

Executive Registry
65-2482/A

23 February 1965

Mr. Donovan Q. Zook
Executive Director
Board of Examiners for the Foreign Service
Department of State

Dear Mr. Zook:

This letter is in response to yours of February 18 concerning the qualifications of [redacted] for appointment as a Foreign Service officer.

STAT

I can give you very little detailed information on this young man, for although I have known him for some ten years I have not known him intimately or been in a position to observe his work in college or elsewhere. However, everything I do know about him is favorable.

He is the son of [redacted]

STAT

[Large redacted block]

It is my understanding that [redacted] has grown into a responsible young man. Certainly his mother and father are representative of all that is to be desired, fine American citizens, and they have without doubt implanted proper ideals

STAT

ER file MB

of citizenship, loyalty and integrity in their son,

STAT

I therefore can recommend your serious consideration of more on the basis of his family background and the environment in which he has been raised than from an intimate knowledge of the young man himself.

STAT

Therefore, in endorsing him I am not attempting to fill out the detailed questionnaire which was attached to your letter, as I have not been close enough to to fill out the questionnaire in any meaningful manner.

STAT

Yours very truly,


John A. McCone

JAM/mcm

1 - DCI alphabetic
1 - DCI chrono



DEPARTMENT OF STATE
WASHINGTON

Executive Registry
5-248-1

February 18, 1965

IN REPLY REFER TO:

Dear Mr. McCone:

STAT [redacted] is a candidate for appointment as a Foreign Service officer. He has given your name as a reference.

It would be greatly appreciated if you would give the Board of Examiners as full a statement as possible of your opinion of this candidate's qualifications and suitability for appointment as a Foreign Service officer, with special attention to intellectual ability, personality, character, temperament and loyalty. The Board is interested in knowing of any pertinent weaknesses or defects in our candidates as well as their strong points. In your own case, the question of whether or not you would be pleased to have this candidate serve as a member of your staff is of particular importance.

I should be very grateful for any help you can give in selecting officers for the Foreign Service. Anything you write will be for the use of the Board of Examiners and will not be revealed to the candidate. The enclosed reference questionnaire will indicate the type of information we seek regarding candidates for the Foreign Service. As this candidate's oral examination is scheduled to be held soon, it would be helpful if your reply could be received by the Board within two weeks of the date of this letter.

Sincerely yours,

Donovan Q. Zook
Executive Director
Board of Examiners for the Foreign Service

Enclosure:

Reference Questionnaire.

The Honorable
John A. McCone,
3025 Whitehaven Street,
Washington, D. C.

16. ABILITY TO USE APPROVED FOR RELEASE 2003/05/05 : CIA-RDP80B01676R000400100015-3

Applies common sense to the solution of problems
 Anticipates consequences of particular course(s) of action
 Can see more than one side to a question
 Flxy in his thinking
 Realizes basic issues involved in a problem, as apart from incidents
 Is quick to understand new, involved, or difficult problems
 Recognizes his own limitations and asks for help when he needs it
 Shows evidence of imaginative thinking in his approach to problems
 Demonstrates good judgment

COMMENTS:

In summary, how would you rate the candidate's ability to use his mind? (Check One)

Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

17. LEADERSHIP

Is able to delegate authority and fix responsibility
 Takes responsibility for the decisions he makes
 Lets others know that he considers and values their opinions
 Tries to convince by force or bravado rather than with sound reasons
 Is respected for the wisdom and courage of his leadership
 Tries to persuade others with charm rather than with logic
 When right, holds his own in the face of dissenting or hostile opinions

COMMENTS:

In summary, how would you rate the candidate's leadership? (Check One)

Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

18. POTENTIAL FOR OVERSEAS ADJUSTMENT

Adjusts rapidly to new living or working conditions
 In an overseas post, he might tend to associate only with Americans
 Is intolerant of persons of another color or creed
 In an overseas post, he might tend to "tip his nose" and about foreign manners and customs and reject his own
 Enjoys associating with people of other races, religions and cultures
 Participates in community affairs
 His hobbies he enjoys in his leisure time

COMMENTS:

In summary, how would you rate the candidate's potential for overseas adjustment? (Check One)

Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

(OVER)

19. Do you have knowledge of any behavior, activities or associations which would cause you to question this person's reliability, honesty, trustworthiness, good conduct or character? YES NO
 If your answer is "Yes", please explain fully:

(a) Do you have any reason to question this candidate's loyalty to the United States? YES NO
 (b) Do you have any reason to believe this candidate belongs, or has belonged, to any Communist or Fascist organization, or to any organization which advocates overthrowing or altering our constitutional form of government by force or other illegal means? YES NO
 (c) To your knowledge does this candidate associate, or has he associated, with any United States citizen whose loyalty to the United States is questionable or with anyone who belongs to any of the types of organization described in (b) above? YES NO
 If your answer to any of these questions is "Yes", please give full details:

20. WIFE AND FAMILY (to be answered with respect to male candidates)

Do you know the candidate's wife and family or fiancée? YES NO

If you have checked "Yes", please answer the following statements about his wife or fiancée:

(a) Is emotionally adapted for extended residence in any country of the world YES NO
 (b) Is or was in social gatherings YES NO
 (c) Is in good health YES NO
 (d) Has a sound understanding of American institutions, culture and history YES NO
 (e) Would be an asset in his work of representing the United States abroad YES NO

COMMENTS:

IN SUMMARY, how would you rate the candidate's wife or fiancée as a prospective member of our official representation abroad? (Check One)

Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

21. Would you want this candidate to represent you officially abroad? YES NO
 Please explain why or why not:

22. REMARKS (Continuation of answers to foregoing questions. If these questions have omitted any area of your knowledge of the candidate your additional comments will be helpful and appreciated. Please use additional sheets if necessary.)

Date _____ Your Occupation _____ Your Signature _____

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FORM APPROVED
 BUDGET BUREAU NO. 47-1155-1



DEPARTMENT OF STATE
 WASHINGTON

February 17, 1965

 (Name of Candidate) STAT

The Honorable John A. McCone,
 3025 14th Avenue Street,
 Washington, D. C.

The Board of Examiners for the Foreign Service is conducting an inquiry relative to the person named above, who is being considered further for appointment as a Foreign Service officer after having successfully passed a difficult written examination.

Foreign Service officers for the Department of State and the United States Information Agency are selected through open competition for appointment by the President, with the advice and consent of the Senate, to carry out the foreign policies of the United States. In view of the responsible nature of this career service, the Board must have complete information and candid opinions concerning not only the candidates' strong points but also their weaknesses, defects or adverse qualities. Foreign Service officers must not only be competent in their work but must also be persons whose loyalty, intellectual capabilities, and personal integrity will make them effective representatives of our government in dealing with the leaders and the people of foreign countries. Only a few can be selected from the large number of outstanding young people who apply. The standards are necessarily high.

As a public service, will you please evaluate this candidate's personal and professional qualifications for a position of national trust and responsibility in the Foreign Service? Your replies will, of course, be held in confidence. You are urged to bear the following question in mind in making your appraisal on this form: "Is this candidate a person whom I would select to represent the United States abroad?"

It would be most helpful if your comments could be received by the Board within two weeks of the date of this letter so that preparations may be made for the candidate's oral examination. Please forward this form in the enclosed envelope, which requires no postage if mailed in the United States. Thank you for your cooperation.

Very truly yours,

Donovan Q. Zook

Donovan Q. Zook
 Executive Director
 Board of Examiners for the Foreign Service

Approved For Release 2003/09/05 : CIA-RDP80B01676R000400100013-3
 QUESTIONNAIRE REGARDING CANDIDATE FOR APPOINTMENT
 AS A FOREIGN SERVICE OFFICER

1. How long have you known this candidate? From: _____ To: _____

2. In what capacity have you known the candidate?
 His colleague His supervisor or employer His teacher or professor His friend
 Other (specify) _____

3. How frequently have you observed the candidate? (check as many as apply)
 at work _____ in school or college _____ socially _____
 infrequently infrequently infrequently
 frequently frequently frequently
 almost daily almost daily almost daily

4. If the candidate was employed by you or worked under your supervision, please provide the following information regarding his employment:
 a. Dates _____ b. Salary _____
 c. Nature of work _____

5. To the best of your knowledge, has the candidate ever been discharged or forced to resign from a position?
 YES NO (If "Yes", please explain)

6. Does the candidate have any physical, psychological or social handicaps which might raise doubts as to his effectiveness as a Foreign Service Officer?
 YES NO (If "Yes", please explain)

7. In your opinion, what are the candidate's
 a. Strongest points?
 b. Weakest points?

8. In general, what are your comments on the candidate's personality as it might affect his performance in the Foreign Service?

NOTE: The following evaluation outline has been prepared to assist you in giving us information. Under each category is a series of descriptive statements. Based upon your knowledge of the candidate, place a check in the appropriate column for each statement. Please use the "Don't Know" column only if you honestly feel that you cannot provide a "Yes" or "No" answer. Use the blank space at the end of each category to record additional comments and observations and to amplify or explain any of the checked statements.

9. ORAL EXPRESSION

	Yes	No	Don't Know
Speaks convincingly			
Is inclined to be overtalkative			
Chooses words and phrases well			
Organizes his thoughts logically			
Makes errors in grammar or pronunciation			
Mumbles - is hard to understand			

COMMENTS: _____

In summary, how would you rate the candidate's oral expression? (Check One)
 Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

10. WRITTEN EXPRESSION

	Yes	No	Don't Know
Writes convincingly			
Chooses words and phrases well			
Organizes his thoughts logically			
Makes errors in spelling and grammar			

COMMENTS: _____

In summary, how would you rate the candidate's written expression? (Check One)
 Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

11. APPEARANCE, BEARING, MANNER

	Yes	No	Don't Know
Dresses neatly and appropriately			
Has distracting or annoying mannerisms			
Has good manners			
Is ill at ease in social groups			
Makes a good impression			

COMMENTS: _____

In summary, how would you rate the candidate's appearance, bearing, manner? (Check One)
 Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

12. ABILITY TO PERSUADE OTHERS

	Yes	No	Don't Know
Is considered of other persons' opinions			
Associates look to him for guidance			
Can persuade others to cooperate			
Is good at reconciling diverse points of view			
Is clear and persuasive in arguments			

COMMENTS: _____

In summary, how would you rate the candidate's ability to persuade others? (Check One)
 Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

13. ENERGY AND DILIGENCE IN PURSUING TASKS

	Yes	No	Don't Know
Pursues activities with energy			
Tends to put off doing tasks he dislikes			
Lacks physical vitality			
Sometimes loses interest in an activity before he finishes it			
Can be depended on to carry out an assignment on his own			
Completes assignments on time			
Is, or has been, in poor physical health			

COMMENTS: _____

In summary, how would you rate the candidate's energy and diligence in pursuing tasks? (Check One)
 Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

14. SELF CONFIDENCE, POISE, AND ABILITY TO GET ALONG WITH OTHERS

	Yes	No	Don't Know
Is confident of his own ability			
Is easily discouraged			
Accepts criticism gracefully			
Is inclined to be brash			
Tends to be unduly shy or reserved			
Gets rattled and/or angry when his opinions are challenged			
Shows evidence of emotional instability			
Works well as a member of a team			
Will take an opposing stand just to be different			
Is tactful			
Performs effectively in a stress situation			
Keeps to himself much of the time but is not actually unfriendly			
When wrong, changes his position in the face of evidence contrary to original views			

COMMENTS: _____

In summary, how would you rate the candidate's self confidence, poise, and ability to get along with others? (Check One)
 Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable

15. PERSONAL INTEGRITY, RESPONSIBILITY, AND CONDUCT

	Yes	No	Don't Know
Makes excuses for his failings			
Keeps his word			
Is inclined to bluff			
Assumes credit which he may not deserve			
Inspires trust on the part of friends and associates			
Is willing to take an unpopular stand			
Adheres to accepted social behavior			
Occasionally drinks to excess			
Has personal traits that interfere with his ability to get along with others			
Sometimes fails to pay his debts			
Gambles to excess			
Has a reputation as a troublemaker			

COMMENTS: _____

In summary, how would you rate the candidate's personal integrity, responsibility, and conduct? (Check One)
 Recommend with enthusiasm Recommend with confidence Would possibly be suitable Reluctant to recommend Unsuitable