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HARRATIVE COMMENTS

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Mr. Wigren has made a significant contribution to SIC's program during this reporting period -- his first complete one with this staff. I believe that my comment of last Jammery that he "has excellent potential for further development as a senior instructor" has been validated. He has greatly broadened his scope, has participated actively in external programs, and, although he has not been assigned any to date, is ready to assume course supervisory responsibility. I strongly recommend this his request for an extension of his tour in OTR be accepted.

| SECTION D | CERTIFICATION AND CO | MENTS |
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SECTION C

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Mr. Wigren is a conscientious and capable research officer with a good grasp of his material and is able Malphagent it effectively to audiences of widely varied sophistication. Since his last report, the basic orientation of SR/CI has changed, and is now directed almost wholly to the creation and exploitation of opera-The organization thus needs more urgently than ever the digested operational experience which it is Mr. Wigren's job to This has made it necessary to apply strict priorities based on operational need and relevancy, which has been difficult for Mr. Wigren, who has no direct operational experience. He has not been able to get the most out of his people, nor give them the sort of close and consistent guidance which some of them require in the face of changing or sudden requirements. He has a tendency to be over-concerned with organizational and bureaucratic exercise to the expense of substantive production. Nonetheless, his real qualities came to the fore recently when he produced well and used his staff effectively on an important and complicated project. He is a distinct asset in his responsible and demanding job.

Mr. Wigren performs his duties with maximum economy.

| SECTION D | CERTIFICATION AND COMM | ENTS |
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| 1. | BY EMPLOYEE | |
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NARRATIVE COMMENTS

Mr. Wigren is extremely proficient in handling his section from both the personnel and managerial standpoints. In addition, he is an expert on Soviet Intelligence in his own right and lectures on the topic to officials of this and other governments. He is particularly capable at training new researchers.

In reviewing his file today, I note that the Reviewing Official for his fitness report of a year ago noted his opinion that my ratings of Mr. Wigren at that time were too high. That opinion was not discussed with me or with Mr. Wigren. Perhaps the ratings were indeed too high, but I must say that considering the Fitness Report form and criteria in use at that time and his performance in relation to that of other officers in this branch and outside it, I would give him the same ratings today for that period.

The ratings in this current report will appear slightly lower than those of the last report. This is not entirely due to the different report form. Mr. Wigren's problems increased in both intensity and complexity during this period, and I do not feel that he met the increased burden with as much of an increase in performance as was necessary. This should not at all detract from my rating of his overall performance, which is still exceptional and only slightly less than outstanding.

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| analysts and 2 clerks. 5+ officials as required. | 6 |
| SPECIFIC DUTY NO. 2 Plans and implements RATING SPECIFIC DUTY NO. 5 Effects coordination | RATIN |
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| appropriate U.S. and foreign 6 information processing required for consumers. | 5- |
| ECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION | |
| ake into account everything about the emplayee which influences his effectiveness in his curren; position - performance of utles, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. B our knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding tatement which most accurately reflects his level of performance. | 4 |
| 1 - Performance in many Important respects falls to meet requirements. | |
| 2. Performance meets most regularments but is deficient in one or more important respects. | 10 |
| 3 - Performance clearly meets busic requirements. 4 - Performance clearly exceeds basic requirements. | |
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| SECTION E | | | WANNER OF JOB P | | | حصوره سعماج |
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| torore parentes occione. | • | 2. | | 77.4.2 | 9 - | |

As Chief of SR's Research Section on Soviet Intelligence, Mr. Wigren's performance has continued to be superior in the same manner as described in Section E of last year's report. In addition to this he has workely closely with OTR on the revemping of the CI Operations Course. He has been particularly effective in organizing and leading briefings on the RIS given to chiefs and operations officers of foreign intelligence services during their visits to Washington, and in leading a seminar designed to assist SR personnel in handling liaison briefings.

His success is carrying out a planned approach to SR's CI research problems, using personnel who have relatively little substantive experience, has been especially gratifying.

| SECTION F | CERTIFICATION | AND COMME | NTS 1 |
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| ECTION E | | |
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| | NARRATIVE DESCRIPTION OF MANNER OF JOB PERFOR | |

Stress strengths and weaknesses demanstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for detarmining future personnel actions.

Mr. Wigren has excellent substantive background on the Soviet Union and, except for a two year period on a WE operations desk, has devoted his entire 9 years in the Agency to research on Soviet Intelligence in one way or another. His performance for the past year in a job formerly held by GS-14's and 15's can only be described as superior. He has not only assumed responsibilities greater than those of the previous incumbents; he has carried these out with a minimum of support and in a calm, mature manner which has earned respect on all sides. Although his analysts have often been relatively inexperienced, he has geared their assignments to their capabilities and subjects designed to increase their competence. His most important contribution during this period has been in the formation of an organized plan of research in response to Agency and external requirements, and the establishment of improved records and procedures to carry out this program.

Although Mr. Wigren would prefer eventual assignment to the field as an operational officer, it seems to me his greatest potential lies in the kind of research and support of operations he is presently performing. I would therefore recommend that future training be oriented along these lines rather than strictly operational lines, and that planning for his eventual field assignment should emphasize his knowledge of Soviet Intelligence and his ability to deal with other specialists in a "liaison" relation.

| SECTION F | CERTIFICATION AND COM | IMENTS | | | | | | |
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| SECTION B | | | TION OF | | | E OF COL | CIFIC | 5.1. | | | | | |
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| ECTION C | EVALL | A TION O | FOYERA | | | | | | | | | | 3) |
| ake Into account everyth itles, productivity, con ur knowledge of employ atoment, which most acc 1 - Performa 2 - Performa 3 - Performa 4 - Performa 5 - Performa 6 - Performa | nce in man | performe lects his li iy. Importan most requi y meets box | respects free requirements but sic requirements but sic requirements but sic requirements requir | the rating ormance, ails to me is deficie nents, ements. | perio | d, place the | e rating | numbar i | n the bo | S or to | spondi | Bas ng ta TING | ed on the |
| CTION D | | | ESCRIPT | | UE E | UDI OVE | | | | | | | |
| | ng boxes l | below, che | ck (X) the c | egree to w | hich a | och chares | teristic | analies | to the | nole::- | | | |
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SCCRET (When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strength ron't weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give-recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Apply or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining formula controls.

Mr. WIGREN has shown intelligence, initiative and originality in his approach to various assignments. He has calmly accepted heavy working pressures and has efficiently carried out research and administrative matters requiring the careful disposition of manpower and time. He has willingly accepted responsibility and made decisions on his own when the need arose.

It is recommended that Mr. WIGREN take a course on the Communist Party and one on management.

During the sixteen months that he has been under my supervision Mr. WIGREN has capably carried out assignments of a progressively more difficult nature. And he appears to have the potential to assume greater responsibilities.

| SECTION F | CERTIFICATION AND CO | IMMENTS |
|--|--|--|
| 1. | BY EMPLOYEE | |
| 10 | ertify that I have seen Sections A, B, C | D and F of this Report |
| Unie | SIGNATURE OF EMPLOYEE | A consideration of the state of |
| 16 January 1959 | hei till yu- | |
| 2. | BY, SUPERVISOR | |
| MONTHS EMPLOYEE HAS BEEN UNIVER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN T | O EMPLOYER, GIVE EXPLANATION |
| 16 months | | |
| | IP REPORT IS NOT BEING MADE AT THIS T | IME, GIVE REASON. |
| EMPLOYER UNDER MY SUPER | TVISION LESS THAN BU DAYS | HEPORT MADE WITHIN LAST TO DAVE |
| OTHER (Specify): | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OF PHINTED NAME AND SIGNATURE |
| 16 January 1959 | Chief, SAS, FI/D | Albert P. KERGEL |
| 3. | BY REVIEWING OFFICIA | NL |
| | MPLOTEE ABOUT THE SAME EVALUATION. | |
| | MPLOYEE A HIGHER EVALUATION. | - <u>}</u> |
| | MPLOYEE A LOWER EVALUATION. | |
| I CANNOT JUDGE THESE EVA | LUATIONS. I AM NOT SUFFICIENTLY FAMILI | AR WITH THE EMPLOYFE'S REPEOPLETICS |
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| 19 January 1959 | ADC/FI/Division D | Julien Pres |
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| | FITNESS REPORT (Part I) PERFORMANCE |
| | Instance |
| | FOR HIS UPINISTRATIVE OPPICEP: Consult cuttent instructions for |
| | this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subord strength and washington and washington with you. Completium of the report can help you prepare for a discussion with him of a washer conditions specified to Regulation 20-370. It is recommended that you read the entire form help you prepare for the report to the employee race; says justicely 10 this record to the employee race; says justicely 11 this is the same of the report to the employee race; says justicely 11 this is the same of the report to the employee race; says justicely 11 this is the same of the report to the employee race; says justicely 11 this is the same of the report to the employee race; |
| ı | SECTION A. Section 30 days after the date indicated in item 8, of Section "A" below. |
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| ŀ | WIGNEN, Lee 1 Dec 1923 M DI |
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| I | GS-11 19 Mar 58 23 September 57 - 19 March 1958 |
| Γ | THE OF REPORT |
| Ł | Z samuel prescionariority (Specify) |
| | SECTION 8. CERTIFICATION |
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| 1 | CHECK (X) REPROPRIATE STATISHINGS |
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| | February 1953 Albert P. Kergel (1860) I have Chief Supervisor's Official fitte |
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| | PROBATION, BUTCH STELL LEAD TO A DETTER UNDERSTANDING OF THIS REPORT, |
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| | Reviewed Ly 100 Con Margo |
| | 1818 DATE B. Territorial deligrance of opinion of the supervisor is reflected in the above section. |
| | February 1059 Title Of REVIEWING OFFICIAL TITLE OF REVIEWING OFFICIAL |
| _ | Chief RT/D |
| 4 | ATTING ON GENERAL PERFORMANCE OF DUTIES |
| r. | CTIONS: Consider (WIV) |
| hi | duties during the rating period. Compare him ONLY with others doing similar work at a similar level of respon- lity. Factors other than productivity will be taken into account later in Section D. |
| _ | 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 5 - PERFORMENCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO |
| | |
| | TINE OF A FINE PENIGOMANCE, CARRIES AND |
| | 6 PERSONS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS ANGON TO |
| w. | 5775: |
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Performance

| 7. RATINGS ON CURFORMANCE OF SPECIFIC DUTIES | | | | |
|--|----------------------|--|---|-------------------|
| DIRECTIONS: a. State in the spaces below up to six of the m | ore impo | itanit SUFCIFIC duties performed | CAY THE LIPERANDAS | grind. |
| Place the root important first. Do not incl b. Rate performance on each specific duty cours | | | | |
| b. Rate performance on each specific duty consi e. For supervisors, ability to supervise will a | itsays be | thicked he wasternistic course in the | , , , <u>, , , , , , , , , , , , , , , , </u> | . those |
| who supervise a secretary only). d. Compare in your mind, when possible, the | | E-1 | | Q at a |
| | | | to, rate them on di | florent |
| e, Two individuals with the same job title t | | | | |
| f. Be specific. Framples of the kind of dutien | that mi | ght be rated are: USES AREA KNOWLEDGE CON | MAIL RIVING | . 1 |
| ORAL BRIEFING GIVING LECTURES | DEVFLOR | S NEW PROGRAMS TEE | TARES SUMMARIES | |
| CONDUCTING SEMINARS | ANALYZE MANAGES | 's thild highly him sure | NSCAPES GERMAN SUSPING SOURCES | |
| #RITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON | OPERATE | S RADIO XES | ES BOOKS YNS TRUCK | |
| - TYPING TAKING DICTATION | WRITES | REGULATIONS V41 | STAINS AIR CONDITION | |
| SUPERVISING g. For some jobs, duties may be broken down eve | PREPARE | S CORRESPONDENCE EVA | PATES SIGNIFICANCE | ned key |
| and phone operation, is the case of a radio | operator ; | | | |
| 1 - INCOMPETENT IN THE PERFORMANCE 2 - BARECY ADEQUATE IN THE PERFORM | OF THIS | | EN IN AN OUTSTANDING B. INDIVIOUALS HOLDIN | MANNER G SIMI- |
| DESCRIPTIVE DUTY PATING 3 PERFORMS THIS DUTY ACCOPTABLY | | 7 - EXCELS ANYONE 1 | KNOW IN THE PERFORM | ANCE OF |
| NUMBER 4 PERFORMS THIS DUTY IN A COMPLETE 5 PERFORMS THIS DUTY IN SUCH A | ENT MANN | FR THIS DUTY | | · |
| THAT HE IS A DISTINCT ASSET ON | | and the control of th | وسنسجدت ببدي سيستم بسيمير | |
| SPICITIC DUTY NO. 1 | RATING | RECIPIC DUTY NO. 4 | | RATING Nomber |
| Writing specialized reports | 5 | | | |
| SPECIFIC DUTY NO. 2 | RATING NUMBER | SPECIFIC DUTY NO. 5 | | RATING NUMBER |
| Evaluating significance of data | 5 | and the state of t | r | RATING |
| SPECIFIC DUTY NO. 3 | NUMBER | SPECIFIC OVER NO. 6 | | NUMBER |
| Eas and uses area knowledge | 5 | The second second of the second recipies that the second recipies and the second secon | | |
| 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA | | | | |
| DIFFCTIONS: Stress strengths and weaknesses, part | ticularly | those which affect development | on present job. | |
| Mr. Wigren is intelligent, competent | and d | ilivent. | | - 1 |
| in the state of th | | | | |
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| | | IT JOB IN ORGANIZATION | | |
| DIPICTIONS: Take into account here everything y | ou know :ial defe | nbout the individual product cts or talents and how he fi | ivity, conduct in th is in with your team | . Com- |
| pare him with others doing similar work of about t | he same | level. | | 1 |
| TO BE CONTRACT COLLEGE LITE WOULD NOT | HAVE AC | CEPTED HIM IF I HAD SNOWN WHAT | I KNOW NOW | |
| 3 - A BARELY ACCEPTABLE EMPLOYEE DELO RANT HIS SEPARATION | # AVERAG | E BUT WITH NO WEARNESSES SUFFIC | IEALEA ODIZINADIAG I | V *** |
| 4 . OF THE SAME SUITABILITY AS MOST PEO | PLE I KN | OW IN THE ORGANIZATION | | |
| RATING 5 - A FINE EMPLOYEE - HAS SOME OUTSTAND MUMBER 7 - EXCELLED BY ONLY A FEW IN SUITABILE. | OF THE | REQUIREMENTS OF THE ORGANIZATIO | | 1 |
| IS THIS INCIVIDUAL BETTER SUITED FOR WORK IN SOME - | | | 7 ES DE NO. 1 | F YES. |
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| All or | | FITNESS REPORT (Part II) POTENTIAL |
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| | | INSTRUCTIONS |
| FOR THE AL | AUNISTRATIO | OF OFFICER: Consult current instructions for completing this report, |
| ment and rated copi to be com | personnel e Joyee, It i Heted only | this report is a privileged communication to your supervisor, and to appropriate career menage officials concerning the potential of the reployee being rated. It is MOI to be shown to the a percented that you read the entire report before completing any question. This report is after the employee has been under your supervision FUE AT LEAST 95 578. If less then 90 days are the 90 days has classed. It this is the POITIAL PHORF on the employee, however, it MUST belief to the CF no later than 10 days after the due date indicated in tree 5 of Section 220 below |
| SECTION E | | GENERAL |
| I. NAME | WIGREN, | (First) (Widdle) 2. Date of winth 1. SEC. 4. SERVICE DISTINATION |
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| 10. TVP1 0 | | INITIAL BLASS GAMEN 1- SUPLEMENTS OF COLOR (Specify) |
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| SECTION P | · | CERTIFICATION CERTIFY THAT THIS NAPHUNT REPRESENTS MY REST JUDGEMENT OF THE INSTRUMENT BEING RAFED |
| 1. FOR 1111 | RATER: 1 | B. TYPIO ON PRINTED HAMI, AND SIGNATURE OF SUPPLYIBUR C. SUPERVISOR'S CATICIAL FIFLE |
| 14 Feb. | 1953 | Albert P. Kougel (Clerk) Ker. Chief, Spec. Ac. Br., FI/D official in my my into this proper and official difference of position in affection wind. In the order of the control of the co |
| 2. FOR THE | REVIEWING | GOLDEN TO THAT REVIEWED THIS PORT AND STORE TO THE THE STREET OF ATTICANT STREET |
| 14 Feb. | 1953 | Prank B. Rowlett Chief, FY/D |
| SECTION C | 1. | ESTIMATE OF POTENTIAL |
| | | CAMPATIA MISPONSIBILITIES |
| DIFSCTIONS responsible | : Consideri lities. T | ng others of his grade and type of assignment, fate the employee a policy of the kind of responsibility encountered at the various levels in his kind of |
| HATING NUMBER | 2 - HAS RE 3 - MARING 4 - READY 5 - WILL P 6 - ALREAD 7 - AN EXC | IN ABOVE THE HIGHEST LEVEL AT MITCH SATISFACTORY PROFESHANCE CAN BE EXPECTED. ACHED THE HIGHEST LEVEL AT MITCH SATISFACTORY PERFORMANCE CAN BE REPECTED. FOR PROFESS, BUT NEEDS MORE TIME BEFORE HE CAS BE TRAINED TO ASSUME GAZATER RESPONDIBILITIES. FOR PRAINING IN ASSUMING CREATER RESPONDIBILITIES. BORABLY ADJUST QUICKEY TO MORE RESPONDIBLE DITTES WITHOUT FURTHER TRAINING. Y ASSUMING MORE RESPONDIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL. FISCHAL PERSON WHO IS ONE OF THE FEW MAS SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER BESPONDIBILITIES. |
| 7. SUPERVI | SORY POTFUT | 16. |
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| DESCRIPT RATIN NUMBE | . 1 - 11 | VE 40 OPTHION ON HIS SUPERVISORY POTENTIAL IS THIS SITUATION. LIFVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION. LIFVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION. LIFVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION. |
| AC TUAL | POTENTIAL | OFFICE STRUCTION |
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Mr. Wigren has a flatr for renearch which should enable him WAR adown 16 PH 358 responsibilities in work of a research nature.

MAIL ROOM

FUTURE PLANS

SECTION N.

I. THAINING OR OTHER DEVELOPMENTAL PEPERTINGS PLANNING FOR THE INDIVIDUAL

It is planned to give Mr. Wiggen an opportunity to assume more research responsibilities.

T. NOTE OTHER FACTORS. INCLUDING PERSONAL CIRCUMSTANCES. TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSEGNMENTS

DESCRIPTION OF INDIVIDUAL

DERECTIONS: This section is provided as an aid to describing the individual as you are 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 how under the heading "category," Read each statement and insert in the box the category number which heat tells how much the statement applies to the person covered by this report.

HAVE NOT OUDERVED THIS, HENCE CAN GIVE NO. OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE

HAVE NOT ODERVED HE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE APPLIES TO INDIVIDUAL TO A LIMITED DEGREE APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE.

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| 5 | HER ENUMERDE AND IDEAS | 14 | 16. DOES HIS JOB WITHOUT STRONG SUPPORT | 1, | 26. IS BECURITY CONSCIOUS |
| l; | ASSIBTANCE | <u> </u> | 17. COMES UP BITH SOLUTIONS | 14 | 27. 15 /ERSATILE |
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| | FITNESS REPORT (Part I) PERFORMANCE | | | | | | | | | |
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| \ _F , | S BIE APPINISTRATIVE OFFICER: Consult current instructions for completing this report. S BIE SISTEMMISTER: This report is designed to help you express your evaluation of your subordinate and to trans is evaluation to your supermisor and senior officials. Organization policy requires that you inform the subor | sesi | | | | | | | | |
| 11 | ce whère he stands with you. Completion of the report can help you prepare for a discussion with him of congins and weaknesses. It is also organization policy that you show Part for this report to the employee and for conditions succified in Regulation 20-170. It is recommended that you result the entire form before complet | lii ep Line | | | | | | | | |
| nn Fe | question. If this is the initial report on the employee, it must be completed and forwarded to the Office some I no later than 30 days after the date indicated in item 8, of Section "A" below. | 0 | | | | | | | | |
| | CTION A. GENERAL | | | | | | | | | |
| | NAME (float) (First) . (Middle) 2. DATE OF DIDTH 3. SER 4. SERVICE GESTIMAT | ION | | | | | | | | |
| -5:- | Wiggen, Lee it. 1 December 1903 M DI | | | | | | | | | |
| L | DDP/WE/Scardinavian Pranch Area Ope Officer | | | | | | | | | |
| 1" | GRADE 8. DATE MEMORE DUE IN OP 9. PERIOD COVERED BY THIS MEMORE (Inclinaire dates) | | | | | | | | | |
| 10 | CS-11 ASAP 19 19 Warch 1957 - 23 September 1957 | | | | | | | | | |
| | (Check one) Annual / elasticularity (Check one) | | | | | | | | | |
| SC | TION B. CERTIFICATION | | | | | | | | | |
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| | OCTUBER 1957 C. TYPLO OR PRINTED NAME AND SUSATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE | | | | | | | | | |
| 7 ; | Robert C. York AC/WE-1/Sweden HE THE REVIEWING OFFICIAL RECORD MAY SUBSTANTIAL SIFEWINE OF SPINION WITH THE SUPERVISOR, OF ANY STHER IN THATION, WHICH WILL LEAD TO A BESTER UNDERSTANDING OF THIS GEOPT. | = | | | | | | | | |
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| | CONTINUES ON ATTOCHED SHEET | , | | | | | | | | |
| 1 00 | tify that any substantial difference of opinion with the supervisor is reflected in the above section. | - | | | | | | | | |
| | 15 DATE B. TYPED OR PHINTED WAVE AND STREAM SEE OF REVIEWING C. OFFICIAL TIPLE OF REVIEWING OFFICIAL | . | | | | | | | | |
| | October 1957 OFFICIAL (WWWW) SYMMETS RYAN C/WE-1 ON C. JOB PERFORMANCE EVALUATION | 4 | | | | | | | | |
| | TING ON GENERAL PERFORMANCE OF DUTIES | 4 | | | | | | | | |
| DIREC | TIONS: Consider ONLY the productivity and effectiveness with which the individual being cold by | 1 | | | | | | | | |
| | aties during the rating period. Compare him GALY with others doing similar work at a similar level of respon- ity. Factors other than productivity will be taken into account later in Section D. | | | | | | | | | |
| | 1 - DOES NOT PERFORM OUTLES ADEQUATELY: HE IS INCOMPETENT. 2 - BARELY ADEQUATE IN PERFORMANCE! ALTHOUGH HE HAS HAD SPECIFIC SUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. | | | | | | | | | |
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FORM NO. 45 (Part 1) OF FORMS 45 AND 454 WHICH SECRET ARE OBSOLETE.

Performance

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| | | FITNESS REPORT (Part II) POTENTIAL |
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| to be of bold an | eployee. completed o ed complete | R: This report is a privileged communication to your supervisor, and to appropriate entire managed officials concerning the potential of the employer being rated. It is NOT to be shown to it is recommended that you read the entire report before completing any question. This report his after the employer has been under your supervision FDF ATLEAST 90 DAYS. If less than 90 day after the 90 days has claused. If this is the INTER PROPERTY. |
| gump Le t | ed and for | after the 90 days has classed. If this is the INITIAL REPORT on the employee, however, it MOST worlded to the 65 no later than 30 days after the due date indicated in item 8 of Section 72% between |
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SIMPLESTED HAS BEEN COOLE TREFILE OF PERSONNEL 4. COMMENTS CONCERNING POTENTIAL At the time of Mr. Wignen's last fitness report, the supervisor and reviewing official discussed with him his particular weaknesses and strengths. UCT 30 as 3035 by him that his advancement, particularly his overseas assignment, would depend upon his shelling greater initiative and interest as a case officer. It should be recorded that Mr.Wigre took this to heart and consciously strove to improve his performance had the time be left this office. The results were not such, however, as to seem to qualify Mr. Wigner SECTIONER. for overseds service. By FUTUREXPEARS mutual agreement, therefore, he I. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL TRAINSFERRED to the FI Staff FUTURE PLANS No longer in WE-1 . NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENT 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 X - HAVE NOT OBSERVED THIS! HENCE CAN GIVE NO OPINION AS TO INDIVIDUAL

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2. For the Reviewing Official (continued).

Mr. Wigren has also asked that it be made a matter of record that, for a period of three months in 1956, he was acting chief of the Swedish Dosk and handled these responsibilities effectively. I have agreed to cite the extent of his responsibilities. Certainly the routine business of the dosk was kept moving during this period. I have pointed out with respect to the manner of his performance of his duties that his fitness report is not an unfavorable one. The factors which have turned this annual fitness report into a personal crisis for him are the simultaneous deforment of his hoped-for promotion, and the deforment of an overseas assignment for him — both of which actions naturally reflect on his past performance. I have pointed out that we have to require appreciably better than average performances from officers we send overseas, that I believe we have in the Branch at least one better qualified candidate for the overseas assignment in question, and that I am obliged to give the assignment to the person I feel is best qualified.

Perhaps understandably, Mr. Wigren continues to believe that this report is not a fair reflection of his performance. I have told him that I can go no further in attempting to explain my judgement and have asked that he discuss his situation with the Deputy Division Chief and/or the Division Chief. He agreed to do so.

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OFFICE OF PERSONNEL engerate the appayments howard by months out daring emelores has been batter some socials. 4 COMMENTS CONCERNING POTENTIAL He is, I believe, at a crucial stage in his career. Depending upon his outle stage ambition during the next 3 to 5 fivers he will have become either a medicere senior case officer or an officer ready and able to assume executive recommendation. oaso officer or an officer ready and able to assume executive responsibilities. He already has the inherent judgement and intelligence for more responsible jobs, but has not vot demonstrated a sufficient industry and resolve to make him as a promising SECTION H. FUTURE PLANS THAINING OR OTHER GESTE GENERATED TERRITORE PLANNED FOR THE 1901-1908 Er. Wigron has been undergoing a variety of specialized training, including Swedish language, preparatory to an assignment in Stockholm. Such an assignment has been deferred and future training plans must therefore be held in aboyance. 7. NOTE OTHER PACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BY TAPES 1910 ACCOUNT IN INDIVIDUAL'S FUTURE ASSEGNMENTS DESCRIPTION OF INDIVIOUAL DIRECTIONS: This section is provided as an aid to describing the adjividual 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. A . HAVE NOT DESCRIPTION MENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
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2. For the Reviewing official: Note:

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| FOR THE SHURVISOR: 41 | ils report is designe | d to bein you o | express your evaluation. Organization policy re | of your sui | bordinate and to turn |
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| SECTION Co. | | B PERFORMANCE | | | 7 |
| I. RATING ON GENERAL PER | | | | | |
| DIFFCTIONS: Consider Of | SLY the productivity | and effective | ness with which the ind | ividual bei | ng rated has nothicme |
| iis duties during the ra libility. Factors other | ling period. Compare | him (WIY aith | others doing similar we | ork at a sid | milar level of meson |
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| Z. HATINGS ON PERFORMANCE OF SPECIFIC DUTIES | | | |
| DIRECTIONS: | | etant SEICIFIC duties preformed duelle Mis lineine | المناه مشا |
| I Place the contemporary of first. In not incl. | wir mino | r or unimportant duties. | |
| b. Rate performance on each specific duty const | dering 6 | MLY effectiveness in performance of this specific d | uty. |
| c. For supervisors, ability to supervise will a who supervise a secretary only). | | Maria 15 A Aug | |
| d. Compare in your mind, when possible, the | individ | und being rated with others perfording the land for | there . |
| and the tought of emphasis little. | | erforming different duties. If so, rate them on di | ~~ |
| e. Two individuals with the same job title to duties. | вий пер | eriorating different ducties. It so, this them on the | |
| If. Be specific. Tanmples of the kind of duties | that mi | the saled are: MAN 3/15 MAN 3/ | 1 |
| ORAL BRIEFING | | USES AREA KNOWLEDGE CONDUCTS INTERPURATIONS S NEW PROGRAMS PREPARES SUMMARIES | |
| GIVING LECTURES CONFUCTIVE SEMINARS | | S INDUSTRIAL REPORTS TRANSLATES GERMAN | |
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| TAKING DICTATION | | REGULATIONS MAINTAINS AIR CONDITIONS S CORRESPONDENCE EVALUATES SIGNIFICANCE (| |
| SUPERVISING in For some jobs, duties may be broken down eve | r <i>RETARE</i> n furthe | S CORRESPONDENCE EVALUATES SIGNIFICANCE (r if supervisor considers it advisable, e.g., combinate of the considers of the consideration of the considerat | ned key |
| and phone operation, in the case of a radio | operator | • | 7 |
| | | Academic to a form to the first to a | |
| F - 1950-PETTOT IN THE PERFORMANCE 2 - BARELY ASSOCIATE IN THE PERFORM | | | G 5191- |
| DESCRIPTIVE DUTY | - | - LAR JURS | |
| RATING 3 - PERFORMS THIS DUTY ACCEPTABLY NUMBER 4 - PERFORMS THIS DUTY IN A COMPETE | |) - EXCELS ANYONE I KNOW IN THE PERFORM: ER THIS DUTY | ANCE OF |
| NUMBER 4 - PERFORMS THIS DUTY IN A COMPETE 5 - PERFORMS THIS DUTY IN SUCH A | | | |
| THAT HE IS A DISTINCT ASSET ON | | , , | |
| seccial contrato. | NUVBER | Preparation of correspondence to the | NATING NUMBER |
| Processing and dissemination of field | | field | 3 |
| information reports | 4. | | |
| pricing to the No. 7 | RATING | SPECIFIS DUTY NO. 5 | RATING |
| Handling of project outlines and renew | | | |
| als and other administrative details | 4 | | |
| SPECIFIC DUTY 40. 3 | | SPECIFIC OUTP NO. 6 | PATING |
| Providing operational support to the | NUMBER | | HUMBER |
| station | 3 | | |
| 3. NARRATIVE DESCRIPTION OF WASHER OF JOB PERFORMA | NCE | | |
| DIRECTIONS: Stress strengths and weaknesses, part | icularly | those which affect development on present job. | I |
| A large portion of Mr. Wigren's time i | s take | n up with the processing of field infor | mation |
| reports and the handling of administra | tive a | spects of various FI projects, both of | Much |
| he performs efficiently, although he r | equire | s supervision to ensure the prompt comp | letion |
| of project details. In the area of op | eratio | nal support for the fleta, which includ | es j |
| providing the station with requirement | e,with | name traces, operational appraisal and | Ī |
| operational guidance, Er. Wigren, perf | orms a | cceptably but occasionally shows a lack | of |
| initiative and originality of ideas su | ch as | would be required to raise the rating 1 | n j |
| this category. As revards preparation | of co | rrespondence for the field, Mr. Wigren | here |
| namin nowforms acceptably, but occasio | nallv | shows of a lack of observance and atten | tion |
| to detail. | | | - 1 |
| to decart. | : | | 1 |
| SECTION D. SUITABILITY FO. | CURREN | T JOB IN ORGANIZATION | |
| | | about the individualproductivity, conduct in th | e iub. |
| pertinent personal characteristics or habits, spec | ial defe | cts or telentsand how he fits in with your team | . Com- |
| pare him with others doing similar work of about t | | | i i |
| 1 - DEFINITELY UNSSHITABLE - HE SHOULD B | | CEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW | |
| 3 - A BARELY ACCEPTABLE EMPLOYEEBELO | | E BUT WITH NO REARNESSES SUFFICIENTLY OUTSTANDING TO | O WAR- |
| # RANT HIS SEPARATION : 4 - OF THE SAME SUSTABILITY AS MOST PEOP | PLE I KN | DR IN THE ORGANIZATION | 1 |
| BATTING 5 . A TIME EMPLOYEE - MAS SOME OUTSTAND | ING STRE | Nation 1997 | 1 |
| NUMBER 6 - AN UNUSUALLY STRONG PERSON IN TERMS 7 - EXCELLED RY ONLY A FEW IN SUITABILLY | | | i |
| | | | E 2 C 2 |
| IS THIS INDIVIDUAL BETTEN SUITED FOR NORK IN SOME (EXPLAIN FULLY: | | | 11.5. |
| Although this question has been answere | ed in | the negative, it is believed that Mr. | ŀ |
| Wigran's performance would be rated his | gher 1 | a position involving more research-ty | p e |
| work, | | 4 | |
| | | | |
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| | · . | FITNESS REPORT (Part II) POTENTIAL |
|--|--|--|
| 1 | | INSTRUCTIONS |
| FOR THE A | DMINISTRA | WIVE OFFICER: Consult cucrent instructions for completing this report. |
| rated emple to be commended | loyee. It eleted only complete r | this report is a privileged communication to your supervisor, and to appropriate career manages officials concerning the potential of the employee being rated. It is NOT to be shown to it is recommended that you read the entire report before completing any question. This report lay after the employee has been under your supervision FOF AT LEAST 90 DAYS. If less than 90 day after the 90 days has classed. If this is the INITIAL FEDER on the employee, however, it MAST arded to the 65 no later than 50 days after the due date indicated in item 8 of Section 250 below. |
| SECTION E | | GENERAL |
| 1. NAME | (1.00 | |
| | Wigran | Leo H. 1 Dec. 1923 M. |
| | | BRANCH OF ASSIGNMENT D. DEFICIAL POSITION TITLE |
| DDP/ | | Scandinavian Area Ope Officer |
| GS 11 | | March 1956 19 March 55 - 19 March 56 |
| 10. TYPE 01 | | |
| Check | | X ANDAL GLASSICHMENTISUSERVISON SPECIAL (Specify) |
| SECTION F. | | CERTIFICATION . |
| 1. FOR THE | RATER: | I CENTIFY THAT THIS PEPCRET REFRESENTS MY DEST JUDGEMENT OF THE INDIVIDUAL BEING RATED |
| A. THIS DAT | | A. TYPED OF PHINTED NAVE AND SIGNATURE OF SUPERVISOR C. THERVISOR'S OFFICIAL TITLE |
| 2 May | | J.J. Stonger, Jr. Serya Chil Swedish deh WE-1 |
| A. THIS DAT | ************* | G OFFICIAL: I HAVE HEVIERED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTRETE MEMO. B. TYPED OR PRINTED MANE AND SIGNATURE OF DEVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL |
| 4 M | un 5 | 6 OFFICIAL Gold ord Wan Branch Chief |
| SECTION G. | | ESTIMATE OF POTENTIAL |
| 1. POTENTIA | 140 ASSU | UME GREATER RESPONSIBILITIES |
| DIR ^u CTIONS: responsibil work. | | ring others of his grade and type of assignment, rate the employee's potential to assume greate Think in terms of the kind of responsibility encountered at the various levels in his kind o |
| 3 | 2 - HAS H 3 - MAKIN 4 - READY 5 - WILL . 6 - ALRIA 7 - AN EXI | ADV ABOVE THE LEVEL AT MITCH SATISFACTORY PERFORMANCE CAN BE EXPECTED MEACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED BY PROBLEMS. BUT NEEDS MORE TIME REFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES OF FOR TRAINING IN ACCUMING GREATER RESPONSIBILITIES PROBABLY ADJUST GUICALY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING ADVANCED FOR PROBLEM AND ASSUME RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING ADVANCED FOR PROPOSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL (CEPTIONAL PERSON AND IS ONE OF THE FEW MID SHOULD BE CONSIDERED FOR CARLY ASSUMPTION OF HIGHER RESPONSIBILITIES |
| | DRY POICH | |
| o expressiv | AINING. I | this question: iles this person the ability to be a supervisor? Yes No If you to below your opinion or guess of the level of supervisory ability this person will reach AFTE Indicate your opinion by placing the number of the descriptive rating below which comes closest pinion in the appropriate column. If your rating is based on observing him supervise, note your "column. If based on opinion of his potential, note the rating in the "potential" column. |
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| COMMENTS: (If necessary, may be continued on reverse side of cover sheet.) | |
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COMPIDENTIAL (When filled in)

TRAILING REPORT MANAGEMENT FOR ECHALITY OF OPPORTUNITY (MFO)

Student: Lee H. Wigren

Dates: 12-14 Sept 1977

Employee No.: 006198

Office: DDO/CI

Service Designation: D

COURSE OF SCRIPTION

The course is designed especially for people in managerial and supervisory positions. It is based upon the assumption that the Agency's ability to promote full utilization of all employees regardless of race, color, sex, religion, national origin, or age, depends upon the awareness and behavior of managerial/supervisory personnel. They have a critical role in making the decisions necessary to eliminate real or apparent discrimination and to promote productive work relations among employees who differ in race, sex, or culture. In fact managerial awareness and decisions have a great impact on the recommendations and efforts of EEO, For, Upward Mobility and other employees concerned with compliance and affirmative action.

OBJECTIVES

Through lectures, readings, films, group discussion, workshop exercises, and case studies, each supervisor, at the conclusion of the course, should be able to:

1) Identify some of the more prominent patterns of discrimination and describe their impact upon supervisory processes; 2) Have had the opportunity or been able to critically evaluate his or her own attitudes towards equality of opportunity: 3) Better contribute to the effective utilization of all employees by being aware of and sensitive to several creditable approaches to management behavior and actions; 4) Explain the historical background which gave rise to today's Equal Employment Opportunity Programs; 5) Articulate the Agency's progress in Equal Employment Opportunity Programs: 6) Describe what efforts the Agency is making to be fair to all employees, including describing such programs as the Upward Mobility Program, Federal Momen's Program and the Mispanic Program: 7) Be responsive to the complaint process and know what he or she, as a supervisor, should do when faced with a complaint from an employee; and 8) Articulate the significance and importance of major legislation, executive orders and internal CIA policies which affect the management of Equality Opportunity Programs.

COMPLORATIAN (when filled in)

CONFIDENTIAL (When filled in)

ACHIEVENENT RECORD

This is a cerificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

James R. Livid

COMPIDENTIAL

(When filled in)

CONFIDENTIAL

MEMORANDIM FOR: Lee H. Wigren

SUBJECT

Acknowledgment of Evaluation Board Functional Category

REFERENCE

Evaluation Board Precepts for Your Grade

- and after considering likely future assignments, you have been placed (subject to your signature below) in the functional category <u>DAA</u> for Evaluation Board purposes. Precise definitions of this category are contained in the Evaluation Board precepts for your grade. This placement is made in order that your performance, growth potential, and career planning may be judged against officers similarly placed professionally. YOU ARE URGED TO STEPN THE PRECEPTS AND OMSIDER YOUR OWN CASE CAREFULLY.
 - In general, you should consider the following;
 a. Categories are sharply defined. Competition is within categories, not between them. Thus, a weak B/OG performance is not strengthened by reclassifying it as B/OS.
 - b. A change in category after sustained performance in a different category may cause a temporary loss of momentum in your career advancement until you have demonstrated proficiency in your new assignment.
 - c. A category change should not be initiated for the period of a temporary, training or rotational assignment unless a permanent change of career track will follow.
- 3. If you believe that this is not the correct category for you because the substantive nature of your job more closely approximates another category or because you have made a permanent change of career track, please take the matter up through your command channel to secure the concurrence of your component of assignment or of your home base component, as appropriate, to a change of your category. Previously assigned and acknowledged categories will remain in effect until a fully executed acknowledgment of change is received by the Career Management Staff.
- 4. Please sign and date this notification in the space provided and return it to your Personnel Evaluation and Management Officer or to

ACKNOWLEDGED.

Signature of Addression

Date 1/1977

CONFIDENTIAL

9 FEB.

MEMORANDUM FOR: Lee H. Wigren

FROM

Leonard McCoy

Chief, CI/R&A

SUBJECT

: Letter of Instructions

1. The following letter of instructions is provided to outline your functions as Special Assistant to the Chief, CI Staff Research and Analysis Group.

2. The objectives of CI/R&A are:

- a. To provide current and relevant counterintelligence support to operations being conducted by CI Staff and the operating divisions in the interests of furthering intelligence collection and preventing the frustration of our operations by adversary intelligence services.
- b. To conduct research and analyze information to facilitate the detection of the efforts of adversary intelligence services to penetrate the US and friendly foreign governments.
- 3. Your functions as Special Assistant to Chief, CI Staff Research and Analysis Group are as follows:
 - a. Select information and research and analysis products of CIA, other agencies, and liaison services for publication by the CI Staff as CI guidance and references.
 - b. Initiate and supervise the conduct of CI research and analysis by assigned personnel for publication by the CI Staff.
 - c. Establish and implement publication procedures, including editing, rewriting, organizing, sanitizing, classifying, setting up dissemination channels and

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controls, and monitoring printing processes for CI Staff publications.

- d. Initiate and coordinate the distribution of CI Staff publications as appropriate within the Agency, to other US government agencies, and to liaison services.
- e. Maintain a record of CI Staff publications, including recipients, dates of distribution, responses and comments, related correspondence, and other pertinent information.
- f. Conduct liaison with other government agencies and foreign intelligence services to promote the collection and dissemination of CI informa-

g. Collect and maintain a library of past and present classified CI publications available from all sources for ready reference and consultation.

I have read and understand this letter of instructions.

Distribution:

Orig - Addressee ? - CI/Personne1

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HOFFMAN BUILDING 7461 EISENHOWER AVENUE ALEXANDRIA, VIRGINIA 22371

NIS-228/akc 3870 Ser S- 3460 19 November 1975

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From: Director, Naval Investigative Service
To: Director of Central Intelligence

Subj: Counterintelligence/Counterespionage Training (U)

- 1. (5) During the period 20 October through 23 October 1975, twenty-seven Special Agents of this Service attended an intensive, comprehensive course of instruction regarding counterintelligence techniques as applied overseas, the instructors and facilities for which were graciously provided by your Agency. As in past matters of this nature, Mr. William M. Decker, Mr. Nageeb Trabulai, and the other dedicated members of your staff provided support and coordination truly unsurpassed in excellence. Both Mr. Decker and Mr. Trabulai consistently devoted time and effort far beyond that which could normally be expected in order to ensure the highest quality of instruction and assistance.
- 2. (5) In addition to excellent administrative support, the caliber of instructors and content of the material discussed combined to make every presentation a significant and meaningful experience for the students concerned. Although it was evident that all instructors were highly motivated and fully conversant regarding their respective subjects, I wish to particularly cite those individuals who contributed generous amounts of their valuable time and extensive knowledge toward the improvement of the Maval Investigative Service counterintelligence posture overseas. Those gentlemen are:

Mr. Lee Wieren

Mr. Joseph Flaherty

Mr. John Bogart

Mr. Peter Ernest

Mr. Charles Beling

Mr. Edward Andrews

3. (U) I again wish to extend my most sincere appreciation for a job well done.

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From: Director, Naval Investigative Service To: Director of Central Intelligence 175 -1406/1

Subj: Counterintelligence/Counterespionage Training (U)

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- 1. (S) During the period 20 October through 28 October 1975, twenty-seven Special Agents of this Service attended an intensive, comprehensive course of instruction regarding counterintelligence techniques as applied overseas, the instructors and facilities for which were graciously provided by your Agency. As in past matters of this nature, Mr. William M. Decker, Mr. Nageeb Trabulsi, and the other dedicated members of your staff provided support and coordination truly unsurpassed in excellence. Both Mr. Decker and Mr. Trabulsi consistently devoted time and effort far beyond that which could normally be expected in order to ensure the highest quality of instruction and assistance.
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Copy to: Chief, CI Staff Adoren, Martin

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Additionally, a qualifications update may boke place at any time there is information to be added or changed simply by completing and returning an update forms on your initialize.

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MEMORANDUM FOR: Official Personnel File

SUBJECT

; Wigren, Lee H.

1. Studies in Intelligence is the Agency's quarterly professional journal. It publishes a wide variety of unique material-historical, analytical, technical, etc. -on all aspects of intelligence both as a profession and as a function of national security and foreign policy. Employees whose writings are accepted for publication make a valuable contribution to the Agency's work which ought to be reflected in their official files.

2. Accordingly, the Board of Editors wishes to record the fact that Studies in Intelligence has published the following material submitted by Mr. Wigren:

Book Reviews: "Spy Ring" - Vol. V, No. 4 (Fall 1901)

"Soviet Spy Ring" - Vol. VI, No. 2 (Spring 1962)

HUCLIT. CUNNINGHAM / Chairman, Board of Editors Studies in Intelligence

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MEMORANDUM FOR: Director, Office of Training

SUBJECT

Recent Training for SELEVER/10 and SELEVER/11 under Project SELEVER

Reference: Memorandum for Director of Training Subject: Request for Training for SELEVER/10
and SELEVER/11 under Project SELEVER, dated

30 September 1965.

Africa Division wishes to express its appreciation for the excellent support and cooperation rendered by members of the Covert Training Staff and School of International Communism during the recent one-month training course provided for SELEVER/10 and SELEVER/11. In particular we wish to thank Mr. Alexander Sogolow of the Covert Training Staff, who not only handled the majority of the training but also spent considerable time and made a special effort with the trainees during evenings and weekends "handholding" them. We also wish to thank in particular the following members of the School of International Communism for their assistance: Messrs. Hugh Clayton, Robert Kehoe, Alvin Korsalski, Henry Pisanko, Henry Schreiber and Lee Wigren.

Chief. Africa Division



MEMORANDUK FOR: Chief, SR

ATTENTION: Mr. Lee Wigren

Mr. Joseph Zvans Mrs. Kay Grady Mr. Edward Knowles

SUBJECT: Raining program for three Swiss Federal Folice officers.

- 1. The Swiss Branch of the Eastern European Division wishes to express its appreciation to SR Division for its cooperation and support, in particular for the personal contribution of four of its officers, Mr. Lee Wigren, Mr. Joseph Evans, Mrs. Kay Grady, and Mr. Ziward Knowles, during the Police officers.
- 2. Mr. Wigren's, Mr. Zvan's, Mrs. Grady's, and Mr. Knowles's uniformly excellent briefings on the Soviet Intelligence Bervices, their legal and illegal support structures, and their modus operandi contributed significantly to what we have reason to believe was a successful training venture. To this must be added the comments of the Swiss officers who pointed out that they were most impressed by the comprehensive and systematic development of the various themes which Mr. Wigren, Mr. Evans, Mrs. Grady, and Mr. Knowles presented and admitted that the briefings added a good deal to their knowledge of the subject.

Robert N. Crowell, Chief, RE/Switzerland

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| CAREER PREFERENCE OUTLINE | C. | ARFER | PREFERENCE | OHTL | INF |
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| | is a documented description of the individual's career |
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| interests and proposed carcé: | factivities together with the comments of his supervisor |
| and his Career Service. The | driginal will be filled in the employee's Official Person- |
| nel Folder and will serve as | a guide for future personnel actions affecting him. Im- |
| plementation of career prefer | ences must depend upon the needs of the Organization. |

| - CONSULT ATTAC | HED INSTRUCTION S | HEET PRIOR TO | COMPLETING | THIS OUTLINE - | |
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| SECTION S. | CAR | LEA INTERESTS | | | |
| e. General fire of activity Counterintelligence | (CE) | | | , | |

10, SPECIFFS TYPE OF ACTIVITY (Including assignments)
A. lumgolate (Within next 1 to 2 years)

Remain at present Division D assignment until about Spring 1962, participating in various aspects of the work of the effice to which assigned, including the administrative side.

B. LONG-PARGE DESCRIPTION OF EXPLOSION OF

Field or headquarters areignments waking use of background, interest and experience in Counterintelligence and/or area knowledge. Would welcome and seriously consider suggestions of possible future assignments.

SECTION C.

INAIMING

II. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB INAINING

A. IMMEDIATE (Within near 1 to 2 years)

Dasic Management Course; Communist Party Organization and Operations Course

Cz-the-job training within the office

Continued self-study of Swedish

B. LONG-RINGE (Within next 3 to 5 years)

To be planned at a later date, based on projected future assignments

Although I feel that my interests, experience, and training fit me best for CN type assignments. I wish to gain some breadth of experience through diversified assignments. I also believe that my Scandinavian area and language knowledge should be put to use at some time during my career.

See 100 21

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FORM NO. 1030

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Career Outline.

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

MEMORANDUM FOR: Lee H. Wigren

SUBJECT:

Notification of Membership in the Career Staff

- 1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 1 July 1954.
- 2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.
- 3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Harrison G. Reynolds
Chairman, CIA Selection Board

Noted:

Date: 24/0, 1/1

Career Service State
Office of Iranial

3 JAN 1956

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FORM NO. 311, 1 APR 55

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APPOINTMENT AFFIDAVITS

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| bscribed i | and sworn before me this | 19 day of | March , A. D. 19 5] |
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| | [BEAL] | | (Suparture of officer) |

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given to the corresponding questions on your application form. If no answers are different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

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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 Chil Service Autes and Regulations and

This form should be checked for holding of office, peneion, suitability in concertion with any record of recent discharge or arrest, and particularly for the following:

- (1) Identify of accounts.—The appointer's signature and handwriting are to be compared with the application under other perturent papers. The physical appearance may be cheeked against the medical certificate. The appointer may also be questioned on his personal history for agreement with his previous statements.
- (2) Age.—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.
- (3) Critico-hip.—The appointing officer is responsible for observing the citatenship provisions of (1) the Civil Service Rules and (4) appropriation are Form of constitutes an addition for both purposes and is acceptable proof of citatenship status in the absence of conflicting evintence. In doubtful cases the appositionest absolute one to consummated until clearance has been secured from the certifying other of the Civil Service Commission.
- (4) Members of Family.—Section 9 of the Girll Service Act provides that whenever there are already two or more members of a family serving under probativeal or permanent appointment in the configuration of the production of the competitive service, no other member of such family is eligible for probational or properties are the competitive service. The appointments of persona unit-time of the competitive service to this requirement. The members-of-samily provisions does not apply to temporary appointments. Doubtful cases may be referred to the quipty-positive film of the Civil Service Commission for derision.

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CORET <
Security Injurmation

1

SEC. II. WORK EXPERIENCE
1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

| From MAR 51 To NOISZ Tot. mos. 20 | Outgription of Duting |
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| 7 January 1203 | COLUMNICANO SERVICES IN CONCECTION |
| Office FI/CD/SIR | WICH GONERAL PUNCTIONS OF SIR! |
| Office FI/CD/SIB Position | - RESTARCH OF RESALISHING OF SONIAL |
| • | AUL SALULLIER MITGELISANCE SERVICES. |
| Title: INFELLIGENCE OFFICER | - PHOPARATION OF STURIUS OF CONTERESPICA |
| Datk | TITYATION IN SPECIAL AREAS REQUERING |
| Title: | - Duty Station, if overseas: |
| From To Tot. mos. | Description of Duties: |
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| Grade Salary | AMALYLES OF OSPIONALE CASES IN THE |
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SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

| From sert ING To June 1947 Tot. mo's | Exact Title of your position carato at a |
|--|---|
| Classification Grade (if in Federal | |
| Service) Salary | Description of Duties: - PART-TIME WIRA |
| liumber and Class of Employees | CREALOGING & IMBURING LETTERS IN |
| Supervised: Mark | COUNCETION WITH YALE COUTION IC |
| Employer YALG UNIVERSITY | FIRE CORRESTONIENCE OF HERACE WALFORD |
| Kind of Business or organization | A LARGE SCALE MISTARICAL PROJECT. |
| (i.e., paper products mfr, public | |
| utility) | Duty Station if overseas: |
| From Aug 44 To Fer yo Tot. mo's | Exact Title of your position Turo anatoral F. |
| Classification Grade (if in Federal | GUICATION SPECIAL AST |
| Service) S/30 Salosy | Description of Duties: - ALRES IN SUCCESSIONS |
| Number and Class of Employees | + PLANDING INFO + EDUCATION PROGRAM AT |
| Supervised: 15 LECTURERS | CAMP PICKETT VA. DEVOLOPED EN ANDOFE. |
| Employer US ARMY | DUTY EDUCATIONAL PROSTAMS, TRAINED |
| Kind of Business or organization | + SUPERVISED UNIT POUCATION PERSONNEL |
| (i.e., paper products mfr, public | PREPARED ENGINES + DISCUSSION MATERIALE Duty-Station if overseas: |
| utility) | Exact Title of your position |
| From To Tot.mo's | Exact Title or your position |
| Classification Grade(if in Federal | Description of Duties: |
| Service) Salary | |
| Number and Class of Employees | an HISTORY, CURRENT SYENTS ETC. |
| Supervised: | PUBLISHED DAILY MEWS SHEET; WHOTE |
| Employer | ARTICLES FOR WSGKLY PAPER; LOTTORED! |
| Kind of Business or organization (i.e., paper products mfr, public | ENCARGAST RAILY NEWS CASTS; MAINTAINED |
| | Duty Station it overseas: |
| tility) From To Tot.mo's | Exact Title of your-position |
| Classification Grade(if in Federal | |
| Service) Salary | Description of Duties: |
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| Kind of Business or organization | AMESIDALLY DID SIMILAR WIRK |
| (i.e., paper products mfr, public | LON COMPANY LEVEL |
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| (i.e., paper products mfr, public | |
| utility) | Duty Station if overseas: |

| you may have been employed. 01 U.S. Secret Service 02 Civil Police 03 Military Police 04 U.S. Border Patrol 05 U.S. Narcotics Squad 06 FBI 07 Criminal Investigation Div. 21 Office of Naval Intelligence 22 Office of War Information 23 Army G-2 20 Office of Strategic Services SEC, III. FOREIGN LANGUAGES | 2: 2: 2: 2: 3: 3: 3: 3: 3: 3: 3: 3: 3: 3: 3: 3: 3: | 5 7 1 7 1 9 5 1 7 1 7 1 7 | Fore Count Immi Strate Forei Centr Arme Coore Office Board | ign E ter li grati egic gn S al In d Fo linat e of I | Servi ervicatelligates or ces Facts Econo | mic gence Nati ces e, S gence Secu Info & F | e Co arali Unit tate Gra irity rma igur War | orps izatio Dept. oup Ages tion es | ncy | |
|--|--|---|---|--|---|---|---|--|----------------------------|----------|
| List below the foreign languages in whi include uncommon modern languages. | | | | | | | | | | |
| | C | ОМЕ | ETE | NCE | : | | ноч | V AC | QUIR | ED |
| LANGUAGE | Equivalent to Native Fluency * | fluent but obviously | Adequate for Research *** | 13 | Limited Knowiedge | | Native of | Prolonged | Contact (Parents, etc.) | Academic |
| FRENCH | 14 2 | щщ | X | 7, 1 | | | <u></u> | 7191.171 | | Z |
| SPANISH | | · · · | X | | | | |] | | X |
| RUSSIAN | ļ | <u> </u> | | | × | | - | | + | 15 |
| SWEDISH | | - : | | | X | | | + | X | - |
| | | | | | | | | | | |
| * If you have checked 'Fluent' for a languand written form (e.g., Arabic), expla **Specialized Language Competence: De | in yo | ur c | ompe | tenc | e her | ein_ | | | | |

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RUSSIAN - LURGERY

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SEC. IV. AREA KNOWLEDGE

List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, agraint or professional work assignment.

| Country or Region | Dates of Residence, Study | Manner in Which Knowledge Was Aquired (check (X) one) | | | | |
|----------------------|------------------------------|---|--------|----------|--|--|
| | Etc. | Residence | Travel | Study | | |
| 035R | 1943 .44 | | | <u> </u> | | |
| SCANDINAULA (SUBGEN) | No SPECIAL DATES | | | X | | |
| | | | | | | |
| | | | | | | |

Specialized Knowledge of Area List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer

| ororga | nization. | |
|----------|--------------------|---------------------|
| Country | Type of Knowledge: | How and When Gained |
| 2 ME.ORY | PULLER FARTIES | STURY, 1946-7 |
| | (LTD) | |
| | | |
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STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

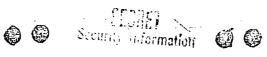
| | Per Cent of Time Used | Not Used | WPM (Approximate Proficiency) | | er Ass g Skill | | |
|------------------------|--------------------------|-----------|-------------------------------|---------|-------------------|---------|------------|
| 7101 | I.V LTD | 2. | | 1. | Yes | 2. | (No. No |
| Shorthand Shorthand | 1, | Manual 2. | | writing | | <u></u> | 140 |

| SEC. VI. LICENSES, HOBBIES, SPECIAL QUALITY II. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. Alaba | 2. Hobbies: List any hobbies such |
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| | REALICIE |
| | |

| | PROPESSIONAL | AND | ACADEMIC | HOMORS |
|------|--------------|-----|----------|--------|

| List any n | rofessional or acaden | nic associations or | honorary soci | cties in which |
|-------------|-----------------------|---------------------|---------------|----------------|
| you hold n | rembership. None | · · · | *: | |
| you note it | | | | |
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| general interest subjects, current events, of any published materials of which you w | | tific articles, | , |
|--|--------------------------------|----------------------------|-----------|
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| SEC. IX. INVENTIONS | | | |
| Describe any devices you have invented as | to type of work for wh | ich intended | |
| and whether patented. | | · | • |
| Device | P | atented | |
| Merio | (1) Yes | (2) No | |
| | (I) Yes | (2) No | |
| | (l) Yes | (Z) No | - |
| SEC. X. TESTS (Within present organizat Describe below the type of tests which you Type of Test | | D.A. (P. 1. | |
| | | Date Taken | |
| GENERAL TESTS TAREN UPON S | TRANCE ON GUIT | MARCHISS | 7 |
| | | | |
| List any physical handicaps you may have. | | | |
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| EC. XII. OVERSEAS ASSIGNMENT | | | |
| Are you willing to accept periodic tour of du | | | |
| Are you willing to accept periodic tour of du | ty oversens?) Not interested | | |
| Are you willing to accept periodic tour of du (1) 2 year Tour (2) 4 year Tour (3) | | | |
| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3 EC. XIII. WORK ASSIGNMENT | Not interested | | |
| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3 EC. XIII. WORK ASSIGNMENT In view of your total experience and education | Not interested | t do | |
| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3) EC. XIII. WORK ASSIGNMENT In view of your total experience and education you think you are best qualified? |) Not interested | t do | |
| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3) EC. XIII. WORK ASSIGNMENT In view of your total experience and education you think you are best qualified? - RESEARCH ANNEYSIS AND ENA | n, for what assignmen | INTELLIGEN | |
| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3) EC. XIII. WORK ASSIGNMENT In view of your total experience and education you think you are best qualified? - RESEARCH, ANALYSIS AND EXA DATA: DETERMINING PAILURNS OF | n, for what assignmen | INTELLIGEN | Suc |
| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3) EC. XIII. WORK ASSIGNMENT In view of your total experience and education you think you are best qualified? - RESEARCH ANNEYSIS AND ENA | n, for what assignmen | INTELLIGEN | |
| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3) EC. XIII. WORK ASSIGNMENT In view of your total experience and education you think you are best qualified? - RESEARCH, ANALYSIS, AND EXA DATA: DETERMINING PALLWENT OF | n, for what assignmen | INFELCIGEN SYSFEMAFIC | GE. |
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| Are you willing to accept periodic tour of du (1) 2 year Tour X (2) 4 year Tour (3) EC. XIII. WORK ASSIGNMENT In view of your total experience and education you think you are best qualified? - RESEARCH, ANALYSIS, AND EXA DATA: DETERMINING PALLWENT OF | n, for what assignmen | INTELLIGEN SYSTEM A FIG | Su . |
| EC. XIII. WORK ASSIGNMENT In view of your total experience and education you think you are best qualified? - RESEARCH, ANNEYSIS, AND EXA DATA. DETERMINING PASSIENNS OF STUDY OF REPORTS. | n, for what assignmen | INFELCIGEN SYSFEMAFIC | G& |



| SEC. XIV. MILITARY STATUS | | |
|---|--|----------------------|
| 1. Present Draft Status | | |
| Have you registered under the Selective Service A | Act at 10482 w Name | Nt |
| It yes, indicate your present draft classification | 5-A (1) | No. |
| 2. Present Reserve or National Guard Status | | |
| Do you now have Reserve or National Guard Statu | S Yes VX | |
| If yes, complete the following. | | |
| 1. National Guard | | : |
| 2. Air National Guard | | |
| 3. Active Reserve Status Imember of organized | l maie) | |
| 4. Inactive Reserve Status | · dire) | |
| Service Grade Street Se | rial Number | }.d.2_} |
| Reserve Unit with which currently affiliated | | |
| Service Mobilization Assignment, if any | | |
| | | |
| Location of Service Records, if known | | • |
| SEC, XV. TRAINING | | · ······· |
| List the training courses or subjects you have take | | |
| Course or Subject | in in this organizati | |
| BASIC OMIENTATION "ENTERLISTACE) COURSE | (from) Dates (to) | House |
| OPERATIONS CONTEST | APRIC - MAY GET | |
| ADVANCED OPERATION COURSE | MAY - JUNE 751 | Ywares |
| Course on Francisco 15 200 | JUNE - JULY 1951 | |
| CHASE ON FUNCTIONS OF CIA COMPONENTS, UTC | INNG 1351 | lun |
| EC. XVI. REMARKS | | ` |
| Use this space to indicate any other qualifications y | ou man have which | |
| not describe above. | ou may have watch | you do |
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FORM NO. 37-706

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| | Wigren, Lee | |
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| | QUALIFICATIONS SYSTEM RECORD CHANGE | • |
| | APPLICANT CODING DATA | |
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| (2 · Secons | MUST CONTAIN 20-DIGITS | |
| MO DA YR | 5. DATE CODED THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MAS'ER QUALIFICANTIONS CODING RECORD. | |

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The authorization to process this employee's disclaim of proficiency in the language factors indicated on this form is contained in a memorandum on file and designated "Language Proficiency Disclaim File", located in the Qualifications Analysis Eranch, Office of Personnel.

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CADIS | Format time automatic descriptions and declarations

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Critica of Laufatters Training Report S

Bed PHINTING OPETICES IN MINNE

Lee H. Wigren

05-12

SR/DO

has narrowinated in the Office of Logistics evenue and testning program. The terminal program was a hoosed on a national basis during the original lifetime 20 temper 1960, and consisted of if hours of classroom instruction, including an orientation tear of the Agency printing plant.

The program is oriently desirand to contitues to the ecostal background and knowledge of Apency actation responsibilities; to acquain Aconcy reconnect with the politics. Functions and organization of CIA printing and reproduction pervices transplacing to placed on econogy in orienting, orients, costs and cost estimating; the our printing and otherwisping processes are explained

CERTIFICATE OF COURSE CONSIDERION: -

The above named individual has regularly attended the program.

LEO THISTIZ

legistich Training Officer

LOGISTICS TRAINING Cetcher 1960

JIA HITCHMAL .

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CONFIDENTIAL (When Scoppleted)

Dato 1 June 1960

MEMORANDUM FOR RECORD

THROUGH: Staff Training Officer

SUBJECT: Completion of Panagement Conference

1. Les N. Wigren has completed a Management Conference conducted for SR from 9 - 20 Few 1960

2. The conference covered 40 hours of group discussions, loctures, and selected readings concerning problems of Agency management at the middle levels. The individual named completed all conference assignments. No grade has been given since no evaluation is made of any individual's performance in this conference.

FOR THE DIRECTOR OF TRAINING:

CHARLES D. FORD
Chief, Panagement Training Faculty

CONFIDENTIAL (When Completed)

SECRET - EYES ONLY

TECHNICAL SERVICES STAFF

TRAINING DIVISION EVALUATION

PHOTO 1 - Basic Photography

NAME:

| OFFICE: STAFF: TI DIV: ME BRANCH: DATES TRAF | SED: - | from | 1'07. | to: | 7 50 | n o. 1 | 193 |
|--|---------------------|--------------|---------------|--------|------------------|---------------|-----|
| The course is primarily designed to develop skills. Several subjects, how stereo photography etc.) are covered only briefly and the purpose in these subjectuating, and not a skill. | vover, (octa ia | nuch nurc | ns t ly to | e le n | hota | *** | · a |
| This form, therefore, evaluates - | | | | | | | |
| a. The student's level of understanding (signified by the letter "li") or b. The degree of skill attained (signified by the letter "S") - | | | | | | | |
| whichever is applicable. | | | | | | | |
| I Basic photographic theory and practices | | | 机 | 0;; | Very | 2 |] |
| A. Manipulation of cumora | ٠. | none | 7 | ら | good | excellent | |
| 1. Leica (S) | | 79 | FI - | | Ž. | = | _ |
| 4. Camera focusing (5) | | | | | Z. | | L |
| B. Depth of Field scales (B) C. Relationship of aperture to shutter speeds (U) | | | | X | | | - |
| Il Processing and Printing: | | | | | - 57. | x | |
| A. Developers, hypo, washing, drying (S) B. Loading NIKOR film developing tank (S) | | | | | | | |
| C. Use and function of the enlarger (S) | | | | | | 77- | |
| D. Contrast papers - selection of proper paper for a particular negative (S) | | | . | | x | X | |
| E. Print control (S) | | | | | * | | |
| III Use of filters: (U) | | | | | z | | |
| IV Use of exposure meter. (U) | | | | | x | | |
| V Indoor photography: | | | | | x | | |
| A. Employing only natural room lighting (S) E. Employing accessory room lighting | | | | | - | | |

SECRET - EYES ONLY

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| , | | | 12. | 3000 | الم | .t |
| VI Document copying | | поле | and the same | 13 | коод | = : |
| A. Techniques (8) | | 1 3 | 8 | B | 3 | ž ; |
| , O. Equipment (S) | | | | 1 | X | |
| C. Selection of film (S) | ** | | | 1 1 | X+ | |
| D. Developing and Printing (S) | | | | 1 1 | ж—— ж—— | |
| VII Telephoto, wide angle lenses, stereo photography (I | U) | | | | x | |
| VHI Reflex Copy Printing: | | | | : | × | - |
| A. Use of permanent photo lab printing box (S) | | 1 X | | | | |
| B. Use of portable "Contura" unit (S). | | X_ | | 1 | | |
| C. Adaptation of "Contura" unit to | | | | | F | |
| clundestine needs (U) | | X | | | | |
| IX Graphics Registry/OCD - Understanding of what is necessary in a photograph in order to be of use to Graphics Hegistry (U) | | - | | | | - |
| | | | | | | 1 |
| OBSERVED GENERAL TRAITS & CHARACTERISTICS | | | | | | |
| I General Quality of prints | | | | | | |
| II Choice of subject matter - organization and composition | | | | x | | _ |
| III Quality of darkroom work (cleanliness, neutness, etc.) _ | and the same statement of the same statement of the same statement of the same statement of the same statement | | | | x | |
| IV Attitude toward subject matter | | | | X | \rfloor | |
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| REMARKS: | | | | | | |
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| C/TSS/Training Division | | istructor | | | | • * |

SECRET-EYES ONLY

Wigron, Lee H.

Instruction was given in general photography, and its application to the specific problems of ground intelligence photography, deciment copying with two methods, caking, fixed and medile suggestlance, available light, small object and ID photography and photography in roca search.

This student is well organized in his work and has a fine foundation for the work he will be called upon to do. Currently he should be able to handle stailar accignments intensfied in the field and with additional practice and apprioned is capable of applying photography which and in a more technical situation.

5

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| This Outline, when completed, is a documented description of the individual's cores | : |
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| Interests and proposed career activities together with the comments of his supervis- | 01, |
| and his Career Service. The original will be filed in the employee's Official Pers | o:: • |
| nel Folder and will serve as a guide for future personnel actions affecting him. L | <u>~-</u> - |
| plementation of career preferences must depend upon the needs of the Organization. | |

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -GENERAL SECTION A. 1. NAME OF EMPLOYEE (Last-First-Middle) STRVICE DESIGNATION 4. GRADE 2. DATE OF BISTH WIGREN, Lee H. 1 Dec 1923 DI 5. ORGANIZATIONAL TITLE T. OCCUPATIONAL CODE A. OFFICE OF ASSIGNMENT E. POSITION TITLE Intelligence Officer WE/Swedish Desk CAREER INTERESTS SECTION B. 9. GENERAL TYPE OF ACTIVITY FI Operations 10. SPECIFIC TYPE OF ACTIVITY (Including sasignments)
A. HMMCDIATE (Within next 1 to 2 years) Assignment to Scandinavian Station B. LONG-RANGE (Within next 3 to 5 xears) Reassignment to Headquarters Desk within WE/1 TRAINING SECTION C. IS. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOD TRAINING
A. IMMEDIATE (Within next 1 to 2 years) CE Operations, 0.4 Communist Party Organization and Operations, C.2 Information Reporting, Reports & Requirements, 0.25 Secret Writing, T.9 Audio Surveillance, 3.6 , , , , , Language Study 12. ADDITIONAL COMMENTS 14. SIGNATURE OF EMPLOYEE I RECOGNIZE THAT THE IMPLEMENTATION OF MY 13. DATE COMPLETED I RECOGNIZE THAT THE IMPLEMENTATION OF WY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION. 20 Nov56 See Item 21

FORM NO. 1030

Career Outline

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| SECTION D. COMMENTS | BY SUPERVISOR |
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| 16. RELATIVE TO TRAINING FOR EMPLOYEE | |
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| 17. TYPED OR PRINTED NAME OF SUPERVISOR | 18. ST GIATURE |
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> Geo. Balley instructor

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M: Registrar, Office of Training

I certify that I completed the Cable Writing Refresher No. 8

S-E-C-R-E-T

TRAINING EVALUATION

Advanced Counterespienage Course No. 1

| HIGREU, Leo II. | | M | 4-15 Oct. 154 |
|-------------------------|---------------------|-----------------------|-----------------|
| Иеше | | Socie 1 | Dates of Course |
| Date of Birth | 3/51 CGD | GC-9 Grado er lian | ndp/stc~c |
| Research and analysis - | Intelligence Offi | cer | |
| P | rojected Assignment | or Franent P | catition |

- 1. The Advanced Counterespiesage Course is a specialized course of two weeks duration designed for CE apportalists and their supervisors. The Basic CE Course or equivalent experience is a normal prerequisite for entry into the Advanced CE Course. The neuron is conducted on a seminar, round-table basis. Emphasis is placed on student participation during staff and ruest lectures. Time is allotted for recding the extensive material provided.
- 2. Specialized techniques of CE operations are amphabized. Courtex-espionage aspects of double agent operations, lisison situations, and defection are examined in detail. Special attention is given to the structure and media operandi of Soviet and Satellite internal and external clandestine corvices. Similar studies are made of the Mestern Services, as they currently exist and as they may affect Apency operations.
- 3. Each student is required to give a presentation before the class. This hour-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or headquarters experience in CE or a related field; such a student is permitted to give a one-hour lecture based on specific experience. The "canned" problems are selected to test students ability to do CI research, collate, make lorical analyses, and present ideas effectively to a seminar group.
- 4. This evaluation is based primarily on the student presentation, and to a lesser degree on participation in seminar discussions when conducted by the staff,

SmEr-C-B-Er-Y

- 1. Fr. Migron ranked in the top bracket of a strong class. He contributed effectively in seminar discussions. He appeared to be alort, and to have a good grasp of CE fundamentals.
- 2. Mr. Wigron's presentation dealt with his basic exsignment in Staff C. The presentation was well organized and was a major contribution to the class's CE background.
- 3. In my opinion, Pr. Wigron has the background and group of CE principles adequate for a CE case officer and analyst.

CHOSH 20037

SECRET

TRAINING EVALUATION

It the report summarizes the findings, assertations and

activities of the various instructors during the course

I. the official to about this record is entrusted to

versonally ensponsible for it. Although he may, within

| his discretion, show fitto other members of his staff, the report should never be shown to the student whom is concerns. | listed only, with no reference exoctithe student. More comple the files of the training plais after contacting the Pecorda an | ice data is available ion and may be exami | i in |
|--|--|---|----------------|
| STUDENT'S NAME Loo Holort Wigron | DATE OF REPORT 8 Juno 1 | 1951 | |
| TRAINING COURSE Operations | ONVISION OSO/CTC/ICB | GRADE GS | 6 |
| TRAINING PERIOD 7 May - 2 June 1951 | PROJECTED ASSIGNMENTCT | ork AGE: 27 | <u> </u> |
| 1. PERFORMANCE RECORD. The following grades show the tions. The total possible score is broken down to indicate adjectival rating is based on the following scalar 0 to 59 (scotlant) 90 to 1003 (special). | the relative weighting of various | is festore. The over | imina- rali |
| | fossible Score | Achieved Score | |
| til Comprehension of basic principles of clandestine | | | |
| operations | | 25 Sat. | • |
| of clandestine operations) | | 30 Sat. | , - |
| (3) Ability to evaluate operational data | The state of the s | 12 Sat. | . 🗕 |
| led Ability to use operational data | | 11 Ked. | 4 |
| (3) Planning | | 19 Sat. | |
| (b) Personality analysis | | 14 Sat. | |
| (1) Personality manipulation | | 35 Sat. | |
| (8) Adaptability to operational emergencies | | 20 Sat. | |
| 191 Attention to Jetail | | 12 Sat. | _ |
| (10) Organization and presentation of written operation | | | |
| matorial | 1201 | 13 Sat. | |
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| TOTAL | 13001 | | |
| Overall adjectival rating Satisficotory (2. TRAIL CHARACTERISTICS SECOND. The following indices instructors during the training period. The observations income as well as his reactions to various problems and situations. | tas the various personality trait | 191 • as observed by the and conduct in trail | n Ing |
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Lee N. Miran Grade: 805-6

2. THIS ECORD. The following indicates the various traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and cituations.

| 1. | DESCRIPTION | INCTRUCTIONS |
|----|------------------|--------------|
| | Timb all comes a | _ |

Hisunderstood instructions completely on more than one occasion. Was very slow to grasp instructions. Often requested additional explanation or repetition. Understeed instructions if given in detail.

Did not require n detailed explanation.

Grasped instructions quickly, completely, uccurately.

2. FLAMMING WORK Not observed

Got in serious difficulty because of failure to plan work.

Plenned inadequately.

Made plans which permitted adoquate implementation of a project. Cave evidence of enroral, thoughtful, planning,

Flammed thoroughly, allowed for almost all contingencies.

3. ABILITY TO WRITE Not observed

Feemed unable to express thoughts clearly in written form.

Was weak in expressing thoughts clearly in written form.

Written work showed no significant weakness.

Displayed ability to axpress thoughts thoroughly in written form.

Was outstanding in ability to express ideas in clear, correct, coherent manner,

4. ATTEMPTHS TO DETAIL Not observed

Written and oral work suffered seriously from constant lasttestion to details. Work frequently marred by careless or improcise treatment of rignificant dotail.

Work showed acceptable attention to significant dotail.

Caroful handling of significant detail.

Work was consistently outstanding for procise, accurate haldling of detail.

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COUNTRACTOR TO THE THE THE TANK

larid of comstandthe and egization of ligation of the entrodes to

disoresi degy n very limited. degree of conatructive inarination.

Showed sufficient constructive in met nation to met rituations odequately.

Department the ซอกริยธรรไปการที่ creative ability to a greater than original, average degree.

Cotatandingly creative, inventive, or

SE FIGURE OF SEAL EXPRESSION let ob red

Shable to r room locked fluorey sell plear. or ease in his Errsented to on in speech, but s proming and in- meaning usually constent for don, clear,

. Mapleyed resnonable facility in oral expression.

Spoke confidently, Cutstanding in conveying ideas clearly and read!- elerity of eval

fluency and expression.

TO BITUALS Not one tred

Wood was in satisfictory as e result of inswittelent, application of a time and editors.

Applied Eintein unount of time and effort necessary to satisfactorily necomplinh assigned work.

Showed adequate compliance as regards time and effort for accomplinhment of assigned work.

Volunteered greater tire and effort than is normally expected in this course, effort and

Was unusually industrious. equenency gaiving Ly of time, interest.

S. BRITICE Not spheramed

Failed to met without being rpecifical. instructed to ರೋಪ್ನ .

Occasionally acted on his own.

Ummally took steps to implement ideas.

Usually displayed onthuriasm and aggressiveness.

Displayed unusual energy. cathuriam and accressiveness,

PILITED AND THE DESCRIP Not all await

re bo ret appositions of dif- had failed. Military of parading of วริวังจริวังธ

Gave un after several attempts

Surmounted minor difficulties. but wer slowed by severe opposition.

Was slowed only by severe opportition.

Persisted in his efforts to confeve ob-Jectives despite. remated setbacks or severe ermodition,

CLUMN

10. ENTIRE LAST AND INTEREST IN THE WORK Not observed

Displayed no Indication of genuine interest in the subject.

Appeared only micly interested in the subject.

Displayed definite interest in making this sphere of activity his career.

Displayed uningual enthusiasa and interest.

Displayed exceptions1. enthusiasm and intense interest.

ADILITY TO GET ALONG WITH ASSOCIATES Not observed

Frequently alionated associatos.

Was noticeably lacking in:

- a. sociability consideration of others
- c. cooperativeness.

Reasonably sociable, considerate and cooperative vic-n-vis associates,

Displayed definite a, sociability

- b. consideration of others c. cooperative-
- ness.

Unumually rociable. considerate and cooperative via-a-vis associates.

12. LEADERSHIF Not observed

Appeared to withdraw from group activities to a marked degree even when requested to take part.

Took little part in group activities.

liormally participated within the group.

Displayed leadership ability on reveral occasions.

Consistently assumed leadership in group activities.

13, TACT Not observed

Markedly blunt and indiscreet

Occasionally said or did something which induced on unfavorable reaction.

Reasonably discreet.

Had good discernment for the appropriate thing to say or

Consistently demonstrated keen perception for fitting steech or conduct.

14. PERSUACIVENESS Not observed

Did not influence the thinking and actions of others his associates.

His opinions rarely affected

was fairly cuccessful in selling a point or himself,

Mas very good at influencing others in ability to by his own personality and thinking.

Was outstanding command respect and attention through his personality and thinking.

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| 15. COMMON SENSE Not observed | 2 | <u> </u> | 4 | 5 |
|--|--|---|---|---|
| Displayed lack of common sense. | Displayed in- consistencies in judgment. | Unually displayed sound judgment. | Consistently displayed sound judgment. | Displayed out- rtanding ability to make sound decisions. |
| 16. ASTUTENESS Not observed1 | (2) | 33 | 4 | |
| Appeared gullible and naive | Lacked adoquate a. skepticiem and discornment. | Displayed adequate discernment and skepticism. | Displayed above average perspi- cacity and skepticism. | Displayed exceptional chrowiness and perspicacity. |
| 17. ABILITY TO LE | ARN 2 | | , | |
| Showed no improve- ment during course of in- struction. | Improvement was alow and labori- | Assimilated course material in satisfactory fashion. | Showed marked improvement during progress of instruction. | Despite lack of previous experience displayed unusual ability to |
| | | | | assimilate course material. |
| 18. ADAPTATION TO | TRAINING | | , | |
| Did not adjust to training program. Remained dic- orientated, an outsider. | Accepted training but with reluctance. | Adapted himself to most aspects of training. | Accepted the training situation with good spirit. | Accepted training with obvious enthusiams. |

A rating of 3 in personality traits is considered average for a CIA operations officer.

NOTE: For remarks see page 6.

SECRET

TRAINING EVALUATION

- ISTAFF GRIENTATIONS

| for it. githough discretion, show | he may, eithin his it to other members a report should never student should | plote data is avail may be examined aft any questions as re | ructors for the course able in the files of the er contacting the Recor- gards the evaluation of ef, Records and (valuati | e Training pluision and is and Scheduling Office this student should be |
|--|--|--|---|--|
| STUDENT'S NAME LOG | hobart Wisron | DATE OF REP | ost 28 April 1951 | : |
| TRAINING COURSE ST | AFF ORIENTATION 24 | DEVISION C | 50/src 466 27 | GRADE CS-6 |
| TRAINING PERIOD 2 | - 27 April 1051 | PHOJECTED A | ssignment Clear | |
| evaminations. The to | stal possible score is built rating is based on the | rades show the achievement roken down to indicate the following scale: U to | ne relative esighting of | various factors. |
| Problems | | | Possi Score | bie Achieved Percentage Score Score |
| (1) Editing of in | formation | | (20) |) 14.9 75 |
| | | . | · \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | |
| • | • | | (20) | |
| | | on | 170 | 21.3 71 |
| • | | | . ()() | 23.2 77 |
| = | = | | \~O; | |
| | | | (40) | |
| · · · · · · · · · · · · · · · · · · · | | | (5) | 4.3 85 |
| Objective Test | | | (0.0) | |
| | • | | ,,,,, | . 22.2 74 |
| And the second second | | | (~~) | |
| (11) USSR and Commu TOTAL | | | | 64 . 5 86 |
| Overall adject | Ival rating | | | 234.0 78.0 |
| raining period. The | observations include the roblems and situations. | s the various traits as c student's participation | bserved by the Instruct and conduct in training | ors Juring the 7 ns well as his |
| 1 | 2 | | (4) | 5 |
| isunderstood inst- uctions completely n more than one ccasion. | was very slow to grasp instructions. Often requested additional explanation or re- petition. | understood instruc- tions if given in de- tail. | Oid not require a de- tailed explanation. | Grasped Instructions quickly, completely, accurately. |
| | perrions | | • | |
| PLANNING WORK | • | | | * 4 |
| 1 | 3 . | (1) | <u> </u> | |
| ot in serious dif- iculty because of siture to plan work. | Pinned inadequately for the effective carrying out of a project. | Made plans which did not hinder the satis- factory completion of a project. | Gave evidence of careful, thoughtful planning. | Planned thoroughly, allowed for all con- tingencies. |
| ATTENDING TO DETAIL NOT OBSERVED | 2 | | • | . , |
| Itten and oral work | mork frequently marred | work showed acceptable | Careful handling of | work was outstanding |
| ffered seriously om constant inst- ntion to Jetails. | by careless or impre- cise treatment of sig- nificant detail. | attention to signif- icant detail, but contained a number of | significant detail, with occasional lapses of a minor nature. | for precise, accurate handling of detail at all times. |
| | • | minor errors. | | |
| ABILITY TO WRITE | • | | | |
| 1 | . 2 | 3 | (u)· | |
| emed unable to ex- ess thoughts clear- or correctly in litten form. | meah in English usage. Frequent grammatical or spelling errors. | gritten work mechan- ically correct, but poorly organized. | gritten work showed no significant weak- ness. | Outstanding in ability to express ideas in clear, correct, coherent manner. |
| PERSEVERING IN EFFOI | 2 | 1 | | • |
| ve up as soon as he | Gave up after several | Surmounted minor dif- | Renewal his efforts | Persisted In his |
| t apposition or dif- culties in pursuing abjective. | attempts has failed. | ficulties, but stop- ped by severe opposi- tion. | after a major setback. | efforts to achieve ob- jectives despite re- peated set-backs or |

SECRE

| Not observed | 2 | | | |
|--|--|---|---|--|
| Devoid of inspiration or inventiveness in approach to problems. | Showed only a very limited degree of imagination. | Showed sufficient imagination to mast most school situations adequately. | permitrated the pos- sension of creative ability to a greater than average degree. | Outstandingly creative inventive, or original |
| 7. FACILITY OF GRAL EN | PRESSION | | <i>/</i> . | |
| unable to express soif clearly. Fresented ideas in a groping and incoherent fesh- | lacked fluency or ease in his speech, but meaning usually clear. | Displayed reisonable facility in oral expression. | spoke confidently, conveying ideas steerly and readily. | Quistanding in fluency and clarity of oral ex- pression. |
| A. FORCEFULNESS | | | | |
| was not able to pro- ject his oen person- silty and ideas to others. | Rarely convinced any- one of his point. | was fairly successful in selling a point or himself. | mes able to influence or control others through his person- elity and thinking. | Quistanding in ability to command ettention and respect through personal forcefulness. |
| 9. ADAPTATION TO TRAIN NOT OBSERVED | ING 2 | 3 | (F) | 5 |
| Did not adjust to training program. Remained discrimitated, an outsider. | accepted training, but with rejustance. | Adapted himself to most aspects of training. | accepted the training situation with good apirit. | Accepted training with obvious enthusiasm, |
| 10. TACT Not observed | | 1 | (i) | : |
| continuelly allenated others by indiscreet actions or words. | Occasionally said or did something shich induced an unfavor- able reaction. | Not shilled, but avoided arousing antagon- ism in dealing with others. | hed good discomment for the appropriate thing to say or do. | showed been perception for fitting speech or conduct at all times. |
| - REMARKS: | | ·. | | |

PROVED. Longer STR Charles L Bonslew:

REVIEWED. Klugsley