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ı	period not to exceed 2 PRA in accordance with		0-21 raragraphs c	(3).
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There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 12 October 1964

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

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GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140			4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6.485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7.170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7.450	7.650	7.850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9.180	9.425
GS-10	7,900	8,170	8,440	8,710	8.980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10.960	11,315	11,670	12,025	12,380	12,735	13.090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600.	18,170	18,740	19.310	19.880	20,450	21,020	21,590
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NOTIFICATION OF PERSONNEL ACTION

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3 October 1966

MEMORANDUM FOR : Chief, TRB

SUBJECT

: Verification of Contract Service for Howard E. Hunt

1. The following is a record of subject's contract service with the Agency:

Date	Action	Compensation
4 July 1965	Contract Employee	\$19,880 per annum
10 October 1965	Salary Increase	\$20,595 per annum
3 July 1966	Salary Increase	\$21,192 per annum
17 September 1966	Contract Terminated	\$21,192 per annum

2. All of above service is creditable for both leave and Civil Service Retirement purposes.

Dow H. Luetscher

Chief, Contract Personnel Division

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1 June 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Mr. Howard Hunt

Mr. Hunt, on instructions of the Deputy Director for Plans, and with approvals from the DCI and the DDCI, was converted to contract employment and assigned to Spain for a special undertaking in behalf of the DD/P. He left for Spain in July 1965 and returned to the U.S. in June 1966 having completed his assignment successfully. If an evaluative comment is needed to cover his work during this period of time he should be rated as "strong".

Thomas H. Karamessines
Assistant Deputy Director for Plans

Orig & 1 - Director of Personnel
via C/EUR
1 - ADD/P

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(When Diffed In)

Complete in original. The data recorded of nection with leave at government expense, current residence and dependency informal filed in the employee's official personne	, overbees duty, lion required in of folder.	return to res	idence upon an employae	separation emergenc	y. This	for provid form will i	ing -
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	VOLUNTARY	ENTRIES	
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!	Howard a	und/or Dorothy L. Hunt	
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MEMORABDUM FOR: E. Howard Hunt, DDP/EUR/CA

SUBJECT

Service Computation Date

In your semo of 24 February 1969 to the Director of Personnel you requested a classification of your Service Computation Date since various records had indicated three different dates. The date should be 7 September 1944.

This date reflects the following service:

Economic Cooperation Administration-

17 May 1948 - 08 June 1948 22 days Foreign Service-

09 June 1948 - 19 February 1949 - 08 mo., 11 days

U.S. Maval Reserve-

19 August 1940 - 13 October 1942 · 02 yr., 1 mo., 25 days U.S. Aray-

06 October 1943 - 08 January 1946 02 yr., 3 mo., 3 days

Agency (Staff and Contract)-

08 November 1949 to Present

Total non-Agency time amounts to 5 years, 2 months and 1 day. When this time is subtracted from your Agency EOD date the result is 7 September 1944.

The confusion has resulted from conflicting dates arrived at in previous attempts at classification.

This office is charged with arriving at SCD's for leave purposes. Prior to your retirement the Retirement Operations Branch will obtain records from the Civil Service Commission verifying that service which is creditable for retirement purposes.

In this regard let me point out that the date which we have just verified contains a period of service that is potentially creditable for retirement. Your military records show an enlistment in the Army as 6 October 1943. However the form later states active duty from 22 November 1943 to 8 January 1946. If you have any questions regarding the computation please call me on X7165. Questions regarding creditable service for retirement purposes can be referred to Murray Benthall on X3257.

John T. McCann Chief, Transactions & Records Branch

Distribution: Orig.&l-Addressee 1-TRB Chrono

30 April 1969.

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT

Howard E. Hunt, GS-15, Employee Number 013842, DOB: October 1918; EUR/CA; Career; Service Designa-

tion: D.

PERIOD UNDER REVIEW

22 June 1968 - 31 March 19689

MONTHS UNDER MY SUPERVISION:

OVER-ALL RATING

Strong

- 1. Mr. Hunt took on his present duties as EUR/CA in July 1968. His performance in this position has been consistently Strong.
- 2. From the period of his previous assignment to EUR's Special Activities Staff, Mr. Hunt has made a substantial contribution to the refinement and recasting of CA operational concepts which has been underway in the Division since the termination over the past two years of many long established projects. He has a fine political sense and a sound grasp of European realities and evolutions. While concerned with the role and methods of political action, his mind is essentially operational, imaginative, and perhaps at its happiest in the recognition of opportunities and the stimulation of specific action in the field. In both these areas he has shown a power of original thought, persuasiveness in presenting his views, and persistance and vigor in helping get action underway.
- 3. There are three primary areas in which Mr. Hunt has played an important role in the Division's business. The first is in providing consistent staff assistance to Branches and Stations in the conduct of on-going CA action, and the modification and relocation of certain activities of concern to the Senior Staff and other divisions. He has brought to this work a balanced view of Division and Senior Staff equities, an excellent awareness of realities in the field and of the practical limits imposed by the field priorities, manpower, and the requirements of security.





- Secondly, Mr. Hunt has carried with him from SAS a continuing participation in the work of that staff in its the countering of Soviet political action and two aspects: a reawakened and redefined concern with Communist Party operations. He has contributed to the definition of these interests and worked closely with the Branches in identifying opportunities. Neither of these areas are of a nature that has made for prompt common understanding between Headquarters and the field. Mr. Hunt's TDY's have been of major assistance in furthering this understanding.
- 5. Thirdly, Mr. Hunt has assumed a particularly important role in responding to requirements for memoranda, studies and suggestions which the Division has been asked to produce since the beginning of a new national Administration in January. Intimately coupled with this is direct support to the Chief of the Division in the latter's participation in the Interdepartmental Group, and the analyses and studies which have derived from that participation.
- In all these duties, Mr. Hunt's performance has reflected sagacity, balance, and imagination. He has had, to his credit, the advantage of excellent give and take with the Division's branches and a sound knowledge of branch people and capacities. He has drawn with equal effectiveness upon a broad range of personal associations in other divisions and senior staffs, and upon a deep experience of the mechanics, nuances and occasional delicacies of getting business done at Headquarters.
- 7. In summary, Mr. Hunt's has been the performance of a very competent, tough-minded senior professional in a period which has somewhat changed the nature of the CA officer's duties within the Division.

Edward Fenimore Chief of Operations European Division

I certify that I have seen the above fitness report. When I Albert

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EFFECTIVE DATE OF PAY ADJUSTMENTS & OCTOBER 1967

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EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1988

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Director of Central Intelligence

SUBJECT

Request for Voluntary Retirement E. Howard Hunt

- 1. This memorandum submits'a recommendation for your approval; this recommendation is contained in paragraph 4.
- 2. Mr. E. Howard Hunt, GS-15, Operations Officer, European Division, Clandestine Service, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50j, to be effective 30 April 1970.
- 3. Mr. Hunt has been designated a participant in the CLA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 25 years of Federal service. This service includes over 20 years with the Agency of which more than 10 years were in qualifying-service everseas. The Head of the Clandestine Service Career Service has recommended that his application for voluntary retirement be approved. I endorse this recommendation.
- 4. It is recommended that you approve the voluntary retirement of Mr. E. Howard Hunt under the provisions of Headquarters Regulation 20-50j.

/s/ Robert S. Wattles

With the Day Strought of the Robert S. Wattles Director of Personnel

The recommendation contained in paragraph 4 is approved:

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MEMORANDUM FOR : Mr. E. Howard Hunt

THROUGH

: Head of C5 Career Service

SUBJECT

t Notification of Approval of Request for Voluntary Retirement

- 1. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.
- 2. Your retirement will become effective 30 April 1970. Your annuity will commence as of 1 May 1970 and is payable on 1 June 1970. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last leave year if that amount is more than 30 days.

/s/ H. B. Fisher

** Robert S. Wattles

Director of Personnel

Distribution:

- 0 Addresser
- 1 D/Pera
- 1 OPF
- 1 ROB Reader
- 1 ROB Soft File

OP/RAD/ROB/DEMorris:jat/3257 (30 April 1970)



GIEL YAM a 11120 River Road Potomac, Maryland 20854

Dear Howards

As you reach the end of your active career of Government service. I want to join your friends and colleagues in wishing you continued success and satisfaction in your retirement,

You have every reason to feel great pride and satisfaction in your accomplishments. Your record of service is both example and goal for the young people who are now just beginning their careers in intelligence.

May I extend to you, personally and officially, my sincere appreciation for the important work you have done and my warmest hopes that you will find full enjoyment in the years ahead.

> Sinceroly, Puck Holms

Earl Earl and Elis	Dard Helms Director
Distribution:	in the contracting
0 - Addressee 1 - DDCI Originator:	/s/ H. B. Fisher 4 WAY (3/3
1 - ER	Director of Personnel
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OP/RAD/ROB/DEMorris:jat/3257 (20 April 1970)

Mr. E. Howard Hunt 11120 River Road Potomac, Maryland 20854

Pear Mr. Bunts

It is the practice of the Organization to follow up with former employees six months after their retirement. We hone by such insurive to obtain information on what our retirees are doing and where they are located, invite suggestions for improving the retirement program and to learn if the Organization might be of some assistance on any post-retirement matters.

We should like very much to hear from you on the above points and on any other topics you think would be useful to use.

For your convenience in replying, we have enclosed a sheet somewhat akin to a form on which we have listed those standard items of information we'd like to have on every retiree. The remainder of the sheet, including the reverse side, is for your comments and suggestions. We shall be most appreciative of your fullest response to this inquiry.

Thank you very much for your cooperation.

Sincerely yours,

Carroll A. Duchay Personnel Officer

Saclosuresi

Questionnaire Raturn Envelope

Distribution:

Original - Addressee

1 - OPF

1 - RAD Subject's File

OP/SAD/EFAI/MIShobetmlp (9 October 1970)

HOWARD FIVAT CICALEUR 4829

CENTRAL INTELLIGENCE AGENCY

Career Profile

of the Central Intelligency Agency. My foreign assignments have been in Europe, Latin America and the Far East where my duties involved the collection, evaluation, and reporting of high priority intelligence in the national interest. This intelligence information related to the economic, political, social and military aspects of nations and regions where I was located. During two crisis periods I was a senior member of special task forces organized to confront the crises, and took part in White House conferences. At other times I have served as a regional trouble-shooter.

Abroad I have dealt and negotiated with senior officials including Presidents of foreign nations and members of their Cabinets.

In Washington I have represented CIA at high levels of our government including the Psychological Strategy Board, Operations Coordinating Board and Interdepartmental Groups chaired by the Assistant Secretary of State. I have had extensive responsibilities for the development and review of large-scale budgets, and for their successful presentation.

I have also had broad experience in dealing with key non-governmental figures in the United States and alroad, including major corporate and industrial personalities at the highest level.

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scretion and Jul	grant displayed	while assigned to	Hexico City.
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REVIEWING OFFICER'S COMMENTS:

Although I would not differ from the evaluative comment on this officer, I would be inclined to rate his over-all performance as highly PROFICIENT rather than Strong, in view of his broad experience and grade. This officer has had a series of personal and taxing problems, beyond his control, which have tended to dull his cutting edge just enough to be noticeable.

E.N. Korn-Patterson Deputy Chief, European Division TROY AT A STREET IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-221 AND EXECUTIVE PROVIDED IN THE TOTAL ACT F 1949, AS AMENDED, AND A DOLL PRECTIVE DATE IS DOTTING R 1952"

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Hunt E. Howard

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GS-15-4

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GORDON M. STEWART /S/ DIRECTOR OF PERSONNEL

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rmance of specifi rticular fimitation	verything about the exict duties, productivities or talents. Based o	mployee whi ly, conduct on your kno	ich influences an job, coope wledge of em	his ellec rativens i playae's	tiveness in h s, pertinent overall perfe	is current personal rmance d	position such as per- traits or habits, and uring the rating period, a level of performance.	RATING LETTER P/S
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others doing similar work as to warrant special				
SPECIFI	C DUTIES .			
manner in which emplayee performs EACH specific duty. Consider with supervisory responsibilities MUST be rated on their ability to specific duty No. 1 Supervises all Division propaga	Supervise (indicate number of employees supervised).	RATING LETTER		
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PECIPIC OUTY NO. 4 OPERATIONS.		RATING LETTER		
PECIFIC DUTY NO. 3		RATING. LETTER		
PECIFIC DUTY NO. 4		MATING LETTER		
OVERALL BERECOMME	IN CURRENT POSITION	`		
OVERALL PERFORMANCE also into account everything about the employee which influences become of specific duties, productivity, conduct on job, cooperate judget intertions or telents. Based on your knowledge of emploided the letter in the reting box corresponding to the statement while 2.6 MAY 1884.	his effectiveness in his current position such as per- diveness, pertinent personal traits or habits, and layee's overall performance during the rating period,	NATINATION OF THE PROPERTY OF		

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current pusition keeping in proper perspective their relationship to overalliperformance. Sate suggestions made for improvement of work performance. Give recommendations for training, Commen on foreign language competence, if required for current position. Amplify we explain ratings given in Section B to provide best basis for definating tuture personnel action. Aumer of performance of managing as supervisory duties must be described, if applicable.

[14] [15] [17] [17]

Subject has performed in a manner quite consistent with his long and broad ex-

Subject has performed in a manner quite consistent with his long and broad experience in many aspects of the craft of intelligence. His senior grade, his special expertise in the field of propaganda and publication and his very high intellect have contributed to the division's operations in the public media field a sharp focus, an economical concentration of money and effort and a consequently heightened impact. In the WUHUSTLER project, Subject vindicated his faith in a moribund clandestine asset by demonstrating, after about a year and a half under his personal direction, that it is one of the most effective activities of its kind. Before Subject assumed direct responsibility for this project, it had suffered from visionary and diffuse direction and from poor case officer-agent rapport. Subject's personal handling of this operation is marked by excellent rapport and the project prospers on an entirely reoriented basis which the agent himself enthusiastically welcomes.

Subject's supervisory responsibility has extended over two secretaries, from one to two professional staffers under official cover and three professional career employees under unofficial cover. The fairness and precision of his management has patently won their respect and inspired their performance.

(Continued on additional sheet)

SECTION D	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
DATE 10 11/24 69	FIGNATURE OMEMULATER	Court
2: /	BY SUPERVISOR	
THE JACKETTS SEEN	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
DATE	OPPICIAL TITLE OF SUPERVISOR	TYPEST OR PRINTING NAMES AND SIGNATURE
19 May 1964	pcos	Stanley H. Gaines
3.	BY REVIEWING OFFIC	IAL
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FORM 45 OBSOLETE PREVIOUS EDITIONS

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in present pastions their relationship to overall performance. Sure suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position, Amplify or explain ratios seven in Section B to provide best basis for determining future personnel action. Manner of performance amongs risk are specified by the personnel action, Manner of performance amongs risk are specified as the performance of the performance

in a superior professional manner until 12 October 1964, when he was incapacitated by illness. On his return from sick leave on 7 December, he was detailed to the Office of the DD/P and officially transferred to that office on 28 February 1965. DO Division can only view this transfer with considerable regret.

Mr. Hunt, by virtue of his personal background, has a unique flair and competence in the propaganda field. Over and above, but complementary to these special skills, his extensive experience in the CS, his sound judgment, high and creative intellect and other commendable personal qualities contributed significantly to the successful prosecution of DO's efforts in the media field. These same attributes, attest, in my judgment, to his suitability for employment as a Station Chief or in any other position requiring broad knowledge of and skill in the CS business. He is very cost conscious and an effective supervisor. He enjoys the respect of all personnel under his supervision, official and non-official, as well as that of all his co-workers in the Division and Station.

SECTION D	CTION D CERTIFICATION AND COMMENTS									
1.	BY EMPLOYEE									
-	CERTIFY THAT I HAVE SEEN SECTIONS A, B, I	AND C OF THIS REPORT								
7 April 65 2- Maul Davil										
2. BY SUPERVISOR										
MONTHS EMPLOYEE HAS BEEN JUDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, CITE EXPLANATION									
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPE SA PRIVIED NOUS NO SIGNATURE								
8 APR 1935	DO/Executive Officer	Thos. P. Schreyer								
3.	BY REVIEWING OFFICIAL									
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SM2-1 461-	Chief, DO Division	C. Tracy Barnes								

-160-1

30 April 1969

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT

Howard E. Hunt, GS-15, Employee Number 013842, DOB: October 1918; EUR/CA; Career; Service Designa-

tion: D.

PERIOD UNDER REVIEW :

22 June 1968 - 31 March 19689

MONTHS UNDER MY SUPERVISION: 7

OVER-ALL RATING

Strong

- 1. Mr. Hunt took on his present duties as EUR/CA in July 1968. His performance in this position has been consistently Strong.
- 2. From the period of his previous assignment to EUR's Special Activities Staff, Mr. Hunt has made a substantial contribution to the refinement and recasting of CA operational concepts which has been underway in the Division since the termination over the past two years of many long established projects. He has a fine political sense and a sound grasp of European realities and evolutions. While concerned with the role and methods of political action, his mind is essentially operational, imaginative, and perhaps at its happiest in the recognition of opportunities and the stimulation of specific action in the field. In both these areas he has shown a power of original thought, persuasiveness in presenting his views, and persistance and vigor in helping get action underway.
- 3. There are three primary areas in which Mr. Hunt has played an important role in the Division's business. The first is in providing consistent staff assistance to Branches and Stations in the conduct of on-going CA action, and the modification and relocation of certain activities of concern to the Senior Staff and other divisions. He has brought to this work a balanced view of Division and Senior Staff equities, an excellent awareness of realities in the field and of the practical limits imposed by the tield priorities, manpower, and the requirements of security.





Section

- 4. Secondly, Mr. Hunt has carried with him from SAS a continuing participation in the work of that staff in its two aspects: the countering of Soviet political action and a reawakened and redefined concern with Communist Party operations. He has contributed to the definition of these interests and worked closely with the Branches in identifying opportunities. Neither of these areas are of a nature that has made for prompt common understanding between Headquarters and the field. Mr. Hunt's TDY's have been of major assistance in furthering this understanding.
- 5. Thirdly, Mr. Hunt has assumed a particularly important role in responding to requirements for memoranda, studies and suggestions which the Division has been asked to produce since the beginning of a new national Administration in January. Intimately coupled with this is direct support to the Chief of the Division in the latter's participation in the Interdepartmental Group, and the analyses and studies which have derived from that participation.
- 6. In all these duties, Mr. Hunt's performance has reflected sagacity, balance, and imagination. He has had, to his credit, the advantage of excellent give and take with the Division's branches and a sound knowledge of branch people and capacities. He has drawn with equal effectiveness upon a broad range of personal associations in other divisions and senior staffs, and upon a deep experience of the mechanics, nuances and occasional delicacies of getting business done at Headquarters.
- 7. In summary, Mr. Hunt's has been the performance of a very competent, tough-minded senior professional in a period which has somewhat changed the nature of the CA officer's duties within the Division.

Edward Fenimore Chief of Operations European Division

I certify that I have seen the above fitness report.

Mand Must

Date: 1-/5/69

SEGRET

REVIEWING OFFICER'S COMMENTS:

Although I would not differ from the evaluative comment on this officer, I would be inclined to rate his over-all performance as highly PROFICIENT rather than Strong, in view of his broad experience and grade. This officer has had a series of personal and taxing problems, beyond his control, which have tended to dull his cutting edge just enough to be noticeable.

E.N. Korn-Patterson Deputy Chief, European Division CONFIDENTIAL

SECURITY APPROVAL

DATE :21 September 1966

YOUR

REFERENCE:

CASE NO. :23500

TO : Direct

ATTN: John Stocks

SUBJECT : HUNT, Everette Howard Jr.

: Director of Personnel

- 1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Readquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
- Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.
- 3. As part of the entrance on duty processing:

A personal interview in the Office of Security must be arranged.

XXX A personal interview is not necessary.

Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a Conversion Action. This is issued in advance of Form #377.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn
Chief, Personnel Security Division

100m 1173 :---- -----

COMFIDENTIA

133

1 June 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Mr. Howard Hunt

Mr. Hunt, on instructions of the Deputy Director for Plans, and with approvals from the DCI and the DDCI, was converted to contract employment and assigned to Spain for a special undertaking in behalf of the DD/P. He left for Spain in July 1965 and returned to the U.S. in June 1966 having completed his assignment successfully. If an evaluative comment is needed to cover his work during this period of time he should be rated as "strong".

Thomas H. Karamessines
Assistant Deputy Director for Plans

Orig & 1 - Director of Personnel
via C/EUR
1 - ADD/P

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM-

FOLLOW THESE GENERAL INSTRUCTIONS:

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

9	FILL IN THE IDE	ENTIFYING INFO	RMATION BELOV	(please print or type):			
Ļ	NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY	NUMBER	
. .	Hunt	3. - 01.38	Howard	10/9/18	126 05	1:970	
	EMPLOYING DEPARTA	MENT OR AGENCY	• • • • • • • • • • • • • • • • • • • •	LOCATION (City, State, ZIP Code)			
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2	MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):								
J	Mark here if-you WANT BOTH optional and regular insurance (A)	ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.							
	Mark here if you DO NOT WANT OPTIONAL but do want regular insurance (B)	DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.							
	Mark here if you WANT NEITHER regular nor optional insurance (C)	WAIVER OF LIFE INSURANCE COVERAGE I desire not to be insured and I waive coverage under the Federal Employees Group Lite Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least I year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.							

4	SIGN AND DATE. IF YOU MARKED BOX "A" OR "C". COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOU'R EMPLOYING OFFICE.	FOR EMPLOYING OFFICE USE ONLY (official receiving date stamp)
	SIGNATURE (do not print) Ellicited Vicini DATE Ec. 6. 13, 1945	Bd' MA et Ol El 837
	11 20.1	See Table of Effective Dates on back of Original

ORIGINAL COPY-Retain in Official Personnel Folder

STANDARD FORM Ro. 176-T JANUARY 1968 (For use only until April 14, 1968)

14-00000

AFFORMER AFFORMES
IMPORTANT.—Before swearing to these appointment affidavits, you should read and understar
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(Department or agency) (Bureau or division) (Place of employment)
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A DATH OF OFFICE
I will support and defend the Constitution of the United States against all enemies, foreign an domestic; that I will bear true faith and allegiance to the same; that I take this obligation freel without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION
I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of an organization that advocates the overthrow of the constitutional form of the Government of th United States, or which seeks by force or violence to deny other persons their rights under th Constitution of the United States. I do further swear (or affirm) that I will not so advocate nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.
C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT
I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such ar organization.
D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE
I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.
E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE
The answers given in the Declaration of Appointee on the reverse of this form are true and
Orrect. (Duffe of entrance on duty) (Sugnature of appointer)
Subscribed and sworn before me this 17 day of 2000 1000 A. D. 1964
a Liting Cap Comp
[SEAL]
(Title) (Title) (Title) (OTEThe bath of office must be administered by a person specified in S. U. S. C. 13, or by a person designated to

administer oaths under Section 206, Act of June 20, 1843, 5 U.S.C. 16a. If by a Notary Public, the data of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your fecord in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

2 (4) DATE OF BIRTH	(A) PLACE OF BIRTH (CI	Md. 20854 (city and State or city and foreign country)											
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INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, exitereship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate.

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FORM 61 USE PREVIOUS

CONFIDENTIAL

141

CONFIDENTIAL

VOLUNTARY ENTRIES Experience in the handling of employee emergencies has shown that the absence of certain personal data uses, delays and somplicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant. INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED. Riggs National Bank of Washington (RSM Branch) Dorothy L. and/or Washington 7, DC Roward Hunt X YES ___ HO ARE YOU A MEMGER OF THE NORTHWEST FEDERAL CREDIT UNION? IF YES, DO YOU HAVE A JOINT ACCOUNT? ☐ YES (五) ** HAVE TOU COMPLETED A LAST WILL AND TESTAMENT! X YES HO. (If "Yes" where is document located?) SD box, Riggs Bank HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS!

YES NO. (II "You" give name(s) and eddress) Mr. wm. F. Buckley, Jr. wallacks Point, Stamford, Com. YOU EXECUTED A POWER OF ATTORNEY? YES NO. (II "You", who possess the power of attorney?) ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS SIGNED AT

CONFIDENTIAL

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Commen on foreign language competence, if required for current position. Amplify or explain rating the order of the first provide best basis for determining future personnel action; Manner of performance of managerial or supervisory during a Suffer applicable.

SECTION C

SECTION O

Mr. Hunt is an officer with real ability, creative and makagenial. During the period under review, he has done a great deal to tighten up the operation of his shop. The amorphous aspects of some projects he inherited have been eliminated or cut down to size. He has a pleasant and engaging personality and a broadly based background.

If there are any areas of weakness in his performance it is only because his potential is so considerable. For example, it is possible that the staff and planning aspects of his job could receive more attention although, admittedly, there is a large grey area between the responsibilities of the CA Staff and the responsibilities of DODS in this respect.

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i.	BY SUPERVISOR	, 4.00 = 1
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OUALIFICATIONS UPDATE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other intermation only if there have been changes since you submitted your Form 444; "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative. SECTION 1 BICGRAPHIC AND POSITION CATA C13E842 CECTION II FRUCATION HIGH SCHOOL ACCRESS (CITY, State, Courtry) LAST HIGH SCHOOL ATTENDED WARS-ATTENDED (From . To) ⊠ … □ … 932 -30 HAMBURG HIGK Hemporto, N.Y COLLEGE OR UNIVERSITY STUCY YEAR NO. SEM/QTR. RECEIVED HRS. (Specify) SUBJECT DEGGEE NAME AND LOCATION OF COLLEGE OR UNIVERSITY YEARS ATTENDED RECEIVED "ylish 1736-40 IF A CRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A BRITTEN THESIS, INDICATE THE FITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT. TRADE, CONSERCIAL AND SPECIALIZED SCHOOLS NO. OF MONTHS NAME AND ADDRESS OF SCHOOL STUDY OR SPECIALIZATION FROM to OTHER NON-AGENCY EDUCATION OF TRAIRING MET INCICATED ABOVE NAME AND ADDRESS OF SCHOOL STUDY OF SPECIALIZATION FROM TO NO. OF WONTHS SECTION III MARITAL STATUS PASSENT. STATUS (Single Narried, #1 love! Separated Divorced Annulled Branneled) SPECIFY NAME OF SPOUSE (Valden) "Litte (L+11) 1012076 WEIRFL PLACE OF BIRTH (City State. CATE OF BIRTH Przez 8. FORMER CITIZENSHIP(S) COUNTRY(1ES) SECTION IN DEPENDENT CHILDREN AND DEFENDENTS CTHER THAN SPOUSE RELATIONSHIP DATE AND PLACE OF BIRTS PERMANENT ADDRESS | 427 | :ELETE

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Washington, D.C. 2000

6 May 1971

Mr. Howard Mun: 11120 River Road Potomac, Maryland 20064

Dear Howard:

I have taken so long in anowering your letter of April 5th because of the careful consideration given to your request by all concerned, particularly as we have not had tail problem before.

I am sorry to tell you that our answer is in the negative, although we have taken every approach we can think of to comply with your wishes. Very simply, the problem is as follows:

The statute states --

At the time of retirement, any married participant may elect to receive a reduced annuity and to provide for an annuity payable to his wife or her husband, commencing on the date following such participant's death . . . (emphasis added).

Our regulation on the subject repeats the language of the statute above and in addition states --

A participant may not change his election under this provision

We considered the possibility of a waiver of the regulation but ran into another problem here. The act specifically provides that the Director may prescribe rules and regulations but continues with the language that, "buch rules and regulations fare," to become effective after approval by the chairman and ranking minority members of the Armed Services Committees of the Mouse and Senate. "The regulations as presently exacted were specifically reviewed by those Committees and approved in their present form.

Looking back into the legislative history of the det, we believe it is clear that the Committees desired our net to conform as closely as possible to Civil Service retirement, which definitely would not permit a change of election after retirement. There does not appear to have been any administrative error or misunderstanding at the time you retired and made your election, therefore, we have been unable to find any basis for making the change you request.

I think you know me well chough to agree that I like to stay as flexible in the law as I possibly can, but this seems to be one case where we are bound by specific provisions with no leeway to meet the requests of individual employees.

Sincerely

Lawrence R. Houston General Counsel

cc: Executive Director
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Director of Personnel
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subject Retirement

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TOWARD HUNT

11120 RiverRoad, Potomac, Maryland 20854., May 12, 1971.

The Honorable Lawrence R Houston, General Counsel, The Central Intelligence Agency, Washington, D. C. 20505.

Dëar Larry:

I thoroughly appreciate the thought and study you gave my problem, and while your findings are disappointing to me, I must regard them as definitive.

Reflecting on the statute, however, I find myself wondering whether such irrevocable limitation on personal choice is, first, in the public interest, and second in the interest of annuitants whose personal circumstances and civil status are subject to unanticipated change. This could be the subject of an interesting class action challenge in which, I imagine, more than a few annuitants would be eager to join.

All that aside, I'm most grateful for your efforts to help me once again.

Cordially

Garanel

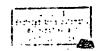
21 June 1972

MEMORANDUM FOR THE RECORD

SUBJECT:

Mr. E. Howard Hunt

- 1. On 21 June 1972 Mr. Robert Tegetholf, INR, Department of State, informed Mr. James Franklin, Chief, CCS/OCB, that the Department of State had received press inquiries in regard to Mr. E. Howard Hunt's service with the Department of State. INR had arranged for withholding any Department of State replies until CIA had been consulted. Mr. Hunt's cover record showed that he was in integrated Department of State status in Mexico from 1950 until 1953 and in Montevideo from 1957 until 1960. He also had nominal domestic Department of State cover from 1966 until he retired in 1970. Upon retirement, Mr. Hunt was "opened up" as a CIA employee back to EOD in November 1949.
- 2. In the absence of both Messrs. Osborn, Director of Security, and Geiss, Deputy Director, I discussed the State Department request with Mr. Leo Dunn, Acting Deputy Director of Security for Personnel Security. He concluded that everything considered, the Department should say that Mr. Hunt was assigned to the Department while in integrated status but, when pressed, not deny his basic CIA status. While trying to clear this line with the ADDP, Mr. Geiss called and at the end of our discussion, cautioned that any guidance to the Department of State in regard to Mr. Hunt should be cleared with the DCI.
- 3. I then talked to Mr. Sam Halpern, EA/DDP, to determine the whereabours of Mr. Meyer. He recommended that I talk to both Messrs. Meyer and Colby who were in the OPPB think tank.



- 4. As I was leaving my office, Mr. Tegethoff called Mr. Franklin a second time to say that in the evening of 20 June 1972, Mr. John King, Department of State's Press Office, and Mr. John Unumb of CIA had discussed press inquiries in regard to Mr. Hunt which were made to the Department of State in the afternoon of 20 June 1972. These inquiries had particular reference to Mr. Hunt's clography in WHO'S WHO IN AMERICA showing him as Department of State employee since 1968 and listing his office at the Department of State. Messers. Unumb and King agreed the press should be informed that he was not on the State Department's payroll during the period. Mr. Unumb confirmed this arrangement when I called him and said that he had added that Mr. Hunt retired in good standing from CIA in April 1970. I also cleared the proposed guidance with Mr. Ted Shackley, Chief, WH Division.
- 5. I then saw Messrs. Colby and Meyer, outlined the Department of State's request and our proposed reply that Mr. Hunt, during his integrated service in Mexico and Montevideo, was assigned to the Department of State. This information would not be volunteered by the Department of State, and Mr. Hunt's basic status as a CIA employee would not be denied if raised by members of the press. Messrs. Colby and Meyer agreed that this was the only feasible line to take. I then asked Mr. Colby whether additional clearance from the DCI was required. He replied that it was not, and that he would brief the DCI.
- 6. I informed Mr. Geiss of Messrs. Colby's and Meyer's decision and then called Mr. Tegetboff and provided him the agreed guidance.

/s/ ERICH W. ISENSTEAD

ERICHW. BENSTEAD Chief, Central Cover Staff

Orig - C/OCB/CCS; File 1088 (Hunt)
EA/DDP; ADDP DD/Security Mr. Unumb, Deputy Asst to the DCI
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Attachment to Fitness Report of Howard Hunt 31 March 63 - 31 March 64

Section C (Continued)

Special mention should be made of Subject's objectivity and integrity in carrying out his responsibilities. These were best demonstrated when he promptly and swiftly terminated a large and effective radio broadcasting project, to establish which he and his subordinates had labored hard, immediately upon belated discovery that insuperable, practical obstacles precluded realization of the project's theoretical potential.

Subject's professional background has attuned his constant attention to FI operational opportunities arising in the course of his current CA activities, a practice consistent with his habit of seeking maximum benefit for every dollar spent in time, effort or cash.

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Converted to Staff Employer Status

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MEMORANDUM FOR: Office of Finance

THROUGH

: Chief, Contract Personnel Division

SUBJECT

: Engagement of E. Howard Hunt as Independent Contractor Under Menorandum of Ord Contract

- 1. Effective 2 November 1970, subject was retained under oral contract to write a citation concerning an employee of CIA for a fee of \$250.00. The completed citation was delivered to and accepted by CIA on 23 November 1970.
- 2. Subject is a former CIA Staff Employee who retired effective 30 April 1970.
- 3. Subject is to be paid his fee of \$250.00 under Fin Account Number 1176-0041. At Mr. Hant's request, payment is to be made in the form of two sterile checks, one in the amount of \$200.00 payable to the Public Service Aid Society, and the second in the amount of \$500.00 payable to the Educational Aid Fund. Please forward both checks to Mr. Ben DeFelice, 5E-67 Headquarters.
 - 4. No other commitments have been made to subject.

Approving Officer
Office of Personnel

APPROVED:

1s/ In In Publication

3 220 1970

Chief, Contract Personnel Division

Date

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MEMORANDUM FOR THE RECORD

SUBJECT:

Turince S. CRABANAC

and with approvals from the DCI and the DDCI, was converted to contract employment and assigned to Spain for a special undertaking in behalf of the DD/P. He left for Spain in July 1965 and returned to the U.S. in June 1966 having completed his assignment successfully. If an evaluative comment is needed to cover his work during this period of time he should be rated as "strong".

Thomas H. Karamessines
Assistant Deputy Director for Plans

Orig & 1 - Director of Personnel
via C/EUR
1 - ADD/P

SECRET

3 October 1966

MEMORANDUM FOR : Chief, TRB

SUBJECT

: Verification of Contract Service for

CRH PONN MC

1. The following is a record of subject's contract service with the Agency:

Date	Action	Compensation
4 July 1965 10 October 1965 3 July 1966 17 September 1966	Contract Employee Salary Increase Salary Increase Contract Terminated	\$19, 880 per annum \$20, 595 per annum \$21, 192 per annum \$21, 192 per annum

2. All of above service is creditable for both leave and Civil Service Retirement purposes.

Dow H. Luetscher. Chief, Contract Personnel Division

Distribution:

Orig & 1 - Addressee

2 - CPD

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SECRET

86 SEP 835

Chief, Contract Personnel Division

Paul R. Wilson

Verification of Contract Service

ORHEANAC, Trime S.

In order to establish the salary, LCD and to compute the SCD for both leave and retirement purposes, it is necessary to verify the contract service and salary of who claims employ-, DOB 9 October 1918, ment with this Agency in a contract status from 4 July 1965 to 17 September 1966.

Deputy Chief, Transactions & Records Branch

This is to advise that effective 17 September 1966 I will resign from employment with the United States Government as provided in the contractual agreement effective 4 July 1965. It is understood that my status as a Staff Employee will be effective 18 September 1965, the day following my resignation as a Contract Employee.

l'erence S. CRABANAC

APPROVED:

European Contract Approving Officer

Date

APPROVED:

/s/ Dow H. Luetscher Spaced Contracting Officer





SEURET

14 July 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Terence S. CRABANAC (P)

The ADDP requested the writer to personnally bring CRABANAC's file to him for review this date. I was informed by Mr. Karamessines that Subject has now returned to headquarters for reassignment and will not be returning to Madrid, as his duties have been fulfilled there.

When the DDP decides CRABANAC's next assignment, ADDP will inform us of such and action desired. CRABANAC's travel accounting was given to C/E/B&F for preparation and processing of the voucher for Subject's return travel.

Charles J. Francis AC/E/SS

CFrancis/cls: 14 Jul 66

MENORARDUM FOR: Deputy Director for Support

SUBJECT:

Request for Exception to Provision of FR 45-10b — Terence 8. CRABANAC (P)

- 1. This memorandum contains a recommendation in paragraph 6 for the approval of the Deputy Director for Support.
- 2. Terence 8. CRABANAC (F) is a Contract Employee assigned to the Madrid area in Spain in a sensitive assignment since his conversion from a Staff Employee on 4 July 1965. CRABANAC was a GS-15, stop 7 (\$19,850.00 per annum) and he is being paid at the same rate in his present contract attus. His contract provides that he will be entitled to a living quarters allowance in conformance with regulations of this organization applicable to its appointed personnel.
- 3. The basic living quarters allowance for Class II officers in Madrid is \$2,000 per annua. The house which CRABANAC has located, with a one year lease from 15 November 1965 to 14 November 1966, has an annual rent of \$6,600.00 excluding utilities. Therefore, for rent alone, he will be \$1,960.00 per year over the 160 percent maximum allowed under the provisions of FE 45-10b. On a 75/25 percent sharing basis of the 60 percent over the quarters allowance, he would be out of pocket \$2,395.00.
- 4. Due to the operational sensitivity of CRABANAC's assignment, his request for mlief on his housing costs was handled by Mr. Thomas Enganceries, ADDP. On 15 September 1965, Mr. Karamessines, ADDP, approved his being reimbursed on a 75/23 percent basis for the excess allowable costs up to, but not to exceed, 60 percent above his quarters allowable. This authorization was included in a letter to CRABANAC from Mr. Karamessines. It is requested that the Deputy Director

for Support authorize the 75/35 percent sharing of the excess allowable costs up to 60 percent above his quarters allowance.

1.51

Edward Ryan 'Acting Chief Western Europe Division

Resemendation in paragraph 4 is authorized:

Charles N. Davis

9 NOV 1965

Deputy Director for Support

Date

DDP/WE/88:DavisB.Powell/aj/6189 (8Nov65)

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Chief, Western Europe Division

18 October 1965

a.

ATT : Support Staff

Compensation and Tax Division Office of Finance

Puty Status Reports-ference S. CRABAHAC, Employee Sumber 179080

Reference: FEB 20-1000-1, paragraph 5.

1. To date there is no record of receipt of Forms 764, Puty Status Reports, for Terense S. CRABASAC since his ROD 4 July 1965. These reports are required in order to maintain his leave account in accordance with the terms of paragraph 6(e) of his contract and to preclude action to withhold pay in accordance with requirements of the referenced handbook.

2. It is requested that this office be advised as to the reason for the delay in the submission of these Duty Status Reports.

LUCILE P. TWO(M)D

Chief,
Contract Employees Accounts Section
Agent Payroll Grench

TO:

Componention and Tax Division Office of Finance

ATTENTION: Lucile F. Twogood

PROM:

Chief of Support, WE Division

Per conversation with Mr. Thomas Karamessines, ADDP, there will be no Duty Status Reports (Form 764) submitted on Terence S. CRARARAC. This should be used as the authority to continue his pay without these reports.

Davis B. Powell Chief of Support WE Division

SECRET Lamber 1 to minus.

\$4.3, 135

Dear Howard,

14-00000

Your insurance representative has passed along some information concerning reimbursement to you by means of deposits to your bank account. So that you will understand the reason and the source of deposits which show up on your bank statement, here is the run-down for the present:

Amount of Derocit	Approx Date of Deposit	Reason for Payment
\$ 5.00	Sep 9	Settlement of claim for son Howard (settlement sheet enclosed)
\$216.06	Oct 7	Settlement of following claims: You\$ 47.68 Lisa 112.88 Kevan 24.50 Howard
\$505.75	Oct 7	Settlement of following claims: Lisa\$ 112.49 Kevan 63.75 Kevan 189.74 Lisa 139.77
		\$ 505.75 (Four settlement sheets are enclosed.)
\$ 60.00	To be made Nov 4	Refund of advance premium payments made on your life insurance policy which you cancelled.

I am also forwarding herewith some bills and receipts which your insurance representative has returned with appropriate notations on each. I believe you will want to retain these for possible future use.

Sincerely.

4 October 1965

MEMORANDUM FOR: Chief, Contract Personnel Division, Office of Personnel

: Terence S. CRABANAC (P), Contract Employee SUBJECT

Request for Contract Amendment

1. It is requested that Subject's contract, which was effective 4 July 1965, be amended with respect to living quarters allowances so as to authorize reimbursement for 75% of the excess allowable costs up to, but not in excess of 60% of the standardized quarters but not in excess of, 60% of the standardized quarters allowance.

2. The proposal for this 75%/25% sharing basis, in lieu of the standard 50%/50% basis, has been reviewed and approved by Mr. Thomas H. Karamessines.

> my B. Paucel Davis B. Powell Chief, WE Support Staff

MEMORANDUM FOR: Mr. Thomas H. Karamessines

SUBJECT : Madrid Housing

1. The following is a listing of the GS-13 and above staff employees and their quarters costs as of April 1965:

Grade & No. of Dependents	Allowance	Cost	Cost to Individual
(COS)GS-16 (3)	\$2,000		
GS-15 (1)	\$2,900 2,900	\$4,236 3,132	All cost paid \$116
GS-15 (0)	2,000	1.800	()
GS-14 (5)	2,900	2,796	ō
GS-14 (5)	2,900	3,840	450 -
GS-13 (3)	2,000	2,280	140
GS-13 (3)	2,000	2,472	236
GS-13 (5)	2,000	2,544	272

2. Mr. Hunt's quarters allowance is \$2,900. Using the same formula as applied to the other staff employees at the Station, the following would be the figures:

\$2,900 + 60% (\$1,740) = \$4,640

On a 50/50 percent sharing basis of the 60 percent, he would be out-of-pocket \$870 if his costs were \$4,640.

On a 75/25 percent sharing basis of the 60 percent, he would be out-of-pocket \$435, if his costs were \$4,640.

3. I would recommend he be authorized the 75/25 percent sharing basis of the allowable excess costs up to, but not to exceed, 60 percent above his quarters allowance.

Davis B. Powell
Chief
WE Support

4640

3 September 1965

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT

General - Terrence S. CRABANAC - Supplement

Specific - Paragraph Entitled "Offset"

REFERENCE

: A. OGC Opinion 65-2476a, dated 12 August 1965

B. Our Memo, dated 8 July 1965, Same Subject

- 1. This office herein recommends an ammendment to CRABANAC's Supplement deted 4 July 1965, to delete paragraph 7. entitled "Offset."
- 2. This office acknowledges the OGC opinion, Reference A, which determined CRABANAC may retain without Agency salary offset any future royalties eerned as a result of his literary efforts based on the fact cover does not include role of a writer.
- 3. As Subject's cover "activities" have been officially clarified as being only a light one of a retired Foreign Service Officer for which the Agency will be making all entitlement payments and actually he will receive no funds from any cover, this paragraph, which is misleading, has no meaning in Subject's contract and it is hereby recommended that it be deleted from CFABANAC's Supplement.
- 4. Further, in future cases when a cover is so light that Subject will not be receiving funds from cover it is recommended that no "Offset" paragraph be included in Supplements or Contracts.

WILLIAM R. CAULFIELD Chief, Covert Claims Branch

Attachment Ref. A and B no action tiller on

SECTION STREET

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OGC 65-2476a

12 AUG 1965

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT:

14-00000

Terence S. CRABANAC - Retention of Royalties by a Contract Employee

- 1. You have requested the opinion of this Office in regard to the retention of future royalties which might be earned by Terence S. CRABANAC as a result of his literary efforts. We believe that he is entitled to retain such royalties without an offset against his Agency salary.
- 2. We have been advised by Mr. Gene Stevens, WE/Support, that CRABANAC's cover does not include the role of a writer; CRABANAC's cover for status will only be a light one of a retired Foreign Service Officer. Therefore, paragraph 7 of his contract dated 4 July 1965 may remain as written. Royalties from the fictional works that he writes as a profitable hobby will not be emoluments received from or through his "cover activities."

NORMAN D. BLOCK Office of General Counsel

cc: Chief, Covert Claims Branch Mr. Gene Stevens, WE/Support

SECRET

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MEMORANDUM FOR : Office of General Counsel

ATTENTION

Norman Block

SUBJECT

Terence S. Crabanac --Retention of Royalties by a Centract Employee

- i. Reference is made to the telephone conversation of 26 July 1965 between yourself and Rogers C. Brooks of this Office wherein background information relating to the assignment of Terence S. Crabanac was discussed.
- 2. Subject will apparently develop a cover as a writer, a field wherein he has an aiready demonstrated talent based upon several publications. The objective of the cover is to provide a basis of attribution for some of his income. At the time of the preparation of Mr. Crabanac's contract, the specific detail of his cover was unknown.
- 3. Request your opinion in regard to the retention of possible royalties earned by Crabanac as a result of his literary efforts or whether such income should be properly offset.

Joseph B. Ragan Chief, Contract Personnel Division

Attachments.

OP/CPD: RCBrooks/cw: 2 August 1965 ·

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from Security to Which he can mail his financial accounts. This will reduce with station

SECTET

5 July 1965

PLY NUL & BARRIER REPORT

0:22 : 7 July 1965

STITUS: Contract Fapleyee

SUBJECT : Terence CRABANAC

CHVER: Hon-Official - Writer

pestination: Madrid Spain

كامل كالضعول

DEFENDENCE: Vive and four children

14 12, 11 and 21 max.

Subject was revised that this brighting was being hold to relieve with him the official financial business and personal rejects erected as a result of die as lighteness. He was told the die report of the brighting would be propored and that a copy would be forestied to the AUSTRA office responsible for his administration.

Subjecteds proceeding abroadcas a retired CD CID officer van is now a pursuing a career on a writer.

Subject and read his Contract. The persons present at the brighing were Subject and wire Division Budget and Pixed Officer, payrodl representative, and the undersigned Certifying Officer.

The payroll representative briefed Subject regarding his empensation. Bendquarters payrelled allowances, tax vitabolding and deductions, proposed Foreign Daty Data Sheet was used and an official copy will be tent to the office administering Subject upon receipt of a motification Subject has arrived in place. The Tax Committee representative had briefed Subject on to the procedure by which he will fulfill his Federal tax reporting to unrements - see below Section III entitled "Taxes." All questions in loca by Subject during the briefing were answered to his apparent satisfaction. There were two points which were to reviewed further by WE, twey were:

 Review of Supplement relative to quarters allowance being payrolled and non-accountable.

b. Determination of authorisation and amount of a Transport tion allowance.

Plans call for Subject to establish through Monetary Division on operational bank account. This fund will serve his operation I needs while in Midrid as he is to have no (or limited) contact with the atotion. Algapoints of the briefing are discussed below:

Excluded from automatic damprac IX and declassificativa

SECRET

I. Funding and Accounting

- A. Headque ters
 - (1) Will payroll Subject's compensation (and allowernes) authorized deductions. (Specify allowances as applicable)
 - (2) Will siven a PCD travel funds and smilt accounting which is to be subsitted by Subject when so counting emplete.
 - (3) Will advance funds and receive as ountings to operational fund.

 Ris first accounting will be upon coving into person at quarters,
 and initially quarterly thereafter, unless activity war antemore frequent as ounting period.
- B. Station Will provide only emergency support as needed.
- C. Cover
 - (1) Subject has no ligitimate gover from which through agreement with KURARK be would resolve payments.
- he broblem.

 (2) Paragraph 7 entitled OFFELF is in question with contracting office as to what is intended as Subject's only income from cover a tivities appear to be income from his writings. Subject is under impression income from writings not to be refundable.

IT. Terss of Contract and Additional Items

time freeze (11)

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would be

ifect.

- Allowences Subject was informed that allowences were subject to fluctuation as a result of Stonderdized or NUSANK regulations changes.
- (11a.) Subject was advised to notify Headquarters of changes in his family status as such changes would effect allows on being payrelied where rates are determined by Subject's family status.
- (12) Receipts

 tubject was advised that a receipt is required where practicable or a certification in lieu of receipt should be subsitted for all reimburseable expenses in the amount of \$15.00 or more.
- (30) Travel
 Sudget was briefed in general regarding reimburscoble invidents:
 expenses and travel entitlements in regard to his proposed itinerary.
 Among the points overed were the following:
 - A. Per Diem rates applicable to Subject's proposed itimerary
 - B. Excess boggage provisions when economy/tourist flights are used

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CACHE E Excluded from automatic dawngrading and geologistication