARKS

PREPARED BY OCO	REPORT ANNOTATED ON <input checked="" type="checkbox"/> CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> C & L DIVISION, CTB&R IC&V DIVISION	DATE 21 Nov 69	SIGNATURE <i>H. H. [Signature]</i>

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

SECRET

(When Filled In)

PUNCHED  
CYR

## REPORT OF SERVICE ABROAD

TO:

Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	LAST	FIRST	MIDDLE
1-0 C242615	(Punch) PHILIP	JOHN	

## 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 CPI NO. 50, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	O/P USE ONLY 37 38 39	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36				

## TDY DATES OF SERVICE

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

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

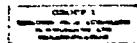
TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. WHT 4870	DOCUMENT DATE/PERIOD 7-8-77 to 7-10-77
---	---

## REMARKS

PREPARED BY DPO	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C-B-L DIVISION, CYR	DATE 7/10/77	SIGNATURE J. C. L.
C-Y-T DIVISION		

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



SECRET

(When Filled In)

## REPORT OF SERVICE ABROAD

FILE

PUNCHED  
BY *ret*

TO:

Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.

LAST

FIRST

MIDDLE

1-6  
024345

(Print)

PHILLIPS

DAVID

A.

## 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 OFF NO. 58, 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	1 - PCS (Basic)	2 - CORRECTION	3 - CANCELLATION	CODE	CODE	CODE
29-28	27-28	29-30	31-32	33-34	35-36				37	38	39

## 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	2 - TDY (Basic)	3 - CORRECTION	4 - CANCELLATION	CODE	CODE	CODE
29-28	27-28	29-30	31-32	33-34	35-36				37	38	39
0	5	1	9	6	9	0	5	2	1	6	9

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	5 thru 21 May 1969

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> DCO		
<input checked="" type="checkbox"/> C & L DIVISION, CTB&R	DATE	SIGNATURE
C & Y DIVISION	28 May 1969	<i>Rey McCallough</i>

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

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 021345	(Print) Phillips	David	A.	25-26 WH Division

## 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	ARRIVAL			DEPARTURE			COUNTRY	OMIT	
	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									

## TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT	
	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	2	5	22	68	5	25	69	Mexico	450

## SOURCE OF RECORD DOCUMENT

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

WH-708-68	22-25 May 1968
REMARKS	

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED, CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> OSA C & L DIVISION	DATE 5 August 1968	SIGNATURE <i>R. J. Phillips</i>

Creditable Service -

Military 45-10-31  
43-02-13  
02-08-19

Contract Employee - 54-03-04

55-<sup>TO</sup> 03-31

CON-

Staff Employee - 55-04-01

56-<sup>TO</sup> 02-06

TIMELESS

STAFF AGENT - 56-02-07

58-<sup>TO</sup> 08-13

SERVICE

INDEPENDENT CONTRACTOR 58-08-19 ] NOT

60-<sup>TO</sup> 03-13 ] CREDITABLE

SERVICE

STAFF EMPLOYEE - 03-14-60

<sup>TO</sup> PRESENT

02-08-19 MILITARY 58-08-13

04-05-10

54-03-04

06-13-29

04-05-10

07-01-29

44

60-03-74

07-01-29

S.C.D. 53-01-15 } d.m. 7-01-66

L.C.D. 55-10-04 }

Standard Form No. 1182  
GSA GEN. REG.  
1182-102

## DESIGNATION OF BENEFICIARY

UNPAID COMPENSATION OF  
DECEASED CIVILIAN EMPLOYEE

## IMPORTANT

Read instructions  
on back of duplicate  
before filling in this form

## INFORMATION CONCERNING THE EMPLOYER:

NAME— <b>Phillips</b>	(Last) <b>David</b>	(First)	(Middle) <b>Atlee</b>	DATE OF BIRTH (Month, day, year) <b>October 31, 1922</b>
--------------------------	------------------------	---------	--------------------------	---

## DEPARTMENT OR AGENCY IN WHICH EMPLOYED:

(Department or agency)	(Bureau)	(Division)
------------------------	----------	------------

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION due and payable under existing law after my death. I understand that this Designation of Beneficiary relates solely to Unpaid Compensation as defined in section 8 of the act of August 3, 1950, Public Law 826, and in nowise will affect the disposition of any benefit which may become payable under the Retirement Act applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect, unless or until canceled by me in writing, so long as I am continuously employed in the above department or agency.

## INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
<b>Maria L. Phillips</b>	8224 Stone Trail Drive Bethesda, Maryland 20034	daughter	one-fourth
<b>David A. Phillips, Jr.</b>	8224 Stone Trail Drive Bethesda, Maryland 20034	son	one-fourth
<b>Atlee Y. Phillips</b>	8224 Stone Trail Drive Bethesda, Maryland 20034	daughter	one-fourth
<b>Christopher C. Phillips</b>	8224 Stone Trail Drive Bethesda, Maryland 20034	son	one-fourth

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form prescribed by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

1 December 1967

(Date of execution—month, day, year)

(Signature of employee)

## WITNESSES TO SIGNATURE:

 (Signature of witness)	2400 So. Glebe Rd (Number and street)	Arlington, Va 22206 (City, zone number, and State)
 (Signature of witness)	8137 Prescott Dr (Number and street)	Vienna, Va 22180 (City, zone number, and State)

## PRINT OR TYPE NAME AND ADDRESS OF EMPLOYEE

**David A. Phillips**  
8224 Stone Trail Drive  
Bethesda, Maryland 20034

THIS SPACE RESERVED FOR RECEIVING DATA  
OF EMPLOYING AGENCY

05 DEC 1967

(Indicate date and by whom received)

DELIVER BOTH COPIES TO THE PROPER OFFICE OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED

**SECRET**

(When Filled In)

**REPORT OF SERVICE ABROAD**

**TO:** Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-9 024345..	(Print) Phillips	7-24 David	

**INSTRUCTIONS**

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

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	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)	37	38 39	DOMESTIC 40-42
						2 - CORRECTION			
						3 - CANCELLATION			
									1-9-0

**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)	37	38 39	40-42
						3 - CORRECTION			
						4 - CANCELLATION			

**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. I N 24259	DOCUMENT DATE-PERIOD January 2-15-73

**REMARKS**

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DCO		
C & L DIVISION, CTBS.	DATE	SIGNATURE
C & T DIVISION		

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

<b>DISPATCH</b>		CLASSIFICATION <b>S E C R E T</b>	PROCESSING ACTION
<b>TO</b>	Chief, Western Hemisphere Division		MARKED FOR INDEXING
<b>INFO.</b>			NO INDEXING REQUIRED
<b>FROM</b>	Chief of Station, Santo Domingo		ONLY QUALIFIED DESK CAN JUDGE INDEXING
<b>SUBJECT</b>	Letter of Appreciation from General Bruce Palmer, Jr.		
ACTION REQUIRED - REFERENCES			
<p>Action: See para two</p> <p>1. Attached find an original and two copies of a letter of appreciation from Gen. Bruce Palmer, until 18 January, Commander of USFORDOMREP.</p> <p>2. It is requested that the original be placed in the personnel file of Michael C. CHOADEN. The first copy, marked "A" should be placed in the personnel file of Stewart R. PATAKER. The second copy, marked "B", should be passed to Franklyn D. MALLEK for his information and disposition.</p> <p style="text-align: right;">(General Instructions)</p> <p style="text-align: center;">_____ John S. Hartman</p> <p style="text-align: right;">_____ Michael C. CHOADEN</p>			
<p>Attachment: Letter</p> <p>Distribution: 3 - Chief, WHD w/att h/w</p>			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER HDCT 1359	DATE 18 January 1966	
	CLASSIFICATION	HQS FILE NUMBER	
<b>S E C R E T</b>			

HEADQUARTERS  
UNITED STATES FORCES DOMINICAN REPUBLIC  
APO New York 09478

(CROSSED)

Reputation... although  
this is a typical  
you usually  
performance (if)

USFDR-CG

17 January 1966

SUBJECT: Letter of Appreciation

THRU: The Honorable W. Tapley Bennett  
American Ambassador  
Santo Domingo, Dominican Republic

TO: DAVID A PHILLIPS  
American Embassy  
Santo Domingo, Dominican Republic

1. I wish to express my sincere appreciation for the outstanding contributions you and your staff have made in the accomplishment of USFORDOMREP Intelligence missions from 1 May 1965 through 17 January 1966. The first intelligence contact upon our arrival at San Isidro Air Base on 1 May was a representative from your office. From that day on a mutual respect, cordial relationship and a unity of effort prevailed throughout the many trying days in the Dominican Republic crisis. Without your assistance we would have realized a serious gap in the intelligence picture, a gap which would have made intelligence evaluations and the development of tactical estimates most difficult.

2. My J2 has frequently mentioned the close association and coordination he has had with you and the members of your organization and repeatedly expressed the high esteem and respect he has for the professionalism and competence displayed by you and your subordinates.

3. The intelligence unity of effort in the Dominican Republic has been exemplary and a prototype for future operations. This cohesive atmosphere is directly attributable to your efforts.

14-00000

USFDR-CG  
SUBJECT: Letter of Appreciation

17 January 1968

4. Again I wish to express my appreciation and congratulations on a job well done.

*Bruce Palmer*  
BRUCE PALMER, JR.  
Lieutenant General, USA  
Commander

RECORD OF OVERSEAS SERVICE FEB 1951	NAME OF EMPLOYEE <b>PHILLIPS, DAVID A.</b>	EMPLOYEE SERIAL NO. <b>600</b> <b>X24345</b>	COMPLETED BY		EMPLOYEE <b>NO</b>	TELEPHONE EXT.	<b>SECRET</b> <i>(WHEN FILLED IN)</i>	
			<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				
<b>DO NOT FOLD, STAPLE, SPINDLE, OR MUTILATE</b>								
INSTRUCTIONS		DO NOT WRITE IN COLUMNS	WHERE SERVICE WAS PERFORMED	PCS-1 TO ENTER NO.	DATES FROM NO. YR. TO NO. YR.	SERVICE AS CIVILIAN, MILITARY, CIVILIAN OR AGENT	RESPONSIBLE U.S. GOVT., DEPT., OR AGENT	DO NOT MUTILATE IN COLUMNS
THIS FORM MUST BE RETURNED WHETHER YOU HAVE HAD OVERSEAS SERVICE OR NOT.		170 HAVANA, CUBA	1	64 150 157	1	CIA	100	
PLEASE READ CAREFULLY INSTRUCTIONS ON ACCOMPANYING CARD; THEN FILL OUT THIS FORM AS ACCURATELY AS POSSIBLE.		406 BEIRUT, LEBANON	1	64 157 158	1	CIA	100	
		661 AFRICA STRAT 661 GERMANY	1	64 143 444 45	2	USAAF	100	
<b>IF ADDITIONAL SPACE IS NEEDED, CHECK HERE</b>		<b>AND ASK YOUR ADMINISTRATIVE OFFICER FOR SUPPLEMENTAL CARDS</b>				<b>SECRET</b>		

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents  
of Handbook 20-4, Employee Conduct, dated 29 August 1961.

David A. Phillips  
Signature

DAVID A. PHILLIPS

2 October 1963  
Date

CONFIDENTIAL

REPORT OF HONOR AWARDS BOARD (CONVENED PURSUANT TO REGULATIONS R 20-635 AND AFR 20-635)				S.D.C.
The Honor Awards Board having considered a recommendation that:				
NAME: PHILLIPS	LAST: David	MIDDLE: Atlee	POSITION TITLE: Court Associate	
PRESENT GRADE: 7200.00 p.a.	OFFICE ASSIGNED TO: Division	STATION: PRINCETON		
BE AWARDED: Distinguished Intelligence Medal				
<input type="checkbox"/> FOR HEROIC ACTION, ON				
<input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD January - July 1954				
<input type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION				
<input checked="" type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF: Intelligence Medal of Merit				
CITATION				
<p>DAVID ATLEE PHILLIPS is hereby awarded the Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom.</p> <p>While assigned a position of responsibility in creating a psychological medium to further the efforts of removing a serious threat to the security and welfare of his government, he, personally, with superior talent and concentration of energy proceeded to develop a program which greatly contributed to the ultimate elimination of the threat which concurrently brought historical relief to the oppressed people of an entire population.</p> <p>The psychological medium developed and sustained by Mr. PHILLIPS was directed and operated with such ingenuity, resourcefulness and forceful imagination that he was able to create and maintain a completely national situation for an extended period thereby making it possible to achieve the objectives of his government. This achievement has no parallel in the history of psychological warfare.</p>				
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD				
APPROVED	<div style="text-align: center;"> <span style="font-size: 2em; font-weight: bold;">SIGNED</span>  <div style="display: flex; justify-content: space-around;"> <span style="flex-grow: 1;">(Signature)</span> <span style="flex-grow: 1;">(Signature)</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span style="flex-grow: 1;">TYPED NAME OF CHAIRMAN, HONOR AWARDS BOARD</span> <span style="flex-grow: 1;">TYPED NAME OF RECORDER</span> </div> </div>			
DIRECTOR OF CENTRAL INTELLIGENCE				
8 SEP 1956				
DATE				

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	
9-6 243455	(Print) Phillips	David	A	25-26 35- 64

## 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	ARRIVAL			DEPARTURE			COUNTRY	DMY
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42
2 - CORRECTION								
3 - CANCELLATION								
	1	09	25	61				450

## TDY DATES OF SERVICE

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

## SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.

HMMT-2316

DOCUMENT DATE PERIOD

13 October 1961

REMARKS

PREPARED BY	REPORT ANNOTATED ON	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE 11/20/61	SIGNATURE <i>R. K. Phillips</i>
FINANCIAL DIVISION		

1451a OBSOLETE PREVIOUS  
EDITIONS.

SECRET

(4-10)

SECRET

20371-170463

29 June 1961

MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

On 14 June 1961 the undersigned reviewed with Mr. David A. Phillips his career development prospects for the next five year period. We agreed that the following represented a desirable and fairly firm goal in this respect:

- a. In general his future training and field experience should place sufficient stress on the CI and FI fields to avoid the career confinement of strict CA specialization.
- b. His next assignment would be a normal field tour in Mexico City. Upon return from that assignment, he would receive up to six months training to be followed by an assignment to the CA Staff (or the organizational successor thereto). One of his primary undertakings in the CA staff would be to develop what might best be termed "ideological warfare" (e.g., a search for basic ideas and concepts with wide appeal) as opposed to the normal propaganda approach (e.g., a running debate on current events).

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

cc: ASA (Pers)  
Attn Panel A  
Mr. Phillips  
Thru C/WII  
OP/RSD

SECRET

## CONFIDENTIAL

b7 TR

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave of government expense, over seas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) <i>THOMAS</i>	(First) <i>DAVID</i>	(Middle) <i>ALICE</i>	SOCIAL SECURITY NUMBER
RESIDENCE DATA			
PLACE OF RESIDENCE WHEN INITIALLY APPOINTED <i>Ft. S. T. WOHLERT, TEXAS</i>	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. IF APPOINTED <i>Abilene</i>		
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE <i>Ft. S. T. WOHLERT, TEXAS</i>	HOME LEAVE RESIDENCE <i>Ft. S. T. WOHLERT, TEXAS</i>		
MARRITAL STATUS (Check one)			
SINGLE	MARRIED <input checked="" type="checkbox"/>	SEPARATED	DIVORCED
IF MARRIED, PLACE OF MARRIAGE <i>Ft. S. T. WOHLERT, TEXAS</i>			DATE OF MARRIAGE
IF DIVORCED, PLACE OF DIVORCE DECREE			DATE OF DECREE
IF WIDOWED, PLACE SPOUSE DIED			DATE SPOUSE DIED
IF PREVIOUSLY MARRIED, INDICATE NAME OF SPOUSE, REASON FOR TERMINATION, AND DATE			
<i>JACK HINDSFIELD THOMAS Ft. S. T. WOHLERT, TEXAS SEP 15, 1941</i>			
MEMBERS OF FAMILY			
NAME OF SPOUSE <i>HELEN N. PHILLIPS</i>	ADDRESS (Name, Street, City, State, Room, Building) <i>4107 DRAGFORD RD. APT 16, 12</i>	TELEPHONE NO. <i>41-2-5154</i>	
NAME OF CHILDREN <i>MARYLA DAVID, JR. ATHES CHRISTOPHER</i>	ADDRESS <i>4107 DRAGFORD RD. APT 16, 12</i>	SEX DATE OF BIRTH <i>M 21 FEB 1949 M 16 NOV 1951 F 11 JUL 1952 M 28 MAR 1957</i>	
NAME OF FATHER (Or male guardian) <i>Deceased</i>	ADDRESS	TELEPHONE NO.	
NAME OF MOTHER (Or female guardian) <i>Deceased</i>	ADDRESS	TELEPHONE NO.	
WHAT MEMBERS OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. <i>WIFE - BROTHER (Ft. S. T. WOHLERT, TEXAS)</i>			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			
NAME (Mr., Mrs., Miss) <i>FATHERS, BROTHERS, T.</i>	RELATIONSHIP <i>BROTHER</i>		
HOME ADDRESS (Name, Street, City, State) <i>4107 WASHBURN ST. Ft. S. T. WOHLERT, TEXAS</i>	HOME TELEPHONE NUMBER <i>?</i>		
BUSINESS ADDRESS (Name, Street, City, State) AND NAME OF EMPLOYER, IF APPLICABLE <i>Ft. S. T. WOHLERT NATIONAL BANK, Ft. S. T.</i>		BUSINESS TELEPHONE & EXTENSION	
IS THE INDIVIDUAL NAMED ABOVE AFTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization you do business with in item 6.)			
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)			
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)			
The persons named in item 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.			
CAN FINGER ON REVERSE SIDE			
CURRENT RESIDENCE AND DEPENDENCY REPORT			

**SECRET**

Supplement to Staff Employee Personnel

Action for Integration of David A. Phillips

Effective 21 August 1961

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

1. As an employee of this organization, at the present grade and salary of GS-11 - \$12,730 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of 21 August 1961. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected at FBI-1 and salary of \$12,555 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.
2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of twenty-four months from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

**SECRET**

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your cover facility shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such cover payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently                         . Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by your cover facility against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report cover facility payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integration into your cover facility, you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half per cent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your cover facility and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with your cover activity, you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your cover facility of any status with your cover based on your services performed with that organization at the request of this organization.

57

**SECRET**

e. All annual and sick leave which is accrued to your credit at the time of integration will be transferred to your cover facility. While integrated you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon completion of your integration your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including any income taxes withheld by your cover facility.

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

UNITED STATES GOVERNMENT

BY John P. Mori  
Personnel Office

ACCEPTED:

Doris B. H. [Signature]

S E C R E T

11 January 1961

To : Director of Personnel  
 FROM : Chief, WHD  
 SUBJECT: Additional Compensation in Lieu of Overtime Payment

RSP: Memo dated 11 January 1961 from SSA/DDS to DD/S, approved by DD/S, Subject: "Employee Benefits for JNATC Personnel"; and memo dated 22 December 1960 from ADU(1) to Deputy Director (Plans), Subject: "Employee Benefits for Personnel Assigned to JNATC".

In accordance with referenced memoranda, it is requested that the personnel listed below be authorized to receive additional compensation effective 8 January 1961, at the rate of 15% of their respective rates of basic annual compensation (but not to exceed the ~~maximum~~ rate for a ~~minimum~~ US-6) in lieu of payment of the regular overtime rates for irregular, unscheduled and frequent overtime.

EMPLOYEE NAME	Serial No.	TITLE	SALARY
ESTEPHENS, Jacob B.	56788	OPS Officer	\$14,055
WHEATLEY, Robert A.	509360	Ops Officer	12,990
DOUGLAS, Jesse S.	229350	Ops Officer	14,055
HILLIS, Davita A.	654500	OPS Officer	12,710
MAGLI, Louis F.	612816	Ops Officer	12,210
YOUNG, Walter P.	664738	OPS Officer	12,730
PETRUS, John D.	56093	OPS Officer	11,675
WARRIOR, Thomas D.	59794	Instructor (OPS)	8,955
HICKS, Marvin W.	56361	Guerrilla Warfare Officer	8,475
RILEY, James	60471	OPS Officer	8,470
TELLO, Anthony L.	559127	OPS Officer	7,320
BIAIR, William E.	60218	Instructor (OPS)	8,955
YENDALL, Sidney S.	059517	OPS Officer	11,155
REYNOLDS, Robert	55407	OPS Officer	12,470
SPADES, Ernest W.	62285	Instructor (OPS)	12,470
EPSON, Travel S.	61901	Ops Officer	8,475
CARTWRIGHT, Cecil J.	57840	OPS Officer	8,215
CHILLING, Samuel J.	56622	ADL Officer	7,820
DORALIS, David S.	63385	OPS Officer	12,210
KENT, William F.	559198	Ops Officer	8,215

All the above employees are on Allotment #535-5000-3021.

*E. M. D. Schools*  
E. M. D. Schools  
APPROVED  
J. C. KING  
Chief, WHD

S E C R E T

STANDARD FORM 61  
REVISED JUNE 1957  
U. S. CIVIL SERVICE COMMISSION  
F. P. M. CHAPTER 46

## APPOINTMENT AFFIDAVITS

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

CENTRAL INTELLIGENCE AGENCY ..... WASHINGTON, D.C. ....  
(Department or agency) (Place of employment)

I, DAVID ATLEE PHILLIPS, 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 knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such 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.

14 March 1960  
(Date of entrance on duty)

David A. Phillips  
(Signature of appointee)

Subscribed and sworn before me this 11th day of March A. D. 1960.

at WASHINGTON, D.C.  
(City)

(State)

[SEAL]

John Caperton  
(Signature of officer)  
 PERSONNEL CLERK  
(Title)

**NOTE.—The oath of office must be administered by a person specified in 5 U. S. C. 18, or by a person designated to administer oaths under Section 206, Act of June 26, 1943, 5 U. S. C. 16a. If by a Notary Public, the date of expiration of his commission should be shown.**

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (street and number, city and State)

ALBAN TOWERS - 3500 MASS. AVE. (U) WASHINGTON, D.C.

2. (A) DATE OF BIRTH

OCTOBER 31, 1922

(B) PLACE OF BIRTH (city and State or city and foreign country)

FORT WORTH, TEXAS

3. (A) IN CASE OF EMERGENCY, PLEASE NOTIFY

HELEN N. PHILLIPS

(B) RELATIONSHIP

WIFE

(C) STREET AND NUMBER CITY AND STATE

ALBAN TOWERS  
3500 MASS. AVE., WASH., DC

(D) TELEPHONE NO.

WBL-6400

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS?  YES  NO

If so, for each such relative fill in the blank below. If additional space is necessary, complete under Item 12.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MAR. RITO (Check one)	SIN- GLE (Check one)
		1. ....			
		2. ....			
		3. ....			
		1. ....			
		2. ....			
		3. ....			

5. INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

YES

NO

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

YES

NO

5. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR (B) AS A NATIVE OF AMERICAN SAMOA DO YOU OWE ALLEGIANCE TO THE UNITED STATES OF AMERICA?

6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?  
*If your answer is "Yes," give details in Item 12.*

7. DO YOU RECEIVE OR HAVE YOU APPLIED FOR 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 details in Item 12.*

8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, REGULATION OR ORDINANCE? (DO NOT INCLUDE TRAFFIC VIOLATIONS FOR WHICH A FINE OF \$25 OR LESS WAS IMPOSED. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY WERE DISMISSED)  
*If your answer is "Yes," give in Item 12 for each case: (1) approximate date, (2) charge, (3) place, (4) action taken.*

9. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN BARRIED 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 disbarment in Item 12.*

12. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item numbers to which answers apply)

ITEM NO.	ITEM NO.	ITEM NO.	ITEM NO.

INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate.

STANDARD FORM 144 REVISED SEPTEMBER 1964 U. S. CIVIL SERVICE COMMISSION EPM CHAPTERS 11, 12, AND 32		<b>STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS</b>													
<b>IMPORTANT:</b> The information on this form will be used: (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.															
<b>PART I.—EMPLOYEE'S STATEMENT</b>															
1. NAME (Last, first, middle initial)						2. DATE OF BIRTH						PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE			
PHILLIPS, DAVID ATLEE						OCTOBER 31, 1927									
3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include amateur services)												3. RETENTION GROUP			
NAME AND LOCATION OF AGENCY		FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN							
		YEAR	MONTH	DAY	YEAR	MONTH	DAY								
CIA		1947	APR	1	1948	JUN	13	C.S. - 14			11. SERVICE				
4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."												10. A. CSC STATUS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO B. TYPE OF PRESENT APPOINTMENT			
BRANCH		FROM—			TO—			DISCHARGE (Hon. or dishon.)							
		YEAR	MONTH	DAY	YEAR	MONTH	DAY								
ARMY AIR FORCE		1942	2	13	1945	JUN	7	HON.			12. TOTAL SERVICE				
5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If answer is "YES," LIST FOLLOWING INFORMATION)												13. NONCREDITABLE SERVICE (Leave purposes only):			
TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mer Mar)		FROM—			TO—			TOTAL							
		YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS					
											14. NONCREDITABLE SERVICE (RIF purposes only):				
6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If answer is "Yes," in what agency were you employed at the time status was acquired?)															
7. ARE YOU: A. THE WIFE OF A DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO C. THE UNREMARRIED WIDOW OF A VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO												15. REEMPLOYMENT RIGHTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 16. RETENTION RIGHTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 17. EXPIRATION DATE OF RETENTION RIGHTS			
8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS. I swear (or affirm) that the above statements are true to the best of my knowledge and belief.															
<u>16 MARCH 1968</u> (DATE)		<u>David C. Phillips</u> (SIGNATURE)													
Subscribed and sworn to before me on this _____ day of _____ 1960 at <u>WASHINGTON, D.C.</u> (CITY), <u>D.C.</u> (STATE)												NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.			
INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.															

(OVER)

10-6449-8

**Part III.—DETERMINATION OF COMPETITIVE STATUS.** (Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter S2.) Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

**PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES**

X	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 13)	CREDITABLE SERVICE (Leave Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purposes)	SERVICE COM- PUTATION DATE (Leave Purposes)
Years				1960	5	
Months				03	1Y	3
Days				14	14	14

**PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. (Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)**

X	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 14)	CREDITABLE SERVICE (RIF Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purposes)	SERVICE COM- PUTATION DATE* (RIF Purposes)
Years						
Months						
Days						

\* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7

REMARKS:

## CONFIDENTIAL

(When Filled In)

INSTRUCTIONS: COMPLETE IN DUPLICATE. THE DATA RECORDED ON THIS FORM IS ESSENTIAL IN DETERMINING TRAVEL EXPENSES ALLOWABLE IN CONNECTION WITH LEAVE AT GOVERNMENT EXPENSE, OVERSEAS DUTY, RETURN TO RESIDENCE UPON SEPARATION, AND FOR PROVIDING CURRENT RESIDENCE AND DEPENDENCY INFORMATION REQUIRED IN THE EVENT OF AN EMPLOYEE EMERGENCY. THE ORIGINAL OF THIS FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

NAME OF EMPLOYEE		(Last)	(First)	(Middle)
		PHILLIPS	DAVID	ATLEE
1. RESIDENCE DATA				
PLACE OF RESIDENCE WHEN APPOINTED		LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)		
HAVANA, CUBA		476 ROSE LANE, ALEXANDRIA, VA.		
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE				
1804 WASHINGTON, FORT WORTH, TEXAS				
2. MARITAL STATUS				
CHECK (X) ONE:	SINGLE	MARRIED	SEPARATED	DIVORCED
IF MARRIED, INDICATE PLACE OF MARRIAGE		DATE OF MARRIAGE		
FORT WORTH, TEXAS		3 JUNE 1948		
IF DIVORCED, PLACE OF DIVORCE DECREE		DATE OF DECREE		
IF WIDOWED, INDICATE PLACE SPOUSE DIED		DATE SPOUSE DIED		
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)				
JOHN HILDEBRANDT, DIVORCE DECREE FOR INCOMPATIBILITY, FORT WORTH, TEXAS, --?-- 1943				
3. MEMBERS OF FAMILY				
NAME OF SPOUSE	ADDRESS (No., Street, City, Zone, State)			TELEPHONE NUMBER
HELEN N. PHILLIPS	ALBAN TOWERS, 3500 MASS. AVE., (WASH. D.C.), D.C.			WONDER 6-6400
NAME OF CHILDREN	ADDRESS	SEX	AGE	
MARIA LOUISE PHILLIPS	" " "	F	10	
DAVID A. PHILLIPS JR.	" " "	F	8	
ATLEE YOUNG PHILLIPS	" " "	F	7	
CHARACTER VALLE PHILLIPS	" " "	M	3	
NAME OF FATHER (Or male guardian)	ADDRESS	TELEPHONE NUMBER		
EDWARD T. PHILLIPS (DECEDENT)	— NA.	NA		
NAME OF MOTHER (Or female guardian)	ADDRESS	TELEPHONE NUMBER		
MARY LOUISE PHILLIPS (MICHIE)	NA	LA		
WHAT MEMBER(S) OF YOUR FAMILY HAS BEEN TOLD OF YOUR AFFILIATION WITH THE AGENCY FOR EMERGENCY PURPOSES?				
SISTER, AND BROTHER (EDWARD T. PHILLIPS), 3500 MASS. AVE., (WASH. D.C.), FORT WORTH, TEXAS				
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY				
NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP			
PHILLIPS HELEN FLORENCE	WIFE			
HOME ADDRESS (No., Street, City, Zone, State)	HOME TELEPHONE NUMBER			
3500 MASS. AVE. (ALBAN TOWERS)	WONDER 6-6400			
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE	BUSINESS TELEPHONE & EXTENSION			
NOVA	None			
IS THE INDIVIDUAL NAMED ABOVE HAVING OF YOUR AGENCY AFFILIATION?				
<input type="checkbox"/> YES	<input type="checkbox"/> NO			
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF?				
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE?				
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			
THE PERSONS NAMED IN ITEM 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.				
5. VOLUNTARY ENTRIES				
INDICATE ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS				
FORT WORTH NATIONAL BANK, FORT WORTH, TEXAS				
CONTINUED ON REVERSE SIDE				
CURRENT RESIDENCE AND DEPENDENCY REPORT				

**CONFIDENTIAL**  
(When Filled In)

5. (CONTINUED)  
IN WHOSE NAME OR ON THE ACCOUNTS LISTED?

**DAVID A. PHILLIPS SPECIAL ACCOUNT**

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT?  YES  NO. IF "YES", WHERE IS DOCUMENT LOCATED?

LAW OFFICES OF EDWIN T. PHILLIPS, JR., FORT WORTH NATIONAL  
BANK BUILDING, FORT WORTH, TEXAS, AND AUTOPAN PLANE, INC.

HAVE YOU EXECUTED A POWER OF ATTORNEY?  YES  NO. IF "YES", WHO POSSESSES THE POWER OF ATTORNEY?

EDWIN T. PHILLIPS, JR.

FOOT WORTH NATIONAL BANK BUILDING, FORT WORTH, TEX.

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT  
*WACO, TEXAS*

DATE  
*16 MARCH 1963*

SIGNATURE

*David A. Phillips*

**CONFIDENTIAL**

RECOMMEND FOR:

SUBJECT : Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY FOR credit reference or for any other purpose.
2. You are to disregard third portion of the Monday morning Personnel E&D Orientation and the Monday morning Security Introduction (which you will receive during your second or third week with the Agency) which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreements, and like purposes.
3. You will be advised by your Element Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Element Officer to see the Security Officer responsible for your activity.

G. H. STUART  
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

14 March 1960  
Date

Dan G. Phalen  
Signature of Employee

SECRET

STAFF AGENT LETTER OF APPOINTMENT

*Harold Phillips*  
Mr. [REDACTED]

Dear Mr. [REDACTED] Phillips

1. Pursuant to the authority vested in me by section 5.2 of the Confidential Fund Regulations, you are hereby appointed a Staff Agent of the Government at an initial salary of \$10,320, grade GS-14, effective as of

FEB 7 1956.

2. As a Staff Agent of the Government, you are an appointed employee of the Government and as such are entitled to all the emoluments of, and subject to the restrictions of, that status. As a Staff Agent, you will undertake certain cover employment or activities as directed by the Government. Your Federal income taxes will be reported and paid in conformance with AFN 20-660-4, dated 26 November 1954, and/or any subsequent Government issuances promulgated on this matter.

3. As an appointed employee of the Government, you are required to make certain contributions to the Civil Service Retirement Fund. In the event that you are paid through a cover facility, you will be required to return to the Government at such times and in such manner as it shall direct the required contributions (presently six per cent (6%) of your gross salary). If the conditions of your cover require that you make contributions to the Social Security Fund, such contributions will be at your expense.

4. (a) In addition to your basic salary, you will be entitled to any post differential, living-quarters allowances, cost-of-living allowances (except post allowance), or other allowances that are granted Government employees stationed at the same permanent post of duty abroad. You will account for such allowances in compliance with applicable Government regulations.

(b) In addition to the above payments, effective upon the arrival of you and your dependents at your initial permanent post of duty overseas you will be entitled to an equalization allowance calculated at the rate of \$3,670 per annum. This allowance is in lieu of any present or future standardized post allowance established for your initial permanent post of duty overseas, but is subject to the entitlement provisions applicable to standardized post allowances. It is understood and agreed that this allowance is predicated upon the comparative cost of living between Washington, D. C., and your overseas post, your unofficial cover, family status and basic compensation. Consequently, this allowance may be unilaterally adjusted or discontinued by the Government whenever warranted by a change in any of these factors. No accounting will be required for this allowance.

SECRET

14-00000

5. You will be advanced or reimbursed funds for necessary expenses including travel and operational expenses which are authorized by the Government or your cover. Accountings for such expenses will be in compliance with applicable Government regulations unless such accounting is inconsistent with the practices of your cover facility. If the policies of your cover facility relating to payment of travel and transportation expenses differ from those of the Government, and if you are paid through your cover facility, you will receive and retain the amount paid by your cover without regard to Government regulations.

6. (a) It is specifically understood and agreed that as an appointed employee of the Government you are entitled to receive and retain only the salary, allowances, and other benefits which are commensurate with your appointed position and salary grade except as provided in paragraph five (5) above and paragraphs six (6), (b) and (c), below. Any compensation that you may receive from your cover facility will be offset against your salary from the Government, and you will return to the Government any salary, allowances and other pecuniary benefits which in the aggregate exceed your Government salary, allowances and other pecuniary benefits. You will report to the Government not less than semi-annually any sums received from your cover facility.

(b) It is understood and agreed that any fees derived from the remaining three (3) lectures on your current lecture tour will not be subject to the offset provisions of this agreement. It is further understood and agreed, however, that said lectures will be made by you while on annual leave and that you will be solely responsible for all expenses incidental thereto. Subsequent to the completion of said three (3) lectures, the income derived from any additional lectures will be presumed to be income derived from cover activities and will, therefore, be subject to offset unless specifically excluded by an amendment hereto.

(c) It is understood and agreed that should a specific manuscript, the title to which is set forth in your operational letter of instructions, be published during your tour of duty hereunder, the income derived therefrom will not be subject to offset as said manuscript was completed in its entirety prior to your appointment as a Staff Agent.

7. It is understood and agreed that your overseas assignment is to be for a minimum of two (2) years from the date of your arrival at your overseas post of duty unless such assignment shall be sooner terminated by the Government for its convenience. If, in violation of this letter, you terminate your overseas assignment for your convenience at any time prior to the expiration of two (2) years from the date of your arrival at your overseas post of duty, you shall not be entitled to return travel or transportation for yourself or your dependents from such post of duty to the United States; and, further, if, in violation of this letter, you terminate your overseas assignment for your convenience prior to the expiration of one (1) year from the date of your arrival at your overseas post of duty, you shall reimburse the Government for all its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

8. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this letter and any contradiction in terms which may in any way appear to amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this letter which shall always be dominant.

SECRET

9. Upon termination of your cover employment or activity, you will revert to normal staff employee status, unless for good and sufficient cause, such as misconduct or demonstrated incompetence, such reversion would be opposed to the best interest of the Government.

10. If, in the performance of your cover service, you assume the custody of Government funds or take title of record to, property of any nature whatsoever situate which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

11. Instructions received by you from the Government in briefing or training are a part of this letter and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

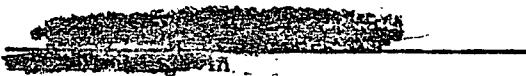
12. You will be required to keep forever secret this letter and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY

Office of Personnel

ACCEPTED:

  
Special Agent

## SECRET

CONTRACT INFORMATION AND CHECK LIST				CASE OFFICER Roy Malcolm	SECTION NH	
INSTRUCTIONS: Complete all items, indicating "YES" when applicable. Forward original and one copy for processing of contracts.				TELEPHONE EXTENSION 2056	DATE 17 January 1956	
SECTION I GENERAL						
1. NAME <b>Paul D. Langevin</b>	2. PROJECT	3. ALLOTMENT NO. 6-3545-55-005	4. SLOT NO. BAP-125			
5. PREVIOUS CIA PSEUDONYM OR ALIASES <b>Paul D. Langevin</b>	6. INDIVIDUAL IS PRESENTLY ENGAGED OR HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include salary) <b>Contract Agent, 1952 - 1955 Staff Employee as of 1 May 1955 - \$10,320.</b>					
7. SECURITY CLEARANCE (Date and date) <b>Top Secret</b>	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) <b>Staff Agent.</b>			
SECTION II PERSONAL DATA						
11. CITIZENSHIP <b>U.S.</b>	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. AGE <b>33</b>	14. DATE OF BIRTH (Month, day, year) <b>31 October 1922</b>			
15. LEGAL RESIDENCE (City and state or country) <b>6304 Washburn, Fort Worth, Texas, USA</b>			16. CURRENT RESIDENCE (City and state or country) <b>949 Nose Lane, Falls Church, Va.</b>			
17. MARITAL STATUS (Check as appropriate)						<input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input checked="" type="checkbox"/> DIVORCED
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP:  Wife : Helen H. Phillips Daughter : Maria Louise Phillips Son : David A. Phillips, Jr. Daughter : Atlee Young Phillips			19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP:			
SECTION III U.S. MILITARY STATUS						
20. RESERVE <b>No</b>	21. VETERAN <b>Ies</b>	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)				
23. BRANCH OF SERVICE <b>-</b>	24. RANK OR GRADE <b>-</b>	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
SECTION IV COMPENSATION						
27. BASIC SALARY <b>\$10,320</b>	28. POST DIFFERENTIAL <b>Ies</b>	29. COVER (Breakdown, if any)	<b>No</b>			30. TAXES TO BE WITHHELD BY COVER <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)						
31. QUARTERS <b>Ies</b>	32. POST <b>-</b>	33. OTHER <b>-</b>				
34. COVER (Breakdown, if any) <b>Newspaperman</b>						
SECTION VI TRAVEL						
35. TYPES <input checked="" type="checkbox"/> YES <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL	36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
37. HOUSEHOLD EFFECTS TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH						
<b>Helen H. Phillips, Wife, U.S. 36, March 29, 1919</b>						
<b>Maria Louise Phillips, Daughter, U.S. 6, August 9, 1949</b>						
<b>David A. Phillips, Jr., Son, U.S. 4, January 14, 1952</b>						
<b>Atlee Young Phillips, Daughter, U.S. 2, February 18, 1953</b>						
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> CIO PROCEDURES AND PROCESSES						
SECTION VII OPERATIONAL EXPENSES						
42. FURNISHING OF INFORMATION	43. ENTERTAINMENT	44. OTHER				
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH						

SECRET

<b>CONTRACT INFORMATION AND CHECK LIST (CONTINUED)</b>		LAST OFFICE <b>Ray Malcolm</b>	POSITION <b>NR</b>		
TB. SEE INSTRUCTIONS ON FIRST SHEET.		TELEPHONE EXTENSION <b>2056</b>	DATE <b>17 January 1956</b>		
SECTION VIII		OTHER BENEFITS			
BENEFITS (See Part XIV of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested, see R 15-335 or successor regulations.)					
<b>Staff Agent benefits</b>					
SECTION IX		COVER ACTIVITY			
7. STATUS (Check) <input checked="" type="checkbox"/> ESTABLISHED	PROPOSED	8. TYPE (Check) <input checked="" type="checkbox"/> GOVERNMENT	PROFESSIONAL CULTURAL EDUCATIONAL MILITARY <input checked="" type="checkbox"/> OTHER		
10. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS  <b>NA</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL					
SECTION X		OFFSET OF INCOME			
11. OFFSET OF INCOME AND OTHER ENOLMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)  <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE					
SECTION XI		TERM			
12. DURATION  <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>YEARS</td><td>MONTHS</td><td><b>2</b></td></tr></table>	YEARS	MONTHS	<b>2</b>	13. EFFECTIVE DATE  <b>Upon Departure</b>	14. RENEWABLE  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
YEARS	MONTHS	<b>2</b>			
15. TERMINATION NOTICE (Number of days)	16. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
SECTION XII		FUNCTION			
17. PRIMARY FUNCTION (PI, PP, other)  <b>PP</b>	DUTIES				
SECTION XIII		DUTIES			
18. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED  <b>PP Officer, Cuba</b>					
SECTION XIV		QUALIFICATIONS			
19. EXPERIENCE  <b>Contract Agent 1952-1954 in Chile Contract Agent 1954 (PBSUCCESS &amp; PBHISTORY) Covert Associate 1954-1955</b>					
20. EDUCATION (Check Highest Level Attained) <input checked="" type="checkbox"/> COLLEGE (No degree)		GRADE SCHOOL  <input checked="" type="checkbox"/> BUSINESS SCHOOL GRADUATE	HIGH SCHOOL GRADUATE  <input checked="" type="checkbox"/> COMMERCIAL SCHOOL GRADUATE		
21. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)  <input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> French		LANGUAGE  <input checked="" type="checkbox"/> FLUENT <input checked="" type="checkbox"/> OVERSEE <input checked="" type="checkbox"/> POOR	WRITE  <input checked="" type="checkbox"/> FLUENT <input checked="" type="checkbox"/> AVERAGE <input checked="" type="checkbox"/> POOR	READ  <input checked="" type="checkbox"/> FLUENT <input checked="" type="checkbox"/> AVERAGE <input checked="" type="checkbox"/> POOR	61. INDIVIDUAL'S COUNTRY OF ORIGIN  <b>U.S.</b>
22. AREA KNOWLEDGE  <b>Latin America, Europe</b>					
SECTION XV		PRIOR EMPLOYMENT			
23. JOB AND SALARY PRIOR TO SERVICE FOR CIA  <b>Self employed: Newspaper editor and publisher; lecturer.</b>					
SECTION XVI		ADDITIONAL INFORMATION			
24. ADDITIONAL OR UNUSUAL REQUIREMENTS JUSTIFICATIONS OR EXPLANATIONS (See other side if necessary)					
25. APPROVAL					
DATE <b>1956</b>	TYPE NAME & SIGNATURE OF CONTRACTOR FOR CIA <b>RAY ALFRED MALCOLM</b>		TYPE NAME & SIGNATURE OF SERVICE STAFF OFFICER		

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You will utilize your established cover as a newspaper publisher and lecturer on Latin American affairs resident in Santiago, Chile.

You have chosen to live temporarily in Cuba because of ~~XXXXX~~ unfulfilled lecture contracts in the United States. You have not returned to your business in Santiago because of the great expense of traveling between Chile and the United States. You will, in fact, return to the United States on two occasions to deliver lectures contracted before your employment as a Staff Employee of this Agency. (February 14 and 15 in Sioux Falls, South Dakota, and Wichita, Kansas; and March 13 in Palm Beach, Florida). You are strictly enjoined against using any material relating to intelligence or other covert activities. You are advised that the income received from the three scheduled lectures shall not be subject to the offset provisions of ~~XXXXXXXXXX~~ (this letter of instruction). It is understood that the lectures will be made while on annual leave and that all expenses incidental thereto will be met by you. At some future date, should it be decided that you should renew your lecture activities, the decision as to whether or not the income will be subject to offset provisions will be made at ~~XXXX~~

Headquarters.

You are also informed that should the manuscript entitled "Popcorn now in the Andes", ~~XXXX~~ in the hands of your literary agent, be published during your tour of duty the income therefrom will not be subject to the offset provisions of this contract.

## SECRET

CONTRACT INFORMATION AND CHECK LIST		NAME OFFICER Robert S. Goralski	STATION NEA
SECTION I: CONTRACT INFORMATION AND CHECK LIST		TELEPHONE EXTENSION 3548	DATE 9 May 1957
SECTION II: PERSONAL DATA			
1. NAME <i>John D. Phillips</i>		2. PROJECT Sect. 17, Det. 1	3. EMPLOYMENT NO. PECTATE
4. PREVIOUS CIA POSITION OR ALIASES <i>John D. Phillips</i>		5. INDIVIDUAL IS PRESENTLY ENGAGED OR HAS BEEN ENGAGED IN CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If NO, describe and include salary) Staff Agent, MH \$10,535.00	
6. SECURITY CLEARANCE (Type and Date) Top Secret, 1 April 1955		7. CONTRACT IS TO BE WRITTEN IN STERILE FORM U.S. GOVERNMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
8. INDIVIDUAL WILL WORK UNDER CONTROLLED CONDITIONS (i.e., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent	
SECTION III: PERSONAL DATA			
10. CITIZENSHIP U.S.A.		11. IF NOT U.S. CITIZEN, INDIVIDUAL'S PERMANENT RESIDENT ALIAS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	12. AGE 36
13. LEGAL RESIDENCE (City and state or country) 4804 Washburn, Fort Worth, Texas		14. CURRENT RESIDENCE (City and state or country)	
15. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> MARRIED <input checked="" type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> REVERSED			
16. NUMBER OF DEPENDENTS (Not including individual) Relationship: Five: Wife and four children		17. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Relationship:	
SECTION IV: U.S. MILITARY STATUS			
18. RESERVE N.A.		19. VETERAN World War II	20. IF RETIRED, INDICATE CATEGORY (Congressional combat disability, service disability non-combat) N.A.
21. BRANCH OF SERVICE N.A.		22. RANK OR GRADE N.A.	23. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
24. DRAFT DEFERRED OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		25. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SECTION V: COMPENSATION			
26. BASIC SALARY \$10,320.00	27. POST DIFFERENTIAL \$585.00	28. COVER (Breakdown, if any)	29. TAXES TO BE WITHHELD BY COVER <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SECTION VI: ALLOWANCES (FORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)			
30. QUARTERS \$3,000.00	31. POST \$585.00	32. OTHER	
33. COVER (Breakdown, if any)			
SECTION VII: TRAVEL			
34. TYPES <input checked="" type="checkbox"/> YES <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> OVERSEAS OPERATIONAL		35. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
36. HOUSEHOLD EFFECTS TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		37. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
38. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		39. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH	
<p>Wife: Helen H. Phillips, U.S., 38, 29 March 1919          Daughter: Maria Louise Phillips, U.S., 7, 9 Aug. 1949          Daughter: Atless Young Phillips, U.S., 4, 15 Feb. 1953          Son: David A. Phillips, Jr., U.S. 5, 15 Jan. 1952          Child approx. 5 mos., U.S.</p>			
<p><i>Precise letter OK.</i></p> <p><i>KLW - Jun 57</i></p>			
40. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> OTHER POLICIES AND PROCEDURES			
SECTION VIII: OPERATIONAL EXPENSES			
41. PAYMENT OF INFORMATION None	42. ENTERTAINMENT None	43. OTHER None	44. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> OTHER POLICIES AND PROCEDURES

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)			NAME OFFICER Robert S. Goralski	DIVISION NEA
WITH: SEE INSTRUCTIONS ON FIRST SHEET			TELEPHONE EXTENSION 3548	DATE 9 May 1957
SECTION VIII OTHER BENEFITS				
48. OTHERS. (See Part XIV of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested, see P-15-330 or successor regulations.)				
Usual staff employee benefits				
SECTION IX COVER ACTIVITY				
47. STATUS (Check) ESTABLISHED	PROPOSED	48. TYPE (Check) SUBSIDIZED	CULTURAL	X COMMERCIAL MILITARY OTHER
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL				
SECTION X OFFSET OF INCOME				
50. OFFSET OF INCOME AND OTHER ENOLMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE				
SECTION XI TERM				
51. DURATION <input type="checkbox"/> DAYS <input type="checkbox"/> MONTHS <input checked="" type="checkbox"/> 2 YEARS	52. EFFECTIVE DATE Upon departure	53. RENEWABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
54. TERMINATION NOTICE (Number of days)		55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
SECTION XII FUNCTION				
56. PRIMARY FUNCTION (PI, PP, other) PP				
SECTION XIII DUTIES				
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED Ostensible Assistant to the Director of a Lebanese radio and television center, perform liaison functions between the Chief of Station, Beirut, and the Center; provide thematic guidance to the Center in its output in accordance with Agency needs in support of HERMAN TLED projects.				
SECTION XIV QUALIFICATIONS				
58. EXPERIENCE PP operations officer in the development, management and supervision of radio broadcasting facilities; professional experience in several media, particularly newspapers and radio.				
59. EDUCATION (Check Highest Level Attained) COLLEGE (No degree)				
GRADE SCHOOL		HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE	
BUSINESS SCHOOL GRADUATE		COMMERCIAL SCHOOL GRADUATE		
<input checked="" type="checkbox"/> COLLEGE (No degree)		COLLEGE DEGREE	POST GRADUATE	MA PHD
60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)				
LANGUAGE		SPEAK	WRITE	READ
SPANISH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FRENCH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GERMAN		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
61. INDIVIDUAL'S COUNTRY OF ORIGIN U.S.A.				
62. AREA KNOWLEDGE Central and South America; North Africa; Italy				
SECTION XV PRIOR EMPLOYMENT				
63. JOB AND SALARY PRIOR TO SERVICE FOR CIA Editor and publisher, lecturer, actor and free-lance writer.				
SECTION XVI ADDITIONAL INFORMATION				
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary) Assignment to Project PECTATE should be effective 30 April 1957				
APPROVAL				
DATE 10 May 57	TYPED NAME & SIGNATURE OF SENIOR STAFF OFFICER <i>[Signature]</i>	STAFF	TYPED NAME & SIGNATURE OF SENIOR STAFF OFFICER	

*TR*

CONFIDENTIAL  
(When Filled In)

1. NAME (Last) <i>Philip</i>	(First) <i>Frank</i>	(Middle) <i>Daniel</i>	2. THIS DATE <i>9/18/65</i>		
3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME					
<input checked="" type="checkbox"/> U.S. GOVERNMENT EMPLOYEES' PROTECTIVE ASSOCIATION (GAEPA) <input checked="" type="checkbox"/> GROUP HOSPITALIZATION INCORPORATED (GHI) <input checked="" type="checkbox"/> MUTUAL BENEFIT OF OMAHA - HOSPITALIZATION <input checked="" type="checkbox"/> UNITED LIFE INSURANCE (ULIC) <input checked="" type="checkbox"/> AIR TRIP INSURANCE		<input type="checkbox"/> CASH DISEASES <input checked="" type="checkbox"/> AIRLINE REPLACEMENT <small>* CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIED FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.</small>			
4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)					
5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW:			SIGNATURE OF EMPLOYEE <i>A. Paul C. Meier</i>		
TYPE OF POLICY	DESERVED	NOW HAVE	POLICY NUMBER	REDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
<i>Health</i>	<i>✓</i>				
<i>Holiday Travel Health</i>	<i>✓</i>		<i>VA Thompson 50</i>		
6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS			SIGNATURE OF EMPLOYEE		
7. EMPLOYEE INTERVIEWED BY	CPB (Signature) <i>C-T Chairman</i>		ICD (Signature)		
8. REMARKS					
<small>When completed, the original of this form should be forwarded to TABB for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.</small>					
INSURANCE QUESTIONNAIRE					

TR

CONFIDENTIAL  
(When Filled In)

## RESIDENCE AND DEPENDENCY REPORT

**INSTRUCTIONS:** Submit in duplicate when ordered overseas or whenever designated place of residence, marital or dependency status changes. This information is important in determining travel expenses allowable in connection with leave or Government expense, overseas duty, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

1. NAME OF EMPLOYEE (Last) <b>Phillips</b> (First) <b>David</b> (Middle) <b>Atlee</b>					
2. RESIDENCE DATA					
PLACE OF RESIDENCE WHEN APPOINTED <b>919 Rose Lane, Falls Church, Va.</b>	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad) <b>1404 Washburn, Fort Worth, Texas</b>				
PLACE IN CONTINENTAL U.S. DESIGNATED PERMANENT OR LEGAL RESIDENCE					
3. MARITAL STATUS					
<input type="checkbox"/> SINGLE	PLACE OF MARRIAGE <b>Fort Worth, Texas</b>	DATE OF MARRIAGE <b>5 June 1948</b>			
<input checked="" type="checkbox"/> MARRIED	PLACE OF DIVORCE DECREE	DATE OF DIVORCE DECREE			
<input type="checkbox"/> DIVORCED	PLACE SPOUSE DIED	DATE SPOUSE DIED			
4. MEMBERS OF FAMILY					
NAME OF SPOUSE <b>Helen Hassch Phillips</b>	ADDRESS (Number) <b>919</b>	(Street) <b>Rose Lane</b>	(City) <b>Falls Church</b>	(State) <b>Va.</b>	TELEPHONE <b>JW-3-9579</b>
NAME OF CHILDREN	ADDRESS (Number)	(Street)	(City)	(State)	SEX AGE
Maria Louise Phillips	"	"	"	"	Female 6
David Atlee Phillips, Jr.	"	"	"	"	Male 3
Atlee Young Phillips	"	"	"	"	Female 2
NAME OF FATHER (or male guardian) <b>Deceased</b>	ADDRESS (Number)	(Street)	(City)	(State)	TELEPHONE
NAME OF MOTHER (or female guardian) <b>Deceased</b>	ADDRESS (Number)	(Street)	(City)	(State)	TELEPHONE
5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY					
NAME <b>Edwin T. Phillips, Jr.</b>	RELATIONSHIP <b>Brother</b>				
ADDRESS (Number) <b>1404 Washburn</b>	(Street) <b>Fort Worth</b>	(City) <b>Texas</b>	(State)	TELEPHONE	
THE PERSONS NAMED IN ITEM 4 ABOVE WILL ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS."					
VOLUNTARY ENTRIES					
THE FOLLOWING AGENCY ENDORSED LIFE AND HOSPITALIZATION INSURANCE POLICIES ARE IN FORCE IN MY NAME: THE "POLICY NO." SHOULD BE ENTERED IF POSSIBLE, SINCE THIS INFORMATION WILL ASSIST IN EXPEDITING ACTION BY THE INSURANCE COMPANY SHOULD A CLAIM BECOME PAYABLE.					
6. FULL NAME OF COMPANY <b>U.S. Government Employee Mutual of Omaha Hospitalization</b>		ADDRESS OF HOME OFFICE <b>Washington, D.C. Omaha, Neb.</b>		POLICY NO. <b>GTF 1514</b>	
7. I HAVE COMPLETED THE FOLLOWING: WILL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			POWER OF ATTORNEY <input type="checkbox"/> YES <input type="checkbox"/> NO		
8. REMARKS:  Power of Attorney to:  Edwin T. Phillips, Jr. 1404 Washburn, Fort Worth, Texas.  Edmond K. Rannon Casilla 1250, Santiago, Chile					
SIGNED AT <b>Washington, D.C.</b>		DATE <b>27 December 1955</b>		SIGNATURE <b>David C. Phillips</b>	

## CERTIFICATE OF ATTENDANCE

*Note:*  
I certify that on MAY 12 1955 I have attended  
(Date)  
the Induction Course specified by Regulation 25-110.

*I have played  
alertness  
Induction  
on May 12  
at the  
Propane*

FORM NO. 1087 REPLACES FORM SI-121  
1950-53 WHICH MAY BE USED.

DAVID A. PHILLIPS

(Name) - Please print

OTHER

CLERICAL  STENOGRAPHIC

OFFICE 220/PP/180

GS. 14 (Grade)

(1)

STANDARD FORM 61 (REVISED AUGUST 1960)  
PRAGULGATED 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

CENTRAL INTELLIGENCE AGENCY

(Department or agency)

WASHINGTON, D. C.

(Place of employment)

I, DAVID A. PHILLIPS, 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.

1 April 1955

(Date of entrance on duty)

*David A. Phillips*

(Signature of appointee)

Subscribed and sworn before me this 23 day of April, A. D. 1955,

at Washington,

(City)

D. C.

(State)

[SEAL]

*Katherine L. Landergren*

(Signature of officer)

SC 18 & 162

(Title)

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

14-54100-8

## 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.

781-345-2004 1-27-1968

1. PRESENT ADDRESS (street and number, city and State)

2. (A) DATE OF BIRTH <u>OCTOBER 21, 1922</u>	(B) PLACE OF BIRTH (city or town and State or country) <u>FORT WORTH TEXAS</u>		
(C) IN CASE OF EMERGENCY PLEASE NOTIFY <u>WILLIS &amp; COHEN - PRIVATE</u>		(D) RELATIONSHIP <u>WIFE</u>	(E) STREET AND NUMBER, CITY AND STATE <u>1010 Ross Avenue, Dallas, Texas, 75202</u>
		(F) TELEPHONE NO. <u>TELE 10-5777</u>	

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (LIVING BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS?  YES  NO

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

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
		1. _____			
		2. _____			
		3. _____			
		4. _____			
		5. _____			
		6. _____			
		7. _____			
		8. _____			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS
ITEM NO.	ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
X		
	X	
	X	
	X	
	X	
	X	

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) **Identity of appointee**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) **Age**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 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 officer of the Civil Service Commission.

(4) **Members of Family**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to 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.

SECRET

(WASH. T-2000-1a)

<b>REQUEST FOR MEDICAL EVALUATION</b>		<b>1 DATE OF REQUEST</b>														
		<b>29 Jan 75</b>														
<b>2 NAME (Last, First, Middle)</b> <b>Phillips, David A.</b> <b>3 OFFICE, DIVISION, BRANCH</b> <b>DDO/LA</b>		<b>3 POSITION TITLE</b> <b>C/LAD</b> <b>4 GRADE</b> <b>GS-18</b> <b>5 EMPLOYEE'S EXT.</b> <b>5103</b>														
<b>6 PURPOSE OF EVALUATION</b> <table border="1" style="float: right; width: 150px;"> <tr><td><input type="checkbox"/> HQS/TDY</td></tr> <tr><td><input type="checkbox"/> OVERSEAS ASSIGNMENT</td></tr> <tr><td colspan="2"><b>ETD</b></td></tr> <tr><td colspan="2">STATION</td></tr> <tr><td colspan="2">TDY OR PCS</td></tr> <tr><td colspan="2">TYPE OF COVER</td></tr> <tr><td colspan="2">NO. OF DEPENDENTS TO ACCOMPANY</td></tr> <tr><td colspan="2">NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED</td></tr> </table>			<input type="checkbox"/> HQS/TDY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	<b>ETD</b>		STATION		TDY OR PCS		TYPE OF COVER		NO. OF DEPENDENTS TO ACCOMPANY		NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	
<input type="checkbox"/> HQS/TDY																
<input type="checkbox"/> OVERSEAS ASSIGNMENT																
<b>ETD</b>																
STATION																
TDY OR PCS																
TYPE OF COVER																
NO. OF DEPENDENTS TO ACCOMPANY																
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED																
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> RETURN FROM OVERSEAS <table border="1" style="float: right; width: 150px;"> <tr><td><b>ETA</b></td></tr> <tr><td>STATION</td></tr> <tr><td>NO. OF DEP.'S</td></tr> </table>	<b>ETA</b>	STATION	NO. OF DEP.'S											
<b>ETA</b>																
STATION																
NO. OF DEP.'S																
<b>8 OVERSEAS PLANNING EVALUATION (One block must be checked)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>9. REQUESTING OFFICER</b> SIGNATURE <i>Kathy Hill</i> <b>Kathy Hill, LA/Trng</b> ROOM NO. & BUILDING <b>3105317 Hqs</b> <span style="float: right;">EXT <b>7431</b></span>														

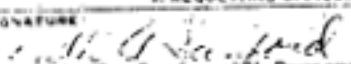
<b>10 COMMENTS</b> <p>Subject has completed his Executive Annual.</p>	
<b>11. REPORT OF EVALUATION</b> <p>Qualified for <del>XXXXXXX</del> TDY Standby until 1 October 1975.</p>	
<b>DATE</b> 4 February 1975	<b>SIGNATURE FOR CHIEF OF MEDICAL STAFF</b> William T. Golder, OMS/Registrar

SECRET

(WASH FORM 24)

<b>REQUEST FOR MEDICAL EVALUATION</b>		<b>1. DATE OF REQUEST</b>																
2. NAME (Last, First, Middle) <b>Phillips, David A. (Dependents Of)</b>		<b>3. POSITION TITLE</b> <b>COS</b>																
4. OFFICE DIVISION BRANCH <b>Brasilia, Brazil</b>		<b>5. GRADE</b> <b>CS-17</b>																
		<b>6. EMPLOYEE'S CAT.</b> <b>7431</b>																
<b>7. PURPOSE OF EVALUATION</b>																		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT																		
<input type="checkbox"/> HQD/TOY <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT																		
<b>8. TO</b> <b>ETD</b> <b>August 1972</b> <b>STATION</b> <b>Caracas, Venezuela</b> <b>TDY OR PCS</b> <b>PCS</b> <b>TYPE OF COVER</b> <b>State (Integrated)</b> <b>NO OF DEPENDENTS TO ACCOMPANY</b> <b>X88F five</b> <b>NO OF DEPENDENTS REPORTS OF MEDICAL HISTORY ATTACHED</b>																		
<input type="checkbox"/> RETURN FROM OVERSEAS																		
<b>9. REQUESTING OFFICER</b> <b>SIGNATURE</b> <b>John Ferguson</b> <b>ROOM NO. &amp; BUILDING</b> <b>3D 5309 Hqs</b> <b>EXT</b> <b>7431</b>																		
<b>10. COMMENTS</b> <p>Please schedule appointments for the week of 10 July.</p> <table> <tr> <td>Virginia S. wife</td> <td>26 Feb 43</td> <td>Kynne Augherton</td> <td>12 Sep 64</td> </tr> <tr> <td>Deborah Anne</td> <td>25 Dec 59</td> <td>Todd</td> <td>son 3 Aug 70</td> </tr> <tr> <td>Bryan Moss</td> <td>son</td> <td>Chayde</td> <td>12 Dec 56</td> </tr> <tr> <td colspan="2">QUALIFIED FOR PCS</td> <td>Serial #</td> <td>173172-Ton 52</td> </tr> </table>			Virginia S. wife	26 Feb 43	Kynne Augherton	12 Sep 64	Deborah Anne	25 Dec 59	Todd	son 3 Aug 70	Bryan Moss	son	Chayde	12 Dec 56	QUALIFIED FOR PCS		Serial #	173172-Ton 52
Virginia S. wife	26 Feb 43	Kynne Augherton	12 Sep 64															
Deborah Anne	25 Dec 59	Todd	son 3 Aug 70															
Bryan Moss	son	Chayde	12 Dec 56															
QUALIFIED FOR PCS		Serial #	173172-Ton 52															
<b>11. SIGNATURE</b>		<b>12. SIGNATURE FOR CHIEF OF MEDICAL STAFF</b>																
<b>DATE</b>																		

SECRET

REQUEST FOR MEDICAL EVALUATION		DATE OF REQUEST
1. NAME (Last, First, Middle) <b>Phillips, David A. (dependents)</b>		2. POSITION TITLE <b>Branch Chief</b>
3. OFFICE, DIVISION, BRANCH <b>DIA/AM/COG</b>		4. GRADE <b>O-5</b>
5. EMPLOYEE'S CAT. <b>7W51</b>		
6. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TOE STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		
<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT <div style="border: 1px solid black; padding: 5px;"> <b>ETA</b>            o/a 28 December 1969  <b>STATION</b>            Rio de Janeiro  <b>TOE OR PCS</b>            PCS  <b>TYPE OF COVER</b>  <b>State</b>  <b>NO. OF DEPENDENTS TO ACCOMPANY</b>            7  <b>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED</b>  <b>To be forwarded</b> </div>		
<input type="checkbox"/> RETURN FROM OVERSEAS <div style="border: 1px solid black; padding: 5px;"> <b>ETA</b>  <b>STATION</b>  <b>NO. OF DEP'TS</b> </div>		
7. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
8. REQUESTING OFFICER		
SIGNATURE  Ruth A. Sanford M1 Personnel ROOM NO. & BUILDING 3D6329 Ila EX. 6815		
9. COMMENTS		
Virginia S. - wife - 26 Feb 43 Christopher Clark - son - 24 Dec 56 DESPERRY PRESTON - 25 Dec 59		
Bryan Ross - son - 31 Dec 60 Lynn Augheron - son - 12 Sept 64		
10. REPORT OF EVALUATION		
QUALIFIED OS PCS		12 31 63
SPERRY PRESTON		
DATE	12 31 63	SIGNATURE FOR CHIEF OF MEDICAL STAFF

## SECRET

1. NAME (Last, First, Middle)		2. DATE OF BIRTH	3. GRADE
<b>Phillips, David A.</b>		<b>10/31/22</b>	<b>OS-16</b>
4. OFFICE, DIVISION, BRANCH (OR OVERSEAS STATION AND ASSIGNING CENTER IF External assignment) <b>DDP/DH/COG</b>		5. PRESENT POSITION <b>Branch Chief</b>	6. EMPLOYEE EXTENSION <b>7431</b>
7. PROPOSED STATION <b>Rio de Janeiro</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS, # 0186, OS-00</b>	
9. TYPE OF COMB AT NEW STATION <b>State</b>		10. ESTIMATED DATE OF DEPARTURE <b>o/a 28 Dec. '69</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>7</b>
12. COMMENTS <b>Vice Robert D. Gahagen</b> <b>State Integree</b> <b>Form DS-1668 to be forwarded</b>			
13. DATE OF REQUEST	14. SIGNATURE OF REQUESTING OFFICIAL <b>Ruth A. Sanford</b>	15. ROOM NUMBER AND BUILDING	16. EXTENSION <b>SD 5300 6813</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION <b>MEDICALLY QUALIFIED FOR PROPOSED OS PCS. DONALD FARLEY</b>			
18. OFFICE OF SECURITY DISPOSITION <b>12 24 69</b>			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET

(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>PHILLIPS, David A.</b>	3. POSITION TITLE <b>Ops Officer</b>	4. GRADE <b>OS-15</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/MH/COO</b>	6. EMPLOYEE'S EXT.	
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		
<input type="checkbox"/> HQS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT		
<b>ETD</b> <b>22 May - 5 June 1968</b> <b>STATION</b> <b>Mexico City</b> <b>TDY OR PCS</b> <b>TDY</b> <b>TYPE OF COVER</b> <b>Tourist</b> <b>NO. OF DEPENDENTS TO ACCOMPANY</b>  <b>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (IF ANY) ATTACHED</b>		
<input type="checkbox"/> RETURN FROM OVERSEAS		
<b>ETA</b> <b>STATION</b> <b>NO. OF DEPS</b>		
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>S. REQUESTING OFFICER</b> <b>SIGNATURE</b> <i>Mary C. Hennig</i> <b>ROOM NO. &amp; BUILDING</b> <b>305309</b> <b>EXT.</b> <b>1516</b>		
10. COMMENTS		
<b>QUALIFIED FOR PROTOC</b> <b>TDY</b> <b>REX HART</b>		
11. REPORT OF EVALUATION	SIGNATURE FOR CHIEF OF MEDICAL STAFF	
DATE		

**SECRET**

(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		1. DATE OF REQUEST <b>6 September 1967</b>
2. NAME (Last, First, Middle) <b>Phillips, David</b> 3. OFFICE, DIVISION, BRANCH <b>WH</b>		3. POSITION TITLE 4. GRADE <b>GS-15</b>
5. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input checked="" type="checkbox"/> ANNUAL - Executive <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> HQDS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT <div style="border: 1px solid black; padding: 5px;"> <b>ETA</b>  <b>STATION</b>  <b>TDY OR PCS</b>  <b>TYPE OF COVER</b>  <b>NO. OF DEPENDENTS TO ACCOMPANY</b>  <b>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>RETURN FROM OVERSEAS</b>  <b>ETA</b>  <b>STATION</b>  <b>NO. OF DEP.'S</b> </div>
6. OVERSEAS PLANNING EVALUATION (One block must be checked)		7. REQUESTING OFFICER
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE <hr/> ROOM NO. & BUILDING      EXT.
10. COMMENTS		
11. REPORT OF EVALUATION		
DATE 10-39 259 USE PREVIOUS EDITIONS.		CHIEF OF MEDICAL STAFF <b>DUTILO</b> <b>PDX HART</b> SIGNATURE FOR CHIEF OF MEDICAL STAFF

**SECRET**

(26)

SECRET

(When filled in)

REQUEST FOR MEDICAL EVALUATION		NUMBER OF PAGES
I. NAME (Last, First, Middle) <b>PHILLIPS, David A.</b> II. OFFICE, DIVISION, BRANCH <b>DDP/WH/3</b>		III. POSITION TITLE <b>Ops Off</b> IV. GRADE <b>GS-15</b> V. EMPLOYEE'S EXT. <b>5909</b>
VI. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TO STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input checked="" type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> HOUSEHOLD <input type="checkbox"/> OVERSEAS ASSIGNMENT  RTA LOCATION TOT DEPS TYPE OF VACATION NO. OF PENDENTS TO ACCOMPANY NO. OF PENDENTS' REPORTS OF MEDICAL HISTORY (IF ANY ATTACHED)
		<input checked="" type="checkbox"/> RETURN FROM OVERSEAS  RTA LOCATION <b>Santa Domingo</b> NO. OF PENDENTS <b>Five</b>
VII. OVERSEAS PLANNING EVALUATION (One block must be checked)		VIII. REQUESTING OFFICER
1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>		SIGNATURE  ROOM NO. & BUILDING EXT.
IX. COMMENTS		
Wife: Helen F. Daug: Maria L. DOB <b>1 Aug 49</b> Son: David A. DOB <b>14 Jan 52</b> Son: Atlee I. DOB <b>16 Feb 53</b> Son: Christopher DOB <b>28 Dec 56</b>		
X. REPORT OF EVALUATION		
DATE		SIGNATURE FOR CHIEF OF MEDICAL STAFF

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST <b>31 October 1966</b>	
2. NAME (Last, First, Middle) <b>Phillips, David A.</b> 3. OFFICE, DIVISION, BRANCH <b>COR (MH)</b>		4. GRADE <b>OC-6</b> 5. EMPLOYEE'S EXT. <b>5903</b>	
7. PURPOSE OF EVALUATION			
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input type="checkbox"/> TDY STANDBY  <input type="checkbox"/> SPECIAL TRAINING  <input checked="" type="checkbox"/> ANNUAL - Executive  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> HQDS/TDY  <input type="checkbox"/> OVERSEAS ASSIGNMENT		
	<b>RTD</b>  STATION  TDY OR PCS  TYPE OF COVER  NO. OF DEPENDENTS TO ACCOMPANY  NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED		
	<input type="checkbox"/> RETURN FROM OVERSEAS		
	<b>ETA</b>  STATION  NO. OF DEP./S		
	8. OVERSEAS PLANNING EVALUATION (One block must be checked.)		
	<input type="checkbox"/> YES  <input type="checkbox"/> NO		9. REQUESTING OFFICER
			SIGNATURE
			ROOM NO. & BUILDING
			EXT.
10. COMMENTS			
QUALITY & PUP CURRENT DUTIES			
11. REPORT OF EVALUATION <b>REX HART</b>			
DATE <b>12 10</b>	SIGNATURE FOR CHIEF OF MEDICAL STAFF		

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		3. DATE OF REQUEST 2 June 64
2. NAME (Last, First, Middle) <b>PHILLIPS, David A.</b>	3. POSITION TITLE <b>Ops Ofer</b>	4. GRADE <b>15</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/NH/3</b>	6. EMPLOYEE'S EXT. <b>x5909</b>	
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> HQS/TDY	
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	
<input type="checkbox"/> TDY STANDBY	ETA <b>3 July 64</b>	
<input type="checkbox"/> SPECIAL TRAINING	STATION <b>Return to Mexico City</b>	
<input type="checkbox"/> ANNUAL	TDY OR PCS <b>PCS</b>	
<input type="checkbox"/> RETURN TO DUTY	TYPE OF COVER <b>State Integree</b>	
<input type="checkbox"/> FITNESS FOR DUTY	NO. OF DEPENDENTS TO ACCOMPANY <b>5</b>	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 28) ATTACHED <b>-0</b>	
	<input checked="" type="checkbox"/> RETURN FROM OVERSEAS	
	ETA <b>30 June 64</b>	
	STATION <b>Mexico City, Mexico</b>	
	NO. OF DEP'tS <b>5</b>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input checked="" type="checkbox"/> YES	9. REQUESTING OFFICER	
<input type="checkbox"/> NO	SIGNATURE <i>Murray Benthall</i>	MURRAY BENTHALL MI/Pers Ofer
	ROOM NO. & BUILDING <b>CH 4407 Bqs</b>	EXT. <b>x5909</b>
10. COMMENTS		
Will be in Bqs beginning 30 June until 3 July for TDY. <i>1-2 July</i>		
QUALIFIED FOR PROPOSED O'SC		
11. REPORT OF EVALUATION		
DATE <b>1-2 July 64</b>	PCP JOE W. CLINE	
DATE	SIGNATURE FOR CHIEF OF MEDICAL STAFF	

SECRET

(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		<b>E. DATE OF REQUEST</b> <b>27 JULY 1965</b>
<b>D. NAME (Last, First, Middle)</b> <b>PHILLIPS, DAVID A.</b>	<b>E. POSITION TITLE</b> <b>COS</b>	<b>F. GRADE</b> <b>15</b>
<b>G. OFFICE, DIVISION, BRANCH</b> <b>DDP/WH/BRANCH 2</b>	<b>H. EMPLOYEE'S CAT.</b> <b>6576</b>	
<b>I. PURPOSE OF EVALUATION</b>		
<input type="checkbox"/> PRE-Employment <input type="checkbox"/> Entrance on Duty <input type="checkbox"/> TDY Standby <input type="checkbox"/> Special Training <input type="checkbox"/> Annual <input type="checkbox"/> Return to Duty <input type="checkbox"/> Fitness for Duty <input type="checkbox"/> Medical Retirement		
<input checked="" type="checkbox"/> HQ/TOY <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT  <b>K10</b> <b>LATERAL TRANSFER</b> <b>STATION</b> <b>SANTO DOMINGO, D.R.</b> <b>TDY OR PCS</b> <b>PCS</b> <b>TYPE OF COVER</b> <b>DEPARTMENT OF STATE</b> <small>NO. OF PENDENTS TO ACCOMPANY</small> <b>5</b> <small>NO. OF PENDENTS' REPORTS OF MEDICAL HISTORY (SF 80) ATTACHED</small> <b>0</b>		
<input type="checkbox"/> RETURN FROM OVERSEAS  <b>LTA</b> <b>LATERAL TRANSFER</b> <b>STATION</b> <b>MEXICO CITY, MEXICO</b> <b>NO. OF DEP'TS</b> <b>5</b>		
<b>J. OVERSEAS PLANNING EVALUATION</b> (One block must be checked)		<b>K. REQUESTING OFFICER</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO		<small>SIGNATURE</small> <b>FRANK LANE</b> <small>DD/PERSONNEL</small> <small>ROOM 404, BLDG 1</small>
		<small>EST.</small> <b>CR 56</b>
<b>L. COMMENTS</b>		<b>QUALIFIED FOR PROPOSED PCS</b>
<b>M. REPORT OF EVALUATION</b>		<b>JOE W. CLINE</b>
<b>DATE</b>	<b>SIGNATURE FOR CHIEF OF MEDICAL STAFF</b>	
<b>17 30 65</b>	<b>Q</b>	

**SECRET**  
(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		<b>1. DATE OF REQUEST</b> 22 June 1961
<b>2. NAME (Last, First, Middle)</b> PHILLIPS, David A.	<b>3. POSITION TITLE</b> Ops Officer	<b>4. GRADE</b> GS-14
<b>5. OFFICE, DIVISION, BRANCH</b> DDP/WHD	<b>6. EMPLOYEE'S EXT.</b> 8242	
<b>7. PURPOSE OF EVALUATION</b>		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> <del>REHABILITATION</del> <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT	<input checked="" type="checkbox"/> <b>OVERSEAS</b> <input type="checkbox"/> OVERSEAS ASSIGNMENT	<b>ETD</b> 16 August 1961 <b>STATION</b> Mexico City <b>TOF OR PCS</b> PCS <b>TYPE OF COVER</b> <span style="background-color: red; color: white; padding: 2px;">Dept of State</span> <b>NO. OF DEPENDENTS TO ACCOMPANY</b> five <b>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED</b>
<p style="text-align: center;"><i>FORM P-9 a (Rev. 6-65)</i></p> <p style="text-align: center;">[ ] <b>RETUR FROM OVERSEAS</b></p> <p style="text-align: center;"> <b>ICAO</b>  <b>STATION</b>  <b>NO. OF DEPS</b> </p> <p>Subject's last physical exam was more than a year ago.</p>		
<b>8. OVERSEAS PLANNING EVALUATION</b> (One block must be checked)		<b>9. REQUESTING OFFICER</b>
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>SIGNATURE</b> <i>Henry Gosthrook, Jr.</i> <b>ROOM NO. &amp; BUILDING</b> <i>110C Barton Hall</i>
		<b>EXT.</b> 8242
<b>10. WORKER EVALUATION COMMITTEE</b>		
<b>11. REPORT OF EVALUATION</b>		
<b>DATE</b>	10 AUG 1961	<b>SIGNATURE FOR CHIEF OF MEDICAL STAFF</b>

SECRET

(This form is in triplicate)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST 12 April 1960
2. NAME (Last, First, Middle) <b>PHILLIPS, David Atlee</b>		3. POSITION TITLE 4. GRADE CS-14
5. OFFICE, DIVISION, BRANCH <b>Washington, D. C.</b>		6. EMPLOYEE'S EXT. 3960
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT <b>ETD</b> <b>15 April 1960</b> <b>STATION</b> <b>VII Area</b> <b>TDY OR PCS</b> <b>TDY</b> <b>TYPE OF COVER</b> <b>NO. OF DEPENDENTS TO ACCOMPANY</b> <b>None</b> <b>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 82) ATTACHED</b>
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE  <b>S. J. CHELLINO</b> ROOM NO. & BUILDING <b>1014 Burton</b> EXT. <b>8717</b>
10. REPORT OF EVALUATION		
DATE <b>81 APR 1960</b>		SIGNATURE FOR CHIEF OF MEDICAL STAFF

**SECRET**  
(When Filled In)

CS/

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST					
2. NAME (Last, First, Middle) PETERSON, DAVID A.	3. POSITION TITLE OPI O-PER	4. GRADE E-5					
5. OFFICE, DIVISION, BRANCH DOD/DR CS/C Development Com. Element	6. EMPLOYER'S EXT.						
7. PURPOSE OF EVALUATION							
<input type="checkbox"/> PRE-EMPLOYMENT <input checked="" type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> OVERSEAS ASSIGNMENT <table border="1"> <tr><td>ETD</td></tr> <tr><td>STATION</td></tr> <tr><td>TDY OR PCS</td></tr> <tr><td>TYPE OF COVER</td></tr> <tr><td>NO. OF DEPENDENTS TO ACCOMPANY</td></tr> <tr><td>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED</td></tr> </table>	ETD	STATION	TDY OR PCS	TYPE OF COVER	NO. OF DEPENDENTS TO ACCOMPANY	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED
ETD							
STATION							
TDY OR PCS							
TYPE OF COVER							
NO. OF DEPENDENTS TO ACCOMPANY							
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED							
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER					
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE 100 B CAMP RD ROOM NO. & BUILDING 100 Curia					
10. REPORT OF EVALUATION							
PLEASE APPROVE <i>Approved from SF 89</i> <i>Qualified from SF 89</i> DATE <i>10-10-88</i> SIGNATURE FOR CHIEF OF MEDICAL STAFF <i>Peterson</i>							

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>PHILLIPS, DAVID A.</b>	3. POSITION TITLE <b>OPM O-1111</b>	4. GRADE <b>O-11</b>
5. OFFICE, DIVISION, BRANCH <b>DEPT OF CIVILIAN COMPLEMENT</b>	6. EMPLOYEE'S EXT. <b>111</b>	
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input checked="" type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> OVERSEAS ASSIGNMENT <div style="border: 1px solid black; padding: 5px;">           ETD            STATION            TDY OR PCS            TYPE OF COVER            NO. OF DEPENDENTS TO ACCOMPANY            NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 87) ATTACHED         </div>
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE ROOM NO. & BUILDING <b>1500 H. S. GANTZER</b> EXT. <b>0371</b>
10. REPORT OF EVALUATION		
PLEASE INDICATE <b>DEPARTMENTAL DUTIES</b> <i>See official Commission of Staff Sgt</i>		
DATE <b>24 MAR 1960</b>	SIGNATURE FOR CHIEF OF MEDICAL STAFF <i>R. Phillips</i>	

**SECRET**  
(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		<b>1. DATE OF REQUEST</b>
<b>2. NAME (Last, First, Middle)</b> <b>PHILLIPS, DAVID A.</b>	<b>3. POSITION TITLE</b> <b>OCS OFFICER</b>	<b>4. GRADE</b> <b>OS-14</b>
<b>5. OFFICE, DIVISION, BRANCH</b> <b>DWP/TR SD/CL Development Complement</b>	<b>6. EMPLOYEE'S EXT.</b>	
<b>7. PURPOSE OF EVALUATION</b>		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> OVERSEAS ASSIGNMENT <div style="border: 1px solid black; padding: 5px;"> <b>ETD</b>  <b>STATION</b>  <b>TDY OR PCS</b>  <b>TYPE OF COVER</b>  <b>NO. OF DEPENDENTS TO ACCOMPANY</b>  <b>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 39) ATTACHED</b> </div>
<b>8. OVERSEAS PLANNING EVALUATION (One block must be checked)</b>		<b>9. REQUESTING OFFICER</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE ROD H. G. RIVETI ROOM NO. & BUILDING 301 Canteen EXT. 8372
<b>10. REPORT OF EVALUATION</b>		
<b>PLEASE EXPEDITE</b>		
<b>DATE</b>	<b>SIGNATURE FOR CHIEF OF MEDICAL STAFF</b>	

**SECRET**  
(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>PHILLIPS, LATRINA A. (DEPENDENT)</b> 3. OFFICE, DIVISION, BRANCH <b>IDP/WH CS/3 Development Complement</b>		4. GRADE <b>O-5 OFFICER</b> 5. EMPLOYEE'S EXT. <b>14</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> OVERSEAS ASSIGNMENT <div style="border: 1px solid black; padding: 5px; width: fit-content;">         ETO          STATION          TDY OR PCS          TYPE OF COVER          NO. OF DEPENDENTS TO ACCOMPANY          NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED       </div>	
6. OVERSEAS PLANNING EVALUATION (One block must be checked)		8. REQUESTING OFFICER SIGNATURE <b>POD H. Capriotti</b> ROOM NO. & BUILDING <b>1504 Curie</b> EXT. <b>8371</b>
10. REPORT OF EVALUATION  <b>PLEASE EXPEDITE (DEPENDENTS)</b>		
DATE	SIGNATURE FOR CHIEF OF MEDICAL STAFF	

SECRET

(When Filled In)

## MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	(First)	(Middle)	2. DATE
PHILLIPS, DAVID A.			20 Jan 56
3. TO POSITION		4. OFFICE, DIVISION, BRANCH	5. GRADE
Operations Officer (PP)		DDP/WH	CS-14
6. TYPE OF POSITION		7. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input checked="" type="checkbox"/> Overseas		<input type="checkbox"/> EOD <input checked="" type="checkbox"/> Overseas <input type="checkbox"/> Returnee	<input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) Please notify Ken Wambold <u>only</u> , 2508 Curie Hall, x3585
II REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks: Subject is qualified for proposed PCS O/S assignment. (1-16-56)			

*C. C. T. 12/12/55*

MEDICAL OFFICE

SECRET  
(When Filled In)

## MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	(First)	(Middle)	2. DATE
Phillips,	David	A.	12 Dec., 1955
3. TO POSITION		4. OFFICE, DIVISION, BRANCH	5. GRADE
		WH	OS-12
6. TYPE OF POSITION		7. EVALUATE FOR	
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas		<input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee	<input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)
II REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks: Subject is qualified for proposed 7 days TDY assignment. (12/12/55) Must have a physical examination on return from trip. This memo supersedes previous qualification.			

*C. C. T. 12/12/55*

MEDICAL OFFICE

SECRET  
(When Filled In)

## MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) PHILLIPS (First) DAVID (Middle) A.

(Initials)

2. DATE

30 Dec 1955

## 3. TO POSITION

PHILLIPS

DHUD

ATLEE

4. GRADE

GS-14

## 5. TYPE OF POSITION

 Departmental U.S. Field Overseas

Cuba

S.T.D.  
17 Dec 1956  
JCS

6. OFFICE, DIVISION, BRANCH

N.H.

7. EVALUATE FOR

 EOD Overseas Returnee Pre-Employment Annual Special (Specify)

## II. REPORT OF MEDICAL EVALUATION

 Qualified for Full Duty (General) Qualified for Full Duty (Special) Qualified for Departmental Duty Only Disqualified

Remarks: Subject is qualified for proposed PCS O/S assignment. (1/16/56)

C. C. G.

MEDICAL OFFICE

S. L. K.

## MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KOCHER (First) PHILLIPS (Middle) DAVID A.

(Initials)

2. DATE

2 August 1954

3. GRADE

GS 12

## 4. TO POSITION

OFFICE, DIVISION, BRANCH

WH

## 5. TYPE OF POSITION

 Departmental U.S. Field Overseas

Guantanamo

6. EVALUATE FOR

 EOD Overseas Returnee Pre-Employment Annual Special (Specify)

## II. REPORT OF MEDICAL EVALUATION

 Qualified for Full Duty (General) Qualified for Full Duty (Special) Qualified for Departmental Duty Only Disqualified

Remarks:

WH #1

Mr. GAHAGAN

x 3995

Full duty/General 8-9-54)

Joseph J. Mac

**SECRET**

(WHEN FILLED IN)

**QUALIFICATIONS SYSTEM RECORD CHANGE**

**AFFILIANT CODING DATA**

1. ID	2. APPL. NO.	3. NAME
<• 2 •	6-DIGITS	MUST CONTAIN 20-DIGITS
4. DATE OF BIRTH		5. DATE CODED
MO	DA	YR
•	•	•

THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.

**LANGUAGE CODING DATA - FORM 444C**

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE										
<• 3 •	•	• 3-LETTERS	BASE CODE R W P S U T YR										
•	•	•	• R W P S U T YR										
5. DATE SUBMITTED		6. DATE OF BIRTH	WHEN FORM 444C DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO++LANGUAGE" (12-DIGITS)										
MO	DA	YR	MO	DA	YR	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•

**LANGUAGE PROFICIENCY TEST DATA**

1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST										
<• 5 •	• 24345	• PHI	• C-A-D	• BASE CODE R W P S U T YR										
•	•	•	• A	• BL31 9 + + + + + 69										
6. LANGUAGE DATA AFTER TEST.			7. DATE OF TEST	DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273 PLW LANGUAGE PROFICIENCY AND AWARDS DATA.										
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR	•	•	•	•
• + + +	+ + +	+ + +	+ + +	+ + +	+ + +	+ + +	• 12118169	•	•	•	•	•	•	•

**QUALIFICATIONS RECORD CHANGE**

1. ID	2. EMP/APPL NO.	3. NAME	ENTER UNDER "TYPE" -							
<• 4 •	•	• 3-LETTERS	A - ADDITION TO RECORD C - CHANGE TO EXISTING RECORD D - DELETION OF DATA FROM EXISTING RECORD							
			CODE # 1				CODE # 2			
TYPE	BASE	1	2	3	YR	BASE	1	2	3	YR
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•

## CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO.		NAME (LAST-FIRST-MIDDLE)		2. TYPE CLASS	LANGUAGE DATA BEFORE TEST										
		PHILLIPS, DAVID A.		BASE	CODE	LAN. CODE	R	W	S	U	T	YR			
				CHANGE											
				OBsolete											
3. LANGUAGE DATA AFTER TEST		4. DATE TESTED		5. DATE OF BIRTH	6. GRADE	OFFICE OR DIVISION									
L	A	N	I	R	W	P	S	U	T	YR					
				12/15/68	10/31/68	16	WS								
NOTICE TO PERSON TESTED															
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>PORTUGUESE (BRAZILIAN) BRI</u> (NAME OF LANGUAGE)															
11. REMARKS															
12. SIGNATURE <u>Kaf</u>															
13. LD NUMBER <u>17603</u>															

FORM 1273 OBSOLETE PREVIOUS EDITIONS

110-451 SECRET

GROUP I  
EXCLUDE FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

I - OP/CSB

S-2000  
CHARTERED PHILLIPS, DAVID A.

## QUALIFICATIONS SYSTEM RECORD CHANGE

## APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME													
< 2	0-DIGITS	MUST CONTAIN 20-DIGITS													
4. DATE OF BIRTH		5. DATE CODED	THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.												
MO	DA	YR	MO	DA	YR										

## LANGUAGE CODING DATA - FORM 444C

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE												
< 3	0	0-LETTERS	BASE CODE R W P S U T YR												
5. DATE SUBMITTED		6. DATE OF BIRTH	WHEN FORM 444C DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)												
MO	DA	YR	MO	DA	YR										

## LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST																
< 5	024345	PHI	C-A-D	BASE CODE R W P S U T YR																
6. LANGUAGE DATA AFTER TEST		7. DATE OF TEST	DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273.																	
BASE CODE	R	W	P	S	U	T	YR	MO	DA	TR	LANGUAGE PROFICIENCY AND AWARDS DATA.									
*BK5	F	T	0	0	4	1	61	10	30	61										

J. D. M.

The authorization to process this employee's disclaim of proficiency in the language factors indicated on this form is contained in a memorandum on file and designated "Language Proficiency Disclaim File", located in the Qualifications Analysis Branch, Office of Personnel.

## PERSONAL HISTORY STATEMENT

### INSTRUCTIONS

**-DO NOT ATTEMPT TO COMPLETE THIS FORM UNTIL YOU HAVE READ THE FOLLOWING INSTRUCTIONS-**

1. Answer all questions completely or check (X) the box which applies. If the question is not applicable, write "NA". If you do not know the answer and it cannot be obtained from personal records, write "Unknown". Use the blank space on pages 15 and 16 for extra details on any question for which you do not have enough space.
2. Type or print carefully - USE BLACK TYPEWRITER RIBBON OR BLACK INK.
3. Leave blank any boxes or columns which are marked "FOR OFFICE USE ONLY".
4. Consider each of your answers carefully, accurate completion of the form will permit review of your qualifications to the best advantage. Your signature at the end of the form will certify to its correctness.
5. Page 17 entitled "Personal History Summary" must be completed. It is a brief abstract of information from other parts of the form and will help to speed the processing of your application.

### SECTION I

#### GENERAL PERSONAL AND PHYSICAL DATA

1. Full name (last first middle) Arlene, Virginia, Simmons		3. Age 24	3. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	4. Social security number 573-24-5230
5. Marriages Ginn		6. Other names you have used N/A		
7. Indicate circumstances (including length of time) under which you have used the names noted in item 6 above N/A				
8. If legal change of name, give particulars (Where and by what authority) N/A				
9. Height 5' 3	10. Weight 105	11. Color of eyes brown	12. Color of hair blond	13. Type of complexion white
14. Scars (Type and location) appendicitis, stomach		15. Other distinguishing physical features N/A		
16. Current address (No., Street, City, State & ZIP code - country if not U.S.) 9741 Corral Dr., Potomac, Maryland 20854			17. Current phone number 301-5362	18. Long distance area code 301
19. Permanent address (No., Street, City, State & ZIP code - country if not U.S.) 9741 Corral Dr., Potomac, Maryland 20854			20. Permanent phone number 301-5362	21. Long distance area code 301
22. Office phone number 301-4730	23. Office address N/A	24. Legal residence (State, territory or country) Maryland		

### SECTION II

#### POSITION DATA

1. Indicate the type of work or position for which you are applying		3. Dates available for employment Earlier _____ Later _____	
2. Indicate the lowest annual entrance salary you will accept \$ _____		4. Indicate your willingness to travel Occasionally <input type="checkbox"/> Other (Specify) _____	
5. Indicate your willingness to move Frequently <input type="checkbox"/> Occasionally <input type="checkbox"/>		6. Indicate your willingness to accept assignment in the following locations - check (X) each one applicable Washington, D.C. <input type="checkbox"/> Outside continental U.S. <input type="checkbox"/> Anywhere in U.S. <input type="checkbox"/> Certain locations only (Specify) _____	
7. Indicate any restrictions you would place on assignments outside the Washington, D.C. area			
(For Office Use Only)		Date of this application	

<b>SECTION III</b>		<b>CITIZENSHIP</b>				
<b>CITIZENSHIP</b>	1. Date of birth <b>2-26-43</b>	2. Place of birth (City, State, Country) <b>Philadelphia, Pennsylvania</b>	3. Present citizenship (Country) <b>U.S.</b>			
	4. Citizenship acquired by: <input checked="" type="checkbox"/> Birth <input type="checkbox"/> Marriage <input type="checkbox"/> Other (Specify) _____	5. Date naturalized <b>N/A</b>	6. Naturalization certificate number <b>N/A</b>			
	7. Court issuing naturalization certificate <b>N/A</b>	8. Issued at (City, State, Country) <b>N/A</b>				
	9. If alien, give alien registration number <b>N/A</b>	10. Date and place of arrival in U.S. <b>N/A</b>				
	11. Name you held previous nationality? <input type="checkbox"/> This <input checked="" type="checkbox"/> No	12. If yes, give name of country <b>N/A</b>				
	13. Give particulars concerning previous nationalities  <b>N/A</b>					
	14. Last U.S. visa (Number, type, place of issue) <b>N/A</b>		15. Date visa issued <b>n/a</b>			
	<b>SECTION IV</b>					
	<b>EDUCATION</b>					
	ELEMENTARY SCHOOLS					
	1. Name of elementary school	Address (City, State, Country)	Years attended (From - To - )	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No		
	HIGH SCHOOLS					
2. Name of high school	Address (City, State, Country)	Years attended (From - To - )	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Name of high school	Address (City, State, Country)	Years attended (From - To - )	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE OR UNIVERSITY STUDY						
4. Name and location of college or university	Subject Major   Minor	Years attended From - To -	Degree received	Year graduated	Grade or Point Average	Number of Sem./Qu. Hours (Specify)
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 specialized course		From	To	No. of months
1.						
2.						
3.						
4.						

EDUCATION

**SECTION V**

## **FOREIGN LANGUAGE ABILITIES**

FOREIGN LANGUAGE ABILITY

---

**EDUCATION (Continued)**

MILITARY TRAINING IN SPECIALIZED SCHOOLS SUCH AS PERFORMANCE COMMUNICATIONS, ETC.

MILITARY TRAINING IN SPECIALIZED SCHOOLS SUCH AS ORDNANCE, COMMUNICATIONS, ETC.				
Name and address of school	Study or specialization	From	To	No. of months
1.				
2.				
3.				

**Other education or training not indicated above**

**SECTION V**

**FOREIGN LANGUAGE ABILITIES**

- List below the foreign language or languages in which you possess any degree of competence. Indicate your proficiency in each of the five skill factors shown (reading comprehension, writing ability, etc.) by noting the number most indicative of your level of skill under the factor being considered.

If your proficiency relates to a particular dialect of a major language, identify this dialect by noting it in parentheses after the language on the same line.

If you have no proficiency in any foreign language, check (X) box at right and leave other items blank.

2. If you have had experience as a translator, interpreter or instructor – explain and specify in which language(s) you have had such experience.

3. Describe your ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, military and other specialized fields.

4. If you have noted a proficiency in language, would you be willing to use this ability in any position for which you might be selected?  Yes  No

**(For Office Use Only)**

**THIS SHEET MUST BE COMPLETED**

SECTION XI		MARRITAL STATUS	
1. Present status (single, married, widowed, divorced, separated, remarried, separated again) <b>Divorced</b>			
2. State date, place, and reason for all separations, divorces or annulments			
<b>Z-10-69, Juarez, Mexico, incompatibility</b>			
Wife, Husband or Former(s)	If you have been married more than once (including annulments) use separate sheet for former wife or husband giving date required below for all previous marriages. If marriage contemplated, fill in appropriate information for <u>Former(s)</u> .		
3. Name of spouse	(First)	(Middle)	(Last)
<b>Phillips</b>		<b>David</b>	<b>Atlee</b>
4. State day prior name ever used for spouse	<b>N/A</b>		
Indicate circumstances (including length of time) under which any names noted in Item 4 above were used. If legal change, give particular before and by what authority. Use extra space provided on pages 13 and 14 of this form to record this information.			
5. Date of birth	6. Place of birth (City, State, Country)	7. Date of marriage	
<b>10-31-22</b>	<b>Fort Worth, Texas</b>		
8. Place of marriage (City, State, Country)	9. Living		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10. Citizenship	11. Former citizenship (if unemployed)	12. If alien, give alien registration number	
<b>U.S.</b>	<b>N/A</b>	<b>N/A</b>	
13. Date U.S. citizenship acquired	14. Where naturalized	15. Date and place of arrival in U.S.	16. Alien registration certificate number
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
17. Date of death	18. Cause of death	19. Address of spouse before marriage	
<b>N/A</b>	<b>N/A</b>		
20. Current address (Give last address, if divorced)	21. Address of spouse before marriage		
22. Occupation	23. Present employer (Give former employer, or if spouse deceased or unemployed, give last two employers)		
<b>Foreign Service Reserve Officer</b>	<b>U.S. Dept of State</b>		
24. If present or former employer, indicate place, name, date, how located			
<b>U.S. Dept. of State, Washington</b>			
25. Dates of military service (From - To - By month & year)	26. Branch of military service	27. Country with which military service affiliated	
		<b>U.S.</b>	
28. Details of other governmental service, U.S. or Foreign			

SECTION XIII

#### **CHILDREN AND OTHER DEPENDENTS**

3. Provide the following information for all children and dependents:

**SECTION XVII****MOTHER-IN-LAW** (If marriage contemplated, fill in information for future mother-in-law)

1. Full name (Last - First - Middle - Maiden)			
2. State other names she has used			
Indicate circumstances (including length of time) under which any names noted in item 2 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.			
3. Date of birth	4. Place of birth	5. Living	
6. Date of death	7. Cause of death	8. Citizenship (Country)	
9. Former citizenship(s) (country/ies)		10. Date U.S. citizenship acquired	11. Where acquired (City, State, Country)
12. Naturalization certificate number		13. If alien, give alien registration number	14. Date and place of arrival in U.S.
15. Occupation		16. Present employer (Give last employer if mother-in-law deceased or unemployed)	
17. Current address (Give last address, if deceased)			

**SECTION XVIII** RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO EITHER (1) LIVE ABROAD,  
(2) ARE NOT U.S. CITIZENS OR (3) WORK FOR A FOREIGN GOVERNMENT

1. Name (Last - First - Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
<b>Simmons, George Stuart</b> Grandfather 3-17-84 San Francisco, Calif			
5. Citizenship (Country)	6. Address or country in which relative resides		
U.S.	4143 Unterer Zielweg 111, Dornach, Switzerland		
7. Employed by	8. Frequency of contact	9. Date of last contact	
N/A	none	1961	
1. Name (Last - First - Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
5. Citizenship (Country)	6. Address or country in which relative resides		
7. Employed by	8. Frequency of contact	9. Date of last contact	
1. Name (Last - First - Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
5. Citizenship (Country)	6. Address or country in which relative resides		
7. Employed by	8. Frequency of contact	9. Date of last contact	

**SECTION XIX** RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO ARE IN THE MILITARY OR CIVIL  
SERVICE OF THE UNITED STATES

1. Name (Last - First - Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
5. Citizenship (Country)	6. Address (Number, Street, City, State, Country)		
7. Type and location of service (if known)			
1. Name (Last - First - Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
5. Citizenship (Country)	6. Address (Number, Street, City, State, Country)		
7. Type and location of service (if known)			
1. Name (Last - First - Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
5. Citizenship (Country)	6. Address (Number, Street, City, State, Country)		
7. Type and location of service (if known)			

(For Office Use Only)

Use the following space for extra details. Reference each continued item by the section and item number to which it relates and sign your name at the end of the material. If additional space is required beyond page 16, use extra pages the same size as this page and sign each such page.

**SECTION XI MARITAL STATUS FORMER HUSBAND**

- |   |  |
|---|--|
| 3. Ahern, Thomas Joseph                             | 21. Foreign Service Reserve Officer                      |
| 4. N/A  | 22. U.S. Dept. of State                                  |
| 5. 4-12-40  | 23. U.S. Dept. of State, Santo Domingo, Washington, D.C. |
| 6. Washington, D.C.                                 | 24. N/A  |
| 7. 4-6-59   | 25. N/A  |
| 8. Hyattsville, Maryland                            | 26. N/A  |
| 9. yes  | 27. N/A  |
| 10. U.S.  |  |
| 11. N/A   |  |
| 12. N/A   |  |
| 13. N/A   |  |
| 14. N/A   |  |
| 15. N/A   |  |
| 16. N/A   |  |
| 17. N/A   |  |
| 18. N/A   |  |
| 19. U.S. Embassy, Santo Domingo, Dominican Republic |  |
| 20. 4622 Hunt Avenue, Chevy Chase, Maryland         |  |

(Signature)

Space for extra details continued on page 16 ►

## PERSONAL HISTORY STATEMENT -- (Appendix I)

Listed below are names of organizations identified by the Attorney General, under his responsibility pursuant to Executive Order 10450, dated 27 April 1953, to list the names of each foreign or domestic organization, association, movement, group or combination of persons which he designates as Totalitarian, Fascist, Communist, or subversive, or as having adopted or having shown a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means.

Each applicant or employee and spouse (if any) must review the following list of organizations for certification purposes, and sign on the last page.

<p>Abraham Lincoln Brigade      Abraham-Lincoln School, Chicago, Illinois      Action Committee to Free Spain Now      Alabama People's Educational Association (see Communist Political Association)      American Association for Reconstruction in Yugoslavia, Inc.      American Branch of the Federation of Greek Maritime Unions      American Christian Nationalist Party      American Committee for European Workers' Relief (see Socialist Workers Party)      American Committee for Protection of Foreign Born      American Committee for Spanish Freedom      American Committee for the Settlement of Jews in Birobidjan, Inc.      American Committee for Yugoslav Relief, Inc.      American Committee to Survey Labor Conditions in Europe      American Council for a Democratic Greece, formerly known as the Greek American Council; Greek American Committee for National Unity      American Council on Soviet Relations      American Croatian Congress      American Jewish Labor Council      American League Against War and Fascism      American League for Peace and Democracy      American National Labor Party      American National Socialist League      American National Socialist Party      American Patriota, Inc.      American Peace Crusade      American Peace Mobilization      American Poies for Peace      American Polish Labor Council      American Polish League      American Rescue Ship Mission (a project of the United American Spanish Aid Committee)      American-Russian Fraternal Society      American Russian Institute, New York, also known as the American Russian Institute for Cultural Relations with the Soviet Union      American Russian Institute, Philadelphia      American Russian Institute of San Francisco      American Russian Institute of Southern California, Los Angeles      American Slav Congress      American Women for Peace      American Youth Congress      American Youth for Democracy      Armenian Progressive League of America      Associated Klans of America      Association of Georgia Klans      Association of German-Nationals (Reichsdeutsche Vereinigung)      Ausland-Organization der NSDAP, Overseas Branch of Nazi Party        Baltimore Forum      Benjamin Davis Freedom Committee      Black Dragon Society</p>	<p>Boston School for Marxist Studies, Boston, Massachusetts      Bridges-Robertson-Schmidt Defense Committee      Bulgarian American People's League of the United States of America        California Emergency Defense Committee      California Labor School, Inc., 321 Divisadero Street, San Francisco, California      Carpatho-Russian People's Society      Central Council of American Women of Croatian Descent, also known as Central Council of American Croatian Women, National Council of Croatian Women      Central Japanese Association (Heikoku Chuo Nipponjin Kai)      Central Japanese Association of Southern California      Central Organization of the German-American National Alliance (Deutsche-Amerikanische Einheitsfront)      Cervantes Fraternal Society      China Welfare Appeal, Inc.      Chopin Cultural Center      Citizens Committee for Harry Bridges      Citizens Committee of the Upper West Side (New York City)      Citizens Committee to Free Earl Browder      Citizens' Emergency Defense Conference      Citizens Protective League      Civil Liberties Sponsoring Committee of Pittsburgh      Civil Rights Congress and its affiliated organizations, including: Civil Rights Congress for Texas      Veterans Against Discrimination of Civil Rights Congress of New York      Civil Rights Congress for Texas (see Civil Rights Congress)      Columbians      Comite Coordinador Pro Republica Espanola      Comite Pro Derechos Civiles      (See Puerto Rican Comite Pro Libertades Civiles)      Committee for a Democratic Far Eastern Policy      Committee for Constitutional and Political Freedom      Committee for Nationalist Action      Committee for Peace and Brotherhood Festival in Philadelphia      Committee for the Defense of the Pittsburgh Six      Committee for the Negro in the Arts      Committee for the Protection of the Bill of Rights      Committee for World Youth Friendship and Cultural Exchange      Committee to Abolish Discrimination in Maryland      (See Congress Against Discrimination; Maryland Congress Against Discrimination; Provisional Committee to Abolish Discrimination in the State of Maryland)      Committee to Aid the Fighting South      Committee to Defend Marie Richardson      Committee to Defend the Rights and Freedom of Pittsburgh's Political Prisoners      Committee to Uphold the Bill of Rights      Commonwealth College, Mena, Arkansas      Communist Party, U. S. A., its subdivisions, subsidiaries, and affiliates</p>
--	--

**CERTIFICATION**

I certify that I have read the names of the above listed organizations.

To the best of my knowledge and belief, I am not, nor have I been a member of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any organization listed above, or any organization outside the United States espousing Communist, Fascist, Totalitarian or Nazi causes, except as noted below.

To the best of my knowledge and belief, none of my close relatives are, nor have ever been members of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any such organizations, except as noted below.

**INSTRUCTIONS**

For the purpose of this certification, if an applicant or employee is completing this form, the term "close relative" will include spouse, children, parents, brothers, sisters, uncles, and aunts. "Close relatives" of the spouse, for this purpose, will include children, parents, brothers, sisters, uncles, and aunts.

If there are exceptions to this certification, set forth below under Remarks all pertinent information concerning the nature and extent of your activities or those of your close relatives in such organizations, including the names of the organizations, dates of membership, meetings attended, titles of positions held, amounts and dates of contributions, nature of petitions signed falling within the meaning of the above certification and circumstances thereof, titles and authors of literature received, and dates on which received.

In exceptions concerning relatives, include only such information presently known to you or available from your own records.

If necessary, use additional sheets and sign each sheet. Write none if there are no exceptions.

REMARKS: To be completed by Spouse	REMARKS: To be completed by Applicant or Employee
Date	Date March 12, 1969
Signature of Spouse	Signature of Applicant or Employee <i>Eugene S. Ahern</i>
Address — City and State	Address — City and State <i>Peterson, Maryland</i>
Witness	Witness
Address — City and State	Address — City and State

PHILLIPS DAVID A  
PP 1000000

1065 W  
(2) (3)

(4)

SUBJECT: NOTIFICATION OF GRANTING OR OF REVOCATION OF CRYPTOGRAPHIC CLEARANCE

THE ABOVE NAMED INDIVIDUAL (ITEM 1) HAS BEEN GRANTED A CRYPTOGRAPHIC CLEARANCE FOR THE CRYPTOGRAPHIC CLEARANCE HELD BY THIS INDIVIDUAL HAS BEEN REVOKED UNDER THE PROVISIONS OF NR 90-4. THE CLEARANCE (ITEM 2) OR REVOCATION (ITEM 4), IS EFFECTIVE AS OF THE MONTH AND YEAR SHOWN ABOVE. SUBJECT HAS BEEN BRIEFED OR DEBRIEfed, AS APPROPRIATE, CONCERNING CRYPTOGRAPHIC AND RELATED COMMUNICATIONS SECURITY MATTERS AND HAS SIGNED A BRIEFING/DEBRIEFING STATEMENT, AS APPROPRIATE, ACKNOWLEDGING RESPONSIBILITY FOR THE PROTECTION OF CRYPTOGRAPHIC INFORMATION. UPON REVOCATION OF CRYPTOGRAPHIC CLEARANCE SUBJECT IS NOT AUTHORIZED TO HAVE CONTINUED CUSTODY OF, ACCESS TO, OR OTHERWISE GAIN FURTHER ENCKEAGE OF STAFF CRYPTOGRAPHIC MATERIAL OR INFORMATION.

WHEN EMPLOYEE NO LONGER REQUIRES THE CLEARANCE IN ORDER TO PERFORM HIS/HER ASSIGNED DUTIES, IT IS REQUESTED THAT THE COMMUNICATIONS SECURITY STAFF, OC, BE NOTIFIED THAT THE CLEARANCE MAY BE REVOKED.

DISTRIBUTION:  
1 - EMPLOYEE'S COMPONENT (ITEM 3)  
1 - OFFICE OF PERSONNEL

FORM NO. 597b USE PREVIOUS  
12-63 EDITIONS

FOR DIRECTOR OF COMMUNICATIONS.  
*John J. Deane*  
CHIEF, [REDACTED] BRANCH, OC-S

CONFIDENTIAL

DOCTRINE [REDACTED]  
[REDACTED]

**SECRET**  
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6)		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO.
3. NAME (7-24) LAST Bullard, Dennis A.		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
7. DATE OF TEST (46-51) June 10, 1962		8. ANNIVERSARY DATE Dec. 14, 1962		9. GRADE	10. DATE OF BIRTH Oct. 21, 1928	
11. REASON FOR TAKING TEST APPLY FOR AWARD		TEST SCORES				
ESTABLISH SKILL LEVEL		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
13. ELIGIBILITY (39)	14.	TYPE OF AWARD				
A	ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R)	SPEAKING (S)	BASED ON TRAINING THAT WAS	
M	MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		DIRECTED (D) OR VOLUNTARY (V)	
NA	HIGH (H)					
15. INELIGIBLE (REASON) Level of proficiency not maintained					16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-45)	
					SIGNATURE	DATE
17. I CERTIFY THAT FUNDS ARE AVAILABLE						
REMARKS					OBLIGATION REF. NO.	CHARGE ALLOTMENT NO.
					SIGNATURE	

FORM 1273  
540OBSCURE PREVIOUS  
EDITIONS**SECRET**

(10-45)

MRD COPY

**SECRET**  
(When Filled In)

1. PERSONNEL SERIAL NO (1-6) R44745		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. P502
3. NAME (7-24) LAST Phillips, David A.		FIRST	MIDDLE	4. OFFICE OR DIVISION DR	5. LANGUAGE English	6. LANG. CODE (25-27) Bob
7. DATE OF TEST (4-31) June 20, 1962		8. ANNIVERSARY DATE May, 14, 1960		9. GRADE 1A	10. DATE OF BIRTH Aug. 21, 1932	
11. REASON FOR TAKING TEST <input checked="" type="checkbox"/> APPLY FOR AWARD <input type="checkbox"/> ESTABLISH SKILL LEVEL		TEST SCORES				
		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
13. ELIGIBILITY (39)		TYPE OF AWARD				
A	ACHIEVEMENT (A)	ELEMENTARY (E) INTERMEDIATE (I)	READING (R) SPEAKING (S) COMPREHENSIVE (C)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
M	MAINTENANCE (M)	HIGH (H)				
NA						
15. INELIGIBLE (REASON) Did not perform on awardable level.		16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-43)				
		SIGNATURE		DATE		
		17. I CERTIFY THAT FUNDS ARE AVAILABLE				
REMARKS		OBLIGATION REF. NO.			CHARGE ALLOTMENT NO.	
		SIGNATURE				

FORM 1273  
5-60OBsolete PREVIOUS  
EDITIONS**SECRET**

(10-43)

MRD COPY

SECRET

(When Filled In)

11-61 5247345	LANGUAGE DATA RECORD		
PART I-GENERAL			
1. NAME (Last-First-Middle) (7-24)		2. DATE OF BIRTH (75-33)	
PHILLIPS, DAVID A.		MONTH	DAY
		OCTOBER	31
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-35)	
French 265		MONTH	DAY
		MARCH	14
		YEAR	60
5. <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE			
PART II-LANGUAGE ELEMENTS			
SECTION A. Reading (40)			
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY. 2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY. 3. <input checked="" type="radio"/> 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. <input checked="" type="radio"/> 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. <input checked="" type="radio"/> 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 (85)

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

## PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-175, PAR. 10(2)(a). 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	SIGNATURE
14 MARCH 1960	Dave A. Blasian
1461	5
	1471 F

SECRET

(When Filled In)

(1a) 524345	LANGUAGE DATA RECORD		
PART I-GENERAL			
1. NAME (Last-First-Middle). (2-24)		2. DATE OF BIRTH (23-30)	
PHILLIPS, DAVID ATLEE		OCTOBER	31
3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39)	5.	I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
SPANISH BC	MARCH 14 1960		<input type="checkbox"/>
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 (34)

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

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

## PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

## PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IN RESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
14 MARCH 1960	Doris A. Peacock
1463	✓
	1471

SECRET  
(UNCLASSIFIED)

(1-6)		LANGUAGE DATA RECORD		
913103				
PART I-GENERAL				
1. NAME (Last-First-Middle) (7-24)		2. DATE OF BIRTH (25-30)		
DAVID A Phillips		MONTH DAY YEAR OCTOBER 31 1960		
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-39)		
FRENCH 265		MONTH DAY YEAR OCTOBER 22 1957		
<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE				
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY PARENLY. 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. <input checked="" type="radio"/> 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 PARENLY.  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.  <input checked="" type="radio"/> 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.  <input checked="" type="radio"/> 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.  4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND. 5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

## CONTINUATION OF PART II-LANGUAGE ELEMENTS

## 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 USE 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. 23-TTS, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

SIGNATURE

1463

1471

E

SECRET

(When Filled In)

56  
Lick

41301	LANGUAGE DATA RECORD		
<b>PART I-GENERAL</b>			
1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (125-301)	
DAVID H. Phillips		MONTH	DAY
		OCTOBER	31
3. LANGUAGE (131-331)		4. TODAY'S DATE (136-381)	
SPANISH		MONTH	DAY
		OCTOBER	22
		1957	
5. <input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE			
<b>PART II-LANGUAGE ELEMENTS</b>			
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			
13			

## CONTINUATION OF PART II-LANGUAGE ELEMENTS

## SECTION D.

## Speaking (43)

1. I SPEAK FREQUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND FLUENTLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FREQUENTLY 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 pretty well IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

## SECTION E.

## Understanding (44)

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

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

## PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

## PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-119, PAR. 3C(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	SIGNATURE
	<i>13 Aug</i>
1963	1971
<i>C</i>	<i>A</i>

**CONFIDENTIAL**  
(WHEN FILLED IN)

**SECURITY APPROVAL**

03/17/60 (1/23)

**DATE** : 19 February 1960**YOUR****REFERENCE:** E-8573 CS/CS Dev. Comp.**CASE NO. :** 40696**TO** : Director of Personnel**FROM** : Director of Security**SUBJECT** : PHILLIPS, David Atlee

1. This is to inform you of security approval of the subject person as follows:

Subject has been approved for the appointment specified in your request under the provisions of Regulations 10-210 and 20-730 including access to classified information through Top Secret as required in the performance of his duties.

Subject has been approved for appointment under the authority of Paragraph 4(1) of Regulation 10-210, and under Regulation 20-730 including access to classified information through Top Secret as required in the performance of his duties.

2. Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.

3. As part of the entrance on duty processing:

A personal interview in the Office of Security must be arranged.

A personal interview is not necessary.

FOR THE DIRECTOR OF SECURITY:

*W.A. Osborne*  
W. A. Osborne  
**Acting Chief, Personnel Security Division**

*Copy ok per Mr. Lee - 2-24-60*

FORM NO. 1173 REPLACES FORM 20-104  
1 MARCH 67 WHICH IS OBSOLETE

**CONFIDENTIAL**

**CONFIDENTIAL**  
SECURITY INFORMATION  
**SECURITY APPROVAL**

Date: 26 April 1955

TO: Chief, Processing & Records Division  
Personnel Office  
FROM: Chief, Security Division  
Personnel  
SUBJECT: PHILLIPS, David Atlee

Your Reference: SR-6038-PP  
Case Number: 40696

1. This is to advise you of security action in the subject case as indicated below:
  - Security approval is granted the subject person for access to classified information.
  - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
  - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of EOD procedures.

4. This clearance is retroactive to 1 April 1955  
per Myers  
27 April 1955

*Ernest P. Myers*  
Ernest P. Myers

**CONFIDENTIAL**

## **PERSONAL HISTORY STATEMENT**

10. The following is a list of the names of the members of the Board of Directors of the Company, their ages, their occupations, and the date of their election.

**HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS?**

#### **PERSONAL BACKGROUND**

**THE TULIP MAGAZINE** (CONT'D. FROM NOVEMBER)

**RIGHT ADDRESS**

**ANSWERED PRAYERS**

**THE ROCKWELL COMPANY**

**www.10000000.com**

1000

*...and the world will be at peace.*

10. The following table shows the number of hours worked by 1000 workers in a certain industry.

**THE BOSTON PUBLIC LIBRARY** **BOSTON, MASS.**

THE UNIVERSITY OF TORONTO LIBRARIES

卷之三

1996-01-01 1996-01-01 1996-01-01

1000

10. The following table gives the number of hours per week spent by students in various activities.

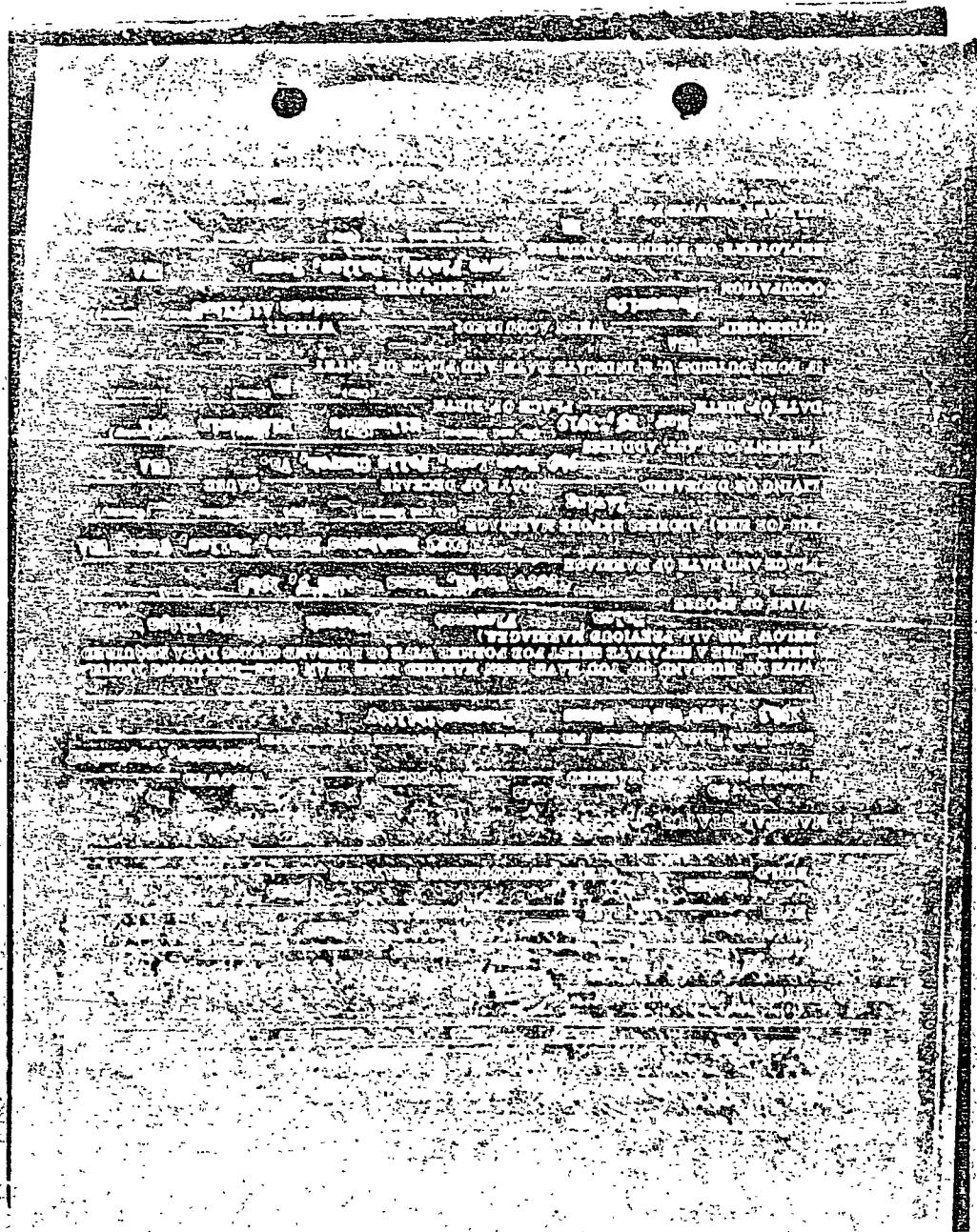
10. The following table gives the number of hours per week spent by students in various activities.

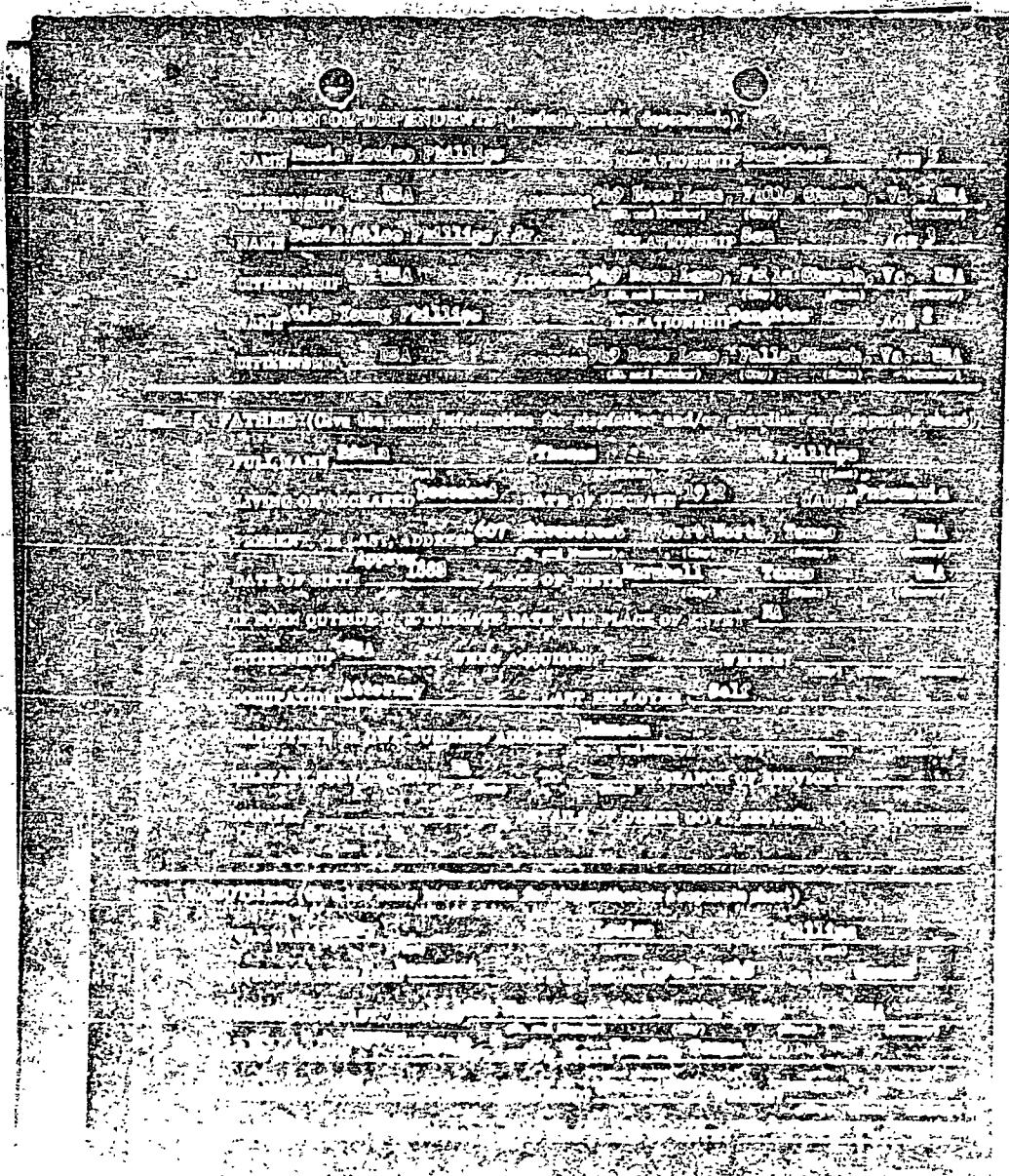
10. The following table gives the number of hours per week spent by students in various activities.

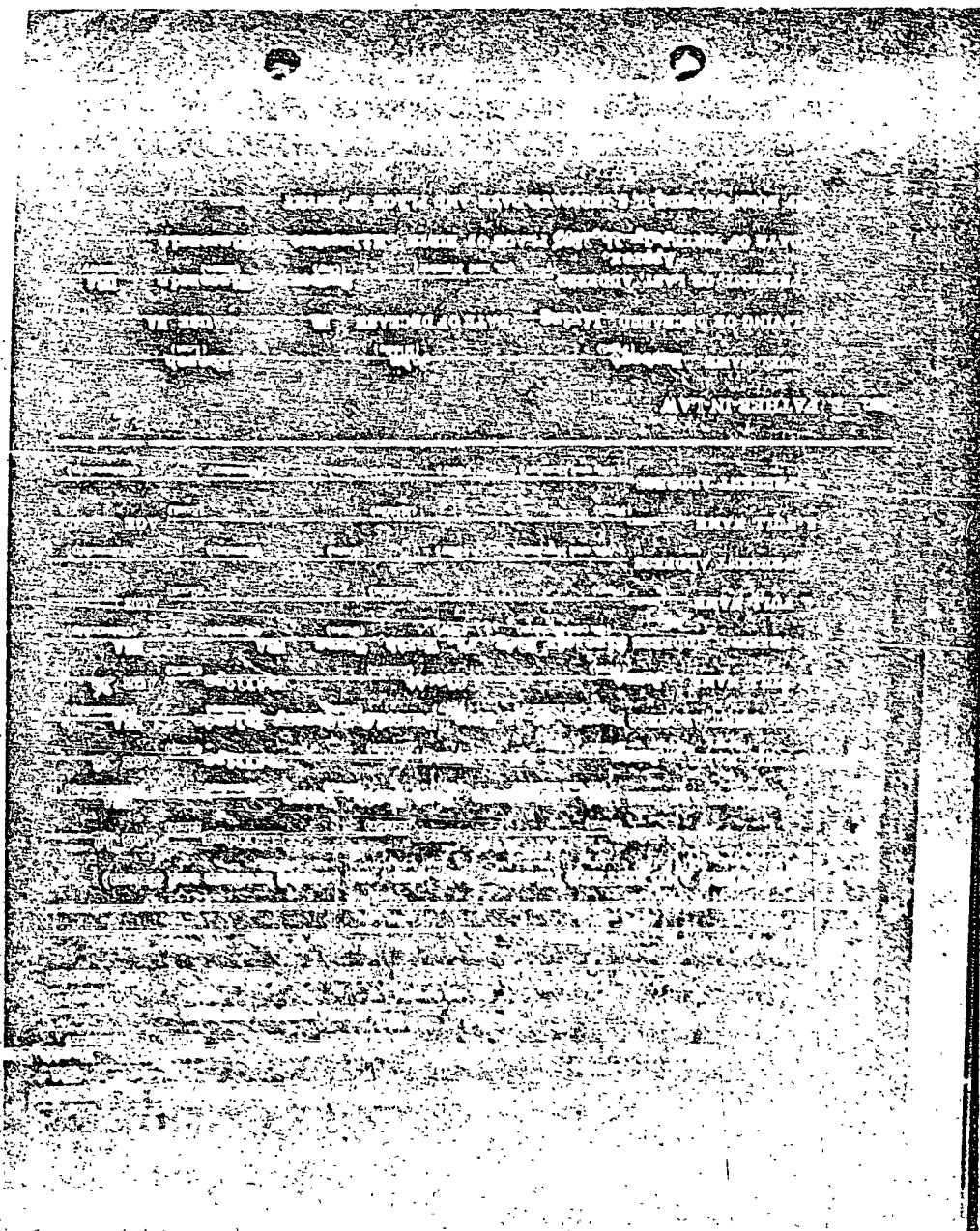
10. The following table gives the number of hours per week spent by students in various activities.

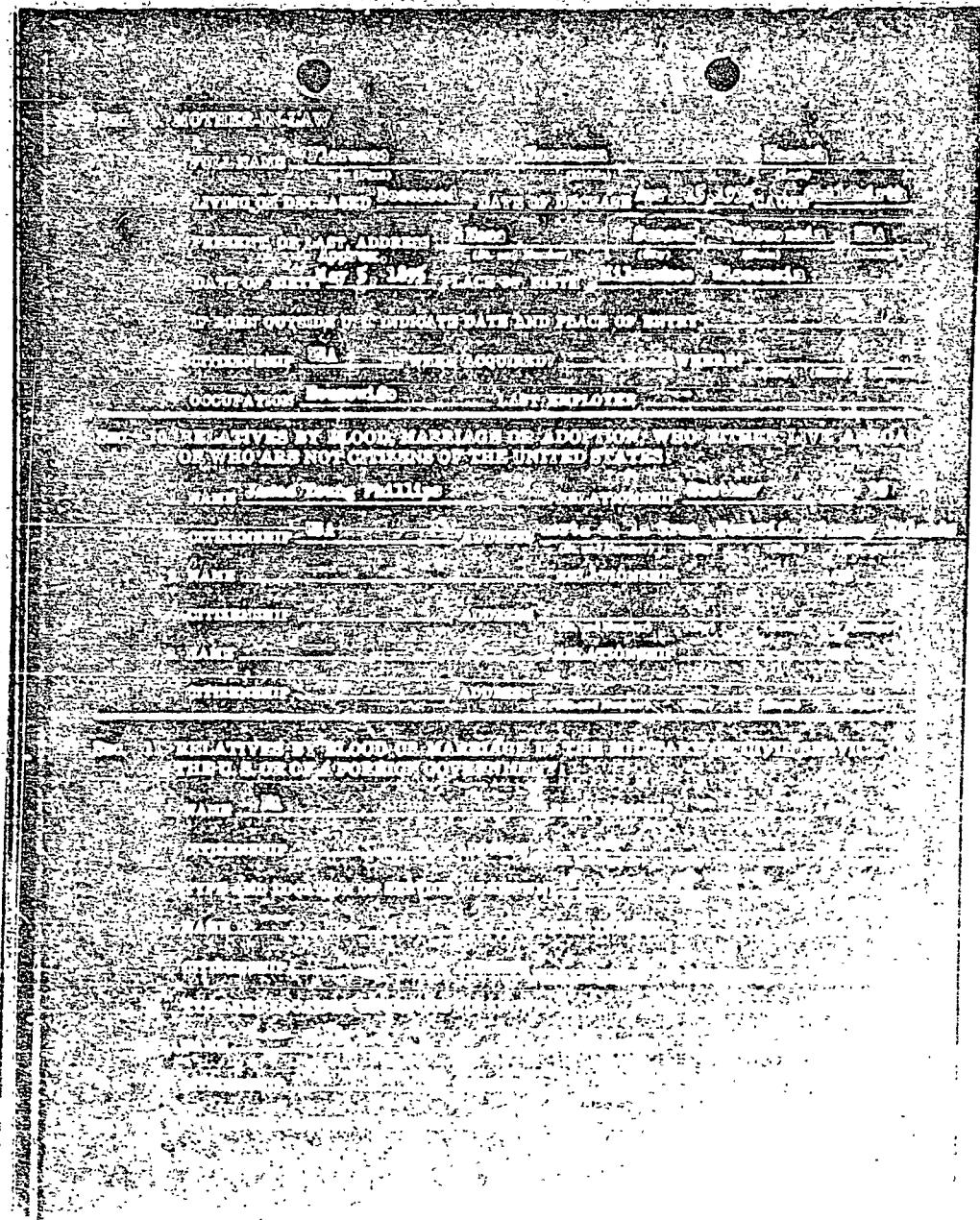
1000

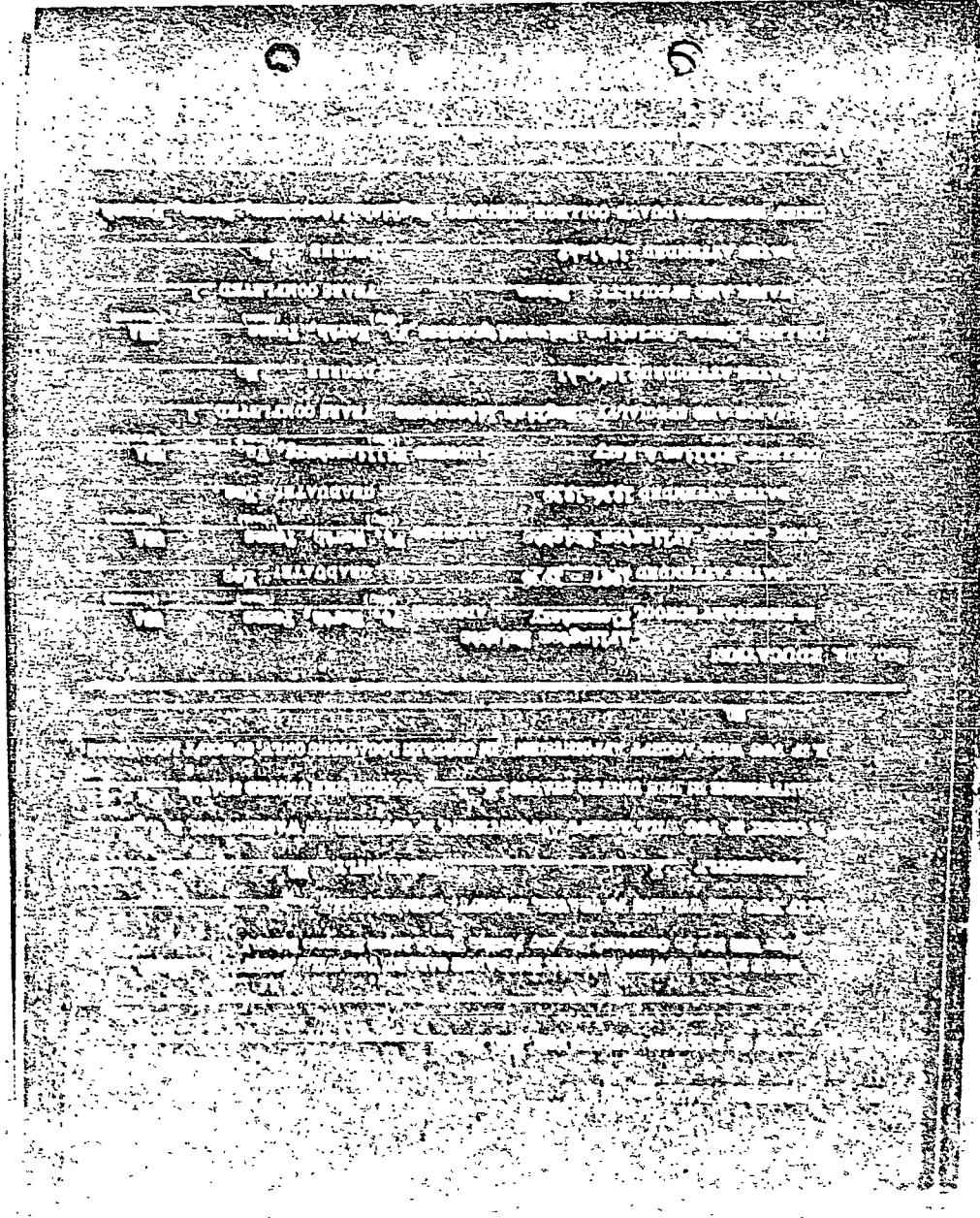


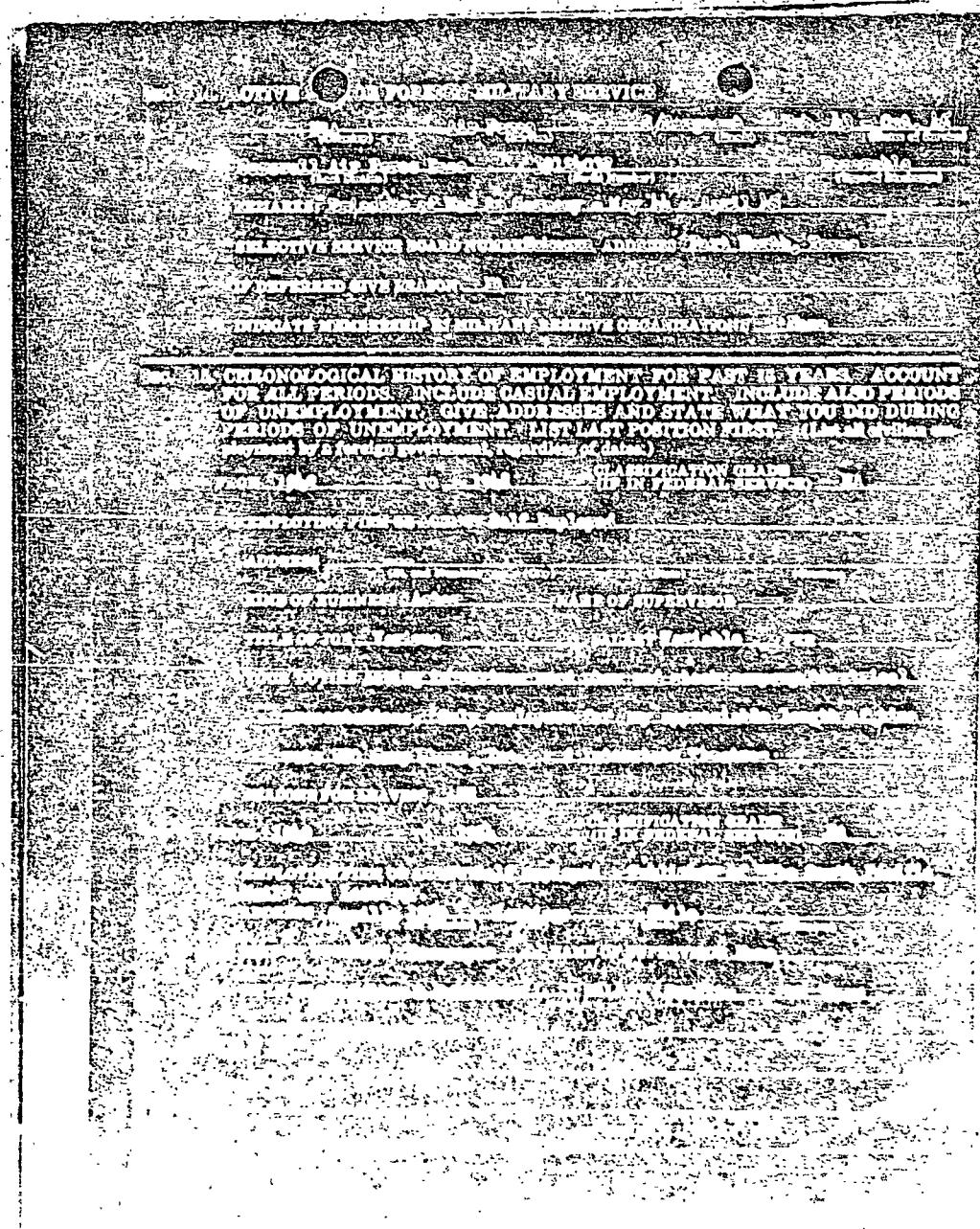


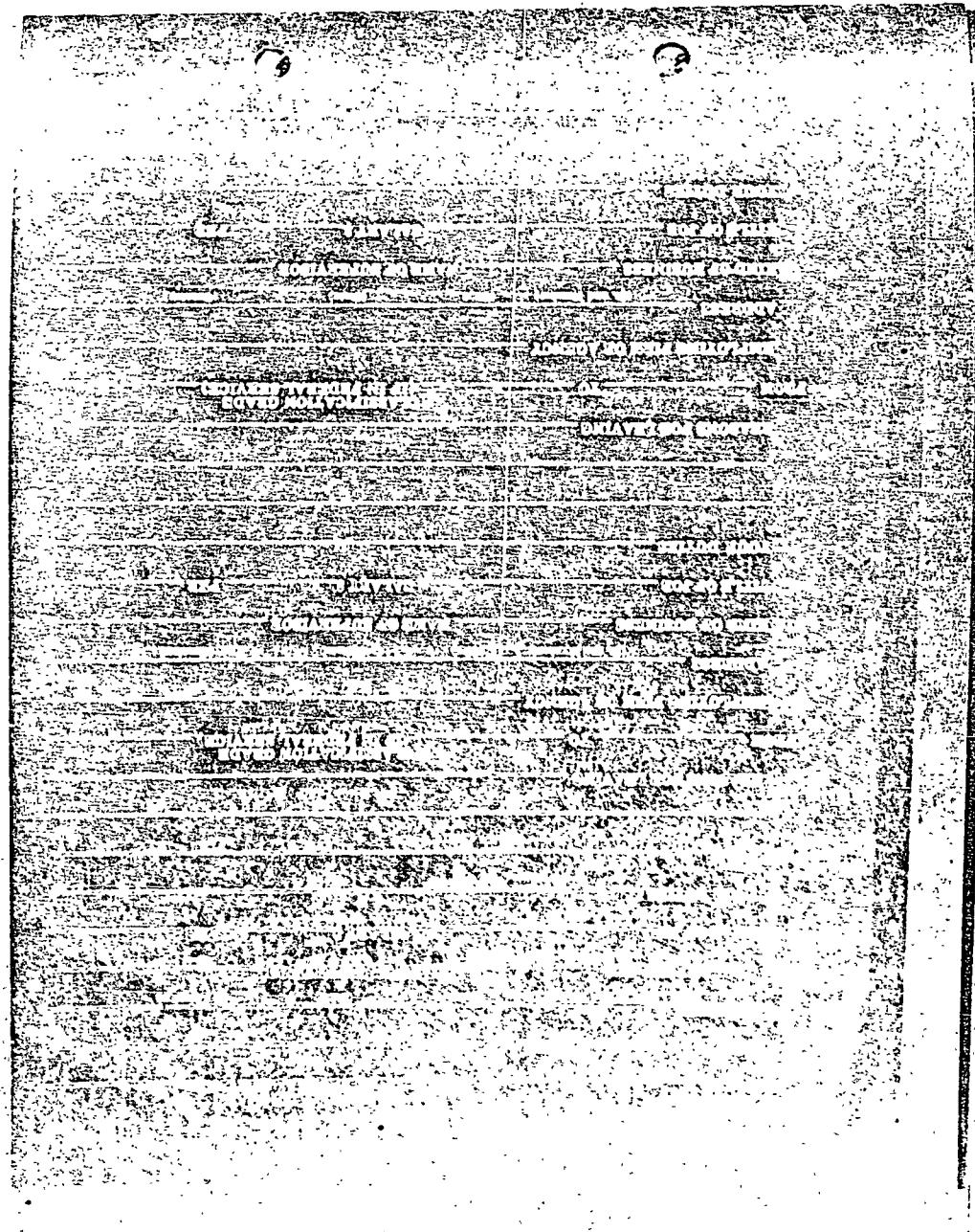


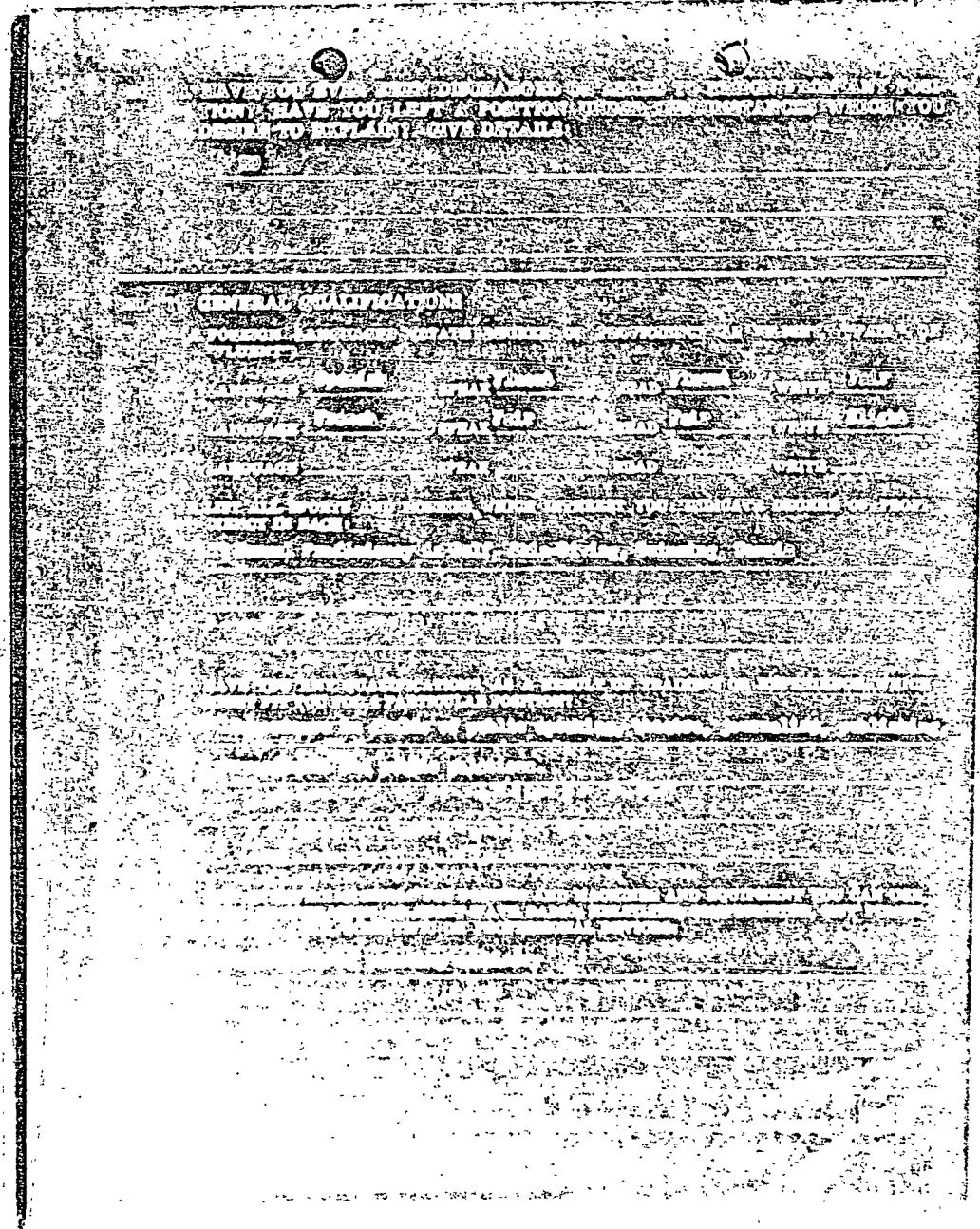


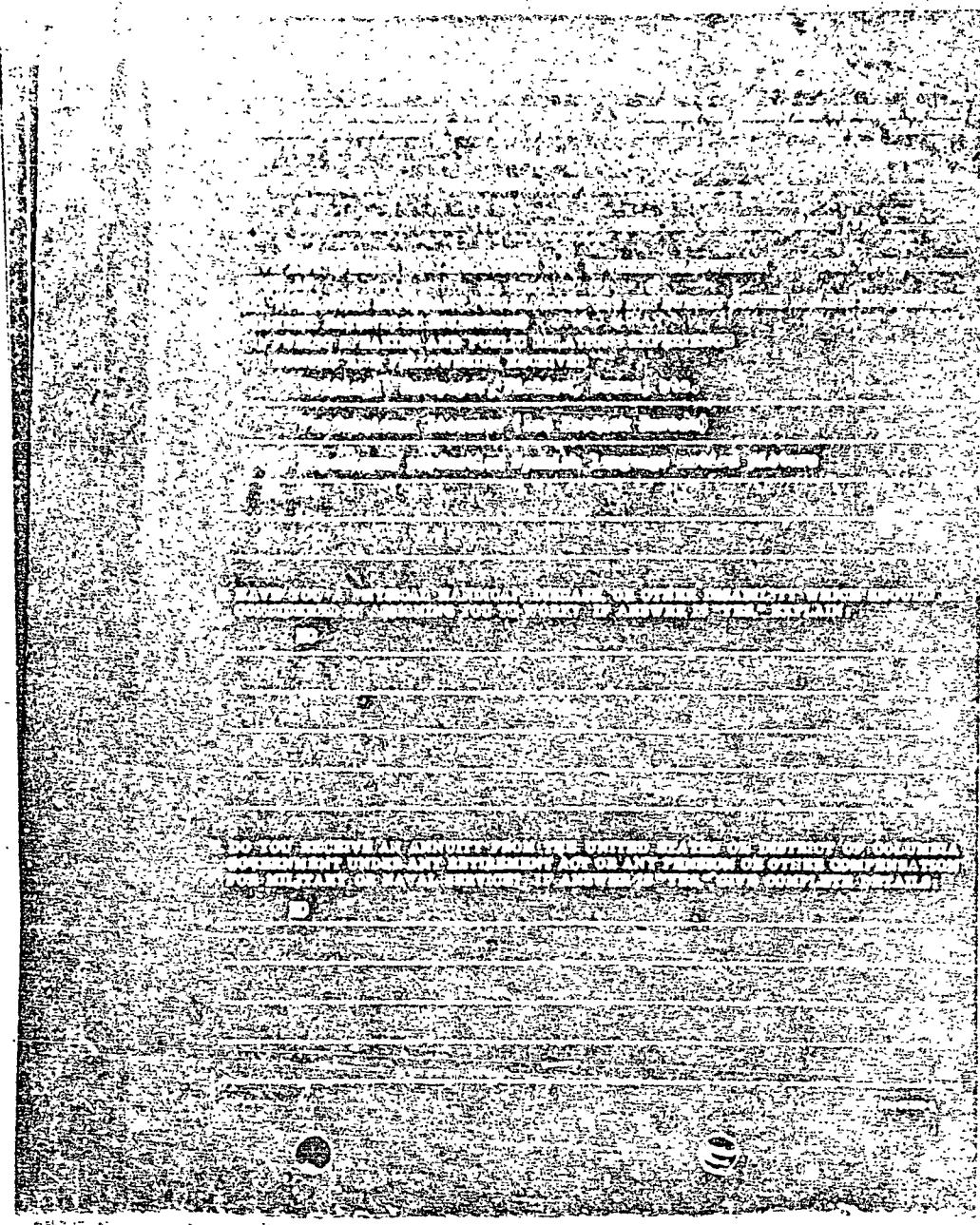












**ONE FIVE CENTS**

**1957** **PILOT ISLAND** **1958** **PILOT ISLAND** **1959** **PILOT ISLAND**

1000

卷之三

**ANSWER** *What is the name of the author of the book?*

• P. P. J. •

THE NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES.

## **NOT REVERSED OR REMANUED BY APPEAL OF A JUDGMENT**

**THE POLARISATION OF LIGHT**

卷之三

10. The author wishes to thank Dr. J. R. G. Green for his help in the preparation of this paper.

卷之三

10. The following table gives the number of hours per week spent by students in various activities.

100

WYOMING STATE BOARD OF EDUCATION

10. The author's name is John Smith.

10. *U. S. Fish Commission, Annual Report, 1881*, p. 10.

10. The following table gives the number of hours worked by each of the 100 workers.

10. The following table gives the number of hours worked by each of the 1000 workers.

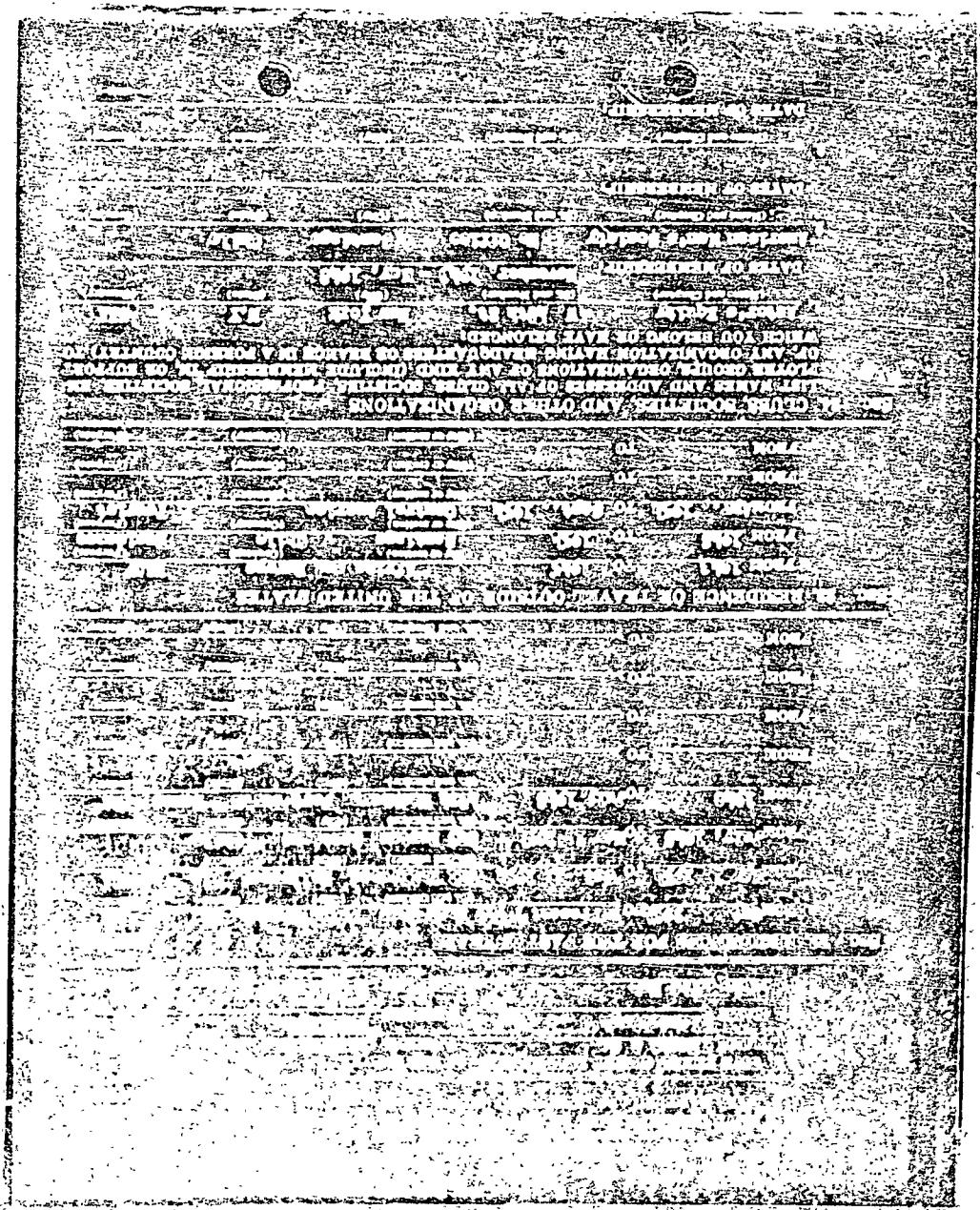
10. *Leucanthemum vulgare* L. (Lam.)

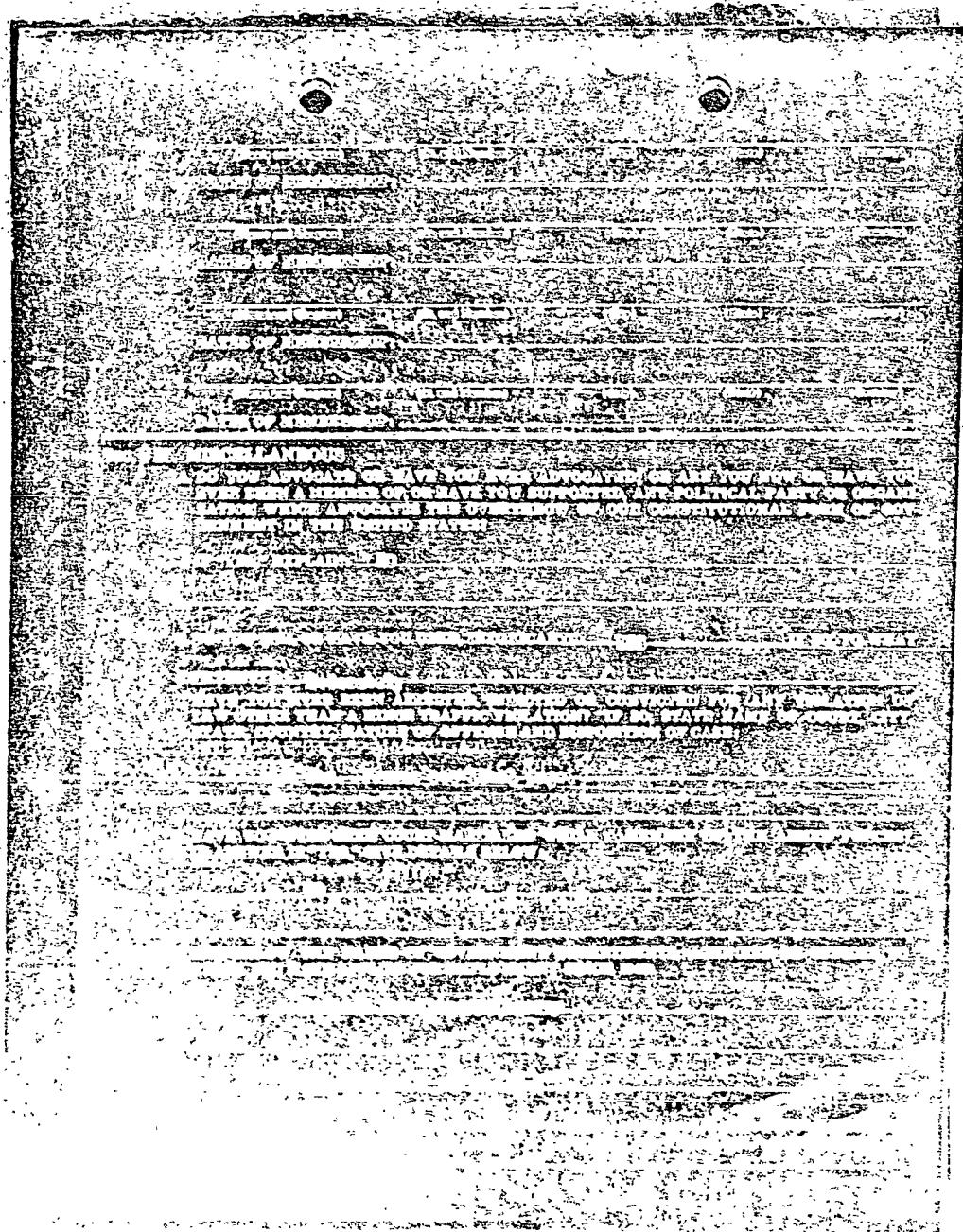
10. The following table gives the number of hours worked by each of the 100 workers.

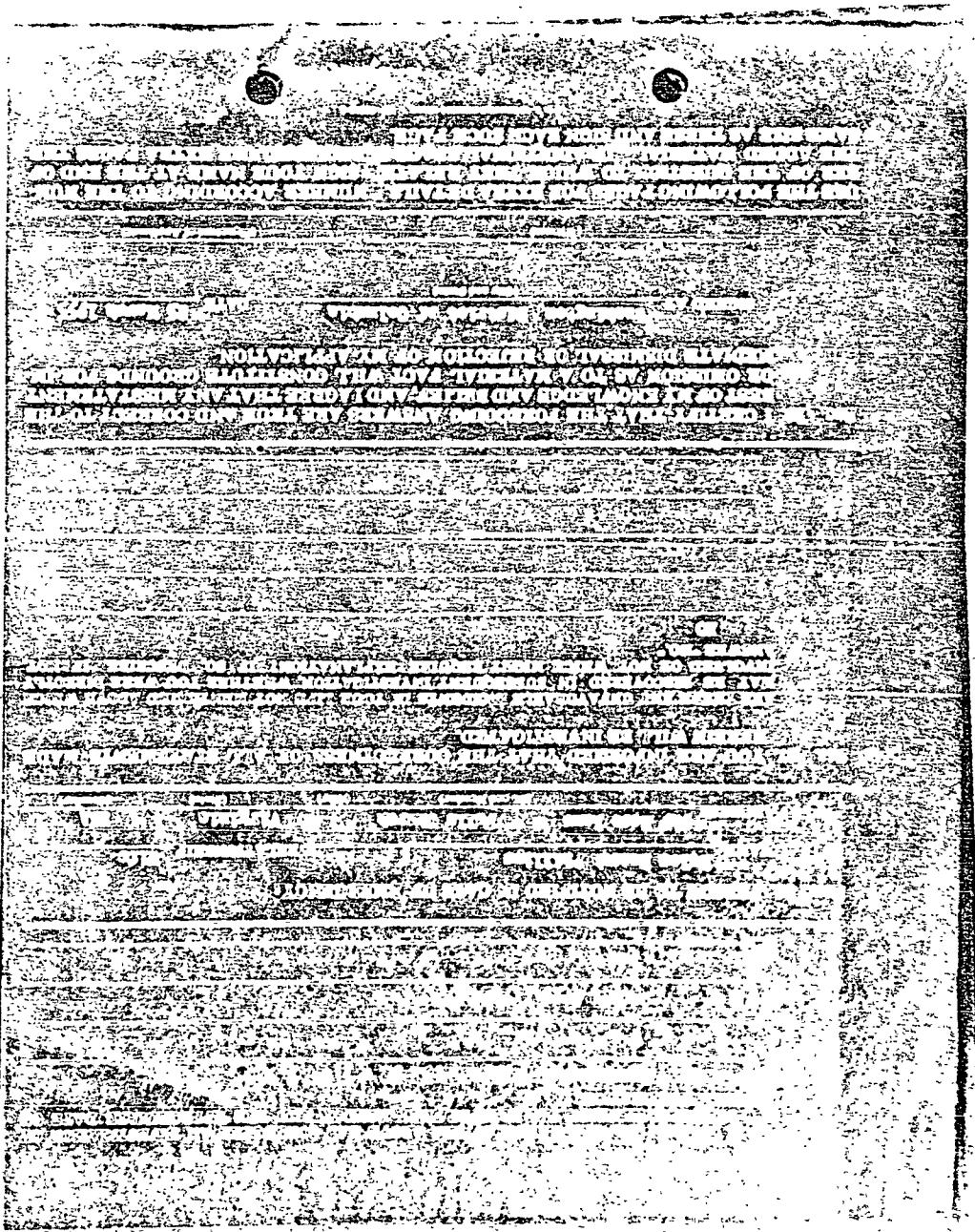
卷之三

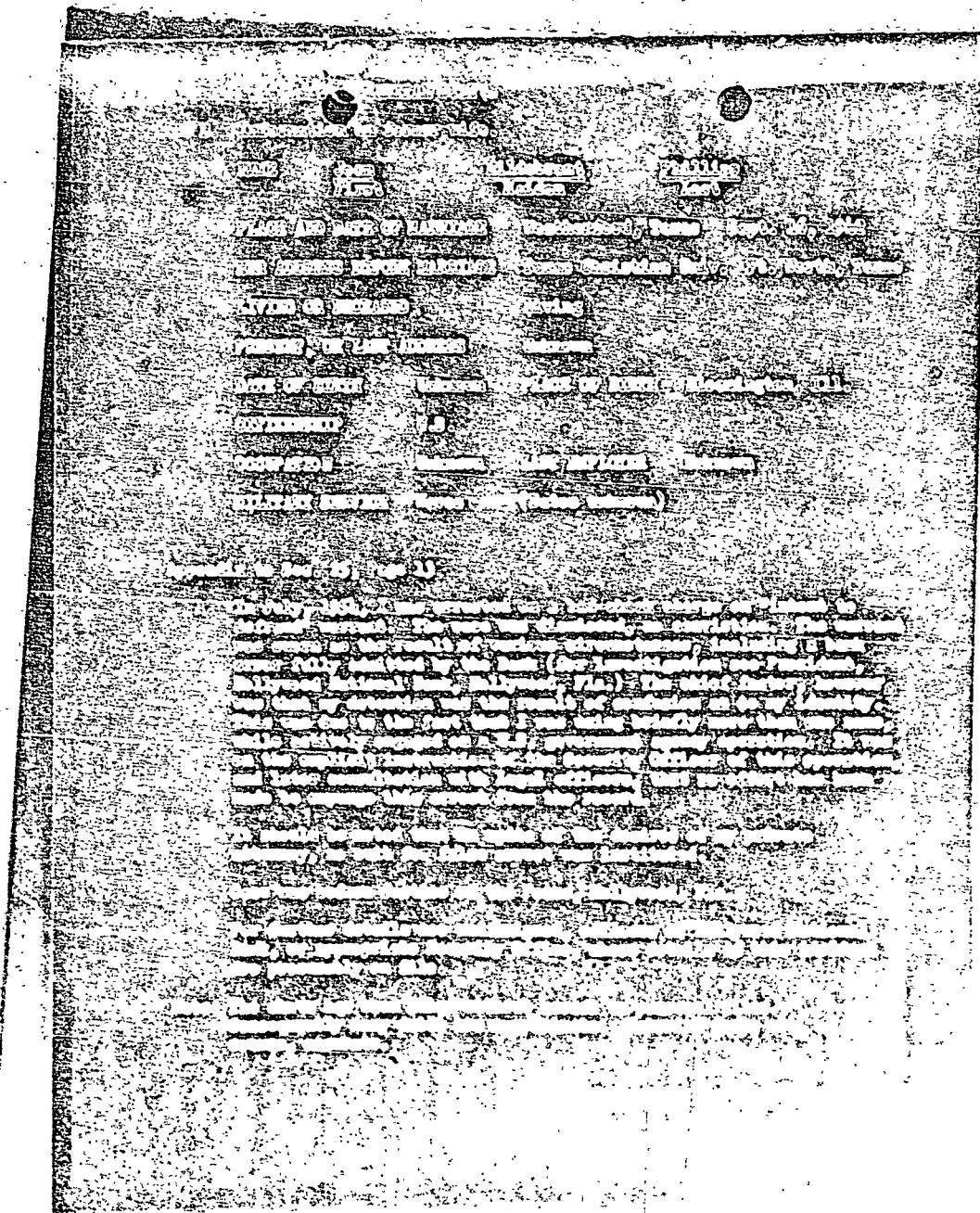
10. *Leucosia* *leucostoma* *leucostoma* *leucostoma* *leucostoma*

Digitized by srujanika@gmail.com









MATERIAL REVIEWED AT CIA HEADQUARTERS BY

HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

SECRET

FILE TITLE/NUMBER/VOLUME: Phillips, David A.

INCLUSIVE DATES: 25-MARCH-1955-27-Feb-1976

CUSTODIAL UNIT/LOCATION: OP files

ROOM: 5E13

**DELETIONS, IF ANY:** \_\_\_\_\_

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

**SECRET**

TOP 172-25  
BOY

Contract Service — Michael M. CHADEN (P)

GS

<u>Date</u>	<u>Action</u>	<u>Compensation</u>	<u>Expenditure</u>
1 Feb 51	Independent contractor	\$600 per mo	
23 Feb 51	<del>Independent</del> contract terminated	600 " "	
25 Jan 52	Independent contractor	\$6,000 p.a.	
31 Aug 53	Contract terminated	6,000	
4 Mar 54	Contract Employee	\$7,200	
31 Jul 54	Contract terminated	7,200	
1 Aug 54	Contract Employee	8,360	
31 Mar 55	Contract terminated	8,360	
1 Apr 55	Agency Staff Agent service		
13 Aug 58	Independent contractor (Note: the base rate of pay of \$7,200 is subject to increase on occasions wherein subject performs specialized assignments)	\$7,200	
13 Mar 60	<del>Independent</del> Contract terminated	7,200	
14 Mar 60	Entered on duty as an Agency Staff Employee at the rate of GS-14/3 (\$11,835).		

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

13 May 1975

MEMORANDUM FOR: Chief, Contract Personnel Division  
 SUBJECT : Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at \$7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at \$13,000 P/A.

<u>DATES</u>	<u>PAID AT</u> \$7200 P/A	<u>DUE DIFFERENCE</u> BETWEEN \$7200 P/A & \$13000 P/A	<u>TOTAL</u>
19-31 Aug 58	\$ 240.00	-0-	\$ 240.00
Sept 58	600.00	\$ 32.22	632.22
Oct 58	600.00	434.97	1034.97
Nov 58-Jan 59	1800.00	-0-	1800.00
Feb 59	600.00	88.60	688.60
March 59	600.00	-0-	600.00
April 59	600.00	157.07	757.07
May 59	600.00	128.88	728.88
June-July 59	1200.00	-0-	1200.00
Aug 59	600.00	80.55	680.55
Sept 59-Feb 60	3600.00	-0-	3600.00
1-13 March 60	260.00	-0-	260.00
Totals	\$11,300.00	\$922.29	\$12,222.29

*J. Hudson*  
 JOSEPH H. HUDSON  
 Deputy Chief  
 Compensation and Tax Division

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

Act of Conty 6 times

J. V. Jonasson

Daniel Phillips

19 Aug 58 - \$7200

19-31 Aug 58	-	\$260
Sep 58	-	600 + 32.22 \$632.22
Oct 58	-	600 + 289.98 889.98
Nov 58	-	Thru Jan 59 600 \$1800.00
Feb 59	-	600 + 88.60 688.60
Mar 59	-	600.00
Apr 59	-	600 + 157.07 757.07
May 59	-	600 + 128.88 728.88
June 59	-	600 600.00
Jul 59	-	600 600.00
Aug 59	-	600 + 80.55 680.55
Sept 59	-	600 600.00
Oct 59	-	600 600.00
Nov 59	-	600 600.00
Dec 59	-	600 600.00
Jan 60	-	600 600.00
Feb 60	-	600 600.00
1-13 Mar 60	-	260 260.00

11,320 paid at \$72.00

also pay \$777.30

Total Paid \$12,097.30

14-00000

4 March 1975

BACKGROUND ON REQUEST FOR CREDITABLE SERVICE: August 1950 Until 3 March 1954

1. A basic document in consideration of this request is HCSA-825, dated 4 February 1954.

*Per yach  
Bremmer*  
2. I was running an English-language newspaper in Santiago, Chile when asked to work with our Station there. My first pay was \$50.00 per month. The file contains a project approval dated 31 May 1950; TCS-A-1064 asks that the first payment be made to the U.S. bank on 1 August 1950.

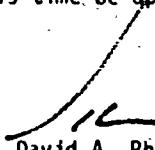
*Continued  
Tia  
on 2/26  
C*  
3. During this period I recall a number of activities undertaken for the Station, and I travelled to New York for clandestine training. The file indicates "He was originally approved operationally to handle the complex Soviet espionage case of FULMINATER-2. His conduct of this case was considered excellent...." Also, "It will be recalled that Headquarters was very pleased with the printing job...which he had done." The latter was indicative of a number of such chores, when I stayed behind in my plant after the employees had left for the night, printing leaflets, booklets, etc. I also handled agents and did a number of spotting and assessing jobs for the Station.

4. I signed a new contract on 25 January 1952 for \$500.00 per month which ran until the termination date of 31 August 1953. (Actually this was in the form of a loan which was paid off at the rate of \$500.00. The advance was used to purchase printing equipment which allowed me to do certain work for the Station, but which I retained.)"

5. After termination of the contract on 31 August I remained in Chile until 4 March 1954. During this period I recruited a CP agent who still works for the Station--and was a cabinet member under Allende. On 3 February 1954 Headquarters asked that I be made available for another assignment. The Station pointed out that I was working on the recruitment, and that I and my family were planning on a European vacation. Headquarters again requested my assignment. Thus I departed for the Guatemala project in early March, abandoning my free family trip to Europe (tickets paid for by advertising in my paper) and leaving my family behind to pack up. I accepted this assignment without knowing where it was, or for how long it would last. Indeed I did not even have a contract.

E2 IMPDET  
CL BY 024345

6. I worked for the Agency in Santiago, then, between 1 August 1950 until departure for PBSUCCESS on 4 March 1954. I was always available and when I finally did leave it was for Agency business rather than my own. Thus I request that all or part of this time be approved as creditable toward retirement."

  
David A. Phillips

14-00000  
3  
  
Mr. DeFelice:

Information from Adele regarding  
Dave Phillips' creditable service:

As of 31 December 1974:

18 years, 11 months, 27 days  
(Agency civilian service)

2 years, 8 months, 11 days  
(military service)

Total creditable service:

21 years, 8 months, 8 days.

Sick leave will be added to that.

For your information, Paul Seidel has  
an appointment with Mr. Phillips on  
Wednesday afternoon. He is in the  
CIARDS system and with his birth date  
in 1922, he is eligible for voluntary  
retirement.

Bonnie

18 - 11 23

Mar 54 - July 54 - 4 mos -

1 Aug 54 - 31 Mar 57 6 mos

July 55 - 15 Mar 56 3 yrs

Mar 56 - Mar 57 15

Off. Gen - 2 Feb 56 - 13 May 58

Raymond Decker - Show

Contract Gen - 1 Feb 51 - 28 Feb 51

Contract Gen 25 Jan 52 - 31 May 53

Catch English 8 March 50 - 31 Mar 55

Off. Gen 1 April 55 - 6 Feb 56

Off. Gen 2 Feb 56 - 13 May 58

Contract Gen 15 Dec 52 - 13 Mar 60

Off. Gen 14 March 60 - 6 Sept

14-00000  
Donald A. Phillips

Exempted Appointed Staff Employee 1 Apr 55

Resignation Staff Employee 6 Feb 56

Exempted Appointed Staff Agent 7 Feb 56

Resignation Staff Agent 13 Aug 58

Contract Agent 19 Aug 58

Terminated 13 Mar 60

Exempted Agent Staff Employee 14 Mar 60

Staff Employee since 14 March 1960

**SECRET**

21 May 1975

**MEMORANDUM FOR:** Office of Finance/C&TD**SUBJECT** : Verification of Contract Employee Service of David A. Phillips, current staff employee for period 19 August 1958 through 13 March 1960.**REFERENCE** : Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975

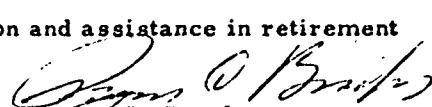
1. Based upon new information it has now been determined that subject served as an Agency contract employee during period 19 August 1958 through 13 March 1960, and that this period is creditable for both retirement and leave account category purposes. Civil Service Retirement deductions were not withheld during the period. Records of this office reflect subject was authorized compensation during referenced period at the rate of \$7,200 per annum, except that when he was outside of the United States he was paid at the rate of \$13,000 per annum. For times and amounts involved in change of rate see reference.

## 2. Action required:

(a) Office of Finance: Please post the above information to subjects retirement records.

(b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

(c) RAD/ROB: For your information and assistance in retirement processing.

  
Rogers C. Brooks

Deputy Chief

Contract Personnel Division

## Distribution:

Orig - Addressee

1 - DDO/LA/Pers

1 - RAD/ROB

OGC Concurrence: 16 May 1975**SECRET**E2IMPDET  
CL by: 063837

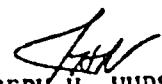
ADMINISTRATIVE-INTERNAL USE ONLY

13 May 1975

NEMORANDUM FOR: Chief, Contract Personnel Division  
 SUBJECT : Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at \$7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at \$13,000 P/A.

<u>DATES</u>	<u>PAID AT \$7200 P/A</u>	<u>DUE DIFFERENCE BETWEEN \$7200 P/A &amp; \$13000 P/A</u>	<u>TOTAL</u>
19-31 Aug 58	\$ 240.00	-0-	\$ 240.00
Sept 58	600.00	\$ 32.22	632.22
Oct 58	600.00	434.97	1034.97
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March 59	600.00	-0-	600.00
April 59	600.00	157.07	757.07
May 59	600.00	128.88	728.88
June-July 59	1200.00	-0-	1200.00
Aug 59	600.00	80.55	680.55
Sept 59-Feb 60	3600.00	-0-	3600.00
1-13 March 60	260.00	-0-	260.00
<b>Totals</b>	<b>\$11,300.00</b>	<b>\$922.29</b>	<b>\$12,222.29</b>



JOSEPH H. HUDSON  
 Deputy Chief  
 Compensation and Tax Division

ADMINISTRATIVE-INTERNAL USE ONLY

SECRET

21 May 1975

MEMORANDUM FOR: Office of Finance/C&TD

SUBJECT : Verification of Contract Employee Service of David A. Phillips, current staff employee for period 19 August 1958 through 13 March 1960.

REFERENCE : Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975

1. Based upon new information it has now been determined that subject served as an Agency contract employee during period 19 August 1958 through 13 March 1960, and that this period is creditable for both retirement and leave account category purposes. Civil Service Retirement deductions were not withheld during the period. Records of this office reflect subject was authorized compensation during referenced period at the rate of \$7,200 per annum, except that when he was outside of the United States he was paid at the rate of \$13,000 per annum. For times and amounts involved in change of rate see reference.

2. Action required:

(a) Office of Finance: Please post the above information to subject's retirement records.

(b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

(c) RAD/ROB: For your information and assistance in retirement processing.

7s/ Rogers C. Brooks

Rogers C. Brooks

Deputy Chief

Contract Personnel Division

Distributions:

Orig - Addressee

1 - DDO/LA/Pers  
1 - RAD/ROB

1 - Subject's CPD file  
1 - CPD Chromo file

DDA/OP/CPD: RCB;sp (21 May 1975)

E2IMPDET  
CL by: 063837

SECRET

**SECRET**

10 MAR 1975

MEMORANDUM FOR: Chief, TRB  
SUBJECT : Verification of Contract Employee Service for  
Michael M. CHOADEN (P) Current Staff Employee  
REFERENCE : CPD Memorandum of 30 June 1966 to Chief, TRB,  
Subject "Record of Contract Service for CHOADEN,  
Michael M.

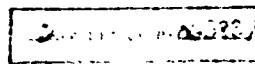
1. Referent memorandum is revised in its entirety to reflect the following periods of full time contract employee service as being creditable service for both leave and Civil Service Retirement purposes.

DATE	ACTION	PER ANNUM COMPENSATION
4 March 1954	Contract employee	\$7,200
31 July 1954	Contract terminated	7,200
1 August 1954	Contract employee	8,360
31 March 1955	Contract terminated	8,360

2. Period of service 4 March 1954 through 31 December 1954 had in previous memorandum been declared creditable service for both leave and retirement purposes. It denied creditable retirement service for the period 1 January 1955 through 31 March 1955 because of a Federal statutory provision relating to periods covered by Social Security. The foregoing position was removed by P. L. 91-630 of 31 December 1970, thereby having the effect of rendering said service as creditable.

3. Action required:

- a. Office of Personnel/TRB: Please file this memorandum in subject's official personnel file folder.
- b. Office of Personnel/ROB: For your information.



~~SECRET~~

- 2 -

- c. Office of Finance/C&TD: Please post the above information to subject's retirement records.
- d. DDO/LA/Personnel: Please advise subject of the contents of this memorandum.

Rogers C. Brooks  
Deputy Chief  
Contract Personnel Division

Distribution:

Orig - Addressee

1 - CP/ROB

1 - OF/C&TD

1 - DDO/LA/Personnel

1 - CPD Subject file

1 - CPD Chrono

OP/CPD/R.C.Brooks:jc (10 March 1975)

~~SECRET~~

## S E C R E T

MIC PCS: The File

SUBJECT : Michael M. CHOATE (P), Verification of Contract Service

19 Oct 70

Subject, now a Staff Diplomat, asked Don DePolice to see if any of his old contract time is creditable towards CIAERS retirement. Currently, subject is assigned PCS in VH field, but is currently in Hqtrs on TDY.

21 Oct 70:

Met with subject and discussed all aspects of his questions and his prior contractual service. Provided him with ~~some~~ information concerning his service; ~~and~~ that criteria CPB used in determining independent contractor service vs contract employee service, applicability of the "social Security rule" precluding the use of ~~and~~ contract employee time under social security being creditable retirement time, etc. Also, provided subject with a sample of a memo which could be written to CPB requesting old independent contractor time be recharacterized as contract employee time. Also indicated to subject we would help him draft an appropriate memo if he (subject) felt he had a good case. In general, from information provided by subject, it seemed that subject's old independent contractor time was not of a type that might lend itself to conversion to contract ~~and~~ employee time.

3 Dec 70: As of this date, JPS had heard nothing more from subject and it was therefore assumed that ~~as~~ subject had, ~~as~~ at least for the immediate moment, decided not to pursue the matter further.

Paul Wilson  
3 Dec 1970

Michael M. CHOCADEN  
~~(Redacted)~~

O/Personnel/Contract Personnel Div  
50-69 Hqtrs.  
(Paul R. Wilson)

23 April 1970

OP/RAD - 205 Magazine Bldg.  
Attn: Adelo J. Sukowicz

- I. Adelo: Hope the following will help you:
- (a) Attached is our CPD file on loan. In it find a chrono of all of subject's contract service.
  - (b) Information in our CPD memo of 30 June 66 is reaffirmed. However, note it did not cite subject's 1951/52/53 service, which service is cited in the O/Finance memo of 16 June 1966. This 1951/52/53 service is independent contractor service and not creditable for purposes of Civil Service Retirement.
  - (c) Our CPD memo of 30 Jun 66 indicates subject ~~had~~ had a social security obligation for period 1 Jan 55 thru 31 Mar 55. Since this obligation came about retroactively in mid 1955, possibility exists that neither subject or the Agency made contributions to the Social Security System. If they were not made, it is possible for such to be made at this late date and if subject or WH Division is interested in looking into this, they should contact Rod Brooks of CPD.

Paul R. Wilson

UNCLASSIFIED INTERNAL  
USE ONLY CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CHADEN

FROM:		EXTENSION	NO.
			DATE
KH Personnel	3D3102	6815	6 April 1970
TO: (Office designation, room number, and building)		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
RECEIVED		FORWARDED	
1. CP/RAD 205 Magazine ATTN: Adele J. Sukowicz		16	<i>CHADEN</i> Attached is Mr. [REDACTED]'s official file and a dispatch from him in which he requests a computation of his time with the Agency for retirement purposes. It is a very complicated case. Good luck!
2.			
3.			
4.			
5.			
6. Chief, Contract Personnel Div 5 E 69 HHS			1 to 6: On the basis of CH's memo dated 30 June 1966 (copy attached) ruling on the creditability of Subject's contract service, KOB can reply to the attorney's dispatch. However, it is requested that CRL review HHS for its factual content and advise KOB if the memo of 30 Jun 66 is reaffirmed.
7.			
8.			
9.			
10.			Your attention is invited to a discrepancy in identifying 1951 contract service. In the dispatch (para 5) Subject refers to himself as a "covert associate"; the Office of Finance (see memo dtd 16 Jun 66) copy attached) lists the time as "contract agent" service; and your memo of 30 Jun 66 lists the time as "contract employee" service.
11.			
12.			
13.			
14.			
15.			

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

**DISPATCH****S E C R E T****PROCESSING ACTION**

MARKED FOR INDEXING

TO:	Chief, Western Hemisphere Division	NO INDEXING REQUIRED
INFO.	Chief, Operational Services	ONLY QUALIFIED DESK CAN JUDGE INDEXING
FROM	Chief of Station, Rio (a) Ministro	MICROFILM
SUBJECT	Request for Review of Retirement Status---Michael C. CHOADEN	

ACTION REQUIRED - REFERENCES

Action Required: See Paragraph 9 et all

1. During his RVROCK career Michael C. CHOADEN has served as Contract Agent, Covert Associate, Staff Agent and Contract Employee. On one occasion CHOADEN resigned from RVROCK, became a Contract Agent, then returned as a Staff Employee. The purpose of this dispatch is to request a review of exactly what CHOADEN's status has been over the years, what must be done to repay retirement funds for any periods of creditable service not now covered, and to study the possibility that some periods of tenure might be converted from uncreditable to creditable status.

2. CHOADEN served in the Air Force from February 1943 through October 1945, with total service of two years, eight months and 19 days.

3. The dates of CHOADEN's first RVROCK service in Santiago, Chile, are very hazy to CHOADEN. He does recall that he was first recruited by the COS, but cannot recall if this was on a formal, salaried basis. At some time during 1950 or 1951, probably the latter, CHOADEN signed an RVROCK contract, for at least two years, possibly longer. The salary is remembered as US\$500 per month, and on one occasion this salary was paid in advance to allow CHOADEN to purchase printing equipment. Please check the contract covering this period and advise Rio (a) the duration of the contract and (b) if any provision for deductions (or future payment of) was made. If, as CHOADEN suspects, there were no deductions, even for Social Security, CHOADEN would appreciate Headquarters comment on the possibility that this period might be retroactively converted to creditable service status (after payments into retirement system, of course). In this connection it is suggested

## Distribution:

- 3 - Chief, WHD
- 2 - Chief, OPSER

MESSAGE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HBRT-7797	25 March 1970
	CLASSIFICATION	MCS FILE NUMBER
	S E C R E T	

CONTINUATION OF DISPATCH	CLASSIFICATION	DISPATCH SYMBOL AND NUMBER
S E C R E T		HBRT-7797

that a discussion might be held with James G. COLLETT, who was COS in Santiazo during most of that time. CHOADEN believes that COLLETT will confirm that CHOADEN demonstrated his intense interest in his RVROCK work by performing not only the work called for in his contract (mostly clandestine printing) but other chores as well. Example: during this period, or perhaps just after the expiration of CHOADEN's contract, CHOADEN, under Station guidance and instruction, approached and recruited a Communist Party agent. (It is understood that the agent is still reporting.) Another example: in March 1954, COS COLLETT approached CHOADEN and asked him if he would accept the Headquarters' request that he leave Chile, board an airplane for the U.S., and assist in an unidentified operation which would last "some months." That was the extent of the offer. CHOADEN accepted. This was despite the fact that he had no contract, and that he had to leave his family behind and to abandon a trip which had been planned through Europe. It is believed that this indicates that CHOADEN was pretty much "under RVROCK control" during this period. (Perhaps training records can assist in finding information on this Chilean period, as CHOADEN went to New York on one occasion for a six-week training course).

4. The next period of contract employment is also hazy. The operation in which CHOADEN was asked to participate turned out to be PBSUCCESS. Some sort of contract was drawn up, but CHOADEN does not recall if any deduction for retirement was made, nor of the terms of the contract. It is requested that this contract be reviewed and, should there have been no retirement credit, that it too be reviewed for possible conversion to creditable service. There is no question of CHOADEN "responding to RVROCK control" during this period. It was full time work, and most of it performed away from family---some of it in the jungle. About sixty days, CHOADEN recalls, was spent [REDACTED] in Project PBSHISTORY. CHOADEN was awarded an RVROCK decoration for his work during this period. *ABROAD.*

5. As the result of his participation in PBSUCCESS, CHOADEN was contracted as a Covert Associate from (about; this is a guess) October, 1954 until April of 1955. CHOADEN distinctly recalls that this contract called for retirement credit if chosen as a future option. (It is not impossible that this contract was made retroactive to cover CHOADEN's departure from Chile in March, 1954.) It would be appreciated if Rio would be advised of the exact duration and terms of this contract.

6. CHOADEN was a Staff Employee from 1 April 1955 until 13 July of 1958, when he resigned. Retirement payments for this period were returned to CHOADEN, and he understands that they must be repaid sometime before retirement to make the period creditable.

7. After resigning in 1953 CHOADEN went to Cuba and within a week signed a contract---as an independent operator and, to the best of CHOADEN's recollection, without any retirement benefits. Again, it is requested that this contract be reviewed with the view of possible conversion to creditable status.

8. On March 14, 1960 CHOADEN again became a Staff Employee, and has remained in that status.

9. Despite a rather long tenure with RVROCK CHOADEN now finds that much of his service is either not creditable, or is creditable and not paid. CHOADEN would like to set this house in order, and to begin having regular deductions from his salary begin building up his paid-up creditable retirement equities. Headquarters' assistance in arriving at this happy state would be appreciated. CHOADEN is especially interested in obtaining approval for conversion of the early contract days in Chilo. It seems apparent that if repayment into the retirement system is to be initiated,

FORM NO. 53a USE PREVIOUS EDITION.	CLASSIFICATION	PAGE NO. 2
S E C R E T		<input checked="" type="checkbox"/> CONTINUED

CONTINUATION OF DISPATCH	CLASSIFICATION <b>S E C R E T</b>	DISPATCH SYMBOL AND NUMBER <b>HERT-7797</b>
<p>it would be wiser to repay the early years first (so as to add more time more quickly with less payment). In any event, a Headquarters' review of the case would be appreciated.</p> <p><i>Michael C. Choaden</i> Michael C. CHOADEN</p>		
FORM 53a G-4 1-621	CLASSIFICATION <b>S E C R E T</b>	PAGE NO. 3 CONTINUED
USE PREVIOUS EDITION		

14-00000

30 June 1966

MEMORANDUM FOR : Chief, TRB

SUBJECT : Record of Contract Service for

~~██████████~~ CHICAGO, ILLINOIS  
M.

1. Per your request we are forwarding record of Subject's contract service:

<u>Date</u>	<u>Action</u>
4 March 1954	Hired as Contract Employee
31 July 1954	Terminated
1 August 1954	Hired as Contract Employee
31 March 1955	Terminated
19 August 1958	Hired as Contract Agent
13 March 1960	Terminated

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1958 through 13 March 1960, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks  
Acting Chief, Contract Personnel Division

Distribution:

Crig - Addressee  
2 - CFD

14-00000  
14-00000  
14-00000

Chief, Contract Personnel Division

16 June 1966

ATTN : Mary Ray Spink

Compensation and Tax Division  
Office of Finance

Agency Service of ~~REDACTED~~

The records of the Office of Finance show the following Agency service for Subject:

Contract Agents:

ECB 1 February 1951 e \$600.00 P/H  
Term 29 February 1951 e \$600.00 P/H

ECB 29 January 1952 e \$1000.00 P/A  
Term 31 August 1952 e \$600.00 P/A

ECB 4 March 1954 e \$7200.00 P/A  
Pay Inc. 1 August 1954 e \$6360.00 P/A  
Term 31 March 1955 e \$6360.00 P/A

Staff Employees:

Ex. Appt. 1 April 1953 e \$9400.00 P/A  
Res. 6 February 1956 e \$10,320.00 P/A

Staff Agent:

Ex. Appt. 7 February 1956 e \$10,320.00 P/A  
PSI 7 October 1956 e \$10,535.00 P/A  
Pay Raise 12 January 1958 e \$11,595.00 P/A  
PSI 6 April 1958 e \$11,835.00 P/A  
Res. 13 August 1958 e \$11,835.00 P/A

Contract Agents:

ECB 19 August 1958 e \$7,200.00 P/A  
Term. 19 March 1960 e \$7,200.00 P/A

Staff Employees:

Ex. Appt. 14 March 1960 e \$11,835.00 P/A  
Subject has been a Staff Employee since 14 March 1960.

JOSEPH L. BREWER  
Chief  
Agent Payroll Branch

STANDARD FORM 144  
REVISED SEPTEMBER 1954  
U. S. CIVIL SERVICE COMMISSION  
FPM CHAPTERS VI, VII AND XI

**STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE  
AND DETERMINATION OF COMPETITIVE STATUS**

**IMPORTANT:** The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

<b>PART I—EMPLOYEE'S STATEMENT</b>												<b>PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE</b>		
1. NAME (Last, first, middle initials)				2. DATE OF BIRTH				3. RETENTION GROUP						
PHILLIPS, DAVID ATLES				OCTOBER 31, 1922				<input type="checkbox"/> A CSC STATUS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)												<input type="checkbox"/> B. TYPE OF PRESENT APPOINTMENT		
4. NAME AND LOCATION OF AGENCY		FROM—			TO—			5. TYPE OF APPOINTMENT IF KNOWN		6. SERVICE				
		YEAR	MONTH	DAY	YEAR	MONTH	DAY			YEAR	MONTH	DAY		
CIA		1955	APRIL	1	1955	JULY	13	G.S.-14		3	4	13		
6. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."												7. TOTAL SERVICE		
7. BRANCH		FROM—			TO—			DISCHARGE (Hon. or dishon. P.)		8. NONCREDITABLE SERVICE (Leave purposes only)				
		YEAR	MONTH	DAY	YEAR	MONTH	DAY			YEAR	MONTH	DAY		
ARMY AIR FORCE		1944	JULY	12	1945	OCT	31	HON.		7	8	19		
9. TOTAL OF MORE THAN 6 MONTHS ABSENCE IN ONE CALENDAR YEAR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO												10. NONCREDITABLE SERVICE (Leave purposes only)		
11. TOTAL		YEAR	MONTH	DAY	YEARS	MONTHS	DAYS							
12. IN COMPETITIVE CIVIL SERVICE STATUS?		13. NONCREDITABLE SERVICE (RIF purposes only)												
no status was required?		<input type="checkbox"/> YES <input type="checkbox"/> NO												
14. PREEMPLOYMENT RIGHTS		<input type="checkbox"/> YES <input type="checkbox"/> NO												
15. RETENTION RIGHTS		<input type="checkbox"/> YES <input type="checkbox"/> NO												
16. EXPIRATION DATE OF RETENTION RIGHTS														

... OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.  
I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

161 MARCH 1960  
(DATE)

David G. Phillips  
(SIGNATURE)

Subscribed and sworn to before me on this \_\_\_\_\_ day of 1960 at MASHINGTON, D.C. (STATE)  
(MONTH) (CITY)

SEAL

John Capistrano

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

INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)

SS-1440-6

**SECRET**

14 March 1960

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT : Termination of Michael CHODAEN Contract

It is requested that the contract of Michael M. Choden be terminated as of close of business 13 March 1960 in view of his appointment to staff employee status effective 14 March 1960

J. C. King  
Chief, Western Hemisphere Division

5000  
SAC

14-00000

Mr. Michael M. Choaden

Dear Mr. Choaden:

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 19 August 1958, as amended.

Effective 16 February 1960, said contract, as amended, is further amended by adding after paragraph seven (7), entitled "Travel and Operational Expenses," the following paragraph:

"8. Return Travel. Upon the successful completion of your services under this agreement you will be advanced or reimbursed funds for authorized travel and transportation expenses for you, your dependents and your household effects from Havana, Cuba to the Washington, D.C. area, including per diem in lieu of subsistence in the course of such travel. Such funds will be subject to payment and accounting in conformance with applicable Government regulations."

All other terms and conditions of the contract, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

BY

Contracting Officer

Encl - ad - 16 Feb 60  
W.H./PP Amerulite x  
cc: Robert Rayneke  
O.A.

14-00000  
**SECRET**

16 February 1960

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Amendment to Contract - Michael W. CHOADEN

It is requested that Subject's contract dated 19 August 1958, as amended, be further amended to authorize return travel from Havana, Cuba, to Washington, D. C., for Subject and his dependents at Government expense. It is also requested that the amendment authorize shipment of Mr. CHOADEN's household effects from Havana, Cuba, to Washington, D. C., at Government expense.

*R. L. Tracy*  
J. C. KING  
Chief, SHD

**SECRET**

14-00000  
S-B-C-R-E-T  
(When Filled In)

RE-CRADU: FOR: CHIEF, Finance Division

FROM: Contract Personnel Division

SUBJECT: Contract Extension for \_\_\_\_\_

- 19 Aug 59
1. Effective 19 Aug 58, the contract (as amended) for the subject individual, effective 19 Aug 58, is extended for 1 year.
  2. All other terms and conditions of the contract (as amended) remain in full force and effect.

UNITED STATES OF AMERICA

BY \_\_\_\_\_  
CONTRACTING OFFICER

S-B-C-R-E-T

14-00000

SECRET

18 August 1959

MEMORANDUM FOR: Chief, Contract Personnel Division  
Attention: Mr. D. H. Letcher

FROM : Acting Chief, WHD

SUBJECT : Renewal of Contract of Michael M. CHODAEN

It is hereby requested that the contract of Michael M. CHODAEN, effective 19 August 1958 and amended, be renewed for one (1) year effective 19 August 1959.

*R. E. Gomez*  
for R. E. GOMEZ  
Acting Chief, Western Hemisphere Division

SECRET

SECRET

Mr. Michael M. Choaden

Dear Mr. Choaden:

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 19 August 1958.

Effective 19 August 1958, said contract is amended in the following manner:

(a) The first sentence of paragraph one (1), entitled "Compensation," is deleted and in lieu thereof the following sentence is substituted:

"In full consideration for the purchase of such information and services you will be compensated in an amount calculated at the rate of \$7200 per annum except that for those periods of time during which you are performing services necessitating certain specialized professional skills on a full time basis outside of the country of your present permanent assignment, you will be compensated at the rate of \$13,000 per annum."

(b) The following paragraph is added after paragraph six (6), entitled "Term":

"7. Travel and Operational Expenses. While performing those tasks for which you will be compensated at the rate of \$13,000 per annum, as set forth in paragraph one (1) above, you will be advanced or reimbursed funds for necessary expenses incurred in connection with such operational travel as may be directed or authorized by the Government. This may include per diem in lieu of subsistence in the course of such travel and while on temporary duty away from your permanent post of assignment overseas. In addition, you will be advanced or reimbursed funds for necessary operational expenses as specifically approved by the Government. Payment and accounting for the items set forth herein will be in conformance with applicable Government regulations."

All other terms and conditions of the contract remain in full force and effect.

You will please indicate your approval by signing in the space provided below.

UNITED STATES GOVERNMENT

BY

Contracting Officer

ACCEPTED:

Michael M. Choaden

WITNESS:

APPROVED:

Michael M. Choaden  
Contracting Officer  
19 August 1958

SECRET

17 September 1958

MEMORANDUM FOR : Chief, Contract Personnel Division  
Attention: Mr. D.H. Letcher

FROM : Chief, Western Hemisphere Division

SUBJECT : Amendment To Contract of Michael M. CHOADEN

1. It is hereby requested that the contract of Michael M. CHOADEN be amended to provide that he be compensated in an amount calculated at the rate of \$13,000. per annum while travelling outside Cuba at the request of the United States Government and engaged full time in the work of the United States Government. It is further requested that while so travelling outside Cuba, CHOADEN be paid per diem at the standard United States Government rate for the area of travel or temporary residence.

2. CHOADEN possesses certain specialized professional skills which are in temporary, but urgent demand in a country (other than Cuba) within the jurisdiction of the Western Hemisphere Division. The contract amendment outlined in paragraph 1. (above) is being requested so as to provide a means by which CHOADEN's skills might be made available to meet this current need for them.

*relinquish*  
J. C. KING  
Chief, Western Hemisphere Division

SECRET

Mr. Michael M. Choaden

Dear Mr. Choaden:

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an independent contractor for the purchase of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the purchase of such information and services, you will be compensated in an amount calculated at the rate of \$7200 per annum. Payments will be made as directed by you in writing in a manner acceptable to the Government. No taxes will be withheld therefrom but it will be your responsibility to report such income under existing Federal income tax laws and regulations. A Form No. 1099 prepared in a manner to conceal the true source of such income will be furnished you by the Government in order that said responsibility may be properly fulfilled. Income received pursuant to this contract is not subject to relief from Federal income taxes on the basis of foreign residence.

2. Status. You are not an employee of the United States Government under this agreement and are not entitled to any benefit normally incident to an employee status.

3. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1940, as amended, and other applicable laws and regulations.

4. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

5. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

6. Term. This contract is effective as of 15 August 1958, and shall continue thereafter for a period of one (1) year unless sooner terminated either:

(a) By fifteen (15) days' actual notice by either party hereto, or

(b) Without prior notice by the Government in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be extended upon notice from the Government. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_

Contracting Officer

ACCEPTED:

Michael M. Chodien

WITNESS: \_\_\_\_\_

APPROVED:

L L M/mc/11 Sept 58

## SECRET

CONTRACT INFORMATION AND CHECK LIST			LAST NAME	DIVISION
INSTRUCTIONS: Complete all letters. Inserting "N/A" where items are not applicable. Forward original and one copy for approval of contract.			Robert Reynolds	WHD
			TELEPHONE EXTENSION 2055	DATE 13 August 1958
SECTION I GENERAL				
1. NAME <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> FIRM		2. PROJECT Amourette- <input checked="" type="checkbox"/> (DIA)	3. ALLOCATION NO. 8-345-01-500	4. SLOT NO. N. A.
5. PREVIOUS CIA PSEUDONYM OR ALIASES  Michael M. Choden  Paul D. Langevin		6. INDIVIDUAL IS PRESENTLY ENGAGED, OR HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY  Contact Agent, 1952-1954 Staff Employee, 1955-1957 (\$10,320 GS-14)	7. SECURITY CLEARANCE (Type and date) Top Secret Clearance EOD/CIA 1 April 1955	
8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT"		9. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Contract Agent		
SECTION II PERSONAL DATA				
11. CITIZENSHIP U. S.	12. IF NOT U. S. CITIZEN, INDIVIDUAL IS PERMANENTLY RESIDENT ALIEN  4804 Washburn, Fort Worth, Texas	13. AGE 35	14. DATE OF BIRTH (Month, day, year) 31 October 1922	15. CURRENT RESIDENCE (City and state or country) Havana, Cuba
16. MARITAL STATUS (Check as appropriate)  Five: Wife and four children.		17. RELATIONSHIP TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY  SINGLE <input type="checkbox"/> MARRIED <input checked="" type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/>		
18. NUMBER OF DEPENDENTS (NOT INCLUDING INDIVIDUAL) RELATIONSHIP AND AGE:		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY  YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
SECTION III U. S. MILITARY STATUS				
20. RESERVE N. A.	21. VETERAN World War II	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat) N. A.	23. DRAFT ELIGIBLE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
24. BRANCH OF SERVICE Air Force	25. RANK OR GRADE S/Sgt.	26. DRAFT DEFERMENT OBTAINED BY CIA YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	27. BASIC SALARY \$7200 p. a.	
SECTION IV COMPENSATION				
28. POST DIFFERENTIAL N. A.	29. COVER (Breakdown, if any)  N. A.	30. TAXES TO BE WITHHELD BY COVER ISSUE 1099 IN CIA NAME OF notional NOT WITHHELD PAYOR.		
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)				
31. QUARTERS N. A.	32. POST N. A.	33. OTHER N. A.	34. COVER (Breakdown, if any)  N. A.	
SECTION VI TRAVEL				
35. TYPES  PCs <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL N. A.	36. WITH DEPENDENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			N. A.
37. HOUSEHOLD EFFECTS TO BE SHIPPED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	38. PERSONAL VEHICLE TO BE SHIPPED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH				
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH N. A. <input type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICY AND PROCEDURES				
SECTION VII OPERATIONAL EXPENSES				
42. PURCHASE OF INFORMATION N. A.	43. ENTERTAINMENT N. A.	44. OTHER N. A.		

## SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)				NAME Robert Reynolds	SECTION WHD
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.				TELEPHONE EXTENSION 2056	DATE 13 August 1958
SECTION VII				OTHER PERSONNEL	
48. BENEFITS (See Part VII of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested see R 13-210 or successor regulations.)					
N. A.					
SECTION IX				COVER ACTIVITY	
47 STATUS (Check)	<input checked="" type="checkbox"/> PROPOSED <input type="checkbox"/> ESTABLISHED	48 TYPE (Check)	<input type="checkbox"/> PROPRIETARY <input checked="" type="checkbox"/> SUBSIDIZED	CULTURAL EDUCATIONAL	<input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> MILITARY <input type="checkbox"/> OTHER
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS					
<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO		<input type="checkbox"/> COMPLETE	<input type="checkbox"/> PARTIAL
SECTION X				OFFSET OF INCOME	
50. OFFSET OF INCOME AND OTHER ENDOWMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)					
<input type="checkbox"/> TOTAL		<input type="checkbox"/> PARTIAL		<input checked="" type="checkbox"/> NONE	
SECTION XI				TERM	
51. DURATION	52. EFFECTIVE DATE			53. RENEWAL	
<input type="checkbox"/> DAYS <b>12</b>	<input type="checkbox"/> MONTHS	<input type="checkbox"/> YEARS	25 August 1958		
54. TERMINATION NOTICE (Number of days)				55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION	
<b>15</b>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION XII				FUNCTION	
56. PRIMARY FUNCTION (E.G. PP, others) <b>PP</b>					
SECTION XIII				DUTIES	
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED					
To be assigned by COS, Havana, according to Station requirements.					
SECTION XIV				QUALIFICATIONS	
58. EXPERIENCE					
Contract Agent in Chile, 1952-1954 Contract Agent, PBSUCCESS and PREHISTORY, 1954 Covert Associate, 1954-1955 Staff Agent, Cuba, 1956-1957 Staff Agent, Beirut, Lebanon, 1957-1958					
59. EDUCATION	GRADE SCHOOL (Check Highest Level Attained)	HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE		
	BUSINESS SCHOOL GRADUATE	COMMERCIAL SCHOOL GRADUATE			
	<input checked="" type="checkbox"/> COLLEGE (No degree)	COLLEGE DEGREE	POST GRADUATE	MA	PHD
60. LANGUAGE COMPETENCY	LANGUAGE	SPEAK	WRITE	READ	61. INDIVIDUAL'S COUNTRY OF ORIGIN
	FLUENT AVERAGE POOR	FLUENT AVERAGE POOR	FLUENT AVERAGE POOR	AVERAGE POOR	
	<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
62. AREA KNOWLEDGE					
Chile, Cuba, Lebanon					
SECTION XV				PRIOR EMPLOYMENT	
63. JOB AND SALARY PRIOR TO SERVICE FOR CIA					
Editor and publisher, actor, lecturer, free-lance writer.					
SECTION XVI				ADDITIONAL INFORMATION	
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)					
OVER					
DATE	APPROVAL				
TYPE	SIGNATURE OF DIVISION OFFICER			DATE	
TYPE NAME & SIGNATURE OF SENIOR STAFF OFFICER					

7 February 1955

MEMORANDUM FOR: CHIEF, SCAPS  
VIA : Contract Approving Officer, PP Staff  
SUBJECT : Termination of Contract.

It is requested that the contract on Paul E. LANGEVIE  
be terminated effective 1 April 1955.

SIGNED

JEANRE K. LETELLIER  
Chief of Administration  
Psychological and Paramilitary  
Operations Staff

RECORDED

PP/CONTRACT APPROVING OFFICER

SECRET

19 October 1954

**MEMORANDUM FOR:** Chief, Psychological and Paramilitary Operations Staff

**SUBJECT:** Paul D. Langevin (P) - Covert Associate

**REFERENCE:** Memo to Special Contracting Officer, CIA,  
dated 12 October 1954, Same Subject

Pending publication of a regulation on Employee Services, the Office of Personnel issued N 20-660-19, dated 29 July 1954 to be effective 1 August 1954. This Notice announced the availability of two life insurance and two health insurance programs sponsored by the Agency under the name of "Government Employees Health Association, Inc." Eligibility for these life and health insurance programs has been limited to those categories of personnel expressly stipulated in the Notice. Nowhere are Covert Associates listed as an eligible group, although in fact a Covert Associate may be an employee of the U. S. Government. Until the notice or the proposed regulation is changed, this Staff is precluded from inserting in contracts similar to that of subject individual's any reference to health and life insurance programs normally available to staff employees.

JOHN L. BISCHOFF  
Special Contracting Officer

DHL/pr  
Orig & 1 Addressee  
1 cc Employee Services Div.(attn. Joe Evans)  
1 cc subject file             
1 cc chrono  
1 cc corres w/PPStaff file

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12 Oct 1954

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12 Oct 1954

MEMORANDUM FOR: SPECIAL CONTRACTING OFFICER, CIA

SUBJECT : Paul D. Langevin (P)--Cover Associate

It is requested that the subject's contract effective  
1 August 1954 be amended to permit the subject to apply for  
Hospitalization and Life Insurance with the Agency.

*Dowell Beers*  
JOHN B. BEERS,  
Chief  
Psychological and Paramilitary Operations Staff

KJ  
APPROVED  
AT CONTRACT EFFECTIVE 08/01/54

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MEMORANDUM FOR: Mr. Kermit Roosevelt

ATTENTION : Mr. John Baker

SUBJECT : Mr. Paul D. Langevin; Employment as CIA  
Staff Officer

1. To those of us at Headquarters who have followed closely the work of Mr. Langevin in connection with PBSUCCESS, it is completely evident that he made one of the major and most outstanding contributions to this Operation and that he has demonstrated himself to be exceptionally qualified in the field of political and psychological operations (covert). I have just been informed by Messrs. Barnes and Langevin that the latter who has heretofore been employed in the capacity of a Contract Agent, desires to become more closely associated with the Agency and would like to be employed as a regular staff officer. I am very much in favor of following up on this opportunity, and I have good reason to believe that the Director likewise is specifically interested.

2. There are certain aspects of this case which appear to require special handling and tailoring -- none of which presents any difficulties as I see it -- but, on the contrary, would tie in very neatly with both the near term and longer range aspects of the employment of Mr. Langevin. These aspects are as follows:

(a) Mr. Langevin desires to begin his term of employment by the Agency with a period of service at Headquarters. (He has spent many years in Latin America, principally in Chile where he has owned and still owns a newspaper, and, in my judgment, it would be mutually advantageous to the Agency and to Mr. Langevin for him to spend not less than a year as a member of the Headquarters organization.)

(b) Mr. Langevin has for some years in the past been giving an annual series of lectures in various Latin American capitals. These lectures have been arranged by an agent of his in New York and his audiences have consisted of business and professional groups and women's organizations. The general subject matter of his lectures has included talks on the threat of international Communism to Latin America. Mr. Langevin would desire, if it can be worked out, to be permitted to continue to deliver lectures of this kind in the future and is at the present time

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contemplating a series of lectures on Latin America to be given in various cities within the United States.

(c) Mr. Langevin would be ready and able to accept a field assignment in South America following the conclusion of the period of Headquarters' duty referred to.

3. As already indicated, it seems to me that there are no serious problems involved in any of the foregoing and that the material can be readily cut to fit the pattern. It is the recommendation of Mr. Barnes in which I concur, that Mr. Langevin be assigned to the PP Staff during his tour of duty here. He could in this capacity work very closely with WH Division, but it seems to Tracy and myself that he can contribute importantly to the work of the PP Staff and in the process broaden himself. As regards the matter of the lectures, I would recommend that arrangements be made to permit and even encourage him to continue these since it seems to me that they would fit in very well with his general PP assignment -- assuming, of course, that his Headquarters and field cover are properly designed and maintained. The Headquarters cover problem is not a substantial one and as far as the field is concerned if Mr. Langevin were to go under non-official cover of the right kind this also should present no problem. There is a ready-made cover in the field and in a critically important country by virtue of his ownership -- for some six years -- of a newspaper in Santiago. It would not be incompatible with his resumption of his position as owner and editor of the Santiago newspaper to work in an annual series of lectures either in Latin America or in the United States. There is only one further point involved in connection with the lectures: Because of Mr. Langevin's intimate association with many of the details of PBSUCCESS and also in light of the standing rules of the Agency, it would be desirable for him to submit at least in general outlines, and preferably textually to the extent feasible, the substance of his proposed lectures. He is anxious to do this in connection with the forthcoming lectures -- for his own piece of mind since he would like to be double-checked on the things which he should say and those which he should not say with respect to the Guatemalan development. He could and in the material to Mr. Holcomb or myself -- or to you -- and after it has been checked over by one of us, we could arrange to submit it to the Office of Security for such further checking as may be desirable.

4. Mr. Langevin proposes to take a leave of absence of a month or six weeks, starting within the next few days. I believe it would be desirable for Mr. Baker, to start the necessary personnel and other administrative actions, including any additional security clearances which may

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which may be necessary, etc., looking toward having everything in line for Mr. Langevin to come aboard officially at the conclusion of this leave.

5. His home address is: 811 Hollywood Blvd.  
Hollywood, Florida

**FRANK G. WISNER**  
Deputy Director (PLANS)

cc" COPS -- DD/P  
CWH

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Date:

Mr. Paul D. Langevin

Dear Mr. Langevin:

Reference is made to your contract effective 4 March 1954 with the United States Government, as represented by the Central Intelligence Agency, for the submission of certain information and related services of a confidential nature.

*31 July*  
Effective 14 September 1954, said contract is terminated and in lieu thereof the following contract is substituted:

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you as a Covert Associate for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the submission of certain information and related services of a confidential nature, you will be compensated at the rate of \$8360 per annum. In addition, you will be entitled to authorized overtime in excess of 40 working hours per week at the rate of \$1.51 per hour. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from any sums paid to you hereunder directly by CIA, but it will be your responsibility to report such sums in accordance with applicable Federal income tax laws and regulations.

2. Travel. You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as may be directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel while away from Washington, D. C., and while on temporary duty overseas. You will be required to account for such expenses in accordance with applicable CIA regulations or those of your cover facility, whichever is directed by CIA.

3. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to CIA employees. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

(c) Civil Service Retirement deductions will not be made from your wages since your employment hereunder is not a covered employment under the Civil Service Retirement Act. However, your status is that of an

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employee of the United States Government paid from Government funds. Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in conformance with Civil Service Regulations.

5. Cover. It is anticipated that you will undertake certain cover employment in the course of your performance under this agreement. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

6. Leave Without Pay. During the term of this contract it is anticipated that you will undertake contracted speaking engagements. For such periods of time necessary to fulfill these commitments you will be considered on leave without pay status under the terms of this agreement.

7. Execution of Documents. If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No premises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 1 August 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

- (a) By fifteen (15) days' actual notice to you from CIA, or
- (b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

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(3 and 4)*

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employee of the United States Government paid from Government funds. Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in conformance with Civil Service Regulations.

5. Cover. It is anticipated that you will undertake certain cover employment in the course of your performance under this agreement. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

6. Offset. Any sums or substantially similar benefits or allowances received from your cover facility will be used to offset those due under this contract by CIA. Sums, similar benefits or allowances thus received through your cover facility are acknowledged and agreed to be payment by CIA within the provisions of this contract. You will report all sums or substantially similar benefits received from your cover facility at least every four (4) months during the term of this contract.

7. Execution of Documents. If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognise and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 15 September 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

(a) By fifteen (15) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

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Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

## UNITED STATES OF AMERICA

BY

Special Contracting Officer

## ACCEPTED:

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Paul D. Langevin

WITNESS: \_\_\_\_\_

APPROVED:

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DRAFT  
2 Aug 54

CIA Doc.

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Mr. Paul D. Langevin

Dear Mr. Langevin:

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the submission of such information and services, you will be paid an amount calculated at the rate of \$7200.00 per annum. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from this amount, and it will be your responsibility to report such income under existing Federal income tax laws and regulations.

2. Travel. (a) You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as is directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel and while on a temporary duty status away from your permanent station. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with CIA regulations.

(b) Upon the successful completion of your services under this contract or any renewal thereof, you will be advanced or reimbursed funds for return travel and transportation expenses to your permanent residence in Santiago, Chile

3. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U. S. C. A., App. 1001-1015).

(c) You will be entitled to fourteen (14) calendar days' leave per contract year. Such leave may be accrued during the term of this contract or any renewal hereof except that payment in lieu of unused leave will not be authorized. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

5. Execution of Documents. If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situated, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either

express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

6. Status. You are not an employee of the United States Government under this agreement and are not entitled to any benefits normally incident to an employee status, except as specifically enumerated herein.

7. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

8. Unauthorised Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

9. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws dated 25 June 1948, as amended, and other applicable laws and regulations.

10. Term. This contract is effective as of 4 March 1954, and shall continue thereafter for a period of two (2) years, unless sooner terminated by CIA either:

- (a) By thirty (30) days' actual notice to you from CIA, or
- (b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. In the event of voluntary termination on your part or termination for cause by CIA prior to the expiration of this agreement or any renewal thereof, you will not be entitled to return travel and transportation expenses to Santiago, Chile. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES OF AMERICA

JW/PK 4 Mar 54

Con-Accepted

BY \_\_\_\_\_  
Contracting Officer

ACCEPTED:

Paul D. Langevin

APPROVED:

SECRET  
Security Information

13 June 1952

MEMORANDUM FOR: Record  
SUBJECT: PROVYL Amendment #1

1. This date copy number four of subject project has been forwarded to Mr. William Rowland for approval in view of the fact that the original and copies number two and three have been temporarily misplaced.
2. As amendment number one to PROVYL covers no substantive operations it has not been coordinated with Security and Cover.
3. It is requested that approval of subject project amendment be given as soon as possible in view of the urgency of action as stated in the project itself.

HOMER REED, Jr.  
WH/Project Coordinator

WHD/HB/jo

Distribution

Orig: (0/CO)

cc: Social Contracting Officer (Mr. J.L. Bischoff)  
CM (Mr. Ernest W. Pittman)  
Chief, Branch I  
Project File PROVYL PPD/P&O  
Chrono P&O

SECRET  
Security Information

14-00000  
28 May 1952

MEMORANDUM FOR: AD CO

ATTENTION: Mr. William Rowland

SUBJECT: Project WACOVEL, Amendment No. 1

1. Forwarded herewith are the original and two copies of subject amendment plus an extra copy of CPC Form 400A.

2. It is respectfully requested that approval of subject amendment be expedited as the Project Financial Data, Form 400A, indicates that payment of eight thousand (\$8,000.0) dollars to PA L D. LANDREVIN must be made on or about 20 June 1952.

3. Subparagraph six of the Proposal indicates that as a prerequisite to issuance of a loan to LANDEVIN the latter will be required to submit a complete manufac-ture inventory of all machinery and equipment involved in the loan transaction, its physical existence in his custody, his title to the property, and an approximate evaluation of its worth (as determined by WAC station personnel). WAC will be prepared to do this shortly after Amendment No. 1 is approved and the necessary funds are available for payment.

4. Subparagraph five of the Proposal indicates the details of the loan contract and selection of the appropriate legal instrument to secure a lien on the machinery and equipment will be arrived at through joint agreement of WAC, CGC and the Legal Division. These financial details will be arranged before sent to a review of the amendment in question and will comprise the financial plan governing the expenditure of the funds requested.

J. C. ING  
L.S.H.

WHD/JCK/RWM/VLC/MB/jc

Distribution

Origin: AD CO

ccl: Special Contracting Officer (Mr. J. A. Buschhoff)

CM (Mr. Ernest W. Pittman) ✓

Chief, Branch I

Project File WACOVEL WHD/AD

Chrono 440/P40