

Quarters 19
Fort Hayes
Columbus 18, Ohio
27 January, 1946

[redacted]
Strategic Services Unit
Office of the Assistant Secretary of War
25th & E Streets, N. W.
Washington 25, D. C.

Dear [redacted]

Your letter of 19 January reached Columbus a few days ago and was waiting for me when I returned yesterday from a short trip. It is very good of you to remember our conversation of last December and to contact me now with respect to your new openings abroad. I am still interested in joining your unit for foreign duty and am enclosing the completed Personal History forms for further consideration by your office as suggested.

I notice that you refer to the present vacancies as clerical though with some use for my languages. I would like to explain that both my experience and interest incline toward a research rather than a clerical position. I feel that I am better qualified for and could be more useful in research, and I know from experience that, once started in clerical work, it is extremely difficult to effect a change of field. I believe that I would enjoy working with your organization abroad and would like to start out on the path which would be of most value to it and to me.

However, should you find my qualifications acceptable for any of the overseas vacancies, I would appreciate hearing from you. I would want a further description of the nature of the work, the degree of supervision, and the clerical skills expected. Of course, I would also have to know the location before I could make any decision. I realize that some of this information you may not be at liberty to write to me and so if there is something for which you feel I would be suited I could come to Washington for a final discussion.

Sincerely,

Agnas B. Collins

Encls.

Personal History Statement in dupl.

8 photographs

*↑ This being a week - and I couldn't get any snaps made + had nothing on hand.
Can send a couple if necessary. A.B.C.*

2

Date: 7 February 1946

From: X-2 Branch

To: ~~Personnel Officer, SSO~~ Security Office, SSU

Subject: Request for security investigation of

Name: Agnes Beattie Collins

Address: Quarters 19, Fort Hayes, Columbus, Ohio

Enclosure: (A) Subject's file including OSS Form 2205 in duplicate

1. Please request security investigation on subject according to instructions indicated by "X" marks below:

(a) Subject being considered for Staff () or Field (X) in the following country:

(b) Conduct investigation for Basic (X) and/or Overseas (X) Security.

(c) Investigation may be open (X), must be discreet ().

(d) Investigation may (X), should not (), reveal interest on part of Government.

(e) Present employer may (X), should not (), know subject is being investigated.

(f) Subject may (X), should not (), know he is being investigated.

(g) Send copy of OSS Form 2201 to Naval Command, OSS (), to Hq and Hq Detachment (). **Civilian Personnel Division (X).**

(h) In original contact subject approached OSS (X), OSS sought him ().

(i) Special instructions: (References, employers and other persons, if any, who should not be approached by investigators and reasons. Other pertinent facts.)

Signed: [Redacted]

Area: . . . **Asst. Personnel Officer**

First Endorsement

Date:

To: Security Officer, OSS

Enclosure: (A) Subject's OSS Form 2205

1. Forwarded for investigation requested above.

Personnel Officer, SSO

By:

Form 1180b
(Rev. 5/12/45)

1 OVERSEAS PHYSICAL
CIVILIAN

OFFICE OF STRATEGIC SERVICES
Washington, D. C.

Prospect file
X-2 K

13 February 1946

COLLINS, AGNES B.

was given a physical

examination on this date and found qualified for

(5)

- Full Duty Overseas
- Limited Duty Overseas
- Duty in USA Only

Profile Serial (For Army EM only)

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Defects Noted: **NONE**

SECURITY OFFICE

② Prospect File
~~CONFIDENTIAL~~ K

Investigation Report

Date: 20 February 1946

Subject: COLLINS, Agnes Beattie

Number:

To:

- 1. Investigation directed by:
- 2. Sources of information:
- 3. Remarks:

This report is being written with one important government agency yet to be heard from. Nothing adverse is anticipated, but if anything derogatory develops, it is understood the recommendation given below for Security Approval may be withdrawn.

4. Recommendation:

Security approval recommended, though subject to the receipt of derogatory information at some future date. Interview waived.

Final interview is in this case unnecessary if originating official will provide two (unsigned) passport size photographs and completed fingerprint card of Subject.

By

mmb
cc: Civilian Personnel

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Fite

INSTRUCTIONS.—Answer every question below clearly and completely. Typewrite or print in INK. If you are applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. Mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION No.	1. Name of examination, or kind of position applied for: Clerk Typist, CAF-5
	2. Optional subject (if mentioned in examination announcement):
	3. Place of employment applied for:
ANNOUNCEMENT	4. (First name) (Middle) (Maiden, if any) (Last) Miss Agnes Beattie Collins
	8. Street and number or R. D. number: []
	City or post office (including postal zone), and State: Virginia
SELECTION No.	6. Legal or voting residence (State): Virginia
	7. Office phone No.: Home phone:
	8. Place of birth (city and State; if born outside U. S., name city and country): May 1, 1920 Washington, D. C.
	9. Date of birth (month, day, year): May 1, 1920
	10. Age last birthday: 26
	11. <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
12. <input type="checkbox"/> Married <input checked="" type="checkbox"/> Single	
13. Height without shoes: 5 feet 4 1/2 inches	
Weight: 120 pounds	
14. Have you ever been employed by the Federal Government? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If now employed by the Federal Government, give present grade and date of last change in grade:	

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

<input type="checkbox"/> Appor.	<input type="checkbox"/> Material Submitted	Entered register:		
<input type="checkbox"/> Non-appor.	<input type="checkbox"/> Returned			
Notations:		App. Review:		
Approved:				
OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING
			<input type="checkbox"/> 5 points (tent.)	
			<input type="checkbox"/> 10 points	
			<input type="checkbox"/> Wife or Widow	
			<input type="checkbox"/> Disal.	
			<input type="checkbox"/> Being investigated	
INITIALS AND DATE				

Indicate "Yes" or "No" answer by placing X in proper column		YES	NO	18. (a) If you will accept appointment in certain locations ONLY, give acceptable locations: []
18. (a) Would you accept short-term appointment, if offered, for—				
1 to 3 months?				
3 to 6 months?				
6 to 12 months?		X		
(b) Would you accept appointment, if offered—				(d) What is the lowest entrance salary you will accept: \$ <u>2644.30</u> per year.
In Washington, D. C.?			X	You will not be considered for positions paying less.
anywhere in the United States?			X	(e) If you are willing to travel, specify:
outside the United States?		X		<input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly

18. EXPERIENCE.—You are requested to furnish all information asked for below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to determine your qualifications for the position for which you are applying. In the spaces provided below describe EVERY position you have held. Use a separate block for EACH position. You may also include any pertinent religious, civic, welfare or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your PRESENT position and work back, accounting for all periods of unemployment. Explain clearly the principal tasks which you performed in each position. Describe your experience in the Armed Services in question 17 (Military Experience).

(a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION	
Dates of employment: (Month, year) From: March 1946 To present time	Exact title of your present position: Clerk Typist []
Place of employment (city and State): []	Salary or earnings: Starting, \$2360 per a. Present, \$2644 per a.
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: War Dept., Strategic Serv. Unit	Description of your work: In charge of pouch desk, registry and files. Carder.
Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): Federal	
Number and kind of employees supervised by you: None	
Name and title of immediate supervisor: []	
Reason for desiring to change employment: Liquidation of SSU/ND	

18. CONTINUED

Dates of employment: (Month, year) From: <u>Oct 43</u> To: <u>Dec 43</u> Place of employment (city and State): <u>Washington, D. C.</u> Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>G-2, War Department</u> Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): <u>Military Intell.</u> Number and kind of employees supervised by you: <u>None</u> Name and title of immediate supervisor: _____ Reason for leaving: <u>Leaving area, Resigned.</u>	Exact title of your position: <u>P-1 Research Analyst</u> Description of your work: <u>Processing reports for distribution and file; evaluating, extracting, translating rpts. Preparing special economic and political studies.</u>	Salary or earnings: Starting \$ _____ per _____ Final \$ <u>2000</u> per <u>a.</u>
Dates of employment: (Month, year) From: <u>Aug 43</u> To: <u>Oct 43</u> Place of employment (city and State): <u>G-2, War Dept.</u> Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>Washington, D. C.</u> Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): <u>Military Intell.</u> Number and kind of employees supervised by you: <u>None</u> Name and title of immediate supervisor: _____ Reason for leaving: <u>Change in status</u>	Exact title of your position: <u>CAF-4 Research Clerk</u> Description of your work: <u>Same as above</u>	Salary or earnings: Starting \$ _____ per _____ Final \$ <u>1800</u> per <u>a.</u>
Dates of employment: (Month, year) From: <u>June 43</u> To: <u>Aug 43</u> Place of employment (city and State): <u>Washington, D. C.</u> Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>G-2, War Dept.</u> Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): <u>Military Intell.</u> Number and kind of employees supervised by you: <u>None</u> Name and title of immediate supervisor: _____ Reason for leaving: <u>Change in Status</u>	Exact title of your position: <u>CAF-3 Assistant Clerk Typist</u> Description of your work: <u>Same as above</u>	Salary or earnings: Starting \$ _____ per _____ Final \$ <u>1620</u> per <u>a.</u>
Dates of employment: (Month, year) From: <u>Nov. 42</u> To: <u>June 43</u> Place of employment (city and State): <u>Miami Beach, Florida</u> Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>G-2, War Dept.</u> Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): <u>Military Intell.</u> Number and kind of employees supervised by you: <u>None</u> Name and title of immediate supervisor: _____ Reason for leaving: <u>Transferred to Washington</u>	Exact title of your position: <u>CAF-3 Asst. Clerk Typist</u> Description of your work: <u>Research duties as above. Also set up and ran Mail Room (supervising two on-listed men) and trained personnel to continue operating Mail Room when I started on research duties.</u>	Salary or earnings: Starting \$ _____ per _____ Final \$ <u>1620</u> per <u>a.</u>

17. MILITARY EXPERIENCE.—In order to make the most effective placements of war veterans, detailed information acquired in the Armed Services. Fill in the appropriate space for each service school you have attended. If in the service, write in Item (a) "None" at service schools" and indicate in Item (c) all important changes in duty assignment, showing dates.

(a) First Special Service School attended: **None**

(b) What were you taught in First Special Service School?

Location: _____

Dates attended (months, years): _____

From: _____ To: _____

Rating received at end of this training: _____

(c) Duty assignment or rating after this training (give all important changes in duty assignment whether or not you attended a Service School): _____

(d) What did you do during this duty assignment?

Dates of duty assignment (months, years): _____

From: _____ To: _____

(e) Second Special Service School attended:

(f) What were you taught in Second Special Service School?

Location: _____

Dates attended (months, years): _____

From: _____ To: _____

Rating received at end of this training: _____

(g) Duty assignment after this training: _____

(h) What did you do during this duty assignment?

Dates of duty assignment (months, years): _____

From: _____ To: _____

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

18. EDUCATION.—Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 (12)

Mark (x) the appropriate box to indicate satisfactory completion of:

Elementary School Junior High School Senior High School

(a) Give name and location of last high school attended: **Packer Collegiate Institute**

(b) Subject in high school which you liked best: **French**

(c) Name and Location of College or University	Major	Dates Attended		Years Completed		Degrees Conferred		Semester Hours Credit
		From—	To—	Day	Night	Title	Date	
Packer Collegiate Institute Brooklyn, N. Y.		1938	1938	2				80
Vassar College, Poughkeepsie NY	Ital.	1938	1940	2		A.B.	Jun 40	72

(d) List Your Chief Undergraduate College Subjects

French	32
Italian	28
Spanish	16
Art	12

(e) List Your Chief Graduate College Subjects

(e) Other training, such as vocational, business, study courses given through the Armed Forces Institute (show name and location of school), or "in-service training" in a Federal agency:

None

Subjects Studied	Dates Attended		Years Completed	
	From—	To—	Day	Night

19. Indicate your knowledge of foreign languages:

	READING			SPEAKING			UNDERSTNG.		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
French, Italian	x			x			x		
Spanish	x			x			x		

(a) How was your knowledge of foreign languages acquired?
Living abroad, foreign and US schools.

(b) If you have traveled or resided in any foreign countries, indicate (1) names of countries, (2) dates and length of time spent there and (3) reason or purpose (e. g., business, education, recreation):
Italy 1928-32 With parents
Puerto Rico 1941-42 With parents

20. List any special skills you possess and machines and equipment you can use, such as operation of short-wave radio, multilith, compometer, key-punch, turret lathe, scientific or professional devices:
pay Switchboard
Approximate number of words per minute in typewriting: _____ shorthand: _____

21. Are you now or have you ever been a licensed or certified member of any trade or profession (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)?
 Yes No Give kind of license and State:
First license or certificate (year): _____
Latest license or certificate (year): _____

22. Give any special qualifications not covered elsewhere in your application such as:
(a) your more important publications (do NOT submit copies unless requested)
(b) your patents or inventions
(c) public speaking and public relations experience
(d) membership in professional or scientific societies, etc.
None

~~RESTRICTED~~

OSS FORM 1001
(Rev. 4-11-44)

OSS PERSONNEL ACTION REQUEST
(TO BE SIGNED AND SUBMITTED IN TRIPLICATE)

NAME: Agnes B. Collins	INITIAL	DATE
NATURE OF ACTION: <i>Exempted</i> Appointment		3/21/46
EFFECTIVE DATE: 27 March 1946 Immediately	VICE	F-5189
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	1A	
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	VV	
SPECIAL INSTRUCTIONS: 1. FOR MILITARY LEAVE WITHOUT PAY—ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTO- STAT OR CERTIFIED COPY. 2. EFFECTIVE DATE SHALL BE FILLED IN BY THE LEAVE UNIT, FINANCE BRANCH, FOR SEPARATIONS OR RESIGNATIONS.	NEW	
	BUDGET	3/20
	EMPLOYMENT	3/22
	CHIEF, CIVILIAN PERSONNEL BRANCH	22 Mar 46

	FROM	TO
TITLE		Clerk
GRADE AND SALARY		CAF-5 \$2320
BRANCH		X-2
DIVISION		
SECTION		
OFFICIAL STATION		Washington, D.C.
DEPT. OR FIELD		*Field *

REMARKS OR PROPOSED DUTIES:

*A-1-7 Appointment for assignment to .
2 copies Form 57 Attached.
Security clearance received 2/20/46
** not to exceed 90 days within continental U.S.*
15 March 1946

RECEIVED
MAR 22 4 40 PM '46
CIVILIAN PERSONNEL
MAR 27 1946
RECEIVED
MAR 20 1 30 PM '46
RECEIVED

RECOMMENDED: DAT

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

~~SECRET~~
Security Information

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle)		3. Office
	COLLINS	AGNES BEATTIE	<input type="checkbox"/> WE <input type="checkbox"/>
4. Date of Birth 1 MAY 1920	5. Sex: <input type="checkbox"/> male (1) <input checked="" type="checkbox"/> female (2)	Martial Status <u>Single</u> Nr. Dependents <u> </u>	6. CIA Entry Date: 20 MARCH 1946
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth <u> </u>		

SEC. I. EDUCATION

1. Extent: (circle one)
- | | | |
|--|--|-------------------|
| 1. Less than high school | 4. Two years college, or less | 8. Masters degree |
| 2. High school graduate | 5. Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | <input checked="" type="checkbox"/> 6. Bachelor degree | |
| | 7. Post-graduate study (minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
Packer Collegiate Institute, Brooklyn, NY			Sept 1936	Jun 1938	2				
Vassar College Poughkeepsie, N.Y.			Sept 1938	Jun 1940	2		B.A.	June 1940	

3. Trade, Commercial, and Specialized Training: NONE

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.) NONE

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

~~SECRET~~

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

x	INDIVIDUAL	2
	GROUP	
NUMBER IN GROUP.....		

Collins File
Jmo

1. THIS PAGE TO BE RETAINED IN FILES.

Date 26 April 1946

2. OF: X-2 (Office or Branch) 3. By [Redacted] (Travel sponsor) Tel. ext. 2831 Room 222 Bldg. Central

4. SUBJECT: DATES OF APPROVALS RECEIVED BY TRAVEL SPONSOR.

Overseas transportation and orders have been requested for each individual specified in this form to travel under the conditions and to the destination described below:

5. Traveler or group leader Collins (Last name) Agnes (First name) B. (Initial) Civilian (Rank/Grade) (Service) (Serial number)
(Names of individuals in group are listed on reverse side of this form and a table of organization is attached if necessary)

6. Address (Residence or quarters) prior to departure SSU, 25th & E Sts., N.W., Washington, D.C. (Number) (Street) (City) (State) (Country) Tel. No. _____

7. Official station SSU, Washington Starting point Washington, D.C. Availability or 9. readiness date 6 May 46 Travel 10. by Sea (Air, sea)
Destination and Itinerary _____

12. Change of station Permanent (Permanent or temporary) From Washington, D.C. (Office or Branch, and location or station) To _____ and location or station

13. Reporting for duty to Chief of Mission (Approx. date) Returning to _____ (Approx. date)
14. Travel considered Routine (Routine or secret) 15. Expense paid from _____ 16. Estimated expense, \$ 350.00 17. to be charged _____ Allotment Acct.

18. Identification with OSS is (is/is not) authorized. 19. Official courier is Not (is/is not) requested for Miss Collins (Specify name of individual or individuals)

20. Equipment to be taken .45 Caliber Pistol and Accessories. Technical Specialist Certificate (For military personnel only) Other equipment None (Specify or attach table of equipment)

21. Civilian clothing (for service personnel) is (is/is not) authorized. 22. Excess baggage allowance in the amount of None lbs. is requested (In excess of 50 lbs. by air, 175 lbs. by sea)

PRIOR TO DEPARTURE THE FOLLOWING REQUIREMENTS WILL HAVE BEEN MET

23. Documents: (Passports and visas; draft board, exit, and re-entry permits; Special Orders, etc.) Not required; Obtained.

24. Medical examinations and immunization completed

Approvals on signed pages of this request have been received from the following officials:

Finance Officer, dated _____; Theater Officer, dated _____; Security Office dated _____

APPROVED:
TRAVEL SPONSOR—

Signature _____
OFFICE OR BRANCH CHIEF—
Signature _____

Date 26 April 1946

Date _____

THEATER COMMANDER—

Cable date _____ "CM-IN" No. _____ Target date _____ Priority designation _____

Space below is for use of Transportation Office only

Transportation Office No. 1768-C

Section No. _____

~~SECRET~~

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL (X)
OFFICIAL:
REGULAR () SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of 1 May 1946 based on performance during period from 25 March 1946 to 30 April 1946

Agnes B. Collins
(Name of employee) Clerk CAF-5
(Title of position, service, and grade)

Strategic Services Unit, War Dept., X-2
(Organization—Indicate bureau, division, section, unit, field station)

<p>ON LINES BELOW MARK EMPLOYEE</p> <p>✓ if adequate - if weak + if outstanding</p>	<p>1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.</p> <p>2. Underline the elements which are especially important in the position.</p> <p>3. Rate only on elements pertinent to the position.</p> <p style="margin-left: 20px;">a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.</p> <p style="margin-left: 20px;">b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i>.</p>	<p>CHECK ONE:</p> <p>Administrative, supervisory, or planning <input type="checkbox"/></p> <p>All others <input checked="" type="checkbox"/></p>
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- | | |
|---|--|
| <p>..... (1) Maintenance of equipment, tools, instruments.</p> <p>..... (2) Mechanical skill.</p> <p>✓ (3) Skill in the application of techniques and procedures.</p> <p>..... (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>✓ (5) Attention to broad phases of assignments.</p> <p>..... (6) <u>Attention to pertinent detail.</u></p> <p>✓ (7) <u>Accuracy of operations.</u></p> <p>✓ (8) <u>Accuracy of final results.</u></p> <p>✓ (9) Accuracy of judgments or decisions.</p> <p>..... (10) Effectiveness in presenting ideas or facts.</p> <p>..... (11) Industry.</p> <p>..... (12) Rate of progress on or completion of assignments.</p> <p>..... (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no))</p> <p>..... (14) Ability to organize his work.</p> <p>..... (15) Effectiveness in meeting and dealing with others.</p> <p>..... (16) <u>Cooperativeness.</u></p> <p>..... (17) <u>Initiative.</u></p> <p>..... (18) <u>Resourcefulness.</u></p> <p>..... (19) <u>Dependability.</u></p> <p>..... (20) Physical fitness for the work.</p> | <p>..... (21) Effectiveness in planning broad programs.</p> <p>..... (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>..... (23) Effectiveness in devising procedures.</p> <p>..... (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>..... (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>..... (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>..... (27) Effectiveness in promoting high working morale.</p> <p>..... (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>..... (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>..... (30) Ability to make decisions.</p> <p>..... (31) Effectiveness in delegating clearly defined authority to act.</p> |
|---|--|

STATE ANY OTHER ELEMENTS CONSIDERED

- (A)
- (B)
- (C)

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Adjective rating
Plus marks on all underlined elements, and no minus marks.....	Excellent	Rating official <u>Very Good</u>
Plus marks on at least half of the underlined elements, and no minus marks.....	Very good	Reviewing official <u>VB</u>
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by _____ Desk Head May 27 1946
(Title) (Date)

Reviewed by _____ Asst. Admin. Offr. 6 June 46
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating)

WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D. C.

AGAO-O-E 200.4 (29 Apr 46)

lvj-IE-863 Pentagon

2 May 1946

SUBJECT: Invitational Travel Orders, [redacted]

TO: The Commanding General,
New York Port of Embarkation;
The Chief of Transportation,
Army Service Forces.

1. Upon call of the port commander, [redacted] and Agnes E. Collins, are hereby authorized and invited to proceed by rail from Washington, D.C. to the New York Port of Embarkation for further movement by water transportation to [redacted]

2. TDN. 601-31 F 431-02 212/60425 S 99-999.

3. Prior to departure from the continental United States, personnel will be required to have completed the prescribed immunizations in conformity with current War Department instructions.

4. Baggage will not exceed one hundred seventy five (175) pounds for each individual and must be shipped to the port of embarkation so as to arrive at least forty-eight (48) hours prior to sailing time or be brought to the port in the physical possession of the owner. Baggage shipped to the port will be marked with the owner's full name and addressed as follows:

TO: PORT TRANS-O (PB)
NYP OF E
BROOKLYN, NEW YORK

FOR: [redacted]

Under no conditions will personal baggage be crated or boxed for shipment to the port. Transportation officers may express at government expense the baggage authorized above only when transportation is utilized which does not permit that amount of free checkable baggage and a more economical means will not permit its arrival by date specified in port call.

5. Immediately prior to departure for port of embarkation personnel will advise correspondents, except publishers, that mail will be addressed to show name and Civilian Directory Section, CPDS, APO 698, c/o Postmaster, New York, New York. Publishers will be advised to withhold mailings of publications until advised of a complete permanent oversea APO address. Immediately upon arrival overseas and determination of the APO address to which they will be assigned for mail service, personnel will advise their correspondents, publishers, and the address shown above as to the APO address to which their mail should be sent.

6. The Chief of Transportation, Army Service Forces, Washington, D.C., will issue a Certificate of Identification, WD, AGO, Form No. 65 to personnel listed in paragraph 1 above with designation cited therein. Upon return to the United States, Certificate of Identification will be surrendered to the Commanding General of the Port of Entry.

7. The Chief of Transportation, Army Service Forces, will furnish the necessary transportation and coordinate with all concerned.

BY ORDER OF THE SECRETARY OF WAR:

COPIES FURNISHED:

WT (5)
CPD, WDES (1)
AFS, AGO (2)
Indiv (10)
Ch/Trans, ASF, Capt May (1)

/s, [redacted]

Certified True Copy

[redacted]
R. W. SHERRARD, AGO, TO

~~RESTRICTED~~

Date 15 May 1946

SUBJECT: Payments of Overseas Salary and Living and Quarters Allowance.

TO : Captain James Angleton,
(Finance Officer) (Station)

This is to authorize you to make payment to Agnes B. Collins
(Name of Employee)

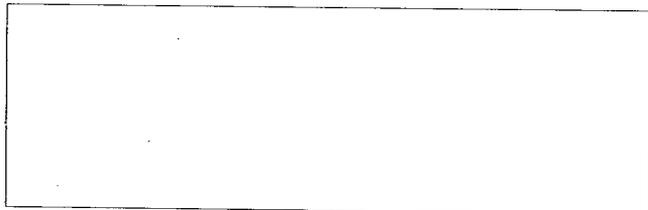
CAF-5 Clerk, CAF-5, \$2320 p.a., in the amount
(Position) (Grade) (Salary)

of \$ 70.00 under Project Number , each 28 day pay

period beginning 5 May 1946 No dependents
(Effective Date) (Dependency Status)

You are also authorized to pay subject employee living and quarters allowance effective date of transfer in accordance with .

Personnel documents, Forms and will follow. The original travel order which should be in the possession of the employee can be used if necessary to effect payment for travel expenses and per diem.



5

~~RESTRICTED~~

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.
TRANSPORTATION OFFICE
13 May 1946

Collins
#5



Memorandum

To:



From:

C.
A.S.

Subject: CALL TO PORT OF EMBARKATION AND FINAL INSTRUCTIONS FOR MOVEMENT.

1. Shipment Number; Group or Individual:

[Redacted] -- [Redacted]
Agnes B. Collins

2. Itinerary:

The above individuals will report to [Redacted] New York Port of Embarkation, 58th and 1st Avenue, Brooklyn, New York, during the morning hours 21 May 1946, for processing prior to departure for their overseas destination.

They should take with them their passports, immunization records and orders.

3. TRO Embarkation Officer:



4. Special Instructions Re: Baggage, Tickets, etc.:

Baggage to be checked must be delivered to TRO Room 23 on between the hours
(This does not apply to air departures.)

175 lbs. baggage

RESTRICTED

5. Any exception to arrangements as noted herein must be secured by contact with the Transportation Office.

CC: Theater Officer.
Security Officer.
Shipment File.
Headquarters Detachment.

Finance Officer.
Medical Services Officer.
TRO Cable Desk.

Naval Command (Nav. Pers.).
Group or Individual File.
Movement Date File.

A F F I D A V I T

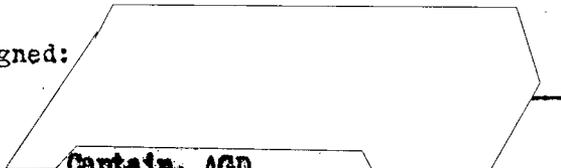
1. I, AGNES B. COLLINS hereby swear that I am not engaged in any strike against the government of the United States; that I am not a member of an organization of government employees that asserts the right to strike against the government of the United States, and that I will not while a government employee become a member of any such organization.

Signed:

Agnes B. Collins

2. Subscribed and sworn to before me this 25th day of July 1946 at

Signed:


Captain, AGD
Adjutant, 2677 Regt SSU (Prev)

2

#2 (2)

HEADQUARTERS
EXTERNAL SURVEY DETACHMENT

[Faint circular stamp]

14 March 1947

TO:

[Redacted]

FROM:

[Redacted]

SUBJECT: Return of Miss Agnes Collins to the United States.

1. We are forwarding herewith a request submitted by Miss Collins for return to the United States.
2. Also attached for appropriate action is a completed Personal Action Request covering Miss Collins' proposed return.

[Redacted]

Administrative Officer.

*ok subject
Angletons concurrence
4-1-47*

[Redacted]

*Cable sent 4 April 1947
answered*

[Redacted]

~~CONFIDENTIAL~~

~~SECRET~~
19 December 1947

TO : Security Division, OSO
FROM : Personnel Division, OSO
SUBJECT: Agnes Collins

This is to advise of the return of Agnes Collins from effective 19 December 1947. Subject is to take leave. Her future plans are undecided.

~~SECRET~~

~~CONFIDENTIAL~~

file

14 January 1948

TO : Security Division, OSO
FROM : Personnel Division, OSO
SUBJECT: Personal History Statements

As per your request, attached hereto are
current Personal History Statements on the following:

[Redacted]

Agnes Beattie Collins

[Redacted]

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

15 January 1948

TO : Security Division, OSO
FROM : Personnel Division, OSO
SUBJECT: Agnes B. Collins

Security concurrence is requested on the transfer of Agnes B. Collins from [] Washington, D. C. (Field) to [] effective 11 January 1948. Subject is transferring as Clerk, CAF-5, \$2770.20 per annum.

~~CONFIDENTIAL~~

PERSONAL HISTORY STATEMENT

INSTRUCTIONS: ANSWER ALL QUESTIONS COMPLETELY. IF QUESTION DOES NOT APPLY WRITE "NOT APPLICABLE". WRITE "UNKNOWN" ONLY IF YOU DO NOT KNOW THE ANSWER AND CANNOT OBTAIN THE ANSWER FROM PERSONAL RECORDS. USE A SEPARATE SHEET OF PAPER FOR EXTRA DETAILS ON ANY QUESTION OR QUESTIONS FOR WHICH YOU DO NOT HAVE SUFFICIENT ROOM. ATTACH TWO RECENT PASSPORT SIZE PICTURES TO THIS FORM. DATE TAKEN WRITTEN ON THE BACK OF EACH. TYPE, PRINT OR WRITE CAREFULLY; ILLEGIBLE OR INCOMPLETE FORMS WILL NOT RECEIVE CONSIDERATION.

HAVE YOU READ AND UNDERSTOOD THE ABOVE INSTRUCTIONS? YES NO

SECTION 1. PERSONAL BACKGROUND

NAME MISS FIRST MIDDLE LAST TELEPHONE
 MR. MRS. **AGNES BEATTIE COLLINS**

PRESENT ADDRESS STREET AND NUMBER CITY STATE COUNTRY
 _____ VIRGINIA U.S.A.

LEGAL RESIDENCE STREET AND NUMBER CITY STATE COUNTRY
 _____ VA. _____

NICKNAMES OTHER NAMES THAT YOU HAVE USED
ANN **NONE**

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? HOW LONG?

IF LEGAL CHANGE, GIVE PARTICULARS (WHERE, WHEN AND BY WHAT AUTHORITY)

DATE OF BIRTH PLACE OF BIRTH CITY STATE COUNTRY
1 MAY 1920 **WASHINGTON, D.C.** **U.S.A.**

PRESENT CITIZENSHIP ACQUIRED BY:
USA BIRTH MARRIAGE NATURALIZATION

NATURALIZATION CERTIFICATE NUMBER DATE ISSUED NAME OF COURT

LOCATION OF COURT CITY STATE COUNTRY

PREVIOUS CITIZENSHIP DATE HELD FROM: TO:

OTHER CITIZENSHIPS (GIVE PARTICULARS)

STEPS TAKEN TO CHANGE PRESENT NATIONALITY (GIVE PARTICULARS)

LAST U.S. PASSPORT NUMBER DATE PLACE OF ISSUE
 _____ (?) **APRIL 1946** **WASHINGTON, D.C.**

ALL OTHER U.S. PASSPORTS YOU HAVE HAD (GIVE APPROXIMATE DATES)
1928 - ON MOTHER'S PASSPORT (VIRGINIA STEWART COLLINS)

PASSPORTS OF OTHER NATIONS
NONE

IF BORN OUTSIDE U.S. DATE OF ARRIVAL IN THIS COUNTRY PORT OF ENTRY PASSPORT OF COUNTRY

LAST U.S. VISA NUMBER TYPE DATE PLACE OF ISSUE

SECTION 2. PHYSICAL DESCRIPTION

AGE SEX HEIGHT WEIGHT EYES HAIR
27 **F** **5 ft. 4 1/2"** **118** **Hazel** **Brown**

COMPLEXION SCARS BUILD
Med. **none** **med.**

OTHER DISTINGUISHING FEATURES
None

SECTION 3. MARITAL STATUS

MARRIED <input type="checkbox"/>	WIDOWED <input type="checkbox"/>	SEPARATED <input type="checkbox"/>	DATE OF SEPARATION OR DIVORCE	PLACE
SINGLE <input checked="" type="checkbox"/>	DIVORCED <input type="checkbox"/>			

REASON FOR SEPARATION OR DIVORCE

NOTE: IF YOU HAVE BEEN MARRIED MORE THAN ONCE USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND AND GIVE DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.

NAME OF WIFE OR HUSBAND	FIRST	MIDDLE (FOR WIFE, MAIDEN)	LAST	DATE OF MARRIAGE
-------------------------	-------	---------------------------	------	------------------

PLACE OF MARRIAGE	(HIS OR HER) ADDRESS BEFORE MARRIAGE	STREET AND NUMBER	CITY	STATE	COUNTRY
-------------------	--------------------------------------	-------------------	------	-------	---------

LIVING <input type="checkbox"/>	DATE OF DECEASE	CAUSE
DECEASED <input type="checkbox"/>		

PRESENT OR LAST ADDRESS	STREET AND NUMBER	CITY	STATE	COUNTRY
-------------------------	-------------------	------	-------	---------

DATE OF BIRTH	PLACE OF BIRTH	CITY	STATE	COUNTRY
---------------	----------------	------	-------	---------

CITIZENSHIP	DATE ACQUIRED	WHERE ACQUIRED	CITY	STATE	COUNTRY
-------------	---------------	----------------	------	-------	---------

OCCUPATION	LAST EMPLOYER
------------	---------------

EMPLOYER'S OR OWN BUSINESS ADDRESS	STREET AND NUMBER	CITY	STATE	COUNTRY
------------------------------------	-------------------	------	-------	---------

DATE OF MILITARY SERVICE	FROM:	TO:	BRANCH OF SERVICE	COUNTRY
--------------------------	-------	-----	-------------------	---------

OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN (GIVE DETAILS)

SECTION 4. CHILDREN OR DEPENDENTS (INCLUDE PARTIAL DEPENDENTS)

NAME <i>NONE</i>	RELATIONSHIP	AGE
---------------------	--------------	-----

CITIZENSHIP	ADDRESS STREET AND NUMBER	CITY	STATE	COUNTRY
-------------	---------------------------	------	-------	---------

NAME	RELATIONSHIP	AGE
------	--------------	-----

CITIZENSHIP	ADDRESS STREET AND NUMBER	CITY	STATE	COUNTRY
-------------	---------------------------	------	-------	---------

NAME	RELATIONSHIP	AGE
------	--------------	-----

CITIZENSHIP	ADDRESS STREET AND NUMBER	CITY	STATE	COUNTRY
-------------	---------------------------	------	-------	---------

SECTION 5. PARENTS

(This area is intentionally left blank for handwritten entries.)

NAME OF FATHER-IN-LAW		FIRST	MIDDLE	LAST	LIVING <input type="checkbox"/>		DECEASED <input type="checkbox"/>	
DATE OF DECEASE		CAUSE						
PRESENT OR LAST ADDRESS	STREET AND NUMBER		CITY	STATE	COUNTRY			
DATE OF BIRTH	PLACE OF BIRTH		CITY	STATE	COUNTRY			
CITIZENSHIP	DATE ACQUIRED	WHERE ACQUIRED	CITY	STATE	COUNTRY			
OCCUPATION		LAST EMPLOYER						
NAME OF MOTHER-IN-LAW		FIRST	MAIDEN	LAST	LIVING <input type="checkbox"/>		DECEASED <input type="checkbox"/>	
DATE OF DECEASE		CAUSE						
PRESENT OR LAST ADDRESS	STREET AND NUMBER		CITY	STATE	COUNTRY			
DATE OF BIRTH	PLACE OF BIRTH		CITY	STATE	COUNTRY			
CITIZENSHIP	DATE ACQUIRED	WHERE ACQUIRED	CITY	STATE	COUNTRY			
OCCUPATION		LAST EMPLOYER						

SECTION 8. RELATIVES

NOTE: INDICATE BELOW THE RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO LIVE ABROAD, ARE UNDER THE INFLUENCE OF A FOREIGN POWER, ARE NOT CITIZENS OF THE UNITED STATES, OR ARE MARRIED TO NON-CITIZENS.

NAME	<i>NONE</i>	RELATIONSHIP	AGE
------	-------------	--------------	-----

CITIZENSHIP	ADDRESS	STREET AND NUMBER	CITY	STATE	COUNTRY
-------------	---------	-------------------	------	-------	---------

REASON FOR LISTING UNDER THIS QUESTION

NAME		RELATIONSHIP	AGE
------	--	--------------	-----

CITIZENSHIP	ADDRESS	STREET AND NUMBER	CITY	STATE	COUNTRY
-------------	---------	-------------------	------	-------	---------

REASON FOR LISTING UNDER THIS QUESTION

NAME		RELATIONSHIP	AGE
------	--	--------------	-----

CITIZENSHIP	ADDRESS	STREET AND NUMBER	CITY	STATE	COUNTRY
-------------	---------	-------------------	------	-------	---------

REASON FOR LISTING UNDER THIS QUESTION

NOTE: INDICATE BELOW THE RELATIVES BY BLOOD OR MARRIAGE, IN MILITARY, NAVAL OR OTHER GOVERNMENT SERVICE (UNITED STATES OR FOREIGN)

SECTION 10. SELECTIVE SERVICE STATUS <i>NONE</i>			
CLASSIFICATION	ORDER NUMBER	APPROXIMATE INDUCTION DATE	BOARD NUMBER
ADDRESS OF BOARD	STREET AND NUMBER	CITY	STATE
IF DEFERRED, STATE REASON			
SECTION 11. MILITARY, NAVAL OR OTHER GOVERNMENT SERVICE - UNITED STATES OR FOREIGN <i>NONE</i>			
COUNTRY	SERVICE	SERVICE DATES FROM:	TO:
GRADE	SERIAL NUMBER	TYPE OF DISCHARGE	
LAST STATION		COMMANDING OFFICER	
REMARKS:			
SECTION 12. CHRONOLOGICAL HISTORY OF EMPLOYMENT (USE ADDITIONAL SHEET IF NECESSARY)			
NOTE: INCLUDE BELOW PERIODS OF UNEMPLOYMENT AND CASUAL EMPLOYMENT. GIVE ADDRESS AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. INCLUDE LAST 5 POSITIONS AND COVER AT LEAST 15 YEARS.			
EMPLOYER		JOB TITLE	
<i>WAR DEPARTMENT EXTERNAL SURVEY DET. # 33</i>		<i>CAF-5 CLERK TYPIST</i>	
ADDRESS	STREET AND NUMBER	CITY	STATE
<i>APD 794</i>	<i>% Postmaster, New York, N.Y.</i>		
YOUR DUTIES AND SPECIALITY		NAME OF SUPERVISOR	
<i>POUCH + FILE CLERK. TRANSLATIONS. REPORTS WRITING</i>		<i>CAPT. JAMES ANGLETON</i>	
DATES COVERED	FROM:	TO:	SALARY
	<i>MARCH 1946</i>	<i>DEC. 1947</i>	<i>\$2770</i>
REASONS FOR LEAVING		PER	
		<i>ANNUM</i>	
EMPLOYER		JOB TITLE	
<i>UNEMPLOYED</i>			
ADDRESS	STREET AND NUMBER	CITY	STATE
<i>FORT HAYES</i>	<i>COLUMBUS, OHIO</i>		
YOUR DUTIES AND SPECIALITY		NAME OF SUPERVISOR	
<i>LIVED WITH PARENTS; DID VOLUNTEER RED CROSS WORK</i>			
DATES COVERED	FROM:	TO:	SALARY
	<i>DEC. 1943</i>	<i>FEB. 1946</i>	
REASONS FOR LEAVING		PER	
EMPLOYER		JOB TITLE	
<i>WAR DEPARTMENT, M.I.S.</i>		<i>CAF-3, CAF-4 P-1 RESEARCH ANALYST</i>	
ADDRESS	STREET AND NUMBER	CITY	STATE
<i>PENTAGON BLDG.</i>	<i>WASHINGTON D.C.</i>		
YOUR DUTIES AND SPECIALITY		NAME OF SUPERVISOR	
<i>EVALUATION + DISSEMINATION OF REPORTS. TRANSLATION. PREPARATION SPECIAL STUDIES</i>			
DATES COVERED	FROM:	TO:	SALARY
	<i>JUNE 1943</i>	<i>DEC. 1943</i>	<i>\$1620-2000</i>
REASONS FOR LEAVING		PER	
<i>LEFT WASHINGTON</i>		<i>ANNUM</i>	
EMPLOYER		JOB TITLE	
<i>WAR DEPARTMENT, M.I.S.</i>		<i>CAF-3 ASST. CLERK TYPIST</i>	
ADDRESS	STREET AND NUMBER	CITY	STATE
<i>SHOREMEDE HOTEL</i>	<i>MIAMI BEACH</i>	<i>FLORIDA</i>	

(CONTINUED TO PAGE 6)

PAGE 5

SECTION 12. CHRONOLOGICAL HISTORY OF EMPLOYMENT (CONTINUED FROM PAGE 5)

YOUR DUTIES AND SPECIALITY **RESEARCH CLERK** NAME OF SUPERVISOR **MAJ. BOB N. MASSENGALE**

DATES COVERED FROM: **Nov. 1942** TO: **JUNE 1943** SALARY **\$1620** PER **ANNUM**

REASONS FOR LEAVING **TRANSFERRED TO WASHINGTON**

EMPLOYER **WAR DEPARTMENT** JOB TITLE **CAF-1 - CAF-2**

ADDRESS STREET AND NUMBER CITY STATE KIND OF BUSINESS
U.S. DISTRICT ENGINEERS SAN JUAN P.R.

YOUR DUTIES AND SPECIALITY **SWITCHBOARD OPERATOR (6 MOS.)** NAME OF SUPERVISOR **MR. CYRIL MCKAY**
HEAD MAIL & RECORD SECT.; CLASSIFIED FILES

DATES COVERED FROM: **SEPT. 1941** TO: **SEPT. 1942** SALARY **\$1260-1440** PER **ANNUM**

REASONS FOR LEAVING

EMPLOYER JOB TITLE

ADDRESS STREET AND NUMBER CITY STATE KIND OF BUSINESS

YOUR DUTIES AND SPECIALITY NAME OF SUPERVISOR

DATES COVERED FROM: TO: SALARY PER

REASONS FOR LEAVING

NOTE: IN SPACE BELOW GIVE DETAILS CONCERNING ANY POSITION FROM WHICH YOU MAY HAVE BEEN DISCHARGED OR WHICH YOU MAY HAVE LEFT UNDER CIRCUMSTANCES WHICH WERE NOT ENTIRELY FAVORABLE. **NONE**

DETAILS:

SECTION 13. CHARACTER REFERENCES-FIVE IN THE UNITED STATES (GIVE BUSINESS ADDRESS WHERE POSSIBLE)

NAME ADDRESS STREET AND NUMBER CITY STATE

JAMES ANGLETON

SECTION 21. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

NOTE: IN SPACE BELOW LIST NAMES AND ADDRESSES OF ALL DOMESTIC AND FOREIGN CLUBS, SOCIETIES AND ORGANIZATIONS OF ALL KINDS TO WHICH YOU HAVE BELONGED, OTHER THAN RELIGIOUS SOCIETIES, POLITICAL PARTIES AND LABOR UNIONS. INCLUDE ANY ORGANIZATION HAVING HEADQUARTERS OR A BRANCH IN A FOREIGN COUNTRY OF WHICH YOU HAVE BEEN A MEMBER OR TO WHICH YOU HAVE GIVEN SUPPORT.

NAME <i>AMERICAN RED CROSS MOTOR CORPS & NURSE'S AIDES</i>	STREET AND NUMBER <i>COLUMBUS</i>	CITY <i>OHIO</i>	STATE	COUNTRY
NAME	STREET AND NUMBER	CITY	STATE	COUNTRY
NAME	STREET AND NUMBER	CITY	STATE	COUNTRY
NAME	STREET AND NUMBER	CITY	STATE	COUNTRY
NAME	STREET AND NUMBER	CITY	STATE	COUNTRY
NAME	STREET AND NUMBER	CITY	STATE	COUNTRY
NAME	STREET AND NUMBER	CITY	STATE	COUNTRY
NAME	STREET AND NUMBER	CITY	STATE	COUNTRY

SECTION 22. LANGUAGES-FOREIGN (STATE DEGREE OF PROFICIENCY AS "SLIGHT", "FAIR" OR "FLUENT")

LANGUAGE <i>FRENCH</i>	SPEAK <i>FLUENT</i>	READ <i>FLUENT</i>	WRITE <i>FLUENT</i>
LANGUAGE <i>ITALIAN</i>	SPEAK <i>FLUENT</i>	READ <i>FLUENT</i>	WRITE <i>FLUENT</i>
LANGUAGE <i>SPANISH</i>	SPEAK <i>FLUENT</i>	READ <i>FLUENT</i>	WRITE <i>FLUENT</i>
LANGUAGE <i>GERMAN</i>	SPEAK <i>SLIGHT</i>	READ <i>SLIGHT</i>	WRITE <i>SLIGHT</i>
LANGUAGE <i>PORTUGUESE</i>	SPEAK <i>—</i>	READ <i>SLIGHT</i>	WRITE <i>—</i>
LANGUAGE	SPEAK	READ	WRITE
LANGUAGE	SPEAK	READ	WRITE

No. _____

Collins Agnes Beattie
 (SURNAME) (FIRST NAME) (SECOND NAME)

DATE OF BIRTH			LEGAL VOTING RESIDENCE		
MONTH	DAY	YEAR	STATE AND CONG. DISTRICT		CITY OR TOWN
may	1	1920	Ohio		
SEX	f	RACE	MILITARY SERVICE		
RETIREMENT AGE			MILITARY PENSION OR WAR RISK COMPENSATION		
			YES _____ NO _____		
			YES _____ NO _____		

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE		
			PAY LESS ALLOWANCES	BASIC PAY			MOS.	DAYS	YRS.
Appt		Ass't Clerk CAF-1		\$1260	9/-/41	War Dept San Juan, Puerto Rico			
Sep					2/-/42	" " " "			
Appt		Jr Clerk-Typist CAF-2		\$1440	2/-/42	District Engr, MD			
Sep					8/-/42	" " " "			
Appt		Ass't Clerk Typist CAF-3		\$1620	11/-/42	Military Intelligence, Miami, Fla			
Trans		Research Clerk CAF-4		\$1800	7/-/43	" " " "			
Sep				\$2000	12/-/43	Wash, D.C			
		NOT VERIFIED							
A Exc		Clerk CAF-5		\$2320	3/27/46	SSU War Dept, Wash, D.C			
Invol. Sep.		Liquidation		cob	10/19/46	" " " "			

EDUCATION: (INDICATE NUMBER OF YEARS)

COMMON SCHOOL	HIGH SCHOOL	COLLEGE	DEGREES, IF ANY
1 2 3 4 5 6 7 8	1 2 3 4	1 2 3 4	_____

SPECIAL QUALIFICATIONS _____

SECTION 23. GENERAL QUALIFICATIONS

INDICATE ANY SPECIAL KNOWLEDGE OR TRAINING YOU HAVE, ALSO, SET FORTH ANY QUALIFICATIONS AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION.

LANGUAGES - SEE SECTION 22

SECTION 24. SPORTS AND HOBBIES

HORSEBACK RIDING

SWIMMING

SKETCHING

SECTION 25. EMERGENCY ADDRESSEE

SECTION 26. INFORMATION AND FINAL COMMENTS

NOTE: YOU ARE INFORMED THAT CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED, AND YOU ARE INVITED TO MAKE ANY CHANGES (OR ADDITIONS) IN YOUR STATEMENTS THAT YOU MAY THINK ADVISABLE.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION, IF SO, DESCRIBE, IF NOT, ANSWER, "NO".

NO

SECTION 27. CERTIFICATION

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY INTENTIONAL MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR MY IMMEDIATE DISMISSAL.

SIGNED AT

Washington, D.C.
City State

Witness

DATE

13 Jan 1948

Agnes B. Collins
Signature of Applicant

~~SECRET~~

Date: 1 October 1948

Central Intelligence Agency
2430 E Street, N. W.
Washington, D. C.

Gentlemen:

1. In accordance with the policy of the Central Intelligence Agency that, except as Central Intelligence Agency may deem it in its best interests to recall or transfer me from my overseas post, it is understood and agreed by me I shall be required by the Central Intelligence Agency to serve a minimum period of twenty-four months at my place of employment outside the continental United States, and if I resign or terminate my appointment or return to the United States before the expiration of twenty-four months after the date of arrival at my overseas post, unless separated for reasons beyond my control, the Central Intelligence Agency will not pay my return travel expenses from such station outside the United States.

2. It is further understood and agreed by me that I shall remain in the Government service for the twelve months following my arrival at my overseas post unless separated for reasons beyond my control. In the event of a violation by me of the agreement in this paragraph, any moneys expended by the United States on account of my travel, including per diem while in a temporary duty status in Washington, expenses of transportation of my immediate family, and expenses of transportation of my household goods and personal effects from any place of actual residence at time of appointment to place of employment outside the continental United States, and for such expenses on my return from such post of duty to my place of actual residence at time of assignment to duty outside the United States, shall be considered as a debt due by me to the United States.

Agnes B. Collins

WITNESS:

~~SECRET~~

CONFIDENTIAL

STATUS AND EFFICIENCY REPORT

Agnes B. Collins (2151)

SECTIONS 1 THROUGH 6 WILL BE COMPLETED BY EMPLOYEE. TYPEWRITER WILL BE USED IF POSSIBLE.

1. NAME (PRINTED) LAST FIRST MIDDLE CAF RATING SALARY DATE OF ASSIGNMENT TO PRESENT DUTY

COLLINS Agnes Beattie 7 \$3727.20 pa February 1949

2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. (LIST MOST RECENT FIRST. DESCRIBE CONCISELY BUT FULLY)

Reports Officer. Translation, compilation, processing of intelligence and operational reports; recording pertinent data for file; preparation of queries for agents, etc.

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT. LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED.

none

4. PROFICIENCY IN FOREIGN LANG.	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
French	X			X			X		
Italian	X			X			X		
Spanish	X				X		X		

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-50 STATE)

TYPE OF DUTY LOCATION

Washington

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS YES NO NUMBER OF DEPENDENTS YES NO EMERGENCY ADDRESSEE YES NO LEGAL ADDRESS YES NO

IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO. IN THE CASE OF MARRIAGE, THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

13 June 1949
DATE

Agnes B. Collins
SIGNATURE OF EMPLOYEE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT OCCASION FOR REPORT

DATE FROM DATE TO ANNUAL REASSIGNMENT OF REPORTING OFFICER PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON COVER INITIAL 90 DAYS OF EMPLOYMENT

7/1/49 23/7/49

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES NO IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? YES NO IF SO, WHAT DUTY OR DUTIES

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? YES NO IF NO, EXPLAIN IN SECTION 11

HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES NO DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES NO IF SO, TO WHAT GRADE AND FOR WHAT POSITION?

next higher grade - junior operations officer

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK 'NOT OBSERVED' ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE							
B. INTEREST AND ENTHUSIASM IN WORK						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. SECURITY CONSCIOUSNESS						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. ATTENTION TO DUTY						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. JUDGMENT AND COMMON SENSE						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE							<input checked="" type="checkbox"/>
H. DISCRETION							<input checked="" type="checkbox"/>
I. INITIATIVE	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
J. ABILITY TO HANDLE AND DIRECT PEOPLE	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)							<input checked="" type="checkbox"/>
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION							<input checked="" type="checkbox"/>
M. TACT							<input checked="" type="checkbox"/>
N. SAGACITY (NON-GULLIBILITY)							<input checked="" type="checkbox"/>
O. LEADERSHIP						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
P. PHYSICAL STAMINA	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Q. MENTAL STAMINA						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DEFINITELY PREFER NOT BE SATISFIED BE PLEASED PARTICULARLY DESIRE HIM? NOT WANT HIM? TO HAVE HIM? TO HAVE HIM? TO HAVE HIM? TO HAVE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.

(IF ADDITIONAL SPACE IS NEEDED ATTACH EXTRA SHEET)

13 June 1949
DATE

7 (IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

Agnes B. Coll

CONFIDENTIAL

STATUS AND EFFICIENCY REPORT

SECTIONS 1 THROUGH 6 WILL BE COMPLETED BY EMPLOYEE. TYPEWRITER WILL BE USED IF POSSIBLE.

1. NAME (PRINTED) LAST FIRST MIDDLE CAF RATING SALARY DATE OF ASSIGNMENT TO PRESENT DUTY

GS-7 3950.00 pa 8 December 1948

2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. (LIST MOST RECENT FIRST. DESCRIBE CONCISELY BUT FULLY)

Since March 1950: Special reports project; translating, editing, processing. Continuing research studies.

July 1949 - March 1950: Operational assistant; maintenance and review of operational records; preparation of minor operational dispatches and field queries.

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED.

None

4. PROFICIENCY IN FOREIGN LANG.	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
French	X			X			X		
Italian	X			X			X		
Spanish		X			X			X	

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-50 STATE)

TYPE OF DUTY LOCATION

Reports or research Washington

Reports

Reports

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS YES NO NUMBER OF DEPENDENTS YES NO EMERGENCY ADDRESSEE YES NO LEGAL ADDRESS YES NO

IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO. IN THE CASE OF MARRIAGE, THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

13 July 1950 DATE

SIGNATURE OF EMPLOYEE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT DATE FROM DATE TO OCCASION FOR REPORT

15 Aug '50

ANNUAL REASSIGNMENT OF REPORTING OFFICER PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON COVERING INITIAL 90 DAYS OF EMPLOYMENT

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES NO IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? YES NO IF SO, WHAT DUTY OR DUTIES

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? YES NO IF NO, EXPLAIN IN SECTION 11

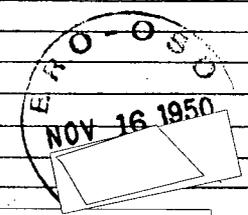
HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES NO DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES NO IF SO, TO WHAT GRADE AND FOR WHAT POSITION? GS-8 - Reports officer

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK 'NOT OBSERVED' ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE							
B. INTEREST AND ENTHUSIASM IN WORK							
C. SECURITY CONSCIOUSNESS							
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS							
E. ATTENTION TO DUTY							
F. JUDGMENT AND COMMON SENSE							
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE							
H. DISCRETION							
I. INITIATIVE							
J. ABILITY TO HANDLE AND DIRECT PEOPLE							
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)							
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION							
M. TACT							
N. SAGACITY (NON-GULLIBILITY)							
O. LEADERSHIP							
P. PHYSICAL STAMINA							
Q. MENTAL STAMINA							

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DEFINITELY PREFER NOT BE SATISFIED BE PLEASED PARTICULARLY NOT WANT HIM? TO HAVE HIM? TO HAVE HIM? TO HAVE HIM? DESIRE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.



(IF ADDITIONAL SPACE IS NEEDED ATTACH EXTRA SHEET)

15 August 1950 DATE

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

SECTIONS 1 THROUGH 6 WILL BE COMPLETED BY EMPLOYEE. TYPEWRITER WILL BE USED IF POSSIBLE.

1. NAME (PRINTED) LAST FIRST MIDDLE CAP RATING SALARY DATE OF ASSIGNMENT TO PRESENT DUTY
 [] [] [] [] 7 \$4075.00 8 December 1948

2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. (LIST MOST RECENT FIRST. DESCRIBE CONCISELY BUT FULLY.)
 Reports - Special reports project (FCP); translating, editing. Various other FCP reports.
 Compilation of material for special study (SN).

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED.

4. PROFICIENCY IN FOREIGN LANG.	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
French	X			X			X		
Italian	X			X			X		
Spanish		X			X			X	

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-50 STATE)
 TYPE OF DUTY LOCATION
 Special studies; reports. Hrs.
 (LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?
 MARITAL STATUS YES NO NUMBER OF DEPENDENTS YES NO EMERGENCY ADDRESSEE YES NO LEGAL ADDRESS YES NO
 IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO. IN THE CASE OF MARRIAGE, THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

7 June 1951
 DATE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT DATE FROM DATE TO OCCASION FOR REPORT
 June 30 20 June 51 ANNUAL REASSIGNMENT OF REPORTING OFFICER PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON COVERING INITIAL 90 DAYS OF EMPLOYMENT

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? YES NO IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? YES NO IF SO, WHAT DUTY OR DUTIES
Reports and research officer in larger office where necessity of field adaptability not necessary
 DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? YES NO IF NO, EXPLAIN IN SECTION 11
 HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? YES NO DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? YES NO IF SO, TO WHAT GRADE AND FOR WHAT POSITION?
G-59 Reports officer

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK 'NOT OBSERVED' ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE					✓		
B. INTEREST AND ENTHUSIASM IN WORK					✓		
C. SECURITY CONSCIOUSNESS						✓	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS				✓		✓	✓
E. ATTENTION TO DUTY				✓		✓	✓
F. JUDGMENT AND COMMON SENSE					✓	✓	✓
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE					✓	✓	✓
H. DISCRETION					✓	✓	✓
I. INITIATIVE					✓	✓	✓
J. ABILITY TO HANDLE AND DIRECT PEOPLE				not observed			
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)						✓	✓
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION						✓	✓
M. TACT				✓			
N. SAGACITY (NON-GULLIBILITY)							✓
O. LEADERSHIP				not observed			
P. PHYSICAL STAMINA							
Q. MENTAL STAMINA							

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DEFINITELY PREFER NOT BE SATISFIED PARTICULARLY NOT WANT HIM? TO HAVE HIM? TO HAVE HIM? TO HAVE HIM? DESIRE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.
Employee while outstanding in many ways does not desire or like changes in assignment which are commonplace in the general condition of the field. Prefers a set piece of work which can be molded and shaped by herself.

22 June 1951
 DATE

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

CIA (cont.)

From: Dec 48 To: Jun 49 6 mos.

Grade: GS-7 Salary:

Position: Intelligence officer

Duties: Reports officer, chiefly on

[redacted]
[redacted] under guidance of operations
officers concerned.

Duty station: [redacted]

From: Dec 47 To: Dec 48 12 mos.

Grade: GS-5

Office: [redacted]

Position: Reports Officer

Duties: Assisted Branch Reports Officer
in regular processing of reports for
dissemination; [redacted]

[redacted]

From: Jun 46 To: Dec 47 18 mos.

Grade: GS-5 Salary:

Position: Clerk

Duties: Registry clerk. Logging and
routing of all incoming pouches.
Preparation all outgoing pouches.
Tracing and carding.

Maintenance of all station files.

In addition, prepared all special projects
pouches, did occasional translations [redacted]
and prepared a few case summaries and
special reports for the [redacted]

1. Agency and organizational designations
CENTRAL INTELLIGENCE AGENCY

5. Employee's name (and social security account number when appropriate)
CONLINS, Agnes B.

2. Pay Period
3. Fiscal No.
4. Slip No.

6. Grade and salary
GS - 9 \$5060

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F.I.C.A.	NET PAY
7. Previous normal								
8. New normal								
9. Pay this period								

10. Remarks

11. Appropriation(s)

12. Prepared by

13. Audited by

Periodic step-increase Pay adjustment Other step-increase

14. Effective date
12 Oct 52

15. Date last equivalent
14 Oct 51

16. Old salary rate
\$5060

17. New salary rate
\$5185

18. Performance rating is satisfactory or better.

(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

No excess LWOP. Total excess LWOP

(Check applicable box in case of LWOP)
 In pay status at end of waiting period.
 LWOP

Initials of Clerk

STANDARD FORM NO. 1126d-Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP - PERSONNEL CGFY

2/27/53

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME Mr. —Miss— Ms. —One given name, initial(s), and surname) Agnes Collins		2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 7 Jan. 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Resignation		6. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		P. APPROVED: <i>[Signature]</i>		

FROM— Intell. Officer (Reports) GS-9 <i>5185</i> DD/P WE Washington, D. C. (Field)	8. POSITION TITLE AND NUMBER	TO—
	9. SERVICE, GRADE, AND SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	
	11. HEADQUARTERS	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Please transfer leave to Vouchered Funds.

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NONE	WWII	OTHER	5-PT.
			10-POINT
			DISAB. OTHER
15. SEX	16. RACE	17. APPROPRIATION	
		FROM:	TO:
18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED

21. STANDARD FORM 50 REMARKS

[Large handwritten mark]

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY *[Signature]* **JAN 28 1953**

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs.—One given name, initial(s), and surname) Agnes COLLINS	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST 7 Jan. 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Excepted Appointment		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	
FROM—	8. POSITION TITLE AND NUMBER	TO— Intell. Offor. (Rpts)	
	9. SERVICE, GRADE, AND SALARY	GS [] 585 \$560.00	
	10. ORGANIZATIONAL DESIGNATIONS	ID/P	
	11. HEADQUARTERS	Wash., D. C.	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)

Please transfer leave [] **Security Approval has been granted for the use contemplated by this request.** *1/24/53*

B. REQUESTED BY (Name and title) Personnel Officer, WE	D. REQUEST APPROVED BY Signature: <i>[Signature]</i> Title:
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	

13. VETERAN PREFERENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td>DISAB.</td> <td>OTHER</td> </tr> </table>	NONE	WWII	OTHER	5-PT.	10-POINT				DISAB.	OTHER	14. POSITION CLASSIFICATION ACTION <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	I. A.	REAL				
NONE	WWII	OTHER	5-PT.	10-POINT															
			DISAB.	OTHER															
NEW	VICE	I. A.	REAL																

15. SEX	16. RACE	17. APPROPRIATION FROM: TO:	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
---------	----------	-----------------------------------	--	--	--

21. STANDARD FORM 50 REMARKS

Exp. Code # 1

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EML.			
E.			

F. APPROVED BY

[Signature]

NR

COLLINS AGNES BEATTIE
Name: Last, First Middle

CODED

FOR

QUALIFICATIONS

DATE 2-10-53

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.

15 MAR 1954

George E. Meloon
George E. Meloon
Personnel Director

SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>Apr 52</u> To <u>date</u> Tot. mos. <u>8</u>	Description of Duties:
Grade <u>GS-9</u> Salary <u>\$5,060 - 5,185</u>	
Office <u>[redacted]</u> <u>WE</u>	<u>[redacted]</u> Servicing liaison officers in the field. Drafting policy guidance <u>[redacted]</u>
Position	
Title: <u>Intelligence officer</u>	
Duty	
Title: <u>Chief, Liaison Section</u>	
	Duty Station, if overseas:
From <u>Nov 52</u> To <u>Apr 52</u> Tot. mos. <u>5</u>	Description of Duties: <u>Assisting in the liaison between geographic WE branches and Plans Staff (and other CIA elements concerned with planning) on Plans matters. Assistance in preparation of daily log and monthly ops reports. Principle concern of Plans at that time: Stay-behind plans and support.</u>
Grade <u>GS-9</u> Salary <u>\$5,060</u>	
Office <u>[redacted]</u> <u>WE</u>	
Position	
Title: <u>Intelligence officer</u>	
Duty	
Title: <u>Asst. to WE/Plans officer</u>	
	Duty Station, if overseas:
From <u>Nov 49</u> To <u>Oct 52</u> Tot. mos. <u>11</u>	Description of Duties: <u>Translation, editing, processing of all reports [redacted] From April 52 to Oct 52 was also in charge of all [redacted] info [redacted]</u>
Grade <u>GS-7</u> Salary <u>[redacted]</u>	
Office <u>[redacted]</u>	
Position	
Title: <u>Intelligence officer</u>	
Duty	
Title:	
	Duty Station, if overseas: <u>[redacted]</u>
From <u>June 49</u> To <u>Nov 49</u> Tot. mos. <u>6</u>	Description of Duties: <u>Operational assistant in charge of all desk work, correspondence and files for the station</u>
Grade <u>GS-7</u> Salary <u>[redacted]</u>	
Office <u>[redacted]</u>	
Position	
Title: <u>Intelligence officer</u>	
Duty	
Title:	
	Duty Station, if overseas: <u>[redacted]</u>

See attached sheet

Security Information

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

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From <u>Jun 43</u> To <u>Dec 43</u> Tot. mo's <u>6</u> Classification Grade (if in Federal Service) <u>CAF-3,4</u> Salary <u>\$1,620 -2,000</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>War Department</u> Kind of Business or organization (i. e., paper products mfr, public utility) <u>Military Intelligence Service</u>	Exact Title of your position _____ <u>Research analyst</u> Description of Duties: _____ <u>desk (1 person)</u> <u>Evaluation and dissemination of reports</u> <u>Translation (Italian)</u> <u>Preparation of special studies; political, economic, communications, etc., as background for military.</u> Duty Station if overseas: _____
From <u>Nov 42</u> To <u>June 43</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) <u>CAF-3</u> Salary <u>\$1,620</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>War Department</u> Kind of Business or organization (i. e., paper products mfr, public utility) <u>Military Intelligence Service</u>	Exact Title of your position <u>Research clerk.</u> Description of Duties: _____ <u>Maintenance of C.I. records</u> <u>Preparation and evaluation of C.I. information.</u> <u>Current case studies.</u> <u>Translation (Spanish)</u> Duty Station if overseas: _____
From <u>Sep 41</u> To <u>Sep 42</u> Tot. mo's <u>12</u> Classification Grade (if in Federal Service) <u>CAF-1</u> Salary <u>\$1,260-1,440</u> Number and Class of Employees Supervised: <u>1 (CAF-1)</u> Employer <u>War Department</u> Kind of Business or organization (i. e., paper products mfr, public utility) <u>District Engineers</u>	Exact Title of your position <u>Receptionist (6 mos.)</u> <u>Head, Mail & Records Section</u> Description of Duties: _____ <u>Switchboard operator (6 mos.)</u> <u>Control of paper flow; maintenance of directives and specifications, etc., files for general office use; all classified files.</u> Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i. e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____
From _____ To _____ Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i. e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____

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. NONE

Device	Patented			
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. CIA TESTS

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

Type of Test	Date Taken
Basic and Operations Courses	Summer 1948

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

NONE <i>Cannot stand tropical climate</i>

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas? YES

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

SEC. XIII. WORK ASSIGNMENT

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

Intelligence officer - in support of operations or liaison - either at headquarters or in the field.

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

UV

(5)

IMPORTANT: The information on this form will be used in determining creditable service for *leave purposes* and retention credits for *reduction in force*. The employee should complete Part I and the Personnel Office should complete Parts II through IV.

PART I.—EMPLOYEE'S STATEMENT **PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE**

1. NAME (Last, first, middle initial) **COLLINS, AGNES Beatrice** 2. DATE OF BIRTH **1 May 1920** 9. RETENTION GROUP

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENTS (Do not include military service.) 10. CSC STATUS (For permanent employees only)
 YES NO

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN	11. SERVICE		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		YEAR	MONTH	DAY
CIA-CIG-550	1946	March	27	52	12	12		6	6	26
WAR DEPT.	1943	JAN	12	43	DEC	21			11	19
WAR DEPT.	1941	Sept	1	42	Sept	22			0	21

50D-03/27/46 verified 4/13/51
50D-03/25/44 verified 4/13/51

4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
None							

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? YES NO
 IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mor Mar)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? YES NO
Passed the Tr. Research Analyst Civil Service exam in May 1948.
 (If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:
 A. THE WIFE OF A DISABLED VETERAN? YES NO
 B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? YES NO
 C. THE UNREMARIED WIDOW OF A VETERAN? YES NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.
 I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

26 Nov 52 (DATE) Agnes B. Collins (SIGNATURE)

Subscribed and sworn to before me on this _____ day of _____ 1952 at _____ (MONTH) _____ (CITY) _____ (STATE)

SEAL

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

(OVER)

~~SECRET~~

STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1949—FEDERAL PERSONNEL
MANUAL CHAPTER 81

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) Agnes B. COLLINS		2. DATE OF BIRTH 29 Sept 51	3. REQUEST NO.	4. DATE OF REQUEST 8 Feb 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: 14 Feb 54		

FROM— Intelligence Officer (Rpts)	POSITION TITLE AND SER	TO— Intelligence Officer
GS <input type="checkbox"/> -9 \$5310.00 p.a.	9. SERVICE, GRADE, AND SALARY	GS <input type="checkbox"/> -9 \$5310.00
DDP/WE	10. ORGANIZATIONAL DESIGNATIONS	DDP/WE
Washington, D.C.	11. HEADQUARTERS	Washington, D. C.
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
PSI off 11 Oct 53 275310

B. RE	D. REQUEST APPROVED BY Signature: _____ Title: _____
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	

13. VETERAN PREFERENCE					14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5-PT.	10-POINT	NEW	VICE	I. A.	REAL.
				DISAB. OTHER				
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE STATE:
		FROM:	TO: Same					<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL		4/9	
C. CLASSIFICATION		2/10	
D. PLACEMENT OR EEMPL.			
E.			
F. APPROVED BY	SECRET		

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

24 Jan 53

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Miss Agnes Collins		1 May 20		2 Mar 53
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Excepted Appointment		2 Mar 53	Sch. A-6.116(b)	
FROM		TO		
		8. POSITION TITLE	Intell. Offer. (Rpts)	
		9. SERVICE, SERIES, GRADE, SALARY	GS-9 \$5185.00 per annum	
		10. ORGANIZATIONAL DESIGNATIONS	DDP WE	
		11. HEADQUARTERS	Washington, D. C.	
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE	WWII	OTHER	5-PT.	10-POINT
				DISAB. OTHER
<input checked="" type="checkbox"/>				
NEW	VICE	I. A.	REAL.	
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)
F	W	FROM: TO:		Yes
				2 Mar 53
		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE
				<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
				STATE: Ohio
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 canceled if not in accordance with all requirements.				
Tax Code #1 SF 61 affidavit executed.				
Chief, Personnel Division. <input type="checkbox"/>				
ENTRANCE PERFORMANCE RATING:				
SIGNATURE OTHER AUTHENTICATION				

1. Agency and organizational designations CENTRAL INTELLIGENCE AGENCY		2. Pay period	3. Block No.	4. Slip No.					
5. Employee's name (and social security account number when appropriate) COLLINS, AGNES B.		6. Grade and salary GS-9 \$5185							
PAY ROLL CHANGE DATA									
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F.I.C.A.	NET PAY	
7. Previous normal									
8. New normal									
9. Pay this period									
10. Remarks:						11. Appropriation(s)		12. Prepared by <input type="checkbox"/> 9/21	
								13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase									
14. Effective date 11 Oct 53	15. Date last equivalent increase 12 Oct 52	16. Old salary rate \$5185	17. New salary rate \$5310	18. Performance rating is satisfactory or better.					
				(Signature or other authentication)					
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):					(Check applicable box in case of excess LWOP)				
Period(s):					<input type="checkbox"/> in pay status at end of waiting period <input type="checkbox"/> in LWOP status at end of waiting period				
<input type="checkbox"/> No excess LWOP. Total excess LWOP					Initials of Clerk				
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102					PAY ROLL CHANGE SLIP—PERSONNEL COPY				

CENTRAL INTELLIGENCE AGENCY

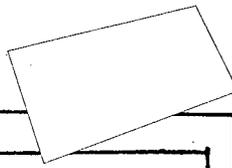
NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) Miss Agnes Collins		2. DATE OF BIRTH 1 May 20	3. JOURNAL OR ACTION NO.	4. DATE 11 Feb 54															
<i>This is to notify you of the following action affecting your employment:</i>																			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 14 Feb 54	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J																
FROM Intelligence Officer (Rpts)		8. POSITION TITLE Intelligence Officer	TO																
9. SERVICE, SERIES, GRADE, SALARY GS [] 9 \$5310.00 per annum		9. SERVICE, SERIES, GRADE, SALARY GS [] 9 \$5310.00 per annum																	
10. ORGANIZATIONAL DESIGNATIONS		10. ORGANIZATIONAL DESIGNATIONS DDP/AS																	
11. HEADQUARTERS		11. HEADQUARTERS Washington, D.C.																	
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																	
13. VETERAN'S PREFERENCE																			
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					NONE	WWII	OTHER	5-PT.	10-POINT					DISAB. OTHER	<input checked="" type="checkbox"/>				
NONE	WWII	OTHER	5-PT.	10-POINT															
				DISAB. OTHER															
<input checked="" type="checkbox"/>																			
14. POSITION CLASSIFICATION ACTION																			
<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>					NEW	VICE	I. A.	REAL.											
NEW	VICE	I. A.	REAL.																
15. SEX <input checked="" type="checkbox"/>	16. RACE <input checked="" type="checkbox"/>	17. APPROPRIATION FROM: [] TO: same		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) yes															
			19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:															
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 canceled if not in accordance with all requirements.																			
22. SIGNATURE OR OTHER AUTHENTICATION																			

ENTRANCE PERFORMANCE RATING:

Deputy Assistant Director for Personnel

4. [] **2-1159**
 NNEL FOLDER COPY



PERSONNEL EVALUATION REPORT

DATE
19 APR 1954

Items 1 through 6 will be completed by Administrative or Personnel Division.

1. NAME (Last) COLLINS		(First) Agnes	(Middle) Beattie	2. GRADE GS-9	3. POSITION TITLE I.O. (Reports)
4. OFFICE DDP	STAFF OR DIVISION WE		BRANCH	<input checked="" type="checkbox"/> DEPT. <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From 20 Oct 52 To 20 Oct 53		6. TYPE OF REPORT <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> 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 DUTIES.

1. **Maintenance of complete files** [redacted]
Act as consultant on all CS/CIA problems arising in connection with [redacted]
monitoring the implementation of established [redacted] **coordination or provision**
of logistic and intelligence support for [redacted]

2. [redacted]

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Rapid reading	Alcott Hall	6 weeks	27 Feb 53

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?
CE
 IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

 DATE **12 Oct 53** SIGNATURE **AB Collins**

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Subject's thoroughness and diligence is outstanding. She has an excellent knowledge of basic Headquarters procedures and tradecraft principles. She performs her assignments in the most complete manner and with dispatch.

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR POOR OR UNSTANDING?
Subject displays sound judgment and an excellent grasp of her specialization. Thoroughness in the preparation of her work merits emphasis. She is completely reliable, cooperative and effective. MAIL ROOM

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
Subject should concentrate on the intra-Agency liaison aspects of her assignment. A greater effort should be made to establish and maintain contact with all individuals with whom she must work as a consequence of her position.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
Subject is perfectly capable of handling all aspects of the liaison position but is best suited both by preference and demonstrated ability to assume complete responsibility in the background research and analysis field.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
Subject should continue in the line of work in which she is presently engaged or in similar activity.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
Advanced and . Training

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. 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.

March 23, 1954
DATE

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)
3/23/54
DATE

SIGNATURE OF REVIEWING OFFICER

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

STANDARD FORM 52
PROBULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1954 - FEDERAL PERSONNEL
MANUAL CHAPTER R1

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. Miss Ms. - One given name, initial(s), and surname) <i>Miss</i> Agnes B. COLLINS		2. DATE OF BIRTH 1 May 1920	3. REQUEST NO.	4. DATE OF REQUEST 7 June 54
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		6. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: 18 JUL 1954		

FROM: Intell. Off. [redacted] GS- [redacted] 9 \$5310.00 p.a. DDP/WE [redacted] Washington, D. C. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO: Intell. Off. [redacted] GS- [redacted] 11 \$5940.00 p.a. DDP/WE [redacted] Washington, D. C. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL
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A. REMARKS (Use reverse if necessary)

B. REQ [redacted]	D. REQUEST Signature: [redacted] (wmt) Title: CMO 2 July '54
E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	

13. VETERAN PREFERENCE					14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT	NEW	VICE	I. A.	REAL	
<input checked="" type="checkbox"/>				DISAB. OTHER					
15. SEX F	16. RACE W	17. APPROPRIATION FROM: [redacted] TO: same			18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:

21. STANDARD FORM 50 REMARKS

I certify Funds Available:

Oblig. Ref. No. [redacted]

Charge Ailot. No. [redacted]

Auth. Officer [redacted]

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.	[redacted]		
B. CEIL. OR POS. CONTROL	[redacted]	7/9	
C. CLASSIFICATION	[redacted]		
D. PLACEMENT OR EMPL.	[redacted]	13 July 54	
E.	[redacted]		
F. APPROVED	[redacted]		

APPROVED BY
CAREER SERVICE BOARD
DATE: JUL 1 1954

13 July 54
16-57820-2

4		PERSONNEL EVALUATION REPORT Posted Pos. Control	DATE <div style="border: 1px solid black; padding: 2px;">12/13</div> <div style="border: 1px solid black; padding: 2px;">12/14</div>
<i>Items 1 through 6 will be completed by Administrative or Personnel Office</i>			
1. NAME (Last)	NAME (First)	NAME (Middle)	2. GRADE
COLLINS	AGNES	BEATTIE	GS-11
4. OFFICE	STAFF OR DIVISION	BRANCH	3. POSITION TITLE
DDP	WE	OPS & LIAISON	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT	
From 20 OCT 53 To 19 OCT 54		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor	
<i>Items 7 through 10 will be completed by the person evaluated</i>			
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.			
1. Monitor implementation of CIA policy Act as consultant on CS/CIA problems arising in connection with these services.			
2. Coordinate or provide headquarters support for			
3. maintain records of all CIA relations Maintain detailed records			
4.			
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.			
Name of Course	Location	Length of Course	Date Completed
None			
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?			
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).			
10.			
22 SEPT 1954		Agnes B. Collins -	
DATE		SIGNATURE	
<i>Items 11 through 18 will be completed by Supervisor</i>			
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.			
Miss Collins carries out her duties and responsibilities in a highly commendable manner. She is thoroughly reliable and dependable. She has an extensive knowledge of the organizational structure of the Agency. She invariably lends full cooperation to her colleagues and supervisors.			

~~SECRET~~



APPLICATION FOR MEMBERSHIP
in the CAREER STAFF of the
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence
Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

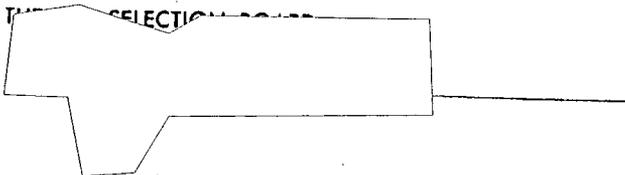
In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF
THE CENTRAL INTELLIGENCE AGENCY
APPROVED, TO TAKE EFFECT 1 JUL 1954
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
EXECUTIVE DIRECTOR

Agnes Beattie Collins
(Signature)

23 Sept. 1954
(Date)



~~SECRET~~

SECRET

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) Miss Agnes COLLINS	2. DATE OF BIRTH 1 May 1920	3. REQUEST NO.	4. DATE OF REQUEST 26 Nov 54
--	---------------------------------------	----------------	--

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment	6. EFFECTIVE DATE A. PROPOSED: ASAP	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: 19 DEC 1954

FROM— Intell Off.	8. POSITION TITLE AND NUMBER	TO— Intell. Off.
GS- [] 11 \$5940.00 p.a.	9. SERVICE, GRADE, AND SALARY	GS- [] 11 \$5940.00 p.a.
DDP/WE	10. ORGANIZATIONAL DESIGNATIONS	DDP/WE
Washington, D. C.	11. HEADQUARTERS	Washington, D. C.
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
New T/O

**PERIODIC STEP INCREASE DUE 15 Jan 55
 TO SALARY \$ 6140**

B. PERSONNEL OFFICER (Name and title) perso officer, WE	D. REQUEST APPROVED BY (Signature and Title) cmo 7 Dec 54
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION																							
<table border="1"> <tr> <th>NONE</th> <th>WWII</th> <th>OTHER</th> <th>5-PT.</th> <th>10-POINT</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>DISAB.</td> <td>OTHER</td> </tr> </table>	NONE	WWII	OTHER	5-PT.	10-POINT	<input checked="" type="checkbox"/>								DISAB.	OTHER	<table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>I. A.</th> <th>REAL.</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	I. A.	REAL.				
NONE	WWII	OTHER	5-PT.	10-POINT																				
<input checked="" type="checkbox"/>																								
			DISAB.	OTHER																				
NEW	VICE	I. A.	REAL.																					

15. SEX F	16. RACE W	17. APPROPRIATION FROM: [] TO: same	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
---------------------	----------------------	--	--	--	--

21. STANDARD FORM 50 REMARKS

I CERTIFY THAT FUNDS ARE AVAILABLE:

OBIGATION REFERENCE: []
 CHARGE TO ALLOCATION: []
 AUTHORIZING OFFICER: []

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL		12-14	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. A			

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Miss Collins is noticeably outstanding in her facility of expression, both written and oral. She is likewise outstanding for her wide knowledge [redacted]

DEC 6 4 38 PM '54

MAIL ROOM

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

Miss Collins, upon occasion, becomes annoyed with and intolerant of what appears to her to be an inept handling of a situation. On the other hand, such annoyance is frequently traceable to a strong loyalty [redacted]

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Miss Collins is definitely able to handle a greater degree of responsibility. She has clearly demonstrated this ability in the way she has supervised her assistant.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Not applicable.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at this time.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. 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.

19 October 1954

DATE

Chief, WE [redacted]

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

20 Oct '54

DATE

SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE-GIVEN NAME, INITIAL(S), AND SURNAME) Miss Agnes Collins		2. DATE OF BIRTH 1 May 1920	3. JOURNAL OR ACTION No.	4. DATE 17 Dec 1954
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 19 Dec 1954	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J	
FROM		TO		
8. POSITION TITLE Intell. Off.		9. SERVICE, SERIES, GRADE, SALARY GS-11 \$5940.00 per annum		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS Washington, D. C.		
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE <input checked="" type="checkbox"/> NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT DISAB. OTHER		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL.		
15. SEX F	16. RACE W	17. APPROPRIATION FROM: <input type="checkbox"/> TO: Same		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Ohio
18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes				
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)				
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 canceled if not in accordance with all requirements.				
22. SIGNATURE OR OTHER AUTHENTICATION				

PURSUANT TO DCI DIRECTIVE
 EFFECTIVE 13 MAR. 1955
 SALARY ADJUSTED TO: **46390.00**

POSTED
 12-23

Deputy Assistant Director for Personnel

4. FOLDER COPY



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

27 APR 1955

MEMORANDUM FOR: Agnes B. Collins

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure 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

A handwritten signature in cursive script that reads "Harrison G. Reynolds".

Harrison G. Reynolds
Chairman, CIA Selection Board

Noted:

Agnes B. Collins -

Date: 28 April 1955

Career Service Staff
Office of Personnel

31 MAY 1955

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIALS, AND SURNAME) Miss Agnes COLINS		2. DATE OF BIRTH 1 May 1920	3. JOURNAL OR ACTION No.	4. DATE 15 July 1955																		
This is to notify you of the following action affecting your employment:																						
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 17 July 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j																			
FROM		TO																				
8. POSITION TITLE Intell Off		8. POSITION TITLE Ops Officer																				
9. SERVICE, SERIES, GRADE, SALARY		9. SERVICE, SERIES, GRADE, SALARY GS-11 \$6390.00 per annum																				
10. ORGANIZATIONAL DESIGNATIONS		10. ORGANIZATIONAL DESIGNATIONS DDP/WE																				
11. HEADQUARTERS		11. HEADQUARTERS Washington, D. C.																				
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L																				
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																				
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																				
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ENTRANCE PERFORMANCE RATING: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10																						
Director of Personnel _____																						
2. SIGNATURE OR OTHER AUTHENTICATION																						

4. PERSONNEL FOLDER COPY

7/22/55

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the nomination of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

CODED

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that you have discharged your responsibilities by frequent discussion of his work, so that in a general way he knows where he stands.

20 Oct 55

Posted Pos. Control

19 JUL 1955

Reviewed by

16 Aug 55

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) COLLINS, Agnes B.	(First) B.	(Middle)	2. DATE OF BIRTH 1 May 1920	3. SEX F	4. CAREER DESIGNATION SD
5. DATE OF ENTRANCE ON DUTY 27 March 1946	6. OFFICE ASSIGNED TO DDP	7. DIVISION WE	8. BRANCH		
9. NATURE OF ASSIGNMENT <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION:		11. GRADE GS-11		
12. DATE THAT THIS REPORT IS DUE Reassignment	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) December 1954 - June 1955				

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Intelligence Officer.	2. DATE ASSUMED RESPONSIBILITY FOR POSITION April 1952
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):	
1. Monitor implementation of CIA policy [redacted] Act as consultant on CS/CIA problems arising in connection with these services.	
2. Coordinate or provide Headquarters support [redacted]	
3. Maintain records of all CIA relations [redacted] Maintain detailed CE records [redacted]	
4. [redacted]	
5. Act as case officer for certain ops [redacted]	

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report has has not been shown to the individual rated.

THIS DATE 8 July 1955	NAME AND SIGNATURE OF RATER [redacted] (date supervisor)
I HAVE REVIEWED THIS REPORT (Comments, if any, are file)	[redacted] (date memorandum)
THIS DATE 8 July 1955	NAME AND SIGNATURE OF REVIEWER [redacted] in [redacted] of authority) SC/WE

SECTION IV

This section is provided as an aid in describing the individual. Your descriptions should be descriptive of unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions. You do not check off the statement on the left - then check the category on the right which best tells how much the statement applies to the person 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 that you have the definite opinion that the description is not at all suited to the individual.

OFFICE OF PERSONNEL
JUL 16 11 00 AM '55

MAIL ROOM

STATEMENTS	NOT OBSERVED	CATEGORIES				
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.						X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.					X	
3. CAUTIOUS IN ACTION.					X	
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.						X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.				X		
9. HAS SENSE OF HUMOR.				X		
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.				X		
12. CAN GET ALONG WITH PEOPLE.				X		
13. MEMORY FOR FACTS.						X
14. GETS THINGS DONE.					X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X
16. CAN COPE WITH EMERGENCIES.						X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA: CAN KEEP GOING A LONG TIME.					X	
19. HAS WIDE RANGE OF INFORMATION.					X	
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.					X	
22. ADMITS HIS ERRORS.					X	
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.				X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X

STEP INCREASE CERTIFICATION

~~CONFIDENTIAL~~
(When Filled In)

U. S. GOVERNMENT PRINTING OFFICE: 1954-320080

1. Organizational designations		2. Payroll period	3. Block No.	4. Slip No.
5. Name (and social security account number when appropriate)		6. Grade and salary		
JOLLINS, Agnes B.		GS-11 \$6390.00		

PAYROLL CHANGE DATA

BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	NET PAY

11. Appropriation(s)	12. Prepared by
WE	11-8-55
	13. Audited by

step-increase
 Pay adjustment
 Other step-increase

15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating satisfactory or better.
18 Jul 54	\$6390.00	\$6605.00	ARE SATISFACTORY

(Fill in appropriate spaces covering LWOP following periods):
 (Check applicable box in case of excess LWOP)

Less LWOP. Total excess LWOP	(Signature or other authentication)	(Initials of Clerk)
------------------------------	-------------------------------------	---------------------

~~CONFIDENTIAL~~

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

No

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, WHY?

JUL 18 11 00 AM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

MAIL ROOM

None at the present time.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

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.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

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.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

UNCLASSIFIED

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

/CMO

TELEPHONE NO.

DATE

29 December 1955

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1.	<input type="checkbox"/>					<p>For review in connection with meeting of working group to be held on 11 January at 10 A.M.,</p> <p><input type="checkbox"/></p> <p>CALL EXT. <input type="checkbox"/> for Hand Carry to <input type="checkbox"/> /CMO.</p> <p><i>brief</i></p>
2.	<input type="checkbox"/>					
3.	<input type="checkbox"/>					
4.	<input type="checkbox"/>		3 Jan			
5.	<input type="checkbox"/> /CMO		11/4/56			
6.	<input type="checkbox"/>					
7.	<input type="checkbox"/>					
8.	<input type="checkbox"/>					
9.	<input type="checkbox"/>					
10.	<input type="checkbox"/>					
11.	<input type="checkbox"/>					
12.	<input type="checkbox"/>					
13.	<input type="checkbox"/>					
14.	<input type="checkbox"/>					
15.	<input type="checkbox"/>					

FORM NO. 610
1 APR 55

REPLACES FORM 51-10
WHICH MAY BE USED.

SECRET

CONFIDENTIAL

UNCLASSIFIED

11 January 1956

MEMO FOR: CSP

SUBJECT: Individual Career Plan for Agnes B. COLLINS

A working group met with subject employee on 11 January 1956 for the purpose of reviewing her individual career plan. A general discussion of Miss COLLIN's proposed plan, past assignments and general qualifications followed. Miss COLLINS briefed the group on specific duties of her present assignment.

2. Since Miss COLLINS has been on her present assignment only since June 1955, the group recommended that she remain in this position for two years or until June 1957. During this period of time, emphasis should be placed on the development and maintenance of her capabilities rather than the positive reporting aspects of her position. At the discretion of the Chief, Station Branch, a broadening of her duties to include greater concentration on Satellite activities of a type should be encouraged.

3. Upon the completion of two years in her present assignment, Miss COLLINS should be considered for reassignment to the staff. Although Miss COLLINS has little personal desire for a staff assignment of this type, the group felt she would benefit career wise by exposure to the broader scope of a staff assignment.

4. Since Miss COLLINS will have been in headquarters for approximately eight years upon the completion of the Staff assignment, the working group recommended another overseas tour. The group felt that this should occur after the Staff assignment; however, if appropriate positions arose, the overseas requirement could be met prior to the Staff assignment. Regardless of the timing the overseas assignment should be in the European or WH areas and should permit the closest possible support to operations.

5. After completing the overseas tour, or the Staff assignment if this assignment is preceded by the overseas tour, Miss COLLINS should be assigned to the Office of Training as an Instructor. *CONSIDERED FOR P. 255/211/22/17*

6. The group recommended that Miss COLLINS be enrolled for the appropriate training courses that are necessary and available in carrying out this program.

Career Management Officer

Career Service Plan

FOR

Spera
~~COLLINS~~

Agnes B.

NAME

DEVELOPED BY CAREER SERVICE STAFF WITH
PARTICIPATION OF SUBJECT EMPLOYEE AND THE
FOLLOWING PERSONNEL:

RECOMMEND APPROVAL

CAREER SERVICE OFFICER
DATE 1 February 1956

APPROVED BY FI CAREER SERVICE PANEL

CHAIRMAN
DATE 1 February 1956

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle) Collins, Agnes			2. DATE OF BIRTH 1 May 1920	3. SEX F	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP WE			6. OFFICIAL POSITION TITLE Ops. Officer		
7. GRADE GS-11	8. DATE REPORT DUE IN OP 20 October 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) February 1956-20 October 1956			
10. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
<input checked="" type="checkbox"/> ANNUAL			<input type="checkbox"/> REASSIGNMENT-EMPLOYEE	<input checked="" type="checkbox"/> PROMOTION	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 29 Oct 56	B.	C. SUPERVISOR'S OFFICIAL TITLE C/WE
----------------------------------	----	---

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL WE
--------------	---------------------------------------	--

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

<div style="border: 1px solid black; width: 30px; height: 30px; display: inline-block; margin-bottom: 5px;">6</div> RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

OFFICE OF PERSONNEL
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3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
13

4. COMMENTS CONCERNING POTENTIAL
She has already demonstrated her capacity for highly effective work and supervision; has an excellent grasp of broader implications of our work, including a sound understanding of major policy implications.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None for the immediate future.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None of outstanding importance. A career plan has already been submitted and discussed.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- CATEGORY NUMBER
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 - 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 - 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 - 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 - 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	2	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
3	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	3	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

~~SECRET~~

CAREER DEVELOPMENT PLAN

Designee's Name		Age	Date
COLLINS, Agnes B.		35	6 Feb 56
Grade	Title	Present Assignment	
GS-11	Operations Officer <input type="checkbox"/>	WE, <input type="checkbox"/>	

Phase A - 1st & 2nd years
(June 1955-June 1957)

Remain in present assignment. During this period of time, emphasis should be placed on the development and maintenance of her capabilities, rather than the positive reporting aspects of her position. At the discretion of the Chief, Station Branch, a broadening of her duties to include greater concentration on activities of a type should be encouraged.

Phase B - 3rd & 4th years
(June 1957-June 1959)

Assignment to Staff. Although Miss Collins has little personal desire for a staff assignment of this type, the group felt she would benefit career wise by exposure to the broader scope of a staff assignment.

Phase C - 5th & 6th years
(June 1959-June 1961)

Field assignment in or as Operations Officer . The group felt that this should occur after the Staff assignment; however, if appropriate positions arose, the overseas requirement could be met prior to the Staff assignment. Regardless of the timing, the overseas assignment should permit the closest possible support to operations.

After completing the overseas tour, or the Staff assignment if this assignment is preceded by the overseas tour, Miss Collins should be assigned to the Office of Training as an Instructor.

The group recommended that Miss Collins be enrolled for the appropriate training courses that are necessary and available in carrying out this program.



~~SECRET~~

~~SECRET~~

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in [redacted]. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) Collins, Agnes			2. DATE OF BIRTH 1 May 1920	3. SEX f	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP WE			6. OFFICIAL POSITION TITLE Ops. Officer		
7. GRADE GS-11	8. DATE REPORT DUE IN OP 20 October 1956		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) February 1956 - 20 October 1956		
10. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
<input checked="" type="checkbox"/> ANNUAL			REASSIGNMENT-EMPLOYEE	<input checked="" type="checkbox"/> PROMOTION	

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE **29 Oct 56**

D. SUPERVISOR'S OFFICIAL TITLE **C/WE**

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Reviewed by: [Signature] DATE **12/10/56**

Reviewed by: [Signature] DATE **12/12/56**

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference between the supervisor and I is reflected in the above section.

A. THIS DATE	B. TYPED OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL C/WE
--------------	-------------------	--

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5	<ul style="list-style-type: none"> 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.
----------	---

INSERT RATING NUMBER

COMMENTS:

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A. GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle) COLLINS, Agnes B.	2. DATE OF BIRTH May 1920	3. SERVICE DESIGNATION <input type="text"/>	4. GRADE 11
5. ORGANIZATIONAL TITLE <input type="text"/>	6. POSITION TITLE Ops Officer <input type="text"/>	7. OCCUPATIONAL CODE <input type="text"/>	8. OFFICE OF ASSIGNMENT WE

SECTION B. CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

Remain in present assignment to develop and maintain capabilities.

B. LONG-RANGE (Within next 3 to 5 years)

Reassignment to CI Staff or overseas assignment as an Ops Officer to **WH**

SECTION C. TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

B. LONG-RANGE (Within next 3 to 5 years)

12. ADDITIONAL COMMENTS

I recognize that the implementation of my career preferences must depend upon the needs of the organization. I understand that my performance, capabilities and interests will be given due consideration.	13. DATE COMPLETED 6 Feb 1956	14. SIGNATURE OF EMPLOYEE See Item 21
--	---	---

SECTION D.

COMMENTS BY SUPERVISOR

15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

16. RELATIVE TO TRAINING FOR EMPLOYEE

See Item 21

17. TYPED OR PRINTED NAME OF SUPERVISOR

18. SIGNATURE

19. TITLE

20. DATE

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

Detailed Individual Career Plan approved by Panel
on file in Career Management Office,

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE Career Management Officer

25. DATE

JAN 18 1957

LEAVE BLANK

CAREER SERVICE QUESTIONNAIRE

SECTION I (To be completed by employee)								
NAME (Last) COLLINS		(First) Agnes		(Middle) Beattie	AGE 34	GRADE GS-9	NO. OF MOS. IN GRADE 34	CAREER DESIGNATION
STAFF OR DIVISION DDP/WE			BRANCH		POSITION TITLE Intelligence Officer			
NO. OF MOS. IN PRESENT POSITION 27		NO. OF MOS. IN OSS 7 (SSU)			NO. OF MOS. IN CIG 9		NO. OF MOS. IN CIA 84	
DATA ON ALL PERMANENT DUTY OVERSEAS OR IN U.S. FIELD (Include any TDY during last two years)								
APPROXIMATE DATES OF SERVICE		LOCATION				TDY	PCS	COMMENTS
FROM	TO	COUNTRY	STATION					
June 1946	Dec 1947						X	
Dec 1948	Oct 1951						X	
INDICATE WILLINGNESS TO SERVE TOUR OF DUTY OVERSEAS PCS								
A <input type="checkbox"/> YES		B <input checked="" type="checkbox"/> ONLY UNDER CERTAIN CONDITIONS				C <input type="checkbox"/> NO		
INDICATE ASSIGNMENT PREFERENCE IF PRECEDING ANSWER IS "A" OR "B"								
PREFERENCE	COUNTRY	STATION			TYPE OF POSITION			
1ST								
2ND								
3RD								
IF ANSWER ABOVE IS "B" STATE CONDITIONS; IF ANSWER ABOVE IS "C" EXPLAIN YOUR REASONS								
Not in near future								
INDICATE GEOGRAPHIC AREAS OVERSEAS IN WHICH YOU WILL NOT SERVE AND EXPLAIN REASONS								
Hot climates disagree with me (or vice versa)								
INDICATE RELATIONSHIP AND AGE OF EACH DEPENDENT TO BE MOVED OVERSEAS								
None								
INDICATE KNOWN MEDICAL RESTRICTIONS WHICH THE AGENCY HAS IMPOSED ON YOUR SERVICE								
None								

~~SECRET~~

INDICATE ANY UNUSUAL CIRCUMSTANCES CONCERNING DEPENDENTS (old age, chronic illness, need for special educational facilities, etc.) OR ANY UNUSUAL PERSONAL SITUATION WHICH WOULD AFFECT YOUR OVERSEAS ASSIGNMENT

None

DESCRIBE TYPES OF HEADQUARTERS AND U.S. FIELD POSITIONS FOR WHICH YOU WOULD LIKE TO BE CONSIDERED AND THE ORGANIZATIONAL COMPONENT IN WHICH YOU WOULD LIKE TO SERVE

Division or staff positions within DDP complex in Washington only.

REMARKS

DATE 15 July 1954

SIGNATURE OF EMPLOYEE

Agnes B. Collins -

SECTION II

(To be completed by employee's supervisor)

INDICATE APPROXIMATE TIME (months) WHEN EMPLOYEE CAN BE MADE AVAILABLE FOR OVERSEAS SERVICE

INDICATE APPROXIMATE TIME (months) WHEN EMPLOYEE CAN BE MADE AVAILABLE FOR ANOTHER HEADQUARTERS OR U.S. FIELD ASSIGNMENT

COMMENTS ON AVAILABILITY AND EMPLOYEE'S PREFERENCE FOR NEXT ASSIGNMENT

Since Miss Collins has already had two overseas tours of duty, and since she is making an effective contribution in WE [] in the [] it is not believed that she should be persuaded at this time to consider an overseas assignment.

DATE

7/17/54

SIGNATURE OF SUPERVISOR

PERSONNEL OFFICER WILL FORWARD ORIGINAL TO OFFICE OF PERSONNEL AND FIRST COPY TO APPROPRIATE CAREER SERVICE BOARD

~~SECRET~~

*MAY BE CONTINUED UNDER REMARKS

~~SECRET~~

24 February 1956

MEMORANDUM FOR THE CHIEF, WE

SUBJECT: Career Plan for Agnes B. Collins

1. I have a number of objections to the career plan drawn up for me by the Career Service Board, namely:

a. Transfer from WE, by June 1957. The plan does not take into consideration the cardinal point made in my own original plan that continuity is vital in work. In my opinion, the chief of a reaches his optimum usefulness on the job in about two years. Unless performing unsatisfactorily, at this time his work becomes most useful for operational support.

b. Staff Assignment. I question the value to the Agency of this assignment as opposed to continuance in WE, I do not feel suited by temperament or work habits to perform staff work.

c. Overseas Posts. The only post listed for me in the European area, the only area for which I am suited by background and experience, is This is too restrictive to be acceptable.

2. In general, I feel the plan is too inflexible to be practical or fruitful for the Agency or myself. The specificity of the dates and assignments runs counter to the Board's own briefing that times and places would be general, indicative, and subject to concurrence by myself and the Division.

Agnes B. Collins -
Agnes B. Collins
WE,

~~SECRET~~

~~SECRET~~

SUBJECT: Agnes B. COLLINS - Career Plan 1956 - 1961

1. The career plan for Subject for the next six years takes into consideration the following basic facts:

a. Subject has been working for several years in the line of work - [] - for which she is best suited and in which she has achieved professional competence of value to the Agency.

b. Subject has had experience, both at Headquarters and in the field, as a reports officer and as an operational support officer.

c. Subject served two tours [] and has been exposed to members of the []

d. Subject has been in her present position - head of [] - since June 1955. Prior to that she spent three years as []

2. In order to provide the continuity of knowledge so valuable in [] work, Subject should remain in her present position for a period of at least two years. During this time, the effectiveness and scope of her work might be increased []

3. During the following part of the planning period, her services might be utilized overseas as a [] or operational support officer, as a reports officer, or as a coordinator of intelligence and []. Overseas assignment will necessarily be limited []

4. Alternatively, Subject might be used by OTR for the training of junior officers in reporting and processing of intelligence, [] and operational material.

5. This plan is purposely indefinite inasmuch as Subject could well serve the entire next six years of her career in her present or similar positions. The suggestions in paragraphs 3 and 4 are designed to provide flexibility by indicating alternate assignments consonant with her capabilities.

~~SECRET~~

Agnes B. Collins
AGNES B. COLLINS

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is expected that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A. 20 Oct 56

Posted Pos. Control [redacted] 24 FEB 1956

Reviewed by PUD [redacted]

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) Collins	(First) Agnes	(Middle) B.	2. DATE OF BIRTH 1 May 1920	3. SEX F	4. CAREER DESIGNATION
5. DATE OF ENTRANCE ON DUTY March 1946	6. OFFICE ASSIGNED TO DDP	7. DIVISION WE	8. BRANCH		
9. NATURE OF ASSIGNMENT <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION:			11. GRADE GS-11	
12. DATE THAT THIS REPORT IS DUE 26 October 1955	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) 18 July 1955 - 26 October 1955				

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Head of [redacted] Section, WE	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 6 June 1955
--	---

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

- Supervise the [redacted] and train junior officers on the job in [redacted] work.
- Provide [redacted] support for, and [redacted] analysis of, field operations.
- Process pertinent security information for other U.S. agencies.
- [redacted]

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report has has not been shown to the individual rated.

THIS DATE 16 February 1956	NAME AND SIGNATURE OF RATER [redacted]
----------------------------	--

I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)	
THIS DATE 17 February 1956	NAME AND SIGNATURE OF REVIEWING OFFICIAL ([redacted]) of authority

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

NA

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? YES NO FEB 24 10 46 AM '56

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None needed for her present job. She will, however, enroll in the operations course as an additional aid in training junior officers on the job.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

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.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

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.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ..WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY..BOtherED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT ... HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY ..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY..THINKS IN TERMS OF A CAREER IN THE AGENCY.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY ..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECTION IV

This section is provided as an aid in describing the individual. ~~Official description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.~~

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of description. The degree within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person 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 that you have the definite opinion that the description is not at all suited to the individual.

OFFICE OF PERSONNEL
MAIL ROOM

STATEMENTS	NOT OBSERVED	CATEGORIES				
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.					X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X
3. CAUTIOUS IN ACTION.					X	
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.					X	
6. ANALYTIC IN HIS THINKING.						X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.				X		
10. KNOWS WHEN TO SEEK ASSISTANCE.						X
11. CALM.					X	
12. CAN GET ALONG WITH PEOPLE.						X
13. MEMORY FOR FACTS.					X	
14. GETS THINGS DONE.					X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X
16. CAN COPE WITH EMERGENCIES.						X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.				X		
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.				X		
21. ACCEPTS RESPONSIBILITIES.						X
22. ADMITS HIS ERRORS.					X	
23. RESPONDS WELL TO SUPERVISION.						X
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X

UNCLASSIFIED

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:		TELEPHONE NO.
C/WE		Memorandum w/2 encls
		DATE
		25 February 1956

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. C/WE	1046-56 L5	25 FEB 1956		<input type="checkbox"/>		<p>HAND CARRY</p> <p><i>I have replied to this. Missy has a copy. [] approved my reply.</i></p>
2. <input type="checkbox"/> Career Sv Officer		2/27				
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

SECRET

CONFIDENTIAL

UNCLASSIFIED

~~SECRET~~

25 February 1956

MEMORANDUM FOR: Career Service Officer

SUBJECT: Career Service Plan for Agnes B. COLLINS

1. The subject plan dated 1 February 1956, has been thoroughly studied and discussed with Miss COLLINS and with the Chief of WE . Miss COLLINS' own comments on this plan are attached for your record, and I merely note that apparently the proposed career plan does not meet her own desires on several points. I realize, of course, that Career Service planning cannot give decisive importance to individual desires, but it is my very definite impression that the proposed plan departs so far from her own wishes as to make it impractical of implementation if employee morale is given due consideration.

2. From the Division and Branch point of view, my only criticism of the plan is that if carried out on schedule it would deprive WE of Miss COLLINS' services by approximately June 1957, after only two years' service as chief of the . The work of that section in the is an extremely complicated one and requires familiarity with a vast range of personality data, in addition to a sound knowledge of techniques. Anyone occupying this position can scarcely attain full efficiency in this work in less than approximately eighteen months to two years, and if the individual is transferred and replaced at the end of two years, the work of the Branch will suffer severely. I would suggest, therefore, that for planning purposes a total period of four years is required by the nature of that particular job, and that June 1959 instead of June 1957 be accepted as the appropriate date for initiating the next phase in the career plan. I would like to note additionally that personnel changes in WE particularly the replacement of the Chief, , by make it particularly desirable to assure continuity in the vital Section.

3. In connection with the discussions of this particular career plan, it has come to my attention that there exists great confusion within the Division as to the exact role of Division "representatives" summoned by the Career Service Board on a periodic basis to discuss the development of specific Career Service plans. I have personally encountered two diametrically opposed interpretations when I have been

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SUBJECT: Career Service Plan for Agnes B. COLLINS

told, on one hand, that these "representatives" are in a real sense to represent the Division, with authority to commit the Division to acceptance of a specific plan, and on the other hand that they are to adopt a "wider" view beyond the horizon of Divisional interests and requirements. The "representatives" thus far summoned are themselves completely confused on this issue, the more so because in most cases they are totally unfamiliar with the individual whose career is being planned and with the requirements of the particular Branch within the Division in which the individual serves. It appears to me that unless this situation is clarified, serious misunderstanding may arise, with unfortunate effects on realistic planning. I would recommend, further, that any specific plan, before being finalized, be coordinated with appropriate Divisions and Branches.

Chief, WE

2 Enclosures:

1. Career Service Plan for Subject (orig only)
2. Subject's comments (in dup)

24 February 1956

Distribution:

Orig & 1 - Addressee

²
~~SECRET~~

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:				TELEPHONE NO.		
<input type="checkbox"/> CSP				DATE	23 May 56	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. WE PERS.		25 MAY 1956		<input type="checkbox"/>		your copy.
2.						
3.	<input type="checkbox"/>					Returned per your request <input type="checkbox"/>
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

**CAREER DEVELOPMENT PLAN
(AMENDED PLAN)**

Name <i>Spec</i> COLLINS, Agnes		Date of Birth 1 May 1920	Date Approved 29 SEP 1956
Grade GS-11	Title Operations Officer <input type="checkbox"/>	Present Assignment WE, <input style="width: 150px; height: 20px;" type="text"/>	

Phase A
Present - Jun 59

Remain in present assignment in WE
activities in order to provide con-
tinuity in the Branch with emphasis to
be placed on a development and main-
tenance of employee's capabilities.

Phase B
1959 - 1961

Field assignment to
or WH area as Operations Officer in
accordance with existing personnel
priorities at the time.

NOTE

The Planning Group of career consultants
recommends that Miss Collins be con-
sidered for rotation to the Office of
Training as an Instructor some time
following the completion of Phase B.

~~SECRET~~

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in [redacted]. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A.

GENERAL

1. NAME (Last) Spera (First) Agnes (Middle) B. Collins		2. DATE OF BIRTH 1 May 1920	3. SEX F	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/WE/		6. OFFICIAL POSITION/TITLE Ops Officer		
7. GRADE GS-12	8. DATE REPORT DUE IN OP 20 October 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 20 October 1956 - 20 October 1957		
10. TYPE OF REPORT (Check one)		REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
<input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT-EMPLOYEE		

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS [redacted] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE 2 Oct 1957	C. TYPED OR PRINTED NAME [redacted]	OR D. SUPERVISOR'S OFFICIAL TITLE C/WE
-----------------------------------	--	--

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Posted Pos. Control [redacted]	10/10/57
Reviewed by PUD [redacted]	OCT 10 1957

CONTINUED ON ATTACHED SHEET

I certify that any [redacted] with the supervisor is reflected in the above section.

A. THIS DATE [redacted]	REVIEWING [redacted]	C. OFFICIAL TITLE OF REVIEWING OFFICIAL DC/WE
----------------------------	-------------------------	---

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- | | |
|--|--|
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">5</div>
INSERT RATING NUMBER | 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. |
| | 2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. |
| | 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. |
| | 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. |
| | 5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. |
| | 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |

COMMENTS:

SECRET

Performance

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL			
1. NAME (Last) Spera (First) Agnes (Middle) B. Collins	2. DATE OF BIRTH 1 May 1920	3. SEX F	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/WE/		6. OFFICIAL POSITION/TITLE Ops Officer	
7. GRADE GS-12	8. DATE REPORT DUE IN OP 20 October 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 20 October 1956 - 20 October 1957	
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 2 Oct 1957	B. TYPED OR PRINTED NAME	C. SUPERVISOR'S OFFICIAL TITLE C/WE
2. FOR THE REVIEWING OFFICER: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME	C. OFFICIAL TITLE OF REVIEWING OFFICIAL DC/WE

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

5
RATING NUMBER

- 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
- 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
- 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
- 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
- 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
		A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

~~SECRET~~

(When Filled In)

OFFICE OF PERSONNEL
NOV 20 3 07 PM '53
MAIL ROOM

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
---------------------------	--	--

SPECIFIC DUTY NO. 1 Supervises <input type="text"/>	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Supervises maintenance of records	RATING NUMBER 7
SPECIFIC DUTY NO. 2 Provides <input type="text"/> support to field ops	RATING NUMBER 6	SPECIFIC DUTY NO. 5 Prepares studies on <input type="text"/>	RATING NUMBER 5
SPECIFIC DUTY NO. 3 Reviews <input type="text"/> operations	RATING NUMBER 5	SPECIFIC DUTY NO. 6 Processes security information and reviews security checks for other US Agencies	RATING NUMBER 5

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Her competence and sound analytical approach to her work is accompanied by a keen sense of perspective on the relative significance of specific matters, thus making for a section which is reliable, efficient and very productive. She is very able as a trainer and enjoys great respect and trust from her subordinates. Her self-set high standards of work on occasions provoke temporary minor delays in more complex cases where her personal study and analysis is required.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- | | |
|---|--|
| <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div> RATING NUMBER | <ul style="list-style-type: none"> 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION |
|---|--|

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY:

~~SECRET~~

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) MISS AGNES COLLINS	2. DATE OF BIRTH 1 May 1920	3. JOURNAL OR ACTION NO.	4. DATE 11 January 1957
---	---------------------------------------	--------------------------	-----------------------------------

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION	6. EFFECTIVE DATE 13 Jan 1957	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j
--	---	---

FROM		TO	
CS <input type="checkbox"/> 11 \$6605.00 per annum	8. POSITION TITLE Ops Officer	CS <input type="checkbox"/> 12 \$7570.00 per annum	9. SERVICE, SERIES, GRADE, SALARY
	10. ORGANIZATIONAL DESIGNATIONS	DDP/WE	
	11. HEADQUARTERS	Washington, D. C.	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

13. VETERAN'S PREFERENCE					14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5-PT.	10-POINT	NEW	VICE	I. A.	REAL.
<input checked="" type="checkbox"/>								SD
			DISAB.	OTHER				

15. SEX F	16. APPROPRIATION FROM: <input type="checkbox"/> TO: Same	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---------------------	--	--	--	---

20. REMARKS:

 3 EOD 09/18/47

ENTRANCE PERFORMANCE RATING:
Director of Personnel

20. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

773/1/17/57

1. PREVIOUS SERIAL NO.		BIOGRAPHIC PROFILE (PART 1)			28 JUN 1957	
2. NAME (Last-First-Middle) COLLINS, Agnes B				3. SEX F	4. DATE OF BIRTH May 1920	5. LONGEVITY COMP. DATE 18 Sep 1947
6. MARITAL STATUS Single	7. DEPENDENT(S) (Excl. emp. employes) 0	8. YEARS(S) OF BIRTH	9. US NATURALIZATION DATE(S) NA		SPOUSE	
9. CAREER STATUS MEMBERSHIP	Jul 1954	10. OTHER STATUS	11. LAST MED. RPT. DATE Nov 1951	QUAL. FOR Full Duty	VAL. FOR Returnee	
11. CURRENT RESERVE STATUS NONE	SERVICE X	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3	
12. ASSESSMENT DATE None	13. PROFESSIONAL TEST DATE None		14. LANGUAGE APTITUDE TEST DATE None			
15. NON-CIA EMPLOYMENT						
1941-42 War Dept. US District Engineers, San Juan, Puerto Rico - Receptionist						
1942-43 War Dept. Military Intell Service, Miami, Fla & DC - Research Clerk & Analyst						
1946-47 SSU, CIG; [redacted] - Clerk						
16. NON-CIA EDUCATION						
1936-38 Packer Collegiate Institute, Brooklyn, NY						
1938-40 Vassar College, Poughkeepsie, NY - BA Italian						
17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)						
Italian - Fluent foreign						
French - Fluent foreign						
Spanish - Fluent foreign						
German - Limited						
18. AGENCY SPONSORED TRAINING						
1948 COPS Re-orient 1955 Waiver for [redacted]						
1948 Basic Intell 1956 Cable Writing Refresher						
1948 Adv Intell 1956 Advanced [redacted]						
1953 Reading Impr.						
19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)						
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)		LOCATION
Sep 1947	Clerk	5		OSO/[redacted]		[redacted]
Dec 1947	"	5		" "		[redacted]
Jan 1948	"	7		" [redacted]		Hq.
Dec 1948	"	7		" "		"
Oct 1951	IO (Reports)	9		" " [redacted]		[redacted]
Nov 1951	" "	9		" " "		[redacted]
Mar 1953	" "	9		DDP/WE/[redacted]		Hq.
Feb 1954	IO [redacted]	9		" " " [redacted]		"
Jul 1954	" "	11		" " " "		"
Jul 1955	Ops Off [redacted]	11		" " [redacted]		"
Jan 1957	" " "	12		" " " "		"
20. DATE REVIEWED	21. PROFILE REVIEWED BY 28 Mar 57/Selection Staff		22. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE		23 April 1957	

~~SECRET~~
(When Filled In)

PERS. SERIAL NO. <input type="text"/>	BIOGRAPHIC PROFILE (PART 2)	2 8 JUN 1957
NAME (Last-First-Middle) COLLINS, Agnes B.		DATE OF BIRTH May 1920
23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS		
<p><u>Fitness Report Jul 1955 - Oct 1955</u> -- Outstanding strengths -- "Professional competence, clarity of thought, and an outstanding analytical capacity which results in an excellent performance in her <input type="checkbox"/> work." <u>Potential</u>: "Is already performing at the level of the next higher grade." Rater, <input type="text"/> Reviewer, <input type="text"/></p> <p><u>Fitness Report Feb 1956 - Oct 1956</u> -- <u>Performance</u>: "Her competence and sound analytical approach to her work is accompanied by a keen sense of perspective on the relative significance of specific matters, thus making for a <input type="checkbox"/> section which is reliable, efficient and very productive. She is very able as a trainer and enjoys great respect and trust from her subordinates. Her self-set high standards of work on occasions provoke temporary minor delays in more complex cases where her personal study and analysis is required." <u>Suitability</u>: "An unusually strong person in terms of the requirements of the organization." <u>Potential</u>: "Already assuming more responsibilities than expected at her present level. She has already demonstrated her capacity for highly effective <input type="checkbox"/> work and supervision; has an excellent grasp of broader implications of our work, including a sound understanding of major policy implications." Rater, <input type="text"/> Reviewer, <input type="text"/></p>		
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND TOP FIELD REASSIGNMENT QUESTIONNAIRE		
<p><u>CPO Sep 1956</u> -Subject prefers to remain in her current assignment for the present, but for long range planning requests assignment overseas in <input type="checkbox"/> operations in WE or WH areas. (Detailed individual Career Plan is on file in <input type="checkbox"/> Career Management Office.)</p>		
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL		
26. ADDITIONAL INFORMATION		
<p><u>Commendation 1954</u> from Chairman, CIA Career Service Board for fine research on the report "Career Service for Women."</p>		
27. DATE REVIEWED 28 Mar 1957	28. PROFILE REVIEWED BY Selection Staff <input type="text"/>	

FORM NO. 1200 (PART 2)
1 FEB 57

REPLACES FORM 1080 (PART 2) WHICH IS OBSOLETE. ~~SECRET~~

PROFILE

(4)

OFFICE OF PERSONNEL

RESIGNATION

I Resign For The Following Reason:

My sole reason for resigning is ^{JAN 17 2 40 PM '58} my husband abroad.

MAIL ROOM

My Last Working Day Will Be

This Date (Date Of Signature)

Signature

~~30~~ JAN 58

10 January 1958

Agnes C. Lera

Forward Communications, Including Salary Checks And Bonds, To The Following Address (Number, Street, City, Zone, State):

Large empty rectangular area for providing the forwarding address.

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle) SPERA, Agnes Collins				3. Date Of Birth Mo Da Yr 5 1 20			4. Vet. Pref. None-0 5 Pt-1 10 Pt-2 Code 0		5. Sex F		6. CS - EOD Mo Da Yr			
7. SCD Mo Da Yr		8. CSC Retmt. Yes - 1 No - 2		9. CSC Or Other Legal Authority		10. Apmt. Affidav. Mo Da Yr			11. FEGLI Yes-1 No-2		12. LCD Mo Da Yr			13. Mil. Serv. Credit. LCD Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP/WE				Code		15. Location Of Official Station Washington, D.C.				Station Code	
16. Dept.- Field Code		17. Position Title Ops Officer				18. Position No.		19. Serv. GS		20. Occup. Series	
21. Grade & Step 12 - 1		22. Salary Or Rate \$ 7570.00		23. SD		24. Date Of Grade Mo Da Yr		25. PSI Due Mo Da Yr		26. Appropriation Number	

ACTION

27. Nature Of Action Resignation		Code		28. Eff. Date Mo Da Yr 30 30 58 30 30 58		29. Type Of Employee Regular		Code		30. Separation Data 21 00, 7, 1	
-------------------------------------	--	------	--	--	--	---------------------------------	--	------	--	------------------------------------	--

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station Charge Allot. V Auth. Officer				Station Code	
33. Dept.- Field Dept - Usfld - Frgn - Code		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade Mo Da Yr 01 13 57		42. PSI Due Mo Da Yr		43. Appropriation Number	

SOURCE OF REQUEST

A. Request Approved By (Signature And Title) PERSONNEL OFFICER		C. Request Approved By (Signature And Title)	
B. For Additional Information Call (Name & Telephone Ext.)			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board				1-17-58		D. Placement				1/17/58	
B. Pos. Control				1-30-57		E.					
C. Classification						F. Approved By				1-30-58	

Remarks
 Subject being picked up on Contract ~~Agmt~~ Staff type H by WH Division effective 31 January 58
 Copies sent to Security Office and Finance Division.

NOTIFICATION OF PERSONNEL ACTION

FORM NO. 1 MAR 57 1150

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD				
		SPERA AGNES C			Mo.	Da.	Yr.	None-0 5 Pt-1 10 Pt-2	Code			Mo.	Da.	Yr.		
					05	01	20		0	F	2	09	18	47		
7. SCD		8. CSC Retmt.			9. CSC Or Other Legal Authority			10. Apmt. Affidav.		11. FEGLI		12. LCD		13. Mil. Serv. Credit. Lcd		
Mo.	Da.	Yr.	Yes - 1 No - 2	Code				Mo.	Da.	Yr.	Yes-1 No-2	Code	Mo.	Da.	Yr.	
03	25	44			50 USCA 403 J								09	18	47	2

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code	15. Location Of Official Station				Station Code	
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.	20. Occup. Series		
Dept - 2 USfld - 4 Frgr - 6	Code	OPS OFF					GS			
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
12-1		\$ 7570			Mo.	Da.	Yr.	Mo.	Da.	Yr.
					01	13	57	07	13	58

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Data	
RESIGNATION ACCOMP HUSBAND			Mo.	Da.	Yr.				
			01	30	58				

PRESENT ASSIGNMENT

31. Organizational Designations				Code	32. Location Of Official Station				Station Code	
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.	37. Occup. Series		
Dept - 2 USfld - 4 Frgr - 6	Code									
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$			Mo.	Da.	Yr.	Mo.	Da.	Yr.
44. Remarks										
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>If you are reemployed in the Field or District of Columbia Government, you must file a statement of your action within date of your reemployment for each period of absence and you must pay for the period of absence. The period of absence is the period of such payment for the entire absence period.</p> </div>										

~~SECRET~~
(WHEN FILLED IN)

REPORT OF SEPARATION			DATE 31 January 1958	
1. NAME (LAST - FIRST - MIDDLE) Spera, Agnes C.		2. DATE OF BIRTH 5/1/20	3. JOB TITLE Operations Officer	4. GRADE GS-12
5. OFFICE DDP		6. DIVISION Western Europe		7. BRANCH <input type="text"/>
8. LONGEVITY COMPUTATION DATE 18 September 1947		9. DATE OF RESIGNATION 30 January 1958		10. SEPARATION CATEGORY <input type="text"/>
11. DATE EXIT INTERVIEW 30 January 1958		12. NAME OF EXIT INTERVIEWER <input type="text"/>		<input type="text"/>
13. REMARKS				
<p>Mrs. Spera resigned to accompany her husband, <input type="text"/></p> <p>She said it is her intent to return to the Agency upon completion of her husband's tour of duty.</p>				
14. <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT RECOMMENDED FOR RE-EMPLOYMENT <input type="text"/> SIGNATURE OF SUPERVISOR		16. <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT RECOMMENDED FOR RE-EMPLOYMENT <input type="text"/> SIGNATURE OF PERSONNEL RELATIONS OFFICER		
15. <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT RECOMMENDED FOR RE-EMPLOYMENT <input type="text"/> SIGNATURE OF PLACEMENT OFFICER				

FORM NO. 971 REPLACES FORM 87-154
1 MAY 56 WHICH IS OBSOLETE

~~SECRET~~

~~SECRET~~

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle) <i>SPERA Agnes B. Collins SPERA</i> SPERA, Agnes B. Collins	3. Date Of Birth Mo Da Yr 5 1 20	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2	5. Sex Code F	6. CS - E Mo Da
7. SCD Mo Da Yr	8. CSC Retmt. Yes - 1 No - 2	9. CSC Or Other Legal Authority Code	10. Apmt. Affidav. Mo Da Yr	11. FEGLI Yes-1 No-2	12. LCD Mo Da Yr
				13. Mil. Ser. Credit. Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
16. Dept.- Field Dept - Usfld- Frgn -	Code	17. Position Title	18. Position No.
			19. Serv.
			20. Occup. Series
21. Grade & Step	22. Salary Or Rate \$	23. SD	24. Date Of Grade Mo Da Yr
			25. PSI Due Mo Da Yr
			26. Appropriation Number

ACTION

27. Nature Of Action Name Change from Agnes Collins Collins	Code	28. Eff. Date Mo Da Yr ASAP 8 11 59	29. Type Of Employee Staff Employee reg	Code	30. Separation Data
--	------	--	---	------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP/WE	Code	32. Location Of Official Station Washington, D.C.	Station Code
33. Dept.- Field Dept - X Usfld- Frgn -	Code	34. Position Title Ops Officer	35. Position No.
			36. Serv. 65
			37. Occup. Series
38. Grade & Step 09-12-1	39. Salary Or Rate \$ 7570.00	40. SD	41. Date Of Grade Mo Da Yr 01 13 57
			42. PSI Due Mo Da Yr 07 13 58
			43. Appropriation Number

SOURCE OF REQUEST

A. Req WE Personnel Officer	C. Request Approved By (Signature And Title)
B. For Additional Information Call (Name & Telephone Ext.)	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks
Copies sent to Security Office and Finance Division.

~~SECRET~~

STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1952—FEDERAL PERSONNEL
MANUAL CHAPTER RI

SECRET

REQUEST FOR PERSONNEL ACTION



REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) Miss Agnes B. Collins	2. DATE OF BIRTH 1 May 1920	3. REQUEST NO.	4. DATE OF REQUEST 30 Nov 56
---	---------------------------------------	----------------	--

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion	6. EFFECTIVE DATE A. PROPOSED: ASAP B. APPROVED:	7. C. S. OR OTHER LEGAL AUTHORITY
---	--	-----------------------------------

FROM— Ops Officer [redacted] GS [redacted] 11 \$6605.00 p. a. DDP/WE [redacted] Washington, D. C. [redacted] FIELD [redacted] <input checked="" type="checkbox"/> DEPARTMENTAL	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO— Ops Officer [redacted] GS [redacted] 12 \$7570.00 p. a. DDP/WE [redacted] Washington, D. C. [redacted] FIELD [redacted] <input checked="" type="checkbox"/> DEPARTMENTAL
--	---	--

A. REMARKS (Use reverse if necessary)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) WE Personnel Officer	D. REQUESTED BY Approved by CS Career Signature: Servicio Danel Title: [redacted]
--	--

13. VETERAN PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/> X	14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> SD [redacted]
---	---

15. SEX F	16. APPROPRIATION FROM: [redacted] TO: Same	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Ohio
---------------------	--	--	--	---

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL		1/11/57	
C. CLASSIFICATION		1/10/57	
D. PLACEMENT OR EMPL.			

[Redacted area]

SECRET

DD/P
PERSONNEL DATA SHEET

NAME: **Agnes B. Collins** AGE: **36** DATE: **30 November 1956**

STATION **Washington, D. C.** PRIMARY CAREER DESIGNATION:
AND DUTIES: **Ops Officer** DD/P UNIT: **WE**

PRESENT GRADE: **GS-11** PRESENT T/O SLOT
PROPOSED GRADE: **GS-12** NUMBER AND GRADE: **GS-12**

CIA TRAINING:
1948 - ATTC. XII **1948 - BITC, XI-PT** PROPOSED T/O SLOT
 1948 - BITC XII NUMBER AND GRADE: **GS-12**
1948 - COPS, RE-Orient **1955 -** **1956 -**

EDUCATION: **1936-1938 Packer Collegiate Institute, Brooklyn, N.Y., Jr. College**
1938-1940 Vassar College, Poughkeepsie, N.Y., BA Degree

LANGUAGE PROFICIENCY:
French - Fluent **Spanish - Fluent**
Italian - Fluent

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):
1941-42 -- War Dept., Off of the Constructing Quartermaster, San Juan, Puerto Rico CAF-2
2/42-9/42 -- Clerk; Ward Dept., Off of the District Engineer, San Juan, P. R. CAF-2
1942-43 -- War Dept., American Intelligence Service, Miami Beach, Fla., CAF-3
6/43-12/43 -- War Dept., Military Intell. Service, Washington, D.C., CAF-3, CAF-4 P-1

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:
5 June 1946 -- SSU, Clerk, CAF-5, \$2,320, X-2,
19 Oct 1946 -- Involuntary Separation, SSU, Clerk, CAF-5, \$2644.80,
30 Oct 1949 -- Conversion to Clerk, GS-7, \$3825, OSO
14 Oct 1951 -- Prom to Intell Officer Reports, GS-9, \$4600, OSO/

5 Nov 1951 -- Transfer to Intell Officer Reports, GS-9, \$5060, OSO
7 Jan 1953 -- Resig fr Intell Officer Reports, GS-9, \$5185, DDP/WE
RECOMMENDED BY: CONCURRENCES:

Chief, WE Division

RECOMMENDATION OF CAREER SERVICE BOARD:

Approved by GS Career
Service Panel

JAN 8 1957

Rank In Grade -

744 11 10 PM '56

OFFICE OF PERSONNEL

11 November 1954

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES CONT'D

2 Mar 53 - Ex appt. to Intell. Officer Reports, [redacted] GS-9, \$5185, DDP/WE [redacted]
Operations & Liaison Sec., Washington, D.C.

14 Feb 54 - Reassign to Intell. Officer [redacted] GS-9, \$5310, DDP/WE [redacted]
[redacted] Washington, D.C.

18 July 1954 - Prom to Intell Officer [redacted] GS-11, \$5940, DDP/WE [redacted]
[redacted], Washington, D.C.

19 Dec 54 - Reassign to Intell Off [redacted] GS-11, \$5940, DDP/WE [redacted]
[redacted] Washington, D.C.

17 July 1955 - Reassign to Ops Officer [redacted] GS-11, \$6390, DDP/WE [redacted]
Washington, D.C.

Special Agent
[redacted]

[Faint, mostly illegible text, possibly a list of assignments or a summary of duties.]

5 June 1956 - [redacted]
19 Jul 1956 - [redacted]
20 Jul 1956 - [redacted]
21 Jul 1956 - [redacted]
5 Nov 1956 - [redacted]
7 Jan 1957 - [redacted]

Chief, [redacted]

MASS 10 11 54

MASS 10 11 54

OFFICE OF PERSONNEL

~~SECRET~~

5 November 1956

MEMORANDUM FOR: Chief, WE

SUBJECT: Promotion of Miss Agnes B. Collins

1. It is recommended that Miss Agnes B. Collins be promoted from GS-11, a grade she has held since July 1954, to GS-12. She has been supervising the [] of WE [] since May 1955.

2. Under Miss Collins' direction the [] has capably assumed full responsibility for [] support and [] analysis [] [] She has personally reorganized and is updating the [] study which is currently cited as a model throughout DD/P. As part of her assigned duties she has contributed substantially to the training of a number of officers for headquarters and field assignments.

3. A most conscientious, dependable, and competent officer, Miss Collins has had an excellent record in this Division for the last ten years; it is felt that her performance as head of the [] of this Branch during the past year and a half fully qualifies her for promotion to the assigned grade.

[]

Chief, WE []

~~SECRET~~

NOV 10 1956

SEPT

PERIODIC SUPPLEMENT
PERSONAL HISTORY STATEMENT **Return to**

THIS DATE
9 Oct 57

INSTRUCT

This form provides the means whereby your official personnel information you have furnished previously, it will be necessary to complete Sections I through VI in their entirety. You need complete Sections VII through XII if there has been a change since you entered on duty with the organization or if you believe the item requires more detail than you have previously reported.

SECTION I

1. FULL NAME (Last-First-Middle)

SPERA, Agnes Beattie (Collins)

2. CURRENT ADDRESS (No., Street, City, Zone, State)

3. PERMANENT ADDRESS (No., Street, City, Zone, State)

4. HOME TELEPHONE NUMBER

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE
District of Columbia

SECTION II

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.

COLLINS, James Lawton

2. RELATIONSHIP

Father

3. HOME ADDRESS (No., Street, City, Zone, State, Country)

4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country) - INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE

N.A.

5. HOME TELEPHONE NUMBER

6. BUSINESS TELEPHONE NUMBER

N.A.

7. BUSINESS TELEPHONE EXTENSION

8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.

SECTION III

MARITAL STATUS

1. CHECK (X) ONE:



SINGLE



MARRIED

WIDOWED

SEPARATED

DIVORCED

ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From- and To-) BY MONTH AND YEAR
[]

22. BRANCH OF SERVICE [] 23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED []

24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN []

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) [] - No others. 2. RELATIONSHIP [] 3. AGE []

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES []

5. CITIZENSHIP (Country) [] 6. FREQUENCY OF CONTACT [] 7. DATE OF LAST CONTACT []

1. FULL NAME (Last-First-Middle) [] 2. RELATIONSHIP [] 3. AGE []

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES []

5. CITIZENSHIP (Country) [] 6. FREQUENCY OF CONTACT [] 7. DATE OF LAST CONTACT []

1. FULL NAME (Last-First-Middle) [] 2. RELATIONSHIP [] 3. AGE []

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES []

5. CITIZENSHIP (Country) [] 6. FREQUENCY OF CONTACT [] 7. DATE OF LAST CONTACT []

1. FULL NAME (Last-First-Middle) [] 2. RELATIONSHIP [] 3. AGE []

4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES []

5. CITIZENSHIP (Country) [] 6. FREQUENCY OF CONTACT [] 7. DATE OF LAST CONTACT []

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES []

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? YES NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? YES NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS. []

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.
None

SECTION V CONTINUED TO PAGE 3

SECTION V CONTINUED FROM PAGE 2

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
First and Citizens National Bank of Alexandria, Va. (account in name of Agnes B. COLLINS)	
First Federal Savings and Loan Association of Alexandria, Va. (Acct. of Agnes B. COLLINS)	
Riggs National Bank, Main Branch, Washington, D.C. (Joint account of Agnes C. SPERA)	

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? YES NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

SECTION VI CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP USA	2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE: <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> MARRIAGE <input type="checkbox"/> OTHER (Specify):
3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	4. GIVE PARTICULARS
5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.)	

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input checked="" type="checkbox"/> OVER TWO YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS	<input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/QTR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
Packer Collegiate Institute, Brooklyn NY			1936	1938	-		
Vassar College, Poughkeepsie, NY	Ital		1938	1940	B.A.	June 1940	

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
None				

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL WEEKS
		FROM	TO	
None				

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

None

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
	No specialized knowledge	1928-32 1946-47	X	X	X	X
	" " "	1949-51	X	X	X	X

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

Residence in Italy 1928-32 as a child of US Military Attache

Tourist travels 1949-51 to Italy, Austria, Spain, Switzerland, Germany, Lowlands & England

3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			HOQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
		1946-47	1955-57	1946-47	
		1949-51	1948, 52-55; 1949-51		

SECTION IX TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.) **45** 2. SHORTHAND (W.P.M.) **none**

3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM

<input type="checkbox"/> GREGG	<input type="checkbox"/> SPEEDWRITING	<input type="checkbox"/> STENOTYPE	<input type="checkbox"/> OTHER (Specify):
--------------------------------	---------------------------------------	------------------------------------	---

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.) **PBX switchboard**

SECTION X SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH **Horseback riding (rode well 20 years ago); swimming (swim and dive well but new have little endurance); sketching places and people (fair).**

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK **Languages: Italian (good), French (good), Spanish (fair).**

3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC. **None**

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN. **No**

5. FIRST LICENSE OR CERTIFICATE (Year of issue) _____

6. LATEST LICENSE OR CERTIFICATE (Year of issue) _____

SECTION X 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 subjects, novels, short stories, etc.)
None
8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
None
9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
None
10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.
None

SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-) April 1952 to May 1955	2. GRADE GS-9-11	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/WE
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE Intelligence officer, Chief, Liaison Section, WE	
6. DESCRIPTION OF DUTIES Drafting policy guidance for [] HQ support for liaison officers in the field.		
1		
2		
3		
4		
5		

1. INCLUSIVE DATES (From- and To-) June 55 to date	2. GRADE GS-11-12	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/WE
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE Chief, [] WE	
6. DESCRIPTION OF DUTIES Provide [] support for, and [] analysis of, [] operations. Advise appropriate US agencies of security matters [] Training On-the-job [] training for junior officers.		
2		
3		
4		
5		

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
3		
4		
5		

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
4		
5		

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
6. DESCRIPTION OF DUTIES		
5		

(Use additional pages if required)

SECTION XII CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (Including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING. ▶

2. NUMBER OF OTHER DEPENDENTS (Including spouse, parents, stepparents, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING. ▶

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
	mother-in-law and two stepchildren.					

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

[Faint, illegible text in the comment section]

DATE COMPLETED: **10 Oct 57**

SIGNATURE OF EMPLOYEE: *Agnes C. Lema*

Continuation Sheet (Item 16)

Agnes B. Collins

1 May 1920 CAF-5

Feb 1942 to Sept 1942

CAF-2

\$1440 per a.

San Juan, Puerto Rico

Head Mail and Records Section,
Confidential file clerk.

U.S. Engineer Office

War Department

Mr. Cyril McKay

Evacuation of military
dependents from P.R.

Sept. 1941 to Feb 1942

CAF-1

\$1260 per a.

San Juan, Puerto Rico

Switchboard operator and receptionist.

Constructing Quartermaster.

War Department

Mr. R. C. Porter

Amalgamation of CQM and
U.S. Engineers.

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |

- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

- | | |
|---|--|
| 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| 3 - PERFORMS THIS DUTY ACCEPTABLY | |
| 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | |
| 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

SPECIFIC DUTY NO. 1 Supervise <input type="text"/> Section and train junior branch officers in <input type="text"/> work.	RATING NUMBER 6	SPECIFIC DUTY NO. 4 <input type="text"/>	RATING NUMBER 5
SPECIFIC DUTY NO. 2 Provide <input type="text"/> support for and <input type="text"/> analysis of field operations.	RATING NUMBER 6	SPECIFIC DUTY NO. 5 Interpreting for senior <input type="text"/> visiting officials	RATING NUMBER 4
SPECIFIC DUTY NO. 3 Process pertinent security information for other U.S. agencies.	RATING NUMBER 5	SPECIFIC DUTY NO. 6 <input type="text"/>	RATING NUMBER <input type="text"/>

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

This officer has a fine analytic mind and extensive background in work. She is capable and conscientious, thorough, readily assumes responsibility, and sees her particular job in the context of the total branch job. There are no significant weaknesses.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- | | |
|---|--|
| 6 | 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED |
| | 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW |
| | 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION |
| | 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION |
| | 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS |
| | 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION |
| | 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION |

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY:

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
 21

4. COMMENTS CONCERNING POTENTIAL
 This officer is capable of assuming broader responsibilities both in the field of intelligence and analysis, and in a supervisory job.
 Oct 10 11 17 AM '57
 MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
 No further training now planned for her in her present job.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
 She is married

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- CATEGORY NUMBER
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 - 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 - 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 - 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 - 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

NOTIFICATION OF PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle) AGNES C. SPERA SPERA AGNES C			3. Date Of Birth Mo. Da. Yr. 05 01 20			4. Vet. Pref. None-0 5 Pt-1 10 Pt-2		5. Sex		6. CS - EOD Mo. Da. Yr. 03 13 47		
7. SCD Mo. Da. Yr. 05 25 44		8. CSC Retmt. Yes - 1 No - 2		9. CSC Or Other Legal Authority Code 1 50 USCA 403 J		10. Apmt. Affidav. Mo. Da. Yr.			11. FEGLI Yes-1 No-2		12. LCD Mo. Da. Yr. 05 16 47		13. Mil. Serv. Credit, Lcd Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP WE				Code		15. Location Of Official Station WASH. D. C.				Station Code		
16. Dept. - Field Dept - 2 USfld - 4 Frqn - 6		17. Position Title Code OPS OFF		18. Position No.		19. Serv.		20. Occup. Series				
21. Grade & Step 12 1		22. Salary Or Rate \$ 7570		23. SD		24. Date Of Grade Mo. Da. Yr.		25. PSI Due Mo. Da. Yr.		26. Appropriation Number		

ACTION

27. Nature Of Action NAME CHANGE FROM AGNES COLLINS		Code		28. Eff. Date Mo. Da. Yr. 06 01 57		29. Type Of Employee REGULAR		Code		30. Separation Data	
---	--	------	--	--	--	---------------------------------	--	------	--	---------------------	--

PRESENT ASSIGNMENT

31. Organizational Designations DDP WE				Code		32. Location Of Official Station WASH. D. C.				Station Code		
33. Dept. - Field Dept - 2 USfld - 4 Frqn - 6		34. Position Title Code 2 OPS OFF		35. Position No.		36. Serv.		37. Occup. Series				
38. Grade & Step 12 1		39. Salary Or Rate \$ 7570		40. SD		41. Date Of Grade Mo. Da. Yr. 01 13 57		42. PSI Due Mo. Da. Yr. 07 13 58		43. Appropriation Number		

44. Remarks

POSTED

30 OCT 1957

SECRET

(When Filled In)

1. PERSONAL NO.		BIOGRAPHIC PROFILE (PART I)			5 NOV 1957		
2. NAME (Last-First-Middle)		3. SEX		14. DATE OF BIRTH		5. LONGEVITY COMP. DATE	
COLLING, Agnes D SPERA, Agnes C.		F		May 1920		18 Sep 1947	
6. MARITAL STATUS		7. DEPENDENTS (Excl. employees)		8. US NATURALIZATION STATUS		9. US NATURALIZATION STATUS	
Single		M		0		NA NA	
10. CAREER STATUS		11. MEMBERSHIP		12. LAST MIL. SERV. GRADE		13. LAST MIL. SERV. DUTY	
Staff		Jul 1954		Nov 1951		Full Duty	
14. CURRENT RESERVE STATUS		15. NONE SERVICE		16. RECEIVED MIL. SER. AWARD		17. RELEASE TO MIL. SER. STATUS	
None		X		None		None	
18. ASSESSMENT DATE		19. PROFESSIONAL LEVEL		20. LANGUAGE ABILITY TEST DATE		21. LANGUAGE ABILITY TEST DATE	
None		None		None		None	
22. NON-CIA EMPLOYMENT							
1941-42 War Dept. US District Engineers, San Juan, Puerto Rico - Receptionist							
1942-43 War Dept. Military Intell Service, Miami, Fla & DC - Research Clerk & Analyst							
1946-47 SSU, CIG; [redacted] - Clerk							
23. NON-CIA EDUCATION							
1936-38 Packer Collegiate Institute, Brooklyn, NY							
1938-40 Vassar College, Poughkeepsie, NY - BA Italian							
24. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		25. Italian - Fluent foreign					
		26. French - Fluent foreign					
		27. Spanish - Fluent foreign					
		28. German - Limited					
29. AGENCY SPONSORED TRAINING							
1948 COPS Re-orient		1955 [redacted]					
1948 Basic Intell		1956 Cable Writing Refresher					
1948 Adv Intell		1956 [redacted]					
1953 Reading Impr.							
30. CIA EMPLOYMENT HISTORY SINCE 19 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)							
31. EFFECTIVE DATE	32. POSITION TITLE & OCCUPATIONAL CODE	33. GRADE	34. ID	35. ORGANIZATION & ORGAN. TITLE (If any)			36. LOCATION
Sep 1947	Clerk	5		OSO/[redacted]			[redacted]
Dec 1947	"	5		" "			hq.
Jan 1948	"	7		"/[redacted]			"
Dec 1948	"	7		" "			[redacted]
Oct 1951	IO (Reports)	9		" "[redacted]			"
Nov 1951	" "	9		" " "			[redacted]
Mar 1953	" "	9		DDP/WE/[redacted]			hq.
Feb 1954	IO [redacted]	9		" " " [redacted]			"
Jul 1954	" "	11		" " " "			"
Jul 1955	Ops Off [redacted]	11		" " " "			"
Jan 1957	" " "	12		" " " "			"
20. DATE REVIEWED	21. PROFILE REVIEWED BY		22. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE			23. DATE	
	28 Mar 57/Selection Staff					23 April 1957	

SECRET

(When Filled In)

BIOGRAPHIC PROFILE (PART 2)

5 NOV 1957

FORM SERIAL NO.

NAME (Last-First-Middle)

COLE-HER, Agnes C. SPERA, Agnes C.

DATE OF BIRTH

May 1920

SUMMARY OF EVALUATIVE REPORTS FOR THE LAST TWO YEARS

Fitness Report Jul 1955 - Oct 1955 -- Outstanding strengths -- "Professional competence, clarity of thought, and an outstanding analytical capacity which results in an excellent performance in her [] work." Potential: "Is already performing at the level of the next higher grade." Rater, [] Reviewer, []

Fitness Report Feb 1956 - Oct 1956 -- Performance: "Her competence and sound analytical approach to her work is accompanied by a keen sense of perspective on the relative significance of specific matters, thus making for a [] which is reliable, efficient and very productive. She is very able as a trainer and enjoys great respect and trust from her subordinates. Her self-set high standards of work on occasions provoke temporary minor delays in more complex cases where her personal study and analysis is required." Suitability: "An unusually strong person in terms of the requirements of the organization." Potential: "Already assuming more responsibilities than expected at her present level. She has already demonstrated her capacity for highly effective [] work and supervision; has an excellent grasp of broader implications of our work, including a sound understanding of major policy implications." Rater, [] Reviewer, []

Fitness Report Oct 1956-Oct 1957 -- Performance: "...has a fine analytic mind and extensive background in [] work. She is capable and conscientious, thorough, readily assumes responsibility, and sees her particular job in the context of the total branch job. There are no significant weaknesses." Suitability: "An unusually strong person in terms of the requirements of the organization." Potential: "Will probably adjust quickly to more responsible duties without further training." Rater, [] Reviewer, []

SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR RELATED CAREER MANAGEMENT QUESTIONS

CPC Sep 1956 -Subject prefers to remain in her current assignment for the present, but for long range planning requests assignment overseas in [] in WE or WH areas. (Detailed individual Career Plan is on file in [] Career Management Office.)

IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

ADDITIONAL INFORMATION

Commendation 1954 from Chairman, CIA Career Service Board for fine research on the report "Career Service for Women."

DATE REVIEWED: 28 Nov 1957 5 Nov 57

PROFILE REVIEWED BY: Selection Staff []

FORM NO. 1200 (PART 2) REPLACES FORM 1080 (PART 2) WHICH IS OBSOLETE. SECRET

PROFILE

NOTIFICATION OF PERSONNEL ACTION

4 FEB 58																
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex	6. CS - EOD				
		SPERA AGNES C				Mo. Da. Yr. 05 01 20			None-0 5 Pt-1 10 Pt-2		F	Mo. Da. Yr. 09 18 47				
7. SCD			8. CSC Retmt.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Mil. Serv. Credit. Lcd	
Mo. Da. Yr. 03 25 44			Yes-1 No-2 1		50 USCA 403 J			Mo. Da. Yr. 09 18 47			Yes-1 No-2 2					

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code		
DDP WE						WASH. D. C.						
16. Dept. - Field		17. Position Title						18. Position No.		19. Serv.	20. Occup. Series	
Dept - 2 USfld - 4 Frng - 6		OPS OFF								GS		
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number		
12 1		\$ 7570				Mo. Da. Yr. 01 13 57		Mo. Da. Yr. 07 13 58				

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
RESIGNATION ACCOMP HUSBAND				Mo. Da. Yr. 01 30 58		REGULAR					

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code		
33. Dept. - Field		34. Position Title						35. Position No.		36. Serv.	37. Occup. Series	
Dept - 2 USfld - 4 Frng - 6												
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number		
		\$				Mo. Da. Yr.		Mo. Da. Yr.				

44. Remarks											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p align="center">POSTED</p> <p align="center">2/24/58</p> </div>											

30 JUN 1960

MEMORANDUM FOR: **Agnes C. Opera**

THROUGH: Administrative Officer,

SUBJECT: Application for Service Credit

1. The Civil Service Commission has notified us that the periods of your service which are not covered by retirement deductions and the amount due to cover these periods are as follows:

Total Amount Due: ~~\$160~~

Redeposit: ~~\$150 for periods:~~
~~1/24/42 to 9/23/42~~
~~1/12/43 to 12/21/43~~

Deposit: ~~\$18 for periods:~~
~~9/2/42 to 1/23/42~~

2. For your information, an explanation of the terms "Redeposit" and "Deposit" is attached.

3. The amount due includes interest to the present date. If additional interest is due because of deferred payment, you will be notified.

4. If you wish to make payment for the redeposit and/or deposit periods, please make your check or money order payable to the United States Civil Service Commission, and forward it through appropriate Agency administrative channels to the Office of Personnel, Attention: When the regular receipt for your payment is received from the Commission, it will be forwarded to you promptly.

FOR THE DIRECTOR OF PERSONNEL

Chief, Benefits and Services Division

ATTACHMENT Distribution: 0 & 1 - Addressee, 1 - D/Pers, 1 - OFF
 1 - Retirement, 1 - Reader

OF 960)
 CIA

~~CIA INTERNAL USE ONLY~~

9 SEP
1960

MEMORANDUM FOR: Agnes C. Opena
THROUGH: Administrative Officer,
SUBJECT: Receipt for Deposit in the Civil Service
Retirement Fund

Attached is the regular receipt from the Civil Service
Commission for the recent payment of \$184.00 made by you
to your retirement account.

FOR THE DIRECTOR OF PERSONNEL

Chief, Benefits and Services Division

Enclosure

Distribution:

- Orig. and 1 - Addressee
- 1 - D/Pers
- 1 - Personnel Folder
- 1 - Reader Chrono
- 1 - Retirement - 7

(8 September 60)

~~CIA INTERNAL USE ONLY~~