	·		NOTIFICATION	N OF PERSON	NNEL ACTION	N '	
	1. SERIAL NUMBER 2. NAME	(LAST-FIRST-MIDDLE)	,				
	BON	D BERTHA	LJ				
	3. NATURE OF PERSONNEL ACTION		<u> </u>	4. EFFECTI		TEGORY OF EMPLOYMENT	
	RETIREMENT DIS	SADILITY .		MO.	DA, YR,		
		SADILIIT		08 0 7. Financia		REGULAR Oble 8. CSC OR OTHER LEGAL A	
	6. FUNDS						
	9. ORGANIZATIONAL DESIGNATION	15		10. LOCAT	ION OF OFFICIAL STA	TION	
			,				
	DDS/OFFICE OF	PERSONNE	Ľ				
	DDS/OFFICE OF OFFICE OF THE	DIRECTOR	OF PERSON	INEL			
,	EXECUTIVE STAF	- F			., D.C.		
				12. POSITI		13. SERVICE DESIGNATION	
• • • •	PERS	SONNEL OF	EXEC	PIES			······
		A CALLER AND A CAL		RIES,	AND STEP		······································
	GS 18. REMARKS	·		16 4		27549	
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· .	a I. LAST NAME				<u> </u>	·····	-
;	BOND		INITIAL(S)	2. APPOINTMEN Entered on dut 11/5/51		3. TOTAL SERVICE (as of date of	
	4. DATE AND NATURE OF SE	BERTHA	<u>H</u>	11/5/51 Subject to Sec. 20	3(d), 1951 Leave Ac	Years	Months Days
	0						
		· -		Yes			
	RETIREMENT DISABIL			Ceased to be subje	<u> </u>	More than 15	years
	SUMMARY OF	ITY CSC 8/	LEAVE	Ceased to be subje	ct to Sec. 203(d) Annual Leave Bal SUMMARY OF	More than 15	years REMARKS
	SUMMARY OF (HOURS) 5. Balance from priol leave yea	ANNUAL AND SICK	ANNUAL SICK	Ceased to be subje	ect to Sec. 203(d) Annual Leave Bal SUMMARY OF (DAY	More than 15 HOME LEAVE (5)	-
· · · · · · · · · · · · · · · · · · ·	SUMMARY OF (HOURS) 5. Balance from prior leave yet 19.69	ANNUAL AND SICK ar ended 1/11	LEAVE	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal SUMMARY OF (DAY proad for HL purpose	More than 15 HOME LEAVE (5)	-
	SUMMARY OF (HOURS) 5. Balance from priol leave yea	ANNUAL AND SICK ar ended 1/11	LEAVE ANNUAL SICK 247 956	Ceased to be subje on	cet to Sec. 203(d) Annual Leave Bal SUMMARY OF (DAY proad for HL purposes ce as of ual rate	More than 15 HOME LEAVE (S)	REMARKS
· · · · · · · · · · · · · · · · · · ·	SUMMARY OF (HOURS) 5. Balance from priol leave yea 19 69 6. Current leave year accrual th 19 59 7. Total	ANNUAL AND SICK ar ended 1/11 hrough 7/26	LEAVE ANNUAL SICK 247 956 112 56 359 1012	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal SUMMARY OF (DAY proad for HL purpose ce as of	More than 15 HOME LEAVE (S)	REMARKS
· · · · · · · · · · · · · · · · · · ·	SUMMARY OF (HOURS) 5. Balance from priol leave yea 1969 6. Current leave year accrual th 1969 7. Total 8. Reduction in credits, if any (	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year)	LEAVE           ANNUAL         SICX           247         956           112         56           359         1012           0         0	Ceased to be subje on 14. Date arrival al 15. Current balan 16. 12-month accr 17. Dates leave us 18. Monthly accru	ct to Sec. 203(d) Annual Leave Bal SUMMARY OF (DAY proad for HL purpose: ce as of ual rate val rate rate al dote	More than 15 HOME LEAVE (5) s	REMARKS
	SUMMARY OF (HOURS) 5. Balance from priol leave yea 19 69 6. Current leave year accrual th 19 59 7. Total	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year)	LEAVE           ANNUAL         SICX           247         956           112         56           359         1012           0         0           100         1012	Ceased to be subje on 14. Date arrival al 15. Current balan 16. 12-manth accr 17. Dates leave us 18. Manthly accru 19. Calendar days	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of ual rate ied, prior 24 months. al date credit for next accruit	More than 15 HOME LEAVE 'S)	REMARKS
	SUMMARY OF (HOURS) 5. Balance from priol leave yet 19 69 6. Current leave year accrual th 19 99 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year)	LEAVE           ANNUAL         SICX           247         956           112         56           359         1012           0         0           100         1012           259         0	Ceased to be subje on 14. Date arrival al 15. Current balan 16. 12-manth accr 17. Dates leave us 18. Manthly accru 19. Calendar days	ct to Sec. 203(d) Annual Leave Bal SUMMARY OF (DAY proad for HL purpose: ce as of ual rate val rate rate al dote	More than 15 HOME LEAVE '5) s	REMARKS
	SUMMARY OF (HOURS) 5. Balance from priol leave yea 19 69 6. Current leave year accrual th 19 69 7. Total 8. Reduction in credits, if any ( 9. Total leave taken	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n247 & 1	LEAVE           ANNUAL         SICX           247         956           112         56           359         1012           0         0           100         1012           259         0	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of	More than 15     More than 15     More than 15     19     19     19     LEAVE     LEAVE     LEAVE     to to	REMARKS
	SUMMARY OF (HOURS) 5. Balance from priok leave year 1969 6. Current leave year accrual th 1969 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,514 13. Lump sum leave dates:	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n247 & 1 9.00	LEAVE ANNUAL SICK 247 956 112 56 359 1012 0 0 100 1012 259 0 HOL	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of	More than 15 HOME LEAVE (5)  19 19 19 LEAVE LEAV	REMARKS SCD: 8/13/4
	SUMMARY OF/ (HOURS) 5. Balance from priol leave year 1969 6. Current leave year accrual th 1969 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,54	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n247 & 1 9.00	LEAVE ANNUAL SICK 247 956 112 56 359 1012 0 0 100 1012 259 0 HOL	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of	More than 15	REMARKS SCD: 8/13/4
	SUMMARY OF (HOURS) 5. Balance from priok leave year 1969 6. Current leave year accrual th 1969 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,514 13. Lump sum leave dates:	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n247 & 1 9.00	LEAVE           ANNUAL         SICX           247         956           112         56           359         1012           0         0           100         1012           259         0           HOL         1600	Ceased to be subje on	credit for next accrument calendar yr. Annual Leave Bal SUMMARY OF (DAY broad for HL purpose: ce as of val rate val rate credit for next accrument for next accrument calendar yr. receding calendar yr. ABSENCE WI	More than 15      More th	REMARKS SCD: 8/13/4
	SUMMARY OF/ (HOURS) 5. Balance from priol leave year 1969 6. Current leave year accrual th 1969 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,54 13. Lump sum leave dates: From 0830 8/4/69	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n 247 & 1 9.00 10 9/16/6	LEAVE         ANNUAL       SICK         247       956         112       56         359       1012         0       0         100       1012         259       0         HOL       1600         (Hours)       8	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of	More than 15     More than 15     More than 15     S	REMARKS SCD: 8/13/4
	SUMMARY OF (HOURS) 5. Balance from priok leave year 1969 6. Current leave year accrual th 1969 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,554 13. Lump sum leave dates:	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n 247 & 1 9.00 10 9/16/6	LEAVE           ANNUAL         SICX           247         956           112         56           359         1012           0         0           100         1012           259         0           HOL         1600	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose: ce as of ual rate ied, prior 24 months. al date credit for next accru rice period completed MILITARY urrent colendar yr. receding calendar yr. ABSENCE WI vear in which separat crease waiting	More than 15       HOME LEAVE       '5)	REMARKS SCD: 8/13/4
	SUMMARY OF/ (HOURS) 5. Balance from priol leave year 19 69 6. Current leave year accrual th 19 69 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sum 12. Salary rate(s) \$27,514 13. Lump sum leave dates: From 0830 8/44/69 FOR CHIEF PA	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n 247 & 1 9.00 10 9/16/6 AYROLL	LEAVE ANNUAL SICK 247 956 112 56 359 1012 0 0 100 1012 259 0 HOL 9 1600 (Hours) 8 21/67 143-2711 (Telephone)	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of ual rate red, prior 24 months. al date credit for next accru rice period completed MILITARY urrent colendar yr. receding calendar yr. receding calendar yr. ABSENCE WI verar in which separat crease woiting2/12 h began on	More than 15      More th	REMARKS SCD: 8/13/4
	SUMMARY OF/ (HOURS) 5. Balance from priol leave year 19 69 6. Current leave year accrual th 19 59 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,514 13. Lump sum leave dates: From 08 30 8/44/69 FOR CHIEF PA (Title)	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n 247 & 1 9.00 10 9/16/6 AYROLL	LEAVE ANNUAL SICK 247 956 112 56 359 1012 0 0 100 1012 259 0 HOL 9 1600 (Hours) 8/3/16/ 143-2711	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of ual rate red, prior 24 months. al date credit for next accru rice period completed MILITARY urrent colendar yr. receding calendar yr. receding calendar yr. ABSENCE WI verar in which separat crease woiting2/12 h began on	More than 15      More th	REMARKS SCD: 8/13/4
	SUMMARY OF/ (HOURS) 5. Balance from priol leave year 19 69 6. Current leave year accrual th 19 69 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,54 13. Lump sum leave dates: From 0830 8/4/69 FOR CHIEF PL (Title) Form 1150 ver 1965	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n 247 & 1 9.00 10 9/16/6 AYROLL	LEAVE ANNUAL SICK 247 956 112 56 359 1012 0 0 100 1012 259 0 HOL 9 1600 (Hours) 8 21/67 143-2711 (Telephone)	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of ual rate red, prior 24 months. al date credit for next accru rice period completed MILITARY urrent colendar yr. receding calendar yr. receding calendar yr. ABSENCE WI verar in which separat crease woiting2/12 h began on	More than 15      More th	REMARKS SCD: 8/13/4
	SUMMARY OF/ (HOURS) 5. Balance from priol leave year 19 69 6. Current leave year accrual th 19 69 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,54 13. Lump sum leave dates: From 0830 8/4/69 FOR CHIEF PL (Title) Form 1150 ver 1965	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n 247 & 1 9.00 10 9/16/6 AYROLL	LEAVE ANNUAL SICK 247 956 112 56 359 1012 0 0 100 1012 259 0 HOL 9 1600 (Hours) 8 21/67 143-2711 (Telephone)	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of ual rate red, prior 24 months. al date credit for next accru rice period completed MILITARY urrent colendar yr. receding calendar yr. receding calendar yr. ABSENCE WI verar in which separat crease woiting2/12 h began on	More than 15      More th	REMARKS SCD: 8/13/4
	SUMMARY OF/ (HOURS) 5. Balance from priol leave year 19 69 6. Current leave year accrual th 19 69 7. Total 8. Reduction in credits, if any ( 9. Total leave taken 10. Balance 11. Total hours paid in lump sun 12. Salary rate(s) \$27,54 13. Lump sum leave dates: From 0830 8/4/69 FOR CHIEF PL (Title) Form 1150 ver 1965	ANNUAL AND SICK ar ended 1/11 hrough 7/26 (current year) n 247 & 1 9.00 10 9/16/6 AYROLL	LEAVE ANNUAL SICK 247 956 112 56 359 1012 0 0 100 1012 259 0 HOL 9 1600 (Hours) 8 21/67 143-2711 (Telephone)	Ceased to be subje on	ct to Sec. 203(d) Annual Leave Bal. SUMMARY OF (DAY broad for HL purpose ce as of ual rate red, prior 24 months. al date credit for next accru rice period completed MILITARY urrent colendar yr. receding calendar yr. receding calendar yr. ABSENCE WI verar in which separat crease woiting2/12 h began on	More than 15      More th	REMARKS SCD: 8/13/4

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

N/	ΔME	SERIAL	DRGN, FUNC	S GR-STEP		NEW SALARY
BONE	D BERTHA H			GS 16 4		\$27,549
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(			BONDBE	RTHA H							14 - <sup>1</sup> 1
	6.		OLD SALARY R	ATE	7.	·	NEW SALARY R	ATE	8. TYPE ACTION		ki ki
	Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI TI ADJ.		- B N
	GS 16	3,	20280	02/12/67	GS 16	4	3 2 <b>01 //////</b>	02/11/68		COMP 8 TA	
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-		Y TH					HENTICATION	DATE -2/1	APETENCE.		
-		Y TH		of the above N	AMED EMPL	OYEE	HENTICATION	DATE -2/1	APETENCE.		•
<b>.</b> .		YTH		OF THE ABOVE NA DEXCESS LWOP	AMED EMPL	OYEE	IHENTICATION IS OF ACCEPTA ERIOD RIOD	DATE The	APETENCE.		
-				OF THE ABOVE NA DEXCESS LWOP	AMED EMPL	OYEE	HENTICATION IS OF ACCEPTA	DATE The	APETENCE.		

PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 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 ADJUSTMENTE 8 OCTOBER 1967

NAME	SERIAL	ORGN. FUNDS	GRESTEP	OLD. SALARY	SALARY
BOND BERTHA H			GS 16 3.	\$21,415	\$22,380

"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

4.

	NAM	1E	• .	Ş	SERIAL	ORGN	FUNDS	GR-ST	EP	OLD. Salary	SAL	NEW Lary	
	BOND	BERTHA	н					GS 1.5	5 -5	\$19,415	\$19	,978	
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OCF		NOTIFICA	TION OF	PERSONNEL	ACTION				
	2. NAME (LAST-FIRST-MIDDLE)								
	POND PEDTUA	ы							
3. NATURE OF PERSONNE	BOND BERTHA	<u>n</u>		4. EFFECTIVE DATE	S CATEGOR	Y OF EMPLOYMEN			
				MO. DA. YR.					
PROMOTION				02   12   67	1	REGUL			
6. FUNDS				7. COST CENTER NO. C	HARGEABLE	8. CSC OR OTHE	R LEGAL	AUTHORITY	
						50 ປະ	SC 4	03 J	
9. ORGANIZATIONAL DEST	GNATIONS			10. LOCATION OF OFFI	CIAL STATION	·			
	E OF PERSONN		CONNEL						
	THE. DIRECTOR	Ur PLK	JUNNEL.	WASH., D.	c.				
11. POSITION TITLE	·····		<u> </u>	12. POSITION NUMBER		13. SERVICE DE	SIGNATIO	N	
	PERSONNEL OF	FYEC		[ <b>1</b> ]					
14. CLASSIFICATION SCHE		15. OCCUPATION	IAL SERIES	16. GRADE AND STEP		17. SALARY OR I	ATE		
18. REMARKS	GS			16 3	<del></del>	21415	<b>)</b>	•	
-	• • •								
-				JSE OF THE OFFIC					
-	SPACE 21. OFFICE CODING NUMERIG ALPHABETIC	BELOW FOR 1 22. STATION 2 CODE		24. Hdgtrs. 25. DATE	OF BIRTH	26. DATE OF GR		27. DATE OF	
	21. OFFICE CODING	22. STATION	23. INTEGREE	24. Hdgtrs. 25. DATE	OF BIRTH DA. YR:		YR.	27. DATE OF MO. DA. O2 112	YR.
19. ACTION 20. Employ. CODE Code 28. NTE EXPIRES	21. OFFICE CODING NUMERIC ALPHABETIC 29. SPECIAL 30. RETIREN DEFERENCE	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. 25. DATE fode No. 12 1 32. CORRECTION/CANCE	OF BIRTH DA. YR: 6 21 LLATION DATA	26. DATE OF GRI MO. DA.	<sup>чв.</sup> 67	MO. 12 12 33. SECURITY	YR.
19. ACTION 20. Employ. CODE Code	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. 25. DATE fode No. 12 1 32. CORRECTION/CANCE	of birth da. yr: 6 21	26. DATE OF GRI MO. DA.	67 -	n2 12	67 <sup>YR.</sup>
- 19. ACTION 20. Employ. CODE Code 28. NTE EXPIRES MO. DA. YR.   35. VET. PREFERENCE	21. OFFICE CODING NUMERIC ALPHABETIC 29. SPECIAL REFERENCE 1 - CSC 3 - FICA 5 - NONE	22. STATION CODE	23. INTEGREE CODE	24. Hdgtrs.         25. DATE           inde         No.           12         1           32. CORRECTION/CANCE           TYPE         No.	OF BIRTH DA. YR: 6 21 LLATION DATA DA. YR.	26. DATE OF GR	67 A	MO. 12 12 33. SECURITY	67 34. SEX
19. ACTION       20. Employ.         CODE       Code         28. NTE EXPIRES       1         MO.       DA.       YR.         I       I       SPT.         235. VET: PREFERENCE       0       NOME         CODE       0       NOME	21. OFFICE CODING NUMERIC ALPHABETIC 29. SPECIAL REFERENCE 1 - CSC 3 - FICA 5 - NONE	22. STATION 2 CODE AENT DATA 3 CODE	23. INTEGREE CODE 1. SEPARATION DATA CODE 38. CAREER CA CAR. BESV.	24. Hdqtrs.         25. DATE           Inde         NO.           32. CORRECTION/CANCE           TYPE         NO.           ATEGORY         39.           CODE         CODE	OF BIRTH DA. YR: 6 21 LLATION DATA DA. YR.	26. DATE OF GR. MO. DA. O2 12 EOD DAT	67 A	MO. DA. ()2  12 33. SECURITY REQ. NO.	67 34. SEX
19. ACTION         20. Employ.           CODE         Code           28. NTE EXPIRES	21. OFFICE CODING NUMERIC ALPHABETIC 29. SPECIAL REFERENCE 30. RETIREN 1 - CSC 3 - FICA 5 - NONE 36. SERV. COMP. DATE 37. LO	22. STATION 2 CODE 2 AENT DATA 3 CODE 2 ING. COMP. DATE 2 DA. YR. 2 42. LEAVE CAT.	23. INTEGREE CODE 1. SEPARATION DATA CODE 38. CAREER CA CAR. BESV. PROV. TEMP.	24. Hdqtrs.         25. DATE           Inde         NO.           32. CORRECTION/CANCE           TYPE         NO.           ATEGORY         39.           CODE         CODE	OF BIRTH DA. YR: 6 21 LLATION DATA DA. YR. FEGLI / HEAL 0 - WAIVER	26. DATE OF GR. MO. DA. N2 12 1 EOD DAT		MO. DA. ()2  12 33. SECURITY REQ. NO.	67 34. SEX
19. ACTION         20. Employ.           CODE         Code           28. NTE EXPIRES	21. OFFICE CODING NUMERIC ALPHABETIC 29. SPECIAL REFERENCE 30. RETIREN 1 · CSC 3 · FICA 5 · NONE 36. SERV. COMP. DATE 37. LO MO. DA. YR. NO. NO. RNMENT SERVICE DATA OUS SERVICE	22. STATION 2 CODE AENT DATA 3 CODE NG. COMP. DATE DA. YR. 42. LEAVE CAT.	23. INTEGREE CODE 1. SEPARATION DATA CODE 38. CAREER CA CAR. BESV. PROV. TEMP.	24. Hdqtrs.         25. DATE           finde         MO.           12         1           32. CORRECTION/CANCE           TYPE         MO.           ATEGORY         39.           CODE         CODE           FEDERAL TAX DATA	OF BIRTH DA. YR: 6 21 LLATION DATA DA. YR. FEGLI / HEAL 0 - WAIVER	26. DATE OF GR. MO. DA. O2 12 1 EOD DAT TH INSURANCE HEALTH INS. CO 44. FORM EXECUTED	TR. 67	MO. DA. ()2  12 33. SECURITY REQ. NO. 40. SOCIAL SE TAX DATA	67 34. SEX CURITY NO.
19. ACTION       20. Employ. CODE         CODE       Code         28. NTE EXPIRES	21. OFFICE CODING NUMERIC ALPHABETIC 29. SPECIAL REFERENCE 30. RETIREN 1 · CSC 3 · FICA 5 · NONE 36. SERV. COMP. DATE 37. LO MO. DA. YR. NO. NO. RNMENT SERVICE DATA OUS SERVICE	22. STATION 2 CODE AENT DATA 3 CODE NG. COMP. DATE DA. YR. 42. LEAVE CAT.	23. INTEGREE CODE 1. SEPARATION DATA CODE 38. CAREER CA CAR. BESV. PROV. TEMP. 43. FORM EXECUTED	24. Hdqtrs.         25. DATE           finde         MO.           12         1           32. CORRECTION/CANCE           TYPE         MO.           ATEGORY         39.           CODE         CODE           FEDERAL TAX DATA	OF BIRTH DA. YR: 6   21 LLATION DATA DA. YR.   FEGLI / HEAL 0 - WAIVER 1 - YES	26. DATE OF GRU MO. DA. O2 12 EOD DAT TH INSURANCE HEALTH INS. CO 44. FORM EXECUTED 1. YES 2. NO	TR. 67	MO. DA. ()2 12 33. SECURITY REQ. NO. 40. SOCIAL SE TAX DATA CODE NO. TA	67 34. SEX CURITY NO.
19. ACTION       20. Employ. CODE         CODE       Code         28. NTE EXPIRES	21. OFFICE CODING NUMERIC ALPHABETIC 27. SPECIAL REFERENCE 30. RETIREM 3. SERV. COMP. DATE 37. LO MO. DA. YR. NO. 36. SERV. COMP. DATE 37. LO MO. DA. YR. NO. CONSERVICE DATA OUS SERVICE (IN SERVICE LESS THAN 3 YRS.)	22. STATION 2 CODE 2 AENT DATA 3 CODE 3 ING. COMP. DATE 2 DA. YR. 2 2 42. LEAVE CAT. CODE 4	23. INTEGREE CODE 1. SEPARATION DATA CODE 38. CAREER CA CAR. RESV. PROV. TEMP. 43. FORM EXECUTED 1. YES 2. NO	24. Hdqtrs.         25. DATE           finde         MO.           12         1           32. CORRECTION/CANCE           TYPE         MO.           ATEGORY         39.           CODE         CODE           FEDERAL TAX DATA	OF BIRTH DA. YR: G   21 LLATION DATA DA. YR.   FEGLI / HEAL 0 - WAIVER 1 - YES EXEMPTIONS	26. DATE OF GRU MO. DA. O2 12 EOD DAT TH INSURANCE HEALTH INS. CO 44. FORM EXECUTED 1 - YES	TR. 67	MO. DA. ()2 12 33. SECURITY REQ. NO. 40. SOCIAL SE TAX DATA CODE NO. TA	67 34. SEX CURITY NO.
19. ACTION       20. Employ. CODE         CODE       Code         28. NTE EXPIRES	21. OFFICE CODING NUMERIC ALPHABETIC 27. SPECIAL REFERENCE 30. RETIREM 3. SERV. COMP. DATE 37. LO MO. DA. YR. NO. 36. SERV. COMP. DATE 37. LO MO. DA. YR. NO. CONSERVICE DATA OUS SERVICE (IN SERVICE LESS THAN 3 YRS.)	22. STATION 2 CODE AENT DATA 3 CODE NG. COMP. DATE DA. YR. 42. LEAVE CAT. CODE SIGN AT	23. INTEGREE CODE 1. SEPARATION DATA CODE 38. CAREER CA <u>CAR. BESV.</u> <u>PROV. TEMP.</u> 43. FORM EXECUTED 1. YES 2. NO UAE OR OTH	24. Hdqtrs.         25. DATE           Inde         NO.           32. CORRECTION/CANCE           TYPE         NO.           ATEGORY         39.           CODE         CODE           FEDERAL TAX DATA           CODE         NO. TAX 1	OF BIRTH DA. YR: G   21 LLATION DATA DA. YR.   FEGLI / HEAL 0 - WAIVER 1 - YES EXEMPTIONS	26. DATE OF GRU MO. DA. O2 12 EOD DAT TH INSURANCE HEALTH INS. CO 44. FORM EXECUTED 1. YES 2. NO	TR. 67	MO. DA. ()2 12 33. SECURITY REQ. NO. 40. SOCIAL SE TAX DATA CODE NO. TA	67 34. SEX CURITY NO.
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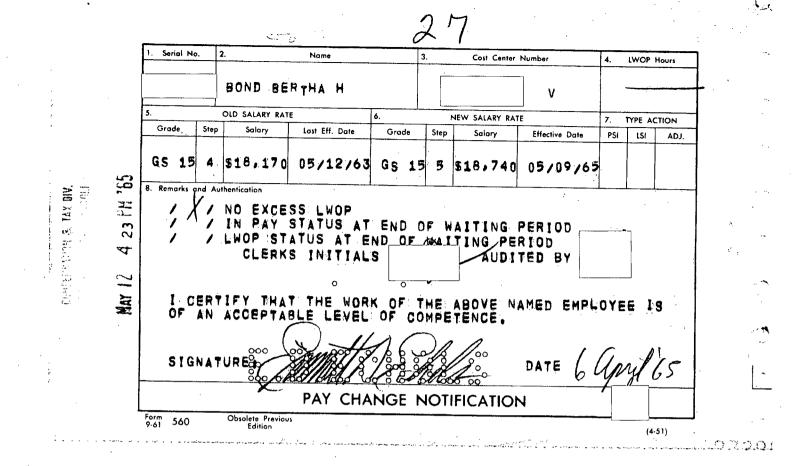
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28 , 35 cc	CODE 3. NTE E MO.	Code XPIRES DA. YR. PREFERENCE 0 . NONE 1 . 5 PT. 2 . 10 PT. PREVIOUS GOV 0 . NO BREI 1 . NO BREI 2 . BREAK 3 . BREAK	29. SPECIAL REFERENCE 36. SERV. COMP. MO. DA. ERNMENT SERVICE AK IN SERVICE AK IN SERVICE IN SERVICE (LESS IN SERVICE (MORE	ODING 30. RETIREN 1 CSC 3 FICA 5 NOME DATE 7R. MO. DATA THAN 3 YRS.) THAN 3 YRS.)	22. STATION CODE ENT DATA CODE NG. COMP. DATE DA. YR 42. LEAVE CAT CODE	23. INTEGREE CODE 31: SEPARATION DATA CODE 38. CAREER (J CAR. RESV. PROV. TEMP. 1. 43. FORM EXECUTED 1 - YES 2 - NO TURE ON O (H	24. Hdq1rs. Code 32. CORRECT TYPE STEGORY CODE FEDERAL TA) CODE	25. DATE MO. 12   10H/CANCE MO. 39. CODE   X DATA NO. TAX E	OF BIRTH DA. YR. 16 21 ILLATION DATA DA. YR. FEGLI / HEAL 0 · WAIVER 1 · YES EXEMPTIONS	26. DATE OF GR/ MO. DA. EOD DAT TH INSURANCE . HEALTH INS. COI 44. FORM EXECUTED 1 - YES 2 - NO PC	VR. AA STATE	MO.         DA.           33. SECURITY REO. NO.         .           40. SOCIAL SE         .           TAX DATA         .           CODE         .	YR. 34. SEX CURITY NO.
28 , 35 cc	CODE 3. NTE E MO.	Code XPIRES DA. YR. PREFERENCE 0 . NONE 1 . 5 PT. 2 . 10 PT. PREVIOUS GOV 0 . NO PREVIOUS GOV 1 . NO BREX 2 . BREAK I	29. SPECIAL REFERENCE 36. SERV. COMP. MO. DA. ERNMENT SERVICE VIOUS SERVICE AK IN SERVICE (LESS	ODING 30. RETIREM 1 CSC 3 FICA 5 FICA 5 NOME DATE 37. LO YR. MO. DATA THAN 3 YRS.) THAN 3 YRS.) CONTRACTOR CONTRA	22. STATION CODE ENT DATA CODE NG. COMP. DATE DA. YR 42. LEAVE CAT CODE	23. INTEGREE CODE 31: SEPARATION DATA CODE 38. CAREER (J CAR. RESV. PROV. TEMP. 1. 43. FORM EXECUTED 1 - YES 2 - NO TURE ON O (H	24. Hdq1rs. Code 32. CORRECT TYPE TEGORY CODE FEDERAL TA) CODE	25. DATE MO. 12   10H/CANCE MO. 39. CODE   X DATA NO. TAX E	OF BIRTH DA. YR. 16 21 ILLATION DATA DA. YR. FEGLI / HEAL 0 · WAIVER 1 · YES EXEMPTIONS	26. DATE OF GR/ MO. DA. EOD DAT TH INSURANCE . HEALTH INS. COI 44. FORM EXECUTED J . YES 2 . NO PC	YR. AA STATE STATE	MO. DA. 33. SECURITY REQ. NO. 40. SOCIAL SEC TAX DATA CODE NO. TAO ED 2.0/(L.)	YR. 34. SEX CURITY NO. X STATE COD
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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89+301" PURSUANT TO AUTHORITY OF DOI AS PROVIDED IN THE CIA ACT OF 1949\* AS AMENDED, AND A+DOI POLICY DIRECTIVE DATED B: OCTOBER 1962;"

EFFECTIVE DATE OF PAY ADJUSTMENTE 10 OCTOBER 1965

NAME SERIAL ORGN. FUNDS GR#STEP SALARY SALARY BOND BERTHA H GS 15 5 \$18,740 \$19,415



ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

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

### GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

GRADE			Per A	nnum	Rates	and	Steps			
	1	2	3	4	5	6	7	8	9	10
	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4.075	\$4,190	\$4,305	\$4,420
<b>GS</b> - 2	3,680		3,930		4,180	4,305	4,430	4,555	4,680	4,805
GS-3	4,005		4,275			4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780			5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330		5,660	5,825	5,990		6,320	6,485
<b>GS-</b> 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
<b>GS-</b> 7	6,050	6,250	6,450	6,650		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		8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445		8,935		9,425
<b>GS-10</b>	7,900		8,440	8,710	8,980	9,250		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
GO-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
GS - 16	18,935	19,590	20,245	20.900	21.555	22.210	22,865	23,520	24,175	
GS-17	21,445	22,195	22,945	23,695	24,445					
<b>GS-18</b>	24,500									

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# SECRET (When Filled In)

REASSIGNMENT       Notions of Detriment         PUNDS         Detriment       REGULAR         PUNDS       Notions of Detriment         Detriment       Second to the Legal Authority         Detriment       Detriment         Second to the Legal Authority	19 FEB 64 (Whe	n Filled In)	· · · · · · · · · · · · · · · · · · ·		
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A NUMBER OF PERSONNEL         4 OFFECTIVE DATL	. SERIAL NUMBER 2. NAME (LAST-FIRST-MIDDLE)		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	•
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A. FUNDS       50 USC 403 J         D. ORGANIZATIONAL DESIGNATIONS       10. LOCATION OF OFFICIAL STATION         DDS OFFICE OF PERSONNEL OFFICE OF THE DIRECTOR OF PERSONNEL NO WOLFNER       WASH., D. C.         10. POSITION NUMBER       11. POSITION NUMBER         11. POSITION NUMBER       11. STRUCT DISIGNATION         PER-OF EXEC-ASST       11. POSITION NUMBER         15. CLASSIFICATION SCHEDUL [05, 18, 94.1       11. DOCUPATIONAL SENIOR         15. CLASSIFICATION SCHEDUL [05, 18, 94.1       11. DOCUPATIONAL SENIOR         16. CLASSIFICATION SCHEDUL [05, 18, 94.1       11. DOCUPATIONAL SENIOR         17. DATE OF LEE       IST DATE OF LEE         18. CLASSIFICATION SCHEDUL [05, 18, 94.1       11. DOCUPATIONAL SENIOR         19. DOCUPATIONAL SENIOR       15. UNIT OF LODIE         19. DOCUPATIONAL SENIOR       12. ONTICE CODIE         10. REPART       12. ONTICE CODIE         10. REPART       13. SERVICE DIST DIST DIST DIST DIST DIST DIST DIST	RLASSIGNMENI				
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OFF ICE OF THE DIRECTOR OF PERSONNEL         WASH., D. C.           II. PONTION TITLE         12. 7031100 NUMBER         13. SERVICE DESIGNATION           PER-OF-EXEC-ASST         13. 0000410044 SERIES         14. GASE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 00004 FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL         17. DATE OF LET           GOBE         CODE         12. 1616 2.1         17. DATE OF LET           GOBE         CODE         12. 1616 2.1         12. 161 2.1         13. SECURITY NO.           15. VET. PREFERENCE         20. RETERENCE MATA         21. SECURITY NO.         23. SECURITY NO.         24. SEC           15. VET. PREFERENCE         16. SERV. COM. DATE         21. LONG. COM. DATE         23. SOCIAL SECURITY NO.         24. SEC           16. VET. PREFERENCE         16. SERV. COM. DATE         17. CODE         17. ESC         17. ESC         17. ESC           16. VET. PREFERENCE	UKGANIZATIUNAL DESIGNATIONS	10. LOCATI	ION OF OFFICIAL STATION		
OFF ICE OF THE DIRECTOR OF PERSONNEL         WASH., D. C.           II. PONTION TITLE         12. 7031100 NUMBER         13. SERVICE DESIGNATION           PER-OF-EXEC-ASST         13. 0000410044 SERIES         14. GASE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 0000410044 SERIES         16. GRAPE XM STEP         17. SALARY OF MATE           GS         15. 00004 FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL         17. DATE OF LET           GOBE         CODE         12. 1616 2.1         17. DATE OF LET           GOBE         CODE         12. 1616 2.1         12. 161 2.1         13. SECURITY NO.           15. VET. PREFERENCE         20. RETERENCE MATA         21. SECURITY NO.         23. SECURITY NO.         24. SEC           15. VET. PREFERENCE         16. SERV. COM. DATE         21. LONG. COM. DATE         23. SOCIAL SECURITY NO.         24. SEC           16. VET. PREFERENCE         16. SERV. COM. DATE         17. CODE         17. ESC         17. ESC         17. ESC           16. VET. PREFERENCE			:		
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NA. CLASSIFICATION SCHEDULE (65, 12, HC.)     15. OCCUPATIONAL SERVES     16. GRADE AND STEP     17. SALARY OR RATE       GS     15. H     172 10       SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL     17. SALARY OR RATE       9. ACTION 20. Employ:     21. OFFICE CODING     22. STATION       9. ACTION 20. Employ:     21. OFFICE CODING     22. STATION       9. ACTION 20. Employ:     21. OFFICE CODING     22. STATION       19. ACTION 20. Employ:     21. OFFICE CODING     22. STATION       19. ACTION 20. Employ:     21. OFFICE CODING     22. STATION       19. ACTION 20. Employ:     21. OFFICE CODING     22. STATION       19. ACTION 20. Employ:     21. CORE     CODE     21. INTERACT       19. CORE     22. STATION     23. INTERACT     20. DA. YR.       18. MIE EXPLASE     27. SPECIAL     30. RETIREMENT DATA     31. SEPARATION       19. CORE     27. SPECIAL     30. RETIREMENT DATA     31. SEPARATION       10. DATA     32. SECURITY NO.     33. SECURITY NO.       10. ODDE     34. ODDE     35. SECRET     14. STATE TAX DATA       11. CODE     11. ODDE     11. ODDE     22. NO       11. CODE     11. ODDE     11. ODDE     22. NO       11. CODE     11. CODE     11. CODE       11. CODE     11. CODE     11.	1. POSITION TITLE	12. POSITI	ON NUMBER	13. SERVICE DESIGNATION	ON
GS         15 14         172 10           SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL           19. ACTION 30. Employ.         21. OFFICE CODING         22. STATION         23. DATE OF BERN         24. DATE OF BERN           19. ACTION 30. Employ.         21. OFFICE CODING         22. STATION         23. INTEGREE         24. Magn.         25. DATE OF BERN         24. DATE OF GEADE         27. DATE OF LET           CODE         Code         22. STATION         23. INTEGREE         24. Magn.         25. DATE OF BERN         24. DATE OF GEADE         27. DATE OF LET           R. NET ESPIRES         27. SPECIAL         20. RETIREMENT DATA         23. SECURITY         NO.         0A. YR.         NO.         0A. YR.         12. [16] [21         1         13. SECURITY         34. SEC           NO.         0A. YR.         REFERENCE         36. GEC         CODE         12. [16] [21         1         33. SECURITY         34. SEC           STEP. REFERENCE         36. SET. MORE         31. SECURITY         NO.         DA. YR.         EOD DATA         35. SECURITY NO.           STEP. REFERENCE         36. SET. MARKING NUMEL         34. LEAVE CAT. 44.         FEBURAL HARDAT         44. STATE TAX DATA           CODE         0. NO PERVIDUE SERVICE BATA         44.	PER-OF -EXEC-ASST				· · · · ·
B. REMARKS         IS. REMARKS         IS. ACTION 70. Employ.         19. ACTION 70. Employ.         10. ODE         Code         10. ODE         20. RETIREMENT DATA         21. SEPARTION         22. CORRECTION/CARCELLION/CARCELLION BATA         23. SECURITY         24. SERV. COMP. DATE         25. NONE         26. NONE         27. PREFERENCE         28. VER. PREVIOUS SOVERMENT SERVICE DATA         29. OPA         29. OPA         29. OPA         20. OPA         20.	4. CLASSIFICATION SCHEDULE (GS, 1.B, etc.) 15. OCCUPATIONAL SERIES	16. GRADE	AND STEP	17. SALARY OR RATE	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL         19. ACTION IN. Employ.       21. OFFICE CODING       22. STATION       23. MITERATE       24. DATE OF BIRTH       24. DATE OF GRADE       27. DATE OF LEI         19. ACTION IN. Employ.       21. OFFICE CODING       22. STATION       23. INTEGREE       24. DATE OF BIRTH       24. DATE OF GRADE       27. DATE OF LEI         10. DE       Code       10. DA. VR.       10. DA. VR.       10. DA. VR.       10. DA. VR.         18. NITE EXPIRES       29. SPECIAL       20. RETIREMENT DATA       21. SEPARATION       21. CORECTION/CARCELLATION DATA       23. SECURITY         18. NO.       0A. VR.       20. RETIREMENT DATA       21. SECURITY       32. CORECTION/CARCELLATION DATA       32. SECURITY         19. VET. PREFERENCE       28. SP. COMP. DATE       37. SEPARATION       32. CORECTION/CARCELLATION DATA       23. SECURITY         10. VET. PREFERENCE       28. SP. COMP. DATE       37. GOODE       0. A. VR.       EOD DATA       43. SECURITY NO.         10. VET. PREFERENCE       28. SP. COMP. DATE       38. CAREE CATEGORY       0. A. VR.       EOD DATA       43. SECURITY NO.         10. VET. PREFERENCE       28. SP. COMP. DATE       38. CAREE CATEGORY       0. A. VR.       EOD DATA       43. SECURITY NO.         10. VET. PREFERENCE       28. SOCIAL	GS	15	ų.	17210	
19. ACTION       20. Employ.       21. OFFICE CODING       22. STATION       22. INTEGREE       24. Maquin.       25. DATE OF BIRTH       26. DATE OF GRADE       27. DATE OF LEI         CODE       Code       CODE       CODE       CODE       CODE       CODE       No. DA. VR.       SECRET       SECRET       SECRET       No. No. CODE       No. SOCIAL SECURITY NO.         0.5. VET. PREFERENCE       34. SERV. COMP. DATE       37. LONG. COMP. DATE       38. CAREER CATEGORY       39. FEGLI / HEALTH INSURANCE       40. SOCIAL SECURITY NO.         0.5. OPT.       NO. REVIOUS SOLVERNMENT SERVICE       NO. A. VR.       YR.       FEGRAL TAX DATA       SODE       SODE       NO. TAX	8. REMARKS		· · · · · · · · · · · · · · · · · · ·		
CODE       No. DA. YR.					
8. MTE EXPIRES       29. SPECIAL       RETIREMENT DATA       31. SEPARATION       32. CORRECTION/CANCELLATION DATA       33. SECURITY       34. SEX         NO.       DA.       YR.       S. FICA       CODE       CODE       TYPE       MO.       DA.       YR.       EOD DATA       33. SECURITY       34. SEX         S. VET. PREFERENCE       36. SERV. COMP. DATE       37. LONG. COMP. DATE       37. LONG. COMP. DATE       38. CAREER CATEGORY       39. FEGLI / HEALTH INSURANCE       40. SOCIAL SECURITY NO.         ODE       0. MOME       NO.       DA.       YR.       MO.       DA.       YR.       GODE       CODE       0 - MAIVER       HEALTH INSURANCE       40. SOCIAL SECURITY NO.         10.       PREVIOUS GOVERNMENT SERVICE DATA       AZ. LEAVE CAT.       SECRET       FEGERAL TAX DATA       44.       STATE TAX DATA         ODE       0 - NO PREVIOUS SERVICE       1. NO BREAK IN SERVICE (MORE THAN 3 YRS.)       2. NO       NO. TAX EXEMPTIONS       FORM EXECUTED       1. YES       2. NO       CODE       NO. TAX EXEMPTIONS       FORM EXECUTED       1. YES       2. NO			MO. DA. YR.		
MO.     DA.     YR.     REFERENCE     1 - CSC     CODE     DATA CODE     TYPE     MO.     DA.     YR.     EOD DATA       5. VEI. PREFERENCE     36. SERV. COMP. DATE     37. LONG. COMP. DATE     38. CAREER CATEGORY     39. FEGLI / HEALTH INSURANCE     40. SOCIAL SECURITY NO.       00E     0. HOWE     NO.     DA.     YR.     GAR.     BESV.     CODE     0 - WAIVER     HEALTH INSURANCE     40. SOCIAL SECURITY NO.       00E     0. HOWE     NO.     DA.     YR.     GAR.     BESV.     CODE     0 - WAIVER     HEALTH INS. CODE       1.     PREVIOUS SERVICE     1. NO BREAK IN SERVICE     42. LEAVE CAT.     43. FEDERAL TAX DATA     44.     STATE TAX DATA       ODE     0 - NO PREVIOUS SERVICE     1. NO BREAK IN SERVICE     CODE     NO. TAX EXEMPTIONS     FORM EXECUTED     CODE     NO. TAX EXEMPTIONS     CODE     NO. TAX EXEMPTIONS       3. BREAK IN SERVICE (MORE THAN 3 YRS.)     3. BREAK IN SERVICE (MORE THAN 3 YRS.)     SIGNATURE OR OTHER AITTHENTICATION     I. YES     2. NO     2. NO       SIGNATURE OR OTHER AITTHENTICATION					1
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1 - 5 PT.       PROV. TEMP.       1 - YES       1 - YES         AI.       PREVIOUS GOVERNMENT SERVICE DATA       42. LEAVE CAT.       3.       FEDERAL TAX DATA       44.       STATE TAX DATA         1 - YES       1 - NO BREAK IN SERVICE       1 - YES       1 - YES       CODE       NO. TAX EXEMPTIONS       FORM EXECUTED       1 - YES       2 - NO       CODE       NO. TAX EXEMPTIONS       FORM EXECUTED       1 - YES       2 - NO       STATE CODE         1 - YES       2 - BREAK IN SERVICE (LESS THAN 3 YRS.)       3 - BREAK IN SERVICE (MORE THAN 3 YRS.)       SIGNATURE OR OTHER AUTHENTICATION       CODE       NO. TAX EXEMPTIONS       CODE       NO. TAX EXEMPTIONS         SIGNATURE OR OTHER AUTHENTICATION         FORM 1150         Use Previous Edition         SECRET         FEGA	ODE O-NONE NO. DA. YR. MO. DA. YR.	CODE			40. SOCIAL SECURITY NO.
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	1150	ECRET	F F 6A	Excluded from autom downgrading and	

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87#793 AND DOI MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

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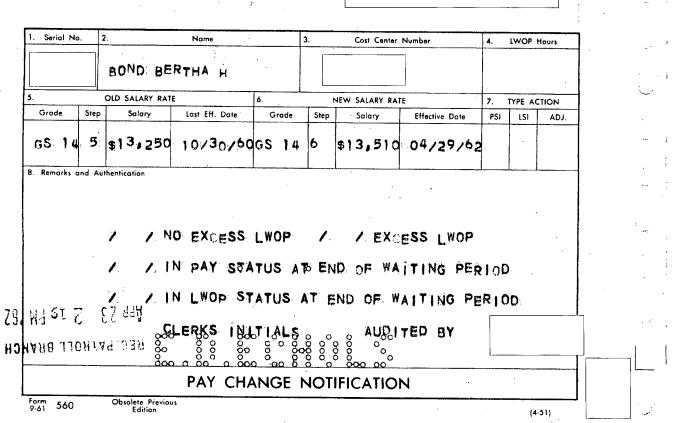
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#### IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND DCI MEMORANDUM DATED 1 AUGUST 1956 , SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

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		BOND B		ΛН	,	DDS/PERS/			4. FUNDS	<u>5. AL</u>	LOTMENT
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			₩0.	DA.	YR.	GRADE	STEP	SALARY	мо,	DA.	YR.
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IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED. 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NËW SALARY
	BOND BERTHA H			GS-14 4	\$12,075	\$12,990

/S/ EMMETT D. ECHOLS

DIRECTOR OF PERSONNEL

## SECRET

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1. EMP. SER	IAL NÖ.	2.		NAME			3. ASSIG	NED ORGAN.	4. FUNDS 5. ALLOT		LOTMENT
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GS 14	3	\$11,835	11	03	57	GS 14	4	\$12,075	05	03	59
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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
BOND BERTHA H		GS <b>-</b> 14-3	\$10,750	\$11,835
		/5/	GORDON M. ST DIRECTOR OF PF	

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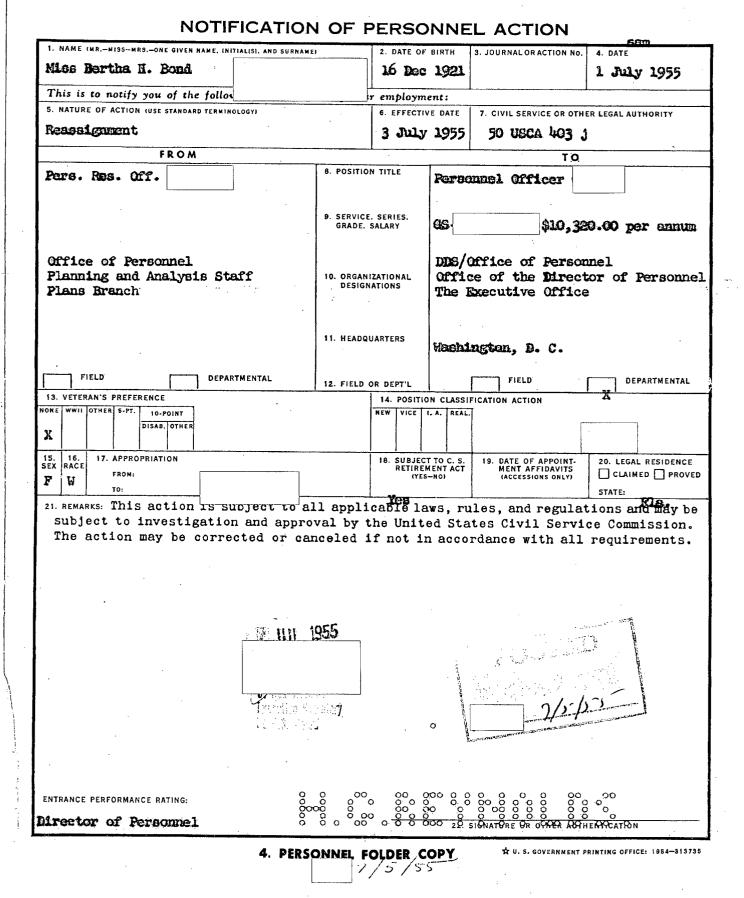
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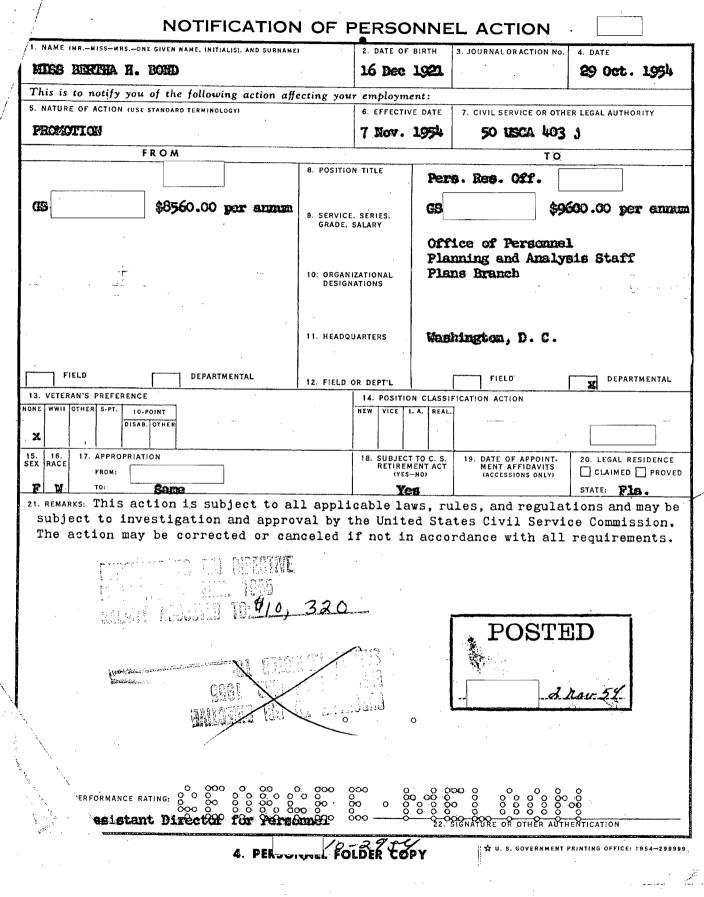
STANDARD FORM 50 (8 PART) REV. APRIL 1951 PROMULGATED BY U. S. CIVIL SERVICE: COMMISSION CHAPTER RI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY



ANDARD FORM 50 (8 PART) REV. APRIL 1981 PROMULGATED BY S. CIVIL SERVICE COMMISSION ER R1. FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY



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STANDARD FORM 50 REV. APRIL 1951 PROMULGATED BY U. S. CIVIL SERVICE COMMISSION PTER RI, FEDERAL PERSONNEL MANUAL

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STANDARD FORM 50 REV. APRIL 1951 PROMULGATED BY U.S. CIVIL SERVICE COMMISSION CHAPTER RI, FEDERAL PERSONNEL MANUAL

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### CENTRAL INTELLIGENCE AGEN

NAME (MRMISS-NRSONE GIVEN NAME, INITIAL(S), AND SURNAM	4E) ·	2. DATE OF B	IRTH	3. JOURNAL OR ACT	ION NO. 4. DATE	
Alss Bortha H. Bond	•	16 Dec	21		20 Nov	53
his is to notify you of the following action at	lecting you					
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STANDARD FORM 50 REV. APRIL 1951 PROMULGATED BY U. S. CIVIL SERVICE COMMISSION PTER RI, PEDERAL PERSONNEL MANU

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Miss Bertha		N NAME, INITIAL(S), AND SUR	NAME)	2. DATE OF 1 12-16-2		3. JOURNAL OR ACTION	NO. 4. DATE
This is to notify	you of th	e following action	affecting you	r employm	ent:		
5. NATURE OF ACTION	(USE STANDAR	D TERMINOLOGY)		6. EFFECTIV	E DATE	7. CIVIL SERVICE OR O	THER LEGAL AUTHORITY
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STANDARD FORM 50 REV. APRIL 1951 PROMULGATED BY U. S. CIVIL SERVICE COMMISSION APTER RI, FEDERAL PERSONNEL MANU

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CENTRAL INTELLIGENCE AGENU.

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	URNAME)	2. DATE OF B	IRTH	3. JOURNAL OR ACTION N	0. 4. DATE
Miss Bertha H. Bond	•	12/16/	121		
his is to notify you of the following actio	n affecting yo			·	· · · · · · · · · · · · · · · · · · ·
NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE	DATE	7. CIVIL SERVICE OR OTH	ER LEGAL AUTHORITY
Reassignment		10/26/	152	Schedule A-	б.116(ъ)
FROM	· · · · · · · · · · · · · · · · · · ·			с то	
	8. POSITI	ON TITLE			
reconel Officer		. •	Pers	ounel Manageme	nt Technician
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	10. ORGAI	NIZATIONAL	Demr	ty Dimenton for	r Administratio
ffice of the Personnel Director	t	· ·		ownel Office	- AMELLID OLG 110
ersonnel Studies & Procedures S	stafi	w <sup>-</sup>	h	arch and Plann	ing Staff
	11. HEAD	QUARTERS	S.Bin and	tanankaan 10 A	
			HAND	ington, D. C.	
FIELD DEPARTMENTAL	12. FIELD	OR DEPT'L		FIELD	DEPARTMENTAL
VETERAN'S PREFERENCE		14. POSITION	CLASSIFIC	ATION ACTION	······
E WWII OTHER S-PT. 10-POINT DISAB.JOTHER		NEW VICE	A, REAL.	·	
RACE 17. APPROPRIATION		18. SUBJECT RETIREM	TO C. S.	19. DATE OF APPOINT MENT AFFIDAVITS	20. LEGAL RESIDENCE
FROM: TO:		(YES-I	(0)	(ACCESSIONS ONLY)	THE CLAIMED PROV
REMARKS: This action is subject t	o all anni	icable la		les and regul	STATE Florida
subject to investigation and a	approval by	r the Unit	ed St	ates Civil Ser	vice Commission
The action may be connected as	r canceled	if not in	açco	rdance with all	l requirements.
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The action may be corrected of					
			C		l Division
TRANCE PERFORMANCE RATING:			Ĉ	niež, Personne	

STANDARD FORM SO (& PARTS) October 1949 "Romulgated by Chapter R. 1. Foodate fossoreel Manu-1 U. S. Civil Service Commission

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CENTRAL INTELLIGENCE AGENCY

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	I. NAME (MRONE GIVEN NAME, INITIAL(S), AND S	SURNAFE)	2. DATE OF BIR	FH 3. JO	URNAL OR ACTION NO	. 4. DATE
	Miss Bortha H. Bond		12/16/	21		1/4/52
	This is to notify you of the following action affecting your of	employment:				
	5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE D			ER LEGAL AUTHORITY
	Promotion		1/6/52			A-6.116(b)
and and a second	FROM	8. POSITION			то	
	Training Officer 62-11		l	Person	mel Officer	63-12
a de la dela de la dela dela dela dela d	69- \$6140.00 per annum	9. SERVICE, GRADE, S	SERIES. ALARY	GS	\$7040	.00 per ennu
aige and a	Deputy Director for Administration					
	Personnel Office Personnel Procurement Division	10. ORGANI DESIGNA	ZATIONAL ATIONS			sonnel Direc & Procedure
	Office of the Chief					Staff
	Washington, D. C.	11. HEADOU	ARTERS			
	FIELD DEPARTMENTAL	12. FIELD O	RDEPTL	[	FIELD	DEPARTME
	13. VETERAN'S PREFERENCE	1	14. POSITION C		N ACTION	
	NONE WWIL OTHER 5-PT. LO-POINT DISAB. OTHER		NEW VICE I.	A. REAL	11/27/59	
	15.   16.   17. APPROPRIATION		1B. SUBJECT		9. DATE OF APPOINT MENT AFFIDAVITS	- 20. LEGAL RESID
	SEX RACE FROM:		(YESN		(ACCESSIONS ONLY)	STATE: Florid
	21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE L THE UNITED STATES CIVIL SERVICE COMMISSION. THE AC	AWS. RULES. A	ND REGULATION	S AND MAY B	E SUBJECT TO INVES	TICATION AND APPRO
	THE UNITED STATES CIVIL SERVICE COMMISSION. THE AC		CORRECTED OR	CANCELLED		
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and the second sec			C	hief. P	Income L Div	101on
- A	ENTRANCE EFFICIENCY RATING:				GNATURE OR OTHER A	UTHENTICATION

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HARD FORM 50 (8 PARTS) OCTORER 1949 PROMULGATED BY HARTER N.I. FEDERAL PERSONNEL MANUAL U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

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	1. NAME (MA. MI33 MAS	ONE GIVEN NAME, INITIAL(S), AND	D SURNAME)	2. DATE OF	BIRTH	3. JOURNAL OR ACTIO	NO. 4. DATE
	Miss Bortha H.	Bond		12/16	/21		11/5/51
		he following action affecting your	employment:	1	NE DAT!		OTUER LECAL AUTHORITY
	5. NATURE OF ACTION (USE	•		6. EFFECTI			OTHER LEGAL AUTHORITY
	Excepted Appoli			11/5/9	1	Schedule #A	
	· ·	FROM .	8. POSITION	TITLE	1	•	· · · · · · · · · · · · · · · · · · ·
					Trein	ing Officer	<b>63-11</b>
			9. SERVICE.	SERIES.	<b>63</b> -	\$5940	.00 per ennus
			GRADE. S	ALART			
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. 7			10. ORGANI DESIGN	ZATIONAL ATIONS	Perso	mel Precurem	ent Division
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			11. HEADQU	ARTERS	Washt	agton, D.C.	
,					TRAILER A.		
	FIELD	DEPARTMENTAL	12. FIELD C	R DEPT'L		FIELD	
	13. VETERAN'S PREFERENC			14. POSITIC	N CLASSIFI		
		IG-POINT ISAB. OTHER		NEW VICE			] .
	X					8/2/51	· · · ·
	15. 16. 17. APPROPRI	IATION		RETIR	CT TO C. S. EMENT ACT	19. DATE OF APPO MENT AFFIDAVI (ACCESSIONS ONL	TS CLAIMED D PROV
	FROM:						
	21. REMARKS: THIS ACTIO THE UNITED STATES C	N IS SUBJECT TO ALL APPLICABLE SIVIL SERVICE COMMISSION. THE A	LAWS, RULES, A CTION MAY BE	Yos		11/5/51 MAY BE SUBJECT TO IN ED IF NOT IN ACCORDA	STATE: Florida VESTIGATION AND APPROVAL INCE WITH ALL REQUIREMENT
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	y To: 21. REMARKS: THIS ACTIO THE UNITED STATES C This appointme of a physical of This appointme Standard Form	nt is subject to the exemination. At is subject to the lot of siz months.	setisfa Action	Tob ND REGULATI CORRECTED O	IONS AND N DR CANCELL		Florida

4. PERSONNEL FOLDER COPY

STANDARD FORM SO 18 PARTS, October 1949 Pronuzgated by IAPTER 0.1 PEDEMAL PERSONNEL NAME

	HALL FLORING FF	A SUMMER MANYAS
U. S.	CIVIL SERVICE	COMMISSION

NOTIFICATION OF PERSONNEL ACTION 3. JOURNAL OR ACTION NO. 2. DATE OF BIRTH 4. DAT 10/3/51 12/16/21 Miss Bertha H. Bond This is to notify you of the following action affecting your employment: S. NATURE OF ACTION (USE STANDARD TERMINOLOGY) 6. EFFECTIVE DATE 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Resignations 8/31/51 cob Schedule #4-6.116(b) FROM 8. POSITION TITLE Personnel Officer **0S-11** 9. SERVICE, SERIES, GRADE, SALARY GS \$5400.00 per annum Deputy Director for Administration and the second secon ORGANIZATIONAL 10. Personnel Office DESIGNATIONS Office of Personnel Director Personnel Studies and Procedures Staff 11. HEADQUARTERS Washington, D.C. FIELD DEPARTMENTAL FIELD DEPARTMENTAL 12. FIELD OR DEPT'L 13. VETERAN'S PREFERENCE 14. POSITION CLASSIFICATION ACTION NONE wwit OTHER | 5-PT. 'N F W VICE | 1. A. I REAL 10-POINT DISAR. LOTHER 5/12/51 T5. SEX ŦŦ 16. RACE 17. APPROPRIATION SUBJECT TO C. S. RETIREMENT ACT DATE OF APPOINT MENT AFFIDAVITS (ACCESSIONS ONLY) 18. 20. LEGAL RESIDENCE 19. CLAIMED 🗍 PROVED FROM: (YES-NO) STATE: то: P M 21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS. RULES. AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS. **Personal** Reasons. 6/21/51 5/L: 379 hrs. 6/22/51 thru 3 hrs. 8/29/51 A/L: 21 hrs. 11:30 an 8/29/51 thru cob 8/31/51 LSL: 520 hrs. 9/3/51 thru 12/5/51 and 3 holidays, 9/3/51, 11/12/51, 11/22/51. Chief, ENTRANCE EFFICIENCY RATING: SIGNATURE OF OTHER AUTHENTICATION U.S. GOVERNMENT PRINTING OFFICE : 1980-899878

CENTRAL INTELLIGENCE AGENCY

4. PERSONNEL FOLDER COPY

STANDARD FORM 50 October 1949 PROMULGATED BY U.S. Civil Strivice commission Chapter R1, federal personnel manual.

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CENTRAL INTELLIGENCE AGENCY

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	RNAME)				
Miss Berths H. Bond		12/16/	<u>/</u> 21		5/12/51
This is to notify you of the following action aff NATURE OF ACTION (USE STANDARD TERMINOLOGY)	ecting your em	ployment:			R OTHER LEGAL AUTHOR
		U. EFFECT	IVE DATE	. CIVIL SERVICE O	A OTHER LEGAL AUTHOR
Transfor and Reassignment		5/13/5	51	Schedule A-6	.116 (b)
FROM					0
	a. Positi	ON TITLE			· · · ·
Psychologist GS- <u>11</u> (Personnel Selection & Evaluation	x		Perso	nnel Officer	<b>GS-11</b>
(LALBORNAL DATAGETON & RANTIMETON	9. SERVIC	CE. SERIES.			
GS-11 \$5400.00 per annum	GRADE	SALARY	GS-	\$5400	.00 per annum
Administrative Staff	10. ORGA	NIZATIONAL	Denut	v Director fo	r Administration
an in the state of the second s	DESIG	NIZATIONAL	Perso	nnel Office	
Personnel Division	1 1 1	· ••44. 7	Offic	e of Personne	
Testing and Standards Branch			Perso	mnel Studies	& Procedures Sta
	11. HEAD	QUARTERS			
Washington, D. C.	1		Washi	ngton, D. C.	
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13. VETERAN'S PREFERENCE				SIFICATION ACTION	
DNE WWII OTHER 5-PT. 10-POINT DISAB. OTHER		NEW VICE I	. A. REAL.	[]	
X				5/12/51	
5.   16.   17. APPROPRIATION					
		19. SUBJECT	10 C. S.	19. DATE OF APPOINT.	
FRO		RETIREN	TO C. S. IENT ACT 5-NO)	19. DATE OF APPOINT- MENT OF AFFIDAVI (ACCESSIONS ONLY)	TC
FRO FRO		RETIREN (YES Yos	IENT ACT	MENT OF AFFIDAVI (Accessions only)	TS CLAIMED PROVE
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RACE FRO F W TO: 1. REMARKS: This action is subject subject to investigation and a	approval by	icable 1	aws, ru	MENT OF AFFIDAVI (ACCESSIONS ONLY) ales, and regulates Civil Ser	TS CLAIMED PROVE STAT <b>EFlorida</b> lations and may l vice Commission
RACE FRO FW TO: 1. REMARKS: This action is subject	approval by	icable 1	aws, ru	MENT OF AFFIDAVI (ACCESSIONS ONLY) ales, and regulates Civil Ser	TS CLAIMED PROVE STAT <b>Filorida</b> lations and may l vice Commission.
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4. PERSONNEL FOLDER COPY

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and priod	ic step-increase. 15. Date 1		Old salary	Pay adjustment. 17. New salary rate	18. (a) E	fficiency ict requ				19. Suspense date
Elsen.	equival increas		rale	863.60.00	(b)	0	Signature or Other	Authentication)		12/7/51
				OP during following	periods:)	<b>`</b>	(Check applicabl	le box in case of atus at end of wa	f excess LWO	P)
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STANDARD FORM 50 (8 PARTS) October 1948 Promulgated by Chapter R.1. Federal Personvel Manual U. S. Civil Service Commission

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CENTRAL INTELLIGENCE AGENCY

1. NAME (MR MISS MRS ONE GIVEN NAME. INITIAL (S), AND SURNAME)			2. DATE OF BIRTH		3. JOURNAL OR ACTION NO		
						. 4/14/50	
his is to notify you of the following action NATURE OF ACTION (USE STANDARD TERMINO		ployment:	6. EFFECTI	NE 0475			
Transfer and Promotion			4/16/		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Reg 8.103		
					50 Schedule A-6.116 (b)		
FROM		8. POSITIO		1	то		
Westing Technician G2-9				Psychologist (B-1) (Personnel Selection & Evaluation)			
s-9 \$4725.00 j	er onner	9. SERVICE GRADE.	. SERIES. SALARY	<b>68-11</b>	\$540	0.00 per annum	
iministrative Staff presented Division rocurement and Placement esting and Evaluating Sec	Branch ction	10. ORGANI DESIGN	ZATIONAL	Admin Perso	Istrative Staff mel Division ag and Standards	s Branch	
achington, B.C.	RTMENTAL	12. FIELD C	OR DEPT'L	Wash1	ngton, D.C.	DEPARTMENTA	
. VETERAN'S PREFERENCE					ATION		
É WWII OTHER 5-PT. <u>10-POINT</u> DISAB. OTHER			NEW VICE	L.A. REA	3/28/50		
16. 17. APPROPRIATION		anot	18. SUBJE RETIR	CT TO C. S. EMENT ACT	19. DATE OF APPOINT MENT AFFIDAVITS	- 20. LEGAL RESIDENT	
FRON: TO:			(YE	SNO)	(ACCESSIONS ONLY)	STATE	
1. REMARKS: THIS ACTION IS SUBJECT TO THE UNITED STATES CIVIL SERVICE COM	MISSION. THE AC	TION MAY BE	CORRECTED	CANCELE	5 IF NOT IN ACCORDANCE	WITH ALL REQUIREMENT	
		[			,	·	
· ·							
						-31-,	
ENTRANCE EFFICIENCY RATING:			Chief, Administrative Staff				
		22. SIGNATURE OR OTHER AUTHENTICATION					

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STANDARD FORM 50 (8 PARTS) October 1948 Promulgated by Chapter R.1. Federal Personnel Namual U. S. Civil Service Commission

ب د <del>معجمه</del> . بر از محمد بر در مع مدینشمند به ویده بر مع

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CENTRAL INTELLIGENCE AGENCY

. NAME (MR	ND SURNAME)	2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.	4. DATE	
Miss Bertha H. Bond		12/16/1921			30/00/40	
This is to notify you of the following action affecting your	employment			,	12/20/49	
. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	emptoyment:	6. EFFECTIV	E DATE	7. CIVIL SERVICE OR OTHE		
				P. L. 429 and		
Periodie Pay Increase		10/30/49		DCI Let. of 10/28/49		
FROM				то		
Testing Toohnician GS-0	8. POSITION	11165	Bank	alman Marahadada		
			1981	ing Toomician	(f <b>S-9</b> )	
03-9 \$4600.00 per annum	9. SERVICE, GRADE, S	9. SERVICE. SERIES, GRADE, SALARY		65-9 \$4725.00 per annua		
Administrative Staff			Adm	inistrative Sta	ff	
Personnel Division		• • • • •	Per	Personnel Division		
Procurement & Placement Branch		ATIONAL -	Pro	curement & Plac	ement Branch	
Testing & Evaluating Section			Tes	ting & Evaluation	ng Section	
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Washington, D. C.			Manh	ington, D. C.		
FIELD EPARTMENTAL			Freedory	FIELD		
. VETERAN'S PREFERENCE	12. FIELD OI				DEPARTMENTA	
E WWII OTHER S.PT. IO.POINT	÷	NEW VICE		-, <u> </u>		
DISAB. OTHER						
	· · ·	- WW	<u> </u> .	12/4/47		
X RACE 17. APPROPRIATION		18. SUBJEC RETIRE	T TO C. S. MENT ACT	19. DATE OF APPOINT- MENT AFFIDAVITS	20. LEGAL RESIDENC	
TO:		(YES-NO)		(ACCESSIONS ONLY)	CLAIMED PROV	
1 1 10: 21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE THE UNITED STATES CIVIL SERVICE COMMISSION. THE A		Yes		1	STATE: Florida	
*Lost Sclary Increase 10/31/48						
Efficiency Rating - Excellent Approved 8/15/49 Conduct Report - Satisfactory Dated 10/23/49				· ·		
Approved 8/15/49					110	
Approved 8/15/49					149	
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Approved 8/15/49				· · · · · · · · · · · · · · · · · · ·	12/21/49	
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4. PERSONNEL FOLDER COPY

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STANDARD FORM 50 (8 PART) UNITED STATES CIVIL SERVICE COMMISSION OCTOBER 1946

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FORM APPROVED. Budget Burgau no. 80-R064.

# CENTRAL INTELLIGENCE AGENCY

1. NAME (MRMISSMRSFIRSTMIDDLE INITIALL/	(TEA	2. DATE OF	BIRTH 3	. JOURNAL OR ACTION	No. 4. DATE
iss Berthe H. Bond		12/16/1	093		10-28-49
This is to notify you of the following action affecting your a	employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTI	VE DATE	7. CIVIL SERVICE OR	OTHER LEGAL AUTHORITY
Conversion-Class. Act of 19	149	10-30	1		II - 10-28-49
FROM	······································			T	0
sting Technician	8. POSITIC	ON TITLE	Testin	g Tochnician	68-9
\$\$4479.60 per exman	9. SERVICE SALARY	E, GRADE,	<b>65-</b> 9	\$4600.00	per source
iministrative Staff promuel Division courement & Placement Branch esting & Evaluating Section	10. ORGAN DESIGNA	IZATIONAL TIONS	Person Procur	strative Ste nel Division Cment & Plac g & Evaluati	ement Branch
shington, D. C.	11. HEADQ	UARTERS	Washin	gton, D. C.	
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18, 19. APPROPRIATION	1	20. SUBJECT RETIREMENT (YESNO	ACT	ACCESSIONS ONLY	22. LEGAL RESIDENC

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STANDARD FORM SO (8 PART)

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NAME (MRMISS-MI	RS. FIRSTMICDLE INITIALLAST)		2. DATE OF BIR	ITH 3	JOURNAL OR ACTION	INO. 4. DATE
Hiss Bortha	H. Bord		12/16/19	<b>21</b>		29 Oct 1948
his is to notify	you of the following action	affecting you	employment	<u></u>		
NATURE OF ACTION	(USE STANDARD TERMINOLOGY)		6. EFFECTIVE D	ATE 7.	CIVIL SERVICE OR	OTHER LEGAL AUTHORITY
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	FROM	······································			· 1	0
lesting Ted	mician	8. POSITIO	NTITLE	Testi	ing Technic	Leo.
_	\$3978.00 per amun	9. SERVICE SALARY	GRADE.		<b>华山山7</b>	9.60 per anna
Personnel	or Admin & Management & Placement raluation			Perso Procu	mel Brench remant & Pl	min & Management accement Division stion Section
eshington,	<b>D.C.</b>	11. HEADQ	UARTERS	Washi	ington, D.C.	•
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	RENCE		16. POSITION C	14. STO		/
VETERAN'S PREFF	····		NEW VICE I. A			Bu.#1707 CSC#1725
VETERAN'S PREFEF E 5 PT. 10 POINT DISAB. WIFE			**			12/4/47

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		T Dame			2. DATE OF	BIRTH 3.				
	Miss Bortha I				12/16/1	921		1	2 April	. 19
	This is to notify you of 5. NATURE OF ACTION (			our employme	ent: 6. EFFECTIV	E DATE 7.	CIVIL SERVICE	OR OTHE	R LEGAL A	UTHO
	Pay Increas	se (Periodic	<b>)</b> *	•	3/21/19		Public Law 19th Congr		Sec. 40	2
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STANDARD FORM 50 (8 PART)

1. NAME (MRMISSMRSFII			2. DATE OF BIRT	H 3. JOURNAL OR ACTION	
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STANDARD FORM 50 (B PART) UNITED STATES CIVIL SERVICE COMMISSION OCTOBER 1946

NTRAL INTELLIGENCE ARRCY

4	. NAME (MR MISS M	IRSFIRSTN	MIDDLE INITIALLAST)		2. DATE OF	BIR∓H	3. JOURNAL OR ACTION NO	D. 4. DATE
	liss Bortha	H. Bon	â		12/16/1	@1		23 January
T	This is to notify	you of th	e following actio	on allecting yo			1	c) demeny
5.	NATURE OF ACTION	(USE STANDA	RD TERMINOLOGY)		6. EFFECTIVE	E DATE	7. CIVIL SERVICE OR OTH	ER LEGAL AUTHORITY
4	Appointment	by Trai	asfer (Correc	ction)#	12/20/	1.7	Schedule A-45	
		FRON				<u></u>	T0	C.G. ROR
	Placement As	und internet		8. POSIT	ION TITLE	-		· · · · · · · · · · · · · · · · · · ·
	······					Teet	ting Technician	
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NDARD FORM 50 (8 PART) UNITED STATES IL SERVICE COMMISSION OCTOBER 1946

FORM APPROVED. BUDGET BUREAU ND. 50--R064.

ENTRAL INTELLIGENCE TARCO. ACTION

NOTIFICATION OF PERSONNEL ACTION 2. DATE OF BIRTH 1. NAME (MR.-MISS-MRS.-FIRST-MIDDLE INITIAL-LAST) 3. JOURNAL OR ACTION NO. 4. DATE 12/16/1921 Miss Bertha H. Bond 29 December 1947 This is to notify you of the following action affecting your employment: 6. EFFECTIVE DATE 5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 12/29/47 Appointment by Transfer" 0.S. Rog. 8.103 FROM то 8. POSITION TITLE Placement Assistant Testing Dechnician \$3397.20 per annum \$3397.20 per exam 9. SERVICE, GRADE, SALARY Executive for Admin. & Management Parsonnal Procurement and Placement 10. ORGANIZATIONAL DESIGNATIONS Testing and Evaluation 11. HEADQUARTERS Washington, D. C. Washington, D. C. FIELD DEPARTMENTAL FIELD R 12. FIELD OR DEPT'L DEPARTMENTAL 13. REMARKS No-Strike Affidevit has been properly executed. Temporary indefinite.  $\langle \mathcal{A}^{\mathcal{A}} \rangle$ KELLY. AGL LING OHLOR OT READER AT BARDON 15. VETERAN'S PREFERENCE 16. POSITION CLASSIFICATION ACTION NONE 5 PT 10 POINT wwii wwi OTHER NEW VICE I. A. REAL DISAB. WIFE WIDOW 9/20/47 X X 17. SEX 18 RACE 20. SUBJECT TO C. S. RETIREMENT ACT (YES---NO) 19. APPROPRIATION 21. DATE OF OATH (ACCESSIONS ONLY) 22. LEGAL RESIDENCE FROM F Ħ Yes то 29 December 1947 Florida

4. PERSONNEL FOLDER COPY

☆ U. S. GOVERNMENT PRINTING OFFICE: 1947-722549

						EMPL	OYEE SEF	RIAL NU	MBER
		FITNESS RE	PORT						
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	ROVISIONAL (See Inc	structions - Section	с)	ANNUAL		<u> </u>	REASSIGN	NMENTE	EMPLOYE
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S - <u>Strong</u>	Performance is ch					• •			₩ <u>,</u> '".
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# MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report - Bertha H. Bond - 1 April 1967-26 January 1968

1. This report, occasioned by my reassignment, represents not only my evaluation of Miss Bond's performance during the specific reporting period but also reflects the accumulation of observations made during an association of ten years--the last eight as her immediate supervisor.

2. There is nothing that I can add save repetition to what I have said of Miss Bond over the years. As Executive Officer of the Office of Personnel she has served as my personal staff assistant, as office manager, and as senior staff officer. She is a professional in the personnel field and a competent and gifted staff officer with an unusual talent for handling both verbal and numerical material with equal facility. The extra jobs and assignments which she has performed are without number and reflect the integrity and devotion to duty which has been characteristic of her attitude toward her job and the Agency.

3. In her supervisory responsibilities, Miss Bond has been effective and she has the respect and affection of her subordinates. Miss Bond is costconscious.

4. It is necessary to record that Miss Bond's performance suffered considerably during a part of the latter half of the reporting period due to health problems. I discussed this matter with her and she placed herself under medical supervision. The time and effort she has expended in regaining her health has reduced that which she otherwise has given unstintingly to her work for many years on end, but she has continued to donate substantial amounts of her personal time to her job at the sacrifice of her personal life. I have observed striking improvement in her work since she has been under medical care and am confident that she will shortly return fully to her previous level of performance. I have made note of this situation only to place in proper perspective any deficiencies in her performance during the period involved which may have been noticed by others.

5. With due allowance for the above circumstance, I again rate Miss Bond's performance as Outstanding.\*

Emmett D. Echols Director of Personnel

2 6 APR 1968

Date

REVIEWING OFFICIAL: pport No special recognition is contemplated at this time.

B. H. Bond

I certify that I have seen this report.

6 Ma 1968 Date



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8 SEP 1967 .

# MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report - Bertha H. Bond - 1 April 1966-31 March 1967

1. During the period reported, Miss Bond has continued to serve as Executive Officer for the Office of Personnel with a broad range of staff and managerial responsibilities.

2. During a year characterized by a variety of "flaps" and frequent high-priority requirements beyond our past experience, Miss Bond has continued to perform her duties effectively. While noting that she has sometimes been tardy in performing routine tasks, I attribute this to a high volume of priority tasks rather than to a lessening of effort.

3. Miss Bond has successfully delegated to the Assistant Executive Officer many of the routine tasks which she previously performed and has assisted in his development toward the assumption of greater responsibilities. Her supervisory relationships with the "front office" secretarial staff and with the Administrative Staff have continued to be excellent. She is cost-conscious.

4. In sum, I would again describe Miss Bond's performance for the period covered by this report as <u>outstanding</u>. In view of her promotion to the GS-16 level, no additional recognition is contemplated.

nmett D. Echols

Director of Personnel

I certify that I have seen this report.

B. H. Gor

REVIEWING OFFICIAL:

Deputy Director

for Support

1 1 SEP 1967

Date

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#### MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report - Bertha H. Bond - 1 April 1964-31 March 1965

1. During this reporting period, Miss Bond has continued to serve as Executive Assistant to the Director of Personnel, a position which embraces the functions of an Executive Officer and of personal staff assistant to the Director of Personnel. In addition, she serves as Executive Secretary of the Public Service Aid Society and as Vice-Chairman of the NWFCU Credit Committee.

2. While not in the command line, Miss Bond has been delegated broad authority to act on behalf of the Director of Personnel in many matters. Her real authority lies, however, not in her position or technical authorities but in the recognition of her competence and ability by her associates and her widespread reputation in the Agency for expertise, common sense, and discretion. Miss Bond handles a tremendous workload ranging from matters of the most routine nature to those of critical importance and urgency. She shows unusual judgment and sensitivity in differentiating degrees of priority and in identifying potential "flap" cases requiring special handling. I have complete confidence in her ability to distinguish those matters which require my personal attention from those which are properly referred to other elements of the Office or handled directly by herself.

3. No report of Miss Bond's service during the past year would be complete without mention of her participation in the Agency's efforts to obtain and, now, to implement its early retirement legislation. She has served as the senior Personnel staff officer in this effort and is now guiding the work of the newly-established CIA Retirement Staff. She also serves as Technical Adviser to the CIA Retirement Board. No single officer in the Agency can claim the CIA Retirement Act as his individual accomplishment; however, there is in my opinion no other officer in the Agency whose personal contribution was greater than Miss Bond's.

4. Miss Bond is a person of unusual professional competence and has an understanding of the concept of "completed staff work" which is unfortunately shared by all too few. She has a highly developed talent for written communication of any kind. The one area in which she should continue her efforts to improve is in oral communication. On a personto-person basis, she is an effective, logical, and persuasive speaker, but she needs to overcome her excessive timidity in a group situation.

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5. Miss Bond has full supervisory responsibility for the Administrative Staff and for the secretarial staff of the office of the Director of Personnel. As previously reported, she discharges these responsibilities effectively. She is highly cost conscious -indeed, is inclined to be penurious to the point of resisting the innovation of worthwhile employee services.

6. In sum, Miss Bond has sustained the high level of performance which has characterized her past service. She performs in a demanding position with a degree of excellence which fully merits an overall rating of OUTSTANDING.

Emmett D. Echols

Director of Personnel

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I certify that I have seen this report.

But I. Bond

REVIEWING OFFICIAL:

Deputy Director for Support

13 1 9 1 561 Date

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# MEMORANDUM FOR THE RECORD

2.8 APR 1964

SUBJECT: Fitness Report - Bertha H. Bond

1. During the period covered by this report, Miss Bond has continued to serve as Executive Assistant to the Director of Personnel.

SPATE

2. There is nothing I can add to my previous observations about the quality of Miss Bond's work. Her part in our legislative proposal for an Agency retirement program illustrates and typifies the performance which can be expected of her. With all due regard to the participation of the Legislative Counsel in the legislative drafting and the joint effort of our offices in developing the framework within which it was presented, Miss Bond personally did most of the staff work of research, writing, creating the form of the formal presentation, and preparing for the Deputy Director of Central Intelligence the briefing materials which he used in justifying this proposal before the Congressional committee concerned. On her own initiative she developed comparative texts of the three pieces of legislation involved -- the Civil Service Retirement Act, the Foreign Service Retirement Act, and the proposed Agency Retirement Act which became one of the most useful tools of the legislative analysts in their work-on this bill. She attended the Congressional hearings as a back-up witness and was extremely helpful in supplying notes for the use of the principals as specific questions were raised. During this period of peak effort, she continued to perform the continuing functions of her regular job. I frankly do not know how many hours of voluntary and uncompensated overtime went into this project. I do know that she worked through the night on more than one occasion to meet a deadline. Through it all, she maintained her balance and good disposition and inspired unusual effort and productivity on the part of supporting personnel typing and reproducing the volume of material involved.

3. As stated before, Miss Bond is an excellent supervisor and manager. She is acutely cost-conscious.

SEGTET

4. In sum, I would continue to characterize Miss Bond's performance as Outstanding.

mmett D. Echols

Director of Personnel

I certify that I have seen this report.

Bertha H. Bond

REVIEWING OFFICIAL:

Acting Deputy Director for Support

2 9 APR 1964

Date.

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28 APR 1964

# MEMORANDUM FOR THE RECORD

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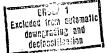
SUBJECT: Additional Recognition - Bertha H. Bond

Miss Bond was promoted to GS-15 during the year in recognition of her past outstanding performance. In view of her position, I do not consider any additional formal recognition appropriate at this time.

Emmett D. Echols

Director of Personnel





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30 APR 1963

#### MEMORANDUM FOR THE RECORD

SUBJECT: Fitness Report - Bertha H. Bond

1. As Executive Assistant to the Director of Personnel, Miss Bond fills a multiple role as general staff officer, as officer manager, and as my personal staff assistant. In addition, she serves as Executive Secretary of the Public Service Aid Society.

2. After reviewing Miss Bond's previous Fitness Reports, it is difficult for me to find any new words to describe the high caliber of her performance. She is a person of unusual competence and versatility and her dedication and devotion to duty are complete. She has maintained over the years a scope and level of performance which required a gifted mind, disciplined work habits, and a high level of energy and stamina. Her continuing-contributions to the steady improvement of the Agency's personnel program and to the effective functioning of the Office of Personnel have been substantial.

3. Miss Bond is effective as a supervisor of the secretarial staff and administrative unit. She has high standards of accomplishment and inspires her subordinates to meet them. She is thoughtful, understanding, and responsive in her relationships with her subordinates and patient and constructive in instructing them. She has their affection and their respect.

4. I regard Miss Bond as irreplaceable, if not indispensable, and characterize her overall job performance as outstanding.

mett D. Echols

Director of Personnel

I certify that I have seen this report.

Berta 21 Do

Bertha H. Bond

REVIEWING OFFICIAL:

White Κ.

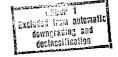
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### MEMORANDUM FOR THE FILE

SUBJECT: Fitness Report for Miss Bertha H. Bond

This rating covers an extended period during which 1. the rating officer had the opportunity to thoroughly observe Miss Bond's performance as Deputy Executive Officer, Office of Personnel.

2. There is no individual in the field of CIA personnel activity who has demonstrated such a vast range of skills as a staff officer, who has greater depth of historic and pro--fessional knowledge, or who has performed with greater objectivity, discretion, and dedication. Indeed, Miss Bond's vast range of competence, total recollection and sheer effort can only lead to her rating as a truly outstanding employee.

In terms of generally accepted principles of organiza-3. tion and division of duties, Miss Bond should make a conscious effort to reduce her workload and resist the acceptance of assignments which more properly should be given to others.

Emmett D. Echols

Director of Personnel

I certify that I have seen this report.

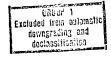
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Bertha H. Bond

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tress strengths and weakness	es demonstrated in current position. Indicate	suggestions made to employee for improvement of his	
Ork. Give recommendations to	of his fraining. Describe it appropriate his n	otential for development and for assuming greater re- S B, C, and D to provide the best basis for determining	
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ECTION F	CERTIFICATION AND COM	MENTS	1
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ork, Give recommendations consibilities, Amplify or exp sture personnel actions. M188 Bond <sup>1</sup> 8	for his training. Describe, if appropriate,	his potential for development and for assuming greater re-
selflessness, who intuitive grasp of Miss Bond's role of his Staff repr of the Agency's p reflected in the to the Public Sen difficulties of e apprehension of t	raisal at the highest point of blehearted identification with of incipient problem situation in advising and assisting th resents a contribution of inco- personnel management program. preceding sections of this provide Aid Society. Blending employees who experience acut	th program goals, and an alert and ons which call for new solutions, he Director of Personnel and members estimable value for the functioning . In addition to the responsibilities report, Miss Bond serves as Secretary a compassionate understanding for the te personal problems with an objective re appropriate to these cases, she
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<ul> <li>d. Compare in your mind, when possible: the individual being reted with others performing the same duty at a same</li></ul>	<ul> <li>a. State in the spaces below up to six of the mo Place the most important first. Do not inclu</li> <li>b. Rate performance on each specific duty consider. For supervisors, ability to supervise will all</li> </ul>	ude minor or unimportant duties. dering ONLY effectiveness in performance of this specific d	uty.
<pre>duties. f. Be specific. Examples of the kind of duties that might be raied are:</pre>	d. Compare in your mind, when possible, the similar level of responsibility.		
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# 3. Narrative Description of Manner of Job Performance (continued)

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Star Walt

the Administrative Services of the Office of Personnel (preparation of the budget, obligation accounts, office security, space maintenance, and a host of related duties). She performs these duties in a consistently fine manner.

Miss Bond is a prodigious worker which, when considered with other qualities cited above, makes hers a truly outstanding performance.

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2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES	(When Filled In)	
DIRECTIONS:		
<ul> <li>b. Rate performance on each specific duty consic.</li> <li>c. For supervisors, ability to supervise will a who supervise a secretary only).</li> <li>d. Compare in your mind, when possible, the similar level of responsibility.</li> </ul>	more important SPECIFIC duties performed during this rating lude minor or unimportant duties. idering ONLY effectiveness in performance of this specific always be rated as a specific duty(do not rate as superviso individual being rated with others performing the same d may be performing different duties. If so, rate them on d	duty. <i>rs those</i> uty at a
f. Be specific. Examples of the kind of duties ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	s that might be rated are:         HAS AND USES AREA KNOWLEDGE       CONDUCTS INTERROGATION:         DEVELOPS NEW PROGRAMS       PREPARES SUMMARIES         ANALYZES INDUSTRIAL REPORTS       TRANSLATES GERMAN         MANAGES FILES       DEBRIEFING SOURCES         OPERATES RADIO       KEEPS BOOKS         COORDINATES WITH OTHER OFFICES       DRIVES TRUCK         WRITES REGULATIONS       MAINTAINS AIR CONDITION         PREPARES CORRESPONDENCE       EVALUATES SIGNIFICANCE         In further if supervisor considers it advisable, e.g., comb.	S VING OF DATA ined key
1 - INCOMPETENT IN THE PERFORMANCE		
2 - BARELY ADEQUATE IN THE PERFORM DESCRIPTIVE RATING NUMBER 4 - PERFORMS THIS DUTY ACCEPTABLY 5 - PERFORMS THIS DUTY IN A COMPET 5 - PERFORMS THIS DUTY IN SUCH A THAT HE IS A DISTINCT ASSET ON	MANCE OF THIS FOUND IN VERY FEW INDIVIDUALS HOLDIN LAR JOBS 7 EXCELS ANYONE I KNOW IN THE PERFORM ENT MANNER A FINE MANNED	IG SIMI-
SPECIFIC DUTY NO. 1	RATING SPECIFIC DUTY NO. 4 Number	RATING
Assisting in General Administration of Office of Personnel	Office of Personnel Budget Officer	NUMBER
Formulation of Personnel Policies,	NUMBER Various Board and Committee	NUMBER
Procedures and Standards	7 Assignments	7
Executive Review of Policies, Bro-	RATING SPECIFIC DUTY NO. 6 NUMBER	RATING
cedures and Standards	4 Contraction Contraction Contraction	NUMBER
NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	ANCE	L
IRECTIONS: Stress strengths and weaknesses, part	ticularly those which affect development on present job.	
MISS Bond ranks high among the group of hours, tedious and distasteful assign repeatedly demonstrated desire and can judgment and versatility in the field her in a Superior category in all phase	of truly dedicated people in the Agency. Lon ments mean nothing to her in relation to her pability to get the job done. Her excellent of personnel and general administration plac ses of her performance.	
MISS Bond ranks high among the group of hours, tedious and distasteful assign repeatedly demonstrated desire and can judgment and versatility in the field her in a Superior category in all phase	of truly dedicated people in the Agency. Lon ments mean nothing to her in relation to her pability to get the job done. Her excellent of personnel and general administration plac ses of her performance.	
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	SECRET (When Filled In)
ί.	FITNESS REPORT (Part II) POTENTIAL
)	INSTRUCTIONS
FOR THE ADMINISTRATI	
nent and personnel of rate्वे employee. It i to be completed only nold and complete aft	This report is a privileged communication to your supervisor, and to appropriate career manage- officials concerning the potential of the employee being rated. It is NOT to be shown to the is recommended that you read the entire report before completing any question. This report is after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, ter the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be ded to the OF no later than 30 days after the due date indicated in item 8 of Section "E" below.
SECTION E.	GENERAL
NAME (Last) BOND	, Bertha H. 16 December 21 F
OFFICE/DIVISION/BR	
	P&D, EXECUTIVE OFFICE PERSONNEL OFFICER
	eport due in op 9. period covered by this report (Inclusi veniber 1956 5 November 1955 - 5 November 1956
0. TYPE OF REPORT	
(Check one)	INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify)
SECTION F.	CERTIFICATION
. FOR THE RATER: I	CE DF THE INDIVIDUAL BEING RATED
THIS DATE	C. SUPERVISOR'S OFFICIAL_TITLE
6 December 1956	Executive Officer, Ofc Person
	OFFICIAL: "" HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
THIS DATE	B. TYPED OF PRINTED NAME AND CLONATHON OF MENLEWING OFFICIAL TITLE OF REVIEWING OFFICIAL
6 Dec 56	y Director of Personnel
SECTION G.	ESTYMATE OF TOTENTENT TO TOTEST
. POTENTIAL TO ASSUM	ME GREATER RESPONSIBILITIES TOULON TOUTON DUT, OT.
JIRECTIONS: Consider	ing others of his grade and type of assignment, rate the employee's potential to assume greate
vork.	hink in terms of the kind of responsibility encountered at the various levels in his kind of
A · READY 5 · WILL F RATING 6 · ALREAD NUMBER 7 · AN EXC	G PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING DY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL CEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER RESPONSIBILITIES
2. SUPERVISORY POTEN	
enswer is YES, indication SUITABLE TRAINING.	this question: Has this person the ability to be a supervisor? Yes No If you te below your opinion or guess of the level of supervisory ability this person will reach AFTER Indicate your opinion by placing the number of the descriptive rating below which comes closess pinion in the appropriate column. If your rating is based on observing him supervise, note your
rating in the "actua	I" column. If based on opinion of his potential, note the rating in the "potential" column.
RATING 1 - BE	AVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION ELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION ELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION ELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL POTENTIAD	
3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
<u>3 : c) 15</u>	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
300 0 000 000 000 300 00 0	WHEN INMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND WEED CAREFUL COORDINATION
	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
3	
3	OTHER (Specify)

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			SECRET (When Filled In)		
INDICA	THE APPROXIMATE NUMBER OF 1	MONTHS THE		DER YOUR SU	JPERVISION
COMMEN	NTS CONCERNING POTENTIAL		·		
Pers	Bond has the capabilit onnel Divis©on or Staff puty Director of Person	Chiefs			
н С			· · · · · · · · · · · · · · · · · · ·		
CTION			FUTURE PLANS		······································
TRAINI	NG OR OTHER DEVELOPMENTAL EXPI	ERIENCE PL	ANNED FOR THE INDIVIDUAL		
Rota	ational and special for tion to other positions e is no plan at present	s will đ	epend upon the needs of		
	·····				
NOTE C	THER FACTORS, INCLUDING PERSON	NAL CIRCUM	ISTANCES, TO BE TAKEN INTO AC	COUNT IN I	NDIVIDUAL'S FUTURE ASSIGNMENTS
					• •
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					۰. 
SECTION			CRIPTION OF INDIVIDUAL		
he word heleft	ls literally. On the page be of each statement is a box u number which best tells how m	low are a nder the such the st	series of statements that a heading "category." Read ea tatement applies to the perso	apply in se ach stateme on covered	see him on the job. Interpret ome degree to most people. To ent and insert in the box the by this report. E DESCRIPTION APPLIES TO THE
CATEGOR	Y NUMBER 2 . APPLIES TO INDI	INDIVIDUAL	TO THE LEAST POSSIBLE DEGRE A LIMITED DEGREE AN AVERAGE DEGREE	() €.),7 + EE ***	interno de concello. Encono de concello
	4 APPLIES TO INDI	VIDUALTO	AN ABOVE AVERAGE DEGREET	a da antes	
ATEGORY	STATEMENT	CATEGORY	STATEMENT		STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUS- SIDNS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	5	22. IMPLEMENTS DECISIONS RE- GARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILI- TIES	5	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HI'S THINK- ING	5	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPER- VISION	5	25. DISPLAYS JUDGEMENT
F	6. KNOWS WHEN TO SEEK Assistance	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5			1		28. HIS CRITICISM IS CON-
	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	STRUCTIVE
_5	, , , , , , , , , , , , , , , , , , ,	5 5	18. IS OBSERVANT 19. THINKS CLEARLY 20. COMPLETES ASSIGNMENTS	5	STRUCTIVE 29. FACILITATES SMOOTH OPERA- TION OF HIS OFFICE 30. DOES NOT REQUIRE STRONG

SECRET

•	SECPI (When Fill		
	FITNESS	REPORT	
1. Ine agency an individu	ort is an important factor in selection board with informat al for membership in the care record of job performance as	ion of value when considerin, er scrvice; and	g the application of
	INSTRUC		ration of personnel.
TO THE ADMINISTRATIVE OR PERSO and transmittal of this report	ONNEL OFFICER: Consult curren		ons receive the initiatio
TO THE SUPERVISOR: Read the edirects and reviews the work on nesses, and on-the-job effecti your supervision for less than is accurate and complete. Pri out the period this individual ties by frequent discussions of	of the individual, you havepri iveness as revealed by his day 130 days, you will collaborat imary responsibility rests wit 1 has been under your supervis	imary responsibility for eval -to-day activities. If this te with his argyious supervis th the current supervisor ion, you have discharded you	Fuating his strengths, weak individual has been unde hors to make sure the repor h <del>as in assumed that, through</del> ir supervisory respons <del>toili</del>
A (Next due date- 5No	<b>v</b> 56)	Posted Pos. Cont	
IT IS OPTIONAL	WHETHER OR NOT THIS FITNESS R	and the second	
		illed in by Administrative O	officer)
DONT THE LAST	(First) (Middle)		
BOND, Bertha H.		<u>16 Dec 21</u> F	
	6. OFFICE ASSIGNED TO	7. DIVISION	8- BRANCH
5NOV51 NATURE OF ASSIGNMENT	Personnel	The Executive Office	
· · ·	10. IF FIELD, SPECIF	Y STATION:	11 GRADE
2. DATE THAT THIS REPORT IS D		THIS PEPOPE (Inclusion dat	GS=14
		Y THIS REPORT (Inclusive dat	.es)
<u>5 Nov 55</u>	<u>5 Nov 54-5 N</u>		
- CURRENT POSITION	SECTION II (To	be filled in by Supervisor)	
		2. DATE ASSUMED	RESPONSIBILITY FOR POSITIO
Personnel Officer WHAT SPECIFIC ASSIGNMENTS of in order of frequency): Since 15 June 1955 has sponsible, with the B	as served as Asst. Exec Executive Officer, for	GIVEN TO HIM DURING THE PAST cutive Officer, Office general supervision o	of Personnel. Re- f administrative and
Personnel Officer WHAT SPECIFIC ASSIGNMENTS of in order of frequency): Since 15 June 1955 has sponsible, with the H procedural practices trative staff of the Reviews, for technica	as served as Asst. Exec Executive Officer, for of the Office of Perso Director of Personnel. al accuracy and suffici	GIVEN TO HIM DURING THE PAST cutive Officer, Office general supervision o onnel, and for supervi	of Personnel. Re- f administrative and sion of the adminis-
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### SEGRET (When Filled In) SECTION IV

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This section is provided as an aid in describing the individual. Your description is not is the provided as an aid in describing the individual. Your description is not is the provided as an aid in description to a particular job or assignment. The descriptive where are to be interproted literally.

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Interpreted literally. On the left hand side of the page below are a series of statements that applicing the degree to most people. On the right hand side of the page are four major categories of descriptions. The scale with the proper category is di-vided into three small blocks; this is to allow you to make finer distinctions if you so desire. Provide the state-ment on the left - then check the category on the right which best tells how much the statement applies to the per-son you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means the Appune the definite opinion that the description is not at all suited to the individual.

OBSENDED     OBSENDED     OBSENDED     OBSENDED     APPLIES TO ALAPPLIES TO ALAPPLIES TO ALAPPLIES TO ALAPPLIES TO ALAPPLIES TO ALAPPLES TO ALAPP	STATEN	MENTS	NOT	CATEGORIES													
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25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.							. <u></u> ң.			···· +					X		



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26. CAN THINK ON HIS FEET.		·								X			
27. COMES UP WITH SOLUTIONS TO PROBLEMS.									 			T	¥
28. STIMULATING TO ASSOCIATES: A "SPARK PLUG".							,			X			
29. TOUGH MINDED.													
30. OBSERVANT.							<u> </u>			x	1		
31 CAPABLE.	<u> </u>										1		<b>*</b>
32. CLEAR THINKING.							 		l		l 		
33. COMPLETES ASSIGNMENTS WITHIN							L	1	l		1		X
ALLOWABLE TIME LIMITS.				I			 	I	1	<b>v</b>	I		<u>x</u>
34. EVALUATES SELF REALISTICALLY. 35. WELL INFORMED ABOUT CURRENT				l				l		<b>X</b> ~	<u> </u>	 	<u> </u>
EVENTS.				l							<u> </u>		<u>x</u>
36. DELIBERATE. 37. EFFECTIVE IN DISCUSSIONS WITH							Σ.	ļ					
ASSOCIATES.							<u>.</u>			X	1		
38 IMPLEMENTS DECISIONS REGARD					·					X			
39. THOUGHTFUL OF OTHERS										X			
40. WORKS WELL UNDER PRESSURE.													X
41 DISPLAYS JUDĢEMENT.												· ·	x
42. GIVES CREDIT WHERE CREDIT IS DUE.											1		X
43. HAS DRIVE.										•			X
44. IS SECURITY CONSCIOUS.													x
45. VERSATILE.													X,
46. HIS CRITICISM IS CONSTRUCTIVE.										X			
47. ABLE TO INFLUENCE OTHERS.										x			
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.			İ										X
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.													Y
50. A GOOD SUPERVISOR.							·		. ]				X
		•	SECT	TION	٧								
A. WHAT ARE HIS OUTSTANDING STRENG Her absolute dedication t superiors and the organiz situations requiring her	o her j	and ne	on re	mn I c	stior ste d	able leper	e loj ndab:	y <b>alty</b> ility	to in	her any	offi or a	cial	
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B. WHAT ARE HIS OUTSTANDING WEAKNES None. "Weakness" in thi are diametrically oppose	s conte	ext and	the	fit	ness	of		Bon	<b>as b</b> 	( <i>i</i> .).	pH .C	6	set
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	MAIL ROOM
Substantive intelligence indoctrination s Operations Course. Do not consider the C	such as the first part of the Basic
OTHER COMMENTS (Indicate here general traits, specific report but which have a bearing on effective utilization	habits or characteristics not covered elsewhere in the on of this person):
SECTIO	
Read all descriptions before rating. Place "X" in	the most appropriate box under subsections A,B,C,&D
A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.	C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.
<ul> <li>1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT.</li> <li>2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.</li> <li>3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA- SIONALLY REVEALS SOME AREA OF WEAKNESS.</li> <li>4. PERFORMS DUTIES IN A TYPICALLY COMPETENT. EFFECTIVE MANNER.</li> <li>5. A FINE PERFORMANCE: CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.</li> <li>S. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PER- SONS KNOWN TO THE RATER.</li> <li>IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?</li> </ul>	<ul> <li>1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCYWILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.</li> <li>2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY IRKED BY RESTRICTIONSREGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.</li> <li>3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCYBOTHERED BY MINOR FRUSTRATIONS WILL QUIT IF THESE CONTINUE.</li> <li>4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT HAS "WAIT AND SEE" ATTITUDEWOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.</li> <li>5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCYMAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCYTHINKS IN TERMS OF A CA- REER IN THE AGENCY.</li> <li>6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCYBARRING AN UNEXPECTED OUTSIDE OPPOR- TUNITY. WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.</li> <li>7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCYWILL"PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.</li> </ul>
<ul> <li>B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibili- ties normally indicated by promotion.</li> <li>1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.</li> <li>2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.</li> <li>3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE. BUT MAY NEED TRAINING IN SOME AREAS.</li> <li>4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.</li> <li>5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.</li> <li>6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCE- MENT.</li> </ul>	<ul> <li>D. DIRECTIONS: Consider everything you know about this person im making your rating.skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.</li> <li>1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.</li> <li>2. OF DOUBTFUL SUITABLE - HE SHOULD BE SEPARATED.</li> <li>3. A BARELY ACCEPTABLE EMPLOYEEDEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.</li> <li>4. A TYPICAL EMPLOYEEHE DISPLAYS THE SAME SUITABLITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.</li> <li>5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.</li> <li>6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.</li> <li>7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.</li> </ul>

FINESS REPORT     UUUU       The finance Arguest is the description is failed in the first of a strip streamed emistation. If is a strip     It is a strip of the description is failed in the first of a strip streamed emistation. If is strip       To the Animal Arguest is the strip of the definition is and the first of the effective utilization of personal is the interval of the definition of personal.       To the Animal Strip of Figure Control		f	(When Filled In)		
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TO THE ADMINISTRATIVE OF PRESENTED. OFFICE: Consult current administrative instruction reserving the initiation of the segment of the segmen		2. A periodic		he effective utilization of personnel.	
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A must dure date (SNov 55)       Previewed by PUD         17 15 OFTIONAL WHETHER ON NOT THIS PITNESS REPORT IS SHOW TO THE FERSEW REING RATED         18 NAME       (Least)         (Class)       (Pirst)         SECTION 1 (rs be filled in by Administeries Office)         1 NAME       (Least)         (Class)       (Pirst)         (B) DOTD, Bertha H.       10 DEC 1921         5 Nov-1951       O/Personnel         5 Nov-1951       O/Personnel         - P & & A Staff       Plans         - Site of Assignment       10. If fields, SPECIFY STATION:         - Total Statutes       (Seclistic Classignment)         1 Number of Assignment       10. If fields, SPECIFY STATION:         - Site of Assignment       10. If fields, SPECIFY STATION:         - Total Statutes       (Seclistic Classignment)         1 Statutes       SECTION 11 (The be filled in by Supervise)         - Classignment       SECTION 11 (The be filled in by Supervise)         - Classignment       SECTION 11 (The be filled in by Supervise)         - Classignment       SECTION 11 (The be filled in by Supervise)         - Classignment       SECTION 11 (The be filled in by Supervise)         - Classignment       SECTION 11 (The be filled in by Supervise)         - Classignment       SECTI		nesses, and neviews the work nesses, and on-the-job effec your supervision for less th is accurate and complete. P out the period this individu	of the individual, you have primary respor tiveness as revealed by his day- <u>to-day ac</u> an 30 days, you will collaborate with his rimary responsibility rests with the curry al has been under your supervision, you hi	nsibility for evaluating his strengths, weak <u>tivities. If this individual has been under</u> previous supervisors to make sure the menur ent supervisor. It bas assumed that the supervisory ave discharged your supervisory responsibility	
17 15 OFTIONAL WHETHER DE NOT OF THE SERIE SHOW TO THE PERSON BELING ARTES!         SECTION 1 (The selling in by Administrative Officer)         SECTION 1 (The selling in by Administrative Officer)         1. NAME         (Middle)         SECTION 1 (The selling in the Administrative Officer)         Section of outs         Section outs <td c<="" td=""><td></td><td></td><td>Posiec</td><td>Pos. Control</td></td>	<td></td> <td></td> <td>Posiec</td> <td>Pos. Control</td>			Posiec	Pos. Control
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		5 Nov 1951	O/Personnel P &	A Staff Plans	
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A. ABLE TO SEE ANOTHER'S L POINT OF VIEW.			$\ge$					1						
B. PRACTICAL,						,				$\ge$			.	
1. A GOOD REPORTER OF EVENTS.											X		Î	
2. CAN MADE DECISIONS ON HIS OWN WHEN NEED ARISES.										· · · · ·	X			
3. CAUTIOUS IN ACTION.		ŧ						X						
4. HAS INITIATIVE.								Ì						x
5. UNEMOTIONAL.					· · · · ·	·	X							
6. ANALYTIC IN HIS THINKING.	•													X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS,								1			X			
8. GETS ALONG WITH PEOPLE AT ALL' SOCIAL LEVELS.								X						
9. HAS SENSE OF HUMOR.							·	, 		X				
IO. KNOWS WHEN TO SEEK ASSISTANCE.			1				1				X			_
III CALM							X					· [		
2 CAN GET ALONG WITH PEOPLE				···· •·····	. • .	1.			- Stater	·	X. 1			
3. MEMORY FOR FACTS.			· · · · · ·										-	X
4. GETS THINGS DONE.												L	X	
IS. KEEPS ORIENTED TOWARD LONG TERM GOALS.								1		1				
16. CAN COPE WITH EMERGENCIES.								1					<u>x</u>	x
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.								 						x
A LONG TIME.		· · · · · · · · · · · · · · · · · · ·						I				·		x
9. HAS WIDE RANGE OF INFORMATION.													·	X
O. SHOWS ORIGINALITY.													x	
21. ACCEPTS RESPONSIBILITIES.						A						I		X
22. ADMITS HIS ERRORS.										1		<u>k</u>	x	
23. RESPONDS WELL TO SUPERVISION.												 	X	
24." EVEN DISPOSITION.			ł	لــــــــــــــــــــــــــــــــــــ		 		X			·	L 		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.			 							<u>···1</u>			<u> </u>	X

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			SECR	ÉT Ied Inj								
6. CAN THINK ON HIS FEET.	<u> </u>	1			· · · ·		<u> </u>		X		1	
7. COMES UP WITH SOLUTIONS TO											ļ	
PROBLEMS. 8. STIMULATING TO ASSOCIATESI A			_								l	X
"SPARK PLUG".				!							1	X
9. TOUGH MINDED.	X		_				ļ	L		<u> </u>		
0. OBSERVANT,												X
1. CAPABLE.												X
2. CLEAR THINKING.												X
3, COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.											X	
4. EVALUATES SELF REALISTICALLY.	X											Τ
5. WELL INFORMED ABOUT CURRENT EVENTS.		1						X				T
6. DELIBERATE.						x					·	·
7. EFFECTIVE IN DISCUSSIONS WITH					<u> </u>						v	1 
8. IMPLEMENTS DECISIONS REGARD					l	<u></u>			· · · · ·		X	L
LESS OF OWN. FEELINGS.		•			·						. X	: 
9. THOUGHTFUL OF OTHERS.								X				
D. WORKS WELL UNDER PRESSURE.												Σ
I DISPLAYS JUDGEMENT.												2
2. GIVES CREDIT WHERE CREDIT IS DUE.											X	
3. HAS DRIVE.		1										y
4. IS SECURITY CONSCIOUS.												X
5. VERSATILE.						· ·						<u> </u>
Anna 200 - 10 - 10 - 10 - 10 - 10 - 10 - 10												<b>X</b>
6. HIS CRITICISM IS CONSTRUCTIVE.		-				1					X	L
7. ABLE TO INFLUENCE OTHERS.											X	L
8. FACILITATES SMOOTH OPERATION OF HIS OFFICE.												X
9. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.												X
0. A GOOD SUPERVISOR.										X		
			SECTIO	NV								
WHAT ARE HIS OUTSTANDING STRENG 1. Knowledge of the subj 2. Ability to produce.		i func	tion fo	r whic	h she i	s res.	pons	ible	•			
•												
	,						•					
. WHAT ARE HIS OUTSTANDING WEAKNES	SESY					······	:1					
NONE.						181 <sup>-11</sup>		·	 1995 -			
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SE (When any single strength or wea NONE.	KNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:
	OF PERSONALS
	II IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
00 YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?	1 NO 05 PH 35
	~ 05 PH 354
	MAIL
WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?	ROOM
NONE .	
report but which have a bearing on effective utilizat.	c habits or characteristics not covered elsewhere in the ion of this person):
No comments.	
920T	
	IUN Vi n the most appropriate box under subsections A, B, C, &D
DIRECTIONS: Consider only the skill with which the	C. DIRECTIONS: Based upon what he has said, his actions,
person has performed the duties of his job and rate him accordingly.	and any other indications, give your opinion of this person's attitude toward the agency.
1. DOBES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT.	1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY
2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE	OPPORTUNITY. 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY
OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.	IRKED BY RESTRICTIONSREGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA- SIONALLY REVEALS SOME AREA OF WEAKNESS.	BETTER.
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY., BOTHERED BY MINOR FRUSTRATIONS.,
EFFECTIVE MANNER. 5. A FINE PERFORMANCE: CARRIES OUT MANY OF HIS	WILL QUIT IF THESE CONTINUE. 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT
RESPONSIBILITIES EXCEPTIONALLY WELL.	HAS "WAIT AND SEE" ATTITUDEWOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
MANNER THAT HE IS EQUALLED BY FEW OTHER PER- Sons known to the rater.	5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY
THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME	WORKING FOR AGENCY. THINKS IN TERMS OF A CA- REER IN THE AGENCY.
IER AREA? A NO YES. IF YES. WHAT?	X 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE
	AGENCYBARRING AN UNEXPECTED OUTSIDE OPPOR- Tunity, will probably endeavor to make a
the second s	CAREER IN THE AGENCY. 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY.
	PLACE BUT IN THE AGENCY.
DIRECTIONS: Considering others of this person's grade	
and type of assignment, how would you rate him on potentiality for assumption of greater responsibili-	person im making your rating. skill in job duties, conduct on the job, personal characteristics or
ties normally indicated by promotion.	habits, and special defects or talents.
1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.	1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER	2. OF DOUBTFUL SUITABILITYWOULD NOT HAVE AC- CEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
GRADE CAN BE RECOMMENDED. 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE	3. A BARELY ACCEPTABLE EMPLOYEEDEFINITELY BELOW
NEXT HIGHER GRADE. BUT MAY NEED TRAINING IN	AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
SOME AREAS. 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE	4. A TYPICAL EMPLOYEEHE DISPLAYS THE SAME SUITA- BILITY AS MOST OF THE PEOPLE I KNOW IN THE
RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE. 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT	AGENCY.
HIGHER GRADE.	STR EN GTH S.
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SECURITY INFORMATION JOB MOST NOTICEABLY GOOD OR OUTSTANDING? She have demanst 12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESEN an outstanding ability transfy herself with industry and throughess to a vide range of sollers requiring a comprehensive and detailed the medge of technical paramel matters; to dustry ge separato problems in relation to pertial program objective; and to produce accurate work under the pressure of deadlines. 13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? There are no noteworthy aspects of her parfor -ance which require effort toward Self-improvence 14. COMMENT ON THIS PERSON'S ABILITY TO MANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Since early November 1453, she has served as Deputy Chief of the Plang Branch. as such, she is effectively handling responsibilities covering the full segre of Branch activities 15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.) No. Her present assaignment is well smited to her qualification. 16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? It would be desirable, although not essential, that she attend on abbreviated intelligence course when the work situation permits. 17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANOUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE... 18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON AVALUATED. A COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20. inu THE ABOVE REPORT. (Comments, if any, are shown in I HAVE REVIEWED OF REVIEWING OFFICIAL SIGNATURE 20. COMMENTS: (If necessary, may be continued on reverse side, of cover . Vorcurin 16 abo la e FI NOM Ner work as I 10 uho. 114 as bon of the same high Cal Ч **EXFCUTIVE OFFICER** SECRET

	SECRET SECURITY INFORMATION
	PERSONNEL EVALUATION REPORT
1	Items 1 through 6 will be completed by Administrative or Personnel Officer
	1. NAME (Last) (First) (Middle) 2. GRADE 3. POSITION TITLE BOND Bertha H. CS-12 Pers. Mgmt. Tech.
	4. OFFICE STAFF OR DIVISION BRANCH TO DEPT'L. IF FIELD, SPECIFY STATION DD/A Personnel Research and Planning Staff Field
	5. PERIOD COVERED BY REPORT From 11/5/51 To 11/4/52 6. TYPE OF REPORT [Initial X Additional Special Special Reassignment of Supervisor
	Items 7 through 10 will be completed by the person evaluated
	7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTI Serve as special assistant to chief of Research and Planning Staff and as Evaluations Officer for the Personnel Office.
	a. Assist in planning and conducting work activities of the Staff and in supervising and training of Personnel Management Technicians; review completed work for technical accuracy and soundness and editorial pre- sentation.
	b. Have special responsibility for budgetary matters within the Personnel Offic for review and appropriate recommendations relating to proposed legislation. 7. continued
l	Comptroller General's decisions, etc., and for performing special studies and preparing special reports on a variety of topics. (Since 3 November 1952, have been on special assignment to assist in development of Agency Personnel Manual.)
	9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? Personnel Management
	IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).
	2 February 1953 Berta 7J. Bond
	Items 11 through 18 will be completed by Supervisor
	11. BRIEFLY DESCRIBE JHIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Miss Bond has performed her duties in a most efficient and conscientious manner. She has demonstrated a willingness to give to the job all that is required, voluntarily working overtime, if necessary to assure expeditious completion of her assignments. The breadth of her experience in the administrative field, and particularly in the field of personnel administration, has made her an indispensible part of the Research and Planning Staff.

### SECRET

### SECURITY INFORMATION

2.	IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?
	Especially outstanding is Miss Bond's resourcefulness in dealing with or proposing solutions to new or unusual problems or situations.
<u> </u>	
3.	ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
	Attention invited to notation that Miss Bond is currently on a special assignment outside of RPS.
4.	COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
	Although it is believed that Miss Bond can make her best contribution as a member of the Research and Planning Staff, she possesses the ability to undertake assignments of even greater complexity and challenge.
5.	ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if
	possible.)
•	No
6.	WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
f	None
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1.	IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS
	PERSON OF UNSATISFACTORY PERFORMANCE.
8.3	THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8-AND-9, ARE SHOWN BELOW UNDER ITEM 20.
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# ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

#### IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

	TO COMPLETE THIS FOLLOW THESE GENERAL INSTRUCTIONS: • Read the back of the "Duplicate" carefully before • Fill in BOTH COPIES of the form. Type or use ink. • Do not detach any part.	SEGHET
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### 14 APR 1967

### MEMORANDUM FOR: Miss Bertha H. Bond

SUBJECT

Delegation of Authority

In addition to certain authorities vested in you as Executive Officer of the Office of Personnel, you are hereby designated to act in the capacity of, and to approve or disapprove all personnel actions, other documents or papers, or other matters normally approved or disapproved by the Director of Personnel or his Deputy during the temporary absence of these officials or when they are otherwise not available to take timely action.

/s/ Ennett D. Echols

Emmett D. Echols Director of Personnel

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ADMINISTRATIVE - INTERNAL USE ONLY

CONFIDENTIAL

27 FEB 1968

SUBJECT : Decigne Assis Perso	tion of Area Security Officer and tant Security Officer Office of nnel
REFERENCE	
1. The Office of P	ersonnel wishes to nominate Miss Bertha H.
Bond, Executive Officer,	as Area Security Officer vice
reassigned.	
2. Mr.	Assistant Becutive Officer, is
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nominated as Assistant Se	ecurity Officer.
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	Vs/ Robert S. Wattles
	Robert S. Nattles
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25 SEP 1967

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Director of Personnel

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MEMORIALDUM FOR Alreator of Personal

Deputy Director of

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Personnel for Operations

1967 scaras Astards Carco Lam very pleased to forward to you the attached memoranda from the Director and from Mr. Bannerman expressing their appreciation for your services in connection with the 20th Anniversary Awards Ceremony. leaned and conductor. Allow Ere ( Coots there to Dig Ke

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Executive Officer, OP

of the circumstances which required "a lot of flexibility and good judgment" and personally apprehandled your particular respon-

/s/ Enmett D. Echols

Emmett D. Echols Director of Personnel

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✓ cc: Each Addressee's OFF

DD/S

### 19 SEP 1967

### MEMORANDUM FOR: Director of Personnel

### SUBJECT

#### : 1967 Annual Awards Ceremony

1. Attached is a copy of a note from the Director expressing his pleasure over the manner in which the Annual Awards Ceremony was planned and conducted. Many people contributed to this success. It is my pleasure to request that you express my sincere appreciation to all those who participated in the preparation and conduct of the 1967 Annual Awards Ceremony.

2. As you know, it was necessary to make many changes in the schedule. In this absence of a clear and definitive program, there was a requirement for a lot of flexibility and good judgment. This requirement was well satisfied.

Deputy Director for Support

Att

Memo dtd 18 Sept 67 for DD/S fr the Director, re above subj



### CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

18 September 1967

### MEMORANDUM FOR: Deputy Director for Support

### Bob:

I was very pleased with our Annual Awards Ceremony today in which the Vice President participated. I know that the necessity for avoiding advance publicity about the details of the ceremony made it extremely difficult to complete all of the administrative arrangements. I am also sure that the many last-minute changes made it virtually impossible to carry out the plans originally made.

The fact that it was a highly successful ceremony is a tribute to the responsiveness and flexibility of all those who participated in the preparation and execution of the program. Please convey to them my commendation and sincere appreciation.

#### Richard Helms Director

CONSTITUTION

DD/S 2 5 MAR 1968

### MEMORANDUM FOR: Director of Personnel

The preparation for the ceremony held on 21 March to dedicate the sculpture to Mr. Dulles was extremely well done and is a credit to all those who participated. Arrangements were made hurriedly because Mr. Dulles' schedule would not permit a great deal of advance notice. Nevertheless all concerned were impressed with the smooth working of the entire program. The Director and Executive Director each expressed appreciation for the arrangements which assured the success of the occasion.

I know that a number of your people worked hard to make this program a highly creditable performance and I ask that you convey to them my sincere appreciation. Those who came to my attention included:

Bertha H. Bond



la sia 1, 192 Vaciari, Ista

June 19, 1968

### Dear Mr. Helms:

I want to put on the record our appreciation of the support services the National Security Council staff receives from your personnel office.

Recently I learned that Emmet Echols had been shifted to another office. Even though late, I want you to know that we are indebted to him for his cooperation and understanding of our exacting personnel requirements.

I am also appreciative of the superior service given us by the Personnel Director's staff assistants -- Miss Bertha Bond, They understand thoroughly our special requirements and cooperate to the fullest with the NSC administrative office in selecting and

fullest with the NSC administrative office in selecting and assigning Agency personnel of the highest caliber to work in the NSC area.

Would you be good enough to convey my personal thanks to each for a consistently high standard of performance in support of the National Security Council.

Sincerely,

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Bromley Smith Executive Secretary

Honorable Richard Helms Director Central Intelligence Agency

BKS:ksb cc: Mrs. Moock

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SECRET

DD/S

## 21 JUN 1968

### MEMORANDUM FOR: Director of Personnel

Bob:

It is a pleasure to forward this complimentary letter, dated June 19, 1968, from Bromley Smith to Mr. Helms. I have sent a note with a copy of the letter to Emmett Echols. Will you please convey my compliments and appreciation to the other individuals named and have a copy of Mr. Smith's letter placed in each of their files.

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nnerman Deputy Director for Support

Att.

#### Bertha H. Bond MEMORANDUM FOR:

**SUBJECT** 

Recent Emergency Action

1. Attached is a copy of a note which Mr. John W. Coffey sent to us thanking those individuals who responded effectively and generously to the extraordinary requirements imposed after the death of Dr. King on 4 April 1968.

2. I would like to add my sincere thanks to you and all others in the Office of Personnel who helped meet these requirements. It is very gratifying to me to know that so many of our personnel people willingly and without hesitation "pitched in" to meet this situation in such a timely and effective manner.

3. A copy of my note to you and Mr. Coffey's note will be placed in your official personnel folder.

Robert S. Wattles

Director of Personnel

Attachment

DD/S

MAL USE ONLY

10 April 1968

### MEMORANDUM FOR: Director of Security Director of Personnel Director of Logistics

SUBJECT

R.C. A

: Emergency Actions

Flease accept, for yourself and each member of your Offices directly concerned, sincere appreciation for the generous and effective response to the extraordinary requirements imposed subsequent to the death of Dr. Martin Luthur King, Jr. As always, your Offices and staff members conducted themselves in an outstanding manner.

08.0207.12.

OFFICE OF THE DIVECTOP

ohn W. Coffey

Acting Deputy Director for Support

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### 28 July 1966

### MEMORANDUM FOR: Miss Bertha H. Bond

#### Bertha:

As you know, Chairman Philbin was most complimentary of our presentation at the hearing this morning to consider our proposed amendments to the CIA Act of 1949 and the CIA Retirement Act of 1964 for Certain Employees.

I am very mindful of the extensive research and preparation undertaken by you and others in the Office of Personnel in the drafting of this legislation. I also realize that a great deal of time and effort was spent in arranging my presentation so that it could be made with clarity and a minimum of effort on my part. It was indeed a job well done.

I should appreciate your accepting my personal thanks and conveying them to those of your associates who joined in this effort.

L. K. White

#### 6 April 1965

### MEMORANDUM FOR: Deputy Director for Plane /Deputy Director for Support

SUBJECT

: Commendation--Casualties Resulting from Bombing of the U.S. Embassy in Saigon

1. The bombing of the U.S. Embassy in Saigon by Viet Cong terrorists on 30 March 1965 killed one of our employees and wounded twenty-five others, some of them very seriously indeed. Eleven required evacuation to the Clark Air Force Base hospital, and nine of these were subsequently evacuated to the United States for hospitalization and treatment.

2. I have been deeply impressed with reports I have received concerning the esprit, dedication, and performance of our personnel at the Saigon station under these most trying circumstances. I am also very proud of the exemplary performance of those personnel involved in all aspects of the orderly and efficient evacuation and hospitalization of our casualties and the compassionate consideration shown their families.

3. I should like you to convey my commendation to all personnel who participated in this task and particularly to the Offices of Medical Services, Personnel, and Security of the Support Directorate and the Far Bast Division and Central Cover Staff of the Plans Directorate.

(Signed) Marshall S. Carter

Lioutenant General, USA Acting Director

for Support

7 APR 1955

#### lst Ind.

TO: Director of Personnel

ICA

It is a real pleasure to forward this well-deserved commendation and to add my own appreciation for a job well done. Please express my gratitude to those people in your office who participated in this effort and place copies of the Acting Director's commendation in the appropriate individual personnel folders.



12 MAY 1960

NEMORANDIM FOR: Director of Security SUBJECT: Office of Personnel Designee for the Bafety Committee

In accordance with Regulation (Safety Program), I have designated Miss Bertha H. Bond, Deputy Executive Officer as the Office of Personnel Member of the Agency Safety Committee, and Mr. Area Security and Safety Officer as the alternate member.

CONFIDENTIAL

Is Gordon M. Stewart

Gordon M. Stewart Director of Personnel

Distribution:

- 0 & 1 Addressee
  - X OPF Bond
  - 1 OPF
  - 1 D/Pers Reader Chrono
  - 1 OP Security File

23 October 1958

Executive Registre

MEMORANDUM TO: Director of Personnel

SUBJECT

Employee Services

1. During my recent illness, diagnosed in August and resulting in surgery in September, I found that the Agency has <u>inter alia</u> certain benefits which are of considerable convenience to an employee. With the customary good offices and assistance of <u>Bertha Bond</u>, I found that the Benefits and Casualty Division, with the employee's cooperation, maintains what from all appearances, is an excellent employee service. Ben DeFelice, its Chief, assisted me in preparation of my own file therein and any weaknesses in that file would be due-only to evidences which I am not quickly able to provide. I certainly think Mr. DeFelice's help and program is excellent.

2. Similarily, after surgery, when I found that I was required to replace blood provided by transfusion - I learned that Mrs. (who called me) managed a program which assists an employee (up to 100 pints) in replenishing the blood bank from which they have drawn.

3. These two instances of employee services are not all inclusive - for example, Dr. \_\_\_\_\_\_ of the Medical Staff, and Dr. \_\_\_\_\_\_ both gave me advice and Dr. \_\_\_\_\_\_ called on me in the hospital, checked my chart, and was certainly at hand to assist, if necessary.

4. I have spoken of these instances among my associates here in the Agency and feel that a written expression of appreciation directed to you might be in order. One never is certain when such programs will affect them personally, but it is definitely a comfort and convenience to know of their existence and when necessary, to plan accordingly.

FB/DCI MAIL RUON DEL SM II NE WH all Oct 23 4 16 PM '58 UELICE OF BESTONNE!

### 8 AUG 1958

Miss Bertha Bond

Dear Miss Bond:

I am pleased to take this opportunity to express my appreciation to you for the helpful service you rendered the Suggestion Awards Committee during your membership in FY 1958.

THE V

The Program has benefited by your counsel, and we believe it has achieved many of the objectives described at the start of your term.

Briefly, the Agency paid out \_\_\_\_\_\_ representing nearly \_\_\_\_\_\_ in tangible savings and many intangible benefits. We received a total of 635 suggestions and closed out 598.

We venture to hope that you will encourage suggestors in your area, and that by your continued interest the Agency will realize even greater and more far-reaching benefits.

A copy of this letter is being forwarded to your Official Personnel File.

Sincerely yours,

Chairman Suggestion Awards Committee

cc: Office of Personnel

- MAIL ROOM

AUG 15 3 49 PH 38

DELICE OL DENDONNE!

THA INTERNAL USE ONLY

STANDARD FORM 144 JANUARY 1952 U. S. CIVIL SERVICE COMMISSION FPM CHAPTERS L1 AND R3

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### STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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14 June 1956

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It is getting to be a habit for me to compliment you in the highest terms I can muster for the superior job you do each year for us as our Budget Officer. Your untiring patience and devotion to all of your tasks, and particularly to this one, must not go unnoticed.

Please accept my sincere thanks for your absolutely top performance.

Sincerely,

Harrison G. Reynolds Director of Personnel

OP (14 June 56)

Distribution: Orig - Addressee 1 - Subject's file / 1 - D/Pers chrono



### CENTRAL INTELLIGENCE AGENCY WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

27 APR 1955

### MEMORANDUM FOR: Bertha H. Bond

SUBJECT:

Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives mepleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 1 July 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Harrison G. Reynolds Chairman, CIA Selection Board

Noted:

Butha X. Boud

Date: 28 APR 1955

Career Service Staff Office of Personnel

1 JUN 1955

FORM NO. 511. 1 APR 55

	INSTRUCTIONS.—Answer every question be in INK. If you are applying for a specific Un. states Civil Service examination, read the examination announcement carefully and follow all directions. Mail this application to the office	1031	•	"CIC	:	
•	the announcement. Notify the office with which you file this application of any change in			N. C. C.	$\overline{n}$	<u>n</u>
	your address.  1. Name of examination, or kind of position applied for:			•	120	nd
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	2. Optional subject (if mentioned in examination announcement):			rvice Commi		
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	8. Place of birth (city and State; if born outside U. S., name city and country):				🗍 10 points	
•	Florida		-		Wile or Widow	
	LBay, year): 10. Age last 11Male				Disal.	
	16     December     1921     25     XER     Fèmale       6     12     Married     13. Height without shoes:     Weight:				Being investi-	-
	z Strigle 5 feet 4 inches 112 pounds			•	gated	
;	14. Have you ever been employed by the Federal Government? X Yes No		-			÷
	li now employed by the Federal Government, give present grade and date of last change in grade: CAF-7 24 February 1946	INITIALS AND DATE				
	CAP-7 24 February 1946			<u> </u>		
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	Indicate "Yes" or "No" answer by placing X in proper column       YES       NO       15. (c) if y         16. (a) Would you accept short-term appointment, if offered, for-       X       X       It o 3 months?       X         3 to 6 months?       X       X       X       It o 3 months?       X         (b) Would you accept appointment, if offered-       X       (d) When the states?       Yo         (b) Would you accept appointment, if offered-       X       Yo         (c) Would you accept appointment, if offered-       X       Yo         (c) Would you accept appointment, if offered-       X       Yo         (c) Would you accept appointment, if offered-       Yo       Yo         (c) Would you accept appointment, if offered-       Yo       Yo         (c) Would you accept appointment, if offered-       Yo       Yo         (b) Would you accept appointment, if offered-       Yo       Yo         (c) If y       Yo       Yo       Yo	ocations: Prefer Washin hat is the lowest entrance per year. hu will not be consider you are willing to trave Occasionally	ngton, ee salary yo ed for positi I, specity: 	D. C.	от: <u>\$ \$339</u> g loss. [] С	0nstantly
	Indicate "Yes" or "No" answer by placing X in proper column       YES       NO       16. (c) If y         16. (a) Would you accept short-term appointment if offered, for-       1 to 3 months?       X       If         3 to 6 months?       X       X       If         (b) Would you accept appointment, if offered- in Washington, D. C.?       X       (d) When youtside the United States?       (d) When youtside the United States?         16. EXPERIENCEYou are requested to furnish all information asked for below in sufficient officers of agencies to determine your qualifications for the position for which you are applying- heid. Use a separate block for EACH position. You may also include any pertinent religious, sither with or without compensation, showing the number of hours per week and weeks per year in position and work back, accounting for all periods of unemployment. Explain clearly the principer perione in the Armed Services in question 17 (Willtary Experience).         (a) If you were ever employed in any position under a name different from that shown in	Acations: Profer Washin hat is the lowest entrance be year. W will not be consider you are willing to trave Occasionally detail to enable the In the spaces provid civic, welfare or organ pal tasks which you p Item 4 of this applica	es sqlary yo ed for positi I, specify: 	D. C. u will accept tions paying equently e Commissis describe EV activity which activity which activity shich activity S	of: \$\$339 g less. C ERY. position ch you have tart with you bar with you ch. Describ	onstantly appointin you hav performe r PRESEN y your ba
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23. REFERENCES. - List three persons listing in the tr

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16. CONTINUED	• • • •	•
Dates of employment: (Month, year) From: April 1944 To: January 1945 Place of employment (city and State);	Exact title of your posttion: Employee Relations Assistant	Salary or earnings: Starting \$ 1800 per an Final \$ 2000 per an
Washington, D. C. Name and address of employer (lirm, argonization, or person). If Federal, name department, buredui or establishment, and division:	Description of your work: Perform activities	in all branches of
Il Federal, name department, buyedut or establishment, and division: Same as above	employee relations program; advine and operating officials on r	measures to be taken
Kind of business, by organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):	for improvement of morale; cooperation of orientation pro	
Number and kind of employees supervised by you:	sonal interviews with employees off-the-job problems, counseling	concerning on- and
Name and title of immediate supervisor:	matters such as budgeting, final	ncial emergencies,
P. F. Burbank, Chief, Personnel	medical and health services, can housing and related subjects.	Organized and executed
Reason for leaving: Promotion to above position.	special drives such as War Bonds Red Cross, hospitalization insur Exact tile of your position:	
Dates of employment: (Month, year) <u>From: Dacambar 1943</u> <u>To: April 1944</u> Place of employment (city and State):	Exact tills of your position:	Salary or earnings: Starting \$ per Final \$ per
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and	Description of your work:	
division:	UNEMPLOYED.	
Kind of business or organization (e.g., wholesale silk, insurance agency, mfg. of locks, etc.):	ADDRESS:	
Number and kind of employees supervised by you:	·	
Name and tile of immediate supervisor:		
Reason for leaving:		
		• •
Dates of employment: (Month, year) <u>From: September 1943</u> To: December 194 Place of employment (city and State):	Zact tille of your position: Clerk (Emerg. Temp. Appt)	Salary or earnings: Starting \$ 1260per an Final \$ same per
Serasota, Florida Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment; and	Description of your work: On own responsibil. prepared analysis of annual regi	ity, compiled and
division:	reviewed files to determine curr status of registrants and eligip	ant occupational
Salactiva Sarvice System Kind of business or organization (o. g., Wholesalo silk, insurance agency, mfg. ol locks, etc.):	composed pertinent correspondence	e. (NOTE: Had
Local Draft Board Number and kind of employees supervised by you:	praviously served as Registrar f registrations and as Volunteer C	
None Name and tile of immediate supervisor:	months.)	
Mary H. Gunster, Chief Clerk Reason for leaving:		
Leaving the city Dates of employment: (Month, year)	Exact title of your position:	Salary or earnings:
From: June 1943 To: Sept 1943 Place of employment (city and State):	Clerk, Ungraded	Salary or earnings: Starting \$ 2300 per an Final \$ 2300 per an
Recife, Pee, Brasil, S. A. Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and	Description of your work: Under general supe for transfers of personnel to an	
War-Engrs., Recife District	appointments of local personnel, dential G-2 reports regarding pe	
Kind of business or organization (e. g., wholesale silk, insurance agency, mig. of locks, etc.): Armyr Engineers (Construction)	and digtated necessary correspon conducted orientation and induct	dence. Plamed and
Army Engineers (Construction) Number and kind of employees supervised by you: 1 Clerk-Steno. (part-time)	formed miscellaneous related dut	
Name and title of immediate supervisor:	· · · · · · · · · · · · · · · · · · ·	
Keason for leaving:		
<u>11 health - return to U. S.</u>		

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CONTINUED	Exact title of your position:	Salary or earnings:
Dates of employment: (Month, year) From: March 1943 To: June 1943 Place of employment (city and State):	Clerk, Ungraded	Starting \$ 2300 per an
	Description of your work: Asst. Section	Final \$ 2300 per an
Miami, Florida Name and oddress of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and	managed office for recruit	ment and processing of
Il Federal, name department, bureau or establishment, and division: War-Engrs., Recife District.	large numbers of skilled w	
	stations in Recife Distric	
APO 675, c/o PM, Miami, Fla.		
agency, mig. of locks, etc.);	and proper functioning of	program; set up brittee
Army Engineers - Construction	procedures, established wo	
	section head for final mon	
10-15 Clerks, Stenos., etc.	to Recife upon completion	of major portion or assi
	ment.	
H. E. Eubanks, Admin. Asst.		
- · ·		
Complete transfer	Exact title of your position:	Salary or earnings;
Dates of employment: (Month, year) from: June 1942 To: March 1943 Place of employment (city and State):		Starting \$ 1440 peran
Jacksohville, Florida	Clerk-Typist	Final \$ per
	Description of your work: Head of unit	
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and divisionWar-Engineers, Jacksonville	appointment papers, prepar	
	.reports, etc., conducted.	placement_program_for
District, 575 Riverside Ave.	transfers within area off	loss as work load varied
(ind of business or organization (e. g., wholesale silk; insurance agency, mig. of locks, etc.):	through the District; com	posed and distated parti-
Army Engineers	nent correspondence. Hand	lled recruitment of un-
Number and kind of employees supervised by you:	skilled labor for certain	
8-10 Clerk-Typists, Stenos.		
Name and title of immediate supervisor:		
H. E. Eubanks, Admin. Asst.		
Reason for leaving:		
Transfer for foreign duty		
Dates of employment: (Month, year) From: To:	Exact title of your position:	Salary or earnings: Starting \$ per
Place of employment (city and State):		Final \$ per
·	Description of your work:	
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and		· · · · · · · · · · · · · · · · · · ·
division:	Various part-time jobs: c	lerical, student teacher
	dental assistant, etc. fro	
Kind of business or organization (e. g., wholesale silk, insurance agency, mig. of locks, etc.):	attending high school and	
	from February 1942 to Apr	
Number and kind of employees supervised by you:	Elementary School, Saras	
· · · ·		· · · · · · · · · · · · · · · · · · ·
Name and tille of immediate supervisor:		
Reason for leaving:		
Dates of employment: (Month, year) From: To:	Exact title of your position:	Solary or earnings: Starting \$ por
Place of employment (city and State):		Final \$ per
	Description of your work:	
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and		
If rederal, name department, bureau or establishment, and division:		
· · ·		· · · · · · · · · · · · · · · · · · ·
Kind of business or organization (e. g., wholesale silk, insurance	{	·········
agency, mig. of locks, etc.):		
Number and kind of employees supervised by you:		
		<u></u>
Name and title of immediate supervisor;		
	iiiiiii	<u></u>
Reason for leaving:		<u></u>
· · ·	· · · · · · · · · · · · · · · · · · ·	
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INSTRUCTIONS Answer every question below clearly and comp	I FOR FEDERA	L EMPLOY	MENI	For Bud	m appro <b>ved.</b> Iget Bureau I	No. 50-R046;
INK. If you are applying for a specific United States Civil Ser comination announcement carefully and follow all directions. Mail amed in the announcement. Be sure to mail to the same office any e announcement. Notify the office with which you file this app	this application to the office			•		
1. Name of examination, or kind of position applied to	nicebon of any change in	חק	00117	EMEN	<del>.</del>	· .
	1. 9.17	, , 50 p		EINITHIS		
2. Optional subject (if mentioned in examination and	buncement):			rvice Commi		
2 3. Place of employment applied for:			Materia)	•	ntored regist	ter:
3. Place of employment applied for:		Non-appor.	Returne			
4. Mr. (First name) (Middle) (Maiden. : Mrs.	if any) (Last)	Notations:		App. Revie	w:	
5. Street and number or R. D. number:						
					roved:	·
City or post office (including postal zone), and State	9:	OPTION	GRADE	EARNED RATING	PREFER- ENCE	AUGM. RATING
日 3 6. Logal or voting residence (State): 17. Office phor	ne No.: Home phone:				5 points	
		· · ·			(tent.)	
<ul> <li>6. Logal or voting residence (State): 7. Office phor</li> <li>8. Place of birth (city and State; if born outside U.S., r</li> </ul>	name city and country):				Wife or	
8. Date of birth (month, day, year):   10. Ag	rthday: 11. Male	······································			Widow Disal.	
12	Female				⊡ Being ∏investi-	••••••
ž Li tante	Weight:			• ·····	gated	
Z     Single     Inches       14. Have you ever been employed by the Federal Government, give plast change in grade:     If now employed by the Federal Government, give plast change in grade:	rement? Ves No	·				
법 now employed by the Federal Government, give p last change in grade:	present grade and date of	INITIALS AND				
(b) Would you accept appointment, if offered— in Washington, D. C.?	You (e) If y	at is the lowest entrance er year. a will not be considere ou are willing to travel ] Cocasionally	d for posit; specify:	lons paying 	1 <b>65а.</b>	mstantly
anywhere in the United States7 outside the United States7 . EXPERIENCE.—You are requested to furnish all information a icets of agencies to determine your qualifications for the position id. Use a separate block for EACH position. You may also inc hor with or without compensation, showing the number of hours per stion and work back, accounting for all periods of unemploymen store in the Armed Section in the interview of unemploymen		detail to enable the C In the spaces provide civic, welfare or organ which you were engag al tasks which you pe	Civil Service ed below d Hzational a ed in such rformed in	escribe EVE chivily which activity. St each position	h you have j art with your on. Describe	PRESENT
outside the United States?	sked for bolow in sufficient a for which you are applying. Jude any pertinent religious, r week and weeks per year in t. Explain clearly the princip different from that shown in ndicate that fact in the space	Civic, welfare or order which you were engag which you were engag xal tasks which you pe Item 4 of this applicat provided below for "F	id below a Hzatlonal a ed in such rformed in ion, give u	escribe Eve ctivity which activity. St each position nder "Descri	h you have j art with your on. Déscribe ption of your	PRESENT PRESENT your ox- work" for
outside the United States? EXPERIENCE.—You are requested to furnish all information and lears of agencies to determine your qualifications for the position that with or without compensation, showing the number of hours per sition and work back, accounting for all periods of unemployment rience in the Armed Services in question 17 (Millitory Experience), (a) If you were ever employed in any position under a name each position, the name used. (b) If you have never been employed or are now unemployed, i	sked for bolow in sufficient for which you are applying. Jude any pertinent religious, r week and weeks per year in t. Explain clearly the princip different from that shown in ndicate that fact in the space <b>PRESENT POSITION</b>	aris spaces provide arise, welfare or organ which you were engage val tasks which you pe litem 4 of this applicat provided below for "F	id below a Hzatlonal a ed in such rformed in ion, give u	escribe Evi chivity which activity. Si each position nder "Descri- tion."		Performed, • PRESENT • your ex- • work" for
outside the United States? EXPERIENCE. You are requested to furnish all information and tests of agencies to determine your qualifications for the position that with a separate block for EACH position. You may also inc hor without compensation, showing the number of hours per sition and work back, accounting for all periods of unemployment rience in the Armed Services in question 17 (Military Experience). (a) If you were ever employed in any position under a name each position, the name used. (b) If you have never been employed or are now unemployed, if these of employment: (Month, year) om:	sked for bolow in sufficient a for which you are applying. Jude any pertinent religious, r week and weeks per year in t. Explain clearly the princip different from that shown in ndicate that fact in the space	aris spaces provide arise, welfare or organ which you were engage val tasks which you pe litem 4 of this applicat provided below for "F	id below a Hzatlonal a ed in such rformed in ion, give u	escribe Evi chivity which activity. Si each position nder "Descri- tion."	earnings:	
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outside the United States? EXPERIENCE.—You are requested to furnish all information and icers of agencies to determine your qualifications for the position. Not with or without compensation, showing the number of hours per- sition and work back, accounting for all periods of unemployment rience in the Armed Services in question 17 (Military Experience). (d) If you were ever ehaployed in any position under a name each position, the name used. (b) If you have never been employed or are now unemployed, i thes of employment: (Month, year) om: To present time noe of employment (city and State): The and address of employer (firm, organization, or person). If Federal, nome department, bureau or establishment, and division:	sked for bolow in sufficient n for which you are applying. Jude any pertinent religious, r week and weeks per year in t. Explain clearly the princip different from that shown in ndicate that fact in the space <b>PRESENT POSITION</b> Exact title of your present por	Aric, welfare or organ which you were engage at lasks which you pe litem 4 of this applicat provided below for "F isition:	a Dellow d Naculonal a ed in such rformed in ion, givo un irresent Poal	escribe EVE ctivity which activity. St each position der "Descri- tion." Salary on Salary on Starling,	r earnings: \$ pe	r

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(a) First Special Service School attended:	ments of war veterans, detailed information is a field fair it the training and experience the sach service school you have attended. If your service ma special or technical schools book" and indicate in Item (c) all important and the duty assignment, showing (b) What were you taught in First Special Service School?
NONE	
Location:	
Dates attended (months, years):	
from:	
Rating received at end of this training:	···
a) Duty assignment or rating after this training (give all imported	
changes in duty assignment whether or not you attended a Servi School):	ant (d) What did you do during this duty assignment?
Dates of duty assignment (months, years):	·····
•	
rom: To: a) Second Special Service School attended:	
s, become Special Service School attended:	(t) What were you taught in Second Special Service School?
ocation:	
ates attended (months, years);	
rom: To:	
ating received at end of this training:	
· ·	
) Duty assignment after this training:	(h) What did you do during this duty assignment?
· •	
ates of duty assignment (months, years):	
оп:То:	
	rvice, or special duty assignments during military service or hospitalization.
	trice, or special duty assignments during military service or hospitalization.
3. EDUCATION.—Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 (1)	(a) Give name and location of last high school attended: 2) Sarasota High School, Sarasota, Florida
1 2 3 4 5 6 7 8 9 10 11 ( 1 Mark (x) the appropriate box to indicate satisfactory completion of: Elementary School [] Junior High School [] Senior High School	2) Sarasota High School, Sarasota, Florida (b) Subjects studied in high school which apply to position desired:
Mark (x) the appropriate box to indicate satisfactory completion of:          Elementary School       Innior High School       Senior High School         (c). Name and Location of College or University       Major	2) Sarasota High School, Sarasota, Florida (b) Subjects studied in high school which apply to position desired: General college prep English, Math, Scie
Mark (x) the appropriate box to indicate satisfactory completion of:          Elementary School       Innior High School       Senior High School         (o) Name and Location of College or University       Major         lorida State College for Women       Eduo	Sarasota High School, Sarasota, Florida         (b) Subjects studied in high school which apply to position desired:         General college prep English, Math, Scie         Dates Attended         From-       To-         9/38       5/42
Mark (x) the appropriate box to indicate satisfactory completion of:          Elementary School       Innior High School       Senior High School         (c). Name and Location of College or University       Major	Sarasota High School, Sarasota, Florida         (b) Subjects studied in high school which apply to position desired:         General college prep English, Math, Scie         Dates Attended       Years Completed       Degrees Conferred       Seminary Might         From-       To-       Day       Night       Title       Date
Mark (x) the appropriate box to indicate satisfactory completion of:         Elementary School       Junior High School         Junior High School       Senior High School         (o) Name and Location of College or University       Major         lorida State College for Women       Eduo         Tallahassee, Florida       Semester         (d) List Your Chief Undergraduate College Subjects       Semester	2)       Sarasota High School, Sarasota, Florida         (b)       Subjects studied in high school which apply to position desired:         (c)       General college prep English, Math, Scie         Dates Attended       Years Completed       Degrees Conferred         From-       To-       Day       Night       Title       Date         9/38       5/42       4½       B.A.       5/42       App         (1 \$.S.)       15
Mark (x) the appropriate box to indicate satisfactory completion of:         Elementary School       Junior High School         (o) Name and Location of College or University       Major         lorida State College for Women       Eduo         Tallahassee, Florida       Semester         (d) List Your Chief Undergraduate College Subjects       Semester	Sarasota High School, Sarasota, Florida         (b) Subjects studied in high school which apply to position desired:         General college prep English, Math, Scie         Dates Attended         From-       To-         0       Dates         5/42       42         42       B.A.         5/42       15         97       S.S.)
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23. REFERENCES. List three persons living in the United States	or Ter	Titories	s of the United States who are NOT related to you and who have definite knowledge of your Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).
	apply	ring. j	Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).
FULL NAME	<u> </u>		BUCHTOO
			·
25. Are you o office of the second	-		unaichte "Yee" or "No" answer by placing X in proper column, YES NO
25. Are you a citizen of the United States?	2	<u>c</u>	35. Have you any physical defect or disability whatsoever?
28. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violance?	9		36. (a) Were you ever in the United States Military or Naval
il your answer is "Yea," give complete details in Item 38.			in your discharge or separation papers to show the time
27. Within the past 12 months, have you habitually used intori- cating beverages to excess			(c) Was service performed on an active full-time basis, with full military pay and allowances?
28. Since your 16th birthday, have you ever been convicted, or fined, or imprisoned, or placed on probation, or have you ever been ordered to deposit ball, for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine of \$25 or less was imported.)		X	Date of entry or entries into serv- loe:
If your answer is "Yes," list all such cases under Item 38 be- low. Give in each case (I) the date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed your fingerprints will be taken.	. •		Branch of service Serial No. (If none, give grade or rating at (Army, Navy, M. C., time of separation.)
29. Have you ever been discharged or forced to resign for mis- conduct or unsatisfactory service from any position?			IF YOUR ANSWERS TO THIS QUESTION (No. 36) INDICATE THAT YOU ARE ENTITLED TO VETERAN PREFERENCE, SUCH PREFERENCE WILL BE CREDITED IN THE EXAMINATION. IF APPOINTED, YOU WILL BE REQUIRED OFFICIAL EVIDENCE OF SEPARATION FROM YOUR TO ENTRY ON DUTY. TIVE SERVICE IN THE ARMED FORCES OF THE UNITED STATES DURING WITH THIS APPLICATION."
30. Do you receive an annuity from the U.S. or D.C. Government under any retirement act or any pension or other compensation for military or naval service?			TIVE SERVICE IN THE ARMED FORCES OF THE UNITED STATES DURING TIME OF WAR. DO NOT SUBMIT PROOF OF DISCHARGE CR SEPARATION WITH THIS APPLICATION.
If your answer is "Yes," give in Itom 38 reason for retirement, hat is, age, optional, disability, or by reason of voluntary or in- roluntary separation after 5 years, service, amount of retirement ay, and under what retirement act; and rating if-retired from military or naval service.			<ul> <li>Indicate "Yes" or "No" answer by placing X in proper column. YES NO</li> <li>37. (a) If you served in the U.S. Military or Naval Service during peacetime ONLY, did you participate in a campaign or expedition and receive a campaign badge or service ribban?.</li> </ul>
<ol> <li>Are you an official or employee of any State, Territory, county, or municipality?</li></ol>	•		(b) Are you a disabled veteran?
If your answer is "Yes," give details in Item 38	 	X.	(c) Are you the unmarried widow of a veteran?
2. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live r have lived within the past 6 months? If your answer is "Yes," show in Item 38 for EACH such rela- vo: (1) full name; (2) present address; (3) relationship; (4) de- artment, or agoincy by whom employed, and (5) kind of appoint- ent.	 		IP YOUR ANSWER TO QUESTION 37 (a), (b), (c), OR (d) IS "YES," AND YOU WISH TO CLAIM VETERAN PREFERENCE, ATTACH TO THIS APPLICATION VETERAN PREFERENCE CLAIM (CIVIL SERVICE COMMISSION FORM 14) TOGETHER WITH THE NECESSARY PROOF SPECIFIED THEREIN,
Have you ever had a nervous break-down?			THIS SPACE FOR USE OF APPOINTING OFFICE ONLY The information contained in the groups in C
" your daswer is "Yes," give complete details in Item 38.	.	<b>X</b>	The information contained in the answers to Question 36 above has been vert- fied by comparison with the discharge certificate on, 19,
. Have you ever had tuberoulosis? If your answer is "Yes," give complete dotails in Item 38.		x	
Space for detailed answers to other questions (indicate item number M No.	irs to w	hich a	Agency: Title:
5Myopia = corrected to 20/20			ITEM No.
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Civil Service Exams: Training Specialist, CAF-7, 194	7 -	75	
Personnel Assistant, CAF-6 to 2	n, j	1247	
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23 pept to 17	. comp	lete, ar applica	nd correct to the best of my knowledge and belief, and are made in good forth

SECTION VII		(When Filled MILITARY SER		<u>.</u>			
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3. LOCAL SELECTIVE SERVICE BOARD NUMBER			4 15 0555	RRED, GIVE REA			· · · · · · · · · · · · · · · · · · ·
			4. IF UCFC	RRED, GIVE REA	SON		
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T. MILITART ORGANIZATION (Army, Novy, etc s	pecity)	2. BRANCH OR CORPS	3. DATES (		ended active duty)		
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5. BRIEF DESCRIPTION OF MILITARY RESERVE DUTI			work or function in th			<u></u>	
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5. IF YOU ARE CURRENTLY ASSIGNED TO A RESER	VE OR NATIONAL G	SUARD TRAINING UNIT, IDENT	FY THE UNIT AND	IS ADDRESS.			
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SECTION IX		MARITAL STATUS				
1. PRESENT STATUS (Single, Married, Widawed, Sep	orated, Divorced, Annulled,			. <u> </u>		
2. NAME OF SPOUSE (Lost)		(First)	(Middle)	(Moider	n)	
3. DATE OF BIRTH	4. PLACE OF	BIRTH (City, State, Country)		·······		
5. OCCUPATION	6. PRESENT E	MPLOYER	<u> </u>	<u></u>		
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SECTION III		SEC (When Fil EDUCATION		······································	•		
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Standard Form No. 61a Approved January 28, 1943 U. S. Civil Service Commission C. S. C. Dept. Cir. No. 409

#### OATH OF OFFICE, AFFIDAVIT, AND DECLARATION OF APPOINTEE

(Bureau or Division)

## CENTRAL INTELLIGENCE AGENCY

WASHINGCON, D. C.

I, \_\_\_\_\_BERTHA BOND

Do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and 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

A.

OATH OF OFFICE

> Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

> Do further certify that (I) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity; political assessments; etc.; as quoted on the attached Information for Appointee; and [strike out either (3) or (4)]

- (3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;
- (4) the answers contained in my Application for Federal Employment, Form No. \_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_, 19\_\_\_\_\_ filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date; except for the following (if necessary, use additional sheet; if no exceptions write to none"; if (4) is executed, the reverse of this sheet need not be used):

Subscribed and sworn before me this \_\_\_\_\_29th day of \_\_\_\_\_ December A. D., 19 47 Washington D. C. at (City) (State) [SEAL] Appointment Clerkature of Omicor) Chapter Life Title (The Car NOTE .- If the oath is taken before a Notary Public the date of expiration of his commission about the shown 16-32864-2 29 December 1947 Testing Technician, P-2,\$3397.20 16, (Date of Entrance on Duty) (Position to which appointed) (Date of Birth)

C.... DECLARATION OF APPOINTEE

#### DECLARATION OF APPOINTEE

1. Present Address	(Street	and Num	aber)			(City	and State)		
. Who should be notified in case of eme	rgency?				<i>"</i>				
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Does the U.S. Government employ in	a civilian capacity any	relative	of yours	(either )	w blood or marrie	age) with whom you I	ine on home lin	rad within the	
months? Yes or No?If so	, for each such relative t	till in the	blanks b	low. If	additional space is	necessary, complete	under Item 12.	·	
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#### INSTRUCTIONS TO APPOINTING OFFICER

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The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable civil-service rules, the War Service Regu-lations, and acts of Congress pertaining to appointment.

lations, and acts of Congress pertaining to appointment. This form should be checked for holding of office, pension, purchase of office, suitability in connection with any record of recent discharge or arreat, promise to observe provisions regarding political activity, and particularly for the following: (I) Identity of appointee with the applicant whose appointment was author-tzed. The appointee's signature and handwriting are to be compared with the application and/or other partiment papers. The physical appearance may be checked against the medical certificato. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) Age.—If discrepancy exists between the date of birth and that on applica-tion, and if definite age limits have been established for the position, it should be determined that applicant is not outside the age tange for appointment.

(3) Citizenship.—The responsibility for c acts prohibiling or rostricting the employment provisions of appropriation zens lies with the appointing officer. The Civil Service Commission indicates on applications showing foreign birth that citizenship has been verified. The appointing officer should verify citizenship if the list of eligibles or the letter of authority from the Commission makes the appointment subject to proof of citizenship, or if the application shows foreign birth but does not indicate on its face that citizenship has been proved. If the answer to question 4 of this form shows foreign birth and the application shows birth in the United States, the case should be referred to the Civil Service Commission.

(4) Members of Family.—Section 9 of the Civil Service Act provides that when-ever there are already two or more members of the family in the classified service, no other member of such family is eligible for appointment in that service. Minore do not establish a different family merely by living at an address different from that of the parents. Doubtul cases involving more than two members of family, including all pertinent evidence, should be referred to the Civil Service Com-mission or its duly auther "presentatives for decision. Under War Service Regulations, the member ily provision does not apply to temporary appoint-ments for one year or k

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10-82804-1

## AFFIDAVIT

#### STRIKING AGAINST THE FEDERAL GOVERNMENT

## CENTRAL INWELLIGENCE AGENCY

FORM NO.

(BUREAU OR OFFICE)

WASHINGTON, D. C.

(PLACE OF EMPLOYMENT)

I.\_\_\_\_\_BERTHA BOND\_\_\_\_\_\_, DO HEREBY SWEAR (OR AFFIRM) THAT I AM NOT ENGAGED IN ANY STRIKE AGAINST THE GOVERNMENT OF THE UNITED STATES AND THAT I WILL NOT SO ENGAGE WHILE AN EMPLOYEE OF THE GOVERNMENT OF THE UNITED STATES: THAT I AM NOT A MEMBER OF AN ORGANIZATION OF GOVERN. MENT EMPLOYEES THAT ASSERTS THE RIGHT TO STRIKE AGAINST THE GOVERNMENT OF THE UNITED STATES, AND THAT I WILL NOT WHILE A GOVERNMENT EMPLOYEE BECOME A MEMBER OF SUCH AN ORGANIZATION.

Butha N. Bon IGNATURE OF EMPLOYEE OR APPO

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ 29th \_\_\_\_ DAY OF

December . 19 47 AT Washington . STATE OF D. C.

Appointment Clerk Comptor 143, Title II, Sec. 205 Act of June 26, 1943

(1590)

	PHYSICAL QUALI	FICATION RECORD
	NAME	NATURE OF ACTION
	BOND, BERTHA H.	EOD
	TITLE OF POSITION	GRADE
	Testing Technician	
	DEPARTMENT OR FIELD	
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	Subject was found physically	it it has a second and the second sec
	in the above grade and position. 29 December	it unfit for duty with this organization r 1947
	RECOMMENDATIONS:	
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•	22 December 1948	

.RD FORM 61 (REVISED AUGUST 1949) .GATED BY CIVIL SERVICE COMMISSION FEDERAL PERSONNEL MANUAL

## APPOINTMENT AFFIDAVITS

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

(Department or agency)	(Bureau or division)	. (Pl	ace of employment)
CENTRAL INTELLIGENCE	AGENCY	WASHINGTON,	D. C.
•			

#### I, Bertha H. Bond

## A. OATH OF OFFICE

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

#### **B.** AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

#### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

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

#### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

#### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

Subject to satisfactory completion of physical examination

Subscribed and sworn before me this \_\_\_\_\_\_ day of \_\_\_\_\_\_ November \_\_\_\_\_, A. D. 19 51., at Washington, D. C.

Chapter 145, File II, Sec. 206 Act of June 26, 1943

(City)

5 November 1951

(Date of entrance on duty)

Appointment Clerk

(State)

(Signature of appointee)

Bertha TV. Bou

(Title) NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown. 16-35180-2

#### Se SAMPLEL

MOLR - GARAGER PARKER DOLOGO

## **DECLARATION OF APPOINTEE**

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly. ELAN

Non ticle of birth (city of town and State or courty)         A (A) IN CASE OF EMERGENCY PLASS NOTFY         (D) RELATIONSHIP         COUNT COURT COURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVE OF YOURS (ETHER BY BLOOD OR MARRIAGE) WITH HUTH STATES, THE STATE TERMING Y. (CINTY, OR HAVE LIVE OF YOURS COLDENCE OF ANY STATE TERMITORY, COUNTY, OR HAVE LIVE OR MARRIAGE OF THEMS TO WHICH DETAILED ANSWERS OF THEMS TO WHICH DETAILED ANSWERES OF THEMS TO WHICH DETAILED ANSWE	WITH
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If so, for each such relative fill in the blanks below.       It additional space is necessary, complete under itom 10.         NAME       POST OFFICE ADDRESS (Give street number, if any)       (i) Position (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED       ReLATION.       MAR. RED (Chec         1	SING
NAME       POST OFFICE ADDRESS (Give street number, if any)       (1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED       RELATION SHIP       MAR. RIED (Chec         1       1       2       3       1       2       3         1       2       3       1       2       3       1         1       2       3       1       2       3       1         1       2       3       1       2       3       1         1       2       3       1       2       3       1         1       2       3       1       2       3       1         1       1       2       3       1       2       3       1         1       10       SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS       10       SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS         1       NO       TTEM NO       WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS         RE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATEST.       A	1
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HER COMPENSATION FOR MILITARY OR NAVAL SERVICE <sup>1</sup> / your, answer is "Yos", five in Item 10 reason for refirement, hat is; age, optional disability, or by reason of voluntary involuntary separation, after 5 years, service, amount of threment pay, and under what refirement act; and rating.	
Your answer is "Yes", give in Item 10 the name and address employer, date and reason in each case.	
SS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT?	
your answer is "Yes", list all such cases under Item 10. ive in each case: (1) The date; (2) the nature of the offense enalty imposed, if any, or other disposition of the case. appointed, your fingerprints will be taken.	

## INSTRUCTIONS TO APPOINTING OFFICER

INSTRUCTIONS TO The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment. This form should be checked for holding of office, pension, suitability in con-nection with any record of recent discharge or arrest, and particularly for the following:

(1) Identity of appointee.—It is the duty of the appointing officer to guard against inpersonation and to determine beyond reasonable doubt that the: appointee is the same person whose appointment was suthorized. The and/or other pertinent papers. If the appointee dualified in a written examination, the signature on this form should be compared with the signature on this form should be compared with the signature appointee, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee statements.

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

Until such determination is made, the appointment may not be consummated. (3) Citizonship.—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship etatus in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service. Commission, (4) Membase of Family Service of the Office of the Civil Service has been secured from the certifying office of the Civil Service. The secure of the Service of the Civil Service of the Service of th

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

U. S. GOVERNMENT PRINTING OFFICE 16-56160-2

#### 27 August 1953

#### MEMORANDUM FOR:

#### Miss Bertha H. Bond Budget Officer, Personnel Office

SUBJECT :

Connendation.

1. I would like to commend you, in the highest terms I can muster, for the outstanding manner in which you prepared and compiled the Budget for the Personnel Office for the Fiscal Years 1954 and 1955. You worked long hours without complaint and the end product, I am told, is to serve as a model for the rest of the Agency.

2. Your devotion to duty in this matter is typical of the excellence of your overall performance. Your services to the Personnel Office approach the indispensable point.

CHARLES W. CLAXON

Acting Personnel Director

0 & 1 - Addressee

1 - OPD Chrono

1 - OPD Reading

"1 - Subject's File (BOND, Bertha H.)

## MAR 1 1954

Executive Regist

MEMORANDUM FOR : Bertha Bond

SUBJECT

#### : Letter of Commendation

1. As you know, the CIA Career Service Board reviewed the Final Report of the Panel on Career Service for Women at its meeting on 23 November 1953. The members of the Board were asked to study and comment on the Report, and as a result the Board has come to certain conclusions of which you have been advised.

2. Because of your fine accomplishment, the Board is happy to commend the Panel, both individually and as a group, for the quality of its work. The Report shows clearly that the Panel has produced a methodical and objective piece of research and has presented it in a manner worthy of its content. For these reasons, then, the Board desires to extend this commendation.

3. A copy of this memorandum will be placed in your official personnel folder.

/s/ Lyman Kirkpatrick

## Lyman B. Kirkpatrick Chairman CIA Career Service Board

PERSONNEL MAR 4 11 30 MH 54 OMAYOH

RBoulton, Rec'g Sec'y CSB

Distribution Orig - Addressee ~1 - Pers File 1 - RB Security Information

	Bond	Bertha	Heeth
Name:	Last,	First	Middle

TO:

#### All C. I. A. Personnel

FROM: Personnel Director

SUBJECT:

#### PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.



Personnel Director

SECRET Security Information

FORM NO. 37-152

(4 - 10)

## PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No.	2. NAME	: (1	ast)		(fii	rst)			(mi	iddle)	3	. Office	
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#### SEC. VIII. PUBLICATIONS

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

NONE

#### SEC. IX. INVENTIONS

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

	Device	Patented	١
•	NONE	(1) Yes (2) No	1
	Ay the first of consentation of the sector o	(1) Yes (2) No	1.
	Control of the spectrum of the second secon second second sec	(1) Yes	

#### SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
Testing Technician	October 1947

#### SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

Vision - myopia, astigmatism. Corrected to 20/20 by lenses.

#### SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour (	(2) 4 year Tour	(3) Not interested <u>X</u> (at present)

## SEC. XIII. WORK ASSIGNMENT

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

## Personnel administration and management.

SECRET Security Information

#### Security Information

SEC. II. WORK EXPERIENCE (CONT'D) N.A.

- 3. Special Work Experience: Check any of the following organizations by which you may have been employed.
  - 01 U.S. Secret Service

02 Civil Police

- 03 Military Police
- 04 U.S. Border Patrol
- 05 U.S. Narcotics Squad

06 FBI

- 07 Criminal Investigation Div.
- 21 Office of Naval Intelligence
- 22 Office of War Information
- 23 Army G-2
- 20 Office of Strategic Services

- 24 Air Force A-2
- 25 Foreign Economic Admin.
- 26 Counter Intelligence Corps
- 27 Immigration & Naturalization
- 28 Strategic Services Unit
- 29 Foreign Service, State Dept.
- 30 Central Intelligence Group
- 31 Armed Forces Security Agency
- 32 Coordinator of Information
- 33 Office of Facts & Figures
- 34 Board of Economic Warfare
- 35 Federal Communications Comm.

## SEC. III. FOREIGN LANGUAGES

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

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French						+		F	x	 					X
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If you have checked 'Fluent' for a langu													T		

and written form (e.g., Arabic), explain your competence herein

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



SEC	. XIV. MILITARY STATU	05			y
1.	Present Draft Status	· ·			
	Have you registered und			Yes	No.
	If yes, indicate your pre	esent draft classification	1	<u></u>	]
2.	Present Reserve or Nat				
	Do you now have Reserv	ve or National Guard Sta	tus Yes	No.	
	If yes, complete the foll	lowing.			
	1. National Guard				
	2. Air National Guard				1
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		atus (member of organiz	ed unit)		
	3. Active Reserve Sta	atus (member of organiz	ed unit) Locatio	n	
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Course or Subject		(from)	Dates	(to)	Hours
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#### SEC. XVI. REMARKS

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

SIGNATURE Bertha H. Bonk DATE 17 Fibring SP

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## PERSONNEL QUALIFICATION QUESTIONNAIRE

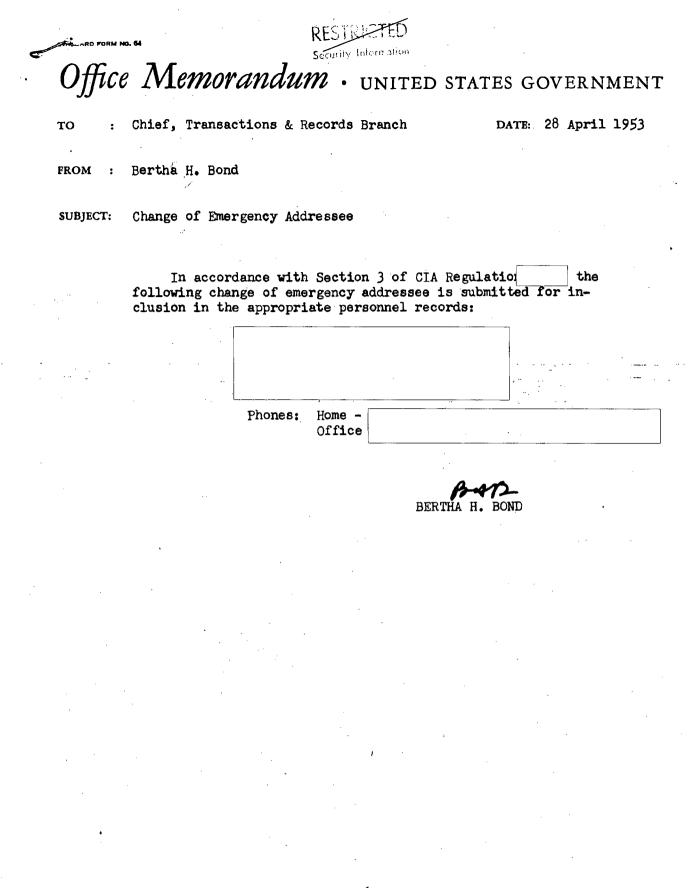
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1.	Present Draft Status	6		
	Have you registered	under the Selective Service	e Act of 1948? Ye	s No.
	If yes, indicate you	r present draft classificatio	n	
2.		National Guard Status		
	-	serve or National Guard Sta	atus Yes No.	
	If yes, complete the			
	1. National Guar			
	2. Air National C		1 <sup></sup>	
		e Status (member of organi:	zed unit)	
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DATE 17 Fiberary SP

SIGNATURE Bertha H. Bonk

SECRET Security Information



RESTRICTED Security Information

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3. HOME ADDRESS (No.,	street, City, Zon	e, State, Country).		- <u>-</u>	
4. BUSINESS ADDRESS (1 NA	No., Street, City,	Zone, State, Country)-	NDICATE NAME OF	FIRM OR EMPLOYER, IF	APPLICABL
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21. DATES OF MILITAR	RY SERVICE CALL THE	TO- ) BY MONTH AN	ND YEAR			•
22. BRANCH OF SERVIC			T	·····	· ·	, .
			23. COUNTRY WITH	WHICH MILITARY SERVIC	E AFFILIATED	
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I know practi	cally nothing abo	ut him excer	r met, we exa t that they be	change letters ev	ery few months	
SECTION V ASSIGNED	d to Rangoon (app	prox. 195525	)STATISTE he was	oame acquainted with the Austra	lian diplomatic	•
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				i.		
		INSTITUTIONS WI	TH WHICH YOU HAVE	ACCOUNTS		
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		SECTION V CONTI				

	SECTION V		r				······		
4. HAVE YOU EVER BEEN IN. OR PETITIONED			YES	X NO					
5. IF YOUR ANSWER IS "YES" TO THE ABOVE	QUESTION, G	IVE PARTIC	CULARS,	INCLUDING	COURT AND	DATE(S)			
NA									
6 DO YOU RECEIVE AN ANNUITY FROM THE UN PENSION, OR COMPENSATION FOR MILITARY	VITED STATES Y OR NAVAL SE	OR DISTRI Ervice1	CT OF C		VERNMENT	UNDER ANY	RETIREME	NT ACT,	
7. IF YOUR ANSWER IS "YES" TO THE ABOVE	QUESTION. GI	VE COMPLE	TE DETA	1LS	······				
NA									
8. DO YOU HAVE ANY FINANCIAL INTEREST IN	I, OR OFFICIA	L CONNECT	ION WIT	H, NON•U.S	. CORPORA	TIONS OR B			
WITH U.S. CORPORATIONS OR BUSINESSES Answered "YES". Give complete details					ALED ENVER	ES	K NO I	F YOU H	
SECTION VI		CITIZENS				·			
1. PRESENT CITIZENSHIP (Country) U.S.	2. CITIZI	ENSHIP ACC	······	HARRIAGE		R (Specify	·);		
3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP?	4. GIVE I	PARTICULAR	\$ \$	J					
5. IF YOU HAVE APPLIED FOR U.S. CITIZEN	SHIP, INDICA	TE PRESENT	STATUS	OF YOUR	APPLICATIO	N (First p	apers, e	tc.)	
SECTION VII		EDUCATI				<u>-</u>			
I, CHE	CK (X) HIGHE	ST LEVEL (	F EDUC	ATION ATTA	INED				
LESS THAN HIGH SCHOOL GRADUATE			OVER TWO YEARS OF COLLEGE - NO DEGREE						
HIGH SCHOOL GRADUATE			BACHELOR'S DEGREE						
TRADE, BUSINESS, OR COMMERCIAL SCHOOL	L GRADUATE		GRADU	ATE STUDY	LEADING TO	HIGHER DE	GREE		
TWO YEARS COLLEGE OR LESS			- <b>-</b>	R'S DEGREE		DOCTOR	S DEGREE		
	2. COLLEG	E OR UNIVE		STUDY			,		
- NAME AND LOCATION OF COLLEGE OR UNIV	ERSITY	SUBJ			ATTENDED	DEGREE REC'D	DATE REC'D	SEM/Q HOUF	
		MAJOR	MINOR	. FROM	TO			SPEC	
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		<u> </u>			<u> </u>				
3.	TRADE, COMMEN	RCIAL AND	SPECIAL	IZED SCHO				то	
NAME OF SCHOOL	STUDY	OR SPECIA	LIZATIO	N -		TES ATTEND	· TO		
	· · · · · · · · · · · · · · · · · · ·								
4. MILITARY TRAINING (Full time duty in	marialized	rebecto		O's da sa s o	Tatallica		nication	s, etc.	
4. MILITARY TRAINING (FULL LINE OUTY IN	specialized	SCHOOLS S	uch as	oranance,				s, etc.	
NAME OF SCHOOL	STUDY	OR SPECIA	LIZATIC	DN -		TES ATTEND	T0	то мон	
			····	··	- RVM				
		<u>.</u>					i		
	· · · · · · · · · · · · · · · · · · ·								
5. OTHER EDUCATIONAL TRAINING NOT INDICA	TED ABOVE								

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·			SECRET	d In)				
ECTION VILL			GN LANGUAGE					
L AN GU A GE	EQUIVALENT	· · · · · · · · · · · · · · · · · · ·	ENCE - IN OF	NDER LISTED	· .	HOW AC	QUIRED	
ist below each language in hich you possess any degree f competence. Indicate your roficiency to read, write or	TO NATIVE FLUENCY	BUT OBVIOUSLY FOREIGN	ADEQUATE A FOR RESEARCH W • WRITE S	DEQUATE FOR TRAVEL		P ROLON GED RESIDENCE	CONTACT (WITH PARENTS ETC.)	ACADEMIC STUDY (ALL LEVELS)
oeak by placing a check (X) in ne appropriate boxes)	RWS	R W S	R W S R	······································	5		`	
IF YOU HAVE CHECKED "ACADEMIC	STUDY" L	INDER "HOW	ACQUIRED".	INDICATE LENGTH	AND INTEN	I VENESS OF	STUDY	L
				•				
DESCRIBE YOUR ABILITY TO DO ENGINEERING, TELECOMMUNICATIO	NS, MILIT	TARY OR ANY	Y OTHER SPEC	IALIZED FIELD				
LIST BELOW ANY FOREIGN REGIO	NS DR COU		WHICH YOU H					
STUDY OR WORK ASSIGNMENT. L TERRAIN, COASTS, HARBORS, UT	NDER COLU	IMN "TYPE (	)F SPECIALIZ	ED KNOWLEDGE".	INDICATE TV	PE OF KNOW	LEDGE SUC	CH AS
NAME OF REGION OR COUNTRY	TYPE OF S	SPECIALIZEI	D KNOWLEDGE	DATES OF Residence Travel, et	E. R	ESI. TRAVI	E ACQUIRE	NORK ASSIGN•
								MENT
		·	. <u></u>					
INDICATE THE PURPOSE OF VISIT	, RESIDEN	CE OR TRAV	EL FOR EACH	OF THE REGIONS	OR COUNTRI	ES LISTED	ABOVE	1
) 		· -						•
			<u></u>		and the second second	a dente de la	<u></u>	
TYPING (W.P.M.) 2. SHORTHAN		TYPINGA		PHIC SKILLS		-		
<u>.</u>		GREGG	SPEEDWRIT	TING STENOTYP	E OTHER	(Specify):		
. INDICATE OTHER BUSINESS MACH graph, Card Punch, etc.)	NES WITH	WHICH YOU	HAVE HAD OF	ERATING EXPERIE	NCE OR TRA	NING (Comp	tometer,	Mimeo-
CTION XI		SPEC	IAL QUALIFI	CATIONS				
LIST ALL HOBBIES AND SPORTS I In Each	WHICH Y	OU ARE ACT	IVE OR HAVE	ACTIVELY PARTIC	IPATED. I	NDICATE YOU	R PROFIC	IENCY
INDICATE ANY SPECIAL QUALIFIC Position or type of work	ATIONS, R	ESULTING F	ROM EXPERIE	NCE OR TRAINING.	WHICH MIG	НТ ГІТ ҮОО	FOR A PAI	RTICULAR
EXCLUDING EQUIPMENT NOTED IN CHINES SUCH AS OPERATION OF SHO	SECTION X RTWAVE RAI	, LIST ANY DIO, MULTI	SPECIAL SK LITH, TURRE	ILLS YOU POSSESS T LATHE, SCIENTI	FIC AND PR	TO OTHER EC DFESSIONAL	UIPMENT ( DEVICES.	OR MA. ETC.
IF YOU ARE A LICENSED OR CERT	FIED MEMI n, etc.),	BER OF ANY INDICATE	TRADE OR PE THE KIND OF	ROFESSION (Pilot F LICENSE OR CER	, <i>Electric.</i> Tificate,	ian, Radio NAME OF ISS	Operator, UING STA	, Teacher, Te, and
Lawyer, CPA, Medical Technici Registry number, if knowny								1

		C	SEC Ben Fi	HET 11ed In		-				
<del>.</del>		SECTION V	CONTIN	UED FR	OM PAG	E 2				
4 1	HAVE YOU EVER BEEN IN, OR PETITIONED	FOR, BANKRU	PTCYT	YES		NO				
	IF YOUR ANSWER IS "YES" TO THE ABOVE			TICULAR	S. INCL		COURT AND	DATE(S)		
								0.12(0)		
	NA									
6 · 1	DO YOU RECEIVE AN ANNUITY FROM THE UN PENSION, OR COMPENSATION FOR MILITAR	NITED STATES Y OR NAVAL S	OR DIS Ervice?	TRICTO	F COLUM		VERNMENT	UNDER ANY	RETIREME	NT ACT,
7. 1	IF YOUR ANSWER IS "YES" TO THE ABOVE	QUESTION, G	VE COM	PLETE D	ETAILS					····
	NA									
8 - C W	DO YOU HAVE ANY FINANCIAL INTEREST IN WITH U.S. CORPORATIONS OR BUSINESSES	I. OR OFFICI HAVING SUBS	AL CONN TANTIAL	ECTION FOREIG	WITH, NO N INTERI	DN•U.S ESTS7	<b></b>			S OR IN F YOU HA
A	ANSWERED "YES". GIVE COMPLETE DETAILS	ON A SEPARAT	TE SHEE	T AND A	TTACH IN	N A SE		.OPE.		
SECT	TION VI		CITIZ	ENSHIP				···· ··· ··· ··· ··		·····
1. F	PRESENT CITIZENSHIP (Country)	2. CITIZ	ENSHIP	ACQUIRE	D BY .	CHECK	(X) ONE:			
	<u> </u>		*	IRTH	MAR	RIAGE	0 THE	R (Specify	):	
	HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP?	NO 4 GIVE	PARTICU VA	LARS						
"5" <u>.</u> .	IF YOU-HAVE APPLIED FOR U.S. CITIZEN	SHIP, INDICA	TE PRES	ENT STA	TUS OF	YOUR A	PPLICATIO	N (First p	apers, e	:tc.)
SEC	TION VII - 🧎 📖	· · · · · · · · · · · · · · · · · · ·	EDUC	ATION						
·····		CK (X) HIGHE	ST LEVE	L OF E	UCATION	ATTAI	NED			
	LESS THAN HIGH SCHOOL GRADUATE			0 V E	R TWO Y	EARSO	F COLLEGE	• NO DEGR	EE	
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	TWO YEARS COLLEGE OR LESS			MAS	TER'S D	EGÁEE		DOCTOR	S DEGREI	E
	· · · · · · · · · · · · · · · · · · ·	2. COLLEG	E OR UN	IVERSI	Y STUDY		<u></u>			,
	NAME AND LOCATION OF COLLEGE OR UNIN	ERSITY		BJECT	C	ATES /	ATTENDED	DEGREE	DATE REC'D	SEM/QT HOURS
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				IAL AND SPECIALIZED SC			DATES ATTENDED			тот
	NAME OF SCHOOL		STUDY OR SPECIALIZATION				FROM		то	
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	MILITARY TRAINING (Full time duty in	specielized	school	s such	as Ordn	ance,	Intellige	nce, Commu	nication	is, etc.
4. N							DA	TES ATTEND	ED	тот
4. N		STUDY	OR SPE	CIALIZA	TION		FROM		то	MON
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4. N	NAME OF SCHOOL									
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4. N	NAME OF SCHOOL									·

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	SECRET (When Filled In)
	SECTION XI CONTINUED FROM PAGE 4
· ·	7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest sub jects, novels, short stories, etc.)
	8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
	The second second of the secon
	9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
	10. LIST ANY PROFESSIONAL. ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.
•	SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE
	1. INCLUSIVE DATES (From- and To-)       2. GRADE       3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT         1954 - 1956       GS-14       Office of Director of Personnel
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT 5. OFFICIAL POSITION TITLE SUPERVISION NONE Assistant Executive Officer
······································	.6. DESCRIPTION OF DUTILES
•	1. INCLUSIVE DATES (From- and To-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
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	1. INCLUSIVE DATES (From- and To-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
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	4. NO. OF EMPLOYEES UNDER YOUR DIRECT 5. OFFICIAL POSITION TITLE SUPERVISION
	6. DESCRIPTION OF DUTIES
	(Use additional pages if requir
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•	SECTION XIII 1. NUMBER OF CHILDREN (Includit	d stenchildren.	ILDREN AND OTHER	· · · · · · · · · · · · · · · · · · ·					
	and adopted children) who al under 21 years of Age, and supporting.		parents, stepparents, sister, etc.)						
	3. PROVIDE THE FOLLOWING INFORM	ATION FOR ALL (	CHILDREN AND DEPE	OF AGE WHO	ARE NOT SELF - S	UPPORTING,			
	NAME	RELATIONSHIP	YEAR OF BIRTH	SEX	CITIZENSHIP	ADDRESS			
				N F					
	· · · · · · · · · · · · · · · · · · ·								
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-	ADDITIONAL COMMENT AND/OR CONTI			<u> </u>					
	AUDITIONAL COMMENT AND OR CONTI	NUALIONOF PREC	EDING ITEMS						
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	DATE COMPLETED	SIGNATURI	E OF EMPLOYEE	· · ·					
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\$\$ 8153

# SECURITY APPROVAL

Date: 26 Oct. 1951

## TO: Chief, Personnel Division

Your Reference:

FROM: Chief, Security Division

Case Number:

## SUBJECT: BOND, Bertha Heeth

- 1. This is to advise you of security action in the subject case as indicated below:
- Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within  $\mathbf{J}$ O days from the above date, this approval becomes invalid.

Requested by Personnel ilirector. з.

15 Ki

CONFIDENTIAL

FORM NO. 38-101 JUL 1951 38-101

in	duty
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Date:

CONFIDENTIAL

SECURITY OFFICE

CONFIRMMIAL.

Investigation Report

Subject: BOND, Bertha H.

29 January 1948

To: Chief, Personnel Branch

Number: 33471

Investigation directed by: EPG 1.

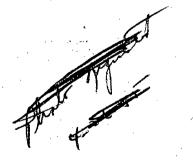
2. Sources of information:

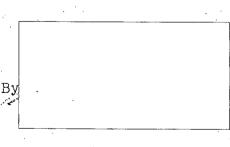
3. Remarks: Subject is being considered for a position in Procurement and Flacement Division as Test Technician as per your request for clearance dated 7 Nov. 1947.

#### 4. Recommendation:

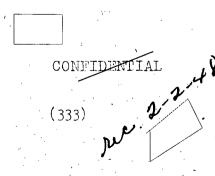
SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT TO THE RECEIPT OF DEROGATORY INFORMATION AT SOME FUTURE DATE. INTERVIEW WAIVED.

60 UNLESS THE APPLICANT ENTERS UPON DUTY WITHIN 45 DAYS FROM ABOVE DATE. THIS APPROVAL BECOMES INVALID.





CONTITUENT





DATE Kouentier