

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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 January 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 COMMENTS

1.

BY EMPLOYEE

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

DATE

24 January 1967

SIGNATURE OF EMPLOYEE

Lee H. Wigren

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

12

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

DATE

23 January 1967

OFFICIAL TITLE OF SUPERVISOR

Chief, EIC/OTR

TYPED OR PRINTED NAME AND SIGNATURE

John W. Morrison
JOHN W. MORRISON

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

No appropriate reviewing official.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						006198	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
WIGREN, Lee H.			1 Dec 1923	M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Instr Intell			OTR/SIC		Hqs.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)				
31 January 1965			3 May 1965 - 31 December 1965				
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Instructs in Introduction to Communism, USSR Basic Country Survey, and CI courses.						8	
SPECIFIC DUTY NO. 2						RATING LETTER	
Conducts covert tutorial training programs.						8	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
27 JAN 1965						8	

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS		ASSESSMENT OF PERSONNEL	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties, if applicable.</p>					
<p>Mr. Wigren has been a member of SIC staff for eight months. He brought to us a knowledge in depth of the Soviet intelligence services and Soviet methods of clandestine activities which have been a distinct asset, and which have provided most useful judgments and insights.</p> <p>Mr. Wigren appears to have a sound, disciplined, scholarly attitude toward substantive problems, and a searching, imaginative approach to pedagogical problems. He has developed as a team member easily and effectively, and has been willing to take on increasing responsibility. I feel that Mr. Wigren has excellent potential for further development as a senior instructor.</p> <p>Mr. Wigren has not--at this time--been assigned any supervisory responsibilities.</p>					
SECTION D					
CERTIFICATION AND COMMENTS					
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
14 January 65	<i>Robert Wigren</i>				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
8					
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
14 January 1966	Chief, SIC/OTR	<i>John W. Morrison</i> JOHN W. MORRISON			
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
No appropriate reviewing official.					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYER SERIAL NUMBER	
SECTION A				006198	
GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
WIGREN, Lee H.			12-1-23	M	GS-13
5. OFFICIAL POSITION TITLE			6. OFFICER OF ASSIGNMENT	7. CURRENT STATION	
Ops Officer			DDP/SR/CI	Hqs	
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
10. DATE REPORT DUE TO, P.			11. REPORTING PERIOD (From - to)		
31 January 1964			1 January 1963 to 31 December 1963		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Supervises and directs the work of a Branch of 8 people, and coordinates and guides the research work of other Branches of this Group.					P
SPECIFIC DUTY NO. 2					RATING LETTER
Plans the research program of SR/CI					P
SPECIFIC DUTY NO. 3					RATING LETTER
Gives lectures and briefings to Agency and foreign officials.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Manages personnel.					P
SPECIFIC DUTY NO. 5					RATING LETTER
Edits the research production of SR/CI					S
SPECIFIC DUTY NO. 6					RATING LETTER
Personally prepared a long and complicated report on a highly important matter under pressure of supervision and extremely tight deadlines.					S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
30 JAN 1964					P

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS OFFICE OF PERSONNEL

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Wigren is a conscientious and capable research officer with a good grasp of his material and is able to present 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 operations. The organization thus needs more urgently than ever the digested operational experience which it is Mr. Wigren's job to produce. 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 COMMENTS

1.

BY EMPLOYEE

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

DATE

22 January 1964

SIGNATURE OF EMPLOYEE

Lee H. Wigren

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

14

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

DATE

22 Jan. 1964

OFFICIAL TITLE OF SUPERVISOR

Chief, SR/CI

TYPED OR PRINTED NAME AND SIGNATURE

Tennent H. Bagley

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur.

DATE

27 January 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, SR Division

TYPED OR PRINTED NAME AND SIGNATURE

David L. Murphy

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
006198

SECTION A

1. NAME (Last) WIGREN (First) LEE (Middle) H.					2. DATE OF BIRTH 12-1-23		3. SEX M	4. GRADE GS-13	5. SD D
6. OFFICIAL POSITION TITLE Ops Officer					7. OFF/DIV/DR OF ASSIGNMENT DDP/SR/COPS/CI		8. CURRENT STATION Hqs.		
9. CHECK (X) TYPE OF APPOINTMENT CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):					10. CHECK (X) TYPE OF REPORT INITIAL <input type="checkbox"/> X ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 31 January 1963					12. REPORTING PERIOD (From- to-) September 1961 - 31 December 1962				

SECTION B

PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1

Supervises and reviews work of a section including 11 research analysts and three clerks.

RATING
LETTER
S

SPECIFIC DUTY NO. 2

Plans and implements divisional research program on Soviet intelligence.

RATING
LETTER
P+

SPECIFIC DUTY NO. 3

Directs dissemination of CI studies and reports on RIS to appropriate U.S. and foreign consumers.

RATING
LETTER
S

SPECIFIC DUTY NO. 4

Gives lectures and briefings to Agency and foreign officials as required.

RATING
LETTER
S

SPECIFIC DUTY NO. 5

Effects coordination with CI Staff, OS, OTR and others on CI research matters.

RATING
LETTER
S

SPECIFIC DUTY NO. 6

Establishes divisional criteria for records and methods of information processing required for CI research.

RATING
LETTER
S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING
LETTER
S+

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

SEE ATTACHED SHEET

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

14 January 1965

SIGNATURE OF EMPLOYEE

Lee H. Wilson

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

4 1/2

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

DATE

OFFICIAL TITLE OF SUPERVISOR

C/SR/CI

TYPED OR PRINTED NAME AND SIGNATURE

Edward W. Knowles

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

16 JAN
1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

SR/COP

TYPED OR PRINTED NAME AND SIGNATURE

Edward D. Goloway

SECRET

SECRET

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.

[Handwritten signature]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

100160

SECTION A**GENERAL**

1. NAME (Last) WIGREN		(First) Lee		(Middle) H.	2. DATE OF BIRTH 12-1-23	3. SEX M	4. GRADE GS-12
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/SR/CI		
8. CAREER STAFF STATUS					9. TYPE OF REPORT		
NOT ELIGIBLE <input checked="" type="checkbox"/>		MEMBER <input type="checkbox"/>		DEFERRED <input type="checkbox"/>		INITIAL <input type="checkbox"/>	
PENDING <input type="checkbox"/>		DECLINED <input type="checkbox"/>		DENIED <input type="checkbox"/>		REASSIGNMENT SUPERVISOR <input type="checkbox"/>	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From 1 Jan. '61 To Sept. '61		SPECIAL (Specify)			

SECTION B**EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises & reviews work of Section including 9 research analysts and 4 clerks. DAL		RATING NO. 7	SPECIFIC DUTY NO. 4 Gives lectures and briefings to Agency and foreign officials as required.		RATING NO. 7	
SPECIFIC DUTY NO. 2 Plans and implements divisional research program on Soviet Intelligence. DECI		RATING NO. 6	SPECIFIC DUTY NO. 5 Effects coordination with CI Staff, CG, OIR and others on CI research matters.		RATING NO. 7	
SPECIFIC DUTY NO. 3 Directs dissemination of CI studies and reports on RIS to appropriate U.S. and foreign consumers. DAW		RATING NO. 7	SPECIFIC DUTY NO. 6 Establishes divisional criteria for records and methods of information processing required for CI research.		RATING NO. 6	

SECTION C**EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION**

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

- 1 - Performance in many important respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.
5

SECTION D**DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

CHARACTERISTICS	1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	RATING						
						NOT APPL. CABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE												
RESOURCEFUL												X
ACCEPTS RESPONSIBILITIES												X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES												X
DOES HIS JOB WITHOUT STRONG SUPPORT												X
FACILITATES SMOOTH OPERATION OF HIS OFFICE												X
WRITES EFFECTIVELY												X
SECURITY CONSCIOUS												X
THINKS CLEARLY												X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS												X
OTHER (Specify):												X

SEE SECTION "E" ON REVERSE SIDE

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Address 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 determining future personnel actions.

Mr. Wigren's performance during the past year has been outstanding in every important respect. Despite great pressure and frequently difficult assignments he has directed his section in a calm and mature manner which has enabled it to meet deadlines on his research despite the relative inexperience of its personnel. His potential for development is excellent and the responsibilities of his section are being expanded to enable it to produce even more of its high-quality product.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 13 September	SIGNATURE OF EMPLOYEE H. Wigren	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 13 September 1961	OFFICIAL TITLE OF SUPERVISOR C/22/CI	TYPED OR PRINTED NAME AND SIGNATURE Edward W. Knowles
3. BY REVIEWING OFFICIAL		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
While I quite agree that Mr. Wigren has done a very fine job, I consider that the ratings in Section E are overly generous. I base this on the fact that I know of no other highly-competent officer who has received 7 ratings on two-thirds of his specific duties; and I do not believe that Wigren's performance is better than any other officer's I know. There is no question in my mind that Wigren's performance in this job has been superior to any previous incumbent.		
DATE 14 Sept 1961	REVIEWING OFFICIAL QUENTIN C. JOHNSON, SR/COPI	TYPED OR PRINTED NAME AND SIGNATURE Q. C. Johnson

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

106198

SECTION A

GENERAL

1. NAME (Last) WIGREN (First) Lee (Middle) H.			2. DATE OF BIRTH 12-1-23		3. SEX M	4. GRADE GS-12
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/SR/CS	
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. 31 Jan 61		11. REPORTING PERIOD From 1 Jan 60 - To 31 Dec 60		12. SPECIAL (Specify)		

SECTION B

EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises & reviews work of Section including 8 research analysts and 2 clerks.			RATING NO. 5+	SPECIFIC DUTY NO. 4 Gives lectures and briefings to Agency and foreign officials as required.		
SPECIFIC DUTY NO. 2 Plans and implements divisional research program on Soviet Intelligence.			RATING NO. 6	SPECIFIC DUTY NO. 5 Effects coordination with CI Staff, OS, OTR and others on CI research matters.		
SPECIFIC DUTY NO. 3 Directs dissemination of CI studies and reports on RIS to appropriate U.S. and foreign consumers.			RATING NO. 6	SPECIFIC DUTY NO. 6 Establishes divisional criteria for records and methods of information processing required for CI research.		
				SPECIFIC DUTY NO. 7		
				SPECIFIC DUTY NO. 8		

SECTION C

EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

- 1 - Performance in many important respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.
5

SECTION D

DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
CHARACTERISTICS				
GETS THINGS DONE				
RESOURCEFUL				
ACCEPTS RESPONSIBILITIES				
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				
DOES HIS JOB WITHOUT STRONG SUPPORT				
FACILITATES SMOOTH OPERATION OF HIS OFFICE				
WRITES EFFECTIVELY				
SECURITY CONSCIOUS				
THINKS CLEARLY				
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				
OTHER (Specify):				

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate 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 determining future personnel actions.

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 worked closely with OIR on the revamping 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 in 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 COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 24 February 61	SIGNATURE OF EMPLOYEE <i>L. H. Wigren</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (SPECIFY):		
DATE 24 February 1961	OFFICIAL TITLE OF SUPERVISOR C/SR/RISB	TYPED OR PRINTED NAME AND SIGNATURE <i>Edward W. Knowles</i> Edward W. Knowles
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET
(When Filled In)

FITNESS REPORT		EMPLOYEE SERIAL NUMBER 106198	
SECTION A GENERAL			
1. NAME (Last) (First) (Middle) WIGREN Leo		2. DATE OF BIRTH 12-01-23	3. SEX M
4. GRADE GS-12		5. OFF/DIV/BR OF ASSIGNMENT DDP/SR/CE	
6. SERVICE DESIGNATION D		7. OFFICIAL POSITION TITLE Ops Officer	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
<input type="checkbox"/> FIRST ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P. 25 Jan 1960		11. REPORTING PERIOD From 7 May 59 - To 31 Dec 59	
12. SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES			
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).			
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding			
SPECIFIC DUTY NO. 1 Supervises & reviews work of Section including 8 research analysts and 2 clerks.		RATING NO. 5+	SPECIFIC DUTY NO. 4 Gives lectures and briefings to Agency and foreign officials as required. RATING NO. 5
SPECIFIC DUTY NO. 2 Plans and implements divisional research program on Soviet Intelligence.		RATING NO. 6	SPECIFIC DUTY NO. 5 Effects coordination with CI Staff, OS and others on CI research matters. RATING NO. 6
SPECIFIC DUTY NO. 3 Directs dissemination of CI studies and reports on RIS to appropriate U.S. and foreign consumers.		RATING NO. 6	SPECIFIC DUTY NO. 6 Establishes divisional criteria for records and methods of information processing required for CI research. RATING NO. 5+
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION			
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.			
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.			RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE			
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee			
1 - Least possible degree 2 - Limited degree 3 - Normal degree 4 - Above average degree 5 - Outstanding degree			
CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING
GETS THINGS DONE			1 2 3 4 5
RESOURCEFUL			X
ACCEPTS RESPONSIBILITIES			X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES			X
DOES HIS JOB WITHOUT STRONG SUPPORT			X
FACILITATES SMOOTH OPERATION OF HIS OFFICE			X
WRITES EFFECTIVELY			X
SECURITY CONSCIOUS			X
THINKS CLEARLY			X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS			X
OTHER (Specify):			
SEE SECTION "E" ON REVERSE SIDE			

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate 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 determining 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 COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

22 March 60

SIGNATURE OF EMPLOYEE

Lee H. Wigren

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

21 March 1960

OFFICIAL TITLE OF SUPERVISOR

SR/COP/CE

TYPED OR PRINTED NAME AND SIGNATURE

Edward W. Knowles

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

Although I am not sufficiently familiar with the details of Mr. Wigren's work, I am not aware of anything which would contradict the rating and am inclined to agree with the rating.

DATE

26 March 60

OFFICIAL TITLE OF REVIEWING OFFICIAL

SR/COP

TYPED OR PRINTED NAME AND SIGNATURE

Quentin Johnson

SECRET

SECRET
(When Filled In)

FITNESS REPORT										EMPLOYEE SERIAL NUMBER																								
SECTION A										GENERAL																								
1. NAME (Last) (First) (Middle)					2. DATE OF BIRTH					3. SEX					4. GRADE																			
WIGREN, Lee H.					1 December 1923					M					GS-12																			
5. SERVICE DESIGNATION					6. OFFICIAL POSITION TITLE					7. OFF/DIV/BR OF ASSIGNMENT																								
DI					I. O. (FI)					FI Div D																								
8. CAREER STAFF STATUS										9. TYPE OF REPORT																								
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL		REASSIGNMENT/SUPERVISOR		NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL		REASSIGNMENT/EMPLOYEE																
PENDING		DECLINED		DENIED		X		ANNUAL		REASSIGNMENT/SUPERVISOR		PENDING		DECLINED		DENIED		X																
10. DATE REPORT DUE IN O.P.										11. REPORTING PERIOD																								
31 January 1959										7 Mar 58 - 31 Dec 58																								
12. DATE REPORT DUE IN O.P.										13. REPORTING PERIOD																								
31 January 1959										7 Mar 58 - 31 Dec 58																								
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES																																		
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).																																		
1 - Unsatisfactory					2 - Barely adequate					3 - Acceptable					4 - Competent					5 - Excellent					6 - Superior					7 - Outstanding				
SPECIFIC DUTY NO. 1										RATING NO.					SPECIFIC DUTY NO. 4										RATING NO.									
Supervises 4 people - 3 professional (GS-7 through 9) conducting research and 1 clerical (GS-4)										5					Assists in developing new programs										5									
SPECIFIC DUTY NO. 2										RATING NO.					SPECIFIC DUTY NO. 5										RATING NO.									
Writes reports										6					Coordinates with other offices										5									
SPECIFIC DUTY NO. 3										RATING NO.					SPECIFIC DUTY NO. 6										RATING NO.									
Conducts research										6					Conducts external liaison										5									
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION																																		
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.																																		
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.															RATING NO. 5																			
SECTION D DESCRIPTION OF THE EMPLOYEE																																		
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee																																		
1 - Least possible degree					2 - Limited degree					3 - Normal degree					4 - Above average degree					5 - Outstanding degree														
CHARACTERISTICS										NOT APPLICABLE		NOT OBSERVED		RATING																				
														1		2		3		4		5												
GETS THINGS DONE																						X												
RESOURCEFUL																						X												
ACCEPTS RESPONSIBILITIES																						X												
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES																						X												
DOES HIS JOB WITHOUT STRONG SUPPORT																						X												
FACILITATES SMOOTH OPERATION OF HIS OFFICE																						X												
WRITES EFFECTIVELY																						X												
SECURITY CONSCIOUS																						X												
THINKS CLEARLY																						X												
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS																						X												
OTHER (Specify):																																		
SEE SECTION "E" ON REVERSE SIDE																																		

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate 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 determining future personnel actions.

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 COMMENTS

1.

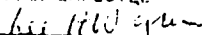
BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

16 January 1959

SIGNATURE OF EMPLOYEE



2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

16 months

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

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

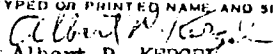
DATE

16 January 1959

OFFICIAL TITLE OF SUPERVISOR

Chief, SAS, FI/D

TYPED OR PRINTED NAME AND SIGNATURE


 Albert P. KERDEL

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

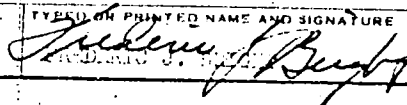
DATE

19 January 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL

AEC/FI/Division D

TYPED OR PRINTED NAME AND SIGNATURE


 Frederick J. Buehler

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WIGREN, Lee		1 Dec 1923	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
FI Div D Int'l Support Br		Biographic Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-11	19 Mar 58	23 September 57 - 19 March 1958		
10. TYPE OF REPORT (Check one)	11. REASON FOR REPORT (Check one)			
<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT - SUPERVISOR			
<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT - EMPLOYEE			
12. SPECIAL (Specify)				

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
14 February 1958	Albert P. Korgel <i>Albert P. Korgel</i>	Chief, Spec. Act. Br., FI/D

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

DATE	11 MAR 1958
Posted For Control	<i>FW</i>
Reviewed by	<i>SW</i>
MAILED	11 MAR 1958

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
14 February 1958	<i>Frank B. Rowlett</i>	Chief, FI/D

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

5 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.

6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

(4)

SECRET (When Filled In)

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during the period. Place the most important first. Do not include minor or unimportant duties.
 - Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
 - For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
 - Compare in your mind, when possible, the individual being rated with others performing at a similar level of responsibility.
 - For individuals with the same job title may be performing different duties. If so, rate them on different duties.
 - Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPIING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
8. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, the case of a radio operator.

- | | | |
|---------------------------------|---|--|
| DESCRIPTIVE
RATING
NUMBER | 1 - INCOMPLETE IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| | 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| | 3 - PERFORMS THIS DUTY ACCEPTABLY | |
| | 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | |
| | 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Writing specialized reports	5		
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Evaluating significance of data	5		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Has and uses area knowledge	5		

8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Mr. Wigren is intelligent, competent and diligent.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

5
RATING
NUMBER

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 5 of Section "E" below.

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle) WIGREN, Lee	2. DATE OF BIRTH 1 Dec 1923	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FI Div D Intel Support Br		6. OFFICIAL POSITION TITLE Biographic Officer	
7. GRADE GS-11	8. DATE REPORT DUE IN OP 19 Mar 58	9. PERIOD COVERED BY THIS REPORT (Including dates) 23 September 57 - 19 March 1958	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		11. REASSIGNMENT SUPERVISOR (Specify) <input type="checkbox"/> REASSIGNMENT SUPERVISOR	

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 14 Feb. 1958	B. TYPE OF PRINTED NAME AND SIGNATURE OF SUPERVISOR Albert P. Kengel	C. SUPERVISOR'S OFFICIAL TITLE Chief, Spec. Ac. Br., FI/D
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 14 Feb. 1958	B. TYPE OF PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Frank B. Rowlett	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, FI/D

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
6 RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

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

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

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

MAIL ROOM

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 29.179. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A. of Section A below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
Wiggen, Lee H.	1 December 1943	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
DDP/WE/Scandinavian Branch	Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-11	ASAP	15 March 1957 - 23 September 1957	
10. TYPE OF REPORT (Check one)	INITIAL	ANNUAL	SPECIAL (Specify)
		X	

SECTION B.

CERTIFICATION

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

He is no longer in WE-1

A. CHECK (X) APPROPRIATE STATEMENT:

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

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
25 October 1957	Robert C. Yore	AC/WE-1/Sweden

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

BY	DATE
Posted Per. Control	11/6/57
Reviewed by, L.S. C-1	NOV 21 1957

☐ CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
25 October 1957	Edward Ryan	C/WE-1

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

3	1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
INSERT RATING NUMBER	3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

(4)

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty; do not rate as supervisors those who supervise a secretary only.
- Compare in your mind, when possible, the individual being rated with Oct 30 3:55 PM '57 same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	MAIL ROOM INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TELEPHONING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES RECOLATIONS	MAINTAINS AIR CONTROLLING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

- | | | |
|---------------------------|---|--|
| DESCRIPTIVE RATING NUMBER | 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| | 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| | 3 - PERFORMS THIS DUTY ACCEPTABLY | |
| | 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | |
| | 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

SPECIFIC DUTY NO. 1 Is a Headquarters case officer	RATING NUMBER 3	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2 Prepares correspondence and reports	RATING NUMBER 4	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3 Coordinates with other offices	RATING NUMBER 3	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

This officer is intelligent and possesses good judgement. He is neat and methodical in his work. Within the area of his explicit duties he is a willing worker who takes and executes orders faithfully. At this desk, the weaker aspect of his performance was in matters of initiative, drive and imagination. Though this impression may be heightened by Mr. Wigren's naturally quiet, unobtrusive manner, the final assessment must be that he is not inclined to go beyond carrying out assignments given to him.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

In view of his relative strengths and weaknesses, Mr. Wigren would seem better fitted for work requiring studious and methodical application to one or a few activities or projects, rather than as an across-the-board operations case officer, either at Headquarters or in the field.

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
Wigren, Joe H.		1 December 1923	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
DDP/WE/Scandinavian Branch		Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-11	ASAP	19 March 1957- 23 September 1957		
10. TYPE OF REPORT (Check one)		11. REASSIGNMENT-SUPERVISOR		
INITIAL		SPECIAL (Specify)		
ANNUAL		REASSIGNMENT-EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
25 Oct. 1957	<i>Robert C. Yore</i> Robert C. Yore	AC/WE-1/Sweden
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
25 Oct. 1957	<i>Edward Ryan</i> Edward Ryan	C/WE-1

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

2. SUPERVISORY POTENTIAL

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

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

FORM NO. 45 (Part II)
1 NOV 55REPLACES PREVIOUS EDITIONS
OF FORMS 45 AND 45A WHICH
ARE OBSOLETE

SECRET

Potential

(4)

SECRET

(When Filled In)

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

3 m. OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

At the time of Mr. Wigren's last fitness report, the supervisor and reviewing official discussed with him his particular weaknesses and strengths. ^{OCT 30 3 35 PM '57} that his advancement, particularly his overseas assignment, would depend upon his showing greater initiative and interest as a case officer. It should be recorded that Mr. Wigren took this to heart and consciously strove to improve his performance to the time he left this office. The results were not such, however, as to seem to qualify Mr. Wigren for overseas service. By ~~FUTURE PLANS~~ mutual agreement, therefore, he

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL transferred to the FI Staff
Section H. FUTURE PLANS

No longer in WE-1

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) Wigren, Lee H.	2. DATE OF BIRTH 1 Dec. 1923	3. SEX m	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP WE Scandinavian		6. OFFICIAL POSITION TITLE Area Ops. Officer	
7. GRADE 11	8. DATE REPORT DUE IN OP 19 March 1957	9. PERIOD COVERED BY THIS REPORT (inclusive dates) 19 March 1956-19 March 1957	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		11. RECLASSIFIED SUPERVISOR <input type="checkbox"/> RECLASSIFIED EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)	

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	BY POD DATE 25 March 1957
<input checked="" type="checkbox"/>	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERISORS.	IF INDIVIDUAL IS RATED "1" IN CT OR D, A WARNING LETTER MUST BE ISSUED TO INDIVIDUAL. A COPY MUST BE ATTACHED TO THIS REPORT.
<input type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW HE STANDS BECAUSE (Specify):

B. THIS DATE
25 March 1957C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR
E.C. YorkD. SUPERVISOR'S OFFICIAL TITLE
C/WE-1/Sweden

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

I have discussed this report, and his general situation, in considerable detail with Mr. Wigren. He felt he did not wish to challenge the critical comments of the rating officers (I had two officers work together in that capacity), but felt that a rating of 3 under specific duty No. 2 did not do him justice. I think he is right on this score and would raise that rating to a 4. I would say there has been an improvement in Mr. Wigren's performance within the last year, and I have raised with the Division Personnel Board the subject of a promotion for him to GS-12. The Board recommended deferment of his case for a few months.

☒ CONTINUED ON ATTACHED SHEET

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

A. THIS DATE
25 March 1957B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL
Edward RyanC. OFFICIAL TITLE OF REVIEWING OFFICIAL
Chief, WE-1

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

4 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.
- Note performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing similar duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INVESTIGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
Typing	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- For some jobs, duties may be broken down even further. A supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	2 - Barely ADEQUATE IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY ACCEPTABLY	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	7 - EXCELLS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
---------------------------------	---	---	-----------------------------------	--	---	--	---

SPECIFIC DUTY NO. 1 Writes Hqs and field Communications	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Analyses operations and proposes action.	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Coordinates with other area desks and staffs.	RATING NUMBER 3	SPECIFIC DUTY NO. 5 Briefs superiors on his activities	RATING NUMBER 4
SPECIFIC DUTY NO. 3 Prepares intelligence reports	RATING NUMBER 4	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Most notable among this officer's strong qualities are his intelligence, inquisitiveness, emotional stability and good judgement. He comprehends and analyzes situations and problems readily and in the latter seems very able at finding logical solutions. He expresses himself well orally and in writing. He is neat in both personal and work habits. Such weaknesses as Mr. Wigren seems to have lie in the areas of social relationship and motivation. He is calm and introspective, not gregarious nor easy to know. Though he is always polite and even tempered he seems at the roots, perhaps, unduly sensitive to criticism. In his attitude towards and the performance of his job he seems to do what he likes well, but to let the less agreeable things slide.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

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 Desk and handled these responsibilities effectively. I have agreed to cite the extent of his responsibilities. Certainly the routine business of the desk 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 deferment of his hoped-for promotion, and the deferment 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.

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) - POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle) Wigron, Leo H.	2. DATE OF BIRTH 1 Dec. 1923	3. SEX m	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP WE Scandinavian		6. OFFICIAL POSITION TITLE Area Ops. Officer	
7. GRADE 11	8. DATE REPORT DUE IN OP 19 March 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 19 March 1956-19 March 1957	
10. TYPE OF REPORT (Check one)	INITIAL <input checked="" type="checkbox"/>	REASSIGNMENT-SUPERVISOR <input type="checkbox"/>	SPECIAL (Specify) <input type="checkbox"/>

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 25 March 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <i>R. C. Yore</i>	C. SUPERVISOR'S OFFICIAL TITLE C/WE-1/Sweden
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 25 March 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>Edward Ryan</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, WE-1

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

2. SUPERVISORY POTENTIAL

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
	3 2	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2 1	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	0	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	1	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

2. COMMENTS CONCERNING POTENTIAL

He is, I believe, at a crucial stage in his career. Depending upon his outlook, he has the potential for becoming either a mediocre senior case 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 yet demonstrated a sufficient industry and resolve to make him as a promising professional.

SECTION III.

FUTURE PLANS

3. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Mr. 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 abeyance.

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

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

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

SECRET

SECRET

2. For the Reviewing official: Note:

I have indicated in ink in the forms wherein my judgement differs from that of the rating officer.

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A.

GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
Wigren	Lee	R.	1 Dec. 1923	M.	DDP/DI
5. OFFICE DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
DDP/WE Scandinavia			Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive Dates)			
OS 11	19 March 1956	19 March 55 - 19 March 56			
10. TYPE OF REPORT (Check one)		11. INITIAL		12. SPECIAL (Specify)	
<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR		<input type="checkbox"/> REASSIGNMENT-EMPLOYEE	

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE

2 May 1956

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

J. J. Stenger, Jr.

D. SUPERVISOR'S OFFICIAL TITLE

Chief, Strategic Sec. 1

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

I have discussed this report at length with Mr. Stenger, because of its critical character, and subscribe entirely to it. I think the discussion of the report with Mr. Wigren has been beneficial, and I believe an improvement will result, since Wigren seems to have good capabilities, if he cares to use them. If there is not an improvement within the next year, the question of a reassignment will have to be considered. Wigren has no idea he was put under any investigation of incompetency and that the report is therefore to come without, unless he is not to be considered. The report is to be made without a rating.

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
4 May 56	William E. Ryan	Branch Chief

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

3	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS "EQUALLED" BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

BY: [Signature] DATE: [Date]

SECRET

Performance

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during the period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERVIEWS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERVIEWS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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<p>DESCRIPTIVE RATING NUMBER</p> <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY ACCEPTABLY		4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB															
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5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB																											
SPECIFIC DUTY NO. 1		SPECIFIC DUTY NO. 4																									
Processing and dissemination of field information reports		Preparation of correspondence to the field																									
RATING NUMBER 4		RATING NUMBER 3																									
SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 5																									
Handling of project outlines and renewals and other administrative details																											
RATING NUMBER 4		RATING NUMBER																									
SPECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 6																									
Providing operational support to the station																											
RATING NUMBER 3		RATING NUMBER																									
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																											
<p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>A large portion of Mr. Wigren's time is taken up with the processing of field information reports and the handling of administrative aspects of various FI projects, both of which he performs efficiently, although he occasionally requires supervision to ensure the prompt completion of project details. In the area of operational support for the field, which includes providing the station with requirements, with name traces, operational appraisal and operational guidance, Mr. Wigren performs acceptably but occasionally shows a lack of initiative and originality of ideas such as would be required to raise the rating in this category. As regards preparation of correspondence for the field, Mr. Wigren here again performs acceptably, but occasionally shows of a lack of observance and attention to detail.</p>																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																											
<p>DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <table border="0"> <tr> <td rowspan="7">RATING NUMBER</td> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table>				RATING NUMBER	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED	2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW	3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																
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<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p> <p>Although this question has been answered in the negative, it is believed that Mr. Wigren's performance would be rated higher in a position involving more research-type work.</p>																											

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
Wigren Leo H.	1 Dec. 1923	M.	ST
5. OFFICE DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
DEP/NE Scandinavian		Area Ops Officer	
7. GRADE	8. DATE REPORT DUE IN DP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS 11	19 March 1956	19 March 55 - 19 March 56	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
2 May 1956	J.J. Stenger, Jr. <i>J.J. Stenger</i>	Chief, Swedish Desk WE-1
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
4 May 56	Edward Nelson <i>Edward Nelson</i>	Branch Chief

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
3	<ul style="list-style-type: none"> 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

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

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

SECRET

Potential

SECRET

(When Filled In)

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

12

4. COMMENTS CONCERNING POTENTIAL

In the opinion of the rater, Mr. Wigren does not display quite the degree of initiative, originality of ideas, and attention to details required for assuming greater responsibility, although he is believed to be of better than average intelligence.

OFFICE OF PERSONNEL

PH 56

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

3x Within the next twelve months Subject may be considered for an overseas assignment. It is believed that such an assignment may be beneficial in giving Mr. Wigren broader experience which may serve to increase his potential to the Agency.

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

Subject is desirous of having overseas duty. Should he be assigned to an overseas post, it is believed that this duty may provide him with the necessary stimulus to bring out latent potential in addition to broadening his experience. Should an overseas tour not result in an increase in potential, particularly as regards initiative and ability to think originally, it is recommended consideration be given to employing Subject in a research-type job.

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

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

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

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT				BY	DATE
				<i>[Signature]</i>	12.12
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>					
1. NAME (Last)		2. GRADE		3. POSITION (Field)	
WIGREN, Lee H.		GS-9		IO (FI) CD-FI	
4. OFFICE	5. STAFF OR DIVISION	6. BRANCH	7. DEPT'L.	8. IF FIELD, SPECIFY STATION	
DDP/FI	Staff C	Soviet Intel. Pr.	<input checked="" type="checkbox"/> FIELD		
9. PERIOD COVERED BY REPORT		10. TYPE OF REPORT			
From 19 Mar. 53 To 18 Mar. 54		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			
<i>Items 7 through 10 will be completed by the person evaluated</i>					
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.					
1. Conduct continuing examination of structure and operational methods of Soviet Satellite intelligence services. Maintain files and records pertinent to this examination. 2. Assist personnel of country desks in matters involving Satellite services. Advise and aid CS personnel of Satellite country desks. 3. Conduct research on problem of relationships between Soviet intelligence services and those of the Soviet satellites. Publish studies pertinent to this subject. 4. Prepare analyses of special counterespionage problems for use in the field, headquarters and training. 5. Prepare counterespionage studies dealing with specific areas (eg: Scandinavia) and based on systematic analyses of espionage cases in those areas. 6. Perform special tasks as assigned.					
8. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?					
CS, Research and Analysis.					
9. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).					
10.					
1 October 1954		<i>Lee H. Wigren</i>			
DATE		SIGNATURE			
<i>Items 11 through 18 will be completed by Supervisor</i>					
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.					
He has been for several years a one man orchestra, viz. list of duties above.					

SECRET -- OF PERSONNEL
SECURITY INFORMATION

OCT 9 8 52 AM '54

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

doing about all one man can do
on a difficult job

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

is growing with job

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

very good potential in research
in satellite field

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

I do not think so

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

training completed -
rotation as desired in
line with background

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

None

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

4 OCT 15 4

DATE

W. H. Holbrook

SIGNATURE OF SUPERVISOR

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

5 OCT 54

DATE

R. P. Harris

SIGNATURE OF REVIEWING OFFICIAL

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

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME W. H. WIGAN	(FIRST) W. H.	(LAST) WIGAN	(MIDDLE) W.	2. GRADE GS-7	3. POSITION TITLE INTELL. OFF.
4. OFFICE D. P.	STAFF OR DIVISION PI	BRANCH INTELL. C-CE	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD IF FIELD, SPECIFY STATION		
5. PERIOD COVERED BY REPORT From 4-10-52 To 4-10-53		6. TYPE OF REPORT <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

1. Under general supervision, examine the structure and operational methods of Soviet intelligence services, and prepare studies based on this examination.
2. Conduct research to determine current relationships between Soviet intelligence services and those of the Soviet satellite countries.
3. Prepare analyses of special counterespionage problems for use in the field, headquarters, and training.
4. Prepare counterespionage studies dealing with specific areas, and based on systematic analyses of espionage cases in those areas.
5. Assist in the review of Country Plans from the counterespionage viewpoint.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
----------------	----------	------------------	----------------

The following courses were completed during the period April to July 1951, and have not been previously reported:

1. Basic Orientation Course; 2. Basic Intelligence Course; 3. Operations Course; and 4. Advanced Operations Course.

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

Research, analysis, and support — all mainly in the field of counterespionage.

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

10.

21 April 1953

DATE

SIGNATURE

Items 11 through 18 will be completed by Supervisor

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

Highly satisfactory. Has displayed conspicuous good judgment, accuracy, and cooperation.

SECRET
SECURITY INFORMATION

<p>12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?</p> <p align="center">Judgment</p>	
<p>13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?</p> <p align="center">An outledge of Soviet Intelligence, particularly operational analysis, for which he has shown a decided aptitude.</p>	
<p>14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.</p> <p align="center">Shown capacity for initiative and eventual leadership.</p>	
<p>15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)</p> <p align="center">No.</p>	
<p>16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?</p> <p align="center">Training abroad. Eventual operational experience, preferably in Command/Control area, desirable.</p>	
<p>17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.</p>	
<p>18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS, INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.</p>	
<p>DATE <u>21 Apr. 1953</u></p>	<p><u>George E. [Signature]</u> SIGNATURE OF SUPERVISOR</p>
<p>DATE <u>21 Apr '53</u></p>	<p><u>Newton [Signature]</u> SIGNATURE OF REVIEWING OFFICIAL</p>
<p>20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)</p> <p align="right"><i>Noted - 28 Apr 53 NCP/4</i></p>	

SECRET

CONFIDENTIAL
(When filled in)

TRAINING REPORT
MANAGEMENT FOR EQUALITY OF OPPORTUNITY (MFO)

Student: Lee H. Wigren

Dates: 12-14 Sept 1977

Employee No.: 006198

Office: DDO/CI

Service Designation: D

COURSE DESCRIPTION

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, EOP, 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 Women's Program and the Hispanic 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.

CONFIDENTIAL
(When filled in)

CONFIDENTIAL
(When filled in)

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

Laurel R. Lewis

Course Coordinator

26 SEP 1977

Date

CONFIDENTIAL
(When filled in)

CONFIDENTIAL

MEMORANDUM FOR: Lee H. Wigren

SUBJECT : Acknowledgment of Evaluation Board Functional Category
REFERENCE : Evaluation Board Precepts for Your Grade

1. Based upon an examination of your past assignments and duties, and after considering likely future assignments, you have been placed (subject to your signature below) in the functional category DAA 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 STUDY THE PRECEPTS AND CONSIDER YOUR OWN CASE CAREFULLY.

2. 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 your Personnel Officer.

ACKNOWLEDGED:

Lee H. Wigren
Signature of Addressee

11 April 1977
Date

CONFIDENTIAL

14-00000

SECRET

9 FEB 1977

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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14-00000

SECRET

-2-

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 information.

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


Leonard McCoy

I have read and understand this letter of instructions.


Lee H. Wigren

9 February 1977
Date

Distribution:

Orig - Addressee

2 - CI/Personnel ✓

1 - C/CI/R&A

SECRET

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch **FILE PUNCHED BY** Section

SERIAL NO.

LAST

FIRST

NAME

0000198

(Print)
LUTGREN

2.24

LEE

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39		40-42

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39		40-42
10	24	75	11	02	75	2			EUROPE	801

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO.

CI-31-76

DOCUMENT DATE/PERIOD

OCT 24 - NOV 2 - 75

REMARKS

PREPARED BY

OCO

REPORT ANNOTATED ON
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

C & L DIVISION, CTOR.

DATE

SIGNATURE

C & T DIVISION

W. S. L.

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



NAVAL INVESTIGATIVE SERVICE
HOFFMAN BUILDING
7461 LISLEHOWER AVENUE
ALEXANDRIA, VIRGINIA 22304

~~SECRET~~

IN REPLY REFER TO
NIS-22E/skc
3870
Ser S- 3460
19 November 1975

SECRET

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

Subj: Counterintelligence/Counterespionage Training (U)

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. Nazeeb 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.
2. (S) 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 Naval Investigative Service counterintelligence posture overseas. Those gentlemen are:

Mr. Lee Wigren
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.

Copy to:
Chief, CI Staff



Classified by 2214/1000000
Subject to automatic downgrading and
declassification at 25 year intervals
Declassified on 21 Dec 1999 2214

~~SECRET~~



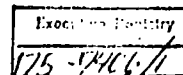
NAVAL INVESTIGATIVE SERVICE
HOFFMAN BUILDING
2401 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331

SECRET

IN REPLY REFER TO
NIS-22B/skc
3870
Ser S-3460
19 November 1975

SECRET

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



Subj: Counterintelligence/Counterespionage Training (U)

75-6524

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.

2. (S) 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 Naval Investigative Service counterintelligence posture overseas. Those gentlemen are:

Mr. Lee Wigren
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.

Barney Martin
BARNEY MARTIN

Copy to:
Chief, CI Staff



Classified by: SECRET
Subject: CI Staff
Date: 12-3

SECRET

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

Note that your qualifications are a matter of computer record; they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH
006198	WIGREN, LEE H.	12/01/23 / 13 / D

SECTION II EDUCATION			
HIGH SCHOOL			
LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO

COLLEGE OR UNIVERSITY STUDY	
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT
	MAJOR MINOR
	YEARS ATTENDED FROM TO DEGREE RECEIVED YEAR RECEIVED NO. SEM/STR. HRS. (Specify)
1.	
2.	

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRACE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:				
2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)				
3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)			
5. OCCUPATION	6. PRESENT EMPLOYER			
7. CITIZENSHIP	8. ADDRESS CITIZENSHIP(S) (COUNTRY(IES))	9. DATE U.S. CITIZENSHIP ACQUIRED		

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

FORM 444n
2-65

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

14-5

SECRET
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY OTHER (X)			
				PROF. SERVS.	TRAVEL	STUDY	BOARD ASSIGNMENT
		Oct 10 - 11 03 - 70					

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (P/M)	2. SHORTHAND (P/M)
3. INDICATE SHORTHAND SYSTEM USED (CHECK (X) APPROPRIATE ITEM)	
<input type="checkbox"/> GREGG	<input type="checkbox"/> SPEEDWRITING
<input type="checkbox"/> STENOGRAPH	<input type="checkbox"/> OTHER SPECIFY:

SECTION VII SPECIAL QUALIFICATIONS	
PROVIDE INFORMATION ON HORRIBLES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.	

SECTION VIII MILITARY SERVICE CURRENT DRAFT STATUS	
1. HAS YOUR DEFECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION
<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. LOCAL DEFECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS	
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG	<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK
3. EXPIRATION DATE OF CURRENT OBLIGATION	
4. CHECK CURRENT RESERVE CATEGORY	<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> IN TIME <input type="checkbox"/> DISCHARGED
5. MILITARY MOBILIZATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or As Civilian)		
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS		
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP
		FROM TO
1.		
2.		
3.		

SECTION X REMARKS	

DATE 15 October 70	SIGNATURE OF EMPLOYEE <i>Heath</i>
-----------------------	---------------------------------------

SECRET

CONFIDENTIAL SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO.

LAST

FIRST

MIDDLE

006198

WICKEN

LEE

H.

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	37	38 39		CODE
25-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION					40-42
						5 - CANCELLATION					

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREALS	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic)	CODE	37	38 39		CODE
25-26	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION					40-42
						5 - CANCELLATION					

SUBJECT TO PERSONNEL USE ONLY - PUNCH AREA

OF E. O. 1.1002, AUTOMATICALLY EXEMPTED BY

AND IS NOT SUBJECT TO THE PROVISIONS OF

31 DEC 77

(Insert date or event)

CLASSIFIED BY 14537

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO.

CI 54-73

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

OCB

REPORT ANNOTATED ON
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

☒ C & L DIVISION, CYBR.

DATE

SIGNATURE

C & F DIVISION

30 JAN 73

Andrea P. H. H.

THIS IS THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 1451a OBSOLETE PREVIOUS EDITIONS

CONFIDENTIAL

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(4-1)

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 1961)
"Soviet Spy Ring" - Vol. VI, No. 2 (Spring 1962)

Hugh T. Cunningham
HUGH T. CUNNINGHAM
Chairman, Board of Editors
Studies in Intelligence

Distribution:

- 6 - Subject's Official File
- 1 - CI/Pers

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO.	LAST	FIRST	MIDDLE
006198	(Print) Wigren	7-24 Lee	

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, RE-1520.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38-39	40-42

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38-39	40-42
0	5	3	0	7	2	0	6	0	5

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO.
CI 121-72

DOCUMENT DATE/PERIOD

30 May - 5 June 1972

REMARKS

PREPARED BY

DCO
C & L DIVISION, CTBR.

☒ REPORT ANNOTATED ON
CONTROL DOCUMENT

DATE

22 August 1972

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

SIGNATURE

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

SECRET

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO.

006198

LAST

(Print)

Witten

FIRST

7-24

Lee

MIDDLE

H.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 55, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY		CODE	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	37	38	39			40-42	
25-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION							
						5 - CANCELLATION							

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREAS		CODE	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic)	37	38	39			40-42	
25-26	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION							
						6 - CANCELLATION							

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

0 6 2 3 7 1 0 6 2 7 7 1

SOURCE DOCUMENT AND CERTIFICATION

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DCO	DATE	SIGNATURE
<input checked="" type="checkbox"/> C & L DIVISION, CTSD.	26 July 71	<i>James P. Davis</i>
<input type="checkbox"/> C & Y DIVISION		

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

SECRET

FORM 1451a OBSOLETE PREVIOUS EDITIONS

(4-10)

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

**FILE
PUNCHED
BY**

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

SERIAL NO.

NAME

LAST

FIRST

MIDDLE

1-6

006198

(Print)

Wigren, Leo H.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE			CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39		40-42

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE			CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39	Ottawa Montreal WH	40-42
07	08	70	07	13	70		2			811

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

7/8/70 to 7/15/70

REMARKS

PREPARED BY

DCO

REPORT ANNOTATED ON
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

☒ C & L DIVISION, CTBB.

DATE

9/9/70

SIGNATURE

Leo H. Wigren

C & T DIVISION

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

SECRET

(When Filled In)

CS 13 D

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444j, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I

BIOGRAPHIC AND POSITION DATA

EMP. SER. NO. 006108	NAME (Last-First-Middle) WIGREN, Lee H.	DATE OF BIRTH 12/01/23
-------------------------	--	---------------------------

SECTION II

EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO
---------------------------	--------------------------------	--------------------------	--

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/STR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III

MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:			
2. NAME OF SPOUSE (Last)	(First)	(Middle)	(maiden)
3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)		
5. OCCUPATION	6. PRESENT EMPLOYER		
7. CITIZENSHIP	8. FORMER CITIZENSHIP(S) COUNTRY(IES)	9. DATE U.S. CITIZENSHIP ACQUIRED	

SECTION IV

DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

FORM 444j

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

80 AND 5000

(4-51)

SECRET
(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY--CHECK (X)			
				RECEIVED	TRAVEL	STUDY	WORK ASSIGNMENT
Republic of South Africa	Security forces and General	1966	APR 15 - 9-12 1970		X		X

SECTION VI TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (Y/N)	2. SHORTHAND (Y/N)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION VII SPECIAL QUALIFICATIONS	
PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED	

SECTION VIII MILITARY SERVICE	
CURRENT DRAFT STATUS	
1. HAS YOUR DEFECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION
<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. LOCAL DEFECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON
MILITARY RESERVE, NATIONAL GUARD STATUS	
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG	<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD
1. CURRENT RANK, GRADE, OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK
	3. EXPIRATION DATE OF CURRENT OBLIGATION
4. CHECK CURRENT RESERVE CATEGORY	<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED
5. MILITARY MOBILIZATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)	
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION
	DATE COMPLETED
	<input type="checkbox"/> RESIDENT <input type="checkbox"/> AGENCY-SPONSORED

SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS		
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP
		FROM TO
1.		
2.		
3.		

SECTION X REMARKS	
<div style="display: flex; justify-content: space-between;"> <div>DATE 9 April 1970</div> <div>SIGNATURE OF EMPLOYEE Lee H. Wiggen</div> </div>	

SECRET

SECRET

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1

FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2

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

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
WIGREN, LEE	HEBERT		DEC 1, 1923	024 16 4873
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	

3

MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance



ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

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



DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance



WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4

**SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",
COMPLETE THE "STATISTICAL STUB." THEN RETURN
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

Lee H. Wigren

DATE

19 February 1968

FOR EMPLOYING OFFICE USE ONLY

(Official receiving date stamp)

OFFICE OF PERSONNEL
FEB 20 11 17 AM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-T
JANUARY 1965
(For use only until April 14, 1968)
176-101

CONFIDENTIAL

(When Filled In)

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

NAME OF EMPLOYEE (Last)		(First)	(Middle)	SOCIAL SECURITY NUMBER
WIGREN		LEE	HOBART	024-16-4813
1. RESIDENCE DATA				
PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY		LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)		
BRICKTON MASS		FAIRFAX VA		
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE		HOME LEAVE RESIDENCE		
FAIRFAX VA		FAIRFAX VA		
2. MARITAL STATUS (Check one)				
<input type="checkbox"/> SINGLE	<input checked="" type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> WIDOWED
IF MARRIED, PLACE OF MARRIAGE				DATE OF MARRIAGE
WASHINGTON, D.C.				27 SEPT 1952
IF DIVORCED, PLACE OF DIVORCE DECREE				DATE OF DECREE
IF WIDOWED, PLACE SPOUSE DIED				DATE SPOUSE DIED
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)				
3. MEMBERS OF FAMILY				
NAME OF SPOUSE		ADDRESS (No., Street, City, Zone, State)	TELEPHONE NO.	
ALICE ELLEN (RADER) WIGREN		10107 ALICE CT, FAIRFAX VA	273-4950	
NAMES OF CHILDREN		ADDRESS	SEX	DATE OF BIRTH
CHRISTOPHER LEE WIGREN		10107 ALICE CT, FAIRFAX VA	M	10 MAR 1957
ERIC VICTOR WIGREN		" " " " " "	M	15 AUG 1954
NAME OF YOUR FATHER (Or male guardian)		ADDRESS	TELEPHONE NO.	
AUGUST HERMAN WIGREN		DECEASED		
NAME OF YOUR MOTHER (Or female guardian)		ADDRESS	TELEPHONE NO.	
IDA CAROLINE WIGREN		69 ELEANOR ST, BROCKTON MASS	107-4615	
WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.				
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY				
NAME (Mr., Mrs., Miss) (Last-First-Middle)		RELATIONSHIP		
MR. WIGREN, RUSSELL H.		BROTHER		
HOME ADDRESS (No., Street, City, Zone, State)		HOME TELEPHONE NUMBER		
19 PONDROSA LANE, EAST WALPOLE, MASS		617-MOS-1487		
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE		BUSINESS TELEPHONE & EXTENSION		
IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)				YES <input checked="" type="checkbox"/>
YES				NO <input type="checkbox"/>
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)				YES <input checked="" type="checkbox"/>
				NO <input type="checkbox"/>
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)				YES <input checked="" type="checkbox"/>
				NO <input type="checkbox"/>
The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.				
CONTINUED ON REVERSE SIDE				
CURRENT RESIDENCE AND DEPENDENCY REPORT				

CONFIDENTIAL

(When Filled In)

5.

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

- POTOMAC BANK & TRUST, FAIRFAX VA - checking (LEE H. WIGGON)
 - COLUMBIA FEDERAL SAVINGS & TRUST - Savings (" ")
 WASHINGTON DC

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION?

☒ YES ☐ NO

IF YES, DO YOU HAVE A JOINT ACCOUNT?

☐ YES ☒ NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☒ YES ☐ NO. (If "Yes" where is document located?)

ORIGINAL: WIFE; COPIES: RUSSELL H. WIGGON & FILE IN OFFICE

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? ☒ YES ☐ NO. (If "Yes" give name(s) and address)

RUSSELL H. WIGGON, 11 PONDROSA LANE, E. WALPOLE, MASS.

HAVE YOU EXECUTED A POWER OF ATTORNEY? ☐ YES ☒ NO. (If "Yes", who possesses the power of attorney?)

6.

ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT

DATE

3 October 1966

SIGNATURE

Lee H. Wiggon

CONFIDENTIAL

SECRET

11 JAN 1966

MEMORANDUM FOR: Director, Office of Training

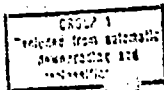
SUBJECT : Recent Training for SELEVER/10 and
SELEVER/11 under Project SELEVER

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 Pisanzo, Henry Schreiber and Lee Wigren.

Blum Field
Chief, Africa Division

SECRET



3 December 1959

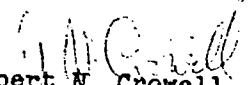
MEMORANDUM FOR: Chief, SR

ATTENTION: Mr. Lee Wigren
Mr. Joseph Evans
Mrs. Kay Grady
Mr. Edward Knowles

SUBJECT: Training program for three Swiss Federal Police 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. Edward Knowles, during the recent training program for three Swiss Federal Police officers.

2. Mr. Wigren's, Mr. Evans's, Mrs. Grady's, and Mr. Knowles's uniformly excellent briefings on the Soviet Intelligence Services, 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

Standard Form No. 2809
CHAPTER 1-1-1 P.M.
G. 1-1-1-1

HEALTH BENEFITS REGISTRATION FORM

LOCAL EMPLOYEES HEALTH BENEFITS ACT OF 1959
(Read Instructions on back of last page. This only, Transmittal or Local form.)

CARRIER'S CONTRACT NO.
053400

PART A
ALL WHO
REGISTER
MUST FILL
IN THIS
PART

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)	2. DATE OF BIRTH (Use numbers)	3. Are you now married?
WIGREN Lee H.	MONTH 12 DAY 1 YEAR 1923	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
4. YOUR MARITAL ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE)	5. SEX MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/>	
15 Noda Street Fairfax, Virginia		
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 through the enrollment of another United States or District of Columbia Government employee or annuitant?	7. Place an "X" in proper box to show your annual basic salary range.	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$5,999 <input type="checkbox"/> \$6,000 TO \$9,999 <input checked="" type="checkbox"/> \$10,000 OR OVER <input type="checkbox"/>	

PART B
FILL IN THIS
PART IF YOU
WISH TO EN-
ROLL IN A
HEALTH BENEFITS
PLAN.

1. I elect to enroll in a health benefits plan as shown below. I understand deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information in pencil below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE (NUMBER)
Association Benefit Plan	High	4 2 2

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband Ellen R. Wigren	8/13/1927		
Christopher L. Wigren	3/10/1957		
Eric V. Wigren	8/15/1959		

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES ☐ NO ☒

THIS PART MUST
ALSO BE FILLED
IN IF YOU
CHANGE YOUR
ENROLLMENT.

PART C
FILL IN THIS
PART IF YOU
WISH NOT TO
ENROLL OR IF
YOU WISH TO
CANCEL YOUR
ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3

1. I elect not to enroll in any plan under the Health Benefits Act.	3. The reason for my election is (Place an "X" in proper box):
<input type="checkbox"/>	(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/>
2. I elect to cancel my present enrollment under the Health Benefits Act.	(b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/>
<input type="checkbox"/>	(c) Any other reason. <input type="checkbox"/>

PART D
FILL IN THIS
PART IF YOU
WISH TO
CHANGE YOUR
ENROLLMENT.

1. I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan.	2. Number of event which permits change (See table on back of duplicate for number number.)	3. Date of event which permits change
		MONTH DAY YEAR

PART E
ALL WHO
REGISTER
MUST FILL
IN THIS PART.

Lee H. Wigren June 24, 1960

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F
TO BE
COMPLETED
BY
AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE	2. DATE RECEIVED IN EMPLOYING OFFICE	3. EFFECTIVE DATE OF ELECTION
	6/24/60	7/1/60
	4. PAYROLL OFFICE NO.	5. PAYROLL ACTION (INITIALS AND DATE)

REMARKS
FOR USE ONLY
BY ANNUITANTS
AND AGENCY.

SA

Triplicate—To Employing Office

101 08

APR 1959

SECRET
(When Filled In)

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A. GENERAL			
1. NAME OF EMPLOYEE (Last-First-Middle)	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
WIGGON, Lee Hobart	1 December 1923	FI	11
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT
None			FI/D

SECTION B. CAREER INTERESTS	
9. GENERAL TYPE OF ACTIVITY	
Counterintelligence (CE)	
10. SPECIFIC TYPE OF ACTIVITY (Including assignments)	
A. IMMEDIATE (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 office to which assigned, including the administrative side.	
B. LONG-RANGE (Beyond next 2 to 3 years)	
Field or headquarters assignments making use of background, interest and experience in Counterintelligence and/or area knowledge. Would welcome and seriously consider suggestions of possible future assignments.	

SECTION C. TRAINING	
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING	
A. IMMEDIATE (Within next 1 to 2 years)	
Basic Management Course; Communist Party Organization and Operations Course	
On-the-job training within the office	
Continued self-study of Swedish	
B. LONG-RANGE (Within next 3 to 5 years)	
To be planned at a later date, based on projected future assignments	

12. ADDITIONAL COMMENTS
Although I feel that my interests, experience, and training fit me best for CH 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 Item 21

I recognize that the implementation of my career preferences must depend upon the needs of the organization. I understand that my performance, capabilities and interests will be given due consideration.	13. DATE COMPLETED	14. SIGNATURE OF EMPLOYEE
	3 March 1958	

SECRET

(When Filled In)

SECTION D.		COMMENTS BY SUPERVISOR	
15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE			
<p>Prior to completing this Career Preference Outline, Mr. WIGGINS and I discussed his career interests and desired training. I concur with the views which he has expressed in the completed outline.</p>			
16. RELATIVE TO TRAINING FOR EMPLOYEE			
<p>See item 15.</p>			
17. TYPED OR PRINTED NAME OF SUPERVISOR		18. SIGNATURE	
Albert P. KERCHL		<i>Albert P. Kerchl</i>	
19. TITLE		20. DATE	
Chief, Special Activities Branch, FI/D		3 March 1958	
SECTION E.		FOR USE OF CAREER SERVICE	
21. COMMENTS			
<p>Detailed Individual Career Plan approved by FI Panel on file in FI Career Management Office. 2003 L</p>			
22. TYPED OR PRINTED NAME		23. SIGNATURE	
Robert A. Skoels		<i>Robert A. Skoels</i>	
24. TITLE		25. DATE	
FI Career Management Officer		14 APR 1958	
LEAVE BLANK			

SECRET



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

20 OCT 1955

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: 20 October 1955

Career Staff
Office of Personnel

3 JAN 1956

DEC 12 11 30 AM '55

SECRET

SECRET

CAREER SERVICE QUESTIONNAIRE

SECTION I (To be completed by employee)						
NAME (Last)	(First)	(Middle)	AGE	GRADE	NO. OF MOS. IN GRADE	CAREER DESIGNATION
Wigren	Lee	Hobart	30	9	14	FI
STAFF OR DIVISION		BRANCH	POSITION TITLE			
Staff C		SIB	Intelligence Officer			
NO. OF MOS. IN PRESENT POSITION		NO. OF MOS. IN OSS		NO. OF MOS. IN CIG		NO. OF MOS. IN CIA
40		0		0		40
DATA ON ALL PERMANENT DUTY OVERSEAS OR IN U.S. FIELD (Include any TDY during last two years)						
APPROXIMATE DATES OF SERVICE		LOCATION		TDY	PCS	COMMENTS
FROM	TO	COUNTRY	STATION			
None						
INDICATE WILLINGNESS TO SERVE TOUR OF DUTY OVERSEAS PCS						
A <input checked="" type="checkbox"/> YES			B <input type="checkbox"/> ONLY UNDER CERTAIN CONDITIONS			C <input type="checkbox"/> NO
INDICATE ASSIGNMENT PREFERENCE IF PRECEDING ANSWER IS "A" OR "D"						
PREFERENCE	COUNTRY	STATION		TYPE OF POSITION		
1ST	Sweden	Stockholm		Staff (CE)		
2ND	Denmark	Copenhagen		Staff (CE)		
3RD	Austria	Vienna or Salzburg		Staff (CE)		
IF ANSWER ABOVE IS "D," STATE CONDITIONS. IF ANSWER ABOVE IS "C," EXPLAIN YOUR REASONS						
INDICATE GEOGRAPHIC AREAS OVERSEAS IN WHICH YOU WILL NOT SERVE AND EXPLAIN REASONS						
Tropical areas. Wife's health will not permit.						
INDICATE RELATIONSHIP AND AGE OF EACH DEPENDENT TO BE MOVED OVERSEAS						
Wife age 27.						
INDICATE KNOWN MEDICAL RESTRICTIONS WHICH THE AGENCY HAS IMPOSED ON YOUR SERVICE						
None						

SECRET

INDICATE ANY UNUSUAL CIRCUMSTANCES CONCERNING DEPENDENTS (old age, chronic illness, need for special educational facilities, etc.) OR ANY UNUSUAL PERSONAL SITUATION WHICH WOULD AFFECT YOUR OVERSEAS ASSIGNMENT

None

DESCRIBE TYPES OF HEADQUARTERS AND U.S. FIELD POSITIONS FOR WHICH YOU WOULD LIKE TO BE CONSIDERED AND THE ORGANIZATIONAL COMPONENT IN WHICH YOU WOULD LIKE TO SERVE

Like present assignment very much. Feel most qualified in CE work and would prefer to remain in it. Desire to continue work dealing with problem of Soviet Satellite intelligence services which is my specialty.

REMARKS

DATE <i>19 July 54</i>		SIGNATURE OF EMPLOYEE <i>Lee H. Wiggen</i>	
SECTION II (To be completed by employee's supervisor)			
INDICATE APPROXIMATE TIME (months) WHEN EMPLOYEE CAN BE MADE AVAILABLE FOR OVERSEAS SERVICE		INDICATE APPROXIMATE TIME (months) WHEN EMPLOYEE CAN BE MADE AVAILABLE FOR ANOTHER HEADQUARTERS OR U.S. FIELD ASSIGNMENT	
COMMENTS ON AVAILABILITY AND EMPLOYEE'S PREFERENCE FOR NEXT ASSIGNMENT <i>depends on circumstances</i>			
DATE <i>23 July 54</i>		SIGNATURE OF SUPERVISOR <i>Clinton D. Holbrook</i>	
PERSONNEL OFFICER WILL FORWARD ORIGINAL TO OFFICE OF PERSONNEL AND FIRST COPY TO APPROPRIATE CAREER SERVICE BOARD			

SECRET

*MAY BE CONTINUED UNDER REMARKS

APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

(Bureau or division)

WASHINGTON, D. C.

(Place of employment)

I, LEE H. WIGREN, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers contained in my Application for Federal Employment, Form No. _____, dated _____, 19____, filed with the above-named department or agency, which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

Lee H. Wigren
(Signature of appointee)

Subscribed and sworn before me this 19 day of March, A. D. 1951

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

[SEAL]

Chloe W. Anderson
(Signature of officer)

(Title)

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

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. 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.

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

3200 16th St. NW, WASHINGTON DC. (APT 319)

2. (A) DATE OF BIRTH

1 DEC. 1923

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

13 ROCKTON, MASS

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

A. H. WIGREN

(B) RELATIONSHIP

FATHER

(C) STREET AND NUMBER, CITY AND STATE

215 BELMONT AVE,
ROCKTON, MASS.

(D) TELEPHONE NO.

159-6200
4402-W

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

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGLE
		1.			
		2.			
		3.			
		1.			
		2.			
		3.			
		1.			
		2.			
		3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

YES NO

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?

☒

6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?

☒

If your answer is "Yes", give details in Item 10.

7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE?

☒

If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.

8. HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION?

☒

If your answer is "Yes", give in Item 10 the name and address of employer, date, and reason in each case.

9. SINCE YOUR 18TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED, OR PLACED ON PROBATION, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION, OR ORDINANCE (EXCLUDING MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORTY DOLLARS OR LESS WAS IMPOSED)?

☒

If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

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

(1) *Identity of appointee.*—The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. The physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family.*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE
AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I.—EMPLOYEE'S STATEMENT										PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE		
1. NAME (Last, first, middle initial)					2. DATE OF BIRTH					3. RETENTION GROUP		
WIGREN, LEE H.					1 DEC 1923					13. A. CSC STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO B. TYPE OF PRESENT APPOINTMENT		
3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)										11. SERVICE		
NAME AND LOCATION OF AGENCY		FROM— YEAR MONTH DAY			TO— YEAR MONTH DAY			TYPE OF APPOINTMENT IF KNOWN		YEAR MONTH DAY		
NONE												
4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."												
BRANCH		FROM— YEAR MONTH DAY			TO— YEAR MONTH DAY			DISCHARGE (Hon. or dishon.?)				
U.S. ARMY		1943 FEB 17			1946 FEB 11			HONORABLE				
5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.										12. TOTAL SERVICE		
TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mer Mer)		FROM— YEAR MONTH DAY			TO— YEAR MONTH DAY			TOTAL— YEARS MONTHS DAYS		13. NONCREDITABLE SERVICE (Leave purposes only):		
										14. NONCREDITABLE SERVICE (RIF purposes only):		
6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If answer is "Yes," in what agency were you employed at the time status was acquired?)										15. REEMPLOYMENT RIGHTS <input type="checkbox"/> YES <input type="checkbox"/> NO		
7. ARE YOU: A. THE WIFE OF A DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO C. THE UNREMARKED WIDOW OF A VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO										16. RETENTION RIGHTS <input type="checkbox"/> YES <input type="checkbox"/> NO		
8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS. I swear (or affirm) that the above statements are true to the best of my knowledge and belief.										17. EXPIRATION DATE OF RETENTION RIGHTS		
10 January 1966 (DATE)										Lee H. Wigren (SIGNATURE)		
Subscribed and sworn to before me on this _____ day of _____ 19____ at _____ (MONTH) (CITY) (STATE)												
SEAL												
NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.												
INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.												

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM												
STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE						SERVICE		DIVISION				
Lee H. Wigren						OFFICE		BRANCH				
FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)												
AGENCY	LOCATION	FROM			TO			TOTAL SERVICE				
		DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.		
Central Intelligence Agency, OSC	Washington, D.C.	19	Mar	1951	31	12	51	13	9	0		
<p>See - 3/24/43</p> <p>12/19/51</p> <p>new file of Subson</p>												
Total Civilian Service										13	9	0
MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)												
BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE					
	DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.			
US Army	17	Feb	1943	11	Feb	1951	24	11	7			
Total Military Service										24	11	7
<p>I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.</p> <p>11 December 1951</p> <p>DATE</p> <p>Lee H. Wigren</p> <p>SIGNATURE OF EMPLOYEE</p>												
<p>REMARKS: (CONCERNING ABOVE SERVICE)</p> <p>2 - 3/24/43</p>												
<p>FOR PERSONNEL OFFICE USE ONLY</p> <p>TOTAL CREDITABLE SERVICE</p> <p>DAYS MONTHS YEARS</p> <p>1 7 8</p>												
MAY BE CONTINUED ON NON-DETACHABLE REVERSE SIDE												

SECRET
Security Information
PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) WIGREN, LEE HOBART			3. Office FI/CD/SIB	
4. Date of Birth 1 DECEMBER 1923	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)		Marital Status M Nr. Dependents 1		6. Employment Date: MARCH 1951
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____				

SEC. I. EDUCATION

1. Extent: (circle one)

1. Less than high school	4. Two years college, or less	8. Masters degree
2. High school graduate	5. Over two years, no degree	9. Doctors degree
3. Trade, Business or Commercial school graduate	6. Bachelor degree	
	7. Post-graduate study (minimum 8 sem. hrs.)	

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
BOSTON UNIV., C.A. BOSTON, MASS.	HISTORY	GOVT	1941	1943	1 1/2	—	—	—	
YALE UNIV. NEW HAVEN, CONN.	HISTORY		1943	1944	—	—	—	—	
" "	"	"	1946	1947	2 1/2	—	A.B.	1947	
HARVARD GRADUATE SCHOOL, CAMBRIDGE, MASS.	HISTORY		1947	1950	3	—	A.M.	1948	

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
ARMY SPECIALIZED TRNG. PROGRAM, YALE UNIV., NEW HAVEN, CONN.	JUNE 1943	MAR. 1944	9	RUSSIAN LANGUAGE + AREA STUDIES
SCHOOL FOR PERSONNEL SERVICES, WASHINGTON + LEE UNIV., ALEXANDRIA, VA	OCT 1944	NOV 1944	1	TRAINING AS INFORMATION + EDUCATION SPECIALIST

SECRET
Security Information

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 <u>MAR 51</u> To <u>NOV 52</u> Tot. mos. <u>20</u>	Description of Duties: <u>EXAMINATION OF</u>
Grade <u>7</u> Salary <u>\$4205</u>	<u>STRUCTURE AND METHODS OF SOVIET</u>
Office <u>FI/CO/SIB</u>	<u>INTELLIGENCE SERVICES IN CONNECTION</u>
Position	<u>WITH GENERAL FUNCTIONS OF SIB</u>
Title: <u>INTELLIGENCE OFFICER</u>	<u>- RESEARCH ON RELATIONSHIP OF SOVIET</u>
Duty	<u>AND SOVIET INTELLIGENCE SERVICES</u>
Title:	<u>- PREPARATION OF STUDIES OF COUNTERESPIONAGE</u>
	<u>SITUATION IN SPECIFIC AREAS REQUIRING</u>
	<u>Duty Station, if overseas:</u>
From <u> </u> To <u> </u> Tot. mos. <u> </u>	Description of Duties: <u> </u>
Grade <u> </u> Salary <u> </u>	<u>ANALYSIS OF ESPIONAGE CASES IN THE</u>
Office <u> </u>	<u>AREA. CONCLUSIONS ARE DRAWN ON CURRENT</u>
Position	<u>SOVIET INTELLIGENCE TRENDS</u>
Title: <u> </u>	<u>- PREPARATION OF SPECIAL STUDIES ON</u>
Duty	<u>COUNTERESPIONAGE PROBLEMS, (eg.</u>
Title: <u> </u>	<u>EXAMINATION OF REASONS FOR FAILURE IN</u>
	<u>A GIVEN SERIES OF OPERATIONS)</u>
	<u>Duty Station, if overseas:</u>
From <u>MAR 51</u> To <u>MAY 52</u> Tot. mos. <u>1</u>	Description of Duties: <u> </u>
Grade <u>6</u> Salary <u>\$3795</u>	<u>[SAME AS ABOVE]</u>
Office <u>(Time included in above</u>	
Position <u>clerk)</u>	
Title: <u> </u>	
Duty	
Title: <u> </u>	
	<u>Duty Station, if overseas:</u>
From <u> </u> To <u> </u> Tot. mos. <u> </u>	Description of Duties: <u> </u>
Grade <u> </u> Salary <u> </u>	
Office <u> </u>	
Position	
Title: <u> </u>	
Duty	
Title: <u> </u>	
	<u>Duty Station, if overseas:</u>
From <u> </u> To <u> </u> Tot. mos. <u> </u>	Description of Duties: <u> </u>
Grade <u> </u> Salary <u> </u>	
Office <u> </u>	
Position	
Title: <u> </u>	
Duty	
Title: <u> </u>	
	<u>Duty Station, if overseas:</u>

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 <u>Sept 1946</u> To <u>Jan 1947</u> Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: <u>None</u> Employer <u>Yale University</u> Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position <u>Cataloguer</u> Description of Duties: <u>- PART-TIME WORK</u> <u>CATALOGUING & INDEXING LETTERS IN CONNECTION WITH YALE EDITION OF THE CORRESPONDENCE OF HENRY WASHINGTON - A LARGE-SCALE HISTORICAL PROJECT.</u> Duty Station if overseas: _____
From <u>Aug 44</u> To <u>Feb 46</u> Tot. mo's _____ Classification Grade (if in Federal Service) <u>5/30</u> Salary _____ Number and Class of Employees Supervised: <u>15 LECTURERS</u> Employer <u>US ARMY</u> Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position <u>INFORMATION & EDUCATION SPECIALIST</u> Description of Duties: <u>- ALONE IN SUPERVISING & PLANNING INFO. & EDUCATION PROGRAM AT CAMP PICKETT, VA. DEVELOPED AN AND OFF-DUTY EDUCATIONAL PROGRAMS; TRAINED & SUPERVISED UNIT EDUCATION PERSONNEL; PREPARED LECTURES & DISCUSSION MATERIALS.</u> Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ <u>ON HISTORY, CURRENT EVENTS, ETC.; PUBLISHED DAILY NEWS SHEET; WROTE ARTICLES FOR WEEKLY PAPER; LECTURED; BROADCAST DAILY NEWSCASTS; MAINTAINED REFERENCE LIBRARY OF CURRENT INFO.</u> Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ <u>INSPECTED AND SUPERVISED EDUCATION LECTURES & CLASSES</u> <u>PREVIOUSLY DID SIMILAR WORK ON COMPANY LEVEL</u> Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|--|--|
| 01 <input type="checkbox"/> U. S. Secret Service | 24 <input type="checkbox"/> Air Force A-2 |
| 02 <input type="checkbox"/> Civil Police | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input type="checkbox"/> Counter Intelligence Corps |
| 04 <input type="checkbox"/> U. S. Border Patrol | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U. S. Narcotics Squad | 28 <input type="checkbox"/> Strategic Services Unit |
| 06 <input type="checkbox"/> FBI | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div. | 30 <input type="checkbox"/> Central Intelligence Group |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information | 32 <input type="checkbox"/> Coordinator of Information |
| 23 <input type="checkbox"/> Army G-2 | 33 <input type="checkbox"/> Office of Facts & Figures |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare |
| | 35 <input type="checkbox"/> Federal Communications Comm. |

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED				
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study	
FRENCH			X								X
SPANISH			X								X
RUSSIAN					X						X
SWEDISH					X				X		X

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein _____

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

FRENCH - HISTORY TECHNOLOGY

RUSSIAN - LARGELY FORTHWITH THRU NON-USE; CAN BE REFRESHED

SEC. IV. AREA KNOWLEDGE

1. 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, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
USSR	1943-44			X
SCANDINAVIA (SWEDEN)	NO SPECIFIC DATES			X

2. 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 or organization.

Country	Type of Knowledge	How and When Gained
SWEDEN	POLITICAL PARTIES	STUDY, 1946-7
	(LTD)	

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Often
Typing	1. <input checked="" type="checkbox"/> LTD	2.		1. Yes 2. <input checked="" type="checkbox"/> No
Shorthand	1.	2.		1. Yes 2. No

Shorthand System: 1. Manual 2. Machine 3. Speedwriting.

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. <u>None</u>	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. <u>STAMP COLLECTING, MUSIC,</u> <u>READING</u>

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. <u>None</u>

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

NONE

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
NONE	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken,

Type of Test	Date Taken
GENERAL TESTS TAKEN UPON ASSURANCE ON DUTY	MARCH 1951

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

NONE

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour <input checked="" type="checkbox"/>	(2) 4 year Tour <input type="checkbox"/>	(3) Not interested <input type="checkbox"/>
---	--	---

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

RESEARCH, ANALYSIS, AND EXAMINATION OF INTELLIGENCE DATA, DETERMINING PATTERNS OF INFORMATION BY SYSTEMATIC STUDY OF REPORTS.

~~SECRET~~
Security information

SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? - Yes No.
If yes, indicate your present draft classification S-A
2. Present Reserve or National Guard Status
Do you now have Reserve or National Guard Status Yes ✓ No.
If yes, complete the following.
- National Guard
 - Air National Guard
 - Active Reserve Status (member of organized unit)
 - Inactive Reserve Status

Service U.S. Army Grade S/SGT Serial Number 7732022

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 taken in this organization.

Course or Subject	(from) Dates (to)	How
BASIC ORIENTATION (INTELLIGENCE) COURSE	APRIL - MAY 1951	4 wks
OPERATIONS COURSE	MAY - JUNE 1951	4 wks
ADVANCED OPERATIONS COURSE	JUNE - JULY 1951	3 wks
COURSE ON FUNCTIONS OF CIA COMPONENTS, ETC	AUG 1951	1 wk

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

ANSWER ABOVE:

DATE 14 November 1952

SIGNATURE Lee H. Wigren

REPORT OF QUALIFICATIONS

NOTE: THIS REPORT MUST NOT BE DISCUSSED WITH APPLICANT OR EMPLOYEE.

Limbocker

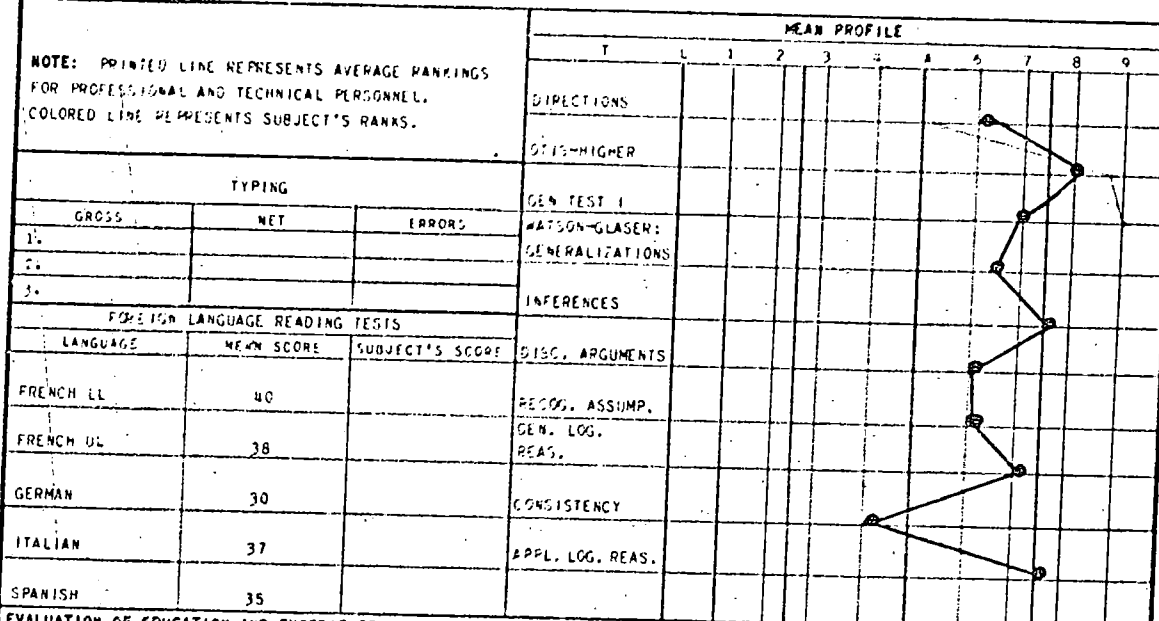
NAME OF EMPLOYEE (OR APPLICANT)

WILGREN, Leo H.

THIS DATE

November, 1950

TEST RECORD

NOTE: PRINTED LINE REPRESENTS AVERAGE RANKINGS
FOR PROFESSIONAL AND TECHNICAL PERSONNEL.
COLORED LINE REPRESENTS SUBJECT'S RANKS.

EVALUATION OF EDUCATION AND EXPERIENCE

TYPE OF POSITION	OUTSTANDING	SUPERIOR	ADEQUATE	WEAK	INADEQUATE
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIRECT EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDIRECT EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIRECT EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDIRECT EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIRECT EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDIRECT EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALIFICATIONS TECHNICIAN

SECRET

(WHEN FILLED IN)

Wigren, Lee

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME
< 2	12-DIGITS	MUST CONTAIN 20-DIGITS
4. DATE OF BIRTH		5. DATE CODED
MO	DA	YR
THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.		

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE							
< 3		3-LETTERS	BASE CODE	R	W	P	S	U	T	YR
5. DATE SUBMITTED		6. DATE OF BIRTH		WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)						
MO	DA	YR	MO							

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST							
< 5	446198	WIG	C-A-D	BASE CODE	R	W	P	S	U	T	YR
				BF45	3	3	4	1	3	4	57
6. LANGUAGE DATA AFTER TEST			7. DATE OF TEST		DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273 LANGUAGE PROFICIENCY AND AWARDS DATA. : 7 APR 1967						
BASE CODE	R	W	P	S							
BF45	7	7	8	4	7	4	66	11	17	66	

29 MAR 1967

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

SECRET

(WHEN FILLED IN)

Wigman, Lee

QUALIFICATIONS SYSTEM RECORD CHANGE

AFFICANT CODING DATA									
1. ID	2. APPL. NO.	3. NAME							
< 2	6-DIGITS	MUST CONTAIN 20-DIGITS							
4. DATE OF BIRTH			5. DATE CODED			THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.			
MO	DA	YR	MO	DA	YR				

LANGUAGE CODING DATA - FORM 1111c											
1. ID	2. EMPLOYEE NO.	3. NAME		4. LANGUAGE DATA CODE							
< 3		3-LETTERS		BASE CODE	R	W	P	S	U	T	YR
5. DATE SUBMITTED		6. DATE OF BIRTH		WHEN FORM 1111c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)							
MO	DA	YR	MO								

LANGUAGE PROFICIENCY TEST DATA												
1. ID	2. EMPLOYEE NO.	3. NAME		4. CODE	5. LANGUAGE DATA BEFORE TEST							
< 5	66198	WIG		C-A-D	BASE CODE	R	W	P	S	U	T	YR
				C	BK54	3	1	7	4	4	65	
6. LANGUAGE DATA AFTER TEST				7. DATE OF TEST		DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA. 2 APR 1967						
BASE CODE	R	W	P	S	U							T
BK54	7	4	7	4	4	66	11	17	66			

26 APR 1967

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

SECTION 1
1. QUALIFICATIONS SYSTEM RECORD CHANGE

Wigman, Lee H

ADJUDICATING DATA									
1. ID	2. APPL. NO.	3. NAME							
< 2	0-DIGITS	MUST CONTAIN 20-DIGITS							
4. DATE OF BIRTH			5. DATE EXPIRED			THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN ONE IS AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1273, MASTER QUALIFICATION RECORD NO RECORD.			
MO	DA	YR	MO	DA	YR				

LANGUAGE RECORD DATA - FORM 1273

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE							
< 3		3-LETTERS	BASE CODE	R	W	P	S	U	T	YR
5. DATE SUBMITTED			6. DATE OF BIRTH			WHEN FORM 1273 DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO-LANGUAGE" (12-DIGITS)				
MO	DA	YR	MO	DA	YR					

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST							
< 5	446198	WIG	C	BASE CODE	R	W	P	S	U	T	YR
6. LANGUAGE DATA AFTER TEST				7. DATE OF TEST				DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA.			
BASE CODE				MO				DA			
R				YR							
W											
P											
S											
U											
T											
YR											
BASE CODE											
R											
W											
P											
S											
U											
T											
YR											

7 NOV 1957

3 NOV 1958

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

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
5-4	LAST (Print)	FIRST	MIDDLE	25-28
006198	Wigren	Lee	H.	RR

INSTRUCTIONS

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

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	77	28-29	30-31	32-33	34-35	36-37	38-39		40-42
2 - CORRECTION									
3 - CANCELLATION									

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - TDY (Basic)	77	28-29	30-31	32-33	34-35	36-37	38-39		40-42
2 - CORRECTION	2	10	13	66	11	13	66	AF	803
3 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.

AP-69-67

DOCUMENT DATE/PERIOD

13 October - 13 November 1966

REMARKS

PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> OSA	<input type="checkbox"/> C & L DIVISION		
<input type="checkbox"/> C & L DIVISION	<input type="checkbox"/> C & L DIVISION	DATE	SIGNATURE V. F. Palmer

FORM 1451a
4-65 OLE PREVIOUS EDITIONS

SECRET

GPO, P.I.
Excluded from automatic
downgrading and declassification

(4-10)

OFFICE OF LOGISTICS

Office of Logistics
Training Report

THE PRINTING SERVICES COURSE

Lee H. Wigren

OS-12

SR/DTP

has participated in the Office of Logistics sponsored training program, the Printing Services Course. The course program was completed on a part-time basis during the period 18 thru 20 October 1960, and consisted of 17 hours of classroom instruction, including an orientation tour of the Agency printing plant.

The program is primarily designed to contribute to the general background and knowledge of Agency printing responsibilities; to acquaint Agency personnel with the policies, functions and organization of CIA printing and reproduction services; emphasis is placed on economy in printing, printing costs and cost estimating; various printing and photographic processes are explained.

CERTIFICATE OF COURSE COMPLETION:

The above named individual has regularly attended the program.

Leo Telro
DPO 1-40311Z

Logistics Training Officer

LOGISTICS TRAINING
October 1960

CIA INTERNAL USE

CONFIDENTIAL
(When Completed)

Date 1 June 1960

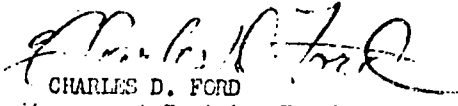
MEMORANDUM FOR RECORD

THROUGH: Staff Training Officer

SUBJECT: Completion of Management Conference

1. Lee H. Wigren has completed a Management Conference conducted for SR from 9 - 20 May 1960
2. The conference covered 40 hours of group discussions, lectures, 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, Management Training Faculty

CONFIDENTIAL
(When Completed)

~~SECRET - EYES ONLY~~

TECHNICAL SERVICES STAFF
TRAINING DIVISION EVALUATION

PHOTO 1 - Basic Photography

NAME: Wipron, Leo W.

OFFICE: STAFF: II DIV: 42 BRANCH: DATES TRAINED: from Nov. 1956 to 7 Dec. 1956

The course is primarily designed to develop skills. Several subjects, however, (such as telephoto lenses, stereo photography etc.) are covered only briefly and the purpose in these subjects is merely to impart an understanding, and not a skill.

This form, therefore, evaluates:

- a. The student's level of understanding (signified by the letter "U") or
b. The degree of skill attained (signified by the letter "S") -

whichever is applicable. 2.

1 Basic photographic theory and practices

A. Manipulation of camera

1. Leica (S) _____
2. Signet (S) _____
3. Camera focusing (S) _____

B. Depth of Field scales (1)

C. Relationship of aperture to shutter speeds (U)

II Processing and Printing:

- A. Developers, hypo, washing, drying (S) _____
 B. Loading NIKOR film developing tank (S) _____
 C. Use and function of the enlarger (S) _____
 D. Contrast papers - selection of proper paper
 for a particular negative (S) _____
 E. Print control (S) _____

III Use of filters: (U)

IV Use of exposure meter. (1)

V Indoor photography:

- F. Employing accessory room lighting for ID pictures (S) _____

[illegible]

SECRET - EYES ONLY

SECRET-EYES ONLY

VI Document copying

- A. Techniques (S) _____
 B. Equipment (S) _____
 C. Selection of film (S) _____
 D. Developing and Printing (S) _____

VII Telephoto, wide angle lenses, stereo photography (U) _____

VIII Reflex Copy Printing:

- A. Use of permanent photo lab printing box (S) _____
 B. Use of portable "Contura" unit (S) _____
 C. Adaptation of "Contura" unit to
 clandestine needs (U) _____

IX Graphics Registry/OCD - Understanding of what is
 necessary in a photograph in order to be of use
 to Graphics Registry (U) _____

OBSERVED GENERAL TRAITS & CHARACTERISTICS

- I General Quality of prints _____
 II Choice of subject matter - organization and composition _____
 III Quality of darkroom work (cleanliness, neatness, etc.) _____
 IV Attitude toward subject matter _____

REMARKS:

Test Guide: _____

APPROVED:

C/TSS/Training Division

Henry P. Worrell
 Instructor

SECRET-EYES ONLY

14-00000

Wigron, Leo H.

Instruction was given in general photography, and its application to the specific problems of ground intelligence photography, document copying with two methods, casing, fixed and mobile surveillance, available light, small object and ID photography and photography in room 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 similar assignments intensified in the field and with additional practice and experience is capable of applying photography widely and in a more technical situation.

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(When Filled In)

CAREER PREFERENCE OUTLINE			
<p>This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.</p> <p style="text-align: center;">- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -</p>			
SECTION A. GENERAL			
1. NAME OF EMPLOYEE (Last-First-Middle) WIGREN, Lee H.	2. DATE OF BIRTH 1 Dec 1923	3. SERVICE DESIGNATION DI	4. GRADE GS-11
5. ORGANIZATIONAL TITLE	6. POSITION TITLE Intelligence Officer	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT WE/Swedish Desk
SECTION B. CAREER INTERESTS			
9. GENERAL TYPE OF ACTIVITY FI Operations			
10. SPECIFIC TYPE OF ACTIVITY (Including assignments)			
A. IMMEDIATE (Within next 1 to 2 years)			
Assignment to Scandinavian Station			
B. LONG-RANGE (Within next 3 to 5 years)			
Reassignment to Headquarters Desk within WE/1			
SECTION C. TRAINING			
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB 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, T.6			
B. LONG-RANGE (Within next 3 to 5 years) Language Study			
12. ADDITIONAL COMMENTS			
I recognize that the implementation of my career preferences must depend upon the needs of the organization. I understand that my performance, capabilities and interests will be given due consideration.		13. DATE COMPLETED 20 Nov56	14. SIGNATURE OF EMPLOYEE See Item 21

SECRET
(When Filled In)

SECTION D.		COMMENTS BY SUPERVISOR	
15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE			
16. RELATIVE TO TRAINING FOR EMPLOYEE			
17. TYPED OR PRINTED NAME OF SUPERVISOR		18. SIGNATURE	
19. TITLE		20. DATE	
SECTION E.		FOR USE OF CAREER SERVICE	
21. COMMENTS			
<p>Detailed Individual Career Plan approved by FI Panel on file in FI Career Management Office, 2048 L</p>			
22. TYPED OR PRINTED NAME		23. SIGNATURE	
Robert A. Skeels		Robert A. Skeels	
24. TITLE FI Career Management Officer		25. DATE	
		13 FEB 1957	
LEAVE BLANK			

SECRET

222A (1) (a) (i) (v)

NAME Leo WIGREN

NY 100-155411

Baslo Audio

2 - 16 November 1956

42-15742-1

1. Comprehension of Principles	Good
2. Attitudes and Interest	Good
3. Quantitative Application of Subject	Good
4. Manual Dexterity	Good
5. Ability to work	Good
6. Aptitude	Good
7. Mechanical Potential	Good

NOTE: "Technical Score 194" is an estimate of the technical ability the student might acquire after obtaining instruction and practice--it is NOT an estimate of his current level of achievement.

National Tour. Average, 6000. Price 1000

Please return this completed form to FBI, Dept. of Justice, Washington, D.C. 20535. Please return this portion of this form to NIS/DOJ for a report distribution.

17. _____

[illegible][illegible]

General - 1987 - 1988 - 1989 - 1990

1. Objective: To analyze the impact of the COVID-19 pandemic on the global economy and public health.

Division Training Section 072310

2.5. Neptunia

1. TIS/TH

12104 of 120000.

175 176

Gen. Bailey
Instructor

S-E-C-R-E-T

TO: Registrar, Office of Training

I certify that I completed the Cable Writing Refresher No. 8
on 27 June 56.

LEE H. WIGGINS WE
Name (Please Print) Staff or Division

S-E-C-R-E-T

S-E-C-R-E-T

TRAINING EVALUATION

Advanced Counterespionage Course No. 1

<u>WIGREN, Leo H.</u>	<u>M</u>	<u>4-15 Oct. '54</u>
Name	Sex	Date of Course
<u>12/1/23</u>	<u>3/51</u>	<u>GS-9</u>
Date of Birth	UCD	Grade or Rank
		<u>DDP/STC</u>
		Office

Research and analysis - Intelligence OfficerProjected Assignment or Present Position

1. The Advanced Counterespionage Course is a specialized course of two weeks' duration designed for CE specialists and their supervisors. The Basic CE Course or equivalent experience is a normal prerequisite for entry into the Advanced CE Course. The course is conducted on a seminar, round-table basis. Emphasis is placed on student participation during staff and guest lectures. Time is allotted for reading the extensive material provided.

2. Specialized techniques of CE operations are emphasized. Counterespionage aspects of double agent operations, liaison situations, and defection are examined in detail. Special attention is given to the structure and modus operandi of Soviet and Satellite internal and external clandestine services. Similar studies are made of the Western Services, as they currently exist and as they may affect Agency 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 "canon" problems are selected to test students' ability to do CE research, collate, make logical 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.

S-E-C-R-E-T

SECRET

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

2
GHOSH ZCCEY

SECRET

TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion, show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME Leo Robert Wilson DATE OF REPORT 8 June 1951
 TRAINING COURSE Operations DIVISION OSO/CTC/ICP GRADE GS-6
 TRAINING PERIOD 7 May - 2 June 1951 PROJECTED ASSIGNMENT Clerk AGE 27

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% unsatisfactory; 60 to 79% satisfactory; 80 to 89% excellent; 90 to 100% superior.

	Possible Score	Achieved Score
(1) Comprehension of basic principles of clandestine operations	(40)	25 Sat.
(2) Use of tradecraft (ability to apply principles of clandestine operations)	(50)	30 Sat. -
(3) Ability to evaluate operational data	(20)	12 Sat. -
(4) Ability to use operational data	(20)	11 Med. +
(5) Planning	(30)	19 Sat.
(6) Personality analysis	(20)	14 Sat.
(7) Personality manipulation	(30)	35 Sat.
(8) Adaptability to operational emergencies	(30)	20 Sat.
(9) Attention to detail	(20)	12 Sat. -
(10) Organization and presentation of written operational material	(20)	13 Sat.
TOTAL	(300)	191
Overall adjectival rating	Satisfactory 64%	

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality 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 situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

	Rating
(1) Ability to get along and work with people	
(2) Ability to grasp instructions	
(3) Enthusiasm and interest in work	
(4) Industriousness	
(5) Practical intelligence	
(6) Autonomy	
(7) Adaptability	
(8) Effectiveness	
(9) Stability	
(10) Initiative	
(11) Imagination	
(12) Ability to handle and direct people	

See Attachment

3. COMMENT. (To be used only in cases of outstanding strengths or weaknesses)

APPROVED. Lawrence B. Shallockross
 CHIEF, STD

REVIEWED. [Signature]
 CHIEF, TRD

Ernest G. Weidul
 ERNEST G. WEIDUL
 CHIEF INSTRUCTOR

Lee H. Hagen
Grade: WS-6

SECRET

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2. TRAIT RECORD. 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 situations.

1. UNDERSTANDING INSTRUCTIONS

Not observed _____

1	2	3	4	5
Misunderstood instructions completely on more than one occasion.	Was very slow to grasp instructions. Often requested additional explanation or repetition.	Understood instructions if given in detail.	Did not require a detailed explanation.	Grasped instructions quickly, completely, accurately.

2. PLANNING WORK

Not observed _____

1	2	3	4	5
Got in serious difficulty because of failure to plan work.	Planned inadequately.	Made plans which permitted adequate implementation of a project.	Gave evidence of careful, thoughtful, planning.	Planned thoroughly, allowed for almost all contingencies.

3. ABILITY TO WRITE

Not observed _____

1	2	3	4	5
Seemed 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 express thoughts thoroughly in written form.	Was outstanding in ability to express ideas in clear, correct, coherent manner.

4. ATTENDING TO DETAIL

Not observed _____

1	2	3	4	5
Written and oral work suffered seriously from constant inattention to details.	Work frequently marred by careless or imprecise treatment of significant detail.	Work showed acceptable attention to significant detail.	Careful handling of significant detail.	Work was consistently outstanding for precise, accurate handling of detail.

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5. CREATIVE IMAGINATION

Not observed

1
Lacked creative imagination in situations in which it was required.

2
Showed only a very limited degree of constructive imagination.

3
Showed sufficient constructive imagination to meet most school situations adequately.

4
Demonstrated the possession of creative ability to a greater than average degree.

5
Outstandingly creative, inventive, or original.

6. FACILITY OF ORAL EXPRESSION

Not observed

1
Unable to express self clearly. Presented ideas in a garbled and incoherent fashion.

2
Lacked fluency or ease in his speech, but meaning usually clear.

3
Displayed reasonable facility in oral expression.

4
Spoke confidently, conveying ideas clearly and readily.

5
Outstanding in fluency and clarity of oral expression.

7. DILIGENCE

Not observed

1
Work was unsatisfactory as a result of insufficient application of time and effort.

2
Applied minimum amount of time and effort necessary to satisfactorily accomplish assigned work.

3
Showed adequate compliance in regards time and effort for accomplishment of assigned work.

4
Volunteered greater time and effort than is normally expected in this course.

5
Was unusually industrious, giving generously of time, effort and interest.

8. INITIATIVE

Not observed

1
Failed to act without being specifically instructed to do so.

2
Occasionally acted on his own.

3
Usually took steps to implement ideas.

4
Usually displayed enthusiasm and aggressiveness.

5
Displayed unusual energy, enthusiasm and aggressiveness.

9. PERSISTENCE IN EFFORTS

Not observed

1
Gave up as soon as he met opposition or difficulties in pursuing his objective.

2
Gave up after several attempts had failed.

3
Overcame minor difficulties, but was slowed by severe opposition.

4
Was slowed only by severe opposition.

5
Persisted in his efforts to achieve objectives despite repeated setbacks or severe opposition.

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10. ENTHUSIASM AND INTEREST IN THE WORK
Not observed _____

1	2	3	4	5
Displayed no indication of genuine interest in the subject.	Appeared only mildly interested in the subject.	Displayed definite interest in making this sphere of activity his career.	Displayed unusual enthusiasm and interest.	Displayed exceptional enthusiasm and intense interest.

11. ABILITY TO GET ALONG WITH ASSOCIATES
Not observed _____

1	2	3	4	5
Frequently alienated associates.	Was noticeably lacking in: a. sociability b. consideration of others c. cooperativeness.	Reasonably sociable, considerate and cooperative vis-a-vis associates.	Displayed definite a. sociability b. consideration of others c. cooperativeness.	Unusually sociable, considerate and cooperative vis-a-vis associates.

12. LEADERSHIP
Not observed _____

1	2	3	4	5
Appeared to withdraw from group activities to a marked degree even when requested to take part.	Took little part in group activities.	Normally participated within the group.	Displayed leadership ability on several occasions.	Consistently assumed leadership in group activities.

13. TACT
Not observed _____

1	2	3	4	5
Markedly blunt and indiscreet	Occasionally said or did something which induced an unfavorable reaction.	Reasonably discreet.	Had good discernment for the appropriate thing to say or do.	Consistently demonstrated keen perception for fitting speech or conduct.

14. PERSUASIVENESS
Not observed _____

1	2	3	4	5
Did not influence the thinking and actions of others	His opinions rarely affected his associates.	Was fairly successful in selling a point or himself.	Was very good at influencing others by his own personality and thinking.	Was outstanding in ability to command respect and attention through his personality and thinking.

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15. COMMON SENSE

Not observed _____

1	2	3	4	5
Displayed lack of common sense.	Displayed inconsistencies in judgment.	Usually displayed sound judgment.	Consistently displayed sound judgment.	Displayed outstanding ability to make sound decisions.

16. ASTUTENESS

Not observed _____

1	2	3	4	5
Appeared glibble and naive.	Lacked adequate skepticism and discernment.	Displayed adequate discernment and skepticism.	Displayed above average perspicacity and skepticism.	Displayed exceptional shrewdness and perspicacity.

17. ABILITY TO LEARN

Not observed _____

1	2	3	4	5
Showed no improvement during course of instruction.	Improvement was slow and laborious.	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

Not observed _____

1	2	3	4	5
Did not adjust to training program. Remained disorientated, 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 enthusiasm.

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

NOTE: For remarks see page 6.

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TRAINING EVALUATION

(STAFF ORIENTATION)

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion, show it to other members of his staff, the report should never be shown to the student whom it concerns.
2. The report summarizes the test results, observations and opinions of the various instructors for the course listed only. More complete data is available in the files of the training division and may be examined after contacting the Records and Scheduling Officer. Any questions as regards the evaluation of this student should be referred to the Chief, Records and Evaluation, TRD.

STUDENT'S NAME Loe Hobart Warren DATE OF REPORT 28 April 1951

TRAINING COURSE STAFF ORIENTATION 24 DIVISION CSG/STC AGE 27 GRADE CS-6

TRAINING PERIOD 2 - 27 April 1951 PROJECTED ASSIGNMENT Clerk

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 65% Unsatisfactory; 66 to 75% Satisfactory; 76 to 85% Excellent; 86 to 100% Superior.

Problems	Possible Score	Achieved Score	Percentage Score
(1) Editing of information - - - - -	(20)	14.9	75
(2) Reporting of information - - - - -	(10)	29.1	73
(3) Message writing - - - - -	(20)	14.3	72
(4) Interviews: Procurement of information - - - - -	(30)	21.3	71
(5) Interviews: Personality handling - - - - -	(30)	23.2	77
(6) Mapping and sketching - - - - -	(20)	15.7	79
(7) Observation and description - - - - -	(10)	7.9	79
(8) Security Problems - - - - -	(5)	4.3	85
Objective Tests			
(9) Intelligence Tools and Objectives - - - - -	(30)	22.2	74
(10) Reporting Mechanics - - - - -	(20)	16.6	83
(11) USSR and Communism - - - - -	(75)	64.5	86
TOTAL			
	(300)	234.0	78.0
Overall adjectival rating - - - - -			Excellent

2. TRAIT RECORD. 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 situations:

1. UNDERSTANDING INSTRUCTIONS

Not observed _____

1	2	3	4	5
Misunderstood instructions completely on more than one occasion.	was very slow to grasp instructions. Often requested additional explanation or repetition.	understood instructions if given in detail.	Did not require a detailed explanation.	Grasped instructions quickly, completely, accurately.

2. PLANNING WORK

Not observed _____

1	2	3	4	5
Got in serious difficulty because of failure to plan work.	Planned inadequately for the effective carrying out of a project.	Made plans which did not hinder the satisfactory completion of a project.	Gave evidence of careful, thoughtful planning.	Planned thoroughly, allowed for all contingencies.

3. ATTENDING TO DETAIL

Not observed _____

1	2	3	4	5
Written and oral work suffered seriously from constant inattention to details.	work frequently marred by careless or imprecise treatment of significant detail.	work showed acceptable attention to significant detail, but contained a number of minor errors.	Careful handling of significant detail, with occasional lapses of a minor nature.	work was outstanding for precise, accurate handling of detail at all times.

4. ABILITY TO WRITE

Not observed _____

1	2	3	4	5
Seemed unable to express thoughts clearly or correctly in written form.	weak in English usage. Frequent grammatical or spelling errors.	written work mechanically correct, but poorly organized.	written work showed no significant weakness.	Outstanding in ability to express ideas in clear, correct, coherent manner.

5. PERSEVERING IN EFFORTS

Not observed _____

1	2	3	4	5
Gave up as soon as he met opposition or difficulties in pursuing an objective.	Gave up after several attempts had failed.	Surmounted minor difficulties, but stopped by severe opposition.	Renewed his efforts after a major setback.	Persisted in his efforts to achieve objectives despite repeated setbacks or severe opposition.

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6. CONSTRUCTIVE IMAGINATION
Not observed _____1
Devoid of imagination or inventiveness in approach to problems.2
Showed only a very limited degree of imagination.3
Showed sufficient imagination to meet most school situations adequately.4
Demonstrated the possession of creative ability to a greater than average degree.5
Outstandingly creative, inventive, or original.7. FACILITY OF ORAL EXPRESSION
Not observed _____1
Unable to express self clearly. Presented ideas in a groping and incoherent fashion.2
Lacked fluency or ease in his speech, but meaning usually clear.3
Displayed reasonable facility in oral expression.4
Spoke confidently, conveying ideas clearly and readily.5
Outstanding in fluency and clarity of oral expression.8. FORCEFULNESS
Not observed _____1
Was not able to project his own personality and ideas to others.2
Rarely convinced anyone of his point.3
Was fairly successful in selling a point or himself.4
Was able to influence or control others through his personality and thinking.5
Outstanding in ability to command attention and respect through personal forcefulness.9. ADAPTATION TO TRAINING
Not observed _____1
Did not adjust to training program. Remained disorientated, an outsider.2
Accepted training, but with reluctance.3
Adapted himself to most aspects of training.4
Accepted the training situation with good spirit.5
Accepted training with obvious enthusiasm.10. TACT
Not observed _____1
Continually alienated others by indiscreet actions or words.2
Occasionally said or did something which induced an unfavorable reaction.3
Not skilled, but avoided arousing antagonism in dealing with others.4
Had good discernment for the appropriate thing to say or do.5
Showed keen perception for fitting speech or conduct at all times.

3. REMARKS:

APPROVED.

L. B. Challoross
CHIEF, STR*Charles L. Booker*
CHIEF INSTRUCTOR

REVIEWED.

R. Kingsley
CHIEF, RES