

SECRET

CONFIDENTIAL

LETTER OF AUTHORIZATION FOR ~~XXXXXXXXXXXXXXXXXXXX~~

(P)

1. Effective 1 July 1954, this Letter of Authorization will define your relationship with the United States Government while you are on detail from the United States Army to another Governmental organization (hereinafter called "this organization").

2. In recognition of the special mission to which you have been assigned, it is hereby agreed that the following rights, restrictions, and obligations will be in force during the period you are performing this particular mission for this organization:

(a) It is specifically understood and agreed that you are a member of the Armed Forces of the United States and that you are entitled to retain from either the U. S. Army or this organization, only the salary, allowances and other benefits which are commensurate with your military grade and post of assignment.

(b) As you will be assigned by the United States Army on bona fide military PCS orders to Indo-China, you will receive from your parent military service your base pay and longevity, and the allowances applicable to the designated unit to which you will be assigned.

(c) It is contemplated that you may be furnished transportation to and from your permanent post of duty overseas by your parent military service. In the event that such transportation is not so furnished, you will be advanced or reimbursed funds by this organization for said travel and transportation expenses and for authorized travel within your operational area. You will be entitled to per diem in lieu of subsistence in the course of this travel in accordance with applicable Government civilian travel regulations. All travel, transportation and per diem provided you under this paragraph by this organization must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with the regulations of this organization.

(d) In conformance with the Joint Travel Regulations, this organization will advance or reimburse you funds for the travel and transportation expenses of your dependents and your household effects from your present area of assignment to any place in the United States which you may designate. If authority is granted for your dependents to join you at your permanent post of duty overseas, this organization will advance or reimburse you funds for the travel and transportation expenses of your dependents and your household effects subject to the emergency restrictions of your parent military service, from the place so designated by you to your permanent post of duty overseas, and, upon completion of your assignment with this organization, from your permanent post of duty overseas to Washington, D. C. Your dependents will be entitled to per diem in the course of such overseas travel in accordance with applicable Government civilian travel regulations. The expenses incurred in the movement of your dependents and your household effects from said designated place in the United States to your permanent post of duty

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overseas shall include transportation as indicated above and storage of such household effects as are not moved, provided that the total amount of household effects moved plus the total amount of household effects stored shall not exceed the total weight allowance prescribed (by the Joint Travel Regulations) for a major in the U. S. Army. 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 the organization's regulations and, where applicable, the Joint Travel Regulations.

(e) You will be advanced or reimbursed funds for necessary operational expenses as specifically approved by this organization. Such funds will be subject to accounting in compliance with the regulations of this organization.

(f) It is anticipated that by virtue of your duties on this particular assignment for this organization you may be required to fulfill the minimum Department of the Army requirements necessary for the receipt of extra-hazardous duty pay (demolition pay). If such requirements are met and proper certification is made thereto, and if for security or operational reasons such payments cannot be made to you by your parent military organization, then, this organization will pay to you the sum of \$100.00 per month in lieu of an identical amount you would have received from the United States Army had you been on overt military duty abroad. Your mission chief, or a responsible senior mission official will be required to certify to this organization that the handling and exploding of demolitions is a requirement of your duty with this organization, that you have fulfilled the minimum Department of the Army regulations necessary for the receipt of such extra-hazardous duty pay, and that no payment therefor has been received by you from your parent military service.

(g) You will be entitled to leave in accordance with the policies of your parent military service. Upon the completion of your present assignment, you will be required to certify to your parent military service the number of days annual leave you have taken during your assignment with this organization.

(h) If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situated, 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 this organization to evidence this relationship.

3. You will be required to keep forever secret this Letter and all information which you may obtain in the course of your association with this organization (unless released in writing by this organization 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.

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4. The conditions of this authorization are predicated upon the assumption that you will be assigned to Saigon, Indo-China under bona fide military cover, and that you will continue under such cover for the duration of your overseas assignment with this organization. Any deviation from these facts will require a new Letter of Authorization or amendment thereto.

UNITED STATES OF AMERICA

BY _____
Contracting Officer

ACKNOWLEDGED:

REVIEWED:



Chief of Military Personnel

SECRET

14-00000

105E SE/1
CAL

11 December 1953

MEMORANDUM FOR: Mr. John H. Richardson

FROM: Major Lucien E. Conein

Attached hereto is a copy of a letter I am forwarding to Dick Helms. The letter in itself is self-explanatory.

I want you to know that my decision is in no way intended to reflect on you or the SE Division.

Lucien Conein

Attachment.

11 December 1953

Dear Dick,

You will recall that it was my intention in 1951 to civilianize and assume a staff position upon my return from Germany. Since my return last August, however, I have decided to return to the Army and, accordingly, I signed a statement of category to this effect on 1 December 1953.

This decision is in no way a reflection on you or members of your staff but rather recognition that I cannot afford to civilianize due to my personal obligations. I intend to inform John Richardson of my action at the same time you receive this letter.

Since I am at present holding a slot, I think it is only fair to all concerned to have it filled by a qualified person before my departure.

I want to thank you and Gordon for the trust you have given me in the past. You may rest assured that I will always be glad to be of service to the Agency in the military if the need should ever arise.

Yours truly,

Geographic Area Knowledge:

Country or Region	General or Specialist (Specify)	How Knowledge was acquired	When Acquired
1. France - CHAM	Military	OSS WWII	1944-45
2. Indo China - Viet Nam	NA	OSS - CIA	1945-46
3. Germany - East	NA	OSS - CIA	1945-46

Language	Native	Fluent	Competence (Read; Write; Speak)	How Acquired (Reside, Native, Contact, Study)
1. French		S & W	Research Travel Limited	NATIVE
2. _____				
3. _____				

Employment History (Major Time Periods Only)

Employer or Firm	Location	Job Description or Duties	Inclusive Dates
1. E. J. Connelley		Summary Press Man, Type Setty	1935-1940
2. _____			
3. _____			
4. _____			
5. _____			

Marital Status (Date of Marriage) Date of Marriage 20 MAR 57 Place of Marriage DILLON, SC.

Dependents Name	Date of Birth	Relationship	Citizenship	Present Address
1. ELYSIE R	1 OCT 21	Wife	USA (NAT)	
2. JACQUELINE P	11 APR 54	Son	USA	
3. PHILIPPE	16 NOV 59	Son	USA	
4. DIANE D. MARIE	26 MAR 57	Daughter	USA	
5. CHARLES M. COULIN	30 MAR 50	Son	USA	

Permanent Address & Phone 1405 N 10th St, KANSAS CITY, KANSAS
 Alternate Address & Phone Mrs. E. J. Connelley, 150 Monterey St, San Francisco, Calif - 10-1460
 Name (P) SCHWICKRATH, ARTHUR R. True Name CONNELL, LUDWIG E.

Special Qualifications (Pilot, Code radio operator, SCUBA Diver, etc.)

Skill or Hobby	Proficiency	Skill or Hobby	Proficiency
1. FREE FALL PARACHUTE	Good	2. _____	
3. _____		4. _____	

Operational or Combat Experience (W.W.II, Korea, Laos, Viet Nam, Other)

Theater, Region, or Country	Time period	Assignments or Duties (Plat Ldr; Case Off; etc)
1. France - CHAM	1944-45	
2. Indo China - Viet Nam	1945-46	
3. Germany - East	1945-46	

Military Service: Component U.S. Army Branch 704 Date entry on Active Duty 27 Sept 41
 Total Period Active Duty 29 Rank when separated 1st Lt Current Status Retired

Type School & Name & Length	Date Completed	Major Military Assignments
1. OCS Ft. Benning (9 mo)	Jul 43	1. 1st Lt. OCS, 1st Lt. OCS, 1st Lt. OCS
2. Special Training (6 week)	Dec 43	2. Special Training, 1st Lt. OCS
3. _____		3. _____
4. _____		4. _____

Agency Service: Date entry active duty Sept 61 Type employment Agency Agent - 2nd Lt. OCS

Agency Training	Period	Date completed	Duties	Time Period	Country (a)
1. FBI OCS	Oct 43		1. FBI OCS	1946-1953	USA
2. FBI OCS	Aug 5 Sept 57		2. FBI OCS	1954-1957	USA
3. _____			3. _____		
4. _____			4. _____		
5. _____			5. _____		

Education: Highest Level & date attained 77 Harvard Univ. Citizenship 1st Nat. 1946
 Date of Birth 12 Nov 17 Place of Birth Paris, France
 Date Available for re-assignment Special Clearances 12 Nov 61

Name (P) SCHWICKRATH, ARTHUR R. Current Assignment 1st Lt. OCS

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(When Filled In)

BIOGRAPHIC PROFILE (PART I)						
1. PERS. SERIAL NO.						
2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE		
Conein, Lucien E.		M	29 Nov 1919			
6. MARITAL STATUS	7. DEPENDENTS (Exclud. employed)	8. NO.	9. YEARS OF BIRTH		10. US NATURALIZATION DATE(S)	
Married		4	29, 50, 58, 59			
11. CAREER STATUS	12. MEMBERSHIP	13. OTHER STATUS		14. LAST MED. RPT. QUAL. FOR	15. SPOUSE EVAL. FOR	
		contract nt				
16. CURRENT RESERVE STATUS	17. NONE SERVICE	18. GRADE	19. ACTIVE DUTY WITH CIA CAT. -1	20. RELEASE TO MIL. SER. CAT. -2	21. TO BE DEFERRED CAT. -3	22. RETIRED
23. ASSESSMENT DATE		24. PROFESSIONAL TEST DATE		25. LANGUAGE APTITUDE TEST DATE		
26. NON-CIA EMPLOYMENT						
Sep 1941-Sep 1961, U.S. Army, Lt. Col. Retirement mili 1943-1956, Military detail to CIA						
27. NON-CIA EDUCATION						
High School, did not graduate 1949-53, Univ of Maryland, 77 sem hours						
28. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		French - fluent				
29. AGENCY SPONSORED TRAINING						
1951 - Operations training						
30. CIA EMPLOYMENT HISTORY SINCE 18 SEP 1947 (Personnel Actions, Military Orders, and Principal Details)						
31. EFFECTIVE DATE	32. POSITION TITLE & OCCUPATIONAL CODE	33. GRADE	34. ORG.	35. ORGANIZATION & CHAIN TITLE (If any)		36. LOCATION
Nov 1961	Career agent PNOPS	13		DDP/SOD		Hqs
Jan 1962	" " "	13		DDP/FE		Saigon
Apr 1963	" " "	14		" "		"
37. DATE REVIEWED						
Dec 1966						
38. PROFILE REVIEWED BY		39. ITEMS 1-10 REVIEWED & VERIFIED BY EMPLOYEE				
SOD/Pers/NTC						

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BIOGRAPHIC PROFILE

Conein, Lucien E.

DOB: 29 November 1919

Married: Three sons, born 1950, 1958, 1959

Naturalized U.S. Citizen, 11 Aug 1942 (Formerly French Citizen)

EOD: 12 November 1961

Current Reserve Status: U.S. Army Retired Reserves

Non-CIA Employment:

1935-1940 - Printing, Pressman and Typesetter, F.R. Buckley
Sept 1941 - Sept 1961 - U.S. Army, Lt./Col., Infantry

Non-CIA Education and Training

Mar-April 1943 - OCS, Ft. Benning, Ga.

Nov 1943 - Mar 1944 - British Airborne School

1949-1953 - University of Maryland, Mil. Science 77 Sem/hrs.

1956 - Special Warfare School, Ft. Dragg, N.C.

Foreign Languages:

French-Fluent-Native of Country

Agency Sponsored Training:

Paramilitary Training

CIA Employment:

July 43-Dec 1945 - OSS-Special Mission to France and Indochina

Jan 46-Jan 1951 - CIA Mission to Germany

Nov 51-May 1952 - CIA-Chief of Nuernberg Operations Base

1954-1956 - Detailed to CIA-Saigon Military Mission

12 Nov 1961 - EOD as Career Agent

19 Mar 1963 - Promoted to GS-14 step two equivalent

Special Qualifications:

Served as Military Liaison to J-2 SCS, Iranian Army
1959-1961

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(If Not Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 31 July 1973	
1. SERIAL NUMBER 007667		2. NAME (Last-First-Middle) Bustos-Videla, Charles Z.									
3. NATURE OF PERSONNEL ACTION Reassignment						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 03 03 73		5. CATEGORY OF EMPLOYMENT Regular			
6. FUNDS X V TO V C TO V		7. PAN AND NSCA 42354525 0000		8. LEGAL AUTHORITY (Completed by Office of Personnel)							
9. ORGANIZATIONAL DESIGNATIONS DDO/WH Division FI Staff						10. LOCATION OF OFFICIAL STATION Washington, D.C.					
11. POSITION TITLE OPS Officer (13)						12. POSITION NUMBER 0640		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, I, II, III) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 7		17. SALARY OR RATE \$ 23642 ✓					
18. REMARKS Home Base: WH											
19A. SIGNATURE OF REQUESTING OFFICIAL H. L. Benthold C/WH/Pers				DATE SIGNED 31 Jul 73		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER H. L. Benthold		DATE SIGNED 31 Jul 73			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 39 10		20. EMPLOY CODE 51100		21. OFFICE CODING WH		22. STATION CODE 75013		23. INTERFER CODE			
24. MONTHS 1		25. DATE OF BIRTH 2/11/29		26. DATE OF GRADE MO DA YR		27. DATE OF LEI MO DA YR		28. DATE OF LEI MO DA YR			
29. RETI EXPIRES MO DA YR		30. SPECIAL REFERENCE		31. RETIREMENT DATA CODE		32. SEPARATION DATA CODE		33. CORRECTION/CANCELLATION DATA TYPE MO DA YR			
34. YES: 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 CODE 1-YES 2-NO		38. HEALTH/HEALTH INSURANCE CODE 1-YES 2-NO			
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-NO PREVIOUS SERVICE 2-BREAK IN SERVICE (LESS THAN 1 YEAR) 3-BREAK IN SERVICE (MORE THAN 1 YEAR)		40. LEAVE CAI CODE		41. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		42. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO		43. SOCIAL SECURITY NO			
44. POSITION CONTROL CERTIFICATION 11/16/73						45. OF APPROVAL 11/16/73		DATE APPROVED 8-1-78			

FORM 1152

USE PREVIOUS EDITION

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CLASSIFIED BY 01-0332

11-2

AMOR

(4)

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EYES ONLY

17 JAN 1973

MEMORANDUM FOR: Chairman, GS-13 Evaluation Board

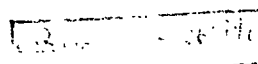
SUBJECT : Recommendation for Promotion to GS-14
Charlotte Bustos-Videla

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

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

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

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EYES ONLY



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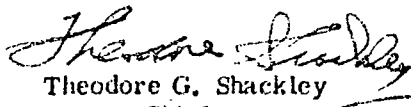
SECRET
EYES ONLY
- 2 -

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

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

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

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


Theodore G. Shackley
Chief
Western Hemisphere Division

SECRET
EYES ONLY

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MEMORANDUM FOR: Chairman, QSI - Honor and Merit Awards Panel

SUBJECT: Request for Quality Step Increase (HR 20-37)
Mrs. Charlotte Bustos-Videla

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Charlotte Bustos-Videla.

2. As noted in the attached fitness report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities in the Cuban section of the Mexico City Station, she has recently been made the executive assistant to the Chief of Station at Mexico City. In this job, she screens all incoming material for matters of interest to the Chief and Deputy Chief of Station. She also continues performing her past functions in the Cuban section for the Station.

3. Subject's present high quality of performance is typical of her performance since she entered the Agency in 1951. It is fully expected that this level of performance will be maintained.

4. Although the present Chief of Station was not the reviewing official on the attached fitness report, he has commented that he considered Subject an outstanding officer and has recommended that she be considered for a Quality Step Increase.

William V. Broe
William V. Broe

Chief
Western Hemisphere Division

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EYES ONLY
SECRET

16 MAR 1963

MEMORANDUM FOR: Secretary, CSEC Panel (Section A)

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

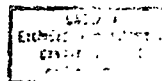
1. The promotion of Charlotte Z. Bustos-Videla from GS-12 to GS-13 is hereby recommended.

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

3. Subject is 36 years old and has been in grade as a GS-12 for the past five and one-half years.

R. W. Werhe
Desmond Fitzgerald
Chief,
Western Hemisphere Division

EYES ONLY
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(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 30 August 1972	
1. SERIAL NUMBER 007667		2. NAME (Last-First-Middle) Bustosvidola, C/ Z.			
3. NATURE OF PERSONNEL ACTION Reassignment and Transfer to Vouchered Funds			4. EFFECTIVE DATE REQUESTED MONTH 09 DAY 17 YEAR 72		5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS <div style="display: flex; justify-content: space-between;"> <div>V TO V X</div> <div>V TO G G TO V</div> </div>			7. FINANCIAL ANALYSIS NO. CHARGEABLE 3235-0620		8. LEGAL AUTHORITY (Complied by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP/WH Division Branch 1 CA Section			10. LOCATION OF OFFICIAL STATION Wash., D. C.		
11. POSITION TITLE Ops Officer (D-13)			12. POSITION NUMBER 1294		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 7	
17. SALARY OR RATE \$ 22,487					
18. REMARKS <p>FROM: DDP/WH/BR 1/MEXICO CITY STATION/0418 *HOME BASE: WH</p> <p>2 - Security 1 - Finance Security Approval Granted by Pers. SO/OS <i>15 Sept 72</i></p> <p>Issue X Army W-2 (Concur: CCS <i>C. P. Smith</i>) <i>25 SEP 1972</i></p> <p align="right">22 SEP 1972</p> <p align="right">E 2 IMPDET CL BY 007034</p>					
19A. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i> Henry L. Berthold, C/WH/Pers		DATE SIGNED <i>15 Sep 72</i>		19B. SIGNATURE OF CHIEF, PERSONNEL OFFICE <i>[Signature]</i> 15 Sep 1972	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE 16	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC 51300 ALPHABETIC WH	22 STATION CODE 45013	23 INTEREST CODE	24 REASON CODE 1
25 DATE OF BIRTH MO DA YR 1 12 72	26 DATE OF GRADE MO DA YR	27 DATE OF 101 MO DA YR	28 DATE OF 101 MO DA YR	29 DATE OF 101 MO DA YR	30 DATE OF 101 MO DA YR
31 RETIREMENT DATA MO DA YR	32 RETIREMENT DATA MO DA YR	33 RETIREMENT DATA MO DA YR	34 RETIREMENT DATA MO DA YR	35 RETIREMENT DATA MO DA YR	36 RETIREMENT DATA MO DA YR
37 RETIREMENT DATA MO DA YR	38 RETIREMENT DATA MO DA YR	39 RETIREMENT DATA MO DA YR	40 RETIREMENT DATA MO DA YR	41 RETIREMENT DATA MO DA YR	42 RETIREMENT DATA MO DA YR
43 RETIREMENT DATA MO DA YR	44 RETIREMENT DATA MO DA YR	45 RETIREMENT DATA MO DA YR	46 RETIREMENT DATA MO DA YR	47 RETIREMENT DATA MO DA YR	48 RETIREMENT DATA MO DA YR
49 RETIREMENT DATA MO DA YR	50 RETIREMENT DATA MO DA YR	51 RETIREMENT DATA MO DA YR	52 RETIREMENT DATA MO DA YR	53 RETIREMENT DATA MO DA YR	54 RETIREMENT DATA MO DA YR
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61 RETIREMENT DATA MO DA YR	62 RETIREMENT DATA MO DA YR	63 RETIREMENT DATA MO DA YR	64 RETIREMENT DATA MO DA YR	65 RETIREMENT DATA MO DA YR	66 RETIREMENT DATA MO DA YR
67 RETIREMENT DATA MO DA YR	68 RETIREMENT DATA MO DA YR	69 RETIREMENT DATA MO DA YR	70 RETIREMENT DATA MO DA YR	71 RETIREMENT DATA MO DA YR	72 RETIREMENT DATA MO DA YR
73 RETIREMENT DATA MO DA YR	74 RETIREMENT DATA MO DA YR	75 RETIREMENT DATA MO DA YR	76 RETIREMENT DATA MO DA YR	77 RETIREMENT DATA MO DA YR	78 RETIREMENT DATA MO DA YR
79 RETIREMENT DATA MO DA YR	80 RETIREMENT DATA MO DA YR	81 RETIREMENT DATA MO DA YR	82 RETIREMENT DATA MO DA YR	83 RETIREMENT DATA MO DA YR	84 RETIREMENT DATA MO DA YR
85 RETIREMENT DATA MO DA YR	86 RETIREMENT DATA MO DA YR	87 RETIREMENT DATA MO DA YR	88 RETIREMENT DATA MO DA YR	89 RETIREMENT DATA MO DA YR	90 RETIREMENT DATA MO DA YR
91 RETIREMENT DATA MO DA YR	92 RETIREMENT DATA MO DA YR	93 RETIREMENT DATA MO DA YR	94 RETIREMENT DATA MO DA YR	95 RETIREMENT DATA MO DA YR	96 RETIREMENT DATA MO DA YR
97 RETIREMENT DATA MO DA YR	98 RETIREMENT DATA MO DA YR	99 RETIREMENT DATA MO DA YR	100 RETIREMENT DATA MO DA YR	101 RETIREMENT DATA MO DA YR	102 RETIREMENT DATA MO DA YR

1153 USE NAVY/NAVY/NAVY

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25 SEP 1972

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18 DEC 1979

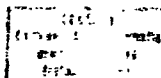
MEMORANDUM FOR: Charlotte Euston-Videla
THROUGH : Chief, WH Division
SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Service.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Thomas H. Karamossines
Deputy Director for Plans

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12 DEC 1969

MEMORANDUM FOR: Head, Clandestine Service
Career Service

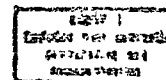
SUBJECT : Notification of Approval of
Quality Step Increase -
Charlotte Bustos-Videla

1. I am pleased to send to you the attached official notification of the approval of a second Quality Step Increase to be awarded to this employee. The previous Quality Step Increase was effective March 1964.

2. May I again ask that you arrange an appropriate ceremony for the presentation of this Quality Step Increase which is in recognition of her continuing excellent performance.

for Robert S. Wattle
Robert S. Wattle
Director of Personnel

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-2-

SUBJECT: Request for Quality Step Increase (HR 20-37)
Mrs. Charlotte Bustos-Videla

APPROVAL RECOMMENDED:


Chairman, DDP/SSI Panel


Date

APPROVED:


for John J. Caldwell
Director of Personnel

12 Dec 1969

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(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1 SERIAL NUMBER 007667				2 NAME (Last-First-Middle) BUSTOS-VIDELA, C. S. Z.	
3 NATURE OF PERSONNEL ACTION REASSIGNMENT			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 11 03 68		5 CATEGORY OF EMPLOYMENT REGULAR
6 FUNDS	V TO V CF TO V	V TO CF X CF TO CF	7 FINANCIAL ANALYSIS NO CHARGEABLE 9135 0990		8 LEGAL AUTHORITY (Completed by Office of Personnel)
9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION			10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		
11 POSITION TITLE OPS OFFICER (13)			12 POSITION NUMBER 0418		13 CAREER SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS, TR, etc.) GS		15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 13 4		17 SALARY OR RATE \$ 158.49
18 REMARKS STAFF EMPLOYEE SPECIAL FROM: POSTION # 1528 1 - Finance 18A SIGNATURE OF REQUESTING OFFICER Henry L. Berthold C/WH/Personnel DATE SIGNED 18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER DATE SIGNED 256000					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE 37	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC ALPHABETIC 51620 WH 45075	22 STATION CODE	23 INTERISE CODE	24 MODS CODE 3
25 DATE OF CALLE MO. DA. YR.	26 DATE OF SCI MO. DA. YR.	27 SECURITY REQ NO	28 SEX	29 MOD DATA	
30 RETIREMENT DATA 1 - YES 2 - NO 3 - PENDING	31 SEPARATION DATA CODE TYPE	32 CORRECTION CANCELLATION DATA MO. DA. YR.	33 SOCIAL SECURITY NO	34 HEALTH INSURANCE 1 - YES 2 - NO	
35 PREFERENCE 1 - YES 2 - NO 3 - PENDING	36 LONG COMP DATE MO. DA. YR.	37 LONG COMP DATE MO. DA. YR.	38 CARRIER CATEGORY 1 - YES 2 - NO	39 FEDERAL TAX DATA 1 - YES 2 - NO	40 STATE TAX DATA 1 - YES 2 - NO
41 POSITION CONTROL CERTIFICATION			42 C/P APPROVAL DATE APPROVED		

SECRET

FORM 10-10-68
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET
(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 13 OCTOBER 1967	
1. SERIAL NUMBER 007667		2. NAME (Last-First-Middle) BUSTOSVIDELA, CHARLOTE Z. 07-17-67					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH: 07 DAY: 15 YEAR: 67		5. CATEGORY OF EMPLOYMENT REGULAR*	
6. FUNDS V TO V C TO V		V TO C C TO C		7. FINANCIAL ANALYSIS AND CHARGEABLE 8135 0990		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION				10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 1528		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, F, R, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP IX 13 3		17. SALARY OR RATE \$ 13,769	
18. REMARKS OPS OFFICER OCCUPYING INTEL ANALYST. * STAFF EMPLOYEE XXXX SPECIAL. EX CONCUR: <i>Theresa K. Sturge</i> CCS No objection Joyce Mayhew CCSP/Agent Branch 1 - Finance							
19. SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold C/WH/Personnel		DATE SIGNED 17 Oct 67		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Paul M. Y. [Signature]</i>		DATE SIGNED 17 Oct 67	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODING NUMERIC ALPHABETIC		24. STATION CODE	25. INTEGRAL CODE	26. MONTHS	27. DATE OF BIRTH
4	10	51021		115	3	01	12-29
28. NET EXPENSES MO. DA. YR.	29. SPECIAL REFERENCE MO. DA. YR.	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY FIG NO		
34. NET PREFERENCE CODE		35. SERV COMP DATE MO. DA. YR.	36. LONG COMP DATE MO. DA. YR.	37. CAREER CATEGORY CODE	38. HEALTH INSURANCE CODE	39. SOCIAL SECURITY NO	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		41. LEAVE CAT CODE	42. FEDERAL PAY DATA CODE	43. STATE TAX DATA CODE			
44. MILITARY COMBAT PARTICIPATION		45. O.P. APPROVAL		46. DATE APPROVED			

FORM 1152 USE PREVIOUS EDITIONS

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

23 June 1967

MEMORANDUM FOR: Central Cover Group

SUBJECT : Cover for Charlotte E. Bustos-Videla

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

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

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

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

5. Due to the change in cover stories, it is requested that CCG/NC take appropriate steps to see that the salary received through 15 July 1967 be covered by an Army W-2, and that effective 15 July 1967, D.C. Income tax no longer be withheld, and all subsequent salary be covered by a National Department of State W-2. Her salary government checks should continue to be deposited to the National Bank of Washington, Dupont Circle Branch, Account No. 3 200 36 6. She will receive no field allotment.

Robert D. Cashman
Chief, Personnel

SECRET

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				10 JULY 1967	
1 SERIAL NUMBER 007667		2 NAME (Last-First-Middle) BUSTOS VIDELA, CHARLOTTE Z.			
3 NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 16 67		5 CATEGORY OF EMPLOYMENT REGULAR
6 FUNDS	V TO V	XXX	V TO CF	7 FINANCIAL ANALYSIS NO. CHARGEABLE 3135 0990	8 LEGAL AUTHORITY (Completed by Office of Personnel)
9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION			10 LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		
11 POSITION TITLE OPS OFFICER (11)			12 POSITION NUMBER 1528		13 CAREER SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS, LTR, etc.) GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 13 3	
17 SALARY OR RATE \$ 13,769					
18 REMARKS X OPS OFFICER OCCUPYING ENTEL ANALYST POSITION. FROM: DDP/WH/1/Pos. No. 1201 PRA IN ACCORDANCE WITH HR20-17d(b), NOT TO EXCEED TWO YEARS.					
19 SIGNATURE OF REQUESTING OFFICER Robert D. Cashman					
19a SIGNATURE OF APPROVING OFFICER Finance 10 July					
19b SIGNATURE OF CAREER SERVICE APPROVING OFFICER Paul M. Y. Jones 13 July 67					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE 20	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC ALPHABETIC 51626 WH 45075	22 STATUS CODE 23 INTEGREE CODE	24 MODALS CODE 3	25 DATE TO BE FULFILLED MO. DA. YR. 01 12 29
26 NET EXPIRES MO. DA. YR. 07 15 69	27 SPECIAL REFERENCE 82	28 RETIREMENT DATA 1-EM 2-TEA 3-NONE	29 SEPARATION DATA CODE	30 CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	31 SECURITY REQ NO
32 VET PREFERENCE CODE 1-5 YR 2-10 YR	33 SERV COMP DATE MO. DA. YR.	34 LONG COMP DATE MO. DA. YR.	35 CAREER CATEGORY CODE 1-15 2-15	36 HEALTH INSURANCE CODE 1-YES 2-NO	37 DATE OF BIRTH MO. DA. YR.
38 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-NO PREVIOUS SERVICE 2-NO BREAK IN SERVICE 3-BREAK IN SERVICE (LESS THAN 2 YEARS) 4-BREAK IN SERVICE (MORE THAN 2 YEARS)		39 LEAVE DATA CODE 1-15 2-15	40 FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO	41 STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO	42 SOCIAL SECURITY NO
43 POSITION CONTROL CERTIFICATION 07-14674			44 OP APPROVAL DATE APPROVED		

FORM 1152 USE PREVIOUS EDITION

SECRET

FORM 1152-7
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				19 OCTOBER 1966	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
007667		BUSTOSVIDELA, C.Z.			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
PROMOTION			MONTH DAY YEAR 10 23 66		REGULAR
6. FUNDS			7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)
<input checked="" type="checkbox"/> X TO V <input type="checkbox"/> V TO V <input type="checkbox"/> V TO C <input type="checkbox"/> C TO V			7235 0620		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/WH BRANCH 1 FI SECTION			WASHINGTON, D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
OPS OFFICER (13)			1201		D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP		17. SALARY OR RATE
GS		0136.01	13 3		\$ 13,769
18. REMARKS					
FROM: GS-12/6 (\$12,822)					
19. SIGNATURE OF REQUESTING OFFICIAL					
15 Finance Robert D. Cashman C/WH/Pers					
DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED	
21 Oct 66		John P. Brown		10/21/66	
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. HOURS CODE
22	10	51300	WH	75C13	1
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEE			
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.			
01 12 29	10 23 66	10 23 66			
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ NO
MO. DA. YR.		1-YES 2-NO			
35. VET PREFERENCE	36. SERV LUMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI HEALTH INSURANCE	40. SOCIAL SECURITY NO
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA		
CODE	CODE	CODE	CODE		
45. POSITION CONTROL CERTIFICATION			46. O.P. APPROVAL		
10-21-66 N			10/21/66		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

1 SEP 1966

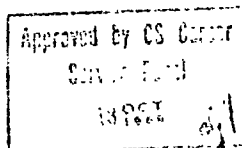
MEMORANDUM FOR: CSPA/A

SUBJECT : Recommendation for Promotion of
Charlotte Bustos-Videla

1. The promotion recommendation to GS-13 of Mrs. Charlotte Bustos-Videla is hereby submitted. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 by 1959. She has now been almost seven years in grade and has been recommended for promotion to the CSPA/A by WH Division five times previously.

2. This outstanding officer has continued to perform at the exceptional level which has by now become her standard of performance. Her past four annual Fitness Reports have each given her an overall rating of outstanding. In this connection it is noteworthy that no two Fitness Reports were written by the same rating officer. She continues to occupy a GS-13 officer slot and her performance clearly continues to exceed the requirements for that position. She is considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency.

3. Mrs. Bustos-Videla not only continues to bring continuity to the Mexican Branch through her long experience on Mexican affairs, but consistently contributes to the smooth functioning of the Branch through her highly efficient organizational capabilities. She has been called upon to handle all manner of difficult desk problems. She invariably responds quickly, cheerfully, and effectively. She has been instrumental in on-the-job training of a number of officers, both for desk assignments and in preparation for field assignments. She has excellent rapport with innumerable persons in other areas and staffs, thus adding to the efficiency and speed with which she accomplishes her daily tasks. Her promotion at this time is urged.



William V. Broe
Chief,
Western Hemisphere Division

SECRET
(When Filled In)

11 August 1966

MEMORANDUM FOR: Charlott L. Bustos-Vilela

THROUGH : Head of C3 Career Service

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

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

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you do not have sufficient time prior to completing 15 years of service with the Agency in which you could complete a minimum of 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude 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 6 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.


E. D. Echols
Director of Personnel

SECRET

EX-103 ONLY
SECRET

1 MAR 1966

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

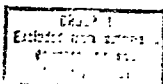
1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby submitted.

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

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

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

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

**EX-103 ONLY**
SECRET

SECRET

9 SEP 1965

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

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

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

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

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

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

by Aust. D. B. Broe

William V. Broe
Chief,
Western Hemisphere Division

*not
approved
S/T*

SECRET

(If New Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 28 JULY 1965	
1. SERIAL NUMBER 007667		2. NAME (Last-First-Middle) BUSTOS-VIDELA, CARMEN 7.									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR AUG 1 65		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS XX V TO V C TO V		7. COST CENTER NO. CHARGE ABLE 6235 0620		8. LEGAL AUTHORITY (Completed by Office of Personnel)							
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 1 MEXICO SECTION <i>3rd Section</i>				10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.							
11. POSITION TITLE OPS OFFICER (B)				12. POSITION NUMBER 1201		13. CAREER SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (G.S. I.R. etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 45		17. SALARY OR RATE \$ 11,915 11670					
18. REMARKS FROM: DDP/WH/MEXICO SECTION/1202/ MRS. BUSTOS-VIDELA WILL REPLACE MR. RICHARD SCUTT WHO WILL BE REASSIGNED TO DDP/EE. TO BE EFFECTIVE 1 AUGUST 1965 <div style="border: 1px solid black; padding: 5px; display: inline-block;">Received By 10/13</div>											
19. SIGNATURE OF REQUESTING OFFICER ROBERT D. CASHMAN C/WH/PERS											
DATE SIGNED 30 July											
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>											
DATE SIGNED 8/4/65											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. POSITION CODE CODE		21. OFFICE CODING NUMERIC ALPHABETIC 5130 011		22. STATION CODE CODE		23. INTEGRATE CODE CODE		24. MOVERS CODE CODE		25. DATE OF BIRTH MO. DA. YR. 01 12 29	
26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEL MO. DA. YR.		28. RETIREMENT DATA 1-YES 2-NO 3-OTHER		29. SEPARATION DATA CODE CODE		30. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		31. SECURITY REQ NO	
32. NET REFERENCE CODE		33. NET COMP DATE MO. DA. YR.		34. NET COMP DATE MO. DA. YR.		35. CAREER CATEGORY 1-YES 2-NO 3-OTHER		36. FEGLI HEALTH INSURANCE CODE		37. SOCIAL SECURITY NO	
38. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-NO PREVIOUS SERVICE 2-NO BREAK IN SERVICE 3-OTHER (IF SERVICE LESS THAN 3 YEARS) 4-LESS THAN 3 YEARS (MORE THAN 3 YEARS)				39. LEAVE CAT CODE CODE		40. FORM EXECUTED 1-YES 2-NO		41. FORM EXECUTED CODE		42. STATE TAX DATA CODE	
43. POSITION CONTROL CERTIFICATION 7/10/65 106				44. O.P. APPROVAL <i>[Signature]</i> 8/4/65							

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

4 SEP 1964

MEMORANDUM FOR: Secretary, CSCS (Panel A)

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

1. The promotion to GS-13 of Mrs. Charlotte Bustos-Videla is recommended. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 grade by 1959.

2. This recommendation is based on Mrs. Bustos-Videla's performance during the past three years as the senior assistant to the various chiefs of the Mexican desk/branch, who unanimously have found her to be extremely competent and reliable both in her routine assignments and special tasks occasionally levied on her, such as country studies, compilation of programs, requirement reviews, etc.

3. Mrs. Bustos-Videla has consistently responded with intelligence and clarity and has materially contributed to orderly imaginative administration of Headquarters support to a most active station. In the process, she has been instrumental in training on-the-job innumerable officers both for desk assignments and in preparation for field assignments.

4. For her outstanding performance she received a quality step increase in April 1964. This deserved recognition should now be followed up at this time by a promotion to the next grade in accordance with the consistently good performance at the GS-13 level over a prolonged period of time.

Desmond FitzGerald
Desmond FitzGerald
Chief
Western Hemisphere Division

CONFIDENTIAL

14 APR 1964

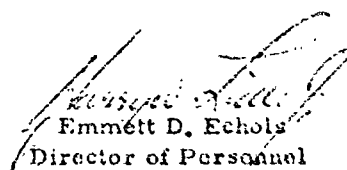
MEMORANDUM FOR: Head, Clandestine Services Career Service

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

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

2. The salary increase accomplished by the award of a Quality Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to earning such recognition.

3. May I ask, therefore, that you arrange to have this Quality Step Increase presented at an appropriate ceremony.


Emmett D. Echols
Director of Personnel

*Presented in
a ceremony
4/24/64*

CONFIDENTIAL

SECRET

20 March 1964

MEMORANDUM FOR: BDP/OP

THROUGH : Chief, Clandestine Services Personnel Office

SUBJECT : Charlotte Z. Bustos-Videla -- Request for
Quality Step Increase

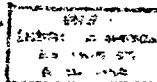
1. It is recommended that a Quality Step Increase for Mrs. Charlotte Z. Bustos-Videla be endorsed by you for the reasons presented in the attached memorandum prepared by the Chief, Western Hemisphere Division.

2. A review of Mrs. Bustos-Videla's Official Personnel File strongly supports the statement of Chief of Staff. Without exception, the performance of this officer during her employment in the Agency has been identified by various and all supervisors as "Superior" and "Outstanding." Likewise, nothing in other records maintained by the Office of Personnel contradicts or modifies the impressive record made by Mrs. Bustos-Videla.

3. Testimony to the high regard which officials of WH Division view this officer's work is furnished by noting that Mrs. Bustos-Videla is the first female officer to be proposed for a QSI by WH and one of a total of but three officers nominated by that Division for the award since the QSI provision of the Federal Salary Reform Act of 1962 became effective in CIA approximately fifteen months ago.

Robert L. Bennett
Robert L. Bennett
Chief, Clandestine Services
Personnel Office

SECRET



SECRET

8 March 1964

MEMORANDUM FOR: Deputy Director of Plans

ATTENTION : DDP/OP

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

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

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

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

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

SECRET

-2-

area of assignment, it is unlikely that a promotion to grade GS-13 can be obtained. The salary increase is therefore thought to be the most fitting reward for her outstanding service.

J. C. King
C. KING
C/WHD

CONCUR:

John M. La

LSP/OP

24 March 64

Date

APPROVED:

Robert S. Santos

Director of Personnel

24 MAR 64

Date

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 18 November 1963	
1. SERIAL NUMBER 007667		2. NAME (Last-First-Middle) BUSTOSVIDELA, C. Z.			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH 12 DAY 1 YEAR 1963		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	<input checked="" type="checkbox"/> X	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 4235 1000 1000	8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO SECTION			10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0321	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 4	17. SALARY OR RATE \$10,420	
18. REMARKS FROM: DDP/WH/3/607/Mexico Sec/Hqs					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Recorded by CSPD <i>[Signature]</i> </div>					
19A. SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i> ROBERT D. CASIMAN, C/WH/POPS			19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL <i>[Signature]</i>		19C. DATE SIGNED 11/19/63
PLACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION CODE 37 16	21. DATE 5/1/64	22. ACTION CODE 16 11	23. DATE 7/20/63	24. ACTION CODE 1	25. DATE 31/12/63
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15 March 1963

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

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

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

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

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

J. C. KING
Chief,
Western Hemisphere Division

*Not Approved
June 63*

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION					DATE PREPARED	
1. SERIAL NUMBER 107667		2. NAME (Last-First-Middle) BUSTOS-VIDELA, C. Z.			1 June 1961	
3. NATURE OF PERSONNEL ACTION NAME CHANGE FROM-CHARLOTTE L. ZEHMUNG				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 06 13 61		
5. CATEGORY OF EMPLOYMENT REGULAR				6. LEGAL AUTHORITY (Completed by Office of Personnel)		
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		7. COST CENTER NO. CHARGEABLE 1235 1000 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DIP WH BRANCH 3 MEXICO SECTION				10. LOCATION OF OFFICIAL STATION WASH., D. C.		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER BA-607		13. CAREER SERVICE DESIGNATION DI	
14. CLASSIFICATION SCHEDULE (GS, LD, etc.) GS 12		15. OCCUPATIONAL SERIES 0136.01		17. SALARY OR RATE 8955- 9215		
16. REMARKS By Marriage.						
100. SIGNATURE OF REQUESTING OFFICIAL <i>J. C. Bowers</i>			101. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>O. C. Duvon</i>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
21. ACTION TO BE TAKEN REG. 100		22. OFFICE CODE NO. NUMERIC ALPHABETIC		23. DATE OF ACTION MONTH DAY YEAR 1 12 29		
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450. SPECIAL REFERENCE		451. SPECIAL REFERENCE		452. SPECIAL REFERENCE		
453. SPECIAL REFERENCE		454. SPECIAL REFERENCE		455. SPECIAL REFERENCE		
456. SPECIAL REFERENCE		457. SPECIAL REFERENCE		458. SPECIAL REFERENCE		
459. SPECIAL REFERENCE		460. SPECIAL REFERENCE		461. SPECIAL REFERENCE		
462. SPECIAL REFERENCE		463. SPECIAL REFERENCE		464. SPECIAL REFERENCE		
465. SPECIAL REFERENCE		466. SPECIAL REFERENCE		467. SPECIAL REFERENCE		
468. SPECIAL REFERENCE		469. SPECIAL REFERENCE		470. SPECIAL REFERENCE		
471. SPECIAL REFERENCE		472. SPECIAL REFERENCE		473. SPECIAL REFERENCE		
474. SPECIAL REFERENCE		475. SPECIAL REFERENCE		476. SPECIAL REFERENCE		
477. SPECIAL REFERENCE		478. SPECIAL REFERENCE		479. SPECIAL REFERENCE		
480. SPECIAL REFERENCE		481. SPECIAL REFERENCE		482. SPECIAL REFERENCE		
483. SPECIAL REFERENCE		484. SPECIAL REFERENCE		485. SPECIAL REFERENCE		
486. SPECIAL REFERENCE		487. SPECIAL REFERENCE		488. SPECIAL REFERENCE		
489. SPECIAL REFERENCE		490. SPECIAL REFERENCE		491. SPECIAL REFERENCE		
492. SPECIAL REFERENCE		493. SPECIAL REFERENCE		494. SPECIAL REFERENCE		
495. SPECIAL REFERENCE		496. SPECIAL REFERENCE		497. SPECIAL REFERENCE		
498. SPECIAL REFERENCE		499. SPECIAL REFERENCE		500. SPECIAL REFERENCE		

FORM 1152 (REPLACES FORM 1152-1 AND FORM 1152-2)

SECRET

141

SECRET

21 May 1961

MEMORANDUM FOR: WH/Personnel

SUBJECT: Change of Name

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

Charlotte Z. Euston-Videla
Charlotte Z. Euston-Videla
SA/3/Mexico

SECRET

REQUEST FOR PERSONNEL ACTION																		
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD					
07667		ZEHRUNG CHARLOTTE				Mo. Da. Yr. 01 12 29			None-0 5 Pt-1 10 Pt-2		Code 0		F 2		Mo. Da. Yr. 00 27 51			
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority		10. Appt. Affidav.			11. FEGLI		12. LCD		13. See Code					
Mo. Da. Yr. 04 02 51		Yes-1 No-2		Code 1		50 USCA 403 J			Mo. Da. Yr. Mo. Da. Yr. Mo. Da. Yr.			Yes-1 No-2		Code 00 27 51		Yes-1 No-2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613		WASH., D. C.				75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Data - USld - Fign -		Code		XXXXXXX OPS OFCR		0667 3A-321		GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11824		7750		DI		Mo. Da. Yr. 04 110 55		Mo. Da. Yr. 04 106 58		0235-1000-1000 P. 2500 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		Mo. Da. Yr. 12 11 59		REGULAR		01			

PRESENT ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
				4613							
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Data - USld - Fign -		Code		OPS OFCR		607		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
12 1		8330		DI		Mo. Da. Yr. 12 13 59		Mo. Da. Yr. 5 14 61		0235-1000-1000	
SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Request Approved By (Signature And Title)					
P. C. Bowers MI Personnel Officer											
B. For Additional Information Call (Name & Telephone Ext.)											
John Wainiak 8242											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		11/2/59		11/2/59		D. Placement					
B. Pay Control		12/1/59		12/1/59		E.					
C. Classification						F. Approved By					
Remarks											

SECRET

16 July 1959

Excluded from release

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

SUBJECT: Recommendation for Promotion -
Miss Charlotte L. Zehrung

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

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

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

J. C. King
J. C. KING
Chief

Western Hemisphere Division

S-E-C-R-E-T

17 March 1958

MEMORANDUM FOR: Charlotte Zehrung

VIA : Chief, WE/3/Mexico

1. You have been selected by your division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your appointment is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the Clandestine Services objectives for your component.
2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and Index cards recommended for destruction by other members of your branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RI as that of an officially appointed Records Officer.
3. A series of meetings will be held in Room 1400, F Building to brief you and your colleagues on the details of your duties as Records Officer. You have been scheduled to attend the meeting to be held on Wednesday, 2 April 1958, 1300 - 1645 hours; if it is not possible for you to attend on the date designated, please call Extension 8325 to arrange for an alternate date. Please review the attached materials prior to this meeting.

7410 C
HUGH T. CUNNINGHAM
DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

S-E-C-R-E-T

SECRET

Classify According
To Content.

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle) ZEHNRUNG, Charlotte L.			3. Date Of Birth Mo Da Yr 1 12 29			4. Vet. Pref. None-0 5 Pt-1 10 Pt-2 0		5. Sex F		6. CS - EOD Mo Da Yr		
7. SCD Mo Da Yr		8. CSC Reim. Yes - 1 No - 2 1		9. CSC Or Other Legal Authority		10. Apmt. Affidav. Mo Da Yr		11. FEGLI Yes - 1 No - 2		12. LCD Mo Da Yr		13. Mail Serv. Credit Yes - 1 No - 2		

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP/WH Branch III Mexico Section				Code		15. Location Of Official Station Washington, D.C.				Station Code	
16. Dept. - Field Dept. - X Unfld. Fragn.		17. Position Title Reports Officer				18. Position No. BA-0072.01		19. Serv. GS		20. Occup. Series 0132.144	
21. Grade & Step 11-2		22. Salary Or Rate \$ 6605		23. SD DI		24. Date Of Grade Mo Da Yr 07/10/55		25. PSI Due Mo Da Yr 07/10/55		26. Appropriation Number 8-3500-20	

ACTION

27. Nature Of Action REASSIGNMENT		Code 56		28. Eff. Date Mo Da Yr 4/13/58		29. Type Of Employee REGULAR		Code 01		30. Separation Data	
---	--	-------------------	--	---	--	--	--	-------------------	--	---------------------	--

PRESENT ASSIGNMENT

31. Organizational Designations DDP/WH Branch III Mexico Section				Code 4713		32. Location Of Official Station Washington, D.C.				Station Code 75013	
33. Dept. - Field Dept. - X Unfld. Fragn.		34. Position Title I.O. (FI)				35. Position No. BA-521-22		36. Serv. GS		37. Occup. Series 0136.51	
38. Grade & Step 11-2		39. Salary Or Rate \$ 6605		40. SD DI		41. Date Of Grade Mo Da Yr 4/10/55		42. PSI Due Mo Da Yr 4/10/55		43. Appropriation Number 8-3500-20	

SOURCE OF REQUEST

A. Requested By (Name And Title) P.C. BOWERS WH/Personnel Officer		C. Request Approved By (Signature And Title)	
B. For Additional Information Call (Name & Telephone Ext.) JOHN WACHENKO X 8242			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		<i>[Signature]</i>		4/1/58		D. Placement		<i>[Signature]</i>		7/1/57	
B. Pay. Control		<i>[Signature]</i>		7/1/57		E.		<i>[Signature]</i>			
C. Classification						F. Approved By		<i>[Signature]</i>		1 APR 1958	

Remarks

RECEIVED SEC. DEPT. 4/1/58
SECRET

SECRET

Classify According
To Content.

REQUEST FOR PERSONNEL ACTION														
8 Nov 1957														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Ver. Prof.		5. Sex		6. CS - EOD	
		ZEHKUNG, Charlotte L.				Mo Da Yr 1 12 29			None-0 5 Pt-1 10 Pt-2 Code 0		F		Mo Da Yr	
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Mail Serv. Code	
Mo Da Yr		Yes - 1 No - 2 Code 1				Mo Da Yr			Yes - 1 No - 2 Code		Mo Da Yr		Yes - 1 No - 2 Code	

PREVIOUS ASSIGNMENT

VOUCHERED

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/WH Branch II Argentina Section						Washington, D. C.					
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - X Usld. Frag.		Reports Officer				BA-313		GS		0132.44	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
GS-11-2		\$ 6605.00		DI		Mo Da Yr		Mo Da Yr		8-3500-20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Reassignment		56		12/01/57		Regular		01			

PRESENT ASSIGNMENT

VOUCHERED

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/WH Branch III Mexico Section				4613		Washington, D.C.				11/12 22A13	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - X Usld. Frag.		Reports Officer				BA-72.01		GS		0132.44	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
GS-11-2		\$ 6605.00		DI		04/10/55		04/06/57		2-3500-20	

SOURCE OF REQUEST

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

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		[Signature]		11/21/57		D. Placement		[Signature]		11/21/57	
B. Pos. Control		[Signature]				E.		[Signature]			
C. Classification		[Signature]				F. Approved By		Robert W. Shesay			

Remarks											
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SECRET

SECRET

REPRODUCTION MASTERS

SECRET

BIOGRAPHIC PROFILE

SECRET

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

Charlotte BUSTONS-VIDELA

LEFT HAND SIDE

(numbered top to bottom)

1. Admin and finance documents - March 1974 - Jan 1978
2. Admin and finance documents - May 1951 - April 1956
3. Bio profile (sanitized form in file)

Charlotte BUSTOS-VIDELA

RIGHT HAND SIDE FILE

(numbered top to bottom)

1. Personnel/cover - after 1973
2. "Actions" - Personnel actions - after 1973
3. "Actions" - Personnel Actions - Before 1957
4. "Fitness Reports" - May 1973 - Nov 1977
5. "Fitness Reports" prior to 1957
6. "Other" - admin material - after 1973
7. "Other"-admin material-prior to 1957
8. "Medical" - all medical material related to clearances
9. "PHS-SEC" - document related to cover legend

SECRET

CLASSIFIED BY 030

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		11 Sep 72	FILE NO. 3190
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION	SS NUMBER 069-24-3158	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 007667	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	IC CARD NUMBER 2040	
ATTN:	Edmond A. Sullivan	OFFICIAL COVER	<input checked="" type="checkbox"/> ESTABLISHED <input type="checkbox"/> DISCONTINUED
REF:	Form 1322 dated 5 May 72		
SUBJECT	BUSTOS-VIDELA, Charlotte Z	UNIT	Joint Operations Group
KEEP ON TOP OF FILE WHILE COVER IN EFFECT			
<input checked="" type="checkbox"/>	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:	
<input checked="" type="checkbox"/>	BASIC COVER PROVIDED EFFECTIVE DATE <u>Aug 62</u>	SUBMIT FORM 3254 <u>W-2</u> TO BE ISSUED. (HR 20-11)	
<input type="checkbox"/>	OPERATIONAL COVER PROVIDED FOR <u>TOY</u> OTHER (Specify)	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HR 20-7)	
<input checked="" type="checkbox"/>	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HR 20-7)	EAA: CATEGORY I <input type="checkbox"/> CATEGORY II <input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	SUBMIT FORM 3254 <u>ARMY</u> <u>W-2</u> TO BE ISSUED. (HR 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS	
<input checked="" type="checkbox"/>	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-20)	SUBMIT FORM 2689 FOR <u>AGE</u> HOSPITALIZATION CARD	
<input checked="" type="checkbox"/>	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-20)	DO NOT WRITE IN THIS BLOCK	
<input checked="" type="checkbox"/>	EAA: CATEGORY I <input type="checkbox"/> CATEGORY II <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	SUBMIT FORM 2689 FOR <u>AGE</u> HOSPITALIZATION CARD		
NEWARKS AND/OR COVER HISTORY			
Aug 51 - Aug 62 Hqs/OVERT			
Aug 62 - Jul 67 Hqs/DAC			
Jul 67 - Aug 72 Mexico/State			
Sep 72 - Present Hqs/DAC			
CD/kas			
DISTRIBUTION: COPY 1 - CO COPY 2 - OPERATING COMPONENT COPY 3 - ODA COPY 4 - PL/TELSEC COPY 5 - OF COPY 6 - TOS - FILE			

FORM 1551 USE PREVIOUS EDITIONS

SECRET

14-00000

WARNING - DISARM

(11-72-431)

SECRET

<p align="center">NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP</p>		<p>DATE 7 August 1962</p>
<p>TO: <input checked="" type="checkbox"/> CHIEF, RECORDS AND SERVICES DIVISION</p>	<p>ESTABLISHED FOR (NEE: ZEHRUNG)</p>	
<p>(Check) <input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT, WH</p>	<p>BUSTOSVIDELA, Charlotte Z.</p>	
<p>ATTN: WH/SS Mr. Mullano</p>	<p>FILE NO. 3190</p>	
<p>REF: Verbal Request for Cover, Form 1322 Dated 31 Jul 62</p>	<p>ID CARD NO.</p>	
<p>MILITARY COVER BACKSTOP ESTABLISHED</p>		
<p>U.S. Army Element, Joint Operations Group (8739)</p>		
<p><input checked="" type="checkbox"/> BLOCK RECORDS: (OPMEMO 20-800-11)</p>		
<p>a. TEMPORARILY FOR _____ DAYS, EFFECTIVE _____.</p>		
<p><input checked="" type="checkbox"/> CONTINUING, EFFECTIVE <u>7 August 1962</u></p>		
<p><input type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY TO 3. (HB 20-800-2)</p>		
<p><input type="checkbox"/> ASCERTAIN THAT ARMY W-2 BEING ISSUED. (HB 20-661-1)</p>		
<p><input type="checkbox"/> SUBMIT FORM 1322 FOR ALL CHANGE ACCEPTING THIS COVER. (R 710-250)</p>		
<p><input type="checkbox"/> SUBMIT FORM 1322 FOR TRANSFERRING COVER RESPONSIBILITY. (R 740-750)</p>		
<p><input type="checkbox"/> REMARKS:</p>		
<p align="center">THIS FORM MUST BE KEPT IN THE OFFICE OF THE DIRECTOR OF THE CENTRAL INTELLIGENCE AGENCY</p>		
<p><input type="checkbox"/> COPY TO CPO/OP</p>		
<p align="right">43688</p>		
<p align="right">James H. [Signature] 59/51</p>		
<p align="center">DISTRIBUTION 1 COPY TO [illegible] 1 COPY TO [illegible]</p>		

THIS EMPLOYEE HAS BEEN IDENTIFIED AS
A C.I.A. EMPLOYEE FOR PURPOSES OF
WITHOLDING STATE AND FEDERAL TAXES

DATE DESIGNATED JANUARY 03 1961

07667 CHARLOTTE L ZEHRUNG 235100010

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

0005 07/21/73

1. SERIAL NUMBER 007657		2. NAME (LAST FIRST MIDDLE) BUSTOSVIDELA C Z	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE MO DA. YR. 07 01 73	5. CATEGORY OF EMPLOYMENT
6. FUNDS	<input checked="" type="checkbox"/> X <input type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF	7. PAY AND NSCA 4235 4525 0000	8. SEC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 1294	13. LANCE NUMBER DESIGNATION OR 0
14. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 13	17. SALARY OR RATE

18. REMARKS

SIGNATURE OR OFFICIAL IDENTIFICATION

FOUO

0005 07 21 73

SECRET

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 530* AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF ECF AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 28 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

EFFECTIVE DATE OF PAY ADJUSTMENT CORRECTED FROM
7 JAN 1973 TO 1 OCT 1972 UNDER EXECUTIVE ORDER
11777, DATED 12 APR 1972

NAME

SERIAL ORGN. FUNDS GR-STEP

NEW
SALARY

BUSTOSVIDELA C Z

007667 51 300 V GS 13 7

\$23,642

SECRET

(When Filled In)

MDP: 26 SEPT 72

NOTIFICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)					
007667		BUSTOSVIDELA C Z					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS				MO DA YR 09 17 72		REGULAR	
6. FUNDS		7. V TO V		8. V TO CF		9. CSC OR OTHER LEGAL AUTHORITY	
X		CF TO V		CF TO CF		3235 0620 0000 50 USC 403 J	
10. ORGANIZATIONAL DESIGNATIONS				11. LOCATION OF OFFICIAL STATION			
DUP/WH DIVISION BRANCH 1 CA SECTION				WASH., D.C.			
12. POSITION TITLE				13. POSITION NUMBER		14. SERVICE DESIGNATION	
OPS OFFICER				1254		U	
15. GRADE AND STEP		16. ORGANIZATIONAL SERIES		17. GRADE AND STEP		18. SALARY OR RATE	
GS		0100.01		13 7		23,642	
19. REMARKS							
W2 INFO: DLPT OF ARMY							
PHONE BASE: WH							

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

20. REGION	21. CODE	22. CODE	23. CODE	24. CODE	25. CODE	26. CODE	27. CODE	28. CODE	29. CODE	30. CODE	31. CODE	32. CODE	33. CODE	34. CODE	35. CODE	36. CODE	37. CODE	38. CODE	39. CODE	40. CODE	41. CODE	42. CODE	43. CODE	44. CODE	45. CODE	46. CODE	47. CODE	48. CODE	49. CODE	50. CODE
16	10	01300	WH	72013	01	12	25																							

187 621

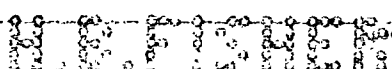
SLH

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	OPGN	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C Z	007667	51	620	CF GS 13 7	\$22,487

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP CODE	
007667		BUSTOSVIDELA C Z		51 620		CF			
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION					
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 13	6	\$20,721	10/19/69	GS 13	7	\$21,913	10/17/71		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD						16/35 559			
LITERARY INITIALS									
									
FORM 8006 PAY CHANGE NOTIFICATION									

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C Z	007667	51	620	CF GS 13 6	\$20,721

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-261 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 20 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C Z	007667	51	620	CF GS 13 6	\$19,555

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C 2	007667	51	100	V GS 13 7	\$24,811

1. SERIAL NO.		2. NAME		3. GRADE		4. PAY RATE				
007667		BUSTOSVIDELA C 2		51 620 CF						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADP
GS 13	5	\$17,920	10/29/69	GS 13	6	\$18,147	12/14/69			
8. Remarks and Authentication										
QUALITY STEP INCREASE										
/s/ R S HATTIES 12 DECEMBER 1969										
PAY CHANGE NOTIFICATION										

G51

1 SERIAL NO.		2 NAME		3 ORGANIZATION		4 FUNDS		5 LWOP HOURS	
007667		BUSTOSVIDELA C Z		51 620		CF			
6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION	
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 13	4	\$17,393	10/22/67	GS 13	5	\$17,920	10/19/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>Harriet J. J. Kachaw</i>						DATE <i>8/18/69/35</i>			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS						APPROVED BY			
FORM 7-66 560 E Use previous editions						PAY CHANGE NOTIFICATION (4-51)			

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

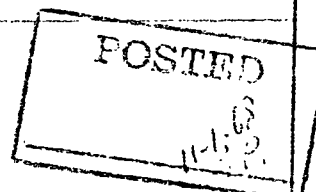
EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	ORG.	FUNDS	GR-STEP	NEW SALARY
BUSTOSVIDELA C Z	007667	51	620	CF GS 13 4	\$17,393

FVD: 31 OCT 68

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 007667		2. NAME (LAST-FIRST-MIDDLE) BUSTOSVIDELA C Z									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT						4. EFFECTIVE DATE MO DA YR 11 03 68		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
		CF TO V		X CF TO CF		9135 0990 0000		50-USE 403 J.			
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH I MEXICO CITY, MEXICO STATION						10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0418		13. SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS LB etc) GS				15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 13 4		17. SALARY OR RATE 15843			
18. REMARKS STAFF EMPLOYEE SPECIAL											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING TELETYPE ALPHABETIC		22. STATION CODE	23. INTEGRITY CODE	24. HOURS CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF LEAVE MO DA YR	27. DATE OF RES MO DA YR		
37	10	51620 WH		45075		3	01 12 29				
28. TIME EXPIRES MO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. FUL 2. C/A 3. FICA 4. NONE	31. SEPARATION DATA CODE	32. Correction / Cancellation Data TYPE MO DA YR		33. SECURITY REQ NO		34. SER	
						EOD DATA					
35. VET PREFERENCE CODE		36. SERV COMP DATE MO DA YR		37. LONG COMP DATE MO DA YR		38. CAREER CATEGORY CAP ESX PROV TEMP		39. FEEDBACK HEALTH INSURANCE CODE CODE		40. SOCIAL SECURITY NO	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE				42. LEAVE CAT CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE		44. STATE TAX DATA FORM EXECUTED CODE		45. STATE TAX DATA FORM EXECUTED CODE	
SIGNATURE OR OTHER AUTHENTICATION											

FORM 150
2-68 MAY 68Use Previous
Edition

SECRET

FVD

Excluded from automatic
downgrading and
declassification

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOSVIDELA C Z	007667	51	620	CF GS 13 4	\$14,857	\$15,849

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
007667		BUSTOSVIDELA C Z							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
PLACED TO REST					11/11/68		REGULAR		
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		A		CF TO CF		6135 0000 0000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDP, WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO				
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION		
SPECIAL AGENT					110				
14. CLASSIFICATION SCHEDULE (SS, IS, etc)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			4155.01		13 3		15750		
18. REMARKS									
DEATH EMPLOYEE 11/11/68									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INGRESS CODE	24. MAJOR CODE	25. DATE OF BIRTH	26. DATE OF CREDE	27. DATE OF LCI	
07	10	01020 170	45075		3	11/11/12			
28. MTL EXPIRY	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/AMENDMENT DATA	33. SECURITY				
	02				612 30				
34. VET PREFERENCE	35. SERV. COMP. DATE	36. LONG COMP. DATE	37. CAREER CATEGORY	38. FEGLI/HEALTH INSURANCE	39. SOCIAL SECURITY NO.				
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE	41. LEAVE CAT	42. FEDERAL TAX DATA	43. STATE TAX DATA						
SIGNATURE AND OTHER AUTHENTICATION									
<div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;"> POSTED <i>11/11/68</i> </div>									

651

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
007667		BUSTOSVIDELA C 2		51 620		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 13	3	\$13,769	10/23/66	GS 13	4	\$14,217	10/22/67		
9. CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>Frank Fisher</i>						DATE <i>8/18/67</i>			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS <i>ELC:m</i>						AUDITED BY			
FORM 7-66 560 E Use previous editions PAY CHANGE NOTIFICATION (4-31)									

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-236, PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 9 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOSVIDELA C 2	007667	51 620	CF	GS 13 3	\$13,769	\$14,407

MAH: 18 JULY 67

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
OCF											
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)									
007667		BUSTOSVIDELA C Z									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS						MO DA YR 07 16 67		REGULAR			
6. FUNDS		V TO V		X		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		CF TO CF				8135 0990 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION						MEXICO CITY, MEXICO					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						1528		D			
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		13 3		13769			
18. REMARKS											
OPS OFFICER OCCUPYING INTEL ANALYST POSITION.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOYER CODE	21. OFFICE CODING	22. STATION CODE	23. INTERSEE CODE	24. MONTH	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET			
20	10	51620 WH	45075	3	01	12 29					
28. NIE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CANCELLATION DATA	33. SECURITY		34. SEX				
MO DA YR 07 15 69	82				EOD DATA						
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FIGHT/HEALTH INSURANCE	40. SOCIAL SECURITY NO.						
CODE	MO DA YR	MO DA YR	CODE	CODE	CODE						
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA								
CODE	CODE	CODE	CODE								
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;"> POSTED 07-2667N </div>											

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007687		2. NAME (LAST-FIRST-MIDDLE) LAST SVIDELA C Z	
3. NATURE OF PERSONNEL ACTION PROMOTION		4. EFFECTIVE DATE MO DA YR. 11 15 1966	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS	V TO V	V TO CP	7. COST CENTER NO. CHARGEABLE 7201 0320 0000
	CP TO V	CP TO CP	
8. CSC OR OTHER LEGAL AUTHORITY 38 USC 403 J		9. ORGANIZATIONAL DESIGNATIONS DDP, WH BRANCH 1 FI SECTION	
10. LOCATION OF OFFICIAL STATION WASH., D.C.		11. POSITION TITLE CHIEF OF STAFF OFFICER	
12. POSITION NUMBER 1301		13. SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (SS, LS, etc.) GS	15. OCCUPATIONAL SERIES 0138,01	16. GRADE AND STEP 13 3	17. SALARY OR RATE 13760
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 20	20. P-Code 10	21. OFFICE CODING NUMERIC ALPHABETIC 1000 101	22. STATION CODE 72010
23. DATE OF BIRTH MO. DA. YR. 11 15 24	24. DATE OF GRADE MO. DA. YR. 10 1 24 66	25. DATE OF LEI MO. DA. YR. 11 1 24 66	26. DATE OF LEI MO. DA. YR. 11 1 24 66
27. NTE EXPIRES MO. DA. YR. 11 15 66	28. SPECIAL REFERENCE 1. CH 2. OFF 3. NONE	29. RETIREMENT DATA CODE	30. SEPARATION DATA CODE
31. DATE OF BIRTH MO. DA. YR. 11 15 24	32. DATE OF GRADE MO. DA. YR. 10 1 24 66	33. DATE OF LEI MO. DA. YR. 11 1 24 66	34. DATE OF LEI MO. DA. YR. 11 1 24 66
35. VET. PREFERENCE CODE 1. 5-PT 2. 10-PT	36. SERV. COMP. DATE MO. DA. YR. 11 15 66	37. LONG COMP. DATE MO. DA. YR. 11 15 66	38. CAREER CATEGORY CODE 1. YES 2. NO
39. FIGI/HEALTH INSURANCE CODE 1. YES 2. NO	40. SOCIAL SECURITY NO.	41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1. NO PREVIOUS SERVICE 2. NO DATA IN SERVICE 3. BREAK IN SERVICE LESS THAN 3 YEARS 4. 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. SIGNATURE OR OTHER AUTHENTICATION	46. SIGNATURE OR OTHER AUTHENTICATION

FORM 1150
11 62

Use Previous
Edition

SECRET

11-27-66
11-27-66
11-27-66

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOS-VICELA C Z	907667	91	300	V GS 12 6	\$12,029	\$12,459

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
BUSTOS-VICELA C Z	907667	91	300	V GS 12 6	\$12,459	\$12,822

007A67 : BUSTOSVIDELA C Z

OLD SALARY RATE				NEW SALARY RATE				EFFECTIVE DATE		
Grade	Step	Salary	End of Step	Grade	Step	Salary	End of Step	From	To	ADJ
GS 12	5	111,670	10/13/65	GS 12	6	112,025	10/10/65			

Remarks and Authorization

// NO EXCESS LWOP
// IN PAY STATUS AT END OF WAITING PERIOD
// LWOP STATUS AT END OF WAITING PERIOD
// CLERK INITIALS *Dy* AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: *[Signature]* DATE 23 Aug 65

PAY CHANGE NOTIFICATION

(431)

NJM, 11 AUG 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
007667		BUSTOSVIDELA C Z									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						08/01/65		REGULAR			
6. FUNDS		7. V TO V		8. V TO CF		9. COST CENTER NO. CHARGEABLE		10. CSC OR OTHER LEGAL AUTHORITY			
X						6235 0620 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH BRANCH 1 FI SECTION						WASH., D. C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						1201		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS		0136.01		12 5		11670					
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRAL CODE	24. MONTHLY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
37	10	51300 WH		75013		1	01/12/29				
28. HIR EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRELATION/CANCELLATION DATA		33. SECURITY REG NO	
										EOD DATA	
34. VET PREFERENCE		35. SERV. COMP. DATE		36. LONG COMP. DATE		37. CAREER CATEGORY		38. FEGLI / HEALTH INSURANCE		39. LIFE SECURITY NO	
40. PREVIOUS GOVERNMENT SERVICE DATA				41. LEAVE CAT		42. FEDERAL TAX DATA			43. STATE TAX DATA		
SIGNATURE OR OTHER AUTHENTICATION											
<i>[Signature]</i>											

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/69

1 SERIAL NUMBER

2 NAME (LAST-FIRST MIDDLE)

007667

RUSTOSVIDELA C Z

3 NATURE OF PERSONNEL ACTION

REASSIGNMENT

4 EFFECTIVE DATE

MO. DA. YR.
05 31 69

5 CATEGORY OF EMPLOYMENT

6 FUNDS

X

V TO V

V TO U

U TO V

U TO U

7 COST CENTER NO CHARGEABLE

5235 0620 0000

8 CSC OR OTHER LEGAL AUTHORITY

9 ORGANIZATIONAL DESIGNATIONS

DDP/WH DIVISION

10 LOCATION OF OFFICIAL STATION

WASH., D. C.

11 POSITION TITLE

OPS OFFICER

12 POSITION NUMBER

1202

13 CAREER SERVICE DESIGNATION

U

14 CLASSIFICATION SCHEDULE (GS, IB, etc.)

GS

15 OCCUPATIONAL SERIES

0136.01

16 GRADE AND STEP

12

17 SALARY OR RATE

18 REMARKS

POSTED

6-9-65 HT

SIGNATURE OR OTHER AUTHENTICATION

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

[illegible]

007667		BUSTOS-VIDELA, C. Z.		SI 600		V	
OLD SALARY RATE				NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
OS 12	4	\$10,970	10/11/63	OS 12	5	\$11,300	02/25/64
8. Remarks and Authorization <p style="text-align: center;">QUALITY STEP INCREASE.</p>							
SIGNED: E. D. ECHOZ DATE: MARCH 24, 1964 <p style="text-align: center;">PAY CHANGE NOTIFICATION</p>							

Form 9-61 360 Obsolete Previous Edition (4-51)

MHC:5 DEC 63

SECRET
(When Filled In)

OCF				NOTIFICATION OF PERSONNEL ACTION			
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)					
007667		BUSTOSVIDELA C Z					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT				12 05 63		REGULAR	
6. FUNDS		X		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
V TO V		V TO CF		4235 1000 1000		50 USC 403 J	
CF TO V		CF TO CF					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP WH BRANCH 3 MEXICO SECTION				WASH., D.C.			
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION	
OPS OFFICER				0321		D	
14. CLASSIFICATION SCHEDULE (GS, LW, etc)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		12 4		10420	
18. REMARKS							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MARITAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE
37	10	51400 WH	75013		1	01 12 29	
27. DATE OF LEI	28. DATE OF GRADE	29. DATE OF LEI	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG NO	34. SEX
35. VET PREFERENCE	36. STIP. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEELT/HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE PAY	43. FEDERAL TAX DATA	44. STATE TAX DATA			
45. SIGNATURE OR OTHER AUTHENTICATION							
<p style="text-align: center;">POSTED</p> <p style="text-align: center;">10925</p>							

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-795 AND DCI
MEMORANDUM DATED 1 AUGUST 1966, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 9 JANUARY 1966.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
BUSTOSVIDELA C Z	007667	91	400	V GS 12 4	\$10,420	\$10,970

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
007667		BUSTOSVIDELA C Z		64 400 V		2B				
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last PW. Date	Grade	Step	Salary	Effective Date	PS	LS	ADJ.
GS 12	3	\$10,105	10/14/62	GS 12	4	\$10,420	10/13/63			
8. Remarks and Authentication										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLEARS INITIALS AUDITED BY JER										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>[Signature]</i> DATE: <i>[Date]</i>										
PAY CHANGE NOTIFICATION										

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 97-2793 AND
 DCI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS,
 EFFECTIVE 16 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST SALARY	OLD GR-ST SALARY	NEW GR-ST SALARY	NEW GR-ST SALARY
BUSTOSVIDELA C Z	007667	A4400	V	12 2	\$ 9219	12 2	\$ 9790

3235-000-1000

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
007667		BUSTOSVIDELA C Z		A4 400 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Low Eff Date	Grade	Step	Salary	Effective Date
GS-12	2	\$ 9,790	06/11/61	GS-12	3	\$10,105	10/14/62
7. TYPE ACTION							
PSI ISI ADI							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT EN. OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>Red P. Holman</i>				DATE: 26-X-62			
PAY CHANGE NOTIFICATION							

SECRET
(When Filled In)

AFS-11 AUG 61

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 007667		2. NAME (LAST-FIRST MIDDLE) BUSTOS-VIDELA C Z BUSTOSVIDELA C Z	
3. NATURE OF PERSONNEL ACTION NAME CHANGE FROM* CHARLOTTE L. ZEBRUNG - CORRECTION**		4. EFFECTIVE DATE MO DA YR 06 12 61	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS <input checked="" type="checkbox"/> X	V TO V <input type="checkbox"/>	V TO CF <input type="checkbox"/>	7. COST CENTER NO. CHARGEABLE 2235 1000 1000
CF TO V <input type="checkbox"/>	CF TO CF <input type="checkbox"/>	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO SECTION		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0607	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, WB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 2	17. SALARY OR RATE 9215
18. REMARKS * BY MARRIAGE ON 18 MARCH 61. ** THIS ACTION CORRECTS SF 1150 EFF 12 JUNE 61 ITEM # 2, NAME, WHICH READ BUSTOSVIDELA C Z TO READ BUSTOS-VIDELA C Z, FOR PAYROLL PURPOSE ONLY.			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION: 20. EMPLOY. CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGREE CODE
24. DATE OF BIRTH MO DA YR 01 12 29	25. DATE OF GRADE MO DA YR	26. DATE OF LEE MO DA YR	27. DATE OF LEE MO DA YR
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CAL 2. PICA 3. NONE	31. SEPARATION DATA CODE
32. EFFECTIVE/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ NO		34. SEX
35. NET PREFERENCE CODE 0. NONE 1. 1 PT 2. 10 PT	36. SERV. COMP. DATE MO DA YR	37. LEAVE COMP. DATE MO DA YR	38. MIL. SERV. CAP/INT/L/S 1. YES 2. NO
39. FEGLI/HEALTH INSURANCE CODE 0. PAID 1. YES	40. SOCIAL SECURITY NO	41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0. NO PREV GOV SERVICE 1. NO AND AS IN SERVICE 2. PRIOR IN SERVICE (LONGER THAN 12 MOS) 3. AS IN SERVICE (MORE THAN 12 MOS)	
42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXEMPTED CODE NO TAX EXEMPTIONS 1. YES 2. NO	44. STATE TAX DATA FORM EXEMPTED CODE NO TAX EXEMPTIONS 1. YES 2. NO	45. STATE CODE
SIGNATURE OR OTHER AUTHENTICATION			
<p align="center">POSTED</p> <p align="center">08/22/61 <i>ZK</i></p>			

SECRET
(When Filled In)

AES: 12 JUNE 61

OFF										NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER					2. NAME (LAST-FIRST-MIDDLE)														
007667					RUSTOSVIDELA C Z														
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE					5. CATEGORY OF EMPLOYMENT									
NAME CHANGE FROM*					MO. DA. YR.					REGULAR									
CHARLOTTE L. ZEHRUNG					06 12 61														
6. FUNDS					7. COST CENTER NO. CHARGEABLE					8. CSC OR OTHER LEGAL AUTHORITY									
X					1235 1000 1000					50 USC 403 J									
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION														
DOP WH BRANCH 3 MEXICO SECTION					WASH., D.C.														
11. POSITION TITLE					12. POSITION NUMBER					13. CAREER-SERVICE DESIGNATION									
OPS OFFICER					0607					D.									
14. CLASSIFICATION SCHEDULE (GS, WD, etc.)					15. OCCUPATIONAL SERIES					16. GRADE AND STEP									
GS					0136.01					12 2									
17. SALARY OR RATE					9215														
18. REMARKS																			
*BY MARRIAGE. 18 MARCH 1961																			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																			
19. ACTION NO. EMPLOY CODE		20. OFFICE CODING		21. STATION CODE		22. INTEGREE CODE		23. MONTH CODE		24. DATE OF BIRTH		25. DATE OF GRADE		26. DATE OF LEE					
53 10		NUMERIC ALPHABETIC								MO. DA. YR.		MO. DA. YR.		MO. DA. YR.					
27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. CORRECTION/CANCELLATION DATA		31. SECURITY REG. NO.		32. SEX									
NA. DA. YR.		1. CSC 2. PICA 3. NONE		CODE		TYPE NO. DA. YR.		EOD DATA											
33. VET PREFERENCE		34. SERV. COMP. DATE		35. LONG COMP. DATE		36. MIL SERV. CREDIT/CD		37. FEGLI/HEALTH INSURANCE		38. SOCIAL SECURITY NO.									
CODE		MO. DA. YR.		MO. DA. YR.		1. YES 2. NO		CODE CODE 0. DRIVER 1. YES		HEALTH INS. CODE									
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA													
CODE		CODE		CODE CODE 1. YES 2. NO		CODE CODE 1. YES 2. NO		FORM EXEMPTED 1. YES 2. NO		CODE NO TAX EXEMPT		STATE CODE							
SIGNATURE OR OTHER AUTHENTICATION																			
<div align="right"> POSTED 06/14/61 WK </div>																			

SECRET
(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
107667		108T 3 V-20 ZEHUNG CHARLOTTE		0007/WH 3 V-20						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last EM. Date	Grade	Step	Salary	Effective Date	PST	ISI	ADJ.
GS	12 1	\$ 8,955	12/13/59	12	2	\$ 9,215	06/11/61			
8. Remarks and Authentication										
<p>NO EXCESS LWOP</p> <p>IN PAY STATUS AT END OF WAITING PERIOD</p> <p>IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center">EMMETT D. ECHOLS</p> <p align="center">PAY CHANGE NOTIFICATION</p>										

Form 560

Obsolete Previous Edition

SECRET

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-560 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
DI	ZEHUNG CHARLOTTE	107667	46 13	GS-12 1	\$ 8,330	\$ 8,955

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

PAS: 11 DEC 1959

1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Prof.		5. Sex		6. CS - EOD		
107667		ZEHRUNG CHARLOTTE				Mo. Da. Yr. 01 12 29			None-0 5 Pt-1 10 Pt-2		0 F 2		Mo. Da. Yr. 08 27 51		
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Appt. Affidav.			11. FEGLI		12. LCD		13. Mil. Serv. Code		
Mo. Da. Yr. 04 02 51		Yes-1 No-2 1		50 USCA 403		Mo. Da. Yr. 			Yes-1 No-2 		Mo. Da. Yr. 08 27 51		Yes-1 No-2 2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613		WASH., D. C.				75013	
16. Dept. - Field		17. Position Title		18. Position No.				19. Serv.		20. Occup. Series	
Dept - 2 USCd - 4 Frgn - 6 2		I.O. FI		0521				GS		0136.51	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11 4		\$ 7750		DI		Mo. Da. Yr. 04 10 55		Mo. Da. Yr. 04 06 58		8 3500 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		12 13 59		REGULAR		01			


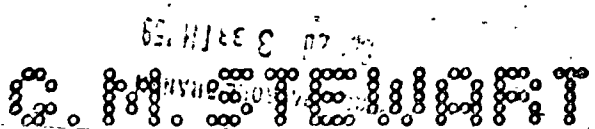
PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613		WASH., D.C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.				36. Serv.		37. Occup. Series	
Dept - 2 USCd - 4 Frgn - 6 2		OPS OFCR		0607				GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
12 1		\$ 8330		DI		Mo. Da. Yr. 12 13 59		Mo. Da. Yr. 06 11 61		0235 1000 1000	

44. Remarks

LOST
1-7-60
HJH

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS	5. ALLOTMENT			
107667		ZEHUNG CHARLOTTE			DDP/WH 3		V-20	107			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR.				MO	DA	YR.
GS 11	3	\$ 7,510	04	06	58	GS 11	4	\$ 7,750	10	04	59
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:											
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											
  SECRET											
PAY CHANGE NOTIFICATION											

FORM 5-59

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560B AND 560C.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

IN LIEU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTING RESULTING
FROM R-20-250

SER #

NAME

SD

OLD SLOT

NEW SLOT

DATE

107667 ZEHUNG CHARLOTTE

DI 0521

321

04/28/59

SECRET

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

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
ZEHRUNG CHARLOTTE	107667	GS-11-3	\$ 6,820	\$ 7,510

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET

1. EMP. NO.		2. NAME		3. ASSIGNED ORGN.		4. FUND		5. ALLIANCE	
107667		ZEHRUNG CHARLOTTE		DDP/WH		V-20			
6. OLD SALARY RATE					7. NEW SALARY RATE				
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
			MO.	DA.	YR.				MO.
GS 11	2	\$ 6,605	10	07	56	GS 11	3	\$ 6,820	04
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER									
9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP					9. NUMBER OF HOURS LWOP				
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:					10. INITIALS OF CLERK				
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD					11. AUDITED BY				
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD									
TO BE COMPLETED BY THE OFFICE OF PERSONNEL									
12. PROJECTED SALARY RATE AND EFFECTIVE DATE					13. REMARKS				
GRADE	STEP	SALARY	MO.	DA.	YR.				
14. AUTHENTICATION									
<p>63 JUN 1958</p> <p>NONVUS TROU...</p> <p>G. M. STEWART</p>									
PERIODIC STEP INCREASE - AUTHENTICATION									

FORM NO. 5606

SECRET

PERSONNEL FOLDER

(1)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
MCM 3 APRIL 58														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOB	
107667		ZEHRUNG CHARLOTTE				Mo. Da. Yr. 01 12 29			None-0 5 Pt-1 10 Pt-2		Code 0 F 2		Mo. Da. Yr. 08 27 51	
7. SCD		8. CSC Reamt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCB		13. Encl. Re...	
Mo. Da. Yr. 04 02 51		Yes-1 No-2 1		50 USCA 403		Mo. Da. Yr. 04 02 51			Yes-1 No-2		Mo. Da. Yr. 08 27 51		Yes-1 No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613		WASH D C				75013	
16. Dept. - Field		17. Position Title		18. Position No.				19. Serv.		20. Occup. Series	
Dept. - 8 USfld - 4 Frgn - 6		Code 2 REPORTS OFF		0072.01				GS		0132.44	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11 2		\$ 6605		D1		Mo. Da. Yr. 04 10 55		Mo. Da. Yr. 04 06 58		8 3500 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		04 03 58		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613		WASH., D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.				36. Serv.		37. Occup. Series	
Dept. - 8 USfld - 4 Frgn - 6		Code 2 I.O. FI		0521				GS		0136.51	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
11 2		\$ 6605		D1		Mo. Da. Yr. 04 10 55		Mo. Da. Yr. 04 06 58		8 3500 20	
44. Remarks											
<div align="right"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED <i>5/7/58</i> </div> </div>											

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
MYL														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Prof.		5. Sex		6. CS - EOD	
107667		ZEHRUNG CHARLOTTE				Mo. Da. Yr. 01 12 29			None-0 5 Pt-1 10 Pt-2 0		Code F 2		Mo. Da. Yr. 08 27 51	
7. SCD		8. CSC Rmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Error Cts	
Mo. Da. Yr. 04 02 51		Yes-1 No-2 1		Code 1		50 USCA 403 J			Mo. Da. Yr. 08 27 51		Yes-1 No-2 2		Code 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH 11 ARGENTINA SECTION						WASH D C					
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 2 USfld - 4 Frqn - 6		Code 2		REPORTS OFFICER		313		GS		0132.44	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
11 2		\$ 6605		DI		Mo. Da. Yr. 04 11 15		Mo. Da. Yr. 04 10 6		8 3500 20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		56		12 01 57		REGULAR		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP WH BRANCH 111 MEXICO SECTION				4613		WASH D C				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 2 USfld - 4 Frqn - 6		Code 2		REPORTS OFF		0072.01		GS		0132.44	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
11 2		\$ 6605		DI		Mo. Da. Yr. 04 11 15		Mo. Da. Yr. 04 10 6		8 3500 20	
44. Remarks											
<div align="center"> <p>POSTED</p> <p>107667 <i>R</i></p> </div>											

SECRET
CLASSIFICATION

FITNESS REPORT					
SECTION A GENERAL INFORMATION					
1. EMPLOYEE NUMBER 007667	2. NAME (Last, first, middle) Bustos-Videla, Charlotte Z.	3. DATE OF BIRTH 12 Jan 29	4. SEX F	5. GRADE GS-13	6. SD D
7. OFFICIAL POSITION TITLE Operations Officer		8. OFF. DIV/BR OF ASSIGNMENT DDO/WH/1	9. CURRENT STATION		10. HQ CD
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.) <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to) 1 MAY 1 August 1972 - 30 April 1973		14. DATE REPORT DUE IN O.R.			
SECTION B QUALIFICATIONS UPDATE					
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.					
SECTION C PERFORMANCE EVALUATION					
<p><u>U-Unsatisfactory</u> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</p> <p><u>M-Marginal</u> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.</p> <p><u>P-Proficient</u> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><u>S-Strong</u> Performance is characterized by exceptional proficiency.</p> <p><u>O-Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter, which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Functions as Chief of the WH/1/SA and Cuba Section, supervising one case officer, one IA and one secretary.					S
SPECIFIC DUTY NO. 2 Analyzes all traffic pertaining to Branch and Station SA and Cuban Operations, performs all operational support, project actions, correspondence, coordination, memoranda and file maintenance.					O
SPECIFIC DUTY NO. 3 Prepares studies, file analyses and special reports such as budget and program call and correspondence with the White House.					O
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

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

In the 8 months during which she was under my supervision, Mrs. Bustos has performed in that same hard-working, highly-productive style which has become her trademark over the years. She understands the intelligence process from start to finish and is personally experienced with each step along the way, save the agent handling aspects. She excels in each phase of the work.

As chief of the Branch SA and Cuban activities section, she has once again demonstrated her mastery over her assigned duties. She is a sound, dependable, yet imaginative and energetic operations officer, whose performance leaves little to be desired. While she had had little previous supervisory experience, she has in this assignment demonstrated exemplary supervisory ability. Notwithstanding her drive, tenacity and attention to detail, she is a popular co-worker, is receptive to guidance and is sensitive to, and responsive to the needs of her subordinates.

In her performance of specific duty No. 2, she has brought to bear upon her daily duties her broad experience, high intelligence and good operational sense, functioning with practically no need of close supervision. It is comforting to know that an assignment given to this employee is always done promptly, professionally and cheerfully.

Her adaptability was demonstrated in her specific duty No. 3. Despite the press of normal daily activity, she was often called upon to produce "crash"

(continued)

SECTION E

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT		
DATE 21 May 1973	SIGNATURE OF EMPLOYEE <i>Charlotte J. ...</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 8	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 21 May 1973	OFFICIAL TITLE OF SUPERVISOR DC/WH/1	TYPED OR PRINTED NAME AND SIGNATURE <i>Raymond J. Swider</i> Raymond J. Swider
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL The rater has written an accurate and thorough evaluation of Mrs. Bustos. I concur without reservation in the ratings provided subject. She is an exceptional officer. Her ability to perform a variety of assignments in Headquarters and the Field has measured up to an outstanding record. Her work with subordinates clearly indicate she is a good supervisor. Mrs. Bustos performs all facets of her work in an exemplary manner and in my judgement rates in the upper percentile in the A Category.		
DATE 21 May 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/1	TYPED OR PRINTED NAME AND SIGNATURE <i>John C. Murray</i> John C. Murray

CLASSIFICATION
SECRET

Narrative Comments (continued): (Charlotte Z. Bustos-Videla)

papers for the Branch because of her innate talents and established reliability. She never failed to impress her supervisor with her production, writing ability and energy. Her overall performance is clearly in excess of her grade level.

In terms of true cost and security-consciousness, she must also be considered very strong because she has a positive and aggressive attitude towards these subjects. It is with deep regret that the Branch parts with this employee who now moves up to the Division front office staff.

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

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

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

COURSE OBJECTIVES, CONTENT AND METHODS

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

Political Operations, including Propaganda;

Operations Against Priority Targets and Denied Areas.

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

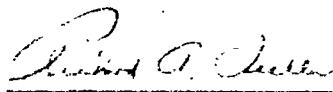
The Seminar includes a discussion of the "political animal" and an analytical look at the political personality.

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

ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:


Richard A. Fuller
Chief Instructor

2/28/73
Date

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

CONFIDENTIAL

TRAINING REPORT

Midcareer Course No. 34

Student : Bustos-Videla, Charlotte Date : 11/5-12/22/72
 Year of Birth: 1929 Office : WH/1
 Grade : 13 Service Designation: D
 No. of Students : 30

COURSE OBJECTIVES -- CONTENT AND METHODS

The Midcareer Course is designed to enable potential executive officers to develop and widen their understanding of management practices, of the Agency and the Intelligence Community, and of the Government's involvement in international affairs.

The Course consists of three major segments of varying lengths. The topics covered through lectures, seminars, group discussions and field trips are:

1. Effective managerial behavior as derived through study of the Managerial Grid.
2. The functions, relationships and problems of various Agency components and of members of the Intelligence Community.
3. Selected elements of national power and current developments in key international affairs.

ACHIEVEMENT RECORD

No evaluation of the student is made during the Course, and no final grade is given upon course completion.

FOR THE DIRECTOR OF TRAINING:

 22 DEC 1972
 John C. Merritt Date
 Midcareer Course Chairman

Classified by: 17-1626
 EX-2, APDCI,
 WSISM

CONFIDENTIAL

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Burton-Videla, Charlotte Z.			2. DATE OF BIRTH 12 Jan 29	3. SEX F	4. GRADE GS-13
					5. SU D
6. OFFICIAL POSITION/TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WII/1		8. CURRENT STATION Mexico City
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) 1 January - 31 July 1972		
SECTION B PERFORMANCE EVALUATION					
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>S-Satisfactory Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>E-Excellent Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Prepares operational target studies on PBRUMEN officials and assists in the planning of operations against these targets.					RATING LETTER O
SPECIFIC DUTY NO. 2 Screens all agent and technical reports dealing with PBRUMEN targets for operational and positive information and puts in retrievable form.					RATING LETTER S
SPECIFIC DUTY NO. 3 Assists Case Officers in preparation of operational reports by doing all basic research such as tracing and file reviews and presents the results in exploitable form.					RATING LETTER O
SPECIFIC DUTY NO. 4 Prepares draft intelligence reports from raw agent reports, technical operations and defector debriefings.					RATING LETTER O
SPECIFIC DUTY NO. 5 GOA/DT&O Project Officer					RATING LETTER S
SPECIFIC DUTY NO. 6 Management of the PBRUMEN section files.					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and permanent limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relation to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>In reviewing my previous fitness report and those of my predecessors, on this fine officer, I find myself hard put not to repeat what has been said so often before. She has been the backbone of this section and of those where she has worked previously. Her work has always shown excellent judgement and ingenuity. A self-starter with tremendous drive and discipline, the amount of work she has produced has been prodigious. An excellent team worker, she has never shirked when as so often happens - she is asked to take on additional work or work on a matter outside of her regular field. While forceful, she is diplomatic and tactful and is able to present suggestions and criticisms in a pleasant manner. She is one of the most dedicated persons I have met in the Organization, and exceptionally dependable. While, as a woman and a Specialist, she has had little opportunity to handle agents she has done very well with those we have given her to handle. She has showed great ability in the training of two transcribers and in the debriefing of two female agents and their husbands. This is in large part due to her in-depth knowledge of the targets this section is working on. The past few months have been difficult, requiring the complete reorganization of this Section and the termination of the majority of our assets. Under this stress, she has performed in her usual outstanding manner. Perhaps, even a little better. Her handling of a great deal of file work has been excellent, probably in part because she was the one who set it up and has maintained it in its present very good state.</p> <p style="text-align: right;">(continued)</p>			
SECTION D		CERTIFICATION AND COMMENTS	
I. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
7 Aug 1972	/s/ Charlotte Z. Bustos-Videla		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
7 August 1972	Operations Officer	/s/ John M. Burke	
J. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Without any hesitation I concur with the outstanding ratings above. Subject is now up for rotation and we will miss her immensely. For years she has dedicated her entire time to her job which she has done so well. She has been creative, thorough and accurate. Although she has not had supervisory experience at this station, she has performed in a manner which clearly reflects that she would have no problem with supervising. A truly outstanding employee with growth potential.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
7 Aug 1972	DCOS	/s/ George A. Fitt BASTON, MASSACHUSETTS	

SECRET

SECRET**(CONTINUED)****SECTION C NARRATIVE COMMENTS**

The one criticism of this Officer's work that I and others have made in the past still stands. She tries to do everything and somethings in this business just don't deserve the attention she gives them.

I have no personal knowledge of her supervisor abilities, but believe she is a natural leader.

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
Bustos-Videla, Charlotte Z.			12 Jan 29	F	GS-13 D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION
Operations Officer			DDP/WH/1		Mexico City
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From: to:)		
			January 1971 - December 1971		
SECTION B PERFORMANCE EVALUATION					
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>A-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Prepares operational target studies on PBRUMEN officials and assists in the planning of operations against these targets.					RATING LETTER O
SPECIFIC DUTY NO. 2 Screens all raw reports dealing with PBRUMEN targets for operational and positive intelligence.					RATING LETTER S
SPECIFIC DUTY NO. 3 Conducts name checks, file reviews, prepares finished memos, cables, and dispatches. Assists Case Officers in preparation of operational reports.					RATING LETTER O
SPECIFIC DUTY NO. 4 Prepares draft intelligence reports from raw agent reports, technical operations and defector debriefings.					RATING LETTER O
SPECIFIC DUTY NO. 5 Handles miscellaneous special projects for the Station: screening and routing to all sections daily audio take; operational reporting and project responsibility for COA/D&TO project.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

Approved by OP/SPD/PPH

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be considered, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Dec 27 8 55 AM '71</p> <p>This supervisor has worked with a variety of Intelligence Assistants. Many were good, but none compared with this Subject. She is the most thorough and fastest working IA I have met. Her capacity for hard work and long hours is prodigious. Her knowledge of operational matters is equal to that of most case officers. She has an operationally creative mind and has made many excellent suggestions for the improvement of the section's work. Additionally, her command of the Spanish language enhances all of the above abilities. This officer has found her very pleasant to work with. She has a unique ability to make constructive criticism in a tactful manner.</p> <p>If this Subject has a weakness, it was pointed out by the reviewing officer in the last fitness report when he said, "in her voracious appetite for all kinds of facts (she) can at times put undue emphasis on them, including factual minutiae as against equally important but more elusive subjective factors."</p> <p>Because of her outstanding performance and abilities the Subject will be given some activity handling agent personnel, during the forthcoming year.</p> <p>The Subject's continued fine performance since her last promotion merits special consideration by the Promotion Board.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
9 December 1971	/s/ Charlotte Z. Bustos-Videla		
2. BY SUPERVISOR			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
9 December 1971	Ops Officer	/s/ John M. Burke	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur with the above ratings and comments. Subject performs all the tasks outlined above in a very professional and methodical manner. One does not even sense that the work is going on until the finished product is produced. It is always excellent. We count heavily on her thoughts and ideas in all operational studies and considerations. She is ops oriented and has an excellent bank of information to call on when necessary. She is pleasant and has the respect of her co-workers as well as her supervisors. Her abilities are varied and she can be counted on to perform extremely well regardless of assignment or target. We will be losing this fine officer soon and we will be hard put to find someone who will be able to replace her.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
9 December 1971	Deputy Chief of Station	/s/ George A. Fill	

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME BUGTOS-VIDELA, CHARLOTTE Z. (Middle)			2. DATE OF BIRTH 12 Jan. 29	3. SEX F	4. GRADE GS-13
					5. SD D
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/Br 1		8. CURRENT STATION Mexico City
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) 1 January - 31 December 1970		
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
M-Marginal		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.			
P-Proficient		Performance is satisfactory. Desired results are being produced in the manner expected.			
S-Strong		Performance is characterized by exceptional proficiency.			
O-Outstanding		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Prepares operational target studies on PBRUMEN officials of interest and helps in the preparation of operational planning re target personnel. (24)					RATING LETTER O
SPECIFIC DUTY NO. 2 Screens the raw reports from technical operations and agents for operationally useful information.					RATING LETTER O
SPECIFIC DUTY NO. 3 Provides operational and administrative support for station PBRUMEN activities. This includes name checks, file reviews, preparation of memos, cables and dispatches, and helps in the preparation of project reports, outlines, and renewals.					RATING LETTER O
SPECIFIC DUTY NO. 4 Supervises the handling of the station PBRUMEN watch-list and in general monitors travel of interest to and from PBRUMEN for our station, Headquarters and other stations.					RATING LETTER S
SPECIFIC DUTY NO. 5 Helps the station intelligence chief in the preparation of finished intelligence reports from a PBRUMEN refugee debriefing center (only part of the reporting period).					RATING LETTER S
SPECIFIC DUTY NO. 6 Handles miscellaneous special projects for the station in addition to her PBRUMEN duties (examples: organization of station watchlists during a presidential visit, screening certain raw reports for whole station, preparation of OOA/DTO project renewal).					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER O
Take into account everything about the employee which influences his effectiveness in his current position, such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER O

SECRET

SECRET

FORM 7-63 45 OBSOLETE PREVIOUS EDITIONS

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject worked most of April 1971 at the station PBRUMEN section. She was clearly outstanding in collating information from all sources during a recent intensified "PBRUMEN" month, determining as a result the overall pattern of the PBRUMEN mission here, spotting operational loads and updating target studies on all PBRUMEN officials as a result. Her final writeup regarding both new information obtained and the gaps that remain was thorough and useful.

Subject is extraordinarily rapid and efficient in researching for info, organizing files and other material and writing up any kind of resulting memo or dispatch. The same might be said perhaps of some other real pros in the IA field. However, in addition, Subject has a good, tough, operations-oriented mind and positively contributes ideas and suggestions re new operational techniques which the station has used profitably. Subject has natural managerial abilities as recently demonstrated in her organizing TDY help in a station-wide file and watchlist effort in connection with a presidential visit. Her Spanish is more than adequate for reading reports, and handling operational messages in that language. In sum, Subject is a tremendous station asset and would be extremely hard to replace without noting a serious loss in station efficiency.

-continued

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE

5 March 1971

SIGNATURE OF EMPLOYEE

/s/ Charlotte T. Pastor-Videla

2. BY SUPERVISOR

HAS THIS EMPLOYEE EVER BEEN UNDER MY SUPERVISION

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

DATE

5 March 1971

OFFICIAL TITLE OF SUPERVISOR

Operations Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ John Isaminger

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Although in my opinion there is an excessive use of "outstanding" by the rating officer, I am in accord with his narrative comments. Subject is definitely more than an IA and has performed as such when the station has required an individual with in-depth knowledge of station procedures, operational awareness combined with an ability to prepare studies in a short period of time. She's thorough, concise and rapid. One of our hardest workers and most dependable employees.

DATE

25 March 1971

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ George A. Fill

SECRET

SECTION C

NARRATIVE COMMENTS

-continued

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

Reviewed by CP SFD/PPB

14-00000

SECRET / RYBAT

MEMORANDUM FOR THE RECORD

CHARLOTTE BUSTOS VIDELA

**SUBJECT: Overall Outstanding Rating on [REDACTED]:
Method of Recognition**

1. This memo is being written in accordance with paragraph three of Book Dispatch 5273 of 12 April 1966.
2. [REDACTED] was last granted a Quality Step Increase about a year ago in recognition of her very fine performance. It is a little early to repeat that kind of recognition even though it is a most logical and meaningful means to show recognition of her outstanding work.
3. Consideration should be given to an appropriate occasion in the fairly near future to grant another QSI to [REDACTED].

SECRET / RYBAT

Reviewed by OR SPD/PCB

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
BustoeVidela Charlotte Z		12 Jan 29	F	GS-13	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH/Branch 1		Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
28 February 1970			1 August 1969 - 31 December 1969		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Complete reorganization of Station files, including development of new procedures, revision of file categories, consolidation, purging and destruction.					RATING LETTER O
SPECIFIC DUTY NO. 2 Provides overall guidance to Station and FDY personnel engaged in reorganization of Station files. Supervision of Secretary-Receptionist.					RATING LETTER S
SPECIFIC DUTY NO. 3 Special assistance to COS/DCOS in revamping the paper flow within the Station and between the Station and other Government agencies.					RATING LETTER S
SPECIFIC DUTY NO. 4 Preparation of special studies for the COS/DCOS concerning the effectiveness of Station paper handling procedures, personnel economies related thereto and the improvement of Station					RATING LETTER
SPECIFIC DUTY NO. 5 utilization of manpower, space and funds as a result of the reorganization of Station Registry functions and personnel.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>In July 1969 Subject was transferred from the Cuba Section to the Station front office to serve as an executive assistant to the COS with special responsibility for ensuring that the paper flow of the Station remained under effective control during the period of transition resulting from the assignment here of several senior officers. This transition period necessitated or gave rise to a number of changes in the management and administrative areas of the Station. Subject's performance in this assignment under these circumstances was clearly outstanding. Her sound judgment, imagination and responsiveness to guidance not only contributed to maintaining the stability and momentum of the Station but also made possible an early effort to come to grips with many of the problems which an inflated Registry and a highly distinctive records system created for the new Station management team.</p> <p>During the ensuing six month period, Subject has recommended and implemented a number of changes which have produced a more effective and less costly records system. Paper holdings have been reduced substantially, input has been reduced and now conforms to basic CS procedures and requirements. Personnel savings have been effected and supervisory responsibilities more clearly delineated.</p> <p>To sum up, Subject has made and continues to make a major contribution in a singularly unsensational area of Station activity. Her advice is sought and appreciated not only by the COS and myself, but by other</p> <p style="text-align: right;">(CONTINUED)</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE FURNISHED SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
15 January 1970	/s/ Charlotte Bustos-Videla		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
6 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
15 January 1970	DOOS	/s/ Paul V. Harwood	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL It would be difficult to overstate the contribution made by Subject to this Station during the past six month period, and I concur fully in the ratings and comments of the Rating Officer. I might add that Subject is one of the more versatile, conscientious and productive employees with whom I have worked in this organization, and that in addition to the administrative/management role outlined above, continued to provide valuable operational/analytical assistance to the Cuban and other operational sections of the Station. The initiative and imagination shown by Subject in the very complicated administrative management assignment have been particularly commendable and her complete familiarity with the country, the language, and the background of the Station			
DATE	TYPED OR PRINTED NAME AND SIGNATURE		
15 January 1970	COS	/s/ James B. Noland	

SECRET

SECRET/RYBAT

- 2 -

SECTION C

NARRATIVE COMMENTS

CONTINUED

personnel who appreciate her personal and professional qualities.

Subject is aware that her current assignment is an unusual one and that she soon may have worked herself out of her current job. Since she speaks fluent Spanish, has a unique ability to get along with people and to get things done, there will be no problem in assigning her back into a position more closely supporting operations. Our operations are certain to benefit thereby.

SECRET/RYBAT

(When Filled In)

FIS SS REPORT				EMPLOYEE SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) BUSTOSVIDELA, Charlotte Z.			2. DATE OF BIRTH 12 Jan 29	3. SEX F	4. GRADE 13
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV. OR OF ASSIGNMENT DDP/WH/FF/1	8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. October 1969			12. REPORTING PERIOD (From- to-) March to August 1969		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Until she was called to other duties in the front office of the Station, did analysis on PERUMEN targets of Station interest, collated information and prepared studies. <i>DC40</i>					RATING LETTER O
SPECIFIC DUTY NO. 2 Screened the raw product of several technical operations and processed intelligence and operational information in close cooperation with two full time senior outside transcribers whom she handled completely.					RATING LETTER O
SPECIFIC DUTY NO. 3 Handled the Station PERUMEN watchlist and travel program, and reported travel information to COMINT Stations and other customers.					RATING LETTER S
SPECIFIC DUTY NO. 4 Provided operational support (file checks, operational reviews, liaison memoranda, etc.) for various Station activities.					RATING LETTER S
SPECIFIC DUTY NO. 5 Contributed to the preparation of monthly summaries and project reporting (outlines, renewals, etc.)					RATING LETTER O
SPECIFIC DUTY NO. 6 Handled special projects for the Station in addition to her PERUMEN duties.					RATING LETTER O
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the notation. Which most accurately reflects his level of performance.					RATING LETTER O

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Subject's performance continued during the period under review to deserve high praise. Her enormous appetite for work, her attention to detail, her ability to absorb and digest enormous files and complicated cases, her professionalism and devotion to the duties entrusted to her really deserve the rating of outstanding. Subject speaks good Spanish, has considerable initiative, much experience in analytic work and a genuine talent for administrative work.

In view of her past performance, her record at the Station and her potential, Subject who was recommended for promotion to the GS-14 level should be promoted as soon as possible.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
1 August 1969	Charlotte Z. Bustosvidela (signed)	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
1 August 1969	Ops. Officer	Francis Sherry (signed)
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Subject is indeed an exceptional officer who is highly deserving of the foregoing ratings and related accolades. In her new role as executive assistant to the COS she has been invaluable during the difficult and complicated transition from the old regime to the new, and the related reorganization of the Station. Her organizational abilities are unsurpassed by anyone known to the undersigned, and she certainly merits consideration for early promotion.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
1 August 1969	Chief of Station	James B. Noland

SECRET

SECRET

Reviewed by 0P/PD/E&B

(When Filled In)

FITNESS REPORT				EMPLOYER SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Bustos-Videla, Charlotte			2. DATE OF BIRTH 12 Jan 1929	3. SEX F	4. GRADE GS-13
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1	6. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.R.			12. REPORTING PERIOD (From - to) January 1968 - March 1969		
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Handles Station PBRUMEN watchlist and travel program and reports travel information to WOFIRM stations and other customers					RATING LETTER S
SPECIFIC DUTY NO. 2 Screens the raw product of several technical operations and processes intelligence and operational information in close cooperation with two full time senior transcribers whom she handles completely					RATING LETTER O
SPECIFIC DUTY NO. 3 Does analysis on targets of Station interest, collates information and prepares studies					RATING LETTER O
SPECIFIC DUTY NO. 4 Contributes to the preparation of monthly summaries and project reporting (outlines, renewals, etc.)					RATING LETTER O
SPECIFIC DUTY NO. 5 Provides operational support (file, checks, operational reviews, liaison memoranda, etc. for various Station activities					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER O

SECRET

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of major duty by supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If no specific policy is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Subject's performance during the period of over one year under review continued to deserve the rating of Outstanding. Her major contributions during that period were in the fields of operational research and exploitation of information obtained through technical means. She was, during this period, given full responsibility for the handling of two full time senior transcribers including administrative matters. In view of the difficulty of recruiting target personnel the task of fully exploiting information obtained from technical sources is of great importance. Subject handled this task with her usual enormous capability for work, displaying initiative and great professionalism. She continued, in addition, to handle the other tasks listed in this report together with sensitive reporting sent by a separate channel, altogether a much heavier workload than is usually carried by one person. She was helped in this by her good knowledge of Spanish, a talent for administrative work, considerable analytic experience and great devotion to her work. Subject should be considered for promotion to the grade of GS-14 at the first opportune moment.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
3 April 69	Charlotte Bustos-Videla /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
19 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
3 April 69	Ops Officer	Francis Sherry /s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>The reviewing officer fully agrees with the ratings and comments of the rating officer. Subject consistently performs her duties in an outstanding manner, bringing to her job truly exceptional qualities of intelligence, reliability, and good humor. She is one of the most valuable employees in the Station, and the recommendation for her promotion from GS-13 to GS-14 is fully and enthusiastically endorsed.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
3 April 69	COS,	Winston Scott /s/	

SECRET

14-00000

S-E-C-R-E-T

TRAINING REPORT

Soviet Bloc Operations Course No. 3
80 hours, full time

5 - 16 June 1967

Student : BUSTOS-VIDELA, Charlotte

Office : DDP/WH

Year of Birth: 1929

Service Designation: D

Grade : GS-13

No. of Students : 34

EOD Date : August, 1951

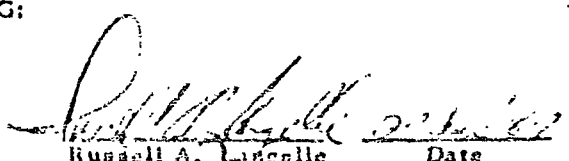
COURSE OBJECTIVES

To orient the student on the special nature of the Clandestine Services' Soviet Bloc target and to train him in the application of clandestine methods for collecting information on, assessing, and preparing recruitment operations against Soviet Bloc personalities.

ACHIEVEMENT RECORD

This is a certificate of attendance. No evaluation is made of individual performance in the course.

FOR THE DIRECTOR OF TRAINING:


Russell A. Longelle
Instructor, QTR

Date

S-E-C-R-E-T

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				007667	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) BUSTON-Videla, Charlotte			2. DATE OF BIRTH 12 Jan 1929	3. SEX F	4. GRADE GS-13
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1	8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P. 29 February 1968			12. REPORTING PERIOD (From - to) August 1967 through January 1968		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Handles Station PBRUMEN program (maintains a watchlist, screens travel documents and reports travel information to WOFIRM stations and other interested customers).					S
SPECIFIC DUTY NO. 2 Screens the raw product of technical operations and processes the intelligence and operational information.					O
SPECIFIC DUTY NO. 3 Does analysis on targets of Station interest, pulling documents together, collating information and preparing studies.					O
SPECIFIC DUTY NO. 4 Helps with the preparation of monthly summaries and project reporting (outlines, renewals etc.).					O
SPECIFIC DUTY NO. 5 Provides operational support (file checks, operational reviews, liaison memoranda etc.) for various Station activities.					S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
Reviewed by CP/10/LAD					O

SECRET

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of major part of duty, if not satisfactory, duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Since her arrival at this Station, Subject's performance has truly been outstanding. She has, on her own initiative, reorganized many of the operational files and procedures of the PBRUMEN Section. She has made particularly useful exhaustive analyses of the documents concerning a number of Station targets not only per request of this Station but also on her own initiative. She has revamped the Section's travel program, curtailing the watchlist to more manageable size and expediting the reporting of travel information to the many customers for such information. Her thorough review of the take of several technical operations has increased their usefulness as well as emphasized their weaknesses.

Subject's superb bilingual talent for administration, her initiative, sharp analytic mind and good knowledge of Spanish have greatly facilitated the operation of the PBRUMEN Section of this Station at a time of almost complete personnel change. She has not been directly involved with the actual running of operations both because she appears much better suited for the support type work intrusted to her and because she frankly would not have the time under present circumstances to do so. Subject is carrying the workload usually handled by more than one person.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 16 Jan. 1968	SIGNATURE OF EMPLOYEE /s/ Charlotte Bustos-Vidola	
2. BY SUPERVISOR		
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION 5 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYER, GIVE EXPLANATION	
DATE 16 Jan. 1968	OFFICIAL TITLE OF SUPERVISOR Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE Francis Sherry
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL The Reviewing Officer fully concurs in the evaluation of Subject by the Rating Officer. Subject consistently turns in a superior performance, whatever her task, and for a Station Chief the only problem she presents is to determine where best to assign her. She is a source of strength to her Section, has the knack of making herself irreplaceable.		
DATE 17 January 1968	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE Winston D. Miller

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 007667	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Bustosvidela, C.Z.			2. DATE OF BIRTH Jan 1929	3. SEX F	4-GRADE 5. SD GS-13 D
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/1		8. CURRENT STATION HQS
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 Jan 67			12. REPORTING PERIOD (From- to-) 1/66 - 12/66		
SECTION B PERFORMANCE EVALUATION					
W - Weak		Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
A - Adequate		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.			
P - Proficient		Performance is more than satisfactory. Desired results are being produced in a proficient manner.			
S - Strong		Performance is characterized by exceptional proficiency.			
O - Outstanding		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Handles all aspects of 22 FI/CE/Support projects including project actions, logistical and financial support, requirements, guidance and review.					RATING LETTER S
SPECIFIC DUTY NO. 2 Handles all matters concerning the agents belonging to these projects including field agents, Contract, Career, and Staff Agents. This includes OA/CSA's, contracts, training, travel, cover and funding.					RATING LETTER O
SPECIFIC DUTY NO. 3 Prepares, or helps prepare, miscellaneous memoranda and studies, such as monthly FI achievements, operational program, budget exercises, responses to requests on operations or background info regarding Mexico.					RATING LETTER O
SPECIFIC DUTY NO. 4 Routes correspondence, supervises tickler system, maintains project, agent, and subject 201 files.					RATING LETTER S
SPECIFIC DUTY NO. 5 Branch records officer.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

OFFICE OF PERSONNEL

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties must be described, if applicable.</u></p>			
<p>Subject has continued to perform during the period under review in the same highly competent manner which all who know her have come to expect of her. She continues to put forth her best efforts at all times. She is particularly to be commended for the manner in which she cheerfully accepts onerous tasks, usually with very short deadlines, and invariably comes up with a thoroughly prepared answer within the time allotted. She is efficient, she is fully knowledgeable and capable in her job, she has a friendly, warm, and pleasant personality, and is always ready to respond to her fellow workers with a helping hand. She has no supervisory responsibility per se, but is frequently called upon for guidance to new secretaries and case officers alike and is of real help in such cases. Subject is one of the strongest Headquarters case officers known to rater, and her overall performance certainly borders very closely on being evaluated Outstanding.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SPEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
50 June 1967	<i>[Signature]</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
18			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
20 January 1967	DC/WH/1	J.H.V. Fisher <i>[Signature]</i>	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Concur. An outstanding officer recognized as such and appreciated by all.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
31 January 1967	C/WH/1	W.J. Kaufman <i>[Signature]</i>	

SECRET