

diff-jfk: record 104-10193-10069 - Page 1 - (diff between 2025 and 2023)

Highlighted changes between 2023/104-10193-10069.pdf and 2023/104-10193-10068.pdf

MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: Burke, William J. Jr.
01775

01775

INCLUSIVE DATES: 1947 - 1962

CUSTODIAL UNIT/LOCATION: CS Files

ROOM: 5E 13

DELETIONS, IF ANY: *None*

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

BURKE WILLIAM P. TERMINATED 4/30

STANDARD FORM 56
Revised November 1959
U.S. GOVERNMENT SERVICE COMMISSION
CHAPTER I-1.F.P.M. 56-103

AGENCY CERTIFICATION OF INSURANCE STATUS
Federal Employees' Group Life Insurance Act of 1954

1. FULL NAME OF EMPLOYEE (Last) (First) (Middle)

Burke William P., Jr.

2. DATE OF BIRTH (MONTH, DAY, YEAR)

October 22, 1900

3. CHECK THE REASON FOR TERMINATING INSURANCE

(a) SEPARATED

(c) DIED

(d) 112 MONTHS NON-PAY STATUS

(b) RETIRED

WAS EMPLOYEE AT TIME OF DEATH AN APPLICANT FOR CIVIL SERVICE RETIREMENT?

YES NO

(e) OTHER (Specify)

4. CHECK APPROPRIATE BOX CONCERNING S. F. 54, DESIGNATION OF BENEFICIARY

(a) CURRENT S. F. 54 ATTACHED

(b) A CURRENT S. F. 54 IS NOT ON FILE WITH THIS AGENCY

(c) A CURRENT S. F. 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)

NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN FREE LIFE INSURANCE, ATTACH CURRENT S. F. 54, IF ANY, TO ORIGINAL S. F. 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF S. F. 56. IF NO CURRENT S. F. 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT S. F. 54 IS ON FILE BY CHECKING BOX 4 (b) OR (c). A CURRENT S. F. 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.

5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR)

October 27, 1962

6. ANNUAL COMPENSATION RATE (CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE) ON DATE IN ITEM 5.

17,925.00 PER ANNUM

7. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)

17 DEC 1962

(Personal signature of authorized agency official)

(Date)

B. DeFelice

(Type name of authorized agency official)

Central Intelligence Agency

(Name of agency)

Insurance Officer - Alternate

(Title)

2430 E St., N.W., Washington 25, D.C.

(Mailing address of agency)

SEE OTHER SIDE
FOR
INSTRUCTIONS TO EMPLOYING AGENCY

31 OCT 62

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
001775	BURKE WILLIAM P JR		
3. NATURE OF PERSONNEL ACTION RETIREMENT (OPTIONAL)			
4. FUNDS	X	V TO V	V TO CP
		CP TO V	CP TO CP
5. ORGANIZATIONAL DESIGNATIONS DDI OC CONTACT DIVISION U.S. FIELD NEW ORLEANS OFFICE			
6. EFFECTIVE DATE MO DA YA 10 27 62			
7. CATEGORY OF EMPLOYMENT REGULAR			
8. COST CENTER NO. CHARGEABLE 3242 3221 4000			
9. CSC OR OTHER LEGAL AUTHORITY			
10. LOCATION OF OFFICIAL STATION NEW ORLEANS, LA.			
11. POSITION TITLE 10 CONTACT			
12. POSITION NUMBER 0195			
13. CAREER SERVICE DESIGNATION OC			
14. CLASSIFICATION SCHEDULE (GS, LS, HS)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP
GS		0132.21	15 8
17. SALARY OR RATE 17925			
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. Hdrfr Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
115	10	NUMERIC	ALPHABETIC				MO DA YA 10 22 00	MO DA YA	MO DA YA
28. HTE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE			33. SECURITY REQ NO.	34. SEX
MO DA YR			1 - CSC 2 - PICA 3 - NONE	CODE 03H0000	TYPE MO DA YR	EOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
ODE	0 - NONE 1 - BPT 2 - TO PT	MO DA YR	MO DA YR	CAR RESV CODE	CODE 0 - WAIVER 1 - YES	HEALTH INS CODE			
PROV TEMP				PROV TEMP					
PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
46	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)			FORM EXECUTED CODE 1 - YES 2 - NO	NO TAX EXEMPTIONS	FORM EXECUTED CODE 1 - YES 2 - NO	NO TAX EXEMPT	STATE CODE	

SIGNATURE OR OTHER AUTHENTICATION

POSTED

11-2-62 Lue

1150

Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(4-61)

(When Filled In)

Date 10/21/62

PSL: 31 OCT 22

NOTIFICATION OF PERSONNEL ACTION			
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
001775	BURKE, WILLIAM P. JR.		
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
RETIREMENT (OPTIONAL)		NO 0A 00 3 24 2	REGULAR
6. FUNDS	X	V TO V	V TO CF
		CF TO V	CF TO CF
7. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
IC CONTACT		0105	OC
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP
GS		0132.21	15 8
17. SALARY OR RATE		17.325	
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

Executive Registry

Loc 75-80

24 OCT 1962

Mr. William P. Burke
6300 Saint Charles Avenue
New Orleans 13, Louisiana

Dear Mr. Burke:

As you bring to a close eighteen years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed much to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend warmest wishes in the years ahead.

Sincerely,

(Signed) JOHN A. McCONE

John A. McCone
Director

Distribution:

0 - Addressee
1 - DCI
1 - DDCI
1 - ER
1 - DC/EAB/SO

1 - D/Pers
1 - C/BSD
1 - C/PF
1 - BCB Retirement
1 - BCB Reader

Originators
SAC
Director of Personnel
Concur:

/s/ Harry W. Little, Jr.

Director of Personnel

24 OCT 1962

Signed

DC/EAB/SO

OP/BSD/RMessage (16 October 1962)

19 OCT 1962

14-00000

102

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND
DCI MEMORANDUM DATED 1 AUGUST 1961, SALARY IS ADJUSTED AS FOLLOWS:
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GRST SALARY	OLD SALARY	NEW GRST SALARY	NEW SALARY
BURKE WILLIAM P JR	001775	R2500	V	15 0	\$15810	15 8	\$17925

CIA INTERNAL USE ONLY

FILE

REPORT OF HONOR AND MERIT AWARDS BOARD			DATE
The Honor and Merit Awards Board having considered a recommendation that:			
NAME:	(Last) BURKE , William	(First) Patrick	(Middle) Jr. POSITION TITLE Chief, New Orleans Field Office
PRESENT GRADE	GS-15	OFFICE ASSIGNED TO DDI/QO	STATION New Orleans
BE AWARDED:	Intelligence Medal of Merit		
<input type="checkbox"/> FOR HEROIC ACTION, ON <input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD <input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION <input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:			
CITATION			
<p>Mr. William P. Burke, Jr., is hereby awarded the Intelligence Medal of Merit for his outstanding service to the Central Intelligence Agency. As Chief of the New Orleans Field Office since its inception in 1947, Mr. Burke labored unceasingly in developing programs which have produced important information on a continuing basis. In his role as Agency representative, he has been successful in establishing relationships which have furthered the mission of the Agency and enhanced its reputation in the area. In his role as office chief, he has provided leadership of the highest order to his associates, and leaves behind him a legacy of achievement in keeping with the best traditions of service to the United States.</p>			
(Recommendation approved by DDI on 14 September 1962)			
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD			
APPROVED	SIGNATURE <i>/s/ Harry W. Little, Jr.</i> TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD HARRY V. LITTLE, JR.		
<i>(Signed) Marshall S. Carter</i> <i>Deputy</i> DIRECTOR OF CENTRAL INTELLIGENCE 5 OCT 1962 DATE	SIGNATURE <i>/s/ Robert M. Gaynor</i> TYPED NAME OF RECORDER ROBERT M. GAYNOR		

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 1775 ✓	2. NAME (Last-First-Middle) BURKE, William P., Jr.			14 September 1962	
3. NATURE OF PERSONNEL ACTION Voluntary Retirement (Retirement)			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 14 62	5. CATEGORY OF EMPLOYMENT Regular	
6. FLIGS X	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 3242-2221-4000	8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDI/00 Contact Division U.S. Field New Orleans Office			10. LOCATION OF OFFICIAL STATION New Orleans, La.		
11. POSITION TITLE Intelligence Officer, Chief			12. POSITION NUMBER K 0195	13. CAREER SERVICE DESIGNATION OC	
14. CLASSIFICATION SCHEDULE (GS, LS, ETC.) GS		15. OCCUPATIONAL SERIES 0132.21	16. GRADE AND STEP 15-8	17. SALARY OR RATE \$15,810 17,925	
18. REMARKS cc Payroll; Security Subject is re-employable.					
19. SIGNATURE OF REQUESTOR (O.P. OFFICIAL) S. M. ASHCRAFT Chief, Contact Division, OO		DATE SIGNED 30 Oct 62	20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER J. LAROCQUE, JR. Acting Assistant Director, OO		DATE SIGNED 30 Oct 1962
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION CODE US 10	22. OFFICE CODING CODE	23. STATE CODE CODE	24. STATE CODE CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.
27. DATE OF RETIREMENT MO. DA. YR.	28. SPECIAL REFERENCE CODE	29. RETIREMENT DATA CODE	30. SEPARATION DATA CODE TYPE	31. CORRECTION/CANCELLATION DATA CODE	32. SECURITY REG. NO. 33. SEX REG. NO.
34. VET. PREFERENCE CODE	35. SERV. COMM. DATE MO. DA. YR.	36. LONG COMM. DATE MO. DA. YR.	37. CAREER CATEGORY CAR/RESV PROV/TEMP	38. FEWT / HEALTH INSURANCE CODE	39. SOCIAL SECURITY NO.
40. PREVIOUS GOVERNMENT SERVICE DATA CODE	41. FEDERAL TAX DATA FORM EXECUTED CODE	42. STATE TAX DATA FORM EXECUTED CODE			
43. POSITION CONTROL CERTIFICATION 1-1-62	44. U.P. APPROVAL H. P. Hogen By E. H. Hogen, Jr., 31 Oct 62	45. DATE APPROVED ✓			

FORM 1152 COMPLETE PREVIOUS EDITION
4-62 AND FORM 1152A.

SECRET

Excluded from automatic
downgrading and
declassification

SECRET

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE

FOR THE FOLLOWING REASON

(Date)

Oct 31

203 PH-62

An employee resigning from the position
of [REDACTED] in the [REDACTED] department.

MY LAST WORKING DAY WILL BE

Oct 31

DATE SIGNED

Oct 31

SIGNATURE OF EMPLOYEE

John J. Becker

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

1050 [REDACTED] Avenue,
[REDACTED], [REDACTED]

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE
 Major Component (Director, Deputy Director, etc.)
 Office, Major Staff, etc.
 Division or Staff (subordinate to first line)
 Branch
 Section
 Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET

(Data Filled In)

1. FILE SERIAL NO. 01275		BIOGRAPHIC PROFILE (PART 1) SCD: 15 Jul 1944					
2. NAME (Last-First-Middle) William Patrick, Jr.			3. SEX M	4. DATE OF BIRTH Oct 1900	5. LONGEVITY COMP. DATE 18 Sep 1947		
6. MARITAL STATUS Married		7. DEPENDENTS (Exclud. Spouse) 1	8. YEAR(S) OF BIRTH 1907	9. US NATURALIZATION DATE(S) NA			
10. CAREER STATUS STAFF		11. MEMBERSHIP None	12. OTHER STATUS Reject-1	13. LAST MED. RPT. Oct 1957	14. DUAL FOR US Field	15. EVAL. FOR Annual	
16. CURRENT SERVICE STATUS X		17. GRADE None	18. ACTIVE DUTY WITH CIA CAT. "1"	19. RELEASE TO MIL. SER. CAT. "2"	20. TO BE DEFERRED CAT. "2"		
21. ASSESSMENT DATE 9 Jul 1947		22. PROFESSIONAL TEST DATE None	23. LANGUAGE APTITUDE TEST DATE None				
24. NON-CIA EMPLOYMENT 1923-42 Self-Employed, New Orleans, La - Lawyer 1942-45 Military Service, US Marine Corps, Major - Division Legal Officer 1945-47 Administered Financial Matters Concerning Family Estate							
25. NON-CIA EDUCATION 1915-19 Loyola Univ, New Orleans, La - AB Arts & Sciences 1920-23 Harvard Law School - LLB 1923-24 Trinity College, Cambridge, England - English Literature Research 1924-25 Tulane Univ., New Orleans, La - LLB							
26. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None					
27. AGENCY SPONSORED TRAINING 1954 CIA Orientation 1959 Mgmt for Contact Div							
28. CIA EMPLOYMENT HISTORY SINCE 10 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)							
29. EFFECTIVE DATE	30. POSITION TITLE & OCCUPATIONAL CODE	31. GRADE	32. SD	33. ORGANIZATION & ORGAN. TITLE (If Any)		34. LOCATION	
Sep 1947	I.O.	0132.21	P-7	OO/Contact/Contr/Actg R Mgr IAC		New Orleans	
Sep 1948	"	0132.21	P-8	CO/Contact Br/Reg Mgr N. O.		"	
Mar 1952	"	0132.21	15	OCDO/ContactDiv/Ch, N.O. Off		"	
Jul 1960	LWOP						
Sep 1960	I.O.-Contact	0132.21	15	OCDO/ContactDiv/Ch, New Orleans Off			
35. DATE REVIEWED 25 Sep 1962	36. PROFILE REVIEWED BY OP/POD/QAB/hms	37. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE				38. 2 Dec 1957	

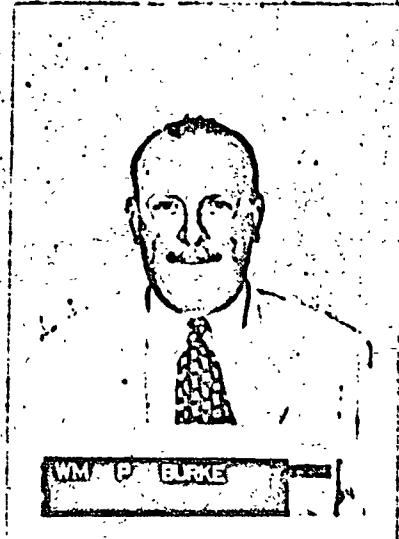
FORM NO. 1200 (PART 1) REPLACES FORM 1000 (PART 1)
WHICH IS OBSOLETE.

14-00000 (PART 1) SECRET

PROFILE

141

SECRET
(When Filled In)

PERS. SERIAL NO.	BIOGRAPHIC PROFILE (PART 2)		
01775	NAME (Last-First-Middle) BURKE, William Patrick, Jr.		DATE OF BIRTH Oct 1900
 WM P BURKE			
<p>24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE</p>			
<p>25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL</p>			
<p>26. ADDITIONAL INFORMATION <u>Letter of Appreciation 1948</u> from AD/Operations prior to leaving Agency for having created an effective field office in less than a year, excellent relations with clients and local Armed Forces Representatives and high morale of office. <u>Commendation 1954</u> from DD/P for thorough and expeditious contribution made by DDI Personnel to urgent need for intelligence about Guatemala.</p>			
27. DATE REVIEWED 25 Sep 1962	28. PROFILE REVIEWED BY OP/POD/QAB/hms		

FORM NO. 1200 (PART 2) REPLACES FORM 3000 (PART 2)
1 FEB 67 WHICH IS OBSOLETE. SECRET

PROFILE

(4)

SECRET

02 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Control Division

REVIEWING OFFICIAL:

George G. Carey
GEORGE G. CAREY
Assistant Director for Operations

SECRET

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*MAY
1962
Burke*
SECRET

02 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations**SUBJECT:** William P. Burke, Memorandum of Performance

William P. Burke, Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.


E. M. ASHCRAFT
Chief, Contact Division**REVIEWING OFFICIAL:**
GEORGE G. CAREY
Assistant Director for Operations**SECRET**

14-00000

21 June 61

Memo for File - William P. Burke

Subject: Longevity Step Increase

In reviewing this file under the Security reinvestigation program, it was noted that the 3rd LSI (as GS-15) was proposed to be made effective on 18 Sept 60, but that the effective date had been changed by Payroll to show 16 Oct 60. Reason for the change is presumed to be due to LWOP. Form 560 shows 225 hours of LWOP during the waiting period. If those figures are correct, then there was no "excess" LWOP, since the law provides that a maximum of 240 hours of LWOP is creditable toward completion of the waiting period in the case of LSI's.

I called this case to the attention of Joe Tracy, C/Payroll, who will review LWOP records and, if required, issue a memorandum to correct the effective date of the last LSI.

GCS

Gene C. Stevens

SECRET

30 JUN 1961

MEMORANDUM FOR: Assistant Director for Operations
SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. Mr. Burke is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. Mr. Burke represents the Agency well in his area and readily maintains respect in the community.

Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
George G. Carey
Assistant Director for Operations

3 JUL 1961

670-2100-1

SECRET

SECRET

MINORANDUM FOR: Assistant Director for Operations
SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. Mr. Burke is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. Mr. Burke represents the Agency well in his area and readily maintains respect in the community.

Middlehurst
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
George G. Carey
Assistant Director for Operations

3 JUL 1961

SECRET

1960

SECRET
WHEN FILLED IN

1. EMP. SERIAL NO.		NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT		
101775		BURKE WILLIAM P JR			DDIV/CONT 7		V-40				
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			BO	DA	YR				BO	DA	YR
GS 15	9	\$15,560.00	21	58		GS 15	7	\$15,810.00	10	06	58
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE IF EXCEEDS LWOP, CHECK FOLLOWING:					9. NUMBER OF HOURS LWOP						
<input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> EXCESS LWOP											
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION					13. REMARKS Employee has served an aggregate of 10 years in present, equivalent, or higher grade and at the top of present grade since 9-19-48. This is the third longevity step increase.						
<input type="checkbox"/> F.S.I. <input checked="" type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											
<p style="text-align: right;"><i>fc</i> <i>WM</i></p> <p>00 000 000 000 000 000 000 000 000 000 000 000</p> <p>00 000 000 000 000 000 000 000 000 000 000 000</p> <p>00 000 000 000 000 000 000 000 000 000 000 000</p> <p>00 000 000 000 000 000 000 000 000 000 000 000</p>											
PAY CHANGE NOTIFICATION											

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560 OBSOLETE PREVIOUS EDITION
REPLACES FORM 560a. AND 560b.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

UV to V	V to UV	UV to V	V to UV	SECRET (When Filled In)	REQUEST FOR PERSONNEL ACTION						DATE PREPARED Mo Da Yr 9 14 60
1. Serial No.	2. Name (First/Middle)	3. Date Of Birth	4. Vet Prej.	5. Sex	6. CSC FOD						
101775	MARK WILLIAM P JR	Mo Da Yr TU 22 03	None 0 5 Pt 1 10 Pt 2	M 1	Mo Da Yr US 13 47						
7. SCD	8. CSC Form	9. CSC Or Other Legal Authority	10. Appt Affidiv	11. FEGLI	12. ICD	13. Med Rec Code					
Mo Da Yr SCD 15 44	CSC Form 1	9. CSC Or Other Legal Authority 50 USEA 403	Mo Da Yr Yes -1 No -2	Code 1	Mo Da Yr US 13 47	Code 2					

CURRENT ASSIGNMENT

14. Organizational Designations DPI CO CONTACT DIVISION NEW ORLEANS OFFICE	Code	15. Location Of Official Station NEW ORLEANS, LA.	Station Code 75033		
16. Dept. Field Dept. USFld. Code Frgn. A	17. Position Title INTEL OFF (CON) (CH)	18. Position No. 0105	19. Serv. 20. Occup Series GC 0132.21		
21. Grade & Step 15 9	22. Salary Or Rate \$ 15550	23. SD OC	24. Date Of Grade Mo Da Yr 03 19 40	25. PSI Due Mo Da Yr XX XX XX	26. Appropriation Number 1242 2221

ACTION

27. Nature Of Action RETURN TO DUTY FROM LWOP	Code	28. Eff Date Mo Da Yr 9 7 60	29. Type Of Employee Regular	30. Separation Data
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PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code 75033
---------------------------------	------	----------------------------------	---------------------------

33. Dept. Field Dept. USFld. Code Frgn.	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
38. Grade & Step 39. Salary Or Rate \$	40. SD .	41. Date Of Grade Mo Da Yr 09 19 48	42. PSI Due Mo Da Yr 09 15 60	43. Appropriation Number

SOURCE OF REQUEST

A. Requested By (Name and Title) E. M. ASHCRAFT, Chief, Contact Division, CO For Additional Information Call (Name & Telephone Ext.) Ann L. Budresky	B. Per _____ Approved By (Signature and Title) GEORGE G. CAREY Assistant Director for Operations	Date Approved 15 SEP 1960
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CLEARANCES

Clearance A. Career Board	Signature 18	Date 9-16-60	Clearance B. Pos Control	Signature 1	Date
C. Classification Remarks			D. Placement E. Approved by F. Approved by	D. Mulcahy/MDS 9/16/60	

CK for M. Bereska
FORM NO 1152 USE PREVIOUS EDITION 9-16-60
18

Continued On Reverse Side

SECRET

(4)

SECRET

(When Filled In)

BLT: 7 SEPT 1960 **NOTIFICATION OF PERSONNEL ACTION**

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Viet. Prof.	5. Sex	6. CS - EOD
101775	BURKE WILLIAM P JR	Mo. Da. Yr. 10 22 00	Name & Code S P-1 10 P-9	N 1	Mo. Da. Yr. 09 15 47
7. SCD	8. CSC Rate: <input checked="" type="checkbox"/> CSC Or Other Legal Authority	10. Appt. Alldav.	11. FEGLI	12. LCD	13. Min. Serv. Std.
Mo. Da. Yr. 07 15 44	Yes - 1 Code No - 2 1	Mo. Da. Yr. Yes - 1 Code No - 2	Mo. Da. Yr. 09 18 47	Yes - 1 Code No - 2 2	
50 USCA 403 J					

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code		
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033		
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series		
Dept - 2 Code USLId - 4 4 Frqn - 6	INTEL OFF (CON) (CH)	0195	GS 0132.21		
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. 09 19 48	Mo. Da. Yr. 09 18 60	1242 2221

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code 30. Separation Data
RETURN TO DUTY FROM LEAVE WITHOUT PAY	50	Mo. Da. Yr. 09 07 60	REGULAR	01

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code		
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033		
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series		
Dept - 2 Code USLId - 4 4 Frqn - 6	INTELL OFF (CON) (CH)	0195	GS 0132.21		
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. 09 19 48	Mo. Da. Yr. 09 18 60	1242 2221

44. Remarks

POSTED

6-22-68

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SECRET

(When Filled In)

V-to V	V to UV	UV to V	UV to UV	REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
				Mo	Do	Yr					No 5 27 60
1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vet. Pref.	S. Sex	6. CS - EOD				
1775	BURKE, William P., Jr.			10 22 00	None-0 Code S-Pt-1 10 Pt-2	M	Mo	Do	Yr		
7. SCD	8. CSC Reim?			9. CSC Or Other Legal Authority	10. Acmt. Affidav.	11. FEGLI	12. LCD	13. Conv. Conv.			
Mo Do Yr	Yes - 1 Code No - 2			Mo Do Yr	Yes - 1 Code No - 2	Mo Do Yr	Yes - 1 Code No - 2	Mo Do Yr	Yes - 1 Code No - 2		

CURRENT ASSIGNMENT

14. Organizational Designations DDI/00 Contact Division New Orleans Office			Code	15. Location Of Official Station New Orleans, La.			Station Code
16. Dept.- Field Dept. Valid- Frgn-	17. Position Title Intelligence Officer (Contact) (CH)	18. Position No. 195	19. Serv. GS	20. Occup. Series 0132.21			
18. Grade & Step 15-y 9	22. Salary Or Rate \$14,450	23. SD OC	24. Date Of Grade 09/19/68	25. PSI Due X-1	26. Appropriation Number #242-2221		

ACTION

27. Nature Of Action LEAVE WITHOUT PAY*		Code	28. Eff. Date Mo Do Yr 7 29 60	29. Type Of Employee Regular	Code	30. Separation Date 76
--	--	------	--------------------------------------	---------------------------------	------	---------------------------

PROPOSED ASSIGNMENT

31. Organizational Designations NTE 19 Aug to THRU 22B 10 Sept 60			Code	32. Location Of Official Station			Station Code 75033
---	--	--	------	----------------------------------	--	--	-----------------------

33. Dept.- Field Dept. Valid- Frgn-	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series	
38. Grade & Step 5	39. Salary Or Rate -----	40. SD -----	41. Date Of Grade Mo Do Yr -----	42. PSI Due Mo Do Yr -----	43. Appropriation Number

SOURCE OF REQUEST

A. Requested By (Name And Title) TIE M. Astcraft, Chief, Contact Division	C. Request Approved By (Signature And Title) GEORGE G. CAREY, Director, Bureau of Assistant Director for Operations	Date Approved 1 Jul 68
B. For Additional Information Call (Name & Telephone Ext.) Ann L. Budresky 2271		

CLEARANCES

A. Career Board	Signature	Date	D. Placement	Signature	Date
B. Pos. Control	-----	6-1-68	E. Release	-----	-----
C. Classification	-----	-----	F. Approved B. & D. (Initials)	-----	-----

Remarks *Personal reasons. It is requested that Mr. Burke be granted 25 days of leave without pay commencing 18 July and ending 10 August 1968.

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Continued on reverse side

SECRET

(When filled in)

NOTIFICATION OF PERSONNEL ACTION

PAS: 26 AUGUST 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Prof	5. Soc. Sec.	6. CS. EOD
101775	BURKE WILLIAM P JR	10 22 00	Non-0 5 Pt-1 10 Pt-2	1 M 1 09	18 47
7. SCD	8. CSC Retiree	9. CSC Or Other Legal Authority	10. Army Affiliation	11. Regt.	12. Comp.
Mo. Da. Yr. 07 15 44	Yes - 1 No - 2	Code 1 50 USCA 803 J	Mo. Da. Yr. Mo-2 09	Yes-1 No-2 18	Code 47 2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code	
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE		NEW ORLEANS, LA.		
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. / 20. Occup. Series	
Dept - 2 USId - 4 Frqn - 6	Code 4	0195	GS 0132.21	
21. Grade & Step	22. Salary Or. Rate	23. SD	24. Date Of Grade 25. PSI Due	26. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. 09 19 48	0242 2221

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
LEAVE WITHOUT PAY (THRU COB 10 SEPT 1960)	61	Mo. Da. Yr. 07 19 60	REGULAR	70	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code	
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033	
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. / 37. Occup. Series	
Dept - 8 USId - 4 Frqn - 6	Code 4	0195	GS 0132.21	
38. Grade & Step	39. Salary Or. Rate	40. SD	41. Date Of Grade 42. PSI Due	43. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. 09 19 48	XX XX XX 1242 2221

44. Remarks

14-00000

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
OC	BURKE WILLIAM P JR	101775	25 31	GS-15 9	\$14,450	\$15,550

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET

1-2 MAY 1960

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

1. William P. Burke, Chief of the New Orleans Field Office, continues to manage his office most efficiently and to demonstrate thorough knowledge of his area. His inherent conservatism and somewhat legalistic approach tend to make it difficult for him to accept change and methods peculiar to clandestine support without most careful consideration of all the factors involved.

2. Mr. Burke represents the Agency well in his area. His conservatism is to a degree an asset in New Orleans; it could conceivably be a handicap elsewhere.

*E. M. Ashcraft*E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey 20 MAY 1960George G. Carey
Assistant Director for Operations

CONFIDENTIAL

DATE 24 Feb. 1960
PROT. 0-66

TO : Chief, OO/CD
Director of Security
Director of Personnel
FROM : Chief, Communications Security Staff
SUBJECT: Revocation of Cryptographic Clearance - William P. Burke

1. The cryptographic clearance held by Subject has been revoked under the provisions of CIA Regulation 90-500. Revocation is effective 9 Feb 60.

2. Subject is not authorized to have continued custody of, access to, or otherwise gain further knowledge of staff cryptographic material or information. Subject has been informed of this revocation, has been debriefed concerning cryptographic and related communications security matters, and has signed a Debriefing Statement acknowledging continuing responsibility for the protection of all cryptographic information obtained during the tenure of his cryptographic clearance.

FOR THE CHIEF, COMMUNICATIONS:

John A. Burke
Chief, Protective Branch

Distribution:

- 1 - OO/CD
- 1 - Security Office (Debriefing Statement Attached)
- 1 - Personnel Office (Wing 1-H Curie Hall)
- 1 - OC-S/PROT File

CONFIDENTIAL

FORM 1597B
3-59

(6)

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER <i>30-1975 101775</i>	
SECTION A					
			GENERAL		
1. NAME (Last) (First) (Middle)	BURKE, William P.	2. DATE OF BIRTH	10/22/1900	3. SEX	M
4. SERVICE DESIGNATION	5. OFFICIAL POSITION/TITLE <i>OC Intelligence Officer (Contact)</i>	6. GRADE	GS-15	7. OFF/DIV/BR OF ASSIGNMENT	OO/CD/New Orleans
8. CAREER STAFF STATUS	9. TYPE OF REPORT				
PENDING	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR	
	<input checked="" type="checkbox"/> DECLINED	<input checked="" type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD <i>From Sept 58 - Mar 59 To</i>	SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior
SPECIFIC DUTY NO. 1 <i>Management of a domestic field office.</i>		RATING NO. 6	SPECIFIC DUTY NO. 4 <i>Obtaining cooperation of non-governmental sources in his area.</i>		RATING NO. 6
SPECIFIC DUTY NO. 2 <i>Analysis of assigned area for intelligence potential.</i>		RATING NO. 6	SPECIFIC DUTY NO. 5 <i>Liaison with Federal and local agencies and officials in his area.</i>		RATING NO. 4
SPECIFIC DUTY NO. 3 <i>Planning and carrying out effective intelligence collection.</i>		RATING NO. 6	SPECIFIC DUTY NO. 6 <i>Support of other elements of CIA in his area.</i>		RATING NO. 3
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	- RATING -
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					
OTHER (Specify):					
SEE SECTION "E" ON REVERSE SIDE					

SECRET

(When Filled In)

SECTION E**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

12-29 12:12 PM '59

Subject possesses complete integrity and thorough knowledge of his area. He is able to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which makes him somewhat less than receptive to new ideas and methods particularly when understanding support of the clandestine services is required. His conservatism is, to an extent, an asset in his area; it could be undesirable in some other assignments.

SECTION F**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
100	Subject is located in New Orleans.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 April 59	Chief, CD/00	E. M. Ashcraft /E. M. Ashcraft
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 APR 1959	AD/O	George G. Carey /G. G. Carey

SECRET

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT					
101775	BURKE, WILLIAM P.			DDI/CONT	7	V-40					
6. OLD SALARY RATE			7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 15	5	13,970	09	16	51	GS 15	X & Y	14,210 14,450	09	21	58
REMARKS EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 Sep 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR		DATE		SIGNATURE OF SUPERVISOR							
E. M. ASHCRAFT		24 Feb. '59		<i>M. Ashcraft</i>							
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 5 MAR 58 560

SECRET

PERSONNEL FOLDER (4)

SECRET

(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME				3. ASSIGNED ORGAN		4. FUNDS	5. ALLOTMENT			
101775	BURKE, WILLIAM P.				DDI/CONT		V-40				
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA	YR.				MO.	DA	YR.
GS 15	5	13,970	09	16	51	GS 15	X & Y	14,210 14,450	09	21	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF PAYING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF PAYING PERIOD						9. NUMBER OF HOURS LWOP					
						10. INITIALS OF CLERK		11. AUDITED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 SEP 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREMENT.					
14. AUTHENTICATION											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b
1 MAR. 68**SECRET**

PERSONNEL FOLDER (4)

1958

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee, except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel on or later than 30 days after the date indicated in item A. of Section A below.

SECTION A.

GENERAL

1. NAME BURKE, William P.	2. DATE OF BIRTH 10/22/00	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT OO/Contact New Orleans	6. OFFICIAL POSITION TITLE Intelligence Officer (Contact) (cn)		
7. GRADE GS-15	8. DATE REPORT DUE IN OP September 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/1/57 - 9/3/58	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOT:
Subject not available in Washington area.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "F" IN CI OR DI, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE 18 August 1958	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <i>Midkiff E. M. Astrachan</i>	D. SUPERVISOR'S OFFICIAL TITLE Chief, CD/00
--------------------------------	--	--

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

DATA
R 9-37-58
11/10/58

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 18 August 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>George G. Carey</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL AD/O
--------------------------------	--	---

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DEFINITIONS: 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.
 2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
 5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

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(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC DUTIES PERFORMED THIS rating period.
 b. Place the most important first. Do not include minor or unimportant duties.
 c. For supervisors, ability to supervise will always be rated as a specific duty (do 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: MAIL ROOM
ORAL BRIEFING HAS AND USES AREA KNOWLEDGE
GIVING LECTURES DEVELOPS NEW PROGRAMS
CONDUCTING SEMINARS ANALYZES INDUSTRIAL REPORTS
WRITING TECHNICAL REPORTS MANAGES FILES
CONDUCTING EXTERNAL LIAISON OPERATES RADIO
TYPING COORDINATES WITH OTHER OFFICES
TAKING DICTATION WRITES REGULATIONS
SUPERVISING PREPARES CORRESPONDENCE
 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	RATING NUMBER	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY		FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY		7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	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. 2	RATING NUMBER
Management of domestic field office	6	Obtaining the effective support of non-governmental sources and contacts in his area	6
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 3	RATING NUMBER
Analysis of assigned area for intelligence potential	6	Liaison with Federal and local agencies and officials in his area	4
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
The planning and carrying out of effective intelligence collection	6	Support of other elements of CIA in his area	3

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject possesses complete integrity and thorough knowledge of his area. He has the ability to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which renders him somewhat less than receptive to new ideas and methods, particularly where understanding support of the clandestine services is required. This conservatism is to a degree an asset in the area and the duties to which he is assigned but could be undesirable in some other assignments.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME <i>(Last) (First) (Middle)</i>	2. DATE OF BIRTH 10/22/00	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OO/Contact/New Orleans	6. OFFICIAL POSITION/TITLE Intelligence Officer (Contact) (CH)		
7. GRADE GS-15	8. DATE REPORT DUE IN OR 0 Sept. 1953	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/2/57 - 9/8/58	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL	INITIAL	REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE <i>17 Augt 58</i>	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <i>Murdoch M. ASHCRAFT</i>	C. SUPERVISOR'S OFFICIAL TITLE <i>Chief, CD/00</i>
-----------------------------------	--	---

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

A. THIS DATE <i>18 Augt 58</i>	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>George G. CAREY</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL <i>AD/O</i>
-----------------------------------	--	--

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

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

2. SUPERVISORY POTENTIAL

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

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

SECRET

(This section is to be filled in)

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

92

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

Subject will leave New Orleans only for an overseas post. He will not do so for duty in Washington. In view of the fact that his intelligence assignment is entirely in the field of domestic collection, it is difficult to conceive of such an overseas assignment. He is eminently qualified to continue in his present assignment.

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No training or experience planned or required except periodic meetings of Contact Division Field Chiefs.

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

See Section G.4. above.

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

- | | |
|-----------------|---|
| 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
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(Data Filled In)

101-775	LANGUAGE DATA RECORD		
PART I-GENERAL			
1. NAME (Last-First-Middle) (17-28)		2. DATE OF BIRTH (25-30)	
BURKE, William P.		MONTH	DAY
		October	22
3. LANGUAGE (181-331)		4. TODAY'S DATE (136-39)	
		MONTH	DAY
		April	1957
5. <input checked="" 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. 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 (14)

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 (RESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE) OF COMPLETING THIS FORM.

DATE SIGNED 9 Apr 57.	SIGNATURE <i>William P. Penlee</i>
(46)	(47)

14-00000

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
BURKE WILLIAM P JR	101775	GS-15-5	\$12,690	\$13,970

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET

(When Filled In)

(1-27)

PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT				THIS DATE <i>8/1/58</i>																									
INSTRUCTIONS																													
<p>This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.</p>																													
SECTION I 1. FULL NAME (Last-First-Middle) BURKE William Patrick Jr.																													
2. CURRENT ADDRESS (No., Street, City, Zone, State) 6300 St. Charles Ave., New Orleans 18, La.		3. PERMANENT ADDRESS (No., Street, City, Zone, State) 6300 St. Charles Ave., New Orleans 18, La.																											
4. HOME TELEPHONE NUMBER Twinbrook 7-2485		5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE Louisiana																											
SECTION II 1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S. BURKE Mrs Frances Kittredge																													
		2. RELATIONSHIP Wife																											
3. HOME ADDRESS (No., Street, City, Zone, State, Country). 6300 St. Charles Ave., New Orleans 18, La.																													
4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE None																													
5. HOME TELEPHONE NUMBER Twinbrook 7-2485		6. BUSINESS TELEPHONE NUMBER None	7. BUSINESS TELEPHONE EXTENSION None																										
8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE. None																													
SECTION III 1. CHECK (X) ONE: <input checked="" type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED																													
2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS Never separated, divorced nor marriage annulled																													
SECTION I WILLIAM F JR 01775 NAME OF EMPLOYEE <i>WILLIAM F JR</i> <i>63-5451-2</i>		EMPLOYER SERIAL NO.	COMPLETED BY EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TELEPHONE EXT. 2271																									
SECRET (WHEN FILLED IN)																													
DO NOT FOLD, STAPLE, SPINDLE, OR MUTILATE																													
<table border="1"> <thead> <tr> <th rowspan="2">INSTRUCTIONS</th> <th rowspan="2">DO NOT WRITE IN COLUMN</th> <th rowspan="2">WHERE SERVICE WAS PERFORMED</th> <th>PCU-1</th> <th>DATES</th> <th>SERVICE AB</th> <th>RESPONSIBLE U.S. GOVT. DEPT. OR AGENCY</th> <th rowspan="2">DO NOT WRITE IN COLUMN</th> </tr> <tr> <th>TDY-2 ENTER NO.</th> <th>FROM TO</th> <th>CIVILIAN-1 MILITARY-2 CENTER NO.</th> </tr> </thead> <tbody> <tr> <td>THIS FORM MUST BE RETURNED WHETHER YOU HAVE HAD OVERSEAS SERVICE OR NOT.</td> <td><i>3/10</i></td> <td><i>Hawaii</i></td> <td><i>1 05 145 10 1 45 2</i></td> <td><i>1951 31-32 33-40</i></td> <td><i>US Marine Corps</i></td> <td><i>5310</i></td> </tr> <tr> <td>PLEASE READ CAREFULLY INSTRUCTIONS ON ACCOMPANYING CARD, THEN FILL OUT THIS FORM AS ACCURATELY AS POSSIBLE.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					INSTRUCTIONS	DO NOT WRITE IN COLUMN	WHERE SERVICE WAS PERFORMED	PCU-1	DATES	SERVICE AB	RESPONSIBLE U.S. GOVT. DEPT. OR AGENCY	DO NOT WRITE IN COLUMN	TDY-2 ENTER NO.	FROM TO	CIVILIAN-1 MILITARY-2 CENTER NO.	THIS FORM MUST BE RETURNED WHETHER YOU HAVE HAD OVERSEAS SERVICE OR NOT.	<i>3/10</i>	<i>Hawaii</i>	<i>1 05 145 10 1 45 2</i>	<i>1951 31-32 33-40</i>	<i>US Marine Corps</i>	<i>5310</i>	PLEASE READ CAREFULLY INSTRUCTIONS ON ACCOMPANYING CARD, THEN FILL OUT THIS FORM AS ACCURATELY AS POSSIBLE.						
INSTRUCTIONS	DO NOT WRITE IN COLUMN	WHERE SERVICE WAS PERFORMED	PCU-1	DATES				SERVICE AB	RESPONSIBLE U.S. GOVT. DEPT. OR AGENCY	DO NOT WRITE IN COLUMN																			
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PLEASE READ CAREFULLY INSTRUCTIONS ON ACCOMPANYING CARD, THEN FILL OUT THIS FORM AS ACCURATELY AS POSSIBLE.																													
IF ADDITIONAL SPACE IS NEEDED, CHECK HERE <input type="checkbox"/> AND ASK YOUR ADMINISTRATIVE OFFICER FOR SUPPLEMENTAL CARDS																													
19. OCCUPATION Housewife <i>unemployed, last two employers)</i>																													
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country) not employed																													
SECTION III CONTINUED TO PAGE 2																													

FORM 444b USE PREVIOUS EDITIONS.
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 1958 doc

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(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From - and To -) BY MONTH AND YEAR Sep 1942 - Dec 1948			
22. BRANCH OF SERVICE U.S. Marine Corps		23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED U.S.	
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN CIA, New Orleans Field Office, Sept 1947 to date.			

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) None	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
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1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?	YES	<input checked="" type="checkbox"/>	NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.			
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.			

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.

Dividends on stocks, capital gains, interest, rents and an annuity.

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

B7D Filled (for)

SECTION V CONTINUED FROM PAGE 2

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS:

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Whitney National Bank	New Orleans, La.
Hibernia National Bank	
National American Bank	
National Bank of Commerce	

7. HAVE YOU EVER BEEN IMPLANTED OR PETITIONED FOR BANKRUPTCY? YES NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

SECTION VI**CITIZENSHIP**

1. COUNTRY OF CURRENT CITIZENSHIP

U. S.

2. CITIZENSHIP ACQUIRED BY: CHECK (EX) ONE

 BIRTH MARRIAGE OTHER (Specify)3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? YES NO

4. GIVE PARTICULARS

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (PAPER, ETC.)

SECTION VII**EDUCATION**

1. CHECK (EX) HIGHEST LEVEL OF EDUCATION ATTAINED

LESS THAN HIGH SCHOOL GRADUATE	OVER TWO YEARS OF COLLEGE + NO DEGREE
HIGH SCHOOL GRADUATE	BACHELOR'S DEGREE
TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input checked="" type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
TWO YEARS COLLEGE OR LESS	MASTER'S DEGREE
	DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/QTR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
Loyola University of the South Phil	Eng		1915	1919	AB	1919	?
Harvard Law School	Law		1920	1923	LLB	1923	?
Cambridge Univ., England	Eng	--	1923	1924	none	--	?
Tulane University Law School	Law		1924	1926	LLB	1926	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
none				

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
Headquarters uS Marine Corps	Military Law	Oct 1944	Feb 1945	about 12

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECRET

SECTION VIII				GEOGRAPHIC AREA KNOWLEDGE											
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE" INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, WATERWAYS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.				DATES OF RESIDENCE, TRAVEL, ETC.				KNOWLEDGE ACQUIRED BY							
NAME OF REGION OR COUNTRY		TYPE OF SPECIALIZED KNOWLEDGE		DATES OF RESIDENCE, TRAVEL, ETC.		RESIDENCE		TRAVEL		STUDY		WORK ASSIGNMENT			
Cambridge, Eng.		General only		1923-4		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE I attended Trinity College, Cambridge, for about nine months.															
3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.															
NAME OF REGION OR COUNTRY		TYPE OF SPECIALIZED KNOWLEDGE		DATES OF RESIDENCE, TRAVEL, ETC.		KNOWLEDGE ACQUIRED BY									
None						<input type="checkbox"/> HQTS ASSIGNMENT		<input type="checkbox"/> FIELD ASSIGNMENT		<input type="checkbox"/> TRAINING					
SECTION IX															
1. TYPING (W.P.M.)		2. SHORTHAND (W.P.M.)		3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM											
200		None		<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER (Specify)											
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)															
SECTION X															
SPECIAL QUALIFICATIONS															
1. LIST ALL "GOALS, AMBITIONS, INTERESTS, DEDICATIONS, BELIEFS, PLEASURES, HOBBIES, FAIR FAIR PROFICIENCY IN EACH															
2. INDICATE ANY SPECIAL QUALIFICATIONS RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK															
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORT None RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.															
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF None Member of the Bar of Louisiana. Also licensed to practise before Federal Courts															
5. FIRST LICENSED CERTIFICATE (Year of issue)						6. LATEST LICENSED CERTIFICATE (Year of issue)									

SECRET

SECRET

(When Filled In)

SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.).

None

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED.

None

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE.

None except public speaking incident to legal practice.

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR EVER FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

None.

SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
Sep 1947 to Date	GS 15	Office of Operations/ Contact Division/ N.O.
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	10 (inc. 3 WAEs)	5. OFFICIAL POSITION TITLE Chief, New Orleans Field Office.
6. DESCRIPTION OF DUTIES Supervision and direction of professional and clerical employees. Carrying out policy and operational directives issued by headquarters. Maintaining liaison with other governmental agencies. Collecting and reporting positive foreign intelligence information. Appropriate duties incidental to the above.		
1. INCLUSIVE DATES (From- and To-)		
2. GRADE		
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION		
5. OFFICIAL POSITION TITLE		
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)		
2. GRADE		
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION		
5. OFFICIAL POSITION TITLE		
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)		
2. GRADE		
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION		
5. OFFICIAL POSITION TITLE		
6. DESCRIPTION OF DUTIES		

(Use additional pages if required.)

SECRET

SECRET

第11章

CHURCH AND OTHER DEPARTMENTS

1. NUMBER OF CHILDREN (INCLUDING STEPCHILDREN AND ADOPTED CHILDREN) WHO ARE UNMARRIED, UNDER 18 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.

2. NUMBER OF OTHER DEPENDENTS (INCLUDING SPouse, PARENTS, STEPCHILDREN, SISTER, ETC.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR CHILDREN OVER 18 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

SECRET

7 P.M.
Dec 1947
doc
dec date,
26 May 1947

4257

APPLICATION FOR FEDERAL EMPLOYMENT

Standard Form 57 - June 1944
U. S. GOVERNMENT PRINTING OFFICE: 1944 1-1000

INSTRUCTIONS
ANSWER every question in full. If you are unable to answer a question, read the instructions enclosed and follow them. Mail this application to the office of the personnel director of the agency or bureau to which you apply. Use other forms required by the announcement. Be sure to mail both this application and any other forms required by the announcement. Notify the place with which you file this application of any change in your address.

1. Name of examination, or kind of job you have applied for:

2. Optional subject (as mentioned in examination announcement)

3. Place of employment applied for:

4. **Name (First name) (Middle) (Maiden, if any) (Last)**
William Patrick Burke, Jr.

5. **Street and number or R. D. number:**
6300 St. Charles Ave.

City or post office (including postal zone), and State.
New Orleans, La.

6. **Length of voting residence (State):** **Louisiana** **UP 1447** **Home phone** **UP 1447**

7. **Place of birth (city and State, if born outside U. S., name city and country):**
New Orleans, La.

8. **Date of birth (month, day, year):** **22 Oct. 1900** **Age last birthday:** **46** **Male** **Female**

9. **Height without shoes:** **6' 1 1/2"** **Weight:** **202**

10. **Married** **Single**

11. **Have you ever been employed by the Federal Government?** **Yes** **No**

If now employed by the Federal Government, give present grade and date of last change in grade.
Major USMC (inactive duty) 15 Aug. 1945

12. **Indicate "Yes" or "No" answer by placing X in proper column**

13. (a) Would you accept short-term appointment if offered.	YES	NO
for— 1 to 3 months?	X	
3 to 6 months?	X	
6 to 12 months?	X	

(b) Would you accept appointment if offered—
In Washington, D. C.? **X**
anywhere in the United States? **X**
outside the United States? **X**

14. **Explain in detail to furnish all information asked for below in sufficient detail to enable the Civil Service Commission and the appropriate officers or agencies to determine your qualifications for the position for which you are applying. In the space provided below describe what you have held. Use a separate block for EACH position. You may not include any pertinent educational, civic, welfare or organizational activity which you have performed either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your PRESENT position and work back, accounting for all periods of unemployment. Explain clearly the principal tasks which you performed in each position. Describe your experience in the Armed Services in question (if Military experience).**

(a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION

Dates of employment: (Month, year) From: _____ To present time	Exact title of your present position: See appendix "A".	Salary or earnings: Starting \$ _____ per Present \$ _____ per
Place of employment (city and State): Name and address of employer (firm, corporation, or personal or Federal, name, department, bureau or establishment and division):	Description of your work:	
Kind of business or organization (e. g., wholesale sit, insurance agency, mfr. of books, etc.):		
Number and kind of employees supervised by you:		
Name and title of immediate supervisor:		
Reason for desiring to change employment:		

FEDERAL EMPLOYMENT
BASIC FORM NO. 50-2046**DO NOT WRITE IN THIS BLOCK**
For Use of Civil Service Commission Only

Material	Entered regular			
<input type="checkbox"/> Airport	<input type="checkbox"/> Substituted			
<input type="checkbox"/> Manager	<input type="checkbox"/> Referred			
Notations				
App. review				
Approved:				
OPTION	GRADE	EARNED RATING	PRES- EN- CE	AGCM. RATING
			<input type="checkbox"/> 5 points (tent.)	
			<input type="checkbox"/> 10 points	
			<input type="checkbox"/> 15% or more	
			<input type="checkbox"/> Dual	
			<input type="checkbox"/> Being investi- gated	
INITIALS AND DATE				

15. (c) If you will accept appointment in certain locations ONLY, give acceptable locations:

New Orleans, La.(d) What is the lowest entrance salary you will accept? **\$ 8000.00** per year.

You will not be considered for positions paying less.

(e) If you are willing to travel, specify:
Occasionally Frequently Constantly

(CONTINUED ON NEXT PAGE)

17. MILITARY EXPERIENCE - In order to make the most complete picture of your experience, please list, in order of time, all the training and experience that have been received in Armed Services. Indicate the date of entry into each service and the date of discharge or termination. If you attended any special or technical schools while in the service, write in Item (a) "No other than Service Schools" and indicate in Item (c) all the dates of attendance, giving dates of such assignment.

(a) Type Special Service School Attended See appendix "B"		In what year did you taught in these Special Service Schools?	
Location:			
Dates attended (months, years):			
From: _____ To: _____ Rating received at end of this training: _____			
(b) Duty assignment or rating after this training (have all important changes in duty assignments whether or not yet attended a Service School):		(c) What did you do during this duty assignment?	
Dates of duty assignment (months, years):			
From: _____ To: _____ Type: _____ Rating received at end of this training: _____		In what year did you taught in the other Special Service Schools?	
Location:			
Dates attended (months, years):			
From: _____ To: _____ Rating received at end of this training: _____			
(c) Duty assignment after this training:		(d) What did you do during this duty assignment?	
Dates of duty assignment (months, years):			
From: _____ To: _____			
List on a separate sheet of paper any additional experience training, service, or special duty assignments during military service or hospitalization.			
18. EDUCATION - Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12			
Mark (a) the appropriate box to indicate satisfactory completion of:			
<input type="checkbox"/> Elementary School <input type="checkbox"/> Junior High School <input checked="" type="checkbox"/> Senior High School			
(a) Name and Location of College or University		Major	
Loyola University, N.O., La.		A & S	
Harvard Law School, Cambridge, Mass.		Law	
Tulane University, N.O., La.		Law	
Mark (b) List Your Chief Undergraduate College Subjects			
Philosophy, Eng. Science			
Mark (c) List Your Chief Graduate College Subjects			
Law and English Litt. Spent year (1923-1924) at Trinity Coll., Cambridge Univ. England in Eng. Litt. research.			
(d) Other training such as vocational, business, trade schools given through the Armed Forces Institute (give name and location of school), or "in-service training" in a federal agency:		Date Attended	
Judge Advocate General of Navy USMC Institute		From: _____ To: _____ Day Night	
19. Indicate your knowledge of foreign languages		READING SPEAKING UNDERSTANDING	
Eng. Good Poor Eng. Good Poor Eng. Good Poor			
French X X			
(e) How was your knowledge of foreign languages acquired?			
School and private lessons			
(f) If you have travelled or resided in any foreign countries, indicate (1) names of countries (2) cities and length of time overseas and (3) reason of travel (e.g. business, vacation, study, etc.)			
England, France, Germany, Italy, Canada, etc. Study and recreation.			
20. List any electronic equipment you possess and machines and other tools you can use such as receiver of short wave radio, multi-computer, key-punch, turrets, scientific or professional devices.			
Approximate number of words per minute in typing .40 shorthand			
44. Are you now or ever been a licensed electrical engineer or electrical power plant operator, radio operator, radio specialist, teacher, lawyer, CPA, etc. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Give kind of license and State Lawyer; Louisiana			
45. Are you now or ever been a licensed architect, civil engineer, or engineer in any discipline? If so, give kind of license and State Continous.			
46. Are you now or ever been a licensed medical doctor, dentist, pharmacist, optician, nurse, midwife, teacher, lawyer, CPA, etc. If so, give kind of license and State			
47. Are you now or ever been a licensed attorney for criminal or civil cases, or both? If so, give kind of license and State If your wife is important just indicate her NOT submit copies unless requested			
48. Please specify any particular experience of membership in professional or scientific societies etc.			
Practising lawyer in New Orleans for about fifteen years; member New Orleans and Louisiana State Bar Associations.			

RECEIVED

WILLIAM P. BURKE

APPENDIX "A"

HISTORY OF EMPLOYMENT.
(Sec. 21 in Form 2025; Sec. 16 in USCRC Std. Form 57)

The following is a complete account of my business and professional activities since my return to New Orleans, free England, in the fall of 1924.

I had obtained a law degree from Harvard in 1923, but, as the law of Louisiana differs in many important respects from the Common Law, I entered Tulane University Law School, in October 1924, to study Louisiana Civil Code subjects. In the afternoons I worked as a researcher for the law firm of Spencer, Gilligan, Phelps and Burke, (now Phelps, Dunbar, Burkhardt and Claverie) late United Trust Co. legal, in Orleans, La.

In July 1925 I received the degree of LLB from Tulane, passed the Louisiana bar examinations, and entered practice as an associate of the firm named above. My salary was, as I recall it, \$100.00 per month, plus 75% of the fees on the business which I originated. Such fees were negligible. My work consisted in research on matters assigned by members of the firm, and the handling of minor matters of litigation.

Among the clients of the Spencer firm was the New Orleans Bank & Trust Co., a small bank which had been organized a few years previously. In 1928 the bank decided to open a Trust Department, and offered me the job of organizing and running it, at a salary of \$400.00 per year. I accepted, organized the department and operated it successfully until 1931. My work consisted in collecting wills, trusts and custodianship accounts, inverting the funds of beneficiaries, administering estates and handling receiverships.

In 1931 the discount department of the New Orleans Bank & Trust Co. got into difficulties, and, for the protection of the depositors, the entire bank was taken over by the Interstate Trust & Fidelity Co., of New Orleans. No loss was suffered by any of the customers of the Trust Department. I became Assistant Credit Officer of the Interstate Bank, and could have remained there indefinitely, but I disliked the environment and the policies of the management, and I could see very little prospect for advancement, so I resigned when the trust accounts had been transferred.

In the fall of 1931 I organized a corporation which was to erect a moving-letter on Canal St., similar to the one on the Times Building in New York. Revenues were to be derived from the sale of advertising which was to be interspersed among news dispatches. It proved impossible, however, to sell sufficient contracts to make the operation profitable, and I liquidated the corporation in the early part of 1932.

Two of my classmates at Tulane, Edward J. Deitch and R. Forrest Barrigan had been practicing law together since graduation, and were becoming quite successful. They asked me to join them, and, in the summer of 1932, I became a partner of the firm of Deitch & Barrigan & Burke. For the next five years we engaged in the general civil practice of law in all City, State and Federal Courts. Among others, we represented the Billingsley Engineering Co., the Item Co., Ltd., publisher of one of the local daily papers, the Standard Locomotive Co., and a number of insurance companies, and local corporations and individuals.

My work covered the wide field of civil corporate and individual practice: the preparation of pleadings, interviewing witnesses, conducting litigation, writing briefs, arguing cases in the instant and appellate courts, executing titles, administering estates, handling taxation matters, etc. My income averaged approximately \$4000.00 per annum.

I resigned from the firm in 1937 and continued practice, as an individual, with offices in the Canal Park Building, until I entered military service in 1941. My income during that period varied between five and eight thousand dollars.

I was on active duty in the U.S. Marine Corps from September 1st to December 1945. While I was overseas my mother died, leaving a considerable estate. I was named executor in her will, and, after my return, I spent several months in administering

WILLIAM P. BURKE

APPENDIX "A"

the estate, transferring the securities and working out some rather complicated taxation matters.

I had decided, while in service, that I did not want to return to active law-practice. The clients I had had before the war were being inadequately served by other attorneys, and it would have meant starting all over again from scratch. I did not want to do that, so I began looking for a business in which I could invest capital and my services. Naturally, I have found quite a few, but none, as yet, which meets my requirements.

I am a member of the Board of Directors of the following corporations: The National Service & Appraisal Co., of Chicago, Ill., which is in the credit reporting business; the Cahill Realty Co., of St. Louis, Mo., a family real estate company; The Equitable Real Estate Co., Inc., of New Orleans; and Miracle Service, Inc., a company which some of my associates and I organized recently to operate "laundromats" in this territory.

I have been active in Civic matters, acting as team captain in drives of the Community Chest, and have taken part in drives by the Red Cross, the Anti-Tuberculosis Society, the Cancer Society, etc. I am a member of the Board of the Children's Bureau, a Chest agency, and a member of its finance committee.

WILLIAM P. BURKE

APPENDIX "B"

MILITARY SERVICE.

(Sec. 16 in Form 2105; Sec. 17 in USASC Std. Form 57)

In the spring of 1942 the war came pretty close to New Orleans. There were submarines in the Gulf, tankers were being torpedoed as they left the river, and the hospitals were filled with horribly burned seamen. I was anxious to do what I could, but I felt that at my age there was little hope of taking an active part. I became an Air Raid warden, and helped sell some War Bonds, and I thought that was about all I would be able to do.

Then the Marine Corps came out with an announcement that commissions were open in Aviation Intelligence to men up to 45 years of age. I saw the Recruiting Officer, and he recommended me for such a commission. Nothing happened for some time, so when I was next in Washington on business I went to Marine Corps Headquarters and looked up Colonel Walford, whom I had known in New Orleans.

He ascertained that Aviation Intelligence was filled up, but stated that he would be glad to have me in the Recruiting Division, and that I might transfer to Aviation Intelligence later on. I was delighted to get into the Marine Corps, and accepted a commission as Captain on 8 September 1942.

After an indoctrination course at Quantico, Va., I was ordered to San Antonio, Tex., as assistant recruiting officer. I remained there for three months, devoting most of my time to the Student Officer procurement program in the various Texas colleges.

In December, 1942, the Marine Corps, which had, prior to that time, been an exclusively volunteer organization, was placed under the Selective Service System, and Marine Corps Headquarters decided to follow the lead of the Navy and appoint a Marine officer as liaison to each state Selective Service Headquarters. I was one of those appointed, and was ordered to Raleigh, N.C., on 12 January 1943.

The post at Raleigh was one of great importance because of the large Marine Corps bases at New River, Cherry Point and Beaufort, at which over one hundred thousand Marines were in training, and at which construction and maintenance programs involving several hundred millions of dollars were in operation. It was my duty to supervise the induction of all North Carolina Selectees who were assigned to the Marine Corps through the Selective Service System, and to represent the various Marine Corps installations in their dealings and disputes with local draft boards concerning the deferment of about five thousand civilian employees.

In addition, I took an active part in the administration of the Selective Service Headquarters in Raleigh and throughout the state, interviewing registrants, their employers and dependents, advising local area appeal boards, setting up replacement schedules for various industries and passing on the merits of about eleven thousand appeals.

The work was interesting and productive, and living in Raleigh was certainly "good duty", but I had never lost my desire for overseas duty and made two attempts to transfer to Aviation, both of which were unsuccessful. Then, in September 1944 I heard that Marine Divisions overseas were badly in need of Legal Officers, and I immediately applied for transfer. I was ordered to Headquarters for indoctrination, and, after a tour of duty in the office of the Judge Advocate General of the Navy, I was sent to Corp Institute in February 1945 for further training. In April 1945 I sailed from San Francisco, and in May I joined the Fourth Marine Division, Fleet Marine Force, Pacific, at Eniwetok, as Division Legal Officer. I continued in that post until the war ended and I procured a transfer to the inactive list.

A Marine Division consists of approximately 18,000 men. The Division Legal Officer is directly responsible to the Commanding General for the administration of military justice throughout the command, and supervises the work and findings of all General, Summary and Court Martial Courts, as well as those of all Boards of Investigation and Courts of Inquiry. He advises the Commanding General on the action to be taken as Convening Authority or Immediate Superior in Command. In addition he advises the Commanding General and Chief of Staff on all legal matters arising out of contact with natives, with civilian and military authorities and with the owners of training areas.

14-00000

WILLIAM P. BURKE

APPENDIX "B"

used by the troops. Moreover, he acts as Legal Assistance Officer to the Division, which involved, during my term of office, the giving of legal advice and service to about eight hundred individuals.

I returned to the United States on 25 October 1945, and completed my terminal leave on 19 December 1945.

During my term of service my superiors rendered reports on my fitness each ninety days. All of these reports were favorable, and many of them contained commendations. I was promoted to Major in August 1945, to rank from May 1943, and I hold a permanent commission as Major in the Reserve. My file number is 013458.

Dec. 1945 to Jan. 1946

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A:

GENERAL

1. NAME BURKE, William P., Jr.	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office		6. OFFICIAL POSITION TITLE IO (Contact) (Ch)	
7. GRADE GS-15	8. DATE REPORT DUE IN CP 9 September 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/56 - 9/8/57	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL	INITIAL	REASSESSMENT-SUPERVISOR <input type="checkbox"/>	REASSESSMENT-EMPLOYEE <input type="checkbox"/>

SECTION B:

CERTIFICATION

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

Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED P/T IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
X HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

2. THIS DATE C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
31 Oct 57 *E. M. Ashcraft* **Chief, Contact Division**

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.

GW DATE
11-1-57

Posted Pos. Control

Reviewed by PLG *Relt 11-1-57*

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL
31 Oct 1957 *George G. Carey* **Assistant Director for Operations**

SECTION C.

JOB PERFORMANCE EVALUATION

I. 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.
2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |
|---|---|

COMMENTS:

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare, in your mind, when possible, the individual being rated ^{30 Sept 53} 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 ^{100%} duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONTACTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY	EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	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 Obtaining the effective support of non-governmental sources and contacts in his area	RATING NUMBER
Management of domestic field office	6		6
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5 Liaison with Federal and local agencies and officials in his area	RATING NUMBER
Analysis of assigned area for intelligence potential	6		4
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6 Support of other elements of CIA in his area	RATING NUMBER
The planning and carrying out of effective intelligence collection	6		3

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Complete integrity; knowledge of area, familiarity with source potentials and attitudes, ability to obtain close cooperation of non-governmental sources at high level; loyalty to staff. Somewhat inclined to take legalistic approach to relationships with other elements of CIA and other IAC local representatives, with consequent loss of flexibility.

SECTION D.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME BURKE	(Last) WILLIAM	(First) P.	(Middle) Jr.	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office			6. OFFICIAL POSITION TITLE IO (Contact)			
7. GRADE GS-15	8. DATE REPORT DUE IN OP. 9 September 1957		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/56 - 9/8/57			
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/>	INITIAL <input checked="" type="checkbox"/>	REASSIGNMENT-SUPERVISOR <input type="checkbox"/>		SPECIAL (Specify) REASSIGNMENT-EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE
31 Oct 57B. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR
E. M. AshcraftC. SUPERVISOR'S OFFICIAL TITLE
Chief, Contact Division

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

A. THIS DATE
31 Oct 57B. TYPE OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL
George G. CareyC. OFFICIAL TITLE OF REVIEWING OFFICIAL
Assistant Director for Operations

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

2

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

2. SUPERVISORY POTENTIAL

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

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

SECRET

OCT

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATIO-EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

80

4. COMMENTS CONCERNING POTENTIAL

He is willing to leave the New Orleans area for an overseas tour, but not for duty in Washington. Since his background has been entirely in the general collection field, and since he has no substantive training, it is difficult to conceive of such an overseas position. He is eminently suited to continue in his present assignment.

NOV
PERSONNEL

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.

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

See Section G(4) above.

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

- | | |
|-----------------|--|
| 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
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(After Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-300. 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.

GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
BARNES	William	P. Jr.	22 Oct 1900	M.	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
Operations/Contact/New Orleans Office			IO (Contact)		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-15	9 September 1956	9/9/55 - 9/8/56			
10. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
<input checked="" type="checkbox"/>		X ANNUAL	CLASS ELEMENT-EMPLOYEE		

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOT:
Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE **7 Nov 56** C. **Handwritten** S. M. ASHCRAFT D. SUPERVISOR'S OFFICIAL TITLE **Chief, Contact Division**

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

BY **gwc** DATE **11-13-56**Reviewed by **GEORGE G. CAREY**Signature **GEORGE G. CAREY**

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE **8 Nov 56** C. OFFICIAL TITLE OF REVIEWING OFFICIAL **Assistant Director for**
GEORGE G. CAREY

SECTION C.

JOB PERFORMANCE EVALUATION

Operations

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.
2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |
|----------|---|

COMMENTS:

SECRET

Case Filled In

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES					
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed during the period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with others in the same job title 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: <table border="0"> <tr> <td style="vertical-align: top;"> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING </td> <td style="vertical-align: top;"> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PRESIDES CORRESPONDENCE </td> <td style="vertical-align: top;"> MAINTAINS INVESTIGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEREFLING SOURCES KEEPS BANKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA </td> </tr> </table> 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.		ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PRESIDES CORRESPONDENCE	MAINTAINS INVESTIGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEREFLING SOURCES KEEPS BANKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA	
ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PRESIDES CORRESPONDENCE	MAINTAINS INVESTIGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEREFLING SOURCES KEEPS BANKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA			
DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY			
SPECIFIC DUTY NO. 1 Management of domestic field office.		RATING NUMBER 6	SPECIFIC DUTY NO. 4 <i>Obtaining the effective support of non-governmental sources and contacts in his area.</i>		RATING NUMBER 6
SPECIFIC DUTY NO. 2 Analysis of assigned area for intelligence potential.		RATING NUMBER 6	SPECIFIC DUTY NO. 5 <i>Liaison with Federal and local agencies and officials in his area.</i>		RATING NUMBER 4
SPECIFIC DUTY NO. 3 The planning and carrying out of effective intelligence collection.		RATING NUMBER 6	SPECIFIC DUTY NO. 6 <i>Support of other elements of CIA in his area.</i>		RATING NUMBER 3
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. <p>The ability to obtain high degree of cooperation from important industrial and educational sources in his area; ability to plan and direct the operations of his office with efficiency and exceptionally high standards; complete integrity. This integrity, coupled with a somewhat legalistic approach to many problems, tends to make him somewhat inflexible in his approach to the sometimes unusual requirements of Intelligence, particularly when they concern clandestine matters.</p>					
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION					
DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.					
RATING NUMBER 6	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION				
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 CIO no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
BURKE William P., Jr.	22 Oct 1900	M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office			
6. GRADE	7. DATE REPORT DUE IN OP	8. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	9 September 1956	9/9/55 - 9/8/56	

10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED	2. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	3. SUPERVISOR'S OFFICIAL TITLE
7 Nov 56	<i>E. M. Ashecraft</i>	Chief, Contact Division
4. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO	5. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	6. OFFICIAL TITLE OF REVIEWING OFFICIAL
8 Nov 1956	<i>George G. Carey</i>	Assistant Director for Operations

SECTION G.

ESTIMATE OF POTENTIAL

Operations

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

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

2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
NUMBER 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

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

SECRET

Form 5100-10

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

70

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

He has indicated his unwillingness to leave the New Orleans area, he is eminently fitted to continue in his present job and, with the possible exception of linguistics, it is difficult to conceive of another area in CIA to which he would readily adapt.

MAIL ROOM

SECTION H.

FUTURE PLANS

5. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.

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

See Section G (4) above.

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

- | | |
|-----------------|--|
| 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
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS DETERMINED	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES 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 transmission 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 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.

CODED

DATE

OCT 18 1955

annual 9-9-56 next report due

Posted Pos. Control W&R

Reviewed by FID Cella 10/20/55

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSONNEL OFFICER

SECTION I (To be filled in by Administrative Officer)

1. NAME BURKE,	(Last) William (First) P., Jr. (Middle)	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. CAREER DESIGNATION OC
5. DATE OF ENTRANCE ON DUTY 9 September 1947	6. OFFICE ASSIGNED TO Operations	7. DIVISION Contact	8. BRANCH New Orleans Office	
9. NATURE OF ASSIGNMENT <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION New Orleans, Louisiana	11. GRADE GS-15		
12. DATE THAT THIS REPORT IS DUE 9 September 1955	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/54 - 9/8/55			

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Chief, New Orleans Office	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 19 September 1948
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):	

The active management of a major domestic field office. This includes: (1) the supervision and direction of the professional and clerical personnel of that office; (2) within the broad directives of the Contact Division, the assessment of the intelligence capability of his assigned area, the conduct of methodical exploitation of the intelligence sources within his area, and the maintenance of close and effective relationship with Contact Division Headquarters for the purpose of directing local exploitation along the lines of current requirements and priorities; (3) the effective support of all elements of the Agency, required within his area; and (4) the maintenance of all Federal, State and local liaisons necessary to the accomplishment of his mission.

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 been shown to the individual rated.

THIS DATE 15 October 55	NAME AND SIGNATURE OF RATER (Employee's immediate supervisor) E. M. ASHCRAFT
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)	
THIS DATE 6 Oct 55	NAME AND SIGNATURE OF REVIEWER (Official next higher in line of authority) GEORGE G. CAREY

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION IV

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

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

STATEMENTS	NOT OB- 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				X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.					X	
19. HAS BIDE RANGE OF INFORMATION.					X	
20. SHOWS ORIGINALITY.				X		
21. ACCEPTS RESPONSIBILITIES.					X	
22. ADMITS HIS ERRORS.				X		
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.			X			
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.					X	

SECRET

~~SECRET~~
~~When Filled In~~

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Complete integrity, high standards of behavior and accomplishment, the ability to induce cooperation at a high level, experience in domestic collection.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Somewhat inflexibly high moral and ethical standards.

SECRET

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(Form Filled In)

OFFICER

PERSONNEL

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MAIL ROOM

<p>C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTLIGNS ALL OTHER CONSIDERATIONS.</p> <p>Integrity and general competence.</p> <p>D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. IF YES, WHY?</p> <p>E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?</p> <p>None, beyond periodic visits to Division headquarters.</p> <p>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.)</p> <p>See B. above.</p>	
<p>SECTION VI</p> <p>Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.</p>	
<p>A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. <input type="checkbox"/> 2. BARELY ADEQUATE IN PERFORMANCE ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. <input type="checkbox"/> 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. <input type="checkbox"/> 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. <input checked="" type="checkbox"/> 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. <input type="checkbox"/> 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER. <p>IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. IF YES, WHAT?</p>	<p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY. WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY. <input type="checkbox"/> 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS...REGARD AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER. <input type="checkbox"/> 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY...BOthered by minor frustrations... WILL QUIT IF THESE CONTINUE. <input type="checkbox"/> 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE.. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER. <input type="checkbox"/> 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. <input type="checkbox"/> 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY.. BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY. <input checked="" type="checkbox"/> 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY.. WILL PROBABLY NEVER CONSIDER WORKING ANYWHERE BUT IN THE AGENCY. <p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED. <input type="checkbox"/> 2. OF DOUBTFUL SUITABILITY.. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW. <input type="checkbox"/> 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO BARRANT HIS SEPARATION. <input type="checkbox"/> 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY. <input checked="" type="checkbox"/> 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS. <input type="checkbox"/> 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY. <input type="checkbox"/> 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY. <p>None applicable. He is capable of greater responsibilities in certain areas.</p>

SECRET

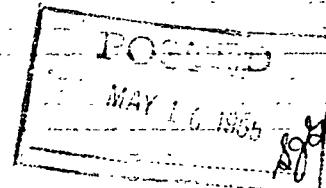
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ISSUED IN LIEU OF FORM 50

NATURE OF ACTION CHANGE IN OCCUPATIONAL CODE AND/OR TITLE.

EFFECTIVE DATE 31 MARCH 1955

POSITION TITLE	NEW CODE	NAME	POSITION NUMBER
10-CONTACT-CH	GS-0132.21	BURKE WILLIAM P JR	K 195 101773



APPROVED HARRISON G. REYNOLDS
DIRECTOR OF PERSONNEL

SECRET

WILLIAM P. BURKE
Post Office Box 1016
New Orleans, La.

6 December 1954

Mr. C. F. Camp
Chief, Personnel Procurement
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Camp:

I am today in receipt of your letter of 1 December 1954 concerning Mr. Clapp's visit and Mr. McBride.

I was not in New Orleans at the time when Mr. Clapp was here and accordingly did not have the pleasure of seeing him.

I am sorry that Mr. Clapp did not succeed in making contact with Mr. McBride. If I happen to learn of a more recent address of Mr. McBride, I shall pass the information on to you.

Very truly yours,



William P. Burke

WPB/gn

SECRET

140000
1-1731

DD/P - 1-1931-b

SEP 16 1954

DEPARTMENT FOR: Deputy Director (Intelligence)
SUBJECT: Commendation of DO/I Personnel

1. For the past several months my office has had an urgent and a continuing need for intelligence about Guatemala -- for intelligence in such variety that at one time or another almost every DO/I component contributed.
2. Each of them -- offices as well as individuals within the DO/I area -- responded with a highly impressive alacrity and completeness. Their contributions were thorough in their coverage and fast in their preparation.
3. It is difficult to cite the work of particular individuals and components of DO/I, because much inconspicuous but essential labor must never have come to my attention. Risking the chance that such work might unfairly go unrecognized, I nevertheless believe that the work of the following individuals and units deserves special recognition:

John W. Armstrong, Wilton H. Brown, Archie C. Bush and David L. Camp, DCI.

Miss Dorothy A. Franklin, William P. Burke, Hunter J. Lease and Lloyd A. Ray, New Orleans field office, DCI.

William Buchanan, **Kansas City field office**, DCI.

Miss Betty Didcock and David F. Haley, Geography Division, OMR.

Norman E. Greenawalt, Charles D. Stockton, Milton S. Venekay and Robert J. Yuskait, Cartography Division, OMR.

Zygmund Lenchart, Richard V. Shamp and John E. Wilson, Photo Intelligence Division, OMR.

Harry A. McTrea and David R. McLean, DCI.

Lawrence Snitsky, New York field office, DCI.

SECRET

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- 2 -

Office of Research and Reports which put its major resources at our disposal. ORR's geographic research area freely gave us the time of trained cartographers and interpreters. Without their skills, and the endless hours they applied those skills for us, our operations would have been most difficult. ORR's economic research area contributed less only because we asked for less; economic intelligence was not as vital as geographic intelligence to this operation. In addition, the major economic contribution was recognized and commended in my 7 June 1954 memorandum to you.

Foreign Broadcast Information Division which monitored Guatemalan and related broadcasts with more than its usual care, and, among other special activities, arranged a direct wire service so that our field headquarters unit received the monitored broadcasts immediately. The entire division turned to its task with such unity that singling out for commendation the work of any of its people is impossible.

Foreign Documents Division which gave us translations quickly and in the priority needed. Its service was the more remarkable for its lack of a Western Hemisphere Unit. Initiative, flexibility, and willingness were substituted for this organizational lack.

Central Spy Station which provided a wide variety of services we requested, and on its own initiative proposed other useful services. Its remarkable collection of Central American intelligence information by its network of domestic field stations, it carefully watched the southern ports of entry into the United States on a 24-hour day basis, it provided us with commercial news clipping services and the texts of news broadcasts, and it located, surveilled and in many cases interviewed Guatemalans within the United States in whom we were interested.

CIA Library, especially its Book Branch. All components, however contributed. Its clipping service was reliable, alert, and keen to render maximum service. The Information Section promptly handled numerous spot requests and gave resourceful assistance well beyond the confines of its routine duties. The Book Branch surveyed periodical and scholarly literature meticulously, and thus uncovered much information useful to a psychological campaign.

Graphics Register whose Photo Branch and Film Branch both gave services much beyond the normal course of duty, and showed ingenuity in locating and preparing special materials.

Michael Dulles
FRANK G. WISNER
Deputy Director (Plans)

SECRET

SECRET

SEP 28 1954

SECURITY INFORMATION

BY *[Signature]* DATEPERSONNEL EVALUATION REPORT *(Continued)*

<i>Items 1 through 6 will be completed by Administrative or Personnel Officer.</i>			
1. NAME (Last)	First	(Middle)	GRADE
BURKE,	William	P., Jr.	GS-15
2. OFFICE	STAFF OR DIVISION	BRANCH	DEPT/LS IF FIELD, SPECIFY STATION
DDI/00	Contact	New Orleans	<input checked="" type="checkbox"/> FIELD
3. PERIOD COVERED BY REPORT	4. TYPE OF REPORT		
From 9/9/53	To 9/8/54	<input type="checkbox"/> Initial	<input checked="" type="checkbox"/> Annual
		<input type="checkbox"/> Reassignment	<input type="checkbox"/> Special
		<input type="checkbox"/> Reassignment of Supervisor	

Items 7 through 10 will be completed by the person evaluated.

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. General and detailed supervision, direction and support of the activities of personnel attached to the New Orleans Office, with a view to insuring the highest standard of professional and clerical performance and the most complete coverage of the area within this office's jurisdiction. Interpretation and implementation of policies originated by higher echelons. Maintenance of liaison with field installations of other IAC agencies for the purpose of effecting coordination of domestic intelligence collection. Collection and reporting of positive foreign intelligence information from domestic nongovernmental sources. Provision of support to other components of CIA.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

In the type of work in which I am presently engaged.

10.

31 August 1954.

DATE

SIGNATURE *[Signature]**Items 11 through 18 will be completed by Supervisor.*

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

He performs these duties conscientiously and efficiently.

SECRET

SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

By the maintenance of his office and official relationships in an area of peculiar traditional independence and integrity, on a firm and high level.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR IMPROVEMENT?

To continuing his present efforts to reach a broader understanding of the whole intelligence problem, both within CIA and in the IAC complex. To a more tolerant approach to support problems.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

He is capable of greater responsibilities now.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None, other than periodic visits to O/C headquarters.

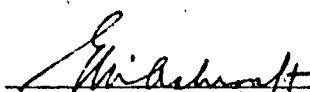
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

24 Sept. 54

DATE

SIGNATURE OF SUPERVISOR

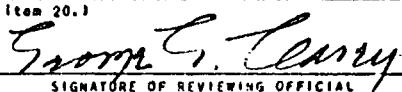


19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

27 Augt 54

DATE

SIGNATURE OF REVIEWING OFFICIAL



20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

CONFIDENTIAL

SCHEMATISCH

PLEASE READ INSTRUCTIONS SHEET BEFORE PREPARING THIS FORM

1. Agency and organizational designation CENTRAL INTELLIGENCE AGENCY O-13 New Orleans Office		2. Pay period	3. Block No.	4. Slip No.			
5. Employee's name Mr. William P. Burke Jr.		6. Grade and salary O-15 \$10,750.00					
PAY ROLL CHANGE DATA							
	BASIC PAY	OVERTIME	GROSS PAY	TAX	RET.	BOND	NET PAY
7. Previous normal							
8. New normal							
9. Pay this period							
10. Remarks: PURSUANT TO DCI DIRECTIVE EFFECTIVE 24 OCT. 1951 SALARY ADJUSTED TO \$ 11,800.00				11. Appropriation(s)		12. Prepared by <i>Walter B. Brown</i>	
						13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase		<input type="checkbox"/> Pay adjustment		<input type="checkbox"/> Other step-increase			
14. Effective date 9/16/51	15. Date last equivalent increase 3/17/50	16. Old salary rate \$10,750.00	17. New salary rate \$11,000.00	18. (a) Efficiency rating is good or better than good and service and conduct requirements certified <i>Walter B. Brown</i> <i>(Signature of Other Administrator)</i>	19. Suspension date 10/12/51		
20. LWOP date (Fill in appropriate spaces covering LWOP during following periods) Period(s):							
<input type="checkbox"/> No excess LWOP Total excess LWOP _____ <small>STANDARD FORM NO. 1126A Form prescribed by Compt. Gen., U. S. Feb. 3, 1950, General Regulations No. 108</small>							
PAY ROLL CHANGE SLIP—PERSONNEL COPY <i>10/11/51</i>							

U. S. GOVERNMENT PRINTING OFFICE

~~CONFIDENTIAL~~
Sensitive Information

NOTICE OF CHANGE IN POSITION SLOTTING AND
OR CHANGE IN POSITION DESIGNATION

NO CHANGE IN GRADE IS INVOLVED

DATE OF T O APPROVAL 6 FEB 1952
CFF DATE OF POSITION SLOTTING 24 MARCH 52

OO CONTACT DIVISION

NAME & TITLE	GRADE	PERSONS SERIES	POSITION NUMBER
OURKE WILLIAM P TO CHIEF	GS 132 15		K195
RAY LLOYD ANTHONY INTEL OFFICER	GS 132 14		K196
LEAKE HUNTER C II INTEL OFFICER	GS 132 14		K19601
BRANDAO DOROTHY A ADM ASSISTANT	GS 301 7		K197
LATNO JOAN MOT INTEL OFFICER	GS 132 7		K198
NADOL GERTRUDE Q SECRETARY STENO	GS 310 5		K199
DUFFY GLADYS E SECRETARY STENO	GS 310 5		K19901
ANDERSON MAY HELEN CLERK STENOGRAFHER	GS 312 4		K200

HOUSTON OFFICE

RISCH ERNEST A TO CHIEF	GS 132 15	K201
HAYNES BEN P INTEL OFFICER	GS 132 14	K202
IVES GEORGE O INTEL OFFICER	GS 132 13	K203

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Public Law 513, approved May 13, 1950, 81st Congress (2nd Session), is quoted verbatim herewith:

"AN ACT"

"To enhance further the security of the United States by preventing disclosures of information concerning the cryptographic systems and the communications intelligence activities of the United States."

"BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED. That whoever shall knowingly and willfully communicate, furnish, transmit, or otherwise make available to an unauthorized person, or publish, or use in any manner prejudicial to the safety or interest of the United States or for the benefit of any foreign government to the detriment of the United States any classified information (1) concerning the nature, preparation, or use of any code, cipher, or cryptographic system of the United States or any foreign government or (2) concerning the design, construction, use maintenance, or repair of any device, apparatus, or appliance used or prepared or planned for use by the United States or any foreign government for cryptographic or communication intelligence purposes; or (3) concerning the communication intelligence activities of the United States or any foreign government, or (4) obtained by the processes of communication intelligence from the communications of any foreign government knowing the same to have been obtained by such processes, shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.

"Sec. 2. (a) The term 'classified information' as used herein shall be construed to mean information which, at the time of a violation under this Act, is, for reasons of national security, specifically designated by a United States Government Agency for limited or restricted dissemination or distribution

"(b) The terms 'code', 'cipher', and 'cryptographic system' as used herein shall be construed to include in their meanings, in addition to their usual meanings, any method of secret writing and any mechanical or electrical device or method used for the purpose of disguising or concealing the contents, significance, or meanings of communications.

"(c) The term 'foreign government' as used herein shall be construed to include in its meaning any person or persons acting or purporting to act for or on behalf of any faction, party, department, agency, bureau, or military force of or within a foreign country, or for or on behalf of any government or any person or persons purporting to act as a government within a foreign country, whether or not such government is recognized by the United States.

"(d) The term 'communication intelligence' as used herein shall be construed to mean all procedures and methods used in the interception of communications and the obtaining of information from such communications by other than the intended recipients.

~~CONFIDENTIAL~~

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"(e) The term 'unauthorized person' as used herein shall be construed to mean any person who, or agency which, is not authorized to receive information of the categories set forth in section 1 of this Act, by the President; or by the head of a department or agency of the United States Government which is expressly designated by the President to engage in communication intelligence activities for the United States.

"Sec. 3. Nothing in this Act shall prohibit the furnishing, upon lawful demand, of information to any regulatory constituted committee of the Senate or House of Representatives of the United States of America, or joint committee thereof."

I, William P. Burke, do hereby certify that
I have read, and thoroughly understand, Public Law 513, quoted above.

Signed: Wm P. Burke
Date : 6 Nov. 1950

Witness : John M. Luttrell
Position: Communicator, N.O.
Date : 6 November 1950

CONFIDENTIAL

STANDARD FORM 80 (2 PARTS)
OCTOBER 1949
PROULISHED BY
CHAPTER VI, FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

104 (5k) 130

1. NAME (MR. — MRS. — MISS) — GIVE FIRST, MIDDLE (INITIALS), AND SURNAME	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. William P. Burke, Jr. 01973	10/22/1900		5/11/50
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	
Periodic Step Increase	3/19/50	CIA Admin. Inst. 20-8 Dated 12/9/49	
FROM		TO	
Regional Manager (Intelligence Officer) GS-15	9. SERVICE, SERIES, GRADE, SALARY	Regional Manager (Intelligence Officer) GS-15	
GS-13 \$10500.00 per annum	10. ORGANIZATIONAL DESIGNATIONS	GS-13 \$10750.00 per annum	
Operations Contact New Orleans Office		Operations Contact New Orleans Office	
11. HEADQUARTERS		New Orleans, Louisiana	
New Orleans, Louisiana		New Orleans, Louisiana	
<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
<input type="checkbox"/> NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input type="checkbox"/> 10-POINT <input checked="" type="checkbox"/> DISAB <input type="checkbox"/> UTHML		<input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input checked="" type="checkbox"/> Bu. AF-192	
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT: (YES — NO)
M	W	FROM: 2103900 TO: 529-309	Yes
19. DRAFT OR APPOINTMENT AFFIDAVITS EXCESSIONS ONLY			
20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Louisiana			
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.			
<p>*Last equivalent salary increase 9/19/48</p> <p>Efficiency Rating: Excellent Approved 3/20/49</p> <p>Conduct Report: Satisfactory Dated 3/6/50</p> <p style="text-align: right; margin-right: 100px;"><i>WEP 11/11/50</i></p> <p><i>Andrew E. Van Eesso</i></p> <p>ANDREW E. VAN EESSO Chief, Administrative Staff</p>			
ENTRANCE EFFICIENCY RATING:		22. SIGNATURE OR OTHER AUTHENTICATION	

Standard Form No. 52
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved
Budget Bureau No. 50-R012A

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL ()
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 3/19/50 based on performance during period from 3/20/49 to 3/12/50

William F. Burkhardt Jr. Intelligence Officer GS-15
(Name of employee) (Title of position, service, and grade)

On Contact

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE <input checked="" type="checkbox"/> if adequate <input type="checkbox"/> if weak <input type="checkbox"/> if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 5823A: 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position: a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: <input checked="" type="checkbox"/> Administrative, supervisory, or planning <input type="checkbox"/> All others ✓ (1) Maintenance of equipment, tools, instruments. ✓ (2) Mechanical skill. ✓ (3) Skill in the application of techniques and procedures. ✓ (4) Presentability of work (appropriateness of arrangement and appearance of work). ✓ (5) Attention to broad phases of assignments. ✓ (6) Attention to pertinent detail. ✓ (7) Accuracy of operations. ✓ (8) Accuracy of final results. ✓ (9) Accuracy of judgments or decisions. ✓ (10) Effectiveness in presenting ideas or facts. ✓ (11) Industry. ✓ (12) Rate of progress on or completion of assignments. ✓ (13) Amount of acceptable work produced. (Is it park based on production records? Yes or no) ✓ (14) Ability to organize his work. ✓ (15) Effectiveness in meeting and dealing with others. ✓ (16) Cooperativeness. ✓ (17) Initiative. ✓ (18) Resourcefulness. ✓ (19) Dependability. ✓ (20) Physical fitness for the work.
---	---	--

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
 — (B) _____
 — (C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Rating official. <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Reviewing official. <u>F</u>
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	
Minus marks on at least half of the underlined elements.	

Rated by Sgt. Major Kukreti Chief Contracting Officer 16 March 1950
(Signature of rating official) (Title) (Date)

Reviewed by George T. Barry AD/DO 20 Mar 1950
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee 3/20/50 Report to employee E
(Signature of rating committee) (Signature of employee)

PERIODIC PAY INCREASE REPORT

TO Mrs. Firfin	THIS DATE 3/2/1950		
In order to determine whether the employee named below is eligible for a periodic pay increase it is necessary that his (or her) immediate supervisor execute the following "Conduct Report" and obtain the signature of the highest supervisor having knowledge of the employee's conduct.			
CONDUCT REPORT			
NAME OF EMPLOYEE William P. Burke	POSITION, TITLE AND GRADE Intell. Off. GS-15		
<input checked="" type="checkbox"/> This employee's conduct has been satisfactory. <input type="checkbox"/> This employee's conduct has been unsatisfactory for the following reasons: <i>Last equivalent salary increase 7/19/48</i> <i>Eff. Rating - E - 3/20/49</i> <i>Effec. Date 3/19/50</i> <i>2105905</i> <i>529-388</i>			
SIGNATURE OF IMMEDIATE SUPERVISOR <i>Firfin K. Krajetzki</i>	DATE 6 March 1950	SIGNATURE OF REVIEWING OFFICIAL <i>J. M. Bellon</i>	DATE

FORM NO. 97-105
OCT 1949

RETURN TO: PERSONNEL DIVISION
ATT: TRANSACTIONS AND RECORDS BRANCH

1949

STANDARD FORM NO. 18 (PART I)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1940

FORM APPROVED
BUDGET BUREAU NO. 80-RG-64.

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION 104 (sm) 130

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OF ACTION NO.	4. DATE																																																																				
Mr. William P. Burke, Jr.	10/22/1900		10-28-49																																																																				
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																																																																					
Conversion-Class. Act of 1949	10-30-49	Letter - DCI - 10-28-49																																																																					
FROM		TO																																																																					
Regional Manager P-8 (Intelligence Officer) P-8 \$10,305.00 per annum Operations Contact New Orleans Office New Orleans, Louisiana		Regional Manager GS-15 (Intelligence Officer) GS-15 \$10,500.00 per annum Operations Contact New Orleans Office New Orleans, Louisiana																																																																					
<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL																																																																				
13. REMARKS																																																																							
 <u>Acting Chief, Personnel Division</u>																																																																							
14. SIGNATURE OR OTHER AUTHENTICATION																																																																							
<table border="1"> <tr> <td colspan="5">15. VETERAN'S PREFERENCE</td> <td colspan="5">16. POSITION CLASSIFICATION ACTION</td> </tr> <tr> <td>NON-VET</td> <td>10 POINT</td> <td>WWII</td> <td>WMI</td> <td>OTHER</td> <td>NEW</td> <td>VICE</td> <td>S. A.</td> <td>REAL</td> <td>Bu. 67-182 Mm 11/10/49</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>17. SEX</td> <td>18. RACE</td> <td colspan="3">19. APPROPRIATION</td> <td colspan="5">20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)</td> <td>21. DATE OF OATH (ACCSSIONS ONLY)</td> <td>22. LEGAL RESIDENCE</td> </tr> <tr> <td>M</td> <td>W</td> <td>FROM:</td> <td colspan="3">2105900</td> <td colspan="5">Yes</td> <td colspan="2">Louisiana</td> </tr> <tr> <td></td> <td></td> <td>TO:</td> <td colspan="3">529-303</td> <td colspan="5"></td> <td colspan="2"></td> </tr> </table>				15. VETERAN'S PREFERENCE					16. POSITION CLASSIFICATION ACTION					NON-VET	10 POINT	WWII	WMI	OTHER	NEW	VICE	S. A.	REAL	Bu. 67-182 Mm 11/10/49	<input checked="" type="checkbox"/>	17. SEX	18. RACE	19. APPROPRIATION			20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)					21. DATE OF OATH (ACCSSIONS ONLY)	22. LEGAL RESIDENCE	M	W	FROM:	2105900			Yes					Louisiana				TO:	529-303																		
15. VETERAN'S PREFERENCE					16. POSITION CLASSIFICATION ACTION																																																																		
NON-VET	10 POINT	WWII	WMI	OTHER	NEW	VICE	S. A.	REAL	Bu. 67-182 Mm 11/10/49																																																														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																														
17. SEX	18. RACE	19. APPROPRIATION			20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)					21. DATE OF OATH (ACCSSIONS ONLY)	22. LEGAL RESIDENCE																																																												
M	W	FROM:	2105900			Yes					Louisiana																																																												
		TO:	529-303																																																																				

4. PERSONNEL FOLDER COPY

Standard Form No. 81
August 1946

U. S. CIVIL SERVICE COMMISSION

Form approved,
Budget Bureau No. 50-R-122.REPORT OF
EFFICIENCY RATINGADMINISTRATIVE-UNOFFICIAL
OFFICIAL: REGULAR SPECIAL
PROBATIONAL As of 3/19/49, based on performance during period from 9/19/48 to 3/19/49William P. Burke, Jr. Intelligence Officer, P-8
(Name of employee) (Title of position, service, and grade)OO, Contact (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
V If adequate - If weak + If outstanding		

- (1) Maintenance of equipment, tools, instruments.
 (2) Mechanical skill.
 (3) Skill in the application of techniques and procedures.
 (4) Presentability of work (appropriateness of arrangement and appearance of work).
 (5) Attention to broad phases of assignments.
 (6) Attention to pertinent detail.
 (7) Accuracy of operations.
 (8) Accuracy of final results.
 (9) Accuracy of judgments or decisions.
 (10) Effectiveness in presenting ideas or facts.
 (11) Industry.
 (12) Rate of progress on or completion of assignments.
 (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
 (14) Ability to organize his work.
 (15) Effectiveness in meeting and dealing with others.
 (16) Cooperativeness.
 (17) Initiative.
 (18) Resourcefulness.
 (19) Dependability.
 (20) Physical fitness for the work.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
 (B) _____
 (C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating	Rating official..	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	E	
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good		E
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good		
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair		
Minus marks on at least half of the underlined elements.	Unsatisfactory		

Rated by Lynn Kibbets Chief Contact Ba. 23 March 1949
(Signature of rating official) (Title) (Date)Reviewed by J. M. H. Hartung Ap. AF 700 24 March 1949
(Signature of reviewing official) (Title) (Date)Rating approved by efficiency rating committee 2:28:48 Report to employee E
(Date) (Adjective rating)

PHYSICAL QUALIFICATION RECORD

NAME	NATURE OF ACTION
BURKE, WILLIAM P.	E.O.D.
TITLE OF POSITION	GRADE
Regional Manager	P-3
DEPARTMENT OR FIELD	
Field	

Subject was found physically fit unfit for duty with this organization
in the above grade and position. 11 September 1947

RECOMMENDATIONS:

28 December 1948

DATE

SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER

RESTRICTED

PERSONNEL ACTION REQUEST

RESTRICTED PERSONNEL ACTION REQUEST			
NAME:	CLASSIFICATION INITIAL DATE		
	VICE IA VV NEW	BW # F-172 12-4-47	OCT 21 1948
NATURE OF ACTION: <i>Transfer & Promotion</i>	QUALIFICATION & REVIEW INITIAL DATE		
EFFECTIVE DATE: <i>19 September 1948</i> <i>Immediately</i>	219-59-00 5-29-508	<i>W.C. T.</i>	9-21-48
FOR REHIREMENTS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	APPROVED: 15 Sept 1948 <i>Walter C. Tamm</i>		
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	SIGNATURE (EXECUTIVE DIRECTOR) <i>W.C. Tamm - 15 Sept '48</i>		
FROM		TO	
TITLE	Asst. Regional Manager (Intelligence Officer) P-7		Regional Manager (Intelligence Officer) P-8
GRADE AND SALARY	<i>\$5,095.00</i> P-7, \$8175.50 p.a.		P-8, \$10,305.00 p.a.
OFFICE	Operations		Operations
BRANCH	Contact		Contact Br
DIVISION	Control		New Orleans Office
SECTION	Southern I.A.O.		-
OFFICIAL STATION	New Orleans, Louisiana		New Orleans, Louisiana
DEPT. OR FIELD	Field		Field 130
REMARKS:	<i>Rehired</i>		
RECOMMENDED: <i>George G. Carey</i>	DATE		<i>15 Sept 1948</i>
GEORGE G. CAREY			

FORM NO. 37-3
OCT 1946

Assistant Director for Operations

3

(1514)

STANDARD FORM 50-18 PART I
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1948

FORM APPROVED
BUDGET BUREAU NO. 50-1804

CENTRAL INTELLIGENCE AGENCY

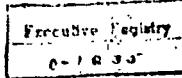
NOTIFICATION OF PERSONNEL ACTION 130
130 (cc) 130

1. NAME (MR. MISS MRS. FIRST MIDDLE INITIAL LAST)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO. & DATE													
Mr. William P. Burke, Jr.		10/22/1900		9/17/1948													
<i>This is to notify you of the following action affecting your employment:</i>																	
4. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		5. EFFECTIVE DATE		6. CIVIL SERVICE OR OTHER LEGAL AUTHORITY													
Transfer & Promotion		9/19/1948		Schedule A-5													
7. FROM		8. POSITION TITLE		9. TO													
Asst. Regional Manager (Intelligence Officer) P-7 \$8509.50 per annum Bu. #7800		P-7		Regional Manager (Intelligence Officer) P-8 \$10,305.00 per annum													
Operations Contact Control Southern I.A.O.		10. SERVICE GRADE, SALARY		Operations Contact Branch New Orleans Office													
New Orleans, Louisiana		11. ORGANIZATIONAL DESIGNATIONS		New Orleans, Louisiana													
12. FIELD OR DEPT L		13. FIELD		14. DEPARTMENTAL													
15. REMARKS <i>DOG - 09/14/48 CSEND - 09/15/48 LCO - 09/15/48</i>  <i>9/24/48</i> WILLIAM J. KELLY Chief, Personnel Branch																	
16. POSITION CLASSIFICATION ACTION Bu. #7-192 12/5/47																	
17. VETERAN'S PREFERENCE		18. POINT		19. POSITION CLASSIFICATION ACTION													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NAME</th> <th>S.P.T.</th> <th>10 POINT</th> <th>WWII</th> <th>WWI</th> <th>OTHER</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>		NAME	S.P.T.	10 POINT	WWII	WWI	OTHER	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
NAME	S.P.T.	10 POINT	WWII	WWI	OTHER												
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
20. SUBJECT TO C. S. RETIREMENT ACT Yes		21. DATE OF OATH (ACCESSIONS ONLY)		22. LEGAL RESIDENCE Louisiana													
17. SEX	18. RACE	19. APPROPRIATION FROM TO	20. SUBJECT TO C. S. RETIREMENT ACT Yes	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE Louisiana												
M	V	2195900 529-308															

U. S. GOVERNMENT PRINTING OFFICE 1948 783384

4. PERSONNEL FOLDER COPY

STANDARD FORM NO. 64

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Executive for Administration and Management **DATE: SEP 15 1948**
FROM : Assistant Director for Operations
SUBJECT: Recommendation for Promotion of Mr. William Patrick Burke, Jr.

1. It is requested that the attached recommendation for promotion of Mr. William P. Burke, Jr. from P-7 to P-8 be approved even though Mr. Burke has not served the required time in-grade as established in Paragraph 4c of Administrative Instruction No. 20-1. This recommendation is based upon the fact he has served in his present capacity as Acting Chief, New Orleans Office, OO/C, for approximately one year and his performance of duty has been outstanding.

2. Mr. Burke entered on duty as Acting Chief, New Orleans Office, OO/C, on 9 September 1947 in which capacity he is still serving. The position of Chief, New Orleans Office, has been allocated as a P-8.

3. Subsequent to assuming his duties as Acting Chief of the New Orleans Office, Mr. Burke displayed great initiative and unusual ability in planning his organization and without any loss of time, placed it on a highly productive basis. Mr. Burke has not overlooked any possible sources of intelligence within his area, and is submitting extremely valuable reports, particularly those that pertain to Latin America. In addition, Mr. Burke's office has produced comprehensive reports on the intelligence potentialities of Houston, Texas and Tulsa, Oklahoma, convincing this office that field offices in both localities will be justified.

4. Mr. Burke's accomplishments as Acting Chief, New Orleans Office have been outstanding. Due to his unusual leadership the morale of his office personnel has been maintained at a high level, despite heavy working conditions.

5. Mr. Burke received an A.B. degree from Loyola University, New Orleans, in 1919 and LLB degrees from Harvard Law School and Tulane University in 1923 and 1925 respectively. In addition, he spent one year of study at Cambridge University, England. Upon graduation from law school, he became affiliated with various prominent law firms in New Orleans, and in 1937 established his own firm which he operated on a successful level until his entry into the military service during World War II.

6. Mr. Burke has an outstanding military record, having served approximately three years in the U. S. Marine Corps during World War II, and being honorably released from duty with the rank

CONFIDENTIAL

CONFIDENTIAL

of Major. During his tour of duty with the U. S. Marine Corps, he served in the capacity of liaison officer with Selective Service and later, as legal officer with the Fourth Marine Division in the Pacific.

7. By reason of his civilian and military experience and wide acquaintanceship in New Orleans, Mr. Burke is exceptionally well qualified for his present assignment and is performing his duties in an outstanding manner. In view of his superior accomplishments and contributions to the successful operation of the Contact Branch, it is strongly recommended that Mr. Burke's promotion to the grade of P-8 be approved.

George G. Carey

GEORGE G. CAREY

CONFIDENTIAL

19 May 1948

Mr. William P. Burke
P. O. Box 1C16
New Orleans, C, Louisiana

Dear Bill:

Prior to leaving CIA, I want to record my sincere appreciation of the fine job done by you in New Orleans.

Your achievement is all the more noteworthy when it is remembered that you started in your city singlehanded and with little guidance or procedure. Within the space of less than a year, you have created an effective field office which is now making a significant contribution to national intelligence.

Inspections reveal that your relations with the local Armed Forces representatives as well as with your clients are excellent. Noted also is the high morale in your office.

Please accept my congratulations for this splendid record and accept my gratitude for your loyal support.

With best wishes for your continued success,

Very sincerely,

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

ELS:rn

cc: Personnel Files ✓
Chief, OO/C

Standard Form No. 31, Rev. 1
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-Ru12.
Effective Mar. 30, 1948.

REPORT OF EFFICIENCY RATING

As of 3/31/48, based on performance during period from 9/9/47 to 3/31/48.

William F. Burke
(Name of employee)

Intelligence Officer, P-7
(Title of position, service, and grade)

Operations, Contact

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE <input checked="" type="checkbox"/> If adequate <input type="checkbox"/> If weak <input checked="" type="checkbox"/> If outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 822A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: <input checked="" type="checkbox"/> Administrative, supervisory, or planning <input type="checkbox"/> All others.....
<ul style="list-style-type: none"> (1) Maintenance of equipment, tools, instruments. (2) Mechanical skill. (3) Skill in the application of techniques and procedures. (4) Presentability of work (appropriateness of arrangement and appearance of work). + (5) Attention to broad phases of assignments. (6) Attention to pertinent detail. (7) Accuracy of operations. (8) Accuracy of final results. + (9) Accuracy of judgments or decisions. + (10) Effectiveness in presenting ideas or facts. (11) Industry. (12) Rate of progress on or completion of assignments. (13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no) + (14) Ability to organize his work. + (15) Effectiveness in meeting and dealing with others. (16) Cooperativeness. (17) Initiative. + (18) Resourcefulness. + (19) Dependability. (20) Physical fitness for the work. 		

- + (21) Effectiveness in planning broad programs.
- + (22) Effectiveness in adapting the work program to broader or related programs.
- + (23) Effectiveness in devising procedures.
- + (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- + (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- + (26) Effectiveness in instructing, training, and developing subordinates in the work.
- + (27) Effectiveness in promoting high working morale.
- + (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- + (30) Ability to make decisions.
- + (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A)
- (B)
- (C)

STANDARD Deviations must be explained on reverse side of this form	Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent
Plus marks on at least half of the underlined elements, and no minus marks.	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair
Minus marks on at least half of the underlined elements.	Unsatisfactory

Rated by Ho Bui Vans Chief 7D (Signature of rating official) (Date) (Date)

Reviewed by Lynn K. Kierstuck Reviewing Official 17 April 1948 (Signature of reviewing official) (Date) (Date)

Rating approved by efficiency rating committee 5/3/48 Report to employee John J. Murphy (Adjective rating)

16856

9 October 1947

Assistant Director for Operations

Executive Director

Identification for Contact Specialists

1. Attached are:

a. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 104, copy 1 - 3, to be issued to Mr. William P. Burke, Jr., Chief of the New Orleans office of your Contact Branch, and copies 4 and 5 for record purposes.

b. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 105, copy 1 - 3, to be issued to Mr. Jay B. L. Reeves, Chief of the Pittsburgh office of your Contact Branch, and copies 4 and 5 for record purposes.

c. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 106, copy 1 - 3, to be issued to Mr. Harrison G. Reynolds, Chief of the Boston office of your Contact Branch, and copies 4 and 5 for record purposes.

d. Sample of letter of introduction to be used in connection with above letters, to be written and signed in each case by the field office chief concerned.

e. The Assistant Director for Operations may request additional similar letters when new field offices of the Contact Branch are established and when field office chiefs are changed.

f. Instructions relative to accounting for the registered letters signed by the Director will be issued to you direct from the Central Records Division of the Services Branch, A&M.

g. The Chief, Personnel Branch, A&M, will place a notation with the personnel records of each field office chief to whom these letters are issued, and will be responsible that these individuals are not reassigned or separated until these registered letters have been accounted for and withdrawn for destruction.

h. The Assistant Director for Operations and the Executive for Inspection and Security will cause such inspections to be made of the use of those means of identification as will insure maintenance of adequate security in connection therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. T. SHAWHAN

Acting Executive Director

4 Enclosures

1. Ltr from DCI re William P. Burke (copies 1-5) Exec Dir Ar/M.
2. Ltr from DCI re J. B. L. Reeves (copies 1-5)
3. Ltr from DCI re H. G. Reynolds (copies 1-5) Successor: Chief, Pers Br.
Successor: Chief, Svc Br (for C.R.)
4. Sample ltr of introduction to be used by chiefs of 1. 100% for I&S
2. 100% for I&S

For DeLoach

H

12 September 1947

MEMORANDUM TO: Chief, Personnel Branch
Executive for A & M

SUBJECT: Detail of William P. Burke, Jr.

REFERENCE: 37-3, "Personnel Action Request," dated
10 July 1947

It is hereby requested that your records be marked
to show that Mr. Burke has been designated Acting Manager
of the New Orleans Interagency Office. It is not intended
to recruit anyone against the P-8 Manager position.

Hayden Channing

HAYDEN CHANNING
Executive Officer
Contact Branch

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

CENTRAL INTELLIGENCE GROUP

(DEPT. OR ESTAB.)

(BUREAU OR OFFICE)

WASHINGTON, D. C.

(PLACE OF EMPLOYMENT)

I, WILLIAM P. BURKE, JR., DO HEREBY SWEAR (OR AFFIRM) THAT 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.

(SIGNATURE OF EMPLOYEE OR APPOINTEE)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 11th ~~Sept~~ DAY OF September, 1947 AT Washington, STATE OF D. C.

Elizabeth Morrison
Appointment Clerk

Chapter 145, Title II, Sec. 206
Act of June 26, 1943

Standard Form No. 61a
Approved January 28, 1941
U. S. Civil Service Commission
G.S.C. Doc. Cr. No. 409

**OATH OF OFFICE, AFFIDAVIT,
AND
DECLARATION OF APPOINTEE**

CENTRAL INTELLIGENCE GROUP

(Department or Establishment)

WASHINGTON, D. C.

(Place of Employment)

A.
**OATH OF
OFFICE**

I, WILLIAM P. BURKE, JR.

Do solemnly swear (or affirm) that 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; and 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

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

C.
**DECLARATION
OF APPOINTEE**

Do further certify that (1) 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; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., as quoted on the attached Information for Appointee, and [strike out either (3) or (4)]

(3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;

(4) the answers contained in my Application for Federal Employment, Form No., dated 19....., filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date, except for the following (if necessary, use additional sheet; if no exceptions write "none"; if (4) is executed, the reverse of this sheet need not be used):

Wm Burke Jr.

(Signature of Appointee)

Subscribed and sworn before me this 11th day of September A. D. 19 47

at Washington D. C. (City) (State)

Chapter 145, Title II, Sec. 206
[SEAL] Act of June 26, 1943

Elizabeth Morrison

(Signature of Officer)

Appointment Clerk

(Title)

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

10-32864-2

Sept. 1947 Asst. Regional Manager, R-7, \$8179.50 22 Oct. 1960
(Date of Entrance on Duty) (Position to which appointed) (Date of Birth)

DECLARATION OF APPOINTEE

This form, if required, is to be completed before entering upon duty. Every question must be answered. Any false statement in this declaration will be grounds for cancellation of appointment or dismissal after examination. False petitioning is a criminal offense and will be prosecuted accordingly.

1. Present Address: 6300 St. Charles Avenue, New Orleans 15 La.
 (Street and Number) (City and State)

2. Who should be notified in case of emergency? Mrs. W. P. Rinke, wife
 (Name) (Relationship)
6300 St. Charles Ave. New Orleans La.
 (Street and Number) (City and State)

3. Does the U. S. Government now or in civilian capacity any relative of yours (either by blood or marriage) with whom you live or have lived within the past 6 months? Yes or No No. If so, for each such relative fill in the blanks below. If additional space is necessary complete under Item 12.

Name	Post office address (Give street number, if any)	(a) Residence and (b) Temporary or not, and the Department or Office in which acquired	Relationship	Married or single	Age
		1. _____			
		2. _____			
		3. _____			
		1. _____			
		2. _____			
		3. _____			

4. Place of birth: New Orleans La. (State or Country)

Indicate "Yes" or "No" answer by placing X in proper column		Yes	No	12. Space for detailed answers to other questions.	
5. Are you a citizen of the United States?		X		ITEM NO.	Write in left column numbers of items to which detailed answers apply
6. If foreign born, have you furnished proof of naturalization or citizenship to (1) the U. S. Civil Service Commission? (2) this agency in connection with this appointment?			X	8	U.S. Marine Corps Reserve Inactive duty status
7. Since you filed application for this appointment, has there been any change in the status of your citizen ship or of the persons through whom you claimed your citizenship?		X			
8. (a) Do you hold any position or office under the United States or any State, Territory, County, or Municipality? If so, state the place, position, and salary under Item 12. (b) Are you willing to resign in such position or office if it becomes necessary to do so in order to hold the Federal position?		X			
9. Do you receive any pension or other benefit for military or naval service or an annuity from the U. S. or D. C. Government under any Retirement Act? If so, give details under Item 12 stating whether you were retired for disability, age, or service, or disability; amount of retirement pay and under what retirement act, and rank, if retired from military or naval service.		X			
10. Since you filed application resulting in this appointment, have you been discharged for misconduct or unsatisfactory service, or forced to resign from any position? If so, give under Item 12 where employed, name and address of employer and the reason for discharge in each case.		X			
11. Since you filed application resulting in this appointment, have you been arrested, or summoned into any civil or military court as a defendant, or indicted for or convicted of any offense (felony or misdemeanor)? If so, for each case give under Item 12 (1) the date, (2) the name and location of the court, (3) the nature of the offense or violation, and (4) the penalty, if any, imposed, or other disposition.		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 rules and regulations, the War Service Regulations, and acts of Congress pertaining to appointments.

This form should be checked for holding of office, pension, purchase of office, rental duty in connection with any record of recent discharge or arrest, promise to observe provisions regarding political activities, and particularly for the following:

(1) Identity of appointee with the specimen whose appointment was authorized. The original specimen and guarantee are to be furnished with the application and/or other pertinent papers. The physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement and his present statements.

(2) Age.—If discrepancy exists between the date of birth and that on application, and if defendant or witness have been examined for the position, it should be determined that applicant is not outside the age limits for appointment.

(3) Citizenship.—The responsibility for observing provisions of appropriation acts prohibiting or restricting the employment of aliens rests with the appointing

officer. The Civil Service Commission indicates on applications showing foreign birth that citizenship has been verified. The appointing officer should verify citizenship by the law of descent or the letter of authority from the commission indicating that citizenship has been verified. If the birthplace is foreign but does not indicate on its face that citizenship has been proved, if the answer to question 4 of this form shows foreign birth and the application shows birth in the United States, the case should be referred to the Civil Service Commission.

(4) Members of Family.—Section 9 of the Civil Service Act provides that whenever there are a brother, two or more members of the family in the class held service, no other member of such family is eligible for appointment in that service. Minors do not establish a different family merely by living at an address different from that of the parents. Doubtful cases involving more than two members of family, including all pertinent evidence, should be referred to the Civil Service Commission or to the representative for decision. Under War Service Regulations the members of family provision does not apply to temporary appointments for one year or less.

STANDARD FORM NO. (PART I)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED
BUDGET BUREAU NO. 50-1054

CENTRAL INTELLIGENCE GROUP

130
130
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NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - FIRST - MIDDLE INITIAL - LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. William P. Burke, Jr.	10/22/1900	9 September 1947	

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)

Exempted Appointment

6. EFFECTIVE DATE

9/9/1947

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

Schedule A-20

FROM

TO

8. POSITION TITLE

Assistant Regional Manager P-7
(Intelligence Officer)

9. SERVICE GRADE:
SALARY

P-7 \$3179.50 per annum

10. ORGANIZATIONAL
DESIGNATIONS

Operations
Contact
Control
Southern I.A.O.

11. HEADQUARTERS

New Orleans, Louisiana

FIELD

DEPARTMENTAL

12. FIELD OR DEPT'L

FIELD

DEPARTMENTAL

13. REMARKS

No-Strike Affidavit has been properly executed.

This appointment is made subject to the satisfactory
completion of a trial period of one year.

*Ray Kelly
7/11/47*

WILLIAM J. KELLY

Acting Chief, Personnel Branch

14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE				16. POSITION CLASSIFICATION ACTION			
HONORABLE PT	10 POINT	WWII	WWI	OTHER	NEW	VICE	L.A.
X					X		REAL
DISAB. WIFE, WIDOW				Bu. #P-22.04 200. 3/2/47 M.C.G.			
17. SEX	18. RACE	19. APPROPRIATION		20. SUBJECT TO C.S. RETIREMENT ACT (YES - NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE	
M	V	FROM: 528-143		Xee	11 September 47	Louisiana	
TO:							

4. PERSONNEL FOLDER COPY

~~CONFIDENTIAL~~

SECURITY OFFICE

~~CONFIDENTIAL~~

Investigation Report

Subject: BURKE, William J., Jr.

Date: 28 August 1947

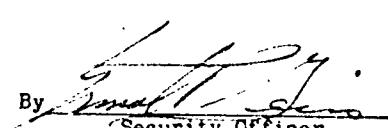
To: Chief, Personnel Branch

Number: 32458

1. Investigation directed by: EIG
2. Sources of information:
3. Remarks

4. Recommendations:

SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT
TO THE RECEIPT OF DEROGATORY INFORMATION AT SOME
FUTURE DATE. INTERVIEW WAIVED
~~UNLESS THE APPLICANT ENTERS OPEN DUTY WITHIN~~
~~60 DAYS FROM ABOVE DATE, THIS APPROVAL BECOMES~~
~~INVALID.~~

By Security Officer
DONALD P. GEISS ✓

jm

CONFIDENTIAL

~~CONFIDENTIAL~~

PERSONNEL ACTION REQUEST

NAME:	BUDGET	INITIAL	DATE
William P. Burke, Jr.	218-560	88	4-8-47
NATURE OF ACTION:	CLASSIFICATION	INITIAL	DATE
Accepted New Appointment	5-28-X44	528-143	5-11-47
EFFECTIVE DATE:	VICE	INITIAL	DATE
9 September 1947	IA	88	4-8-47
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	VV	31-141	88
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	NEW	605	7/28/47
	EMPLOYMENT	INITIAL	DATE
	CHIEF PERSONNEL DIV	INITIAL	DATE
	8-1-47	K	8/5/47
Schedule A-20			
FROM	TO		
TITLE	asst rating Regional Manager (Intelligence Officer) P-7 \$3179.50		
GRADE AND SALARY			
OFFICE	Operations		
BRANCH	Contact		
DIVISION	Control		
SECTION	Headquarters, Southern D.A.O. New Orleans, La.		
OFFICIAL STATION	Washington, D.C. Bureau		
DEPT. OR FIELD	Field		
REMARKS: *According to travel regulations. See pg. 7/21			
Forms 38-1, 57, copy of Priority Request letters attached.			
No Control Approved for appointment in grade P-7 at entrance salary of \$3179.50 subject to security clearance. FOR THE DCI: WALTER C. FORD Captain, USN Executive Director, P-7			
RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER	DATE		
For Harry de Chambray 27 July 1947	7-10-47		

WILLIAM P. BURKE

6300 St. Charles Avenue, New Orleans 18, La.

6 July 47 11 July 47

CONTACT: Invited to Washington for interview & introductory course

8 1/4 days	\$6.00	31.50
Fr: New Orleans, La. to D.C. & return		92.35
Taxi from station to hotel & return	.40	
		\$124.25

	10 JULY 1947	11 JULY 1947
17	10000	8.00
18	10000	8.00
19	10000	8.00
20	10000	8.00
21	10000	8.00
22	10000	8.00
23	10000	8.00
24	10000	8.00
25	10000	8.00
26	10000	8.00
27	10000	8.00
28	10000	8.00
29	10000	8.00
30	10000	8.00
31	10000	8.00
(a)	JAMES H. DIXON, CHIEF ADMINISTRATION SERVICES	DONALD V. MULCAHY, CHIEF PERSONNEL PROCUREMENT SECTION
(b)	VILLAGE REAPPORTIONMENT BILL	10000
(c)	DEPARTMENT OF THE ARMY	10000

CONFIDENTIAL

9 July 1947

MEMORANDUM : Executive for Inspections and Security

SUBJECT : William Patrick Burke, Jr.

In compliance with CIO Directive 15 and with authority from the Projects Review Committee, this branch will open an Inter Agency Office in New Orleans, Louisiana as soon as the necessary personnel may be processed for employment. This Southern area of the United States represents a fertile field for the operations of the Contact Branch and it is deemed advisable to open a New Orleans office at the earliest possible date.

Mr. William Patrick Burke, a native of New Orleans, a graduate of Harvard and Tulane University Law Schools and a former Major in the U. S. Marine Corps is under consideration for employment as the Acting Regional Manager for this office. In order that his employment may be effected in the shortest possible time, it is respectfully requested that a priority security investigation be granted on this individual. It is realized that the total number of allowable priority investigations is very limited, but in the instant case, the circumstances are such that the compliance with this request will measurably aid in the accomplishment of the mission of this branch.

John F. Flake
Assistant Executive Officer
Contact Branch

CONFIDENTIAL

14-00000
SECRET

ASSIGNMENT DESCRIPTION FORM

(This form fully completed (see note * at bottom of sheet) in duplicate must accompany request for admission of candidate to Assessment or Training Classes)

Request for:
(a) Assessment XXXX
(b) Training _____

Candidate's name in full: WILLIAM PATRICK BURKE, Jr.

Cover name if necessary: _____ Date: July 7, 1947

Age 46 Sex M Marital Status: Married Branch: Contact Deck: Field

Specific station to which candidate is going: New Orleans, La.

For consultation call:

George E. McManus 2311 2210 E. St. 103
Branch Officer Sponsoring Candidate Phone Extension Bldg Room No.

Has Security Check been completed? _____

Type of Cover: _____
(Military; Govt. Official; Professional; Business; etc.)

Title of projected assignment: (a) Contact Specialist (b) Acting Regional Manager

Civil Service classification and salary level of projected position: P-7 @ \$179.50

What will be the specific duties of the candidate? (A detailed and concrete description is essential; a general job title is not satisfactory.): Will

organize and run the New Orleans Inter-agency office in the initial stages

Has to establish and maintain contact with the top executives of American

business, industrial and educational institutions. Must be able to sell

CIO to them, gain their confidence and establish a discreet channel through

which all foreign intelligence available to those organizations can flow

to his office.

What are the promotional opportunities in the projected position? Good

What will be the administrative or supervisory responsibilities of the candidate?

(If none, write "none":) May eventually have to direct the activities of one P-6 and one CAF-7.

Will the candidate work alone or with other people? With others.

If the latter, how many and what will be the candidate's actual working relationship to them, e.g., closely cooperative or relatively independent? The two mentioned above. Close cooperation.

Will the candidate be working directly under a supervising officer? No

If not, how will his work be directed and reviewed? By Washington

What will be the living and working conditions under which the candidate is expected to operate? _____

* For reasons of security, details such as student's true use or specific mission may be omitted in the case of undercover personnel, if so desired by the Desk.

SECRET

What special qualifications do you wish the candidate tested for? Sense of security as he must live a normal life in his own home town while conducting a discreet operation. Ability to discriminate between valuable intelligence information and worthless. Ability to arrange facts cogently on paper. Fact and discretion.

What period and type of training is considered necessary for the candidate before placement in the field? About three weeks in Head Office and then Inter-Agency Offices.

What special skills or knowledge related to the job does the candidate possess?

Loyola University, New Orleans, AB, 1919. Harvard Law School, LLB, 1923.

Legal banking, business and Marine Corps experience.

Indicate knowledge of foreign languages:
("Slight", "Fair", "Good")

Read Speak Write

1. _____
2. _____
3. _____
4. _____

The following information is required only in the case of candidates scheduled for training:

Previous background in intelligence work: _____

Foreign residence and foreign education: _____

Occupational history: (job descriptions and dates only) _____

Signed: John Gammie R. McMurtry

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Branch Officer Sponsoring Candidate

SECRET

(over)

(3491)

~~CONFIDENTIAL~~

16 June 1947

MEMORANDUM TO: Deputy Director, CIG
THROUGH: Chief, Personnel Division
Subject: Assessment of William Patrick Burke, Jr.
Reference: Procedures Governing Payment of Per Diem
and Travel, Approved Under Project OO-5.

In accordance with the above referenced procedures, it is hereby requested that approval be granted for payment of per diem and travel for the purpose of bringing Mr. Burke to Washington for assessment.

Mr. Burke was recently interviewed in New Orleans by Chief, Control Division, and Chief, Field Division, of the Contact Branch of this Office and is recommended as being well qualified for the Regional Management of the New Orleans Interagency Office. It is considered that, in view of the importance of the proposed position to the accomplishment of the Contact Branch mission, no final decision as to his employment should be made without the benefit of assessment.

This office is anxious to activate the New Orleans Interagency Office as soon as possible and requests your approval in order that an early date for Mr. Burke's visit to Washington may be made.

E. L. Sibert
E. L. SIBERT

Brigadier General, U. S. A.

Assistant Director for Operations

*Let you
Approved
John E. Sibert
Act. Dir. C. I. D.*

~~CONFIDENTIAL~~