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*(See Below)*

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 31 July 1973	
1. SERIAL NUMBER	2. NAME (Last-First-Middle) 007667 Bustos-Videla, Chapo						
3. NATURE OF PERSONNEL ACTION Reassignment			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 03 73		5. CATEGORY OF EMPLOYMENT Regular		
6. FUNDS X V TO V G TO V		7. PAY AND NSCA G TO V G TO G		8. PAY AND NSCA 42354525 0000		9. LEGAL AUTHORITY (Completed by Office of Personnel) G-22	
10. ORGANIZATIONAL DESIGNATIONS DDO/NH Division FI Staff			11. LOCATION OF OFFICIAL STATION Washington, D.C.				
12. POSITION TITLE OPS Officer			13. POSITION NUMBER (13)		14. CAREER SERVICE DESIGNATION D		
15. CLASSIFICATION SCHEDULE (GS, LS, NC) GS		16. OCCUPATIONAL SERIES 0136.01		17. GRADE AND GSIP 13 7		18. SALARY OR RATE \$ 23642	
19. REMARKS  Home Base: MI							
20. SIGNATURE OF REQUESTING OFFICIAL H. R. Westgold C7N/Pers			21. DATE SIGNED 31 Jul 73		22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER R. L. Kornan P-2-73		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
23. ACTION CODE	24. GRADE	25. OFFICERS/ENLISTED	26. GRADE	27. GRADE	28. GRADE	29. GRADE	30. GRADE
CODE 39	20. GS-10	21. ALPHABETIC 5100	22. GS-10	23. GS-10	24. GS-10	25. GS-10	26. GS-10
31. GRADE	32. GRADE	33. GRADE	34. GRADE	35. GRADE	36. GRADE	37. GRADE	38. GRADE
NO. DA. YE.	NO. DA. YE.	NO. DA. YE.	NO. DA. YE.	NO. DA. YE.	NO. DA. YE.	NO. DA. YE.	NO. DA. YE.
39. YES/NO	40. YES/NO	41. YES/NO	42. YES/NO	43. YES/NO	44. YES/NO	45. YES/NO	46. YES/NO
CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO
47. PREVIOUS OFFICER GOVERNMENT SERVICE	48. GRADE	49. GRADE	50. GRADE	51. GRADE	52. GRADE	53. GRADE	54. GRADE
CODE 1- NO PREVIOUS SERVICE 2- NO SERVICE 3- SERVICE IN SERVICE 1965 THRU 1970 4- SERVICE IN SERVICE 1966 THRU 1970	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO	CODE 1- NO 2- YES 3- NO
55. POSITION CONTROL CERTIFICATION	56. O.P. APPROVAL					57. DATE APPROVED 8-1-78	
58. APPROVAL DATE 31 Jul 73					59. APPROVAL DATE 10 Aug 73		

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EYES ONLY

17 JAN 1973

MEMORANDUM FOR: Chairman, GS-13 Evaluation Board

SUBJECT : Recommendation for Promotion to GS-14  
Charlotte Bustos-Videla

1. It is recommended that Charlotte Bustos-Videla be promoted from GS-13 to GS-14.

2. The performance of this officer has been characterized for many years by all of her supervisors as consistently strong to outstanding. She has been able to establish herself as indispensable in each Headquarters Branch or Field Station assignment, usually functioning as the backbone of the unit to which assigned. Since return to Headquarters in September 1972 from her field assignment in Mexico, her performance has been entirely congruent with the thrust of the Field Station's enthusiasm over her ability, performance, attitude and growth potential. She is currently chief of the Cuban and CA Section of her branch, and has established once again her mastery over her assigned duties. She is the kind of sound, dependable, yet imaginative officer greatly appreciated by her supervisors. In short, she is a true professional who performs beyond her grade level.

3. In regard to her potential, she has served in the Agency since 1951, starting as a secretary/stenographer, and advancing brilliantly with each new challenge offered. She achieved professional status in 1953 and has spent the bulk of her time since then specializing in Latin American affairs, demonstrating total flexibility in assignments, a voracious appetite for work and a penchant for exceptionally precise and thorough production. A review of her career to date can lead to the conclusion that she has always risen successfully to each new professional challenge, and is still far from reaching her maximum capacities. While she has had little supervisory experience in the field, her supervisor was of the opinion that she is a "natural leader". This has been borne out in her performance in her current capacity as a Branch Section Chief, in which she has demonstrated exemplary supervisory ability. Notwithstanding her drive, aggressiveness and professional aplomb, she is a popular co-worker, is receptive to guidance and sensitive and responsive to the needs of her subordinates.

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EYES ONLY

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EYES ONLY

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4. This employee has utilized her fluency in the Spanish language to maximum advantage in her work. Formal testing recently confirmed her high proficiency in that language. Coupled with a comprehensive training record and her invaluable experiences over a twenty year period, she has become particularly effective in Latin American operations and operational support, demonstrating excellence in each of several recognized specializations, including CI operations, functional support, reports and requirements, area support and varied covert action activities.

5. The officer's adaptability, high intelligence and mastery over her trade was of inestimable value to Mexico City Station, and over a five year period from 1967 to 1972, she functioned as the Station's internal troubleshooter. Her duties included the maintenance of watchlists, screening of travel documents, processing of raw technical take, target analysis, reports writing, operational support, handling of outside contract agents, and special assignments as the Chief of Station's Executive Assistant.

6. The employee is occasionally called upon by the Office of Training to administer specialized training, and she was chosen recently to attend the Mid-Career Course ending in December 1972. Meanwhile, her absence from her new job is felt sorely by the Branch. It is expected that her current assignment will last about two years.

7. In summary, we have here an exceptional officer who has been performing at the level of a GS-14 for some years; it is now time to promote her to that grade commensurate with her performance and which she so justly deserves.

*Theodore G. Shackley*  
Theodore G. Shackley  
Chief  
Western Hemisphere Division

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EYES ONLY

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MEMORANDUM FOR: Chairman, QSI - Honor and Merit Awards Panel  
SUBJECT : Request for Quality Step Increase (HR 20-37)  
Mrs. Charlotte Bustos-Videla

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Charlotte Bustos-Videla.
2. As noted in the attached fitness report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities in the Cuban section of the Mexico City Station, she has recently been made the executive assistant to the Chief of Station at Mexico City. In this job, she screens all incoming material for matters of interest to the Chief and Deputy Chief of Station. She also continues performing her past functions in the Cuban section for the Station.
3. Subject's present high quality of performance is typical of her performance since she entered the Agency in 1951. It is fully expected that this level of performance will be maintained.
4. Although the present Chief of Station was not the reviewing official on the attached fitness report, he has commented that he considered Subject an outstanding officer and has recommended that she be considered for a Quality Step Increase.

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

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EYES ONLY  
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16 MAR 1968

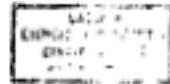
MEMORANDUM FOR: Secretary, CSCS Panel (Section A)

SUBJECT: Recommendation for Promotion to Grade GS-13  
Charlotte Z. Bustos-Videla

1. The promotion of Charlotte Z. Bustos-Videla from GS-12 to GS-13 is hereby recommended.
2. This exceptional officer has now been performing at a senior level for several years and, while recognition through a Quality Step Increase was granted her last year, her sustained performance clearly exceeding the requirements of a GS-13 qualifies her for a promotion at this time. Subject is one of the outstanding women who have demonstrated their capacity for even further advancement within the Agency and will probably continue to advance in the future. The present recommendation is based on already demonstrated ability to operate at a senior level.
3. Subject is 36 years old and has been in grade as a GS-12 for the past five and one-half years.

R. W. [Signature]  
Deamond Fitzgerald  
Chief,  
Western Hemisphere Division

EYES ONLY  
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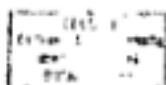
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18 DEC 1979

MEMORANDUM FOR: Charlotte Bustos-Videla  
THROUGH : Chief, WH Division  
SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Service.
2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Thomas H. Karanossides  
Deputy Director for Plans

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12 DEC 1969

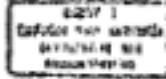
**MEMORANDUM FOR: Head, Clandestine Service  
Career Service**

**SUBJECT : Notification of Approval of  
Quality Step Increase -  
Charlotte Bustos-Videla**

1. I am pleased to send to you the attached official notification of the approval of a second Quality Step Increase to be awarded to this employee. The previous Quality Step Increase was effective March 1964.
2. May I again ask that you arrange an appropriate ceremony for the presentation of this Quality Step Increase which is in recognition of her continuing excellent performance.

  
Robert S. Wattles  
Director of Personnel

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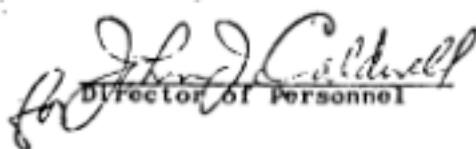
SUBJECT: Request for Quality Step Increase (HR 90-37)  
Mrs. Charlotte Bustos-Videla

APPROVAL RECOMMENDED:

  
Chairman, DDP GS1 Panel

  
Date

APPROVED:

  
for John J. Caldwell  
Director of Personnel

12 Dec 1969

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J.W. Am. Ed. 1968

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last - First - Middle)				17 OCTOBER 1968	
007667		BUSTOS-VIDELA, ORLANDO Z.					
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>						4. EFFECTIVE DATE REQUESTED	5. CATEGORY OF EMPLOYMENT
						MONTH      DAY      YEAR 11      03      68	<b>REGULAR</b>
6. PAY GRADE		V TO V	V TO CF	7. FINANCIAL ARRANGEMENTS AND CHARGEABLES		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
		OF TO V	X OF TO CF	9135 0990			
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH FOREIGN FIELD BRANCH 1 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>(13)</b>	13. CAREER SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, ECR, etc.) <b>GS</b>			15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>13-4</b>		17. SALARY OR RATE <b>\$ 158-19</b>	
18. REMARKS  <b>STAFF EMPLOYEE SPECIAL</b> <b>FROM: POSITION # 1528</b>							
19. SIGNATURE OF APPROVING OFFICER <b>Henry L. Berthold</b> <b>C/WU/Personnel</b>				20. DATE SIGNED <b>10/10/68</b>		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>John W. Library</b>	
22. DATE PREPARED <b>10/10/68</b>							
23. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
24. PAY GRADE <b>37 1D</b>		25. PAY RATE <b>51-20</b>		26. PAY RATE <b>40-40</b>		27. PAY RATE <b>40-40</b>	
28. PAY GRADES <b>40-40</b>		29. PAY RATE <b>40-40</b>		30. PAY RATE <b>40-40</b>		31. PAY RATE <b>40-40</b>	
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276. PAY GRADES <b>40-40</b>		277. PAY RATE <b>40-40</b>		278. PAY RATE <b>40-40</b>		279. PAY RATE <b>40-40</b>	
280. PAY GRADES <b>40-40</b>		281. PAY RATE <b>40-40</b>		282. PAY RATE <b>40-40</b>		283. PAY RATE <b>40-40</b>	
284. PAY GRADES <b>40-40</b>		285. PAY RATE <b>40-40</b>		286. PAY RATE <b>40-40</b>		287. PAY RATE <b>40-40</b>	
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292. PAY GRADES <b>40-40</b>		293. PAY RATE <b>40-40</b>		294. PAY RATE <b>40-40</b>		295. PAY RATE <b>40-40</b>	
296. PAY GRADES <b>40-40</b>		297. PAY RATE <b>40-40</b>		298. PAY RATE <b>40-40</b>		299. PAY RATE <b>40-40</b>	
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404							

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REQUEST FOR PERSONNEL ACTION								DATE PREPARED		
								13 OCTOBER 1967		
1. SERIAL NUMBER	2. NAME (Last, First, Middle)									
107667	BUSTOS VIDELA, CHARLES Z. <i>107-17-12</i>									
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>								4. EFFECTIVE DATE REQUESTED		
								MONTH      DAY      YEAR		
5. PAY GRADE	V TO Y	V TO C/P	6. FINANCIAL ANALYST NO CHARGEABLE							
	OF TO Y	X OF TO C/P	8135 0990							
9. ORGANIZATIONAL DESIGNATIONS  G DDP/WH S FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION								10. LOCATION OF OFFICER STATION  MEXICO CITY, MEXICO		
11. POSITION TITLE  OPS OFFICER				12. POSITION NUMBER  1528		13. CAREER SERVICE DESIGNATION  D				
14. CLASSIFICATION SCHEME (GA, FR, etc.)  GS		15. OCCUPATIONAL SERIES  0136.01		16. GRADE AND STEP  XX 13 3		17. SALARY OR RATE  \$ 13,769 /				
18. REMARKS  OPS OFFICER OCCUPYING INTEL ANALYST. X* STAFF EMPLOYEE ARE SPECIAL. EX CONCUR:  <i>Henry L. Berthold</i> CCS <i>Moskowitz</i> 19. SIGNATURE OF CHIEF OF STAFF Henry L. Berthold C/WH/Personnel <i>17 Oct 67</i>										
20. SIGNATURE OF CAREER SERVICE AGENT, THIS OFFICE  <i>Pat M. Flynn</i> <i>17 Oct 67</i>								DATE PREPARED		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
21. REASON FOR ACTION	22. DATE OF ACTION	23. ACTION	24. APPROVAL	25. END OF TERM	26. DATE OF SEPARATION	27. DATE OF DEATH	28. DATE OF DISCHARGE	29. DATE OF RELEASE		
20. 100% REDACTED	21. 100% REDACTED	22. 100% REDACTED	23. 100% REDACTED	24. 100% REDACTED	25. 100% REDACTED	26. 100% REDACTED	27. 100% REDACTED	28. 100% REDACTED		
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23 June 1967

MEMORANDUM FOR: Central Cover Group

SUBJECT : Cover for Charlotte E. Bustos-Videla

1. Mrs. Charlotte E. Bustos-Videla is being transferred PCS to Mexico City in staff capacity. She will fill slot 1523.

2. Mrs. Bustos-Videla is traveling under Travel Order No. 39-68. (See copy attached). Her cover will be that of a dependent wife entering Mexico on the Visitante visa of her husband, Dr. Cesar Bustos-Videla, who is receiving a Visitante visa in connection with a teaching contract he has with the Las Americanas University, Mexico City. The University is paying for the travel of Dr. Bustos-Videla only and for all documentation. The University also will provide no quarters or quarters allowance. Under the travel order Mrs. Bustos-Videla will receive mileage and per diem for the trip to Mexico City. Limited household effects will be sent, the remaining items (also limited) will be stored at Government expense.

3. The cover story to be used by Mrs. Bustos-Videla is that she is to leave USA for Army, Latin Operations Group effective 15 July 1967. She will travel to Mexico with her husband, where she will meet friends and obtain local employment with the U.S. Embassy.

4. Actually, Mrs. Bustos-Videla will remain in pay status as a Staff Employee.

5. Due to the change in cover stories, it is requested that CGO/NC take appropriate steps to see that the salary received through 15 July 1967 be covered by an Army W-2, and that effective 15 July 1967, D.C. Income tax no longer be withheld, and all subsequent salary be covered by a National Department of State W-2. The salary government checks should continue to be deposited to the National Bank of Washington, Dupont Circle Branch, Account No. 3 000 36 6. She will receive no field allotment.

Robert D. Gaskins  
Chief, Personnel

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unclassified

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 19 OCTOBER 1966							
1. SERIES NUMBER <b>007667 ✓</b>		2. NAME (Last-First-Middle) <b>BUSTOSVIDELA, C.Z. ✓</b>															
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>		4. EFFECTIVE DATE REQUESTED <b>MONTH DAY YEAR 10 23 66</b>				5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>											
6. FUNDS <b>➤ XX TO X</b>		7. FINANCIAL ANALYSTS NO. CHARGEABLE <b>7235 0620</b>		8. FINANCIAL AUTHORITY (Completed by Office of Personnel)													
8. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH BRANCH 1 FI SECTION</b>		9. LOCATION OF OFFICIAL STATION <b>WASHINGTON, D.C.</b>				10. POSITION TITLE <b>OPS OFFICER (13) ✓</b>											
11. POSITION NUMBER <b>1201 ✓</b>		12. CAREER SERVICE DESIGNATION <b>D</b>															
13. CLASSIFICATION (CHARTER, ETC., NO.) <b>GS</b>		14. OCCUPATIONAL SERIES <b>0136.01</b>		15. GRADE AND STEP <b>13 3 —</b>		16. SALARY OR RATE <b>\$ 13,769 ✓</b>											
17. REMARKS <b>FROM: GS-12/6 (\$12,822)</b>																	
18. SIGNATURE OF REQUESTING OFFICER <b>Robert D. Cashman C/SW/PFS</b>				19. DATE SIGNED <b>21 Oct 66</b>				20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>John P. Brown</b>				21. DATE SIGNED <b>10/21/66</b>					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
22. PAY		23. EMPLOY		24. OFFICE ADDRESS		25. STATION		26. HOME ADDRESS		27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF ISSU			
1004 CASH		MUNICIPAL CORPORATION		2210 51800 WNW		2210 0000		0000 0000		01/01/29		10/12/66		10/03/66			
30. SSN (SSN)		31. VETERAN		32. RETIREMENT DATA		33. SIGNATURE		34. IDENTITIES (CANCELLATION DATA)		35. SECURITY (EXPIRATION DATA)		36. SECURITY (EXPIRATION DATA)		37. SECURITY (EXPIRATION DATA)			
40-41-42 43-44-45 46-47-48		49-50-51 52-53-54 55-56-57		56-57-58 59-60-61 62-63-64		63-64-65 66-67-68 69-70-71		70-71-72 73-74-75 76-77-78		77-78-79 79-80-81 82-83-84		83-84-85 85-86-87 88-89-90		89-90-91 91-92-93 94-95-96			
38. VET PROGRAM		39. FORM 1000 DATA		40. FORM 1000 DATA		41. FORM 1000 DATA		42. FORM 1000 DATA		43. FORM 1000 DATA		44. FORM 1000 DATA		45. FORM 1000 DATA			
CASH 4-10-11-12 4-11-12-13 4-12-13-14		4000 0000 0000		4000 0000 0000		4000 0000 0000		4000 0000 0000		4000 0000 0000		4000 0000 0000		4000 0000 0000			
46. PREVIOUS CIVILIAN GOVERNMENT SERVICE		47. FORM 1000		48. FORM 1000		49. FORM 1000		50. FORM 1000		51. FORM 1000		52. FORM 1000		53. FORM 1000			
47-48-49-50 48-49-50-51 49-50-51-52 50-51-52-53		54-55-56-57 55-56-57-58 56-57-58-59 57-58-59-60		58-59-60-61 59-60-61-62 60-61-62-63 61-62-63-64		61-62-63-64 62-63-64-65 63-64-65-66 64-65-66-67		66-67-68-69 67-68-69-70 68-69-70-71 69-70-71-72		69-70-71-72 70-71-72-73 71-72-73-74 72-73-74-75		72-73-74-75 73-74-75-76 74-75-76-77 75-76-77-78		76-77-78-79 77-78-79-80 78-79-80-81 79-80-81-82			
54. POSITION CONVERSION CERTIFICATION <b>10-21-66 N</b>												55. O.P. APPROVAL <b>Sgt. J. E. [Signature]</b>				56. DATE APPROVED <b>10-21-66</b>	
57. FORM 1000 EDITION <b>1152 LM PREV OUT EDITION</b>												58. SECRET				59. APPROVED <b>10-21-66</b>	

~~SECRET~~  
(When Filled In)

11 August 1966

MEMORANDUM FOR: Charlotte L. Bustos-Villalba

THROUGH : Head of <sup>C3</sup> Career Service

SUBJECT : Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you do not have sufficient time prior to completing 15 years of service with the Agency in which you could complete a minimum of 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude re-consideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees."

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve my questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.

  
R. W. Schulz  
Director of Personnel

~~SECRET~~

EIS CIV  
S-10

1 MAR 1966

MEMORANDUM FOR: - Secretary, CS/CS Panel (Section A)

SUBJECT : Recommendation for Promotion to  
Grade GS-13, Charlotte Z. Bustos-Videla

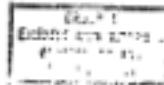
1. The promotion request from GS-12 to GS-13 on  
Mrs. Bustos-Videla is hereby submitted.

2. This outstanding officer has continued to  
perform at the exceptional level which has by now  
become for her a standard of performance. She now  
formally occupies a senior (GS-13) FI Officer slot in  
the Mexican Branch and her performance clearly continues  
to exceed the requirement for that position. She is  
still considered to be one of the outstanding women who  
have demonstrated their capacity for further advancement  
within the Agency, independently, of the experience on  
Mexican affairs acquired through continuity in her  
present assignment.

3. The comments made in connection with the four  
previous promotion recommendations continue to be  
entirely applicable.

4. Subject is 37 years old and has been in grade  
as a GS-12 for the past six years.

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



EIS CIV  
S-10

RECD 7-17-65  
CIAO UNIT  
SAC/INT

9 SEP 1965

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)  
SUBJECT : Recommendation for Promotion to  
Grade GS-13, Charlotte Z. Bustos-Videla

1. The promotion request from GS-12 to GS-13 on  
Mrs. Bustos-Videla is hereby resubmitted.

2. This outstanding officer has continued to  
perform at the exceptional level which has by now  
become for her a standard of performance. She now  
formally occupies a senior (GS-13) FI Officer slot in  
the Mexican Branch and her performance clearly continues  
to exceed the requirement for that position. She is  
still considered to be one of the outstanding women who  
have demonstrated their capacity for further advancement  
within the Agency, independently of the expertise on  
Mexican affairs acquired through continuity in her  
present assignment.

3. The comments made in connection with the  
three previous promotion recommendations continue to  
be entirely applicable.

4. Subject is 36 years old and has been in grade  
as a GS-12 for the past six years.

W. V. Broe  
William V. Broe  
Chief,  
Western Hemisphere Division

X  
✓  
✓  
✓  
✓  
✓

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PRINTED 28 JULY 1965	
1. SERIAL NUMBER <b>007667</b>	2. NAME <b>BUSTOS-VIDELA, MARGARET Z.</b>						
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>						4. EFFECTIVE DATE REQUESTED <b>AUG 1 65</b>	5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. RANKS <b>XX V TO V OF TO V</b>	7. COST CENTER NO CHARGE AREA <b>6235 0620</b>	8. LEGAL AUTHORITY (Explain by Office of Personnel) <b>DDP/WH BRANCH 1 MEXICO SECTION 1st Section</b>					
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH BRANCH 1 MEXICO SECTION 1st Section</b>						10. LOCATION OF OFFICE STATION <b>WASHINGTON, D.C.</b>	
11. POSITION TITLE <b>OPS OFFICER (A)</b>			12. POSITION NUMBER <b>1201</b>	13. CAREER SERVICE DESIGNATION <b>D</b>			
14. CLASSIFICATION SCHEDULE (GSA F.R. 101)		15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>12 4.5</b>	17. SALARY OR RATE <b>\$ 44,815 11670</b>			
18. REASONS <b>FROM: DDP/WH/MEXICO SECTION/1202/ MRS. BUSTOS-VIDELA WILL REPLACE MR. RICHARD SCUTT WHO WILL BE REASSIGNED TO DDP/EE. TO BE EFFECTIVE 1 AUGUST 1965</b>							
<p><i>1-Security 1-Einance</i></p> <p><i>Robert D. Cashman CASHMAN</i></p>						<p><i>Bustos-Videla 1st Section 1202</i></p>	
19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>ROBERT D. CASHMAN CASHMAN</b>						20. SIGNATURE OF APPROVING OFFICER <b>RICHARD SCUTT SCUTT</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTUAL EMPLOYMENT STATUS <b>EMPLOYED</b>		22. DATES EMPLOYED <b>01/64 - PRESENT</b>	23. PAY STATUS <b>REGULAR</b>	24. PAY RATE <b>12.50/HOUR</b>	25. PAY RATE <b>12.50/HOUR</b>	26. PAY RATE <b>12.50/HOUR</b>	27. PAY RATE <b>12.50/HOUR</b>
28. RETIREMENT STATUS <b>NOT APPLICABLE</b>		29. RETIREMENT DATE <b>01/64</b>	30. RETIREMENT DATE <b>01/64</b>	31. RETIREMENT DATE <b>01/64</b>	32. RETIREMENT DATE <b>01/64</b>	33. RETIREMENT DATE <b>01/64</b>	34. RETIREMENT DATE <b>01/64</b>
35. PAY SOURCE <b>1-REGULAR PAY 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>		36. PAY SOURCE <b>1-REGULAR PAY 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>	37. PAY SOURCE <b>1-REGULAR PAY 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>	38. PAY SOURCE <b>1-REGULAR PAY 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>	39. PAY SOURCE <b>1-REGULAR PAY 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>	40. PAY SOURCE <b>1-REGULAR PAY 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>	41. PAY SOURCE <b>1-REGULAR PAY 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>
42. APPROVALS AND SIGNATURES SINCE 2010 <b>1-REG. PAY &amp; ALLOW. 1-REG. PAY &amp; ALLOW. 2-REGULAR &amp; OTHER THAN REGULAR 3-REG. PAY &amp; ALLOW. (REG. PAY &amp; OTHER)</b>		43. SIGNATURE <b>CASHMAN</b>	44. SIGNATURE <b>SCUTT</b>	45. SIGNATURE <b>SCUTT</b>	46. SIGNATURE <b>SCUTT</b>	47. SIGNATURE <b>SCUTT</b>	48. SIGNATURE <b>SCUTT</b>
49. POSITION CONTROL CERTIFICATION <b>110765 JRC</b>							
50. O.P. APPROVAL <b>110765 JRC</b>							

SECRET

6 March 1964

**MEMORANDUM FOR: Deputy Director of Plans**

**ATTENTION : DDP/OP**

**SUBJECT : Request for Quality Step Increase for  
Charlotte Bustos-Videla**

1. On the basis of the information presented below, it is recommended that a quality step increase be approved for Charlotte Bustos-Videla.

2. As stated in the accompanying Fitness Report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities as the desk officer for Mexico PI and Operational Support Projects, she carries a heavy burden in the areas of administration, preparation of special reports and training of personnel. She frequently represents the Mexico Section in dealings with other elements of the Agency and acts for the Chief of Section in his absence. Subject's performance clearly exceeds the normal requirements of the assignment and of her present GS grade level.

3. Subject's present high quality of performance typifies her performance over a period of several years and it is fully expected that this level will be maintained.

4. Consideration was given to the granting of a Merit Award but the quality step increase seems more appropriate in this case. Subject has been passed over for promotion in the past and due to limitations as to

**SECRET**

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED
1. SERIAL NUMBER	2. NAME (Last-First-Middle)			15 November 1963
007667	BUSTOSVIDELA, C. Z.			
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>				4. EFFECTIVE DATE REQUESTED
5. FUNDS	X	V TO V	V TO CP	MONTH DAY YEAR 12 163
		CP TO V	CP TO CP	5. COST CENTER NO. CHARGEABLE 4235 1000 1000
6. ORGANIZATIONAL DESIGNATIONS  DDP WH BRANCH 3 MEXICO SECTION				7. CATEGORY OF EMPLOYMENT <b>REGULAR</b> 8. LEGAL AUTHORITY (Completed by Office of Personnel) 9. LOCATION OF OFFICIAL STATION  WASHINGTON, D. C.
10. POSITION TITLE  OPS OFFICER				11. POSITION NUMBER 0321
12. CLASSIFICATION SCHEDULE (GS, LS, WPS)		13. OCCUPATIONAL SERIES		14. GRADE AND STEP 12.4
GS 28		0136.01		\$10,420
15. REMARKS FROM: DDP/WH/3/607/Mexico Sec/lqs				
Recorded by CSPD <i>[Signature]</i>				
16. ESTIMATE OF ADJUSTING CAPITAL		DATE SHIPPED	17. ESTIMATE OF CARRIER SERVICE APPROVING OFFICE	
<i>[Signature]</i> ROBERT T. D. GANTMAN - C/HLL/PMS		11/1963	18. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
19. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL		20. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	21. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
22. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	23. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	24. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	25. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
26. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	27. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	28. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	29. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
30. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	31. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	32. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	33. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
34. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	35. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	36. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	37. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
38. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	39. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	40. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	41. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
42. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	43. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	44. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	45. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	
46. POSITION CONTROL CLASSIFICATION  <i>11-21-63 A/C</i>		47. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	48. APPROVAL OF THE USE OF THE OFFICE OF PERSONNEL	

**SECRET**GPO : 1967 O-1250-10000  
1967 10-12-67

~~SECRET~~

15 March 1963

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT: Recommendation for Promotion to Grade GS-13  
Mrs. Charlotte Bustos-Videla

1. Mrs. Charlotte Bustos-Videla entered on duty with WH Division in August of 1951. She has served on a variety of desks covering South American as well as Mexican and Central American affairs. In each of her assignments she has demonstrated exceptional competence and devotion to duty.

2. Since December 1957 Mrs. Bustos has been assigned to the Mexican Desk and at present is Acting Chief. She is the soul and motor of that desk, managing many of its operations and supervising its staff, many of whom she has trained. She is past mistress of administrative procedure and the ease with which she obtains clearances, initiates plans and secures necessary approvals while handling the most complicated operational aspects of projects is phenomenal. Her work output is enormous and yet everything is done simply and modestly with a minimum of excess motion. She is an outstanding employee and should be deserving of recognition.

3. It is recommended that Mrs. Bustos be promoted to grade GS-13.

J. C. XEROX  
Chief,  
Western Hemisphere Division

*Not Approved*  
*Jane C*

~~SECRET~~

~~SECRET~~

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)		1 June 1961	
107667		BUSTOS-VIDELA, C. Z.			
3. NATURE OF PERSONNEL ACTION <b>NAME CHANGE FROM-CHARLOTTE L. TENGNUO</b>		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>66 11 16</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS ► <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHARGEABLE <b>1235 1000 1000</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP WH BRANCH 3 MEXICO SECTION</b>		10. LOCATION OF OFFICIAL STATION <b>WASH., D. C.</b>			
11. POSITION TITLE <b>OPS OFFICER</b>		12. POSITION NUMBER <b>BA-607</b>		13. PON CONTROL NO.	14. CAREER SERVICE DESIGNATION <b>DI</b>
15. CLASSIFICATION SCHEDULE (GS, LS, PCS.) <b>GS 12</b>		16. OCCUPATIONAL SERIES <b>0136.01</b>		17. GRADE AND STEP <b>12 - 3-3</b>	18. SALARY OR RATE <b>*8955- 9 2/3</b>
19. REMARKS <b>By Marriage.</b>					
20. SIGNATURE OF REQUESTING OFFICIAL <i>J. C. Barnes</i>			21. SIGNATURE OF ENCLERIC FOR APPROVING OFFICER <i>O. C. Deacon</i>		
22. STATEMENT FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
23. POSITION NUMBER 107667		24. OFFICE LOCATED 107667		25. DATE OF APPOINTMENT 1966 11 16	
26. DATE OF EXPIRE 1967 11 16		27. SPECIAL AUTHORITY 107667		28. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16	
29. DATE OF APPROVAL 1967 11 16		30. DATE OF REAPPOINTMENT 1967 11 16		31. DATE OF REAPPOINTMENT 1967 11 16	
32. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16		33. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16		34. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16	
35. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16		36. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16		37. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16	
38. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16		39. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16		40. APPROVAL FOR CONTINUATION OF APPOINTMENT 1967 11 16	
41. POSITION CONTROL CENTER NUMBER 107667		42. O.P. APPROVAL <i>W. C. Deacon</i>		43. O.P. APPROVAL <i>O. C. Deacon</i>	

2-2-8-2-9-1

21 May 1961

MEMORANDUM FOR: WH/Personnel

SUBJECT: Change of Name

It is requested that all records in the Agency,  
including the section which issues payroll checks, be changed  
to reflect my married name: Charlotte Z. Bustos-Videla.  
This change is effective immediately.

*Charlotte Bustos-Videla*  
Charlotte Z. Bustos-Videla  
c/o J/Mexico

2-2-8-2-9-1

~~SECRET~~

16 July 1959

*Ent. Director C/J*

MEMORANDUM FOR: Secretary, CS/CS Panel (Section B)

SUBJECT: Recommendation for Promotion -  
Miss Charlotte L. Zehrung

1. Miss Charlotte L. Zehrung entered on duty with CIA on 27 August 1951. She was assigned to the Mexican Section of WH Division, Branch III, in June 1957. During the past two years she has been the responsible Case Officer for several PI and CE Projects.

2. Miss Zehrung is a loyal and dedicated employee. She has displayed considerable initiative and has been able to carry out her duties with a minimum amount of support. She readily accepts responsibility and is a highly efficient worker who thinks clearly and logically. Her knowledge of Headquarters and Field procedures in addition to her ability to organize her work greatly facilitates the smooth functioning of the Mexican Desk. She has demonstrated a superior comprehension of the numerous and varied projects of the Mexico City Station which has contributed to the overall Headquarters support of the stations performance. Because of her sound understanding of operations and her outstanding capacity for work, Miss Zehrung has an excellent potential for assuming greater responsibilities.

3. In recognition of her outstanding performance it is recommended that Miss Zehrung be promoted to grade GS-12.

*J.C. King*  
J. C. KING  
Chief

Western Hemisphere Division

S.E.C.R.E.T

17 March 1963

MEMORANDUM FOR: Charlotte Lehrung

VIA : Chief, WH/3/Mexico

1. You have been selected by your division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your appointment is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the Clandestine Services objectives for your component.
2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and Index cards recommended for destruction by other members of your branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by DDP as that of an officially appointed Records Officer.
3. A series of meetings will be held in Room 1807, E Building to brief you and your colleagues on the details of your duties as Records Officer. You have been scheduled to attend the meeting to be held on Wednesday, 2 April 1963, 1300 - 1645 hours; if it is not possible for you to attend on the date designated, please call Extension 8325 to arrange for an alternate date. Please review the attached materials prior to this meeting.

*Hugh T. Cunningham*  
HUGH T. CUNNINGHAM  
DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

S.E.C.R.E.T

~~SECRET~~Classify According  
To Content.

## REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Yrs. Prev.	5. Sex	6. CS + EOD		
	ZHENG, Charlotte L.			Mo Da Yr	None 0 Code		Mo Da Yr		
				1 12 29	5 P-1 0	P			
7. SCD	8. CSC Reln.			9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. LCD	13. CSC + EOD	
Mo Da Yr	Yes - 1	Code	No - 2	Mo Da Yr	Yes - 1	Code	Mo Da Yr	Yes - 1	Code

## PREVIOUS ASSIGNMENT

14. Organizational Designations DDP/nH Branch III Mexico Section			Code	15. Location Of Official Station Washington, D.C.			Station Code
16. Dept.- Field	17. Position Title Reprints Officer			18. Position No.	19. Serv.	20. Occup. Series	
Dept - X Code				BA-0072.01	GS	0132.44	
18. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number		
11-3	\$ 6605	DI	07/70	07/71	8-3500-20		

## ACTION

27. Nature Of Action REASSIGNMENT	Code	28. Eff. Date 5/13	29. Type Of Employee REGULAR	Code	30. Separation Date D/
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## PRESENT ASSIGNMENT

31. Organizational Designations DDP/nH Branch III Mexico Section	Code	32. Location Of Official Station Washington, D.C.	Station Code 15013			
33. Dept.- Field	34. Position Title T.O. (FI)			35. Position No.	36. Serv.	37. Occup. Series
Dept - X Code				BA-521-62	GS	0136.51
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number	
11-3	\$ 6605	DI	07/70	07/71	8-3500-20	

## SOURCE OF REQUEST

A. Requested By (Name And Title) P.C. DDP/nH/Junior Officer	C. Request Approved By (Signature And Title)
B. For Additional Information Call (Name & Telephone Ext.) JOHN HAGELIN X 6262	

## CLEARANCES

Cla. A	Signature	Date	Cla. D	Signature	Date
A. Career Board	C. Hagelin	7/1/77	D. Placement	C. Hagelin	7/1/77
B. Pos. Control			E.		
C. Classification			F. Approved By	G. Date	H. Date

Remarks

JOHN HAGELIN  
7/1/77

~~SECRET~~Classify According  
To Content.

## REQUEST FOR PERSONNEL ACTION

8 Nov 1957

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vel. Prod.	5. Sex	6. CS - EOD	
	ZEHMING, Charlotte			Mo Da Yr	None-0 Code		Mo Da Yr	
				1 12 29	5. Pr-1 10 Pr-2	O F		
7. SCD	8. CSC Retire	9. CSC Or Other Legal Authority			10. Appt. Affidav.	11. FEGLI	12. LCD	13. Other
No Da Yr	Yes - 1 Code No - 2				No Da Yr	Yes - 1 Code No - 2	No Da Yr	Yes - 1 Code No - 2
1								

## PREVIOUS ASSIGNMENT

VOUCHERED

14. Organizational Designations DDP/MH Branch II Argentina Section			Code	15. Location Of Official Station Washington, D. C.			Station Code
16. Dept. - Field Dept - X Code Usfld - Frm -	17. Position Title Reports Officer			18. Position No. BR-313	19. Serv	20. Occup. Series CS	0132.4A
21. Grade & Step GS-11-2	22. Salary Or Rate \$ 6605.00	23. SD DI	24. Date Of Grade Mo Da Yr	25. PSI Due Mo Da Yr	26. Appropriation Number 8-3500-20		

## ACTION

27. Nature Of Action Reassignment		Code 56	28. Eff. Date 12/01/59	29. Type Of Employee Regular	Code 01	30. Separation Date
--------------------------------------	--	------------	---------------------------	---------------------------------	------------	---------------------

## PRESENT ASSIGNMENT

31. Organizational Designations DDP/MH Branch III Mexico Section			Code 7613	32. Location Of Official Station Washington, D.C.			Station Code 11-4 26013
33. Dept. - Field Dept - X Code Usfld - Frm -	34. Position Title Reports Officer			35. Position No. BR-72-01	36. Serv	37. Occup. Series CS	0132.4A
38. Grade & Step GS-11-2	39. Salary Or Rate \$ 6605.00	40. SD DI	41. Date Of Grade Mo Da Yr	42. PSI Due Mo Da Yr	43. Appropriation Number 8-3500-20		

A. Requested By (Name And Title) P.C. BOERS MH/Personnel Officer	C. Request Approved By (Signature And Title)
B. For Additional Information Call (Name & Telephone Ext.) H.C. HENTZAGE X 8242	

## CLEARANCES

Clearance A. Counter Board T	Signature John G. Hentzage	Date 11-1-57	Clearance B. Placard	Signature John G. Hentzage	Date 11-1-57
B. Pos. Control	KAL		E.		
C. Classification			F. Approved By	Robert F. Sherry	
Remarks					

~~SECRET~~

SECRET

REPRODUCTION MASTERS

~~SECRET~~

BIOGRAPHIC PROFILE

~~SECRET~~

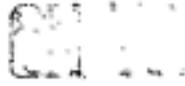
H a n d l e      W i t h      C a r e

SECRET

CANCELED BY 0300

<b>NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP</b>			<b>DATE</b>	<b>FILE NO.</b>
			11 Sep 72	3190
<b>TO: (check)</b>	<input checked="" type="checkbox"/>	CHIEF, CONTROL DIVISION	<b>SS NUMBER</b>	069-24-3138
	<input type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	<b>EMPLOYEE NUMBER</b>	007667
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	<b>ID CARD NUMBER</b>	RH 2040
<b>ATTN:</b> <b>Edmond A. Sullivan</b>			<b>ESTABLISHED</b>	
<b>REF:</b> <b>Form 1322 dated 5 May 72</b>			<b>OFFICIAL COVER</b>	<b>DISCONTINUED</b>
<b>SUBJECT</b> <b>BUSTOS-VIDELA, Charlotte Z</b>			<b>UNIT</b> <b>Joint Operations Group</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		
<input checked="" type="checkbox"/> BASIC COVER PROVIDED EFFECTIVE DATE <b>Aug 62</b>		EFFECTIVE DATE:		
<input type="checkbox"/> OPERATIONAL COVER PROVIDED FOR <b>TOY</b> OTHER (Specify)		SUBMIT FORM 3254 <b>W-2</b> TO BE ISSUED. ERMB 20-73		
<input checked="" type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. ERMB 20-73		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. ERMB 20-73		
<input checked="" type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. TCR 240-2*		ERAI: CATEGORY I      CATEGORY II		
<input checked="" type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. ERMB 240-2*		RETURN ALL OFFICIAL DOCUMENTATION TO CCS		
<input checked="" type="checkbox"/> SUBMIT FORM 2601 FOR <b>HOSPITALIZATION CARD</b>		SUBMIT FORM 2601 FOR RELEASING INFORMATION		
REMARKS AND/OR COVER HISTORY				
Aug 51 - Aug 62 Hqs/OVERT Aug 62 - Jul 67 Hqs/DAC Jul 67 - Aug 72 Mexico/ <b>State</b> Sep 72 - Present Hqs/DAC				
				
CD/kas				
DISTRIBUTION: <b>CCP 2 + 10</b>				
<b>CCP 2 = OPERATING COMPONENT</b>				
<b>CCP 3 = DATA</b>				
<b>CCP 4 = PERTINENT</b>				
<b>CCP 5 = TIP</b>				
<b>CCP 6 = USE + FILE</b>				
CROSS-REFERENCE INDEXES				

"PAY ADJUSTMENT IN ACCORDANCE WITH S.L.S.C. 530\* AND EXECUTIVE ORDER  
11691 PURSUANT TO AUTHORITY OF DOD AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND DOD DIRECTIVE DATED 08 OCTOBER 1962."\*

**EFFECTIVE DATE OF PAY ADJUSTMENTS: 01 JANUARY 1973**

EFFECTIVE DATE OF PAY ADJUSTMENT CORRECTED FROM  
7 JAN 1973 TO 1 OCT 1973 UNDER EXECUTIVE ORDER  
11777, DATED 18 SEP 1973.

	SERIAL	GRADE	RANKS	GR-STEP	SALARY	
BUSTOSVICELA C Z	007667	SI	300	V	05 13 7	\$23,642

NEW  
SALARY

323, 642

323,642

**SECRET**

NJP: 26 SEPT 72

**NOTIFICATION OF PERSONNEL ACTION**

1. SERIAL NUMBER:		2. NAME (LAST-FIRST-MIDDLE)	
007667		HUSTOSVIDELA C Z	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS		05-24-72 (9) 17 72	
5. CATEGORY OF EMPLOYMENT		6. PAY GRADE AND RATE	
REGULAR		E 6 E 6C OR OTHER LEGAL AUTHORITY	
7. FUNDS		V TO V	V TO CF
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. ORGANIZATIONAL DESIGNATIONS		9. LOCATION OF CURRENT STATION	
DUP/WH DIVISION BRANCH 1 CA SECTION		WASH., D.C.	
10. POSITION TITLE		11. POSITION NUMBER	
OPS OFFICER		1244	
12. GRADE AND PAY		13. SERVICE DESIGNATION	
13. SALARY OR RATE		U	

POLY(1,4-ASX) 107

SPACE REVIEW FOR THE SERVICE OF THE CHIEF OF STAFF

16-111-1213000-WH 70013 101 12-25  
100 DATA

卷之三

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

Covert Action Operations Seminar No. 2-73  
35 hours, full time

Participant : Bustos-Videla, Charlotte	Office : WH
Year of Birth: 1929	Service Designation: D
Grade : GS-13	No. of Students : 20
EDD Date : 08/51	

COURSE OBJECTIVES, CONTENT AND METHODS

The objective of the Seminar is to give the participant a familiarization with the major fields of covert action. These are viewed as:

Political Operations, including Propaganda;

Operations Against Priority Targets and Denied Areas.

("Priority targets" is taken to include Soviet Bloc, Chinese Communist, Cuban, and North Vietnamese officials and other personnel in third countries, and other designated targets)

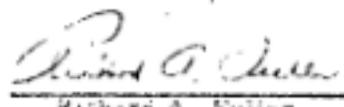
The Seminar includes a discussion of the "political animal" and an analytical look at the political personality.

The technique of instruction is one of talks by Operations Officers experienced in various specific kinds of operation, followed by questions and discussion. Participants are encouraged and expected to ask questions and engage in the discussions, drawing upon and relating their experience to that under discussion. One of the important values to be gained from the Seminar is this exchange of experience.

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:

  
Richard A. Fuller  
Chief Instructor

2/21/73  
Date

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

SECTION C

NARRATIVE COMMENTS

-continued

Three rather personalized comments might add meaning to this fitness report. Anyone, particularly a female, fitting the above description of efficiency and achievement can be, and often is a little overbearing and difficult to work with as a person. Subject, with all, is a pleasant personality who knows how to make her contributions and comments in a forthright but tactful manner. Secondly, and this one is a little hard to say, Subject in her voracious appetite for all kinds of facts can at times put undue emphasis on them including factual minutiae as against equally important but more elusive subjective factors. Thirdly, this rating officer has personally observed Subject only working on station premises at an office job, and frankly has no idea how she might function in outside operational work (cultivating people, **working under outside cover**).

SECRET  
(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER 007667			
<b>SECTION A</b>							
<b>GENERAL</b>							
1. NAME <b>Bustosvidela, C.Z.</b>		2. DATE OF BIRTH <b>Jan 1929</b>		3. SEX <b>F</b>	4. GRADE <b>GS-13</b>	5. RD <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFF/DIV/DR OF ASSIGNMENT <b>DDP/WH/1</b>		8. CURRENT STATION <b>HQS</b>			
9. CHECK (X) TYPE OF APPOINTMENT <b>XX CAREER RESERVE TEMPORARY</b> <small>CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify)</small>				10. CHECK (X) TYPE OF REPORT <b>XX INITIAL ANNUAL</b> <small>SPECIAL (Specify)</small>			
11. DATE REPORT DUE IN D.P. <b>31 Jan 67</b>		12. REPORTING PERIOD (From To) <b>1/66 - 12/66</b>					
<b>SECTION B</b>							
<b>PERFORMANCE EVALUATION</b>							
<b>W - Wash</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).							
<b>SPECIFIC DUTY NO. 1</b> Handles all aspects of <b>22</b> PI/CE/Support projects including project actions, logistical and financial support, requirements, guidance and review.							RATING LETTER <b>S</b>
<b>SPECIFIC DUTY NO. 2</b> Handles all matters concerning the agents belonging to these projects including field agents, Contract, Career, and Staff Agents. This includes OA/CSA's, contracts, training, travel, cover and funding.							RATING LETTER <b>O</b>
<b>SPECIFIC DUTY NO. 3</b> Prepares, or helps prepare, miscellaneous memoranda and studies, such as monthly PI achievements, operational program, budget exercises, responses to requests on operations or background info regarding Mexico.							RATING LETTER <b>O</b>
<b>SPECIFIC DUTY NO. 4</b> Routes correspondence, supervises tickler system, maintains project, agent, and subject 201 files.							RATING LETTER <b>S</b>
<b>SPECIFIC DUTY NO. 5</b> Branch records officer.							RATING LETTER <b>S</b>
<b>SPECIFIC DUTY NO. 6</b>							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, permanent 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.							
<b>Rating Letter</b>							<b>S</b>

SECRET

(Other Rating Int)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 007667													
<b>SECTION A</b>				<b>GENERAL</b>													
1. NAME <b>BUSTOSVIDELA, C. Z.</b>		2. DATE OF BIRTH <b>12 Jan 29</b>		3. SEX <b>F</b>		4. GRADE <b>GS-12</b>											
5. OFFICIAL POSITION TITLE <b>Ops Officer</b>		6. OFF/DIR/MBR OF ASSIGNMENT <b>DDP/KH/1</b>		7. CURRENT STATION <b>Headquarters</b>													
8. 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> <small>SPECIAL (Specify):</small>				10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <small>SPECIAL (Specify):</small>													
11. DATE REPORT DUE IN O.P. <b>1 January - 31 December 1965</b>				12. REPORTING PERIOD (From - To) <b>1 January - 31 December 1965</b>													
<b>SECTION B</b>				<b>PERFORMANCE EVALUATION</b>													
<table> <tr> <td><b>W - Weak</b></td> <td>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.</td> </tr> <tr> <td><b>A - Adequate</b></td> <td>Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td> </tr> <tr> <td><b>P - Proficient</b></td> <td>Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td> </tr> <tr> <td><b>S - Strong</b></td> <td>Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td><b>O - Outstanding</b></td> <td>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.</td> </tr> </table>								<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>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>																	
<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>																	
<b>SPECIFIC DUTY NO. 1</b> Handles all aspects of [22] FI/CE/Support projects including project actions, logistical and financial support, requirements, guidance and review.						RATING LETTER <b>O</b>											
<b>SPECIFIC DUTY NO. 2</b> Handles all matters concerning the agents belonging to these projects including field agents, Contract, Career, and Staff Agents. This includes OA/CSA's, contracts, training, travel, cover and funding.						RATING LETTER <b>O</b>											
<b>SPECIFIC DUTY NO. 3</b> Prepares, or helps prepare, miscellaneous memoranda and studies, such as monthly FI achievements, operational program, budget exercises, responses to requests on operations or background info regarding Mexico.						RATING LETTER <b>S</b>											
<b>SPECIFIC DUTY NO. 4</b> Routes correspondence, supervises tickler system, maintains project, agent, and subject 201 files.						RATING LETTER <b>S</b>											
<b>SPECIFIC DUTY NO. 5</b> Branch records officer.						RATING LETTER <b>S</b>											
<b>SPECIFIC DUTY NO. 6</b>						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><b>25 JAN 1965</b></p>						RATING LETTER <b>O</b>											

SECRET

(This field is not)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 007667	
<b>SECTION A</b>					<b>GENERAL</b>	
1. NAME <b>Ruiz-Videla, Charlotte</b>	2. DATE OF BIRTH 16 Jan 1969	3. SEX F	4. GRADE GS-12	5. SD D		
6. OFFICIAL POSITION/TITLE <b>Ops Officer</b>	7. ORIGINATOR OF ASSIGNMENT DPP/AM/1	8. CURRENT STATION B.C.S.				
9. CHECK IN TYPE OF APPOINTMENT					10. CHECK IN TYPE OF REPORT	
<input checked="" type="checkbox"/> CARRIER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR		
CARRIER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify)			SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P. 31 January 1966			12. REPORTING PERIOD (From To) 1 January 1965 - 31 December 1964			
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>						
<p><b>N - Needs:</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 Handles all aspects of <b>21 FI/CE/Support</b> projects including project actions, logistical support, requirements, guidance, reviews.						RATING LETTER O
SPECIFIC DUTY NO. 2 Handle all matters concerning the agents belonging to these projects, including field agents, Contract, Career and Staff Agents. This includes OA/CSA's, contracts, training, PCS arrangements, cover, funding.						RATING LETTER O
SPECIFIC DUTY NO. 3 Prepare, or help prepare, miscellaneous memoranda and studies, such as monthly FI achievements, Operational Program, responses to requests from the Senior Staffs on operations and on Mexico itself.						RATING LETTER O
SPECIFIC DUTY NO. 4 Supervise one Intelligence Assistant in the maintenance of a desk tickler system and the agent and subject 201 files at the desk.						RATING LETTER O
SPECIFIC DUTY NO. 5 Records Officer						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 O
23 MAY 1965						

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>					<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
BUSTOS-VIDELA, Charlotte Z.			12 Jan 1929	F	GS-12	D
6. OFFICIAL POSITION TITLE			7. OFFICIAL/TYPE OF ASSIGNMENT		8. CURRENT STATION	
Operations Officer			DDP WH 3		Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)			X ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify)			SPECIAL (Specify)			
11. DATE REPORT DUE IN G.P.			12. REPORTING PERIOD (From - To)			
31 January 1963			1 January 1963 - 31 December 1963			
<b>SECTION B</b> PERFORMANCE EVALUATION						
<b>W - Wash</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	Handle Project action, operational correspondence, support for [redacted] MI and OPs Support type projects, effecting proper coordination with senior staffs, other divisions, and offices.					RATING LETTER
SPECIFIC DUTY NO. 2	Handle clearance actions, contracts, and administrative matters for agents falling under these projects, and for the entire desk in the absence of the Intell Analyst.					RATING LETTER
SPECIFIC DUTY NO. 3	Prepare miscellaneous memoranda, budgets, and reports requested by Senior Staffs and Division officers from the Mexican desk on Mexican matters in general.					RATING LETTER
SPECIFIC DUTY NO. 4	Supervise the clerical and administrative personnel on the desk (averaging 4) and in general see to the smooth functioning of the desk and the flow of paper.					RATING LETTER
SPECIFIC DUTY NO. 5	Records Officer for WH/J/M					RATING LETTER
SPECIFIC DUTY NO. 6	Assume the responsibilities of C/M/J/M when the Chief of the desk is absent, signing dispatches and cables, coordinating, and supervising 2 Reports Officers and 5 Case Officers.					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.						
14 FEB 1964						
FORM 45 (REPLACES PREVIOUS EDITIONS)						
SECRET						

SECRET  
(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE STANDBY KODAK SAFETY CSD 10017	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. SOURCE	
SANCHEZ-VIDELA Charlotte Z		12 January 1929	Female	12	
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT			
D	Operations Officer	DDP/RI/3/D. C.			
8. CAREER STAFF STATUS		9. TYPE OF REPORT			
NOT ELIGIBLE PENDING	MEMBER DECLINED	DEFERRED DENIED	INITIAL ANNUAL	REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYER	
10. DATE REPORT DUE IN D.P.		11. REPORTING PERIOD	12. SPECIAL (Specify)		
From 11 January 1962		To 1 Jan 61 - 31 Dec 61			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	
SPECIFIC DUTY NO. 1 Responsible for Project renewals and other correspondence and action on <b>12</b> support type projects for Mexico City and Monterrey		RATING NO. 7	SPECIFIC DUTY NO. 4 Assist the Chief of the <b>12</b> desk in administration of office to ensure the smooth functioning of the desk. Includes distribution of work, <b>12</b> routine of pouches and cables, supervision of clerical staff of 4.		RATING NO. 6
SPECIFIC DUTY NO. 2 Handle miscellaneous administrative and support matters (requests for technical, studies, training guides, etc) for Mexico and Monterrey		RATING NO. 7	SPECIFIC DUTY NO. 5		RATING NO.
SPECIFIC DUTY NO. 3 Supervise maintenance of records at the desk and represent Desk as Records Officer in discussions with <b>12</b> on film field records problem		RATING NO. 6	SPECIFIC DUTY NO. 6		RATING NO.
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance is many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 6
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Lesser possible degree		2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
CHARACTERISTICS		NOT APPLICABLE	NOT SERVED	RATING	
DOES THINGS DONE				1	2
RESOURCEFUL				3	4
ACCEPTS RESPONSIBILITIES				5	6
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				5	6
DUTS HIS JOB WITHOUT STRONG SUPPORT				5	6
FACILITATES SMOOTH OPERATION OF HIS OFFICE				5	6
WRITES EFFECTIVELY				5	6
SECURITY CONSCIOUS				5	6
THINKS CLEARLY				5	6
DISPENSES IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS				5	6
OTHER (Specify):				5	6
SEE SECTION "E" ON REVERSE SIDE					

SECRET  
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER		
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)	Zehring Charlotte	2. DATE OF BIRTH	12 Jan. 1929	3. SEX	Female	4. GRADE	GS-12
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFFICER/OF ASSIGNMENT					
DI	Ops Officer	DIP/A/H/3/Mex/DC					
8. CAREER STAFF STATUS	9. TYPE OF REPORT						
<input checked="" type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR			
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD	SPECIAL (Specify)					
31 January 1961	From 30 Sep. 59 - 31 Dec. 60						
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding	
SPECIFIC DUTY NO. 1 Responsible for Project renewals and other correspondence and action on <u>12</u> support-type projects for Mexico City and Monterrey			RATING NO.	SPECIFIC DUTY NO. 2 Assist the Chief of the Desk in administration of office to assure the smooth functioning of the desk. Includes distribution of work, routing			RATING NO.
SPECIFIC DUTY NO. 3 Handle miscellaneous admin and support matters (requests for tech equip., studies, training guides, etc) for Mexico and Monterrey			RATING NO.	SPECIFIC DUTY NO. 4 Supervision of pouches and cables, supervision of clerical staff of 4.			RATING NO.
SPECIFIC DUTY NO. 5 Supervise maintenance of records at the desk and represent Desk as Records Officer in discussions with EID on HQs and field records problems.			RATING NO.	SPECIFIC DUTY NO. 6			RATING NO.
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, give the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO.	6
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree			
CHARACTERISTICS				HOT APPL CABLE SERVED	RATING		
GETS THINGS DONE					1	2	3
RESOURCEFUL							2
ACCEPTS RESPONSIBILITIES							3
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							4
WORKS AND JOBS WITHOUT SECOND SUPPORT							5
FACILITATES SMOOTH OPERATION OF HIS OFFICE							1
WRITES EFFECTIVELY							2
SECURITY CONSCIOUS							3
THINKS CLEARLY							4
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS							5
OTHER (Specify)							
SEE SECTION C FOR RATING SCALE							

**SECRET****OFF****FIELD REASSIGNMENT QUESTIONNAIRE****DO NOT COMPLETE FOR HEADQUARTERS USE ONLY**

NAME OF EMPLOYEE (use separate copy if DSS)	DATE (From Item 3-D)	NAME OF SUPERVISOR (Leave)	DATE (From Item 3-D)
<b>Charlotte Z. Binston-Videla</b>	<b>8 Sep 1971</b>	<b>John R. Norton</b>	<b>8 Sep 1971</b>

DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CARRIER SERVICE:
<b>15 September 1971</b>	<b>HMMT 11,086</b>	<b>8 Sep 1971</b>

**TO BE COMPLETED BY EMPLOYEE**

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT CRASH
<b>12 Jan 29</b>		<b>Cuba/CI; GS-13</b>	<b>Mexico City</b>	<b>Nominal</b> <b>LNGOLD</b>
6. DATE OF PCS ARRIVAL IN FIELD	7. REQUESTED DATE OF DEPARTURE	8. EXPECTED DATE OF FIRST CHECK-IN AT HQ	9. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
<b>28 July 1967</b>	<b>9 Sept. 1972</b>	<b>-----</b>	<b>16 October (3 weeks H/L) (2 weeks A/L)</b>	

**10. NUMBER AND NAMES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:****None**

**11. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:**  
**My husband is currently a professor in New York City, and I would very much appreciate an assignment in New York City so I may join him there. I would also agreeable to changing somewhat my departure date from Mexico if it would help in my accepting an opening in New York City. (My reason for requesting the two month extension is to insure my 5 years overseas duty so as to qualify for the organization's retirement plan.)**

**12. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmitted form).  
 False attach personal cover questionnaire in accordance with CSI-F 240-83.**

1. Analysis of personality and target data from raw and finished reports, preparation of target studies, and finished intelligence dissems.
2. Operational reporting: cables, dispatches, projects, progress reports, etc.
3. Handling of outside transcribers. (off and on).
4. Records control and purge of Station files.
5. Preparation of memos for other components of LNCUFF.
6. General Ops support IA typo work.

**13. TRAINING DESIRED:  
 INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS**

SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Last name only if SA)	DATE (from item 2-1)	NAME OF SUPERVISOR (First)	DATE (from item 2-2)
<b>Charlotte Bustos-Videla</b>	<b>26 Jan. 70</b>	<b>JAMES B. Noland</b>	<b>26 Jan. 1970</b>

DATE RECEIVED AT HEADQUARTERS DISPATCH NUMBER DATE RECEIVED BY CAREER SERVICES

**2 Feb. 1970****HMMT-10102****10 APR  
1970**

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
<b>12 Jan 29</b>		<b>Exec Assistant, GS-11</b>	<b>MEXICO CITY Station</b>	<b>Tourist</b>
6. DATE OF PCS ARRIVAL IN FIELD	7. REQUESTED DATE OF DEPARTURE	8. EXPECTED DATE OF FIRST CHECK-IN AT HQS	9. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
<b>28 July 1967</b>	<b>16 Aug 1970</b>	<b>Will not go Hdqrs unless requested</b>	<b>26 Oct 1970</b>	

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

none

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

Subject wishes to remain overseas for a minimum of two more years to complete her 5 years overseas requirement.

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (See special note on frontsheet form). (Also attach personal cover questionnaire in accordance with CGJ-F 200-4)

- During most of Subject's tour in Mexico she has been the Cuban IA. In this job she also handled some Cuban operational matters including two outside contract employees.
- During this period she also handled some sensitive projects for the CCS.
- During the last six months Subject has been Exec Asst to the COS/DCOS concentrating on file and administrative reorganization of the Station.
- Subject has had supervisory responsibility over one to three clerical/TUY staff for short periods.

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

None