

# APPOINTMENT AFFIDAVITS

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

**CENTRAL INTELLIGENCE AGENCY**      **WASHINGTON, D. C.**  
(Department or agency)      (Bureau or division)      (Place of employment)

I, John L. Poe, do solemnly swear (or affirm) that—

## 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.

May 9, 1954  
(Date of entrance on duty)

John L. Poe  
(Signature of appointee)

Subscribed and sworn before me this 3rd day of May, A. D. 1954,

at Washington D. C.  
(City)

[SEAL]

5 USC 16 & 18a

Transactions & Records Assistant  
(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

APPROVED FOR RELEASE  
DATE: 14-Sep-2011

# 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.

1. PRESENT ADDRESS (street and number, city and State)

2614 KIRKWOOD PLACE APT 204 WEST HYATTSVILLE MARYLAND

2 (A) DATE OF BIRTH

JUNE 19, 1924

(B) PLACE OF BIRTH (city or town and State or country)

MEMPHIS, TENN.

3 (A) IN CASE OF EMERGENCY PLEASE NOTIFY

MRS. MARJORIE POE

(B) RELATIONSHIP

WIFE

(C) STREET AND NUMBER, CITY AND STATE

(D) TELEPHONE NO.

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS?  YES  NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (3) DEPARTMENT, OR AGENCY IN WHICH EMPLOYED	(2) TEMPORARY OR NOT EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
COLLEGE						

5. INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

YES NO

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?

YES  NO

WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY:

6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?

YES  NO

1. ARE YOU CURRENTLY SERVING THE GOVERNMENT OF ANY OTHER COUNTRY?

If your answer is "Yes", give details in Item 10.

YES  NO

2. HAVE YOU EVER BEEN CONVICTED OF A CRIME?

7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE?

YES  NO

3. HAVE YOU EVER BEEN CONVICTED OF A CRIME?

If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or, by reason of voluntary or involuntary separation after 5 years' service, amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.

YES  NO

4. HAVE YOU EVER BEEN CONVICTED OF A CRIME?

8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION?

YES  NO

5. HAVE YOU EVER BEEN CONVICTED OF A CRIME?

If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.

YES  NO

6. HAVE YOU EVER BEEN CONVICTED OF A CRIME?

9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$25 OR LESS, OR FORFEITED COLLATERAL OF \$25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT?

YES  NO

7. HAVE YOU EVER BEEN CONVICTED OF A CRIME?

If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) 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.

YES  NO

8. HAVE YOU EVER BEEN CONVICTED OF A CRIME?

## INSTRUCTIONS TO APPOINTING OFFICER

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 connection 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 impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous 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.

(3) **Citizenship.**—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 status 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) **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 appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.