

14-00000

9 October 1967

MEMORANDUM FOR: Insurance Branch  
FROM : C/WH/CONTRACTS  
SUBJECT : Applications for Health Insurance

The Employee Payroll numbers for the attached are as follows:

DOUGLAS J. FREAPANE -----131890  
JEREMY K. BENADUM -----058895  
DAVID M. WILSTED -----915249

Re the above HHLT-8262 dated 18 Sept. 1967, which transmitted the attached applications, states: "All of the above Personnel have requested that their Dependents, as listed under their current contract employee type Health Insurance, be covered under the new Health Insurance for which they are applying."

Wm. Renehan

DDP/WH/Contracts/WSRenehan: jt (9 October 1967)

0 1 - Addressee  
2 - WH/Contracts

S-E-C-R-E-T

MR. JEREMY L. BRADENDear MR. BRADEN:

The United States Government, as represented by the Contracting Officer of this organization, hereby contracts with you, as a ~~scarcely~~ Career Agent ~~employee~~ under the terms and conditions set forth below:

1. New Benefits. By virtue of your employment relationship under this agreement you are:

(a) Covered under the Civil Service Retirement Act in conformance with rules and regulations applicable to appointed employees of this organization. From the basic compensation paid you hereunder there shall be deducted the appropriate rate percentage (presently 6-1/2%) for deposit and eventual crediting to the Civil Service Retirement Fund. Social Security deductions required by virtue of your cover activities will not be reimbursed you by this organization.

(b) Covered under the Federal Employees Group Life Insurance Act in conformance with rules and regulations applicable to appointed employees of this organization unless you execute a written waiver of such coverage. The Government is presently authorized to bear a portion of the premium cost; you will bear the remainder.

(c) Eligible for coverage under the Federal Employees Health Benefits Act in conformance with rules and regulations applicable to appointed employees of this organization. The Government is presently authorized to bear a portion of the premium cost, you will bear the remainder. Because of your eligibility under this Act (whether or not you choose to enroll), your coverage under the contract employee health program shall cease thirty-one (31) days after the effective date of this agreement.

2. Your previous contract with the United States Government, effective 30 October 1964, is herein terminated by mutual consent of the parties thereto.

3. All provisions of said previous contract not in conflict with this agreement are incorporated by reference into and made a part of this agreement.

S-E-C-R-E-T

S-E-C-R-E-T

4. This agreement is effective as of 25 November 1951  
 and shall continue thereafter for an indefinite period  
 unless sooner terminated as set forth in your previous contract. If  
 this agreement becomes effective during an overseas assignment  
 nothing contained herein shall be construed as extending that assign-  
 ment beyond its originally contemplated duration or invalidating your  
 entitlement to return travel expenses (if applicable) upon completion  
 of that assignment.

UNITED STATES GOVERNMENT

 BY Miss A. C. (not)  
 Contracting Officer

ACCEPTED:

James K. Kinsden  
Major 2nd Grade

WITNESS:

APPROVED:

REVIEWED:

/s/ Dow H. Luetscher  
 Special Contracting Officer

S-E-C-R-E-T

# DISPATCH

CLASSIFICATION  
SECRET

TO: Chief, WH Division

FROM: Chief of Station, Mexico City

SUBJECT: Admin/Personnel - New Benefits for Certain Contract Employees

ACTION REQUIRED: Information Only

REFERENCE: Book Dispatch Number 6144, Dated 24 August 1965

1. Furnished herewith are amended contracts and applications for health insurance, except for CERVARIEN, for personnel as follows:

*Fwd 6 Oct 67*

Jeremy K. BENADUM  
Nora D. CERVARIEN  
Bruce H. FERNALD  
Douglas J. FREAPANE  
Samuel J. KARTASUK  
David M. WILSTED

2. Nora D. CERVARIEN's application for health insurance was forwarded in HSMF 8215, dated 22 August 1967.

3. All of the above personnel have requested that their dependents, as listed under their current contract employee type health insurance, be covered under the new health insurance for which they are applying.

4. Nadine M. HINTERSHNER has elected not to accept the new benefits.

5. Sandra B. CAZAZZUS will discuss the new benefits while she is at Headquarters.

6. Because of the indefinite future of Harriet K. SCHREIBL, action is deferred to Headquarters.

*CA has taken action 5 Oct 67*

*For WILLARD C. CURTIS*

Attachment:

As Stated Above, h/w

Distributions:

3 - Chief, WHD, w/att

*SB accepted action on KARTASUK & FERNALD*

*Per telcom w/ Linda Bohannon on 5 Oct 67. PW*

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

HSMF - 82/2

DATE

18 September 1967

CLASSIFICATION

SECRET

DISPATCH SYMBOL

15. <input type="checkbox"/> NO 16. FILE NO. _____ 17. FILE NO. _____ 18. FILE RID <input type="checkbox"/> AFF. TO BRANCH <input type="checkbox"/> 19. DESTROY <input type="checkbox"/> SIG. _____ 20. <i>D. 22-11-74</i> ACTION <i>(Signature)</i>	CLASSIFIED MESSAGE <i>A</i> TOTAL COUNT <i>19</i> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>SECRET</b> </div> PERSON/UNIT NOTIFIED _____ ADVANCE COPY <input checked="" type="checkbox"/> RID COPY <input type="checkbox"/> ISSUED <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> TUBED <input type="checkbox"/>	REPRODUCTION PROHIBITED <table border="1"> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> </tr> </table>	1	2	3	4	5	6	7	8
1	2									
3	4									
5	6									
7	8									

INFO FILE, *VR*, CCS-3, CCPS, CP-2, CP-2

U E C R E T 191840Z CITE MEXICO CITY 9233

DIRECTOR

15 Nov 68 39532

REF ID: A667-7199

JEREMY K. BENADUM AND FAMILY DEPARTING STATIST BY  
AIR ON HOME LEAVE 16 NOVEMBER 1966.

7525 E T

五

**SECRET**

F. medialis, minor

DISPATCH

CLASSIFICATION  
SECRET

PROCESSING ACTION

TO

Chief of Station, Mexico City

MARKED FOR INDEXING

INFO

NO INDEXING REQUIRED

FROM

Chief, WOGAFS

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

SUBJECT

AIR/JECINT - Jeremy K. BERNARD (p) - Tax Handling

MICROFILM

ACTION REQUIRED - REFERENCES

The WOGAFS Tax Committee has approved a flat rate assessment of  
BERNARD's Federal tax obligation, beginning with tax year 1965.

Attached is the letter of tax instruction which he should review.

The original must be signed and returned to Headquarters.

JOHN P. STONE

Distribution:

Orig. & 1 - COS (w/att)

2 - HQ/Peru

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

REF-1971

19 September 1965

CLASSIFICATION

HQS FILE NUMBER

SECRET

19 September 1966

MEMORANDUM FOR: Jersey K. REMADUM (p)

SUBJECT: Federal Tax Obligation - Letter of Instruction

1. Based on the tax briefing held on 16 February 1966 by a representative of the Organization's Tax Committee, the Committee approved a flat rate assessment of your covert Federal tax obligation. This assessment has been developed in two stages: The first stage applies to tax year 1965 and is based on your taxable compensation of \$18,303.20. The second stage relates to your future year tax position and is based on an average of your annual Organizational income of \$19,305.60 developed from a two-year projection of your earnings, beginning with tax year 1966. Under this procedure you will not be required to file a covert tax return, beginning with tax year 1965.
2. Effective 30 December 1964, the beginning of tax year 1965, the Organization has applied a tax percentage of thirty (30.0) per cent to the gross taxable compensation paid by the Organization in 1965. Effective 19 December 1965, the beginning of tax year 1966, this percentage will be decreased to twenty-three and four-tenths (23.4) per cent.
3. The application of the percentage assessment to tax year 1965 results in a tax liability of \$5,490.96 (30% of \$18,303.20). After applying the tax withheld of \$2,562.49, an additional payment of \$2,928.47 is required. However, future changes in your income or tax status may justify a future revision of the assessment rate. In this event, this agreement would be amended accordingly.
4. The Tax Committee has granted you a basic \$250.00 tax credit in computing the percentage rate. This credit is granted to give reasonable assurance that you will not pay higher tax than you would under ordinary reporting procedures. The computations of these percentage rates are attached.
5. The retroactive satisfaction of this assessment from 19 December 1965 will be made by attaching the Federal tax withholdings available in your pay account. You will be advised as to the effect of this payroll account adjustment. You must file a tax return directly with Internal Revenue consistent with your overt tax status and provide the Tax Committee with a certified true copy. It is extremely important for you to exercise care and accuracy in preparing this return. Provided below are specific criteria to assist you:  
  
You will continue to file a tax return directly with Internal Revenue, reporting other income (interest, dividends, rental, etc.) and computing tax thereon. Any earnings received from a commercial

14-00000

sources are reported on the Form 2555 (Statement to Support Exclusion of Income Earned Abroad) and excluded under the bona fide residence exclusion.

Any tax liability resulting from overt filing will be met by you separately from the covert tax assessment funds collected by the Organization.

6. You have recourse to the Organization for reimbursement of bona fide foreign income or related taxes paid on income received from or guaranteed by the Organization, in accordance with FHB 30-1, paragraph 45, (a) and (b).

7. Please acknowledge the original of this letter and return to Headquarters, attention: Covert Tax Committee.

8. The Tax Committee appreciates your cooperation in establishing this systemized method of satisfying your Federal tax liability on Organizational income.

THOMAS P. WENTHERLAX

Acknowledged:

\_\_\_\_\_

Date \_\_\_\_\_



DISPATCH

CLASSIFICATION  
SECRET

PROCESSING ACTION

TO Chief, WH Division

INFO

FROM Chief of Station, Mexico City

SUBJECT

Performance Report -- Jeremy K. BENADUM, Career Agent

MARKED FOR INDEXING

XX NO INDEXING REQUIRED

ONLY QUALIFIED DESK

CAN JUDGE INDEXING

MICROFILM

ACTION REQUIRED REFERENCES

1. Jeremy K. BENADUM is a GS-15 Career Agent who has been employed by the Station in Mexico since 25 November 1960.

2. BENADUM is responsible for management of an outside operational activity employing six Mexican paid agents and twenty-six unpaid agents, all with access to or employed by the Mexican Government. The current budget for this project is \$61,000. US per year. The project (LITEMPO) provides the Station with both high-level and low-level penetrations of the security and policy-making branches of the Mexican Government. It also provides for a semi-official liaison arrangement between the Station and highest Mexican Government officials.

3. BENADUM for the past year has also directed the activities of a Station surveillance asset of six men. This team was placed under BENADUM when its existence became known to a high ranking security official already covered in the LITEMPO complex. Two members of the team were arrested by this service and BENADUM assisted in obtaining their release.

4. Prior to employment by the Station, BENADUM had been employed for twenty years by LNERGO. He has fluent Spanish; has adapted to living outside an official installation in a cover devised independently; has extensive experience in investigative and training activities. He has performed in a most valuable manner in the management of the above described projects and in the development of close working relationships with Mexican Government officials. Through these contacts, established over the years, COS Mexico and high-ranking Headquarters officials are able to meet covertly with the top officials of the Mexican Government.

Willard C. CURTIS

Distribution:  
3 - WH

10044-27664

4 August 1961

SECRET

201-707727

SECRET

DATE:

CTC No. \_\_\_\_\_

MEMORANDUM FOR: Director of Finance

ATTENTION: Chief, Compensation and Tax Division

VIA: Chief, Contract Personnel Division

SUBJECT: Tax Assessment for \_\_\_\_\_

1. A flat rate covert tax assessment of this individual's gross, taxable Agency entitlements has been approved by the Covert Tax Committee as indicated below. An acknowledged letter of tax instruction ☐ is ☐ will be forwarded.

Tax Assessment Rate	Effective Date
Twenty-three and four-tenths (23.4) percent	1/1/55

2. Other payroll factors pertinent to this Covert Tax Committee tax assessment action are as follows:

1955 covert tax withholding instructions

Assessment of gross taxable income

Letter of instruction to the individual

Entitlement to the individual

A covert tax report to the individual

/s/ Paul H. Luetcher  
Approval Chief, CTC

Secretary, Covert Tax Committee

107 3643

SECRET

1-570

Mr. Jeremy K. Benadum

**Mr. Benadum**

United States Government is represented by the following  
Officer

Effective 29 July 1956 and contract is amended by deleting all reference to income taxes therefrom, and by adding thereto the following paragraph:

15. Article 7 of the contract between the Government and the contractor must satisfy your Federal tax liability and the income tax liability of you under paragraph 1 of three (3) of the contract. Such income may be paid you by the contractor in any form of payment, in cash or in kind, cover operational and administrative expenses of the contractor and of this organization or otherwise in any form of payment, including honoraria and established procedures which will be subject to a full and complete audit of your Federal income tax liability and return. It is specifically understood and agreed that the contractor and its procedures, whether oral or written, constitute an integral part of this contract and are hereby incorporated herein by reference.

All other terms,  $\dots$ , are of order  $\mathcal{O}(\epsilon^2)$  and remain to full order and effect.

CONFIDENTIAL

U.S. GOVERNMENT PRINTING OFFICE: 1960 O 350-13

Agency and organizational designation <b>DDP/WH</b>		1. Payroll period		3. Basic pay		4. Slip No.	
5. Employee's name (and social security account number when appropriate) <b>BENADUN, Jeremy K. (P) CAJONER AGENT</b>		6. Grade and salary <b>\$18,025</b>					
PAYROLL CHANGE DATA							
	BASIC PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	P. I. C. A.
7. Previous normal							
8. New normal							
9. Pay this period							
10. Remarks <b>I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.</b>				11. Appropriation(s)		12. Prepared by <b>JLV 7 Jan 66</b>	
						13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase 14. Effective date <b>24 Apr 66</b> 15. Date last salary last increase <b>25 Apr 66</b> 16. Old salary rate <b>\$18,025</b> 17. New salary rate <b>\$19,415</b>							
18. Performance rating is satisfactory or better. 19. (With data fill in appropriate spaces covering LWOP periods): <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP.							
(Signature or other authentication) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.							
INITIALS OF CLERK							

STANDARD FORM NO. 1126A  
GSA GEN 0070 1126-508

CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY

## DISPATCH

TO: Chief, Division

FROM: Chief of Station, Mexico City

SUBJECT: ADMINISTRATIVE/Personnel  
Legislative Pay Increase for Contract Personnel

ACTION REQUIRED: REFERENCES

PROCESSED BY: [ ]

MARKED FOR INDEXING

NO INDEXING REQUIRED

NOT QUALIFIED FOR

CAN JUDGE [ ]

RECEIVED

ACTION REQUIRED: Amend contracts to provide for the legislative pay increase for the below listed contract personnel.

REFERENCE: Para 2a of FM 20-56, dated 4 November 1965

Furnished below are the names of contract employees and career agents qualifying under the reference for the subject legislative pay increase:

CAREER PERSONNEL  
PERALTA, Douglas M.  
 PERALTA, Douglas M.  
 REDLICH, Leo C.  
 WILSON, David M.

CONTRACT EMPLOYEES  
 PERALTA, Douglas M.  
 BALWORTH, Thomas F.  
 PERALTA, Douglas M.  
 PERALTA, Preston T.

*Handwritten signature*  
 [Signature]

Distribution:  
 3 - HQ

*Handwritten notes:*  
 Para 14  
 Sub CPD

*Handwritten initials:*  
 [Signature]

14-00000

14-00000

DATE

1777-25

16 November 1965

14-00000

14-00000

14-00000

MESSAGE FORM 13		ROUTING	
OPNG. A. Operat:ed	<input type="checkbox"/> INDEX	1	5
UNIT. WH/1	<input type="checkbox"/> NO INDEX	2	6
EXT. 6507	<input type="checkbox"/> FILE IN CS FILE NO.	3	7
DATE. 16 December 1961	201-287227	4	8

TO. MEXICO CITY

FROM. DIRECTOR

COM. WH 8

INFO C/O A, OPSEK, OT, VR, FILE

160334Z 23 002

ROUTINE

SIG GEN

TO. MEXI

INFO.

CITE DIR

REF: H0024-13153

71512

WOULD APPRECIATE CABLE REPLY REF ON BENADUM TRAINING AS SOON AS POSSIBLE.

END OF MESSAGE

DELMOND FITZGERALD  
C/WED

W. J. KAUFMAN  
C/WH/1

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

AUTHENTICATING  
OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

Copy

SECRET

Chief of Station, Mexico City

XX

Chief, WMD

Training for Jeremy K. BENADUM

PRIORITY

REFERENCE: HMMA 24477

Action Required: Cable Reply to paragraph 3

1. Reference is made to paragraph 3 of HSMW 12349, 28 February 1964, which suggested that KUZARK training for BENADUM might be beneficial, and to page 8 paragraph 3 of HMMA 24477, the LITEMPO Project Renewal Request, which also indicated that a two-week intensive field training course would be valuable for BENADUM.

2. Headquarters has discussed this possibility with KUZARK, and they are prepared to send a trainer to Mexico City for two weeks beginning 18 January 1965. Headquarters has suggested that the trainer be prepared to cover positive intelligence and operational reporting, requirements, and elicitation from his contacts and agents.

3. Please cable whether the dates 18 - 29 January are convenient and whether the subjects to be covered are those envisioned by the Station.

4. Headquarters added to the Project Renewal request \$748.95 to cover the per diem and travel of the TDY trainer.

Chester D. DAINOLD

Distribution:

Orig & 1 - COS, Mexico City

*[Handwritten signature]*

HSMW 13153

30 November 1964

SECRET

37-2872-7  
50-6-9/1

DISPATCH	CLASSIFICATION SECRET	DATE 11 March 1955
1. SOURCE 2. ON Division 3. Station, Mexico City	4. REQUESTING AGENCY 5. ONLY IN CASE OF 6. MICROFILM	7. DISTRIBUTION 8. ONLY IN CASE OF 9. MICROFILM
Distribution of Income and Covert Tax Handling of Unofficial Cover Personnel (SEE ALSO REFERENCES)		
REFERENCE: DOCS DISPATCH 4659, 16 November 1964		
<p>Enclosed is information requested in reference as prepared by BEHAGOL.</p> <p>Under separate true name cover is corresponding information as required.</p> <p>Actions on the pertinent forms correspond to the numbered items listed in attachment to reference.</p> <p style="text-align: right;">WILLARD C. CURTIS</p>		
<p>Attachment:</p> <p>As stated (h/w, USC)</p>		
<p>Distribution:</p> <p>2 - KNOVE, w/atts</p> <p>1 - WID, w/o atts</p>		
10. REFERENCES TO	11. DISPATCH SYMBOL AND NUMBER 12. CLASSIFICATION SECRET	13. DATE 14. FILE NUMBER



DISPATCH

CLASSIFICATION  
SECRET

PROCESSING ACTION

TO  
Chief of Station, Mexico City

FROM

Chief, Western Hemisphere Division

SUBJECT

Career Agents - Legislative Pay Adjustments

ACTION REQUIRED: REFERENCE

ACTION REQUIRED: Information

1. During Robert L. EASBY's recent TDY at Headquarters, he informed Howard D. MYNARD that the last Legislative Pay Adjustment had not been granted to the following named Career Agents at the Station. He was advised that follow-up action would be taken and information forwarded to the Station.

✓ Jeremy K. BENADUM  
Douglas J. FREAPANE  
Victor W. OBOLD  
Wallace C. RIXON  
Donald E. VELAZQUEZ  
David M. WILSTED

2. The contract for each of the above named individuals except VELAZQUEZ contains the provision he shall receive any Legislative Pay Adjustment adopted by KUBARK. As the provision is a contractual item, the individual will automatically receive the increase without any requirement for a specific request or justification. Although not on the above list, the same information also pertains to Leo C. EEDLICH. VELAZQUEZ, a Contract Employee, was authorized the increase (Phase II) by an amendment effective 14 October 1962 as his contract does not provide for automatic entitlement.

3. The Payroll Branch advised that except for BENADUM, the increase was reflected in the pay period ending 18 January 1964 as indicated in the earnings statement provided each individual. HOSIS-3534, 28 May, was sent to the Station by Payroll to increase BENADUM's field allotment in accordance with the pay adjustment.

Chester D. DAINOLD

COPIES OF MESSAGE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HOSIS-3566	12 June 1964
	CLASSIFICATION	HQS FILE NUMBER
	SECRET	

S-E-C-R-E-T

MEMORANDUM FOR: DDP/WH Personnel Officer  
 SUBJECT: Within Grade Increase for Career Agents

1. The following Career Agents assigned to your office will become eligible for a Within Grade Increase during the month of APRIL 1964.

<u>Name (F)</u>	<u>Old Salary Rate</u>	<u>New Salary Rate</u>	<u>Date Due</u>
Benadum, Jeremy K.	\$16,695	\$17,210	26 Apr 1964

*Final - C/P - 3  
 7 Feb 64  
 Final - 10 Feb 64  
 O/P - 5E69*

2. Please return the signed Within Grade Increase form to Jo Ann Varney  
 Room 5 E 69.

S-E-C-R-E-T

CONFIDENTIAL

U. S. GOVERNMENT PRINTING OFFICE: 1960-908648

1. Agency and organizational designation <b>DDP/WH</b>		2. Payroll period		3. Book No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) <b>BENADUM, Jeremy K. (P) CAREER AGENT</b>		6. Grade and salary <b>\$16,695</b>					
<b>PAYROLL CHANGE DATA</b>							
7. Previous normal	BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	P. I. C. A.
8. Now normal							
9. Pay this period							
10. Remarks: <b>I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.</b>				11. Appropriation(s)		12. Prepared by <b>Jlv 15 Jan 64</b>	
						13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase							
14. Effective date <b>26 Apr 64</b>	15. Date last equivalent increase <b>28 Apr 63</b>	16. Old salary rate <b>\$16,695</b>	17. New salary rate <b>\$17,210</b>	18. Performance rating is satisfactory or better.			
19. LWOP data (Fill in appropriate spaces covering LWOP period(s): <input type="checkbox"/> No excess LWOP. Total excess LWOP.				(Signature or other authentication) <input type="checkbox"/> (Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.			
STANDARD FORM NO. 1126d 6 GAO 8000 1126-903				Initials of Clerk			

CONFIDENTIAL. PAYROLL CHANGE SLIP — PERSONNEL COPY

<b>DISPATCH</b>		CLASSIFICATION SECRET	PROCESSING ACTION
TO	Chief, WH Division		MARKED FOR INDEXING
INFO			NO INDEXING REQUIRED
FROM	Chief of Station, Mexico City		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Compensation Schedule II Increase - Jeremy N. STEINER, Emp # 058006		MICROFILM
ACTION REQUIRED - REFERENCES			
<p>Reference: EN 20-29, 4 October 1963</p> <p>It is requested that Subject's career agent contract be amended to provide for the compensation increase provided by Compensation Schedule II of the Federal Salary Reform Act of 1962.</p> <p style="text-align: right;"><i>Willard C. Curtis</i> Willard C. Curtis</p> <p>Distribution 13-17</p>			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	13-17	13 October 1963	
	13-17		

CH/13  
~~CH/13~~

MEMORANDUM TO : DDP/WH Personnel Officer

SUBJECT : Within Grade Increase for Career Agents

1. The following Career Agents assigned to your office will become eligible for a Within Grade Increase during the month of **APRIL 1963**

Name (F)	Old Salary Rate	New Salary Rate	Date Due
Benadam, Jeremy K.	\$15,045	\$15,525	28 Apr 63

*Chadler*  
*1963*

*fund'd Office of Pers.*  
*5558*  
*27 Feb 63*  
*B.H.*

2. Please refer to the attached memorandum for further details regarding this matter.  
 Room 3 W-14.

CONFIDENTIAL

U. S. GOVERNMENT PRINTING OFFICE: 1954 O-528780

1. Agency and organizational designation <b>DDI / WH</b>		2. Payroll period		3. Base pay		4. Step pay	
5. Employee's name (last, first, middle initial, suffix, grade and title) <b>BENADUM, Jeremy R. (I) CAREER AGENT</b>				6. Grade and salary <b>\$15,045</b>			
PAYROLL CHANGE DATA							
	BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	NET PAY
7. Previous normal							
8. New normal							
9. For 1st period							
10. Remarks							
11. Appropriations						12. Prepared by <b>Jlv 15 Jan 63</b>	
						13. Audited by	
<input checked="" type="checkbox"/> Payroll step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase 14. Effective date <b>Apr 63</b> 15. Date last equivalent increase <b>29 Apr 62</b> 16. Old salary rate <b>\$15,045</b> 17. New salary rate <b>\$15,525</b> 18. Performance rating in notation or letter							
19. LWOP done (fill in appropriate spaces covering LWOP periods) <input type="checkbox"/> No excess LWOP <input type="checkbox"/> Total excess LWOP							
STANDARD FORM NO. 11254 - Revised Form prescribed by Comp. Gen., U. S. October 20, 1954, General Regulations No. 1-12							
CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY							

# DISPATCH

CLASSIFICATION  
**SECRET**

PROCESSING

TO	Chief, Finance Division	FILED	INDEXED	ADJUDICATED
INFO	Chief, Services & Benefits Division/OP	77	NO INDEXING REQUIRED	
FROM	Chief, WH Division		NO INDEXING REQUIRED	
			NO INDEXING REQUIRED	
			NO INDEXING REQUIRED	
			NO INDEXING REQUIRED	
			NO INDEXING REQUIRED	
			NO INDEXING REQUIRED	
			NO INDEXING REQUIRED	
			NO INDEXING REQUIRED	

SUBJECT: Chief of Station, Mexico City

SUBJECT: Payment of Term Life Insurance Premium - Jeremy K. BENADUM

ACTION REQUIRED: REFERENCE

Forwarded herewith is Station T/A # 00125, representing  
Jeremy K. BENADUM's payment of \$72.00 covering 6 months' premiums  
on his term life insurance.

Willard G. CROFT

Attachment - 1 T/A, as noted

DISTRIBUTION:

- 2-Finance Division w/attachment
- 1-WH Division w/o attachment
- 2-Files

1-Benefits & Services Div/OP w/o att

*Jan 11, 1963*  
*Shirley's Insurance*  
*Office called re: premium*  
*on term insurance of the*  
*dispatch #1 T/A #*  
*WGC*

*orig & atts*  
*delivered to Mr. Benadum*  
*on 1/10/63*  
*WGC*

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

CLASSIFICATION  
**SECRET**

DATE TYPED	DATE DISPATCHED
31 Jan 1963	31 Dec 1962
DISPATCH SYMBOL AND NUMBER	
WH-T-1314	
NO INDEXING REQUIRED	

**S E C R E T**

# TRAVEL ORDER

<b>TRAVEL ORDER</b>		A TOY PCF INVITATIONAL	OFFICE TRAVEL ORDER NO. WH 317-63
NAME Jerome F. BENNETT (P) Career Agent	OFFICIAL STATION Mexico City, Mexico	OFFICE PHONE	SERVICE TRAVEL ORDER NO.  GRADE GS-15

YOU ARE AUTHORIZED TO TRAVEL AND INCUR NECESSARY EXPENSES IN ACCORDANCE WITH REGULATIONS, THIS TRAVEL ON BEHALF OF OFFICIAL STATION, IF SO DESIGNATED, IS MADE FOR OFFICIAL PURPOSES AND NOT FOR YOUR PERSONAL CONVENIENCE.

ITINERARY, MODE OF TRAVEL AND PURPOSE

Mexico City to San Francisco for approx. 90 days home leave and return to Mexico City.

Purpose: Home Lease

**Model :** Air, Common Carrier

TRAVEL DURATION		PER DIEM ALLOWANCE		AUTOMOBILE ALLOWANCE	
BEGIN	END	DOMESTIC	FOREIGN	CENTS PER MI NOT TO EXCEED COST BY COM-MON CARRIER	CENTS PER MI AS MORE ADVANTAGEOUS TO GOVT.
0 Dec.	1 Mar. 63	Mex.	<input checked="" type="checkbox"/> MAXIMUM <input type="checkbox"/> OTHER (See below)		
ALLOWANCES AND SPECIAL PROVISIONS WITH REASONS					

[illegible][illegible]

5 4 3 2 1



718

CLASSIFIED MESSAGE

DATE: 1 DEC 62

SECRET

TO : DIRECTOR

FROM : MEXICO CITY

ACTION: WH 8

INFO : CCS 2, CP 2, S/C 2

*Career Agent*

ROUTING					
1		4			
2		5			
3		6			
DEC 1 0330Z 62					
ROUTINE					
IN 27561					

DIR CITE MEXI 2722

1. REQUEST HQ TVL ORDERS FOR HOME LEAVE TVL OF JEREMY K. BENADUM, WIFE, 2 CHILDREN FULL FARE 4 CHILDREN HALF FARE, AND 1 BABY UNDER 2 YRS.
2. TO DEPART MEXICO CITY ABOUT 5 DEC FOR SAN FRANCISCO (HOME LEAVE POINT) VIA AIR, RETURN TO MEXICO CITY AFTER HOME LEAVE.

END OF MESSAGE

*Dec 3*  
*per file*  
 wife Dec 31 Jan 1967  
 17 Sep 48  
 6 Mar 50  
 14 Jul 51  
 16 Aug 57  
 17 Sep 59  
 Oct 61

*Dec 4*  
*this cannot wait*  
*Miss V. de la - she will*  
*write orders re requirement*  
*for duty to come up*  
*for duty 3/1/67*

GROUP 1  
 EXCLUDED FROM AUTOMATIC  
 DOWNGRADING AND  
 DECLASSIFICATION

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

Copy No.

## S-E-C-R-E-T

Date 20 August 1962Career Agent Biographic Data

- a. Pseudonym of agent: SENADUM Jeremy K. Staff or Division: WFO  
Last: First MI
- b. Date and place of birth: 20 August 1913, Omaha, Nebraska
- c. Marital status: Married
- d. Relationship and years of birth of dependents: Wife, born 31 Jan 1917, San Francisco, California--dms born 17 Sept 1940, San Mateo, Cal.--dms born 6 Mar 1950, San Mateo, Cal.--dms born 10 Jul 1951, San Francisco, Cal.--dms born 10 Aug 1957, Mexico, D.F.--dms born 19 Sept 1959, Mexico, D.F. -- dms born October 1961, Mexico, D.F.
- e. Citizenship of agent: USA  
(1) If naturalized, when?  
(2) If naturalized, where?
- g. Non-CIA education to include name and location of college, degrees, dates, and major:  
Pepper College, Garwood, California, A.B. 1933, Political Science  
Stanford Univ Law School, LL.B. 1939, Law  
FBI Academy, August, September 1940
- h. Military service Technique Art Training, Infantry School, Oct 1939-July 1940  
(1) Country served and years:  
(2) Branch of service and rank:
- i. Non-CIA employment: kinds of business or profession, positions, salaries, locations, and dates:  
FBI - Aug 1940-Sept 1940, GS-14, \$11,000/year when assigned.  
Assistant Legal Attache, US Embassy, Lima, Peru, 1941-43  
Legal Attache same post, 1944-47  
Assistant Legal Attache, Mexico City, 1944-50  
Deputy to Legal Attache 1947-50

S-E-C-R-E-T

Group 1

Excluded from automatic  
downgrading and declassification

## S-E-C-R-E-T

(Career Agent Biographic Data p. 2)

- j. Dates of psychological assessment, professional and language aptitude tests, if applicable:

**Not applicable**

- k. Languages, including English, using the following terms:  
Elementary, Intermediate, High, Native

Language	Reading	Writing	Speaking
Spanish	high	high	high
English	native	native	native
German	intermediate	none	intermediate
French	elementary	none	elementary

- l. Agency training:

Subject Covered

Duration of Course

Years Taken

**not applicable**

- m. Alias or pseudonym used for psychological assessment, testing or training, if applicable:

**not applicable**

- n. Security clearance number: **CHA, 22 November 1960 - 2-11409**

- o. Date of last LCFLUTTER: **None**

- p. Contract provisions: (Underline One)

(1) Provision for periodic step increases	<u>Yes</u>	No
(2) Provision for legislative pay increases	<u>Yes</u>	No
(3) Provision for total offset of cover income	<u>Yes</u>	No
(4) Provision for civil service retirement	<u>Yes</u>	No
(5) Any unusual provisions (please specify)		

S-E-C-R-E-T

S-E-C-R-E-T

(Career Agent Biographic Data p. 3)

q. Date of beginning of current tour: **30 October 1960**

r. Previous CIA employment:

<u>Years</u>	<u>Type of Cover</u>	<u>CIA Duties</u>	<u>Project</u>	<u>City</u>	<u>Salary</u>
--------------	----------------------	-------------------	----------------	-------------	---------------

**None**

S-E-C-R-E-T

Term Life Insurance Premium - Jeremy K. DENADUM

Ref: 1007-2907

1. BENDASOHN'S application for the Term Life Insurance, together with the payment of \$72.00 for the six months' premium have been received. His life insurance is now paid up through December 1962.

2. BENADONI did authorize deductions to pay the insurance premiums, but since he is being payrolled in the field, it will be necessary for him to forward future premium payments to Headquarters.

END OF DISPATCH

Distribution:  
3 - Mexico City

Sept 30, 1963  
The above is not correct;  
he is payrolled in Hqs but  
all in pay to him in the  
Field Insurance Central Mess  
will advise FD; FD will advise  
field of new location of Mess.

Distributions:  
1 - HQ/Pers  
1 - HQ/Mailroom

[illegible]

DISPATCH

## DISPATCH

SECRET

(CLASSIFICATION AND KEY)

HBM-T-2207

HEADQUARTERS FILE NO.

Chief, Finance Division

Chief, WH Division

Chief of Station, Mexico City

DATE

13 July 1962

Pay Account -

Jeremy K. BENADUM

RE "413" - (CHECK "X" ONE)

MARKED FOR INDEXING

NO INDEXING REQUIRED

INDEXING CAN BE JUDGED  
BY QUALIFIED HQ DESK ONLY

For your information

HBM-S-2456

1. The Station was surprised to receive the reference, which stated that BENADUM's life insurance application had not been received in Finance Division as of 15 June 1962. Recently we received HBM-S-2450, dated 14 June 1962, which requested that the Station collect from BENADUM the premiums for his life insurance, and no mention was made of payroll deductions we had requested in HBM-T-2800. Therefore, the Station collected the sum of \$72.00 from BENADUM in payment of 6 months premiums. This payment was forwarded to Headquarters under HBM-T-2892.

2. No action will be taken by the Station to change BENADUM's field allotment until notification is received from Headquarters. It would appear that the easiest means of now adjusting his pay account would be to refund the pre-paid premiums and begin payroll deductions for the life insurance.

*Willard C. Curtis*  
Willard C. CURTIS

12 July 1962

## DISTRIBUTION:

- 3-Finance Division
- 2-WH Division
- 2-Files

*No info from  
How paid through  
File 25, sub 162.*

100-1  
100-100-100-100  
100-100-100-100  
100-100-100-100

SECRET

15374

S-E-C-R-E-T

LIFE INSURANCE APPLICATION  
(CONTRACT LIFE)

NAME OF EMPLOYEE (P) James K. Benadum  
3/24/65 FIRST James M. K. LAST Benadum  
 DATE OF BIRTH 12/13/30 MONTHLY PREMIUM 13.75 ANNUAL PREMIUM 13.75 INSURANCE CLASS III

POLICY NO. 46EFFECTIVE DATE 7-25-62TOTAL PREMIUM PAID 24.00

(CHECK APPROPRIATE BLOCK):

Male ☒ Full-time Employee  
 Female ☐ Yes ☒ No ☐

NAME OF BENEFICIARY (T) Kathleen Benadum Relationship Wife  
 First and Middle only

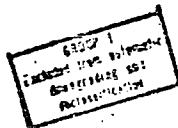
DATE SIGNED 14 April, 1962 (P) James K. Benadum  
 Signature of Employee

TO : FD.  
 SUBJECT : Authority to Make Payroll Deductions

I hereby authorize you to deduct the sum of \$12.00 (U.S.)  
 per pay period from my salary starting with the pay period beginning  
14 Apr, 1962. These deductions are to continue  
 until terminated by me in writing.

Code 5

James K. Benadum  
 (P) Signature



CONFIDENTIAL

U. S. GOVERNMENT PRINTING OFFICE: 1954-872086

1. Agency and organizational designations <b>DDP/WH</b>		2. Payroll period		3. Block No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) <b>BENADUM, Jeremy K. (P) Career Agent</b>		6. Grade and salary <b>\$13,730</b>					
<b>PAYROLL CHANGE DATA</b>							
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	NET PAY
7. Position normal							
8. New normal							
9. Pay this period							
10. Remarks <b>POSTED BY 10-24-62</b>				11. Appropriation(s)		12. Prepared by <b>gah 25 Jan 62</b>	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase				13. Audited by			
14. Effective date <b>Apr 62</b>	15. Rate last equivalent increase <b>30 Oct 60</b>	16. Old salary rate <b>\$13,730</b>	17. New salary rate <b>\$14,055</b>	18. Performance rating satisfactory or better.			
LWOP data (fill in appropriate spaces covering LWOP during following period(s)) Period(s):				Signature or other authentication <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.			
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP.				Initials of Clerk			

CONFIDENTIAL

PAYROLL CHANGE SLIP — PERSONNEL COPY

 STANDARD FORM NO. 1172d—Revised  
 Form prescribed by Comp. Gen., U. S.  
 October 20, 1954, General Regulations No. 192



6-2-C-R-E-T  
(When Filled In)

6/25/61

COMPLETE IN DUPLICATE & RETURN BOTH COPIES TO THE INSURANCE  
BRANCH THROUGH APPROPRIATE ADMINISTRATIVE CHANNELS

HOSPITALIZATION APPLICATION (CONTRACT PLAN)		DO NOT WRITE IN THIS BLOCK.	
*NAME OF EMPLOYEE JEREMY K. BENADON (First) (Middle) (Last)		POLICY NO. 459	
DATE OF BIRTH 24 Dec., 1915		EFFECTIVE DATE 6/25/61	
MONTHLY PREMIUM		CODE 902	
MARRIED <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/>		(TO BE COMPLETED BY DIVISION)	
SINGLE PLAN <input type="checkbox"/> FAMILY PLAN <input checked="" type="checkbox"/>		Charlotte E. Benadon - 1544 (PERSON TO CONTACT)	
FULL TIME EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		WH/3/1000 2555, 3152 (DIVISION) (EXT.)	
U.S. CITIZEN <input checked="" type="checkbox"/> RESIDENT ALIEN <input type="checkbox"/>		1015 (ROOM NO.) (BLDG.)	
COVERED BY PRESENT HI-UP PLAN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		DATE OF EMPLOYMENT AS CON- TRACT EMPLOYEE 31 Dec 1960	
*PLEASE NOTE: Name of employee and "Employee's Signature" should agree with the one shown on contract with the agency.		EMPLOYEE'S PAYROLL NO. 008365	
		IS EMPLOYEE PAYROLLED 26 days <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Bi-weekly <input type="checkbox"/>	

IF FAMILY PLAN, COMPLETE FOLLOWING:

NAME OF WIFE/HUSBAND ALIETH K. BENADON  
(First) (Middle-Initial) (Last)

CHILDREN UNDER 18 (A protected person's children shall include unmarried children under age 18. Also, any step-children, legally adopted children, and foster children provided such children are dependent upon the protected person for support and maintenance.)

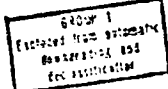
NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
1- Anne	9/17/48		
2- Joann	5/6/50		
3- Mario	7/14/51		
4- Frederick	8/16/57		
5- Margaret	9/19/59		
6-			
7-			

I hereby authorize deductions from my salary for payment of premiums under this contract.

APPROVE:

Harrison

Administrative Officer of Division



EMPLOYEE'S  
SIGNATURE

(See instructions above following\*)

Date: 15 March, 1961

SECRET

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 18 Jul 61

FROM : Mr. Tolson

SUBJECT: Mr. Tolson

Mr. Tolson is requested to review the National Staff and to report to the Secretary of the Department of Justice.

Mr. Tolson is requested to review the National Staff and to report to the Secretary of the Department of Justice.

Mr. Tolson is requested to review the National Staff and to report to the Secretary of the Department of Justice.

SECRET

Re: Parking Instructions

Although writer can bank money and accounts in the U.S., he feels that for security reasons it would be preferable to have all salary payments, for example, for retirement, insurance, withholding tax, etc., deposited in Mexico.

Mexico, D.F.

19 March, 1961

John F. Kennedy

14-00000

CERTIFICATION

The undersigned hereby certifies that he has received no compensation, allowances or benefits in kind from writer's cover activities during the period: October 30, 1960 to date.

Mexico, D.F.

15 March, 1961

Jeremy K. Benadum

14-00000

CERTIFICATION

The undersigned hereby certifies that his previous employment by the U.S. Government terminated October 29, 1960, and that final salary payment for this employment covered the period October 16 through October 29, 1960.

Mexico, D.F.

15 March, 1961

Jeremy K. Bonadum

MEMO FOR THE DIRECTOR, FBI

TO: SAC, NEW YORK (100-9513)

FROM: SAC, NEW YORK (100-9513)

1. The following information and/or documents are submitted in compliance with reference dispatch:

- a. Original Form 158 signed in person.
- b. Signed statement concerning banking instructions wherein Subject requests that all payments be made locally in cash.
- c. Since Subject wants his entire net pay paid locally, it is requested that Headquarters compute his pay and advise Station of the net pay which will represent his local field allotment.
- d. Subject will be reimbursed actual quarters expenses locally, in accordance with FR 15-1050.
- e. HENAHUM desires the hospitalization contract. Hospitalization Application (Contract Plan) is forwarded herewith in duplicate.
- f. It is requested that Headquarters compute HENAHUM's pay from 30 October 1960 through the present pay period. Upon advice of the net amount due Subject, Station will collect any overpayments (or pay underpayments) and T/A the correct amount to Headquarters. Subsequently, his net pay will be considered field allotments and amounts paid will be T/A'd to Headquarters.
- g. Certification of HENAHUM's sick and annual (accumulated) leave and the amount paid in a lump sum by his former employer for "accrued annual leave" are being forwarded in a separate dispatch.
- h. HENAHUM has been advised by the COM to the effect that he must advise KUMARA before he applies for OFFICE retirement.
- i. Original signed contract is returned herewith. Copy of the contract has been retained for Station files.
- j. Forwarded herewith is signed certification by HENAHUM concerning income from his cover activity as required by Para. 7, "Effect", of his contract.
- k. Attached are Report of Medical History and certification from the examining physician in accordance with Para. 14(b) of Subject's contract.

2. The Station wishes to make the following additional observations:

- a. Better contract nor transmittal letter indicated the amount of "Cost of Living" Allowance Subject will receive, in accordance with Para. 8(b) of his contract. It is presumed that this computation will be received with his pay computation.

100-9513

OPTIONAL FORM NO. 10  
MAY 1962 EDITION  
GSA FPMR (41 CFR) 101-11.6

U.S. GOVERNMENT PRINTING OFFICE

111001-101

b. Subject's contract does not provide for "non-official cover premium pay" as originally requested by Station. Please advise.

c. Zimanski's assignment as provided in Para. 1(c) of Subject's contract will be accounted for and paid locally, if Headquarters has no objections.

Willard C. GORTIS

14 April 1961

Attachments:  
As stated

Distribution:  
3 - Headquarters w/att  
3 - Files

# DISPATCH

CLASSIFICATION  
SECRET

## PROCESSING

TO  
Chief of Station, Mexico City

INFO

FROM  
Chief, WH Division

SUBJECT  
Jerome E. BENADUM

ACTION REQUIRED REFERENCES

ACTION REQUIRED: See paragraphs 2 and 3

REFERENCES : A. IDGT-1802, 25 January 1961  
B. MEX-6843, 2 December 1960

1. Attached is a Headquarters contract for Subject effective 30 October 1960, thus giving Subject continuity in his Government service and eligibility to continue his Government retirement. The contract is for the salary of a GS-15 step one.

2. The Station should comply with the following administrative requirements at its earliest convenience.

- Submit a H-4 or a Form 313.
- Forward banking instructions.
- Inform Headquarters whether BENADUM desires a field allotment, the amount, and the effective date.
- Inform Headquarters whether the Station plans to give BENADUM a quarters allowance under FR 45-1050. If not, please submit a quarters application.
- Does BENADUM want hospitalization per paragraph 8 (e) of his contract? If so, please have him fill out the attached application. The premium will be deducted from his salary. Information on the policy is also attached for BENADUM's information. (Please refer to Book Dispatch 2220 dated 11 October 1960.)
- With regard to the oral agreement, Headquarters could not approve it since it was for \$15,000 per year and not for the first step of a

Attachments: (HEREWITH)  
Contract (original and 1)  
Memorandum and application for health insurance

### Distribution:

- 2 - Mexico City, w/atts.
- 1 - Subject
- 1 - WH/Registry
- 1 - WH/1/Mex/Chrono
- 1 - PD/SAAS/Hudson

## CONTINUED

DATE FORW.	DATE DEPARTED
28 Feb. 1961	2 MAR 1961
DISPATCH SYMBOL AND NUMBER	
MEX-6-9513	
HEADQUARTERS FILE NUMBER	
POL-287227	



g. In order to establish BENADUM's leave record with AUSAFA, BENADUM should furnish any final pay slip he might have received, which would reflect the amount of annual and sick leave he had as of his date of resignation and also, his salary rate at the time of resignation. If BENADUM has no such slip, a certified statement of the above is required. Since BENADUM's contract is effective 30 October 1960, the day after the end of his annual leave for 1960, BENADUM must return to AUSAFA the gross amount he received from ODENVY for his "accrued carry-over" of 633 hours.

3. The Station should return to Headquarters the original signed copy of the attached contract. The copy may be retained by the Station.

END OF DISPATCH

TO: D'VAUGHN CARRO BRIGHT JILDA

FROM: DIRECTOR

CONF: SECRET

INFO: CDD 2, OP 2, 3/0 2

21 Feb 61 062

00170099

X-000000

00170099

00170099

TO: DIAH GATE (FOR BYEDIM) INFO: BEIR JILD

CITE OR: 26357

26357

SOCALM

REF: DEAR-1233 (IN 45043)\*  
TALZ-0179 (IN 47450)\*\*

1. SUGGEST BYEDIM MEET AND BRIEF TILSTOCK BEIR PRIOR 15 MARCH. DIAH ADVISE BYEDIM VIA CATH BEIR STA TILSTOCK AND CONTACT PLAN.
2. KUBARK CONTRACT FOR T POUCHED DIAH FOR SIGNATURE. COVER CONTRACT SHOULD BE IN BEIR EFFORT 15 MARCH.

END OF MESSAGE

- \* TILSTOCK STA 15 MARCH EFFORT TO SIGN ICA CONTRACT.
- \*\* BYEDIM PLANS TO BE IN BEIR UNTIL 15 MARCH.

11E/55

CEN/2/UAR

CEN/3/1A

RE/COM

SECRET

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

Copy No

# DISPATCH

Chief of Station, Mexico City

Chief, WE Division

Jeremy L. BENNETT

ACTION REQUIRED: RETURNED

ACTION REQUIRED: See paragraphs 2 and 3

REFERENCES : A. WAT-1002, 23 January 1961  
B. WAT-6243, 2 December 1960

1. Attached is a Headquarters contract for Subject effective 30 October 1960, thus giving Subject continuity in his Government service and eligibility to continue his Government retirement. The contract is for the salary of a GS-15 step one.

2. The Station should comply with the following administrative requirements at its earliest convenience.

a. Submit a F-4 or a Form 513.

b. Forward housing instructions.

c. Inform Headquarters whether BENNETT desires a field allotment, the amount, and the effective date.

d. Inform Headquarters whether the Station plans to give BENNETT a quarters allowance under FS 15-1039. If not, please submit a quarters application.

e. Does BENNETT want hospitalization per paragraph 2 (c) of his contract? If so, please have him fill out the attached application. The premium will be deducted from his salary. Information on the policy is also attached for BENNETT's information. (Please refer to Back Dispatch 5120 dated 11 October 1961.)

f. With regard to the oral agreement, Headquarters could not approve it since it was for \$15,000 per year and not for the first step of a

CONTINUED

Attachments: (BENNETT)

Contract (original and 1)

Insurance and application for health insurance

Distribution:

- 1 - Bureau City, attls.
- 1 - Subject
- 1 - WH/Registry
- 1 - AM/1/No. 1/Office
- 1 - FD/MAIS/Office

DATE FORW.	DATE COMPLETED
23 Feb. 1961	
100-557877 100-557877	

33-15, 913,731. The Station has two choices. It can collect all money paid to BRADON under his oral agreement, whereupon Headquarters can assert payment of \$100, and allowed advance in October 1940. Or an alternative method would be for the Station to notify Headquarters of a breakdown of what has been paid BRADON, on the basis of which Headquarters would start paying BRADON, deducting any overpayment of salary from his salary due. Please advise Headquarters which method the Station and BRADON prefer.

8. In order to establish BRADON's leave record with FINLEY, BRADON should furnish any final pay slip he might have received, which would reflect the amount of annual and sick leave he had as of his date of resignation and also, his salary rate at the time of resignation. If BRADON has no such slip, a certified statement of the above is required. Since BRADON's contract is effective 30 October 1940, the day after the end of his annual leave for 1940, BRADON must return to FINLEY the same amount he received from FINLEY for his "annual leave" of 1940.

9. BRADON should be told that he must advise FINLEY, should he still be in my employ, before he applies for GROSS retirement for which he will be eligible when he becomes 50 years of age because of his active service.

10. The Station should return to Headquarters the original signed copy of the attached contract. The copy may be retained by the Station.

END OF DISPATCH

CLASSIFIED MESSAGE

DATE : 550  
1 DEC 60**SECRET**

ROUTING

TO : DIRECTOR

FROM : MEXICO CITY

ACTION : C/WH 2

INFO : COP, C/CCD 2, C/CI, DP/S, SEA, D/OP, D/OS 2, S/C

DEC 2 0022Z 60

PRIORITY

IN 10827

PRITY DIR CITE MEXI 6843

RYBAT

PUGH FROM CURTIS

REF A MEXI 6677

B DIR 13215

1. JEREMY K. BENADUM'S CURRENT ANNUAL LEAVE TERMINATED 29

OCTOBER PERIOD COVERED BY ACCUMULATED ANNUAL LEAVE ENDS 14 FEBRUARY 1961. BENADUM RECEIVED LUMP SUM CHECK FOR ACCUMULATED ANNUAL LEAVE WHICH HE WILL ENDORSE AND SEND TO KUBARK.

2. SUBJECT KNOWN BY CO<sup>3</sup>NAVY TO BE INDEPENDENT FINANCIALLY<sup>Y</sup> AND CAN MAINTAIN COVER OF RETIREMENT<sup>al</sup> WITHOUT DIFFICULTY INsofar AS EXPLAINING SOURCE OF INCOME AND CONTINUED RESIDENCE MEXI. COS HAS

**SECRET**

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

Copy No.

SECRET

MEXI 6843

14 10827

2

PAGE

SEEN STATEMENT FROM CALIFORNIA BANK SAYING BENADUM HAS OVER 100,000 CASH ACCOUNT. CERTIFIED STATEMENT TO THIS EFFECT BEING USED TO GET "RENTISTA" STATUS WITH MEXICAN GOVERNMENT. IN ADDITION HE AND WIFE HAVE VALUABLE CALIFORNIA PROPERTIES.

3. IN CONSIDERING ADVISABILITY OF REVEALING TO ODENVY THE TRUE<sup>E</sup> RELATIONSHIP OF BENADUM WITH ~~(KTCV)~~ *(Portion Deleted-Being Sued)* BE WEIGHED PRIOR TO TAKING ANY ACTION:

A. STATION CONCURS IT IMPERATIVE BENADUM/KUBARK TRUE RELATIONSHIP BE KEPT ON NEED TO KNOW BASIS.

B. BENADUM ADVISES CURRENT ODENVY CHIEF MEXI WAS JEALOUS AND HIGHLY CRITICAL OF BENADUM'S CLOSE AND FRIENDLY RELATIONS WITH MEMBERS OF MEXI STATION MONTHS PRIOR TO HIS RESIGNATION.

C. SHOULD ODENVY CHIEF MEXI BECOME AWARE BENADUM FULL TIME EMPLOYEE OF KUBARK HE CAN BE EXPECTED TAKE ACTION TO HINDER OR IMPEDE HIS EFFECTIVENESS AS DEEP COVER AGENT FOR KUBARK. BENADUM NOT CONCERNED MEXI ODENVY CHIEF'S ABILITY TO SABOTAGE HIS<sup>S</sup> WORK BUT

SECRET

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

SECRET

REF 6843

PAGE

3

FEELS THAT THIS IS SITUATION THAT BEST BE AVOIDED.

D. AGREE BENADUM HAS RIGHT TO RESIGN AND KUBARK HAS RIGHT TO HIRE BUT STATION ALSO OF OPINION THAT IN SITUATION SUCH AS PRESENT CASE KUBARK HAS RIGHT TO HIRE AND PROTECT THE IDENTITY OF ANY DEEP COVER AGENT. FROM LEGAL POINT OF VIEW BENADUM RELATIONSHIP WITH ODENVY HAS TERMINATED AND HE NOT DIFFERENT NOW FROM ANY OTHER PBPRIMER THAT KUBARK WOULD HIRE ABROAD TO DO DEEP COVER WORK. STATION FEELS AND BENADUM CONCURS THAT ODENVY AWARENESS OF DETAILS OF THIS CASE COULD DEFINITELY DESTROY DEEP COVER EFFECTIVENESS.

E. FROM OPERATIONAL SECURITY POINT <sup>F</sup> OF VIEW STATION OPPOSED

ODENVY BECOME KNOWLEDGE<sup>E</sup>ABLE OF KUBARK CONTACT WITH LITEMPO/2 JUST THE SAME AS STATION WOULD MOST ENERGETICALLY PROTEST THEIR AWARENESS OF KUBARK CONTACT WITH LITENSOR, LIERGO, LIELEANT, OR LIENVOY TECH UNIT.

F. CHIEF ODENVY NEXI VERY DESIROUS HAVE CONTACT WITH <sup>718</sup>LITEMPO/2 WHICH WAS POSSIBLE IN PAST ONLY THROUGH BENADUM/<sup>CH</sup>LITEMPO/1 FRIENDSHIP.

SECRET

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CLASSIFIED BY 3006

SECRET

EXI 6843

IN 10627

4

PAGE

G. STATION OF OPINION THAT IN CASE BENADUM WAS BEING CONSIDERED FOR EMPLOYMENT AS REGULAR KUBARK STAFF THAT NORMAL HIRING PROCEDURE WOULD APPLY BUT CONSIDER IT IMPRUDENT TO ADVISE ODENVY OF WHAT PROMISES TO BE AN EXCELLENT DEEP COVER OPERATION.

4. STATION OF OPINION THAT BEST WAY AVOID SITUATION WITH ODENVY WITHOUT REVEALING THE MORE IMPORTANT FACTS IS FOLLOWING PROCEDURE:

A. IF ODENVY HAS TO KNOW OF OFFICIAL BENADUM/KUBARK RELATIONSHIP ADVISE ODENVY THROUGH LIAISON CHANNELS THAT KUBARK DESIRES SECURITY CLEARANCE FOR DISCUSSION CLASSIFIED MATERIAL WITH BENADUM AS "CONFIDENTIAL CONTACT OF CURTIS"

B. ODENVY WILL BE PLACED ON NOTICE THAT STATION IN CONTACT WITH BENADUM BUT WOULD NOT REVEAL FULL DETAILS OF TRUE KUBARK/BENADUM RELATIONSHIP.

C. PROCESSING OF THIS INFORMATION THROUGH LIAISON CHANNELS RATHER THAN KUSODA WOULD TEND DISPEL IMPRESSION BENADUM EMPLOYED FULL TIME BY KUBARK.

SECRET

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED



SECRET

MEXI 6843

PAGE

5

D. TO TELL ODENVY ONLY PART OF ST. IT WOULD BE ENOUGH BASIS TO REFUTE ANY ARGUMENTS IN CASE ODENVY DECIDES MAKE ISSUE OF MATTER. BUT STATION UNABLE UNDERSTAND WHAT RIGHT ODENVY HAS TO MAKE ISSUE OF KUBARK HIRING OF FREE AND UNEMPLOYED PBPRIME CITIZEN.

5. IF HQS CONSIDERES IT IMPERATIVE THAT ODENVY BE ADVISED THIS MATTER IMMEDIATELY STATION REQUESTS THAT CONSIDERATION BE GIVEN EXPIRATION DATE OF BENADUM'S ACCUMULATED ANNUAL LEAVE MENTIONED IN PARA 1 AND THAT ODENVY BE ADVISED AFTER 14 FEB OF INTENTION USE BENADUM AS STATION (COS) CONTACT.

6. RE SAM PAPICH INQUIRIES, BENADUM ADVISES THAT PAPICH IS FRIEND OF LONG STANDING WHOSE INQUIRIES HAVE BEEN PERSONAL RATHER THAN DIRECTED BY ODENVY.

7. IN FINAL ANALYSIS OF WHOLE PROBLEM HQS HAS ULTIMATE DECISION THIS PROBLEM BUT STATION OF OPINION THAT JUDGING FROM ODENVY CHIEF MEXI ATTITUDE TOWARD KUBARK IN PAST AND PRESENT THAT NOT MUCH WOULD BE GAINED AND A GREAT DEAL LOST BY REVEALING ALL THE FACTS TO ODENVY IN THIS CASE.

END OF MESSAGE

SECRET

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

CLASSIFIED MESSAGE

**SECRET**

DATE 11/2/60

TO : DIRECTOR

FROM : MEXICO CITY

ACTION: C/WH 2

INFO: COP, C/CCD 2, C/CI, DD/S, SSA, D/OP, D/CS 2, S/C 2

ROUTINE

NOV 5 0709Z 60

ROUTINE

IN 38281

DIR CITE MEXI 6677

RYBAT

REF DIR 66217 (cont. 87521) K

## 1. SUBJ WISHES CAREER AGENT STATUS WITH FOLLOWING:

- A. KUBARK RETIREMENT WITH ANY LEGAL ADJUSTMENTS FOR FUTURE;
- B. TERMINAL LEAVE ENDED 29 OCT EXCEPT FOR "ACCRUED CARRY-OVER" OF 633 HOURS. SUBJ WISHES GIVE AMOUNT RECEIVED FOR THIS TO KUBARK AND HAVE THIS 633 CARRIED OVER.
- C. REQUEST BEGIN ON KUBARK PAYROLL ON 1 NOV. AS KNOWN TO URQUHART, SUBJ HAS BEEN WORKING FOR SEVERAL WEEKS FOR KUBARK WITHOUT PAY.
- D. COVER IS REMLITA. SUBJ HAD NOTARIZED STATEMENT FROM BANK IN CALIFORNIA THAT HE HAS "OVER \$122,000" ON DEPOSIT. IN ADDITION INCOME FROM PERSONALLY OWNED PROPERTY IN CALIFORNIA SUFFICIENT TO TAKE CARE FINANCES NEEDS SUBJ AND FAMILY.
- E. FORWARDING COPIES OF LETTER FROM HEAD ODENVY CONGRATULATING SUBJ ON COMPLETION TWENTY YEARS SERVICE, SUBJ'S LETTER OF RESIGNATION AND LETTER OF ACCEPTANCE. COS CAN PERSONALLY ASSURE CHIEF, KUSODA THAT SUBJ WAS IN GOOD STANDING WITH ODENVY AT TIME OF RESIGNATION.

2. COS STRONGLY URGES THAT NO REPEAT NO CHECK BE MADE WITH ODENVY ON SUBJECT OR ON LITEMPO/1. ANY CHECK, DISCREET OR OTHERWISE, WILL

**SECRET**

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Copy No.

*Clayton*  
*Caldwell*

CLASSIFIED MESSAGE

**SECRET**

3577

PAGE 2

WENT TO THE U.S. CHIEF NOTIFIED WITHIN 10 MINUTES. THAT EDEN  
EMPLOYED BY KUBARK. THIS WOULD ENDANGER SECURITY. THE LITEMPO OPERA-  
TIONS, WOULD PREJUDICE LITEMPO 1 AND LITEMPO 2 (ODENVY HAS "LIAISON"  
ON CRIMINAL MATTERS" WITH LITEMPO 2).

3. COS AGREES THAT AFTER A TIME A CHECK COULD BE MADE WITH ODENVY  
BUT AT PRESENT SUCH CHECK WOULD MAKE IT OBVIOUS THAT INSTEAD OF  
RESIGNING FOR PERSONAL REASONS SUBJ RESIGNED (AND TOOK LITEMPO 1  
WITH HIM) TO COME TO KUBARK.

4. APPRECIATE REF CABLE AND REQUEST ADVICE ON ANY ACTIONS STATION  
CAN TAKE TO FACILITATE AND SPEED APPROVAL OF PROJECT AND HIRING OF SUBJ.

END OF MESSAGE

C/S COMMENT: \*SUGGESTED STATION RECONSIDER AND USE CAREER OR CONTRACT STATUS.  
IF STILL PREFERRED STAFF AGENT STATUS, SUBMIT DETAILED JUSTIFICATION CHOICE.

**SECRET**

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

00000  
CMSG: CHARLOTTE L. ZB.  
UNIT: WH/3/MEXICO 538  
EXT: 2555  
DATE: 31 OCTOBER 1960

CLASSIFIED MESSAGE

SECRET

TO: MEXICO CITY

FROM: DIRECTOR

COMP: C/MH 2

INFO: COP, C/CCD 2, C/CI, D/OP, D/CS 2, S/C 2, DD/S, SS

ROUTING	
1	
2	
3	
OFFERED	
ROUTING	
PRIORITY	DETAILS
OPERATIONAL IMMEDIATE	DETAILS

87521

TO: MEXI

INFO

CITE DMS 09817

RYBAT

09817

REF: HMT 1610 9

1. CHOOSE STAFF AGENT STATUS RATHER THAN CAREER OR CONTRACT AGENT STATUS FOR SUBJ MUST BE JUSTIFIED IN DETAIL TO KUDOVE AGENT PANEL WHICH IN PAST KNOWN TO FAVOR CAREER AGENT STATUS FOR THIS TYPE INDIVIDUAL. IF PANEL APPROVES STAFF STATUS THEN SUBMIT CASE TO CHIEF KUDOVE WHO MUST APPROVE EXCEPTION TO KUDOVE POLICY OF NO MIXING OF STAFF TYPE PROFESSIONAL EMPLOYEES AT HIGH GRADES.

2. SUGGEST STATION RECOMMEND AND USE CAREER OR CONTRACT STATUS. IF STILL PREFER STAFF AGENT STATUS SUBMIT DETAILED JUSTIFICATION CHOICE.

3. DOES SUBJ WANT FUTURE RETIREMENT BENEFITS? UNDER CAREER/STATUS AGENT MAY HAVE RETIREMENT OR SOCIAL SECURITY.

4. UNDER STAFF OR CAREER/STATUS CAREER? PICK UP SUBJ UNTIL END OF PAID TERMINAL LEAVE PERIOD HOWEVER SUBJ MAY PREFER TO ANNUAL AND SICK LEAVE ACCUMULATED AS OF END EMPLOYMENT CARRY AND REIMBURSE FUTURE FOR ALL UNUSED ANNUAL LEAVE WHICH CAN BE CREDITED TO HIM UNDER FUTURE. ADVISE DATES TERMINAL LEAVE PERIOD AND CHOICE.

COORDINATING OFFICERS

RELEASING OFFICERS

SECRET

AUTHENTICATING OFFICERS

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

Copy 100

ORIG:  
UNIT:  
EXT:  
DATE:

## CLASSIFIED MESSAGE

SECRET

## ROUTING

1		4	
2		5	
3		6	

TO :

FROM: DIRECTOR

CONF:

INFO:

PAGE 2

P R I O R I T Y	DEFERRED	INITIALS
	ROUTINE	
	PRIORITY	INITIALS
	OPERATIONAL IMMEDIATE	INITIALS

OUT 87521 DIR 09217

TO

INFO

CITE DIR

5. POUCH DETAILS COVER. STATION MAY WISH CONSIDER CONTRACT AGENT STATUS IF OFFSET CLAUSE APPLICABLE.

6. FORWARD HQS COPY ODENVY RESIGNATION ACTION SUBJ AND REASONS SUBJ RESIGNATION.

7. KUSODA DEEMS DISCREET CHECK ODENVY RECORDS NECESSARY TO COMPLY WITH BASIC SECURITY PRACTICES. BELIEVE FAILURE INDICATE TO ODENVY ON CONFIDENTIAL BASIS POSSIBLE OF INTEREST IN SUBJ MAY HARM RELATIONS BETWEEN ODENVY AND KUBARK AT BOTH HQS AND FIELD LEVEL IF KUBARK USE OF SUBJ EVER DETECTED. IF SUBJ COVERT ACTIVITIES EVER UNCOVERED IT WOULD BE ASSUMED HIS WORK BEING DONE ON BEHALF ODENVY WHICH COULD PROVE EMBARRASSING KUBARK. IN VIEW <sup>RESIGNATION</sup> ~~RETIRED~~ SUBJ HQS DOES NOT SEE HOW INFORMING ODENVY COULD JEOPARDIZE LITTEPO OP. STATION COMMENTS ON ABOVE REQUESTED. IF STATION STILL FIRM ON STAND NO COYOTE CHECKS AND HAS CONSIDERATIONS OVERLAPPING POINTS CITED ABOVE, PLS CABLE DETAILS FOR CONSIDERATION OF CASE BY CHIEF KUSODA. LCPLETTER REQUIRED FOR STAFF STATUS.

\*MH Comment: Subject is  
George Munro

MH/Pers/Borard *[Signature]* END OF MESSAGE  
CPD/Leutcher

Agent Panel/Armstrong  
D/IB/OS/Harby  
CI/CPS/Brown  
COORDINATING OFFICER

J. C. KIM  
C/MO

RELEASING OFFICER

SECRET

AUTHENTICATING OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

Copy 1/1

14-00000  
Mr. Jeremy K. Benadum

Dear Mr. Benadum:

The United States Government, as represented by the Contracting Officer, hereby contracts with you for your services as a Career Agent under the following terms and conditions:

1. Status. Your status is that of a Government employee under contract and, as such, your rights and benefits are governed by the provisions of this agreement. It is specifically understood that you are not entitled to rights and benefits pertaining to appointed staff status, except as provided herein.

2. Cover. In the performance of your services hereunder, you will act under cover suitable to conceal your relationship with the Government. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

3. Compensation and Taxes. For your services as a Career Agent, you will be compensated at a basic salary of \$13,730 per annum, the equivalent of a GS-15. You will be entitled to within grade promotions and legislative pay adjustments in substantial conformance with rules and regulations applicable to Government appointed personnel. Payments will be made as requested by you in writing in a manner acceptable to the Government. Monies paid you directly or guaranteed by the Government under this paragraph constitute income for Federal tax purposes. You will be advised as to the method to be followed in reporting and paying such taxes. The method as well as the procedures used by this organization to implement its tax reporting responsibilities will be based primarily upon cover and security requirements. Unless precluded by such requirements, taxes will be withheld therefrom and submitted by this organization.

4. Allowances. You will be entitled to: (a) living quarters allowances in conformance with applicable Government regulations. You may be provided quarters by your cover facility or the Government and, in such event, you will not be entitled to the living quarters allowances herein indicated.

(b) Cost of living allowances in conformance with applicable Government regulations including, but not limited to, an education allowance.

5. Travel. You will be advanced or reimbursed funds for authorized operational travel. In addition, upon the completion of each two (2) years of successful overseas service under this contract, you may be authorized home leave travel expenses for you and your dependents from your permanent post of duty overseas to your place of recorded residence in the United States and return travel expenses to your permanent post of duty overseas provided, however, that you have fulfilled any other requirements relating to home leave which are applicable to Government appointed employees. You may be entitled to per

diem in lieu of subsistence in the course of all travel pursuant hereunder and, when authorized, for you alone while on temporary duty away from your permanent post of assignment. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with applicable Government regulations or those of your cover facility, whichever is directed by the Government.

6. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to accounting in compliance with Government regulations or those of your cover facility, whichever is directed by the Government.

7. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government or your cover facility to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

8. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by this organization in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to the continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U.S.C.A., App. 1901-1915).

(c) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to Government employees. Annual leave may only be taken at times and places approved in advance by appropriate Government representatives.

(d) Your Civil Service retirement status is preserved by virtue of the fact that you have transferred without a break in service from a position subject to Civil Service retirement deductions to your present status as an employee of the Government under contract. Contributions to the Civil Service Retirement Fund will be deducted by the Government from the basic compensation due you hereunder, i.e., presently \$13,730 per annum. In the event circumstances of your cover warrant or require contributions to social security, such contributions will be at your expense and you will not be reimbursed therefor by the Government.

(e) (1) This organization is authorized to pay the cost of necessary hospitalization and related travel expenses for illness or injury incurred by a United States citizen full-time Career Agent in the line of duty while permanently assigned abroad.

(2) This organization may pay certain necessary costs of hospitalization and related travel expenses for illness or injury incurred by

14-00000

the dependents of a United States citizen full-time Career Agent permanently assigned abroad, while they are located abroad.

It is understood and agreed that the eligibility and extent of the participation by you and your dependents in the above medical programs will be in conformance with the rules, regulations and policies of this organization in effect at the time an illness or injury is incurred, that all claims will be submitted only to this organization and that adjudication of such claims by this organization shall be final and conclusive.

(f) You are herein authorized to apply for enrollment in a health insurance program for certain selected Career Agents of this organization, subject to all the terms and conditions of that program. If accepted, this organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(g) You will be entitled to claim reimbursement for loss of personal property pursuant to Government regulations pertaining thereto.

9. Offset. Any and all compensation, allowances or other benefits (including benefits in kind) received from or through your cover activities will be used to offset amounts due you under this contract and will reduce accordingly the Government's direct payment obligation hereunder. Sums so offset are payment by the Government under this contract and for purposes of Federal income taxation. You will report every six (6) months during the term of this agreement all benefits received from or through your cover activities and, if such benefits exceed those due you under this contract, the report will be accompanied by said excess amount, which you hereby agree is the sole property of the Government. Failure to submit timely reports and, as appropriate, excess payments, may result in suspension of any payments due you hereunder. As an alternative to the above, the Government may at any time exercise its basic right to require payment over to it of the emoluments received by you from or through your cover activities which would otherwise be offset as described above. In such cases the Government will pay directly to you the emoluments called for by this contract.

10. Execution of Documents. If, in the performance of services under this contract, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

11. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.



12. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

13. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

14. Term. This contract is effective as of 30 October 1960, and shall continue thereafter for an indefinite period unless sooner terminated either:

(a) Upon thirty (30) days' actual notice by either party hereto, or

(b) Upon actual notice to you in the event the results of an initially required medical examination are determined by this organization to be unsatisfactory, or

(c) Without prior notice by the Government, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_  
Contracting Officer

ACCEPTED:

\_\_\_\_\_  
Jeremy K. Benadum

WITNESS: \_\_\_\_\_

APPROVED: \_\_\_\_\_

BY \_\_\_\_\_

\_\_\_\_\_  
10/20/60

CONTRACT INFORMATION AND CHECK LIST		CLASSIFICATION		DATE	
1. NAME (Last, first, middle initial) JEREMY K. BENADINI		2. PROJECT LITERO		3. ACCT. NO.	
4. PREVIOUS CIA EMPLOYMENT OR ALIASES None		5. INDIVIDUAL IS PRESENTLY ENGAGED, OR HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY (If yes, describe and include salary) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		6. SLOT NO.	
7. SECURITY CLEARANCE (Type and date) CSC - requested 10 Nov 1960		8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E. "O.S. CONTRACT" <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		9. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Career Agent	
10. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E. REGULAR SERVICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		11. CITIZENSHIP USA		12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13. LEGAL RESIDENCE (City and state or country) Mexico City, Mexico		14. DATE OF BIRTH (Month, day, year) 8/24/15		15. CURRENT RESIDENCE (City and state or country) Mexico City, Mexico	
16. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED		17. NUMBER OF DEPENDENTS (Not including individual) Wife - Born 1/31/17 Daughter - Born 9/17/48 Daughter - Born 3/6/50 Daughter - Born 7/14/51 Son - Born 8/16/57 Daughter - Born 9/19/59		18. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY (If yes, describe relationship) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
19. RESERVE NO		20. VETERAN YES		21. IF DESIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
22. BRANCH OF SERVICE US Army		23. RANK OR GRADE 1st Lt.		24. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
25. BASIC SALARY \$13,730		26. POST DIFFERENTIAL None		27. COVER (Breakdown, if any) None	
28. TAXES TO BE WITHHELD BY <input type="checkbox"/> COVER <input checked="" type="checkbox"/> CIA <input type="checkbox"/> NOT WITHHELD		29. OTHER 10% Staff and Compensation for Staff Agents		30. EDUCATION ALLOWANCE Education Allowance	
31. QUARTERS Yes		32. POST Yes		33. TRAVEL Yes	
34. HOUSEHOLD EFFECTS TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		35. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		36. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
37. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH		38. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		39. OTHER Yes	
40. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		41. INTERVIEWMENT Yes		42. OTHER Yes	

CONTRACT INFORMATION AND CHECK LIST  
(Continued)

C. L. ZIMMER

NRH

2557/3162

15 November 1960

NOTE: The Department of Defense has regulations for benefits applicable to various categories of contract personnel. If financial benefits are requested, see B (a)(3) of contract regulations.

All those normally given a Career Agent including retirement. For more details please refer to IN 38281 dated 5 November 1960 from Mexico City.

SECTION I A1. STATUS (Check one)		A2. PROPOSED <input checked="" type="checkbox"/> STAFF AGENT		A3. TYPE (Check one)		A4. ACTIVITY (Check one)		A5. COMMERCIAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		A6. MILITARY <input type="checkbox"/> YES <input type="checkbox"/> NO	
A7. IF OTHER PAYMENTS ARE CONTEMPLATED, THEY WILL BE SPECIFIED ON REIMBURSEMENT BASIS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL											
SECTION II B1. SOURCE OF INCOME AND OTHER EMPLOYMENTS DERIVED FROM COVER ACTIVITIES (If less than total, list in separate memo attached hereto.) <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> NO INCOME FROM COVER											
SECTION III C1. DURATION INDEFINITE <input type="checkbox"/> <u>30 OCTOBER 1960</u> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO											
C2. TERMINATION NOTICE (Number of days) <u>30</u>											
C3. POSITION OF RETURN TRAVEL FOR DESIGNATION PRIOR TO CONTRACT TERMINATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO											
SECTION IV D1. PRIMARY FUNCTION (PI, PP, other) <u>PI/CE</u>											
D2. DUTIES run surveillance team											
SECTION V E1. EXPERIENCE 20 years employment with FBI											
SECTION VI F1. EDUCATION (Check Highest Level Attained) HIGH SCHOOL GRADUATE <input type="checkbox"/> COLLEGE GRADUATE <input checked="" type="checkbox"/> POST GRADUATE <input type="checkbox"/>											
F2. LANGUAGE COMPETENCY (Check Appropriate Degree Competency) LANGUAGE: <u>Spanish</u> <input checked="" type="checkbox"/> <u>German</u> <input type="checkbox"/> <u>French</u> <input type="checkbox"/>											
F3. AREA KNOWLEDGE Latin America											
SECTION VII G1. PAY AND SALARY PRIOR TO SERVICE FOR CIA FBI - GS-14, \$13,000											
G2. APPROVED BY CS/CS AGENT PANEL (Date) <u>25 Nov 1960</u> <u>C. L. Zimmer</u> Secretary, CS/CS Agent Panel											
SECTION VIII H1. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS, OR EXPLANATIONS (Use other side if necessary) <u>NOTE: This is a staff agent and a Mexico City PCS - not in general training</u>											
SECTION IX I1. DATE 15 November 1960											
I2. TYPED NAME & SIGNATURE OF REQUESTING OPERATOR C. L. Zimmer											
I3. TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER											

SECRET

## CLASSIFIED MESSAGE

DATE : 27/60

TO : DIRECTOR

FROM : MEXICO CITY

ACTION : C/WH 2

INFO : COP, C/CCO 2, C/CI, CC/S, SSA, D/OP, S/CS 2, S/C 2

ROUTINE

NOV 5 0709Z 60

ROUTINE

IN 33231

DIR CITE MEXI 5577

RYBAT

REF DIR 50217 (C-1 57572)

## 1. SUBJ WISHES CAREER AGENT STATED WITH FOLLOWING:

- A. KUDARK RETIREMENT WITH ALL LEGAL ADJUSTMENTS FOR FUTURE;
- B. TERMINAL LEAVE ENDED 20 OCT EXCEPT FOR "ACCUMULATED LAY-OVER" OF 633 HOURS. SUBJ WISHES CREDIT ADJUSTED FOR TIME TO KUDARK AND HAVE THIS 633 CARRIED OVER.
- C. REQUEST BEGIN ON 1 NOV. AS FROM TO DRUMHART, SUBJ HAS BEEN WORKING FOR THE FBI FOR KUDARK SINCE OCT 60.
- D. COVER IN CALIF. - A STATEMENT FROM LARK IN CALIFORNIA THAT HE HAS "OVER 100,000" ON DEPOSIT. IN ADDITION INCOME FROM PERSONALTY OWNED PROPERTY IN CALIFORNIA SUFFICIENT TO TAKE CARE FINANCIAL NEEDS SUBJ AND FAMILY.

E. FORWARDING COPIES OF LETTER FROM LARK COUNTY CONGRATULATING SUBJ ON COMPLETION 7 YEAR TERM, 1950'S LEVEL OF RELOCATION AND LETTER OF ACCEPTANCE. COPIES OF LETTER FROM LARK COUNTY THAT SUBJ WAS IN GOOD STANDING AND COUNTY AT TIME OF RELOCATION.

2. SUBJ STRONGLY WANTS TO BE IN LARK COUNTY ON 1 NOV. CHECK IS MADE WITH COUNTY ON SUBJECT OF ON LITIGATION. SUBJ WANTS TO BE IN LARK COUNTY ON 1 NOV.

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

Copy No.

CLASSIFIED MESSAGE

SECRET

1977

PAGE 2

THAT WOULD BE THE CASE IF THE PERSONNEL WERE  
EMPLOYED BY THE ARMY. THE WOULD BE THE CASE IF THE PERSONNEL WERE  
TICK, WOULD BE THE CASE IF THE PERSONNEL WERE (C) OF WAS "LITENPOV"  
ON CRIMINAL MATTERS" WITH LITENPOV).

3. COS AGREES THAT AFTER A TIME A CHECK COULD BE MADE WITH ODENVY  
DOT AT PRESENT SUCH CHECK WOULD MAKE IT OBVIOUS THAT INSTEAD OF  
DESIGNING FOR PERSONAL REASONS SUBSIGNED (AND TOOK LITENPOV  
WITH HIM) TO COME TO KUSARK.

4. APPRECIATE REF CABLE AND REQUEST ADVISE ON ANY ACTIONS STATION  
CAN TAKE TO FACILITATE AND SPEED REPLY OF PROJECT AND LITENPOV.

END OF MESSAGE

C/S COMMENT: \*SUGGESTED STATION RECONSIDER AND USE CAREER OR CONTRACT STATUS,  
IF STILL PREFERRED STAFF AGENT STATUS, SUBMIT DETAILED JUSTIFICATION CHOICE.

SECRET

ORIG: CHARLOTTE L. ZEHREN  
UNIT: WH/3/MEXICO 538  
EXT: 2555  
DATE: 31 OCTOBER 1960

CLASSIFIED MESSAGE

SECRET

ROUTING	
1	CA
2	CA
3	CA
DEFERRED	
X ROUTINE	
PRIORITY	INITIALS
OPERATIONAL IMMEDIATE	INITIALS

TO: MEXICO CITY

FROM: DIRECTOR

CONF: C/WH 2

INFO: COP, C/CCD 2, C/CI, D/OP, D/OS 2, S/C 2, DO/S, SSA

87521

TO

MEXI

INFO

CITE DIR

00017

RYBAT

REF: HMMT 1610 #

09217

*James K. Landon*

1. CHOICE STAFF AGENT STATUS RATHER THAN CAREER OR CONTRACT AGENT STATUS FOR SUBJ MUST BE JUSTIFIED IN DETAIL TO KUDOVE AGENT PANEL WHICH IN PAST KNOWN TO FAVOR CAREER AGENT STATUS FOR THIS TYPE INDIVIDUAL. IF PANEL APPROVES STAFF STATUS THEY SUBMIT CASE TO CHIEF KUDOVE WHO MUST APPROVE EXCEPTION TO KUDOVE POLICY OF NO HIRING OF STAFF TYPE PROFESSIONAL EMPLOYEES AT HIGH GRADES.

2. SUGGEST STATION RECONSIDER AND USE CAREER OR CONTRACT STATUS. IF STILL PREFER STAFF AGENT STATUS SUBMIT DETAILED JUSTIFICATION CHOICE.

3. DOES SUBJ WANT KUBARK RETIREMENT BENEFITS? UNDER CAREER/STATUS AGENT MAY HAVE RETIREMENT OR SOCIAL SECURITY.

4. UNDER STAFF OR CAREER/STATUS AGENT CANNOT PICK UP SUBJ UNTIL END OF PAID TERMINAL LEAVE PERIOD HOWEVER SUBJ MAY ATTEST TO ANNUAL AND SICK LEAVE ACCRUED AS OF END EMPLOYMENT ODENVY AND REIMBURSE KUBARK FOR ALL UNUSED ANNUAL LEAVE WHICH CAN BE CREDITED TO HIM UNDER KUBARK. ADVISE DATES TERMINAL LEAVE PERIOD AND CHOICE.

COORDINATING OFFICERS

RELEASING OFFICER

SECRET

AUTHENTICATING OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

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ORIG:  
UNIT:  
EXT:  
DATE:

CLASSIFIED MESSAGE

SECRET

ROUTING

1	4
2	5
3	6

TO:  
FROM: DIRECTOR  
CONF:  
INFO:

PAGE 2

P R E C E D E N C E	DEFERRED	INITIALS
	ROUTINE	
	PRIORITY	INITIALS
	OPERATIONAL IMMEDIATE	INITIALS

CUT 87521 DIR 09217

TO

INFO

CITE DIR

5. POUCH DETAILS COVER. STATION MAY WISH CONSIDER CONTRACT AGENT STATUS IF OFFSET CLAUSE APPLICABLE.

6. FORWARD HQS COPY ODENVY RESIGNATION ACTION SUBJ AND REASONS SUBJS RESIGNATION.

7. KUSODA DEEMS DISCREET CHECK ODENVY RECORDS NECESSARY TO COMPLY WITH BASIC SECURITY PRACTICES. BELIEVE FAILURE INDICATE TO ODENVY ON CONFIDENTIAL BASIS POSSIBLE OF INTEREST IN SUBJ MAY HARM RELATIONS BETWEEN ODENVY AND KUBARK AT BOTH HQS AND FIELD LEVEL IF KUBARK USE OF SUBJ EVER DETECTED. IF SUBJS COVERT ACTIVITIES EVER UNCOVERED IT WOULD BE ASSUMED HIS WORK BEING DONE ON BEHALF ODENVY WHICH COULD PROVE EMBARRASSING KUBARK. IN VIEW ~~ODENVY~~ SUBJ HQS DOES NOT SEE HOW INFORMING ODENVY COULD JEOPARDIZE LITEMPO CP. STATION COMMENTS ON ABOVE REQUESTED. IF STATION STILL FIRM ON STAND NO ODOYKE CHECKS AND HAS CONSIDERATIONS OVERRIDING POINTS CITED ABOVE, PLS CABLE DETAILS FOR CONSIDERATION OF CASE BY CHIEF KUSODA. LCFLUTTER REQUIRED FOR STAFF STATUS.

• All Comments Subject is  
George Munro

J. C. KING  
C/MND

RELEASING OFFICER

WII/Pers/Bowers  
CPD/Lautcher

Agent Panel/Armstrong  
D/IB/CS/Harby  
CI/OPS/Brown

COORDINATING OFFICER

SECRET

END OF MESSAGE

RAD P. HOLMAN  
AC/M/3

AUTHENTICATING OFFICER

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ADMINISTRATIVE  
INTERNAL USE ONLY

12 January 1978

MEMORANDUM FOR: Lee H. Wigren  
VIA : Head of Career Service  
FROM : R. DeFelice  
Acting Director of Personnel  
SUBJECT : Retirement Planning

1. In order to assist employees in planning for their eventual retirement, it is the practice of the Agency to inform each employee, well in advance of retirement, of the services the Agency provides for retirement planning.

2. The prospect of retirement deserves serious thought and careful planning so that you may make the transition to the next phase of life with purpose and confidence. To assist you in this regard, the Agency offers various resources which are attuned to the needs of prospective retirees. You will, in the future, be invited by a Retirement Counselor to an individual pre-retirement counseling session, or more than one if you wish. This phase of retirement planning will be tailored solely to your own particular situation and circumstances and will be within the context of the retirement system under which you will retire. The individual counseling sessions are intended to give you a wide range of information on such matters as estimates of your annuity, survivor benefits, life and health insurance, Social Security, taxes, and assistance in obtaining other employment. In addition, you ~~will be invited to attend a Retirement Information Seminar~~ that will be offered in the autumn of 1978.

3. Experience has amply demonstrated that advance preparation eases the transition to retirement. I recommend, strongly, that you avail yourself of the services the Agency offers you in planning your own retirement.

  
R. DeFelice

ADMINISTRATIVE  
INTERNAL USE ONLY

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(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 006198		2. NAME (Last-First-Middle) WIGREN, LEE H.		19 AUGUST 1976	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 08 29 76		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS XX V TO V C TO V			7. PAY AND INCA T227-0171 0002		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDO/CI STAFF RESEARCH AND ANALYSIS GROUP OFFICE OF THE CHIEF			10. LOCATION OF OFFICIAL STATION WASH., D.C.		
11. POSITION TITLE OPERATIONS OFFICER SAS (14)			12. POSITION NUMBER EQ15		13. CAREER SERVICE DESIGNATION DAA
14. CLASSIFICATION SYMBOLS (GS, F.D., etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 5	
17. SALARY OR RATE \$30,441					
18. REMARKS FROM: CIS EQ27					
19A. SIGNATURE OF REQUESTING OFFICIAL M.D. MCCALLUM, C/CI/SG		DATE SIGNED 08/23/76		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER C/CI/SG K. Seale	
DATE SIGNED 8/24/76					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 37 10		20. OFFICE CODING NUMERIC ALPHABETIC 31510 C13		21. STATION CODE 75013	
22. DATE OF BIRTH MO. DA. YR. 1 12 1923		23. DATE OF GRADE MO. DA. YR.		24. DATE OF LST MO. DA. YR.	
25. DATE OF GRADE MO. DA. YR.		26. DATE OF LST MO. DA. YR.		27. SECURITY REQ. NO.	
28. SECURITY REQ. NO.		29. SEX		30. EOD DATA	
31. VET. PREFERENCE CODE 0-None 1-1 PT 2-10 PT		32. SER. COMP. DATE MO. DA. YR.		33. LONG COMP. DATE MO. DA. YR.	
34. CAREER CATEGORY CODE 1-YES 2-NO		35. HEALTH INSURANCE CODE 0-WAIVER 1-REG 2-REC/OPT 3-INELIGIBLE		36. SOCIAL SECURITY NO.	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		38. LEAVE CAT. CODE		39. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	
40. STATE TAX DATA FORM EXECUTED 1-YES 2-NO		41. STATE TAX DATA CODE NO. TAX STATE CODE		42. STATE TAX DATA CODE NO. TAX STATE CODE	
43. POSITION CONTRA. CERTIFICATION 81 101 100 8-25-76		44. CO. APPROVAL 1/10/76 H. F.		45. DATE APPROVED 08/31/76	

FORM 1152 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY: 007622 (4)

SECRET

(If New Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 23 MARCH 1976							
1. SERIAL NUMBER 006198		2. NAME (Last-First-Middle) WIGREN, LEE H.															
3. NATURE OF PERSONNEL ACTION PROMOTION					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 28 76			5. CATEGORY OF EMPLOYMENT REGULAR									
6. FUNDS XX		V TO V		V TO CF		7. PAY AND GRADE 6227-0171 0002		8. LEGAL AUTHORITY (Completed by Office of Personnel)									
9. ORGANIZATIONAL DESIGNATIONS DEO/CI STAFF RESEARCH AND ANALYSIS GROUP EXTERNAL RESEARCH BRANCH					10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.												
11. POSITION TITLE OPS OPERATIONS OFFICER CH (15)					12. POSITION NUMBER EQ27		13. CAREER SERVICE DESIGNATION DAA										
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 5		17. SALARY OR RATE \$ 30,441										
18. REMARKS  From GS-12/8																	
19A. SIGNATURE OF REQUESTING OFFICIAL N. D. McCallum, C/CI/SG				DATE SIGNED 03/24/76		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Richard L. Schmidt CMG/13			DATE SIGNED 4 March 1976								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE 22		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC 31500 C15		22. STATION CODE 75013		23. INTEGRITY CODE		24. HGT/PT CODE 1		25. DATE OF BIRTH MO DA YR 12 01 23		26. DATE OF GRADE MO DA YR 03 28 76		27. DATE OF LEL MO DA YR 03 28 76	
28. HTS EXPIRES MO DA YR		29. SPECIAL REFERENCE 1-CC 2-ORCA 3-FIA 4-N/A		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE		32. CORRESPONDENCE/COMPLIMENT DATA TYPE MO DA YR		EOD DATA		33. SECURITY RTO NO		34. SEX			
35. VET PREFERENCE CODE 0-NONE 1-1 PT 2-10 PT		36. SERV COMP DATE MO DA YR		37. LONG COMP DATE MO DA YR		38. CAREER CATEGORY CODE 1-REG 2-TEMP		39. FECL, HEALTH INSURANCE CODE 1-REG 2-REG/PT 3-UNELIGIBLE		40. SOCIAL SECURITY NO							
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO		45. TAX EXEMPTIONS CODE 1-YES 2-NO		46. STATE CODE					
45. POSITION CONTROL CERTIFICATION OK 3/25/76						46. CSR APPROVAL Jan Wenz				DATE APPROVED 3/26/76							

FORM 1052 USE PREVIOUS EDITION

SECRET

E2, IMPDET CL BY: 007622

(4)

CONFIDENTIAL

21 NOV 1975

MEMORANDUM FOR: John P. O'Reilly  
Lee H. Wigren

SUBJECT : Letter of Commendation

We have just completed a high level, sensitive conference of considerable importance to both this Directorate and the Agency. You had the responsibility for virtually every aspect of its organization and administration. The planning and execution had to be done with comprehensive attention to detail without losing sight of our overall objectives. For weeks in advance and, particularly, during the conference itself you carried out your duties with energy, skill and competence which have reflected very creditably upon the Agency. You showed considerable tact and alertness in anticipating problems before they could arise. The close and cooperative relationship you established with the command and support personnel at the meeting site, and your obvious rapport with our various guests, also contributed to the efficient yet cordial environment in which the conference was conducted. You faced demanding and often complex responsibilities, and I commend you for your excellent performance in meeting them.

W. E. Nelson

William E. Nelson  
Deputy Director for Operations

CONFIDENTIAL

E2 INPDET  
CL BY 365248

SECRET

24 DEC 68

CI 535-75

MEMORANDUM FOR: Chairman, DDO Evaluation Boards  
FROM: Chief, Counterintelligence Staff  
SUBJECT: Promotion Recommendation for Lee H. Wigren

1. I recommend that Lee H. Wigren be promoted from GS-13 to GS-14. Mr. Wigren has been in grade since May 1962 and is now a GS-13, Step 8. He currently occupies a GS-15, Operations Officer, Branch Chief position.

2. Mr. Wigren was born 1 December 1923. He received a BA degree in Russian Studies from Yale University in 1947 and an MA degree in History from Harvard University in 1950. He entered on duty with CIA as a GS-06 clerk in March 1951. He subsequently attained professional status as an Intelligence Officer in 1952 and since that time has served variously as Intelligence Officer, Area Operations Officer, Biographics Officer, Instructor, and Operations Officer in DIV/D, Europe Division, SE Division, OTR, and since 1968 the Counterintelligence Staff.

3. Most of Mr. Wigren's career has involved CE and CI matters. He has been primarily concerned with various aspects of the Counterintelligence research and analysis activity of SE Division and, since 1968, the Counterintelligence Staff. In the course of his various assignments, he has developed a broad and deep substantive knowledge of the Soviet intelligence and security organs and their activities which has made him one of our more knowledgeable and effective CI analysts. He is careful and thorough in his research, he writes well, and he has an established reputation within and without CIA as an interesting and effective lecturer concerning counterintelligence matters. His career record reflects a consistently professional performance of above-average quality in his various CIA assignments. Additionally, that record is documented by several letters of appreciation from other US Government agencies and foreign liaison services for the highly professional assistance provided them by Mr. Wigren in the counterintelligence field.

24 DEC 68 BY 612203

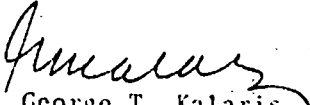
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-2-

4. Mr. Wigren is currently Chief of the External Research Branch of the CI Research and Analysis Group. He is performing the duties and responsibilities of this GS-15 position in a satisfactory manner. He manages the complex activities of six staff officers and nine contract personnel associated with this Branch and is responsible for the several research programs in which they are involved. He strives to direct and combine the best talents of the personnel under his supervision toward the achievement of his Branch's objectives while remaining sensitive to the personal and career interests of his employees. He is especially effective in dealing with the several contract personnel (including former defectors) under his supervision who, because of their professional status and diverse ethnic backgrounds, sometimes require especially understanding treatment.

5. In summary, Mr. Wigren is effectively and satisfactorily performing the duties of a GS-15 Branch Chief in a position which requires specialized substantive knowledge and the ability to manage activities and supervise personnel. I believe that his demonstrated ability in this position and his sustained record of job performance at an above-average level since his last promotion clearly merit his promotion to GS-14 at this time.

  
George T. Kalaris  
Chief  
Counterintelligence Staff

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(If New Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				28 NOVEMBER 1975	
006198		WIGREN, LEE H.					
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED	
DELEGATION OF NSCA						MONTH DAY YEAR 11 28 75	
5. FUNDS						6. CATEGORY OF EMPLOYMENT	
XX V TO V <input checked="" type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF <input type="checkbox"/>						REGULAR	
7. ORGANIZATIONAL DESIGNATIONS						8. LEGAL AUTHORITY (Completed by Office of Personnel)	
CIS DDO/CL STAFF RESEARCH AND ANALYSIS GROUP EXTERNAL RESEARCH BRANCH						6227-0170 0002	
9. LOCATION OF OFFICIAL STATION						10. POSITION NUMBER	
WASHINGTON, D.C.						EQ27	
11. POSITION TITLE						12. CAREER SERVICE DESIGNATION	
OPS OPERATIONS OFFICER CH (15)						DAA	
13. CLASSIFICATION SCHEDULE (GS, LB, etc.)						14. OCCUPATIONAL SERIES	
GS						0136.01	
15. GRADE AND STEP						16. SALARY OR RATE	
13 8						\$ 28,254	
17. REMARKS							
<div style="display: flex; justify-content: space-between;"> <div> 18a. SIGNATURE OF REQUESTING OFFICIAL M.D. MCCALLUM, C/CI/SG </div> <div> 18b. DATE SIGNED 11/28/75 </div> <div> 18c. SIGNATURE OF CAREER SERVICE APPROVING OFFICER CNG/13 </div> <div> 18d. DATE SIGNED 29/1/75 </div> </div>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. DATE OF BIRTH	25. DATE OF GRADE	26. DATE OF LER
37	10	31500 CIS	75813		12/01/23		
27. NTE EXPIRES	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. CANCELLATION DATA	32. SECURITY REG. NO.	33. SEX	
34. VET PREFERENCE	35. SERV COMP DATE	36. LONG COMP DATE	37. CAREER CATEGORY	38. HEALTH INSURANCE	39. SOCIAL SECURITY NO.	40. STATE TAX DATA	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA	45. POSITION CONTROL CERTIFICATION	46. DATE APPROVED	47. DATE APPROVED	
				12-2-75	03 DEC 1975	12/2/75	

SECRET

E-2, IMPDET CL. BY: 007632

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 006198				2. NAME (Last-First-Middle) WIGREN, LEE H.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 15 75	
5. CATEGORY OF EMPLOYMENT REGULAR				6. FUNDS XX V TO V CP TO V CP TO CP	
7. FAN AND NSCA 6227-0170 0000				8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDO/CI STAFF RESEARCH & ANALYSIS GROUP EXTERNAL RESEARCH BRANCH				10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
11. POSITION TITLE OPS OPERATIONS OFFICER CH (15)				12. POSITION NUMBER EQ27	
13. CAREER SERVICE DESIGNATION DAA				14. CLASSIFICATION SCHEDULE (GS, E.R., etc.) GS	
15. OCCUPATIONAL SERIES 0136.01				16. GRADE AND STEP 15 S	
17. SALARY OR RATE \$ 20,905				18. REMARKS	
19. SIGNATURE OF REQUESTING OFFICIAL M.D. MCCALLUM, C/CI/SG				DATE SIGNED 09/15/75	
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER CNG/13				DATE SIGNED 17/1/75	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 31500/10 15010	22. STATION CODE 15010	23. INTEGRITY CODE 1	24. HODIN CODE 1
25. DATE OF BIRTH MO. DA. YR. 12 01 23	26. DATE OF GRADE MO. DA. YR. 1 1 75	27. DATE OF LEI MO. DA. YR. 1 1 75	28. DATE OF GRADE MO. DA. YR. 1 1 75	29. DATE OF LEI MO. DA. YR. 1 1 75	30. DATE OF LEI MO. DA. YR. 1 1 75
31. SPECIAL REFERENCE 1-OSC 2-ORGN 3-FICA 4-NONE	32. RETIREMENT DATA CODE 1-OSC 2-ORGN 3-FICA 4-NONE	33. SEPARATION DATA CODE TYPE 1-OSC 2-ORGN 3-FICA 4-NONE	34. CORRECTION CANCELLATION DATA TYPE 1-OSC 2-ORGN 3-FICA 4-NONE	35. SECURITY REQ. NO.	36. SEX
37. VET PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.	38. SERV. COMP. DATE MO. DA. YR. 1 1 75	39. LONG. COMP. DATE MO. DA. YR. 1 1 75	40. CAREER CATEGORY LAW/RES PROV/TEMP CODE 1-YES 2-NO	41. FEDERAL TAX DATA CODE 1-YES 2-NO	42. STATE TAX DATA CODE 1-YES 2-NO
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 1 YEAR) 3-BREAK IN SERVICE (MORE THAN 1 YEAR)	44. LEAVE CAT CODE CODE 1-YES 2-NO	45. FORM EXECUTED CODE 1-YES 2-NO	46. FEDERAL TAX DATA CODE 1-YES 2-NO	47. STATE TAX DATA CODE 1-YES 2-NO	48. SOCIAL SECURITY NO.
49. POSITION CONTROL CERTIFICATION 9-18-75 JK 03 OCT 1975				50. O.P. APPROVAL DATE APPROVED 18 Oct 75	

FORM 1152 USE PREVIOUS EDITION  
8-72

SECRET

E-2, IMPDET CL. BY: 007622

(4)





CONFIDENTIAL

DEPARTMENT OF DEFENSE  
DEFENSE INTELLIGENCE SCHOOL  
NAVAL DISTRICT WASHINGTON  
WASHINGTON, D. C. 20374  
OFFICE OF THE COMMANDANT

DD/O 24-6450

C-2037/IS-2

25 JAN 1974

Mr. William E. Nelson  
Deputy Director for Operations  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Nelson:

(C) It is a distinct pleasure for me to express my sincere appreciation to Messrs. Raymond Rocca, William Decker, William Donnelly, John Bogart, Joseph Flaherty, Lee Wigren, Robert Thomas and Paul Johnson, all members of your staff, for their outstanding participation and support of our new "Soviet Intelligence Elective Seminar." This seminar provided an in-depth examination of the Soviet Intelligence and Security Services for twelve graduate degree candidates enrolled in the School's new Masters Degree Program in Strategic Intelligence.

(U) Each Agency participant displayed a thorough knowledge of the subject interlaced with personal experiences and analyses which made each presentation unique and extremely valuable for the seminar members. In addition to the participants' formal presentations, they also spent valuable time informally talking with individual members of the seminar and faculty. Our students and faculty were enthusiastic in their praise of all aspects for the program; and they especially appreciated the candid discussions of the problems Soviet intelligence poses both for the Agency and the Intelligence Community. Please convey to each participant our sincere thanks for his outstanding presentation and his interest in the School's Graduate Program.

(U) Your continued cooperation in assisting this School to educate students whose intelligence capabilities will be an asset to the Services and Intelligence Community is deeply appreciated.

Sincerely,

*W. J. Furnas*

W. J. FURNAS  
Captain, USN  
Commandant

CONFIDENTIAL

Classified by ..... IS-2  
EXEMPT FROM GENERAL DECLASSIFICATION  
SCHEDULE OF EXECUTIVE ORDER 11652  
EXEMPTION CATEGORY Two (2)  
DECLASSIFY ON cannot be determined  
"Derivative information from material  
governed by CIA Regulation 10-29"

SECRET

10 Jan 1967 Ed. 1a

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

20 June 1968

1. SERIAL NUMBER 006198		2. NAME (Last-First-Middle) WIGREN, LEE H.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 14 68	
5. FUNDS X V TO V CF TO V		6. FINANCIAL ANALYSIS NO. CHARGEABLE 4227-0170	
7. ORGANIZATIONAL DESIGNATIONS DDP/CI STAFF RESEARCH AND ANALYSIS GROUP		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. POSITION TITLE OPS OFFICER (14)		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		12. POSITION NUMBER 0213	
13. OCCUPATIONAL SERIES 0136.01		14. GRADE AND STEP 13 5	
15. REMARKS		16. SALARY OR RATE 16329	

FROM: DDS/OTR (Position No. 1238)

CONCUR: *James D. O'Leary*  
OTR/Personnel

cc: Finance &amp; Security

Security Approval Granted by Pers. SR/OS 6-24-68  
Dec 7-10-68

18A. SIGNATURE OF REQUESTING OFFICIAL <i>Byron B. Burns</i> CI STAFF		DATE SIGNED 20 June 68		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Paul M. G. [Signature]</i>		DATE SIGNED 27 June 1968	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37 10	20. EMPLOY CODE 31500	21. OFFICE CODING NUMERIC ALPHABETIC 31500 CI	22. STATION CODE 75313	23. INTEGRITY CODE	24. MOOTHS CODE 130/23	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LSI MO. DA. YR.	28. DATE OF LSI MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-YES 2-ORCA 3-FILE 4-NONE	31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.	34. SER
35. VET. PREFERENCE CODE 0-NONE 1-5 YR. 2-10 YR.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE 0-NONE 1-15 2-15	39. FEGLI. HEALTH INSURANCE CODE 0-WAIVER 1-YES	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO B24M IN SERVICE 2-24M IN SERVICE (LESS THAN 3 YEARS) 3-24M IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS				
45. POSITION CONTROL CERTIFICATION From OTR				46. O.P. APPROVAL <i>[Signature]</i> DATE APPROVED 6/24/68			

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

(4)



South African Police Headquarters,  
Private Bag 94,  
Pretoria.

17th March, 1967.

Mr. R. Helms,  
Central Intelligence Agency,  
WASHINGTON, D.C.

Dear *Mr. Helms,*

During a recent conversation with one of my officers in connection with the visit of Mr. Henry Phamko and Mr. Leo Wigren, it suddenly dawned on me that although I had, at the time, requested both Mr. John Mortz and Monna Phamko and Wigren to convey my sincere thanks and good wishes to you - which I am sure they did - I had not yet written to you personally in connection with the matter.

Hank and Lee, as we affectionately remember them, proved themselves to be most worthy ambassadors of your country, as well as your service and I feel convinced that they left behind them a number of sincere new friends. They are both obviously experienced officers with a wide and thorough knowledge of their respective fields and we found their lectures highly instructive.

Fortunately, circumstances permitted the majority of my senior officers to attend the course in Pretoria and the lucid manner in which Hank and Lee delivered their lectures, brought us all under a new and deeper awareness of the vital role being played by the United States in the struggle against international communism, and for the very great need of unity and closer co-operation amongst the peoples of the free world if the communist onslaught is to be successfully withstood.

Please once again accept my sincere thanks for having made two such able and experienced officers as Hank and Leo available for the purpose of lecturing to us.

Kindest regards,  
Sincerely,

Major-General.

H. J. VAN DEN BERGH.

/RVZ



DEPARTMENT OF THE ARMY  
U. S. ARMY INTELLIGENCE SCHOOL  
FORT HOLABIRD, MARYLAND 21219

IN REPLY REFER TO:

15 March 1967

Mr. John H. Richardson  
Director of Training  
Central Intelligence Agency  
Langley, Virginia 20505

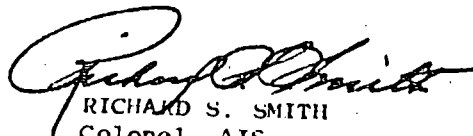
Dear Mr. Richardson:

It is a pleasure to express the appreciation of the Staff and Faculty of the U. S. Army Intelligence School for the presentation by Mr. Lee A. Wigren, at Fort Holabird, on 8 March 1967, to personnel attending Class 67-SO-2 of the Senior Foreign Officer Intelligence Course.

Mr. Wigren's discussion of current trends in Soviet foreign policy was factual and timely. His examples of Soviet activity in the foreign policy sphere in Vietnam, the Middle East and Africa were of definite value to this class. The talk was highly interesting and was enthusiastically received.

Thank you for your continued cooperation in our guest speaker program. Would you please convey to Mr. Wigren the appreciation of the Staff and Faculty.

Sincerely,

  
RICHARD S. SMITH  
Colonel, AIS  
Commandant

SECRET  
(When Filled In)

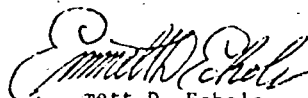
MEMORANDUM FOR: Mr. Lee H. Wigren

8 August 1966

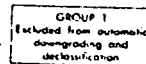
THROUGH : Head of C Career Service

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

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible.
2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.
3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees."
4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.

  
Emmett D. Echols  
Director of Personnel

SECRET



ORIGINAL	SERVICE COMPLETION DATE (MO - DAY - YR)
CORRECTION	
THIS DATE	SIGNATURE (Office of Personnel)

FORM 171 (Rev. 1-65) PREVIOUS EDITIONS ARE OBSOLETE

CONFIDENTIAL

**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>		DATE PREPARED <b>7 April 1965</b>
SERIAL NUMBER <b>006198</b>	NAME (Last-First-Middle) <b>WIGREN, Lee H.</b>	
3. NATURE OF PERSONNEL ACTION <b>Reassignment</b>		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>01/01/65</b>
5. CATEGORY OF EMPLOYMENT <b>Regular</b>		6. LEGAL AUTHORITY (Completed by Office of Personnel)
6. FUNDS <input checked="" type="checkbox"/> X V TO V <input type="checkbox"/> V TO CP <input type="checkbox"/> CP TO V <input type="checkbox"/> CP TO CP	7. COS CENTER NO. CHARGEABLE <b>5275-2500</b>	
9. ORGANIZATIONAL DESIGNATIONS <b>DDS/OTR School of International Communism Faculty</b>		10. LOCATION OF OFFICIAL STATION <b>Washington, D. C.</b>
11. POSITION TITLE <b>Instructor Intel</b>	12. POSITION NUMBER <b>1238</b>	13. CAREER SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>1712.31</b>	16. GRADE AND STEP <b>13 * 3</b>
17. SALARY OR RATE <b>\$12,915</b>		
18. REMARKS <b>Security Approval Granted by Pers. SD/CS 4/14/65 Vice Henry Samorski CONCUR: [Signature] 4/20/65 CONCUR: [Signature] SR Personnel 4-19-65 CONCUR: [Signature] CSP0/B 1cc forwarded to Payroll; 1 cc forwarded to Security</b>		
19A. SIGNATURE OF REQUESTING OFFICIAL <b>[Signature]</b>		DATE SIGNED <b>4-21-65</b>
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>[Signature]</b>		DATE SIGNED <b>4-21-65</b>
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL		
19. ACTION CODE <b>37</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>17500 OTR 7501</b>
22. STATION CODE <b>7501</b>	23. INTEREST CODE <b>1</b>	24. MOOTING CODE <b>1</b>
25. DATE OF BIRTH MO. DA. YR. <b>01/01/23</b>	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEL MO. DA. YR.
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1-CSL 2-FICA 3-NONE	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE TYPE	32. CORRECTION CANCELLATION DATA MO. DA. YR.	33. SECURITY REQ NO.
34. VER. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.	35. SERV. COMP. DATE MO. DA. YR.	36. LONG. COMP. DATE MO. DA. YR.
37. CAREER CATEGORY FAR RES. PROV. TEMP.	38. FEDERAL HEALTH INSURANCE CODE 0-WAIVER 1-YES	39. STATE TAX DATA CODE 1-YES 2-NO
40. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 2 YEARS) 3-BREAK IN SERVICE (MORE THAN 2 YEARS)	41. LEAVE CAT. CODE	42. FEDERAL TAX DATA FORM EXEMPTED CODE 1-YES 2-NO
43. POSITION CONTROL CERTIFICATION <b>SR 2 APR 21/65</b>		44. DATE APPROVED <b>4-21-65</b>

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 9 May 1962	
1. SERIAL NUMBER 006195		2. NAME (Last-First-Middle) WIGGEN, LEE H.									
3. SIGNATURE OF PERSONNEL ACTION Promotion					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 13 62		5. CATEGORY OF EMPLOYMENT Regular				
6. FUNDING X		7. V TO V CF TO V		8. V TO CF CF TO CF		9. COST CENTER NO. CHARGEABLE 2234 1000 1000		10. LEGAL AUTHORITY (Completed by Office of Personnel)			
11. ORGANIZATIONAL DESIGNATIONS DDP/SR Chief, Operations and Plans Counterintelligence Branch Research Section					12. LOCATION OF OFFICIAL STATION Washington, D. C.						
13. POSITION TITLE Ops Officer (CH)					14. POSITION NUMBER 351		15. CAREER SERVICE DESIGNATION D				
16. CLASSIFICATION SCHEDULE (GS, LT, etc.) GS		17. OCCUPATIONAL SERIES 0136.01		18. GRADE AND STEP 13 1		19. SALARY OR RATE 10635					
20. REMARKS From same slot.											
21. SIGNATURE OF REQUESTING OFFICIAL A. L. Pusby, C/SP/PERSONNEL				22. DATE SIGNED 5/10/62		23. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		24. DATE SIGNED 5/10/62			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
25. EMPLOYMENT CODE 22 10		26. OFFICE CODING NUMERIC ALPHABETIC 60080 SR		27. STATUS CODE 01		28. INTEREST CODE 1 12 123		29. DATE OF BIRTH MO. DA. YR. 1 12 3			
30. SPECIAL REFERENCE 1 - CSC 2 - FICA 3 - NONE		31. RETIREMENT DATA 1 - YES 2 - NO		32. SEPARATION DATA CODE 1 - YES 2 - NO		33. CORRECTION/INDETERMINATE DATA 1 - YES 2 - NO		34. SECURITY REQ. NO.			
35. MIL. PREFERENCE 1 - NONE 2 - 5 YR. 3 - 10 YR.		36. SEPA. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. MIL. SER. CREDIT/LED 1 - YES 2 - NO		39. FEZ. / HEALTH INSURANCE CODE C - YES 1 - YES 2 - NO			
40. PREVIOUS GOVERNMENT SERVICE DATA 1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 12 MOS) 4 - BREAK IN SERVICE (MORE THAN 12 MOS)		41. LEAVE CAT. CODE		42. FEDERAL TAX DATA FORM PRECUT CODE 1 - YES 2 - NO		43. STATE TAX DATA FORM PRECUT CODE 1 - YES 2 - NO		44. SOCIAL SECURITY NO.			
45. POSITION CONTROL CERTIFICATION					46. O.P. APPROVAL A. L. Pusby, C/SP/PERSONNEL			47. DATE APPROVED 5/10/62			

SECRET

141

SECRET

5 March 1962

MEMORANDUM FOR: Clandestine Services Career Service Board,  
Secretary

SUBJECT : Promotion Recommendation for Mr. Lee H. Wigren

1. In recommending most strongly Mr. Wigren's promotion from GS-12 to GS-13, I feel it is only necessary to emphasize Mr. Wigren's educational background at Yale and Harvard, where he received a B.A. and M.A. in History and Russian; his ten years of work in the Agency on Soviet intelligence in the CI Staff, FI/D, and SR Division; his ability during the past three years in SR to supervise a group of over twelve people performing a variety of research functions, ranging from major studies to operational aids, on the RIS; his appreciation of the counter-intelligence role of the Agency and his furtherance of our mission in that respect by the high standards of excellence of his production; and his vigor in assuming and carrying out the duties of a job formerly held by a GS-15.
2. Mr. Wigren has been in grade for almost four years. He has had responsibilities and performed duties far above his grade level for three of those years while dealing with practically all of the DD/P, other agencies of the government, and foreign intelligence and security services. He is an acknowledged expert in his field and equalled in it by no one else in the Agency, and possibly in the government as a whole. His fitness reports have reflected superior performance in every important respect and outstanding performance in many ways, with the highest personal characteristics possible, doing a job on a uniquely difficult subject, while using and training personnel who all too often have had little or no background for their positions.
3. In my opinion, Mr. Wigren is the most qualified GS-12 in the Division for promotion to GS-13, and I believe that the above comments and our four previous promotion recommendations amply support me.

*John M. Maury*

JOHN M. MAURY,  
Chief, SR Division

SECRET



2 September 1959

MEMORANDUM FOR: Chief, SR/CE

SUBJECT : Promotion Request,  
Lee H. WIGREN

1. It is requested that Mr. Wigren be promoted to GS-13.

2. Mr. Wigren received his BA from Yale in 1947, majoring in history and Russian language and area studies, and his MA from Harvard in 1948 in history. He came on duty with the Soviet Intelligence Branch of what was then Staff C in March 1951, and stayed with that branch as a research analyst on Soviet Intelligence until after its transfer to SR/CE in early 1955, when he transferred to WE Division in search of a field assignment. Such assignment having become increasingly doubtful by 1957, he transferred to FI/D where he remained until assignment to this Division in April 1959 as Chief of SR/CE/Research.

3. I might as well admit at the start that I have known Mr. Wigren since we were in high school together and I have always been impressed with his ability, particularly in the research field. Additionally, he has been in or close to research on Soviet Intelligence for the past 8 1/2 years. This, combined with his academic background in research methodology, history in general and Russian history in particular, made him my natural choice for his present job although I had never worked directly with him before. In the past five months, I have had reason to be happy about my choice. The main need in SR/CE/Research has been for an established program of studies which we might expect to be produced in regular order; this has been a need, to my personal knowledge, since 1955. Mr. Wigren has quietly set up such a schedule with realistic target dates, is in touch with each study at each point during its production, and shows every indication of meeting his deadlines. He has a long-range interest in counter-intelligence, knows what he is doing and why, and is able to orient his subordinates properly and direct their efforts.

4. Although Mr. Wigren has been in grade only a relatively short time, since April 1958, I feel that he is doing a difficult job excellently and that his promotion is justified on the basis of academic background, Agency experience and current performance.

EDWARD W. KNOWLES  
SR/COF/CE

**SECRET**  
SECURITY INFORMATION

## PERSONNEL EVALUATION REPORT

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

1. NAME (LAST)	(FIRST)	(MIDDLE)	2. GRADE	3. POSITION TITLE
WIGREN	Lee	H	GS-7	Intell. Off.
4. OFFICE	STAFF OR DIVISION		BRANCH	DEPT'L. IF FIELD, SPECIFY STATION
DLP	FI		Staff c - CE	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD
5. PERIOD COVERED BY REPORT From 4-19-52 To 4-19-53			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

*Lee H. Wigren*  
SIGNATURE

Items 11 through 12 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

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?
Judgment
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
Knowledge of Soviet Int. Affairs, particularly operational matters, for which he has shown a marked inability.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
Shows ability for improvement and eventual leadership.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
No.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
Training adequate. eventual operational experience, preferably in Scandinavian area, desirable.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM JUSTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
DATE <u>21 April 1953</u>
SIGNATURE OF SUPERVISOR <u>George E. [Signature]</u>
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)
DATE <u>21 April '53</u>
SIGNATURE OF REVIEWING OFFICIAL <u>William J. Holbrook</u>
20. COMMENT(S): (If necessary, may be continued on reverse side of cover sheet.)

SECRET

**SECRET**  
SECURITY INFORMATION

ITEMS 1 THROUGH 8 WILL BE COMPLETED BY TRANSACTIONS AND RECORDS BRANCH WHEN ACTION IS INITIATED IN PERSONNEL DIVISION

<b>ROUTING AND ACTION SLIP FOR PERSONNEL EVALUATION REPORT</b>				DATE <b>MAR 9 1953</b>	
1. NAME (LAST)	(FIRST)	(MIDDLE)	2. GRADE	3. POSITION TITLE	
<b>WILSON</b>	<b>LOO</b>	<b>H</b>	<b>GS-7</b>	<b>Intell. Off.</b>	
4. OFFICE	5. STAFF OR DIVISION		BRANCH	<input type="checkbox"/> DEPT'L.	IF FIELD, SPECIFY STATION
<b>DDP</b>	<b>PI</b>		<b>STC</b>	<input type="checkbox"/> FIELD	
6. PERIOD COVERED BY REPORT From <b>4-19-52</b> to <b>4-19-53</b>			7. 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		
8. DATE REPORT DUE IN PERSONNEL OFFICE <b>4-19-53</b>			9. AUTHENTICATION (TAP BRANCH)		

ROUTING AND ACTION			
REQUIRED ACTION	PERSON TO TAKE ACTION	DATE ACTION COMPLETED	INITIALS
9. a. Obtain two copies of CIA Form 37-151. b. Enter data in Items 1 through 6, above, in corresponding spaces of FER forms. c. Attach this action form and pamphlet "Your Evaluation Report" to FER forms. d. Deliver forms to immediate supervisor of person to be evaluated.	Evaluations Officer	<b>20 Apr 53</b>	<b>DBP</b>
10. a. Deliver forms to person to be evaluated. b. Offer advice and assistance.	Supervisor	<b>21 Apr 53</b>	<b>LSL</b>
11. a. Complete Items 7 through 10. b. Deliver forms to supervisor.	Person to be Evaluated	<b>21 Apr 53</b>	<b>LHFW</b>
12. a. Complete Items 11 through 17. b. Attach warning memo, if required. c. Deliver forms to reviewing official (supervisor next in line).	Supervisor	<b>21 April 53</b>	<b>BSL</b>
13. a. Review the evaluation. b. Discuss complete evaluation and recommendations with supervisor. c. Record additional comments on forms. d. Sign forms in Item 19. e. Deliver forms to supervisor.	Reviewing Official	<b>21 Apr 53</b>	<b>hwt</b>
14. a. Discuss all aspects of evaluation with person being evaluated. (Explain right of appeal, if warning memo is prepared.) b. Sign forms in Item 18. c. Deliver forms to Evaluations Officer.	Supervisor	<b>21 Apr 53</b>	<b>SSB</b>
15. a. Deliver original copy of evaluation form to Transactions and Records Branch, Personnel Division. b. Retain the carbon copy for use of operating office and Office Career Service Board. c. Detach Instruction Sheet of Form 37-151 if Item 20 (continue) is unused.	Evaluations Officer	<b>APR 21 1953</b>	<b>DBP</b>

SECRET

## REQUEST FOR PERSONNEL ACTION

VOUCHERED  
8 AUGUST 1959

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vac. Pref.	5. Sex	6. CS - ECO
106198	WICKEN LEE H	Mo. Da. Yr. 12 01 23	Mo. Da. Yr. 5 Pt. 1 10 Pt. 2	M 1	Mo. Da. Yr. 03 19 51
7. SCB	8. CSC Points	9. CSC Or Other Legal Authority	10. Asst. Allday	11. H. H. I.	12. LCD
Mo. Da. Yr. 07 24 43	Yes - 1 Code No - 2 1	50 USCA 402 J	Mo. Da. Yr. Yes - 1 Code No - 2	Mo. Da. Yr. 03 19 51	Yes - 1 Code No - 2 2

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP SR CHIEF OF OPERATIONS COUNTER ESPIONAGE STAFF RESEARCH <del>BOOK</del> SECTION	4824	WASH., D. C.	75013
16. Dept. Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. Code USCIB - Fign - 2	<del>OPS OFFICER</del>	0400	GS 0136.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade 25. Pst Due
12 1	\$ 8330	01	Mo. Da. Yr. Mo. Da. Yr. 04 12 1952 10 10 59
26. Appropriation Number		0234 1000 1000	

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT	56	08 12 59	REGULAR	01	

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP SR CHIEF OF OPERATIONS COUNTER ESPIONAGE STAFF RESEARCH SECTION	4824	WASH., D. C.	75013
33. Dept. Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. Code USCIB - Fign - 2	OPS OFFICER	014	GS 0136.01
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade 42. Pst Due
12 1	\$ 8330	DI	Mo. Da. Yr. Mo. Da. Yr. 04 12 1952 10 10 59
43. Appropriation Number		0234 1000 1000	

## SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)
ANDREW L. BUSBY CH/SP/PERSONNEL	
B. For Additional Information Call (Name & Telephone Ext.)	
E. C. JOHNSON 24407	

## CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	W.C. Dawson	5/12/59	D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks PER NEW T/O

SECRET

**SECRET**  
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION										DATE PREPARED		
UV to V		UV to UV												Mo Da Yr		
1. Serial No.		2. Name (Last-First-Middle)						3. Date Of Birth			4. Ver. Prof.		5. Sex		6. CS - EQU	
106198		WIGREN, LEE H.						12 01 23			None-0 S. Pr-1 10 Pr-2		1 M 1		03 19 51	
7. CSC No.		8. CSC Of Junior Legal Authority						10. Appt. Affidavit			11. FLGLI		12. LCD		13. Yes-1 Code	
SCD		50 USC 101 1						Mo Da Yr			Mo Da Yr		Mo Da Yr		No-2	
03 24 43											03 19 51				2	

**CURRENT ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP FI STAFF DIV D COUNTER ESPIONAGE SECTION BIOGRAPHIC UNIT						WASH., D. C.					
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
2		BIOGRAPHIC OFF		712		GS		0132-21			
21. Grade & Step		22. Salary Or Rate		23. SS		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
12 1		\$ 8330		EI		Mo Da Yr		Mo Da Yr		9 2305 23	

**ACTION**

27. Nature Of Action		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		01/19/59		REGULAR					

**PROPOSED ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP SR CHIEF OF OPERATIONS COUNTER ESPIONAGE STAFF RESEARCH AND SUPPORT SECTION						WASH., D. C.					
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
IO CI				400 1-12		GS		0136-53			
38. Grade & Step		39. Salary Or Rate		40. SS		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
12 1		\$ 8330		EI		4 20 59		10 1 59		9 3400 20 001	

**SOURCE OF REQUEST**

44. Requested By (Name And Title)		45. Request Approved By (Signature And Title)		Date Approved	
ANDREW L. BUSBY CH/SP/PERSONNEL		[Signature]		10/1/59	
46. For Additional Information Call (Name & Telephone Ext.)		CONCURRENCE: [Signature] FI/PEPS			
CHARLES B. REDMOND 24107					

**CLEARANCES**

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		[Signature]		10/1/59		D. Placement					
B. Pos. Control		[Signature]		10/1/59		E. Release					
C. Classification		[Signature]		10/1/59		F. Approved By		[Signature]		10/1/59	

Remarks: Two copies of this action have been forwarded to the Office of Security.  
One copy has been furnished Vouchered Payroll.

CONCURRENCE: [Signature]

W. H. [Signature] A.C. FT.D

Continued on reverse side

FORM 1152a (USE PREVIOUS EDITION)

**SECRET**

3/3/59

REQUEST FOR PERSONNEL ACTION														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vot. Pref.		5. Sex		6. CS - EOD	
10112		MICHAEL LEE H				Mo. Da. Yr.			Non-0 5 Pt-1 10 Pt-2		Code		Mo. Da. Yr.	
7. SCB		8. CSC Rmt.		9. CSC Or Other Legal Authority		10. Appt. Affidav.			11. FEGLI		12. LCD		13. MIL. Serv. Credit Act	
Mo. Da. Yr.		Yes-1 No-2		Code		Mo. Da. Yr.			Yes-1 No-2		Mo. Da. Yr.		Yes-1 No-2	
10		10		10		10			10		10		10	

### PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DEPT - FI STAFF DIVISION 9 COUNTER ESPIONAGE SECTION CICROGRAPHIC UNIT				4103		WASH. D. C.				75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - USIld - Frqn -		Code		2		CICROGRAPHIC OFF		712		0132.31	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11 & 3		\$ 6820		51		Mo. Da. Yr.		Mo. Da. Yr.		2305 23	
11		3				01 18 53		21 12 53			

### ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Promotion		30		Mo. Da. Yr.		Regular		01			
		20		APR 1954							

### PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
				4109							
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - USIld - Frqn -		Code		17		17		17			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
12 1		\$ 7570				Mo. Da. Yr.		Mo. Da. Yr.			
12		1				11 14 53		11 14 54			

### SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
Frank B. Rowlett - C/FI/Div D		E. Johnson FI/PO	
B. For Additional Information Call (Name & Telephone Ext.)			
Lee Shields - 8312			

### CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks

1152

(4)

14 February 1958

MEMORANDUM FOR: Chief, FI

VIA: FI/Personnel

SUBJECT: Personnel Action (Promotion)

1. It is recommended that Mr. Lee WIGREN be promoted from GS-11 to GS-12. Mr. Wigren has been in his present grade since 16 January 1955. Since he was assigned to Division D on 23 September 1957, he has been under my supervision. His performance during this time has been at least at a GS-12 level.

2. Mr. Wigren's duties warrant a GS-12. He is primarily engaged in research of a complex and tedious nature which requires a high degree of professional competence.

3. Mr. Wigren deserves a promotion on the basis of his job performance. Since coming under my supervision, he has consistently shown himself to be a conscientious, diligent and capable employee; and the high quality of his reports are indicative of his intelligence, flair for research, and ability to write effectively.

*Albert P. Kergel*  
ALBERT P. KERDEL

Chief, Special Activities Br., FI/D

APPROVED:

*Frank B. Rowlett*

FRANK B. ROWLETT, Chief, FI/Division D



### REQUEST FOR PERSONNEL ACTION

1. Serial No.			2. Name (Last-First-Middle) WIGREN, LEE H.			3. Date Of Birth Mo Da Yr 12 1 23			4. Ver. Prof. None-0 Code 5 Pt-1 1		5. Sex M		6. CS - EOD Mo Da Yr			
7. SCD Mo Da Yr			8. CSC Reimbr. Yes - 1 Code No - 2 1		9. CSC Or Other Legal Authority		10. Apmt. Affidav. Mo Da Yr			11. FEGLI Yes-1 Code No-2		12. LCD Mo Da Yr			13. Civil LCD Yes-1 Code No-2	

### PREVIOUS ASSIGNMENT

14. Organizational Designations DDP/WE Scandinavian Branch, FI, PP, TN Sweden				Code		15. Location Of Official Station Washington, D. C.				Station Code	
16. Dept.- Field Dept. - XX Usfld. Frqn -		17. Position Title Area Ops Officer				18. Position No. ED-55		19. Serv. 65		20. Occup. Series CX36.01	
21. Grade & Step GS-11 2		22. Salary Or Rate \$ 6605		23. SD DI		24. Date Of Grade Mo Da Yr		25. PSI Due Mo Da Yr		26. Appropriation Number 8-3600-20	

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT	51	Mo Da Yr 11 17 57	Regular	01	

### PRESENT ASSIGNMENT

31. Organizational Designations DDP, FI Staff Division D <i>Counter-Espionage Letter</i> Biographic Unit				Code <i>419</i>		32. Location Of Official Station Washington, D. C.				Station Code <i>10</i>			
33. Dept. - Field Dept. <del>XX</del> Usfld. Frgn.		Code		34. Position Title Biographic Officer				35. Position No. <del>87-712-02</del>		36. Serv. <i>65</i>		37. Occup. Series <i>0132.31</i>	
38. Grade & Step <i>GS-11 2</i>		39. Salary Or Rate \$ <i>6605</i>		40. SD <i>DI</i>		41. Date Of Grade Mo Da Yr <i>01/16/53</i>		42. PSI Due Mo Da Yr <i>01/12/58</i>		43. Appropriation Number <i>8-2305-23</i>			
A. Requested By (Name And Title) <i>FRANK B. ROWLETT, Chief, FI/D</i> B. For Additional Information Call (Name & Telephone Ext.) <i>Jean E. Stake, Ext. 4245</i>												SOURCE OF REQUEST C. Request Approved By (Signature And Title) <i>E. Johnson FI/PO</i>	
CLEARANCES													
Clearance		Signature		Date		Clearance		Signature		Date			
A. Career Board		<i>[Signature]</i>		<i>1/15/53</i>		D. Placement		<i>[Signature]</i>		<i>1/16/53</i>			
B. Pos. Control						E.							
C. Classification						F. Approved By		<i>Robert W. Sherry</i>					
Remarks:  <i>Prison - K. O. W. Allen, W.F./PT</i>													

14-00000  
MEMORANDUM FOR: Personnel Folder

SUBJECT : Career Development Plan - for WIGGINS, Lee H.

An individual career plan has been developed on  
the above subject, approved on 20 November 1956  
and is on file in the FI Career Management Office.

*Robert K. Skeels*  
ROBERT K. SKEELS  
FI Career Management Officer

STANDARD FORM 52  
PREPARED BY THE  
U. S. CIVIL SERVICE COMMISSION  
JANUARY 1954 - FEDERAL PERSONNEL  
MANUAL CHAPTER VI

SECRET

# REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr - Miss - Mrs. - One given name, initial(s), and surname) <b>Mr. Lee H. WIGREN</b>		2. DATE OF BIRTH <b>1 Dec 1923</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>7 July 55</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Reassignment</b>		6. EFFECTIVE DATE A. PROPOSED: <b>ASAP</b>		7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED:		
FROM: <b>Area Ops. Officer BB 67-11</b> <b>GS-0136.01-11 \$5940.00 p.a.</b> <b>DDP/WE</b> <b>Scandinavian Branch FI, PP, PM</b> <b>Sweden</b> <b>Washington, D. C.</b> <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		8. POSITION TITLE AND NUMBER  9. SERVICE, GRADE, AND SALARY  10. ORGANIZATIONAL DESIGNATIONS  11. HEADQUARTERS  12. FIELD OR DEPARTMENTAL	TO: <b>Area Ops Officer BB 55</b> <b>GS-0136.01-11 \$5940.00 p.a.</b> <b>DDP/WE</b> <b>Scandinavian Branch FI, PP, PM</b> <b>Sweden</b> <b>Washington, D. C.</b> <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <b>DP</b>	

A. REMARKS (Use reverse if necessary)

Incumbent, Carter, to be reassigned to field slot in WE.

Approved  
JUL 26 1955  
D. McCollins  
PP/Career Service

B. REQUESTED BY (Name and title) <b>A. M. GREGG, Personnel Officer, WE</b>		D. REQUEST APPROVED BY Signature: <i>[Signature]</i> Title: <i>F-1/D/MC</i>	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>H. E. ELSNER, x 3124</b>		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL	
13. VETERAN PREFERENCE NONE WWII OTHER S. P. 10 PERCENT DISAB OTHER <input checked="" type="checkbox"/>		15. SUBJECT TO C. S. RETIREMENT ACT (YES - NO) <b>Yes</b>	
15. SEX <b>M</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>5-3600-20</b> TO: <b>same</b>	19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Mars.</b>		SD-DI	

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. ON POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.	<i>OC re</i>	<i>26 JUL 1955</i>	
E.			
F. APPROVED BY <i>[Signature]</i> <b>SECRET</b> <i>[Signature]</i> <b>26 July 55</b>			

STANDARD FORM 52  
PREPARED BY THE  
U. S. CIVIL SERVICE COMMISSION  
JANUARY 1964 - EDITION 1000000  
MANUAL 00000001

SECRET

# REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Mrs., Miss, One given name, Initial(s), and surname) <b>Mr. Lee H. WIGREN</b>	2. DATE OF BIRTH <b>1 Dec. 1923</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>23 Feb. 55</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Reassignment</b>		6. EFFECTIVE DATE A. PROPOSED: <b>ASAP</b>	7. C. S. OFFER LEGAL AUTHORITY <b>117</b>
B. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED: <b>13 MAR 1955</b>	

FROM— <b>Intell. Off. (FI) BV 227 GS-0136.51-11 \$5940.00 p.a.  DDP/FI Staff C Soviet Intelligence Branch Soviet Intell. Ops. Guidance Sec. Washington, D. C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL</b>	A. POSITION TITLE AND NUMBER  B. SERVICE, GRADE, AND SALARY  10. ORGANIZATIONAL DESIGNATIONS  11. HEADQUARTERS  12. FIELD OR DEPARTMENTAL	TO— <b>Area Ops. Officer BB 67-11 GS-0136.01-11 \$5940.00 p.a.  DDP/WE Scandinavian Branch, FI, PP, PM Sweden  Washington, D. C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL</b>
--	---	---

A. REMARKS (Use reverse if necessary)

Fitness report of October 1954 is current, adequate and needs no change or modification.

B. REQUESTED BY (Name and title) <b>A. M. GREGG, Personnel Officer, W-1</b>		D. REQUEST APPROVED BY Signature: <b>James P. Murphy (W-1)</b> Title: <b>Director, 1 March 55</b>	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>W. E. BLUNDELL, X 3422</b>		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL <b>SD - DI</b>	
13. VETERAN PREFERENCE NONE WWII OTHER S. P. 10 POINT CISAB OTHER <b>X</b>		15. DATE OF APPOINTMENT AFFIDAVIT'S (ACCESSIONS ONLY) <b>11 MAR 1955</b>	
15. SEX <b>M</b>		16. RACE <b>W</b>	
17. APPROPRIATION FROM: <b>5-2305-23</b> TO: <b>5-3600-20</b> <b>1 certify funds available</b>		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>YES</b>	

21. STANDARD FORM NO. REMARKS

*Comp. by H. H. 3-3-55*  
*Comp. by H. H. 3-3-55*  
Comp. Ref. No. \_\_\_\_\_  
Change Act. No. **5-3600-20**  
Auth. Officer **R. Marting**

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<b>AK</b>	<b>3/10</b>	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.	<b>AK</b>	<b>3/11</b>	
E.			

F. APPROVED BY

**R. A. Strickler**

**11 MAR 1955**

23 February 1955

TO: Chief, WE/1

FROM: SR/CE/Holbrook *not*

SUBJECT: Transfer of Personnel

1. This is to notify you that Lee H. Wigren, currently assigned to SR/CE, is available for release to WE/1.

STANDARD FORM 52  
REQUISITION FOR THE  
U. S. CIVIL SERVICE COMMISSION  
FOR THE FEDERAL PERSONNEL  
MANAGEMENT SYSTEM

SECRET

# REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in Items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)

Mr. Lee H. WIGREN

2. DATE OF BIRTH

12/1/23

3. REQUEST NO.

4. DATE OF REQUEST

9 Dec. 1954

5. NATURE OF ACTION REQUESTED:

A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

PROMOTION

6. EFFECTIVE DATE  
A. PROPOSED:

7. C. S. OR OTHER  
LEGAL AUTHORITY

8. POSITION (Specify whether establish, change grade or title, etc.)

9. APPROVED:

10

FROM: Intell. Off. (FI) EV 227

GS-0136.51-9 \$5185 p.a.

DDF/FI

Staff C

Soviet Intelligence Branch

Soviet Intell. Ops. Guidance Sec.

Washington, D.C.

9. POSITION TITLE AND  
NUMBER

10. SERVICE GRADE AND  
SALARY

11. ORGANIZATIONAL  
DESIGNATIONS

12. HEADQUARTERS

13. FIELD OR DEPARTMENTAL

TO: Intell. Off. (FI) EV 227 \*

GS-0136.51-11 \$5940 p.a.

DDF/FI

Staff C

Soviet Intelligence Branch

Soviet Intell. Ops. Guidance Sec.

Washington, D.C.

14. FIELD

15. DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

\* This slot recently upgraded

B. REQUESTED BY (Name and title)

C. W. Tenney

C. W. Tenney, Acting C/ETC

D. REQUEST APPROVED BY

Signature:

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

Macgregor Honey Ext. 3535

Title:

FI/2 MO

16. VETERAN PREFERENCE

NAME	WAR	OTHER	S.P.T.	10 POINT
	X		X	DISAD. OTHER

17. POSITION CLASSIFICATION ACTION

NEW	TRICE	I. A.	REAL

SD: FI

18. SEX  
M

19. RACE  
W

20. APPROPRIATION  
FROM: 5-2305-23  
TO:

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

22. DATE OF APPOINT-  
MENT AFFIDAVIT  
(ACCESSIONS ONLY)

23. LEGAL RESIDENCE  
STATE: ☐ CLAIMED ☐ PROVED

24. STANDARD FORM 50 REMARKS

25. CLEARANCES

INITIAL OR SIGNATURE

DATE

REMARKS:

A.

B. CEIL. OR POS. CONTROL

C. CLASSIFICATION

D. PLACEMENT OR EMPL.

E.

F. APPROVED BY

Reginald S. Rogers

SECRET

R. S. Rogers

-7 JAN 1955

16-57320-2

SECRET

CUMULATIVE TRAINING RECORD					DATE 10, December 1954
NAME Leo H. Wigren			PROJECTED PERSONNEL ACTION		
			<input checked="" type="checkbox"/> PROMOTION	<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> OTHER (explain)
			<input type="checkbox"/> ROTATION	<input type="checkbox"/> TRAVEL	
FROM: Intell. Off. GS-9 Staff C Wash.			TO: Intell. Off. GS-11 Staff C Wash.		AOS
X	COURSE	DATE TAKEN	X	TRAINING COURSES	DATE TAKEN
	BIGICS), ALSO				
	BIC, BITC, SOC	5/			
	BTP AND BOC				
	BTP II, ALSO CC	5/			
	BTP III, ALSO				
	AIC, AITC, AOC	5/			
	AND CAI				
	PD, ALSO PM I,				
	IS, III AND RAFT				
	ITC ALSO CI				
	TECH				
	ADMIN				
	SIC	5/			
	SUP				
	CIA				
	HPTS				
	OB				
	OSC (E)	5/		ACE	10/54
	E. B. C				
	CHW				
	WFSOC				
	CPO				
	STB				
	CEW				
	IT				
	OW				
	SAD				
	AO				
	MO				
	SUR				
	BFOY				
	DQC				
	LOCKH				
	S/W				
	F. A. S				
	SAT				
TO: Personnel Officer, H. HONEY			FROM: Career Management Officer J. P. HUMPHRIES		
The above projected personnel action has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.					
Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.					
DATE 2/1/55			SIGNATURE OF CAREER MANAGEMENT OFFICER		

FORM NO. 59-77  
1 JAN 54  
PREVIOUS EDITION MAY BE USED  
REPLACES FORM NO. 59-112  
AUG 1953 WHICH MAY BE USED

SECRET

(2-4-45)



APPLICATION FOR MEMBERSHIP  
in the CAREER STAFF of the  
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence  
Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF  
THE CENTRAL INTELLIGENCE AGENCY  
APPROVED, TO TAKE EFFECT 1 JUL 1964  
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  
EXECUTIVE DIRECTOR  
THE CIA SELECTION BOARD

*W. J. Brennan*

*W. J. Brennan*  
(Signature)

20 September 1954  
(Date)



STANDARD FORM 52  
FORM 52-1 (Rev. 1-54)  
U. S. CIVIL SERVICE COMMISSION  
JANUARY 1954 - PERSONNEL  
MANUAL CHAPTER IV

## REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) <b>Mr. Lee E. Wigren</b>	2. DATE OF BIRTH <b>1 Dec 23</b>	3. REQUEST NO.	4. DATE OF REQUEST
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, extension, etc.) <b>Reassignment</b>		6. EFFECTIVE DATE A. PROPOSED: <b>28 Feb 54</b> B. APPROVED: <b>14 Feb 54</b>	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.):			

FROM—  
Intelligence Officer BW 227  
GS 132 9 \$5060 per annum  
DDX-FI  
Staff-C  
Soviet Intelligence Branch  
Soviet Intell. Ops. Guidance Sect.  
Washington, D.C.

9. POSITION TITLE AND  
NUMBER

10. SERVICE, GRADE, AND  
SALARY

11. ORGANIZATIONAL  
DESIGNATIONS

12. HEADQUARTERS

13. FIELD OR DEPARTMENTAL

TO—

Intelligence Officer(FI) BW227  
GS0136.51-9 \$5060 per annum

DDX-FI  
Staff C

Soviet Intelligence Branch  
Soviet Intell. Ops. Guidance Sect.  
Washington, D.C.

14. FIELD

15. DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)

D. REQUEST APPROVED BY

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

Signature: **Edward C. MacNamara**

Title: **Asst. Dir. FI/PO**

13. VETERAN PREFERENCE

NONE	WWII	OTHER SPT.	15 POINT
			DISAB OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L A	REAL
-----	------	-----	------

CO-FI

15. SEX  
M

16. RACE  
W

17. APPROPRIATION

FROM: **4-2305-23**  
TO:

18. SUBJECT TO C. S.  
RETIREMENT ACT  
(YES-NO)

19. DATE OF APPOINT-  
MENT AFFIDAVITS  
(ACCESSIONS ONLY)

20. LEGAL RESIDENCE

☐ CLAIMED ☐ PROVED  
STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<b>DE</b>	<b>12 Feb 54</b>	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL	<b>MA</b>	<b>2-5-54</b>	
E.			

F. APPROVED BY

STANDARD FORM 52  
FORM LATED BY THE  
U. S. CIVIL SERVICE COMMISSION  
OFFICE OF PERSONNEL, OFFICE OF  
GENERAL INVESTIGATION

## REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) <b>Mr. Lee H. Wigron</b>	2. DATE OF BIRTH <b>1 Dec 1923</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>12 May 53</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Promotion</b>		6. EFFECTIVE DATE A. PROPOSED:  B. APPROVED: <b>24 May 53</b>	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)			

FROM: <b>Intelligence Officer BV 227-7</b> <b>GS 132 7 \$4205 p.a.</b> <b>DDP/FI</b> <b>STAFF C</b> <b>Soviet Intelligence Branch</b> <b>Soviet Intel. Operations Guid. Sec.</b> <b>Washington, DC</b>	9. POSITION TITLE AND SERIAL  10. SERVICE, GRADE, AND SALARY  11. ORGANIZATIONAL DESIGNATIONS  12. HEADQUARTERS	TO: <b>Intelligence Officer BV 227</b> <b>GS 132 9 \$5060 p.a.</b> <b>DDP/FI</b> <b>STAFF C</b> <b>Soviet Intelligence Branch</b> <b>Soviet Intel. Operations Guid. Sec.</b> <b>Washington, DC</b>
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

13. REMARKS (Use reverse if necessary)

14. REQUESTED BY (Name and title) <b>R. P. Hawes, Chief, SEC</b>	15. REQUEST APPROVED BY Signature: <b>Charles C. McNamee</b> Title: <b>FI/MD</b>
16. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>IF 3535</b>	

17. VETERAN PREFERENCE		18. POSITION CLASSIFICATION ACTION		<b>CD-FI</b>
17A. NONE	17B. OTHER	17C. 5-PT.	17D. 10-POINT	
19. SEX		20. RACE		21. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
17. APPROPRIATION FROM: <b>2305-20</b> TO:		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		

22. STANDARD FORM 50 REMARKS

23. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CTR. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			
F. APPROVED BY <b>Bob Edwards 5/24/53</b>			

RESTRICTED  
Security Information

ad 2884

11 November 1952

MEMORANDUM:

TO: PSC

THROUGH: Admin Personnel

FROM: CD/PI

SUBJECT: Change of Beneficiary.

1. It is requested that the name presently listed as beneficiary on my retirement policy be removed, and that the following name be listed as the sole beneficiary:

Mrs. Alice Ellen (Maier) Wigren (wife)  
Apt 4140  
2700 14th Street, Northwest  
Washington 7, D.C.

2. This change is to be effective immediately.

*Lee H. Wigren*  
Lee H. Wigren  
11/11/52

RESTRICTED  
Security Information

PERSONNEL ACTION REQUEST				REGISTER NO.	
NAME <b>Lee H. Wigren</b>			REQUESTED EFFECTIVE DATE <b>asap</b>		
NATURE OF ACTION <b>Promotion</b>			WHEN LEAVING (VOUCHERED) <b>11 May 52</b>		
			LAST WORKING DAY:		
			EMPLOYEE'S SIGNATURE:		
TITLE <b>Clerk</b>			TO <b>Intelligence officer</b>		
GRADE AND PAY <b>GS-6 \$3920 p.a.</b>			<b>GS-7 \$4205 p.a.</b>		
OFFICE <b>OSO</b>			<b>OSO</b>		
DIVISION <b>STC</b>			<b>STC</b>		
BRANCH AND SECTION <b>SIB</b>			<b>SIB</b>		
OFFICIAL STATION <b>Washington, D.C.</b>			<b>Washington, D.C.</b>		
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>			DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: <b>(P #106) JW</b>					
APPROVED: <b>Richard L. Harris</b> <b>RICHARD L. HARRIS, A/Chief, STC</b>					
RECOMMENDED:					
FOR USE OF PERSONNEL ONLY					
PLACEMENT <b>APR 25 1952</b> <b>W. B. Sedgwick</b>			TRANSACTIONS AND RECORDS <b>2123900</b>		
CLEARANCE REQUESTED			APPROPRIATION: <b>3000</b>		
DATE TYPE			ALLOTMENT: <b>Sch. A 7.116cs</b>		
DATE TYPE			C. S. C. AUTHORITY:		
DATE SIGNATURE			DATE SIGNATURE <b>11 May 52</b> <b>M. C. Ledy</b>		
CLASSIFICATION			PERSONNEL RELATIONS		
BUREAU NO. <b>1803</b>			DATE <b>149/47</b>		
C. S. C. NO.			SIGNATURE		
DATE APPROVED <b>149/47</b>			APPROVALS		
NEW			DATE		
VICE			SIGNATURE OF EXECUTIVE		
L & V			SIGNATURE OF DIVISION CHIEF <b>11 May 52</b> <b>R. J. Goddard</b>		
AFFECTIVE DATE <b>11/20/52</b> <b>Thomas M. Fisher</b>					