

# RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER  
JOB NO. 60-330  
FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.

### PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO: Chief, Records Center.

FROM: (Office) PERSONNEL

DIVISION OD / PERS

BRANCH DEPOSITED BY ARC/OP

SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)

~~XXXX~~37 - PROGRESS REPORTS FILE

Consists of copies of semi-annual and annual progress reports prepared by the Staffs and submitted to the Director of Personnel. Reports contain summaries of accomplishments and outline future plans. Filed chronologically. Period Covered: 1951 - 1956 Incl.

Note: This item previously listed in RCS 40957 under DD/Pers/PD. When schedule is up-dated the responsibility for this file will be changed to OD/Pers or the Regs Unit/OD/Pers.

SHELF LIST ATTACHED

SHELF LIST INCLUDED IF TRANSFER

### CLASSIFICATION OF RECORDS

### FILE EQUIPMENT OCCUPIED BY RECORDS

LETTER

OTHER (specify)

LEGAL

1/2 NUMBER OF DRAWERS

### APPROXIMATE REFERENCE ACTIVITY PER MONTH

2 per year

25X1A

### LOCATION OF RECORDS

BUILDING

ROOM

EXTENSION

DATE

SIGNATURE OF RECORDS CUSTODIAN

25X1 Curie Hall

253

9 Dec 1959

### PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

### TYPE OF MATERIAL

RECORD

NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

Restrict use to authorized members of OD/Pers, C/Regs Unit, and ARC/OP. Questions concerning this deposit should be referred to DEX/OP ( ) or ARC/OP ( )

25X1

### DISPOSITION AUTHORIZATION

### CITE SCHEDULE OR AUTHORITY

Records Control Schedule 40-57 Item 37.

25X1

25X1A

BUILDING

ROOM

DATE

Curie

193

9 Dec 1959

RECORDS SHELF LIST			JOB NO. 60-330																				
NOTE: Prepare in duplicate and submit original to Records Center			TOTAL NO. OF CONTAINERS 1																				
OFFICE	DIVISION	BRANCH	SECTION																				
Personnel	OD/PERS	REGS UNIT/EX/OP																					
CONTAINER NO.	DESCRIPTION AND DATES																						
1	<p><b>ANNUAL AND SEMI-ANNUAL PROGRESS REPORTS:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Progress Reports</td> <td>1951-1952-1953</td> </tr> <tr> <td>Progress Reports</td> <td>1954-1955-1956</td> </tr> <tr> <td>Progress and Plans Reports</td> <td>Jan-Dec 1954</td> </tr> <tr> <td>Progress and Plans Reports/CS Staff</td> <td>July 1954-June 1955</td> </tr> <tr> <td>Annual and Semi-Annual Report/PED</td> <td>1952-1953-1954-1955-1956</td> </tr> <tr> <td>Progress and Plans Report-OP</td> <td>Fiscal Year 1956</td> </tr> <tr> <td>Progress Report and Program Plans</td> <td>1 July 54-Dec 54 (Semi-Annual)</td> </tr> <tr> <td>Plans and Progress Reports (Semi-Annual)</td> <td>1 July 55-Dec 55</td> </tr> <tr> <td>Report of Progress and Program Plans</td> <td>1 July 56-Dec 56 (Semi-Annual)</td> </tr> <tr> <td>Annual Progress and Plans Report</td> <td>1 July 54-June 55 (FY 1955)</td> </tr> </table> <p style="margin-top: 20px;">Deposited under Records Control Schedule 40-57 - Item 37 - DD/Pers/PD</p> <p>Note: When RCS is up-dated this type report will be listed under OD/Pers or EXOP/Regs Unit.</p> <p>Questions on this material to be referred to:</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 10px auto;"></div> <p style="margin-top: 10px;">25X1A</p>			Progress Reports	1951-1952-1953	Progress Reports	1954-1955-1956	Progress and Plans Reports	Jan-Dec 1954	Progress and Plans Reports/CS Staff	July 1954-June 1955	Annual and Semi-Annual Report/PED	1952-1953-1954-1955-1956	Progress and Plans Report-OP	Fiscal Year 1956	Progress Report and Program Plans	1 July 54-Dec 54 (Semi-Annual)	Plans and Progress Reports (Semi-Annual)	1 July 55-Dec 55	Report of Progress and Program Plans	1 July 56-Dec 56 (Semi-Annual)	Annual Progress and Plans Report	1 July 54-June 55 (FY 1955)
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Report of Progress and Program Plans	1 July 56-Dec 56 (Semi-Annual)																						
Annual Progress and Plans Report	1 July 54-June 55 (FY 1955)																						

Annual Reports O/P Fiscal Year 1958 (Job No. 66-237)

Annual Reports O/P Fiscal Year 1962

Annual Reports O/P Fiscal Year 1961

Annual Report O/P Fiscal Year 1960

JOT Program 1953-56 (Job No. 58-166)

JOT Program - Report to IG  
re Low Morale November 1953.

Herter Report (Dept of State, AID, USIA) 1963 (Job No. 68-107)

Folders of Career Service Committee Meetings  
1 - 15 and 16 - 28 meetings. (Job No. 65 - 218)

Folders entitled CIA Career Service Board  
Meetings 1 - 35. " "

✓ Folder entitled Personnel - Administrative Workload (Job No. 65-219)

25X1A ✓ Folder - Personnel Policy, Statements of Personnel Policy - General [ ] " "

✓ Folder - Compensation System (CIA Career Council) " "

25X1A ✓ Folder - Appointment, Civil Service Status [ ] (

Survey Task Force - Clark Committee (Job No. 58 - 18)

25X1A Presentation on Overseas Personnel Management [ ] " "

25X1A

**RECORDS RETIREMENT REQUEST**

ASSIGNED BY RECORDS CENTER

JOB NO.

**72-530**

For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.

Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RAO.

**PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)**

TO:

CHIEF, ARCHIVES AND RECORDS CENTER

FROM:

(Office) Office of Personnel

DIVISION

Historical Office

BRANCH

CO/D/Pers

SECTION

Review Staff

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)

Of Historical Files: O/D/Pers Files 1947-1968 includes major reports and studies, Annual and Semi-Annual reports of Division and Staff Chiefs to the D/Pers 1951-1968; the meeting agendas and transcripts of the Career Service Committee 28 Meetings 4 Sept 1951 to June 5 June 1952; the Career Service Board, CIA Career Service Board 26 Aug 52 to 30 June 1954 35 Meetings 26 Aug 52 to 30 June 1954; CIA Career Council 69 Meetings 2 Aug 54 to 1 Feb 1962; 10 Reports on Personnel 1953, 1959 and 1964; other staff studies and papers on personnel policies such as overtime, J.O.T./O.T., assignment, career service monitoring as contained in the attached shelf lists.

SHELF LIST ATTACHED

SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

SECRET

FILE EQUIPMENT OCCUPIED BY RECORDS

LETTER

OTHER (Specify)

LEGAL

7 NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

25X1A

LOCATION OF RECORDS

BUILDING

ROOM ~~247D~~

EXTENSION

DATE

25X1

HAC

vault on 3rd floor

1 Feb 72

**PART II (TO BE COMPLETED BY THE RECORDS ADMINIS**

TYPE OF MATERIAL

RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

25X1A

CITE SCHEDULE OF

APPROVE

CIA

BUILDING

ION AUTHORIZATION

25 Feb 1972

Date

Add to Schedule

SCHEDULED DESTRUCTION DATE

Permanent

DATE

SIGNATURE OF RECORDS ADMINISTRATION OFFICER

**PART III (TO BE COMPLETED BY THE RECORDS CENTER)**

**REFERENCE ACTIVITY**

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL

STORAGE LOCATION			
JOB NO.	AREA	ROW	SPACE
72-530			

DISPOSAL ACTIVITY			
OFFICE	DIVISION	BRANCH	DISPOSAL DATE
72-530 DDS	OP		PERM

AUTHORITY FOR DISPOSAL		
SCHEDULE NO. (or List)	PAGE	ITEM
NC		NC

REMARKS

**RECEIPT PROCESSING**

25X1A

CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED
11	11	RC	3 April 1972

JOB NO. **72-530**

RECORDS SHELF LIST

TOTAL NO. OF CONTAINERS

NOTE: Prepare in Triplicate and submit original and one to Records Center

OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		

CONTAINER NO. DESCRIPTION AND DATES

1 14 Folder consisting of 1951-1962

Annual and Semi Annual Progress Reports: formerly Job No 60-330

Progress Reports	1951-1952-1953
Progress Reports	1954-1955-1956
Progress and Plans Reports	Jan-Dec 1954
Progress and Plans Reports/CS Staff	July 1954-June 1955
Annual and Semi-Annual Report/PED	1952-53-54-55-56
Progress and Plans Report-OF	Fiscal Year 1956
Progress Report and Program Plans (Semi-Annual)	1 Jul 54-Dec 54
Plans and Progress Reports (Semi-Annual)	1 Jul 55-Dec 55
Report of Progress and Program Plans (Semi-Annual)	1 Jul 56-Dec 56
Annual Progress and Plans Report (FI 1955)	1 Jul 54-Jun 55

  

Annual Reports O/P	Fiscal Year 1958	formerly
Annual Reports O/P	Fiscal Year 1962	(Job No 66-237)
Annual Reports O/P	Fiscal Year 1961	
Annual Reports O/P	Fiscal Year 1960	

RECORDS SHELF LIST			JOB NO.
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
2	6 Folder 1963-1968 Office of Personnel - Annual Reports of Divisions and Branches FY 1963 FY 1964 FY 1965 FY 1966 FY 1967 FY 1968		

RECORDS SHELF LIST

JOB NO.
TOTAL NO. OF CONTAINERS
SECTION

NOTE: Prepare in Triplicate and submit original and one to Records Center

OFFICE Office of Personnel	DIVISION O/D/Pers	BRANCH
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CONTAINER NO.	DESCRIPTION AND DATES
---------------	-----------------------

3

Ten Folders 1952-1956 consisting of:

JOT Program 1953-56 (Job no 58-166)

JOT Program-Report to IG re Low Morale Nov 1953.

Herter Report (Dept of State, AID, USIA) 1963 (Job No 68-107)

Folders of Career Service Committee Meetings 1-15 and 16-28 meetings (4 Sep 51-5 Jun 52) (Job No 65-218)

Folder entitled Personnel-Administrative Workload (Job No 65-219)

25X1A

Folder-Personnel Policy, Statements of Personnel Policy-General [redacted] "

Folder-Compensation System (CIA Career Council) "

25X1A

Folder-Appointments, Civil Service Status [redacted]

Survey Task Force - Clark Committee (Job No 58-18)

25X1A

Presentation on Overseas Personnel Management [redacted] 7 December 1954 "



RECORDS SHELF LIST

JOB NO.  
TOTAL NO. OF CONTAINERS

NOTE: Prepare in Triplicate and submit original and one to Records Center

OFFICE Office of Personnel	DIVISION O/D/Pers	BRANCH	SECTION
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CONTAINER NO.	DESCRIPTION AND DATES
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CONTAINER NO.	DESCRIPTION AND DATES
4	13 Folders 1950-1958 Test Batteries, Testing and Evaluation Division, Personnel Office undated probably 1950 Personnel 1 - Appointment Authority 5 Aug 52 Personnel Office, Survey Report of Office of Communications Personnel Branch, 3 Setp 1953 Personnel Positions Outside Personnel Office, 7 July 1953 Women's Task Force, 1 March 1954
25X1A	Summary of OP History, [ ] 1955
25X1A	14 Questions and Answers about Personnel, 1953-56, [ ], 1958. Personnel - Conduct, Code of POW's 15 Oct 1955 A plan for Improved Personnel Assignment and Utilization Support 19 Dec 1957 Organization and Management, Functions and Delegation of Authority Personnel Activities within DDP, December 1957 Hours of Duty and Overtime, August 1958 POTC - Examination 22 October 1959

RECORDS SHELF LIST

JOB NO.

NOTE: Prepare in Triplicate and submit original and one to Records Center

TOTAL NO. OF CONTAINERS

OFFICE  
Office of Personnel

DIVISION  
O/D/Pers

BRANCH

SECTION

CONTAINER NO.

DESCRIPTION AND DATES

5

25 Folders entitled CIA Career Service Board, Meetings, Agendas  
and Transcripts

25th Meeting 1 April 1954  
to

1st Meeting 26 August 1952 (Formerly Job No 65-218)

RECORDS SHELF LIST			JOB NO.
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
6	16 Folders 1952-1954 Professional Selection Panel, 28 May 1953 Agenda of the Career Service Board 26 Aug 52 - 3 Jun 54 Steering Group, Career Service Board 1 Oct 53 Review Committee 12 Nov 52 CIA Career Service Board Executive Secretary CIA/CSB Assignment to key positions Jul 53 Folders entitled CIA Career Service Board Meetings, Agendas, Transcripts 35th meeting 30 Jun 54 to 20th meeting 8 Apr 54 (formerly Job No 65-218)		

RECORDS SHELF LIST		JOB NO.
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>		TOTAL NO. OF CONTAINERS
Office of Personnel	DIVISION	BRANCH
	O/D/Pers	
CONTAINER NO.	DESCRIPTION AND DATES	
7	<p>11 Folders 1953-56</p> <p>Legal - Final Report of <del>the</del> Legislative Task Force 9 Oct 53                      Legal - Subsequent Reports on Proposed Legislation, Oct 1954-56                      Recommendations of the CIA Career Service Board and the Legislative Task Force.                      Final Report of the Career Service and Inauguration of Career Staff, Mr. Dulles Remarks at ceremony, Inaugurating the Career Staff, 27 Apr 55.                      CIA Career Staff, Inaugural Ceremony 9 Aug 56                      Career Services, Summary Report of Activities: 1 Jan 55 - 31 Mar 56, 1 Oct 55 - 31 Mar 56; 1 Jan 55 - 30 Jun 55.                      Development of Career Planning 1954-58                      Career Planning Staff Study and Forms 1956                      Organization and management: Regulatory Issuances - The Career Council and the Career Service (20-100) March 58                      Career Service General 1953-57 including booklet, What a Career in CIA Means to You.                      Personnel - Competitive Promotion 1955-56</p>	

RECORDS SHELF LIST			JOB NO.
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
8	Eight Folders entitled CIA Career Council; Agenda, Minutes and Transcripts  1st meeting 2 Aug 54 31st meeting 26 Jul 56		
9	Ten Folders entitled CIA Career Council; Agenda, Minutes and Transcripts  32nd Meeting 13 Sep 56 to 69th Meeting 1 Feb 62		
10	Nine Folders IG Surveys 1953-67 1953 OP Survey and Annex I, Comment of Office and Area Division Chiefs. Folder - IG Survey of OP (Feb 55) Ten Ways of Improving CIA's Personnel Management. Folder - Corres and IG Paper on the Role of the Director of Personnel, Nov 56 - May 58. Folder - Corres and Survey of the CIA Training Program, Aug 60. Folder - Reply to DDCI, IG Report on Training, Aug 60 - Jun 61. IG Report on the Career Service, 1959 - 1960. Corres includes Memo dated 26 May 60 to DCI from Director of Personnel. Subject: CIA Career Service. Folder - Corres and IG Survey of the Office of Personnel, May 64, IG Question Preceding Survy. Folder - IG Survey of the Career Training Program, Apr 67.		

RECORDS SHELF LIST			JOB NO.
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
11	<p>18 Folders 1960-1964</p> <p>Overseas Station Questionnaire Project 30 March 1960</p> <p>Career Service - <input type="text"/> 27 Jul 60 Appts to CS Service Board and Panels</p> <p>Personnel Development Board: Statement of Functions Jun 61; Mid Career Program Mar 61; Extracts from IG Surveys of Career Program 59 and Training Program 60.</p> <p>Personnel Development Board, Transcript of 15 March Meeting and 1962 Meeting on Mid-Career Training</p> <p>Personnel Development Board, Agenda for 15 Mar 62 Meeting and Description of A.T.&amp;T. Exec/Devel Program.</p> <p>JOT's Mr. Nichols Working File 1961-64. Includes his paper of Professional Personnel Procurement and Training Programs.</p> <p>Personnel Efficiency Task Force 31 Aug 62: Report of Task Force on Personnel Management in CIA</p> <p>Monitoring Responsibilities. Papers from Operating Divisions Feb 1962.</p> <p>Reports - Current Interest Items 1 May 1963 - 17 May 1965</p> <p>Office of Personnel Monthly Reports March 1963 - Dec 64</p> <p>Interim Assignment (I.A.S.) - Studies and Reports on the Pool, 8 Mar 52-2 Sep 63.</p> <p>1964 - Personnel Who work in Association with other Federal Agencies.</p> <p>Organization and Management - Qualifications Register</p> <p>Reports on Supervisory Responsibilities Course April 1964</p> <p>Review of Career Management Activities: Material sent D/Pers by Career Services August 1964.</p> <p>Career Management Study - DDS Promotions 25 Sep 64  " " " - DDI 1964</p> <p>Agency Use of Civil Service Commission InterAgency Boards August 1967</p>		

*Material given to Frank for history project*

25X1A

1. Supergrade Positions -  draft, 1970
2. Concepts Controlling Administration of Supergrade Compensation in CIA, no date.
3. Ltr to Admiral Hillenkoetter fr Compt-Gen dtd 15 Nov 49 re Supergrades.
4. Memo to Executive fr Pers Director dtd 17 Oct 49, subj: Pending Revision of Classification Act
5. Memo for Executive fr Adm. Hillenkoetter dtd 18 Nov 49, subj: Ltr fr Compt Gen (see above #3)
6. Memo for Executive from Mr. Houston dtd 23 Nov 50, subj: Supergrades under Defense Production Act of 1950

25X1A

7.
8. Memo for DCI w/atts dtd 31 Jul 52, fr Acting DDA, subj: Agency Positions, Grades GS-16, 17 and 18.

25X1A

9.
10. Memo for Chairman, Supergrade Review Board fr D/Pers w/att, dtd 2 May 56, subj: Supergrade Job Evaluation System
11. Memo for DCI fr D/Pers dtd 15 Feb 66, subj: Study of Requirements for Positions at Rates Above the GS-15 Pay Level
12. Memo for DCI fr D/Pers dtd 3 Oct 68, subj: Study of Requirements for Supergrade and Scientific Pay Schedule Positions
13. Ltr to D/BOB fr DCI dtd 4 Apr 66, re supergrade and SPS structure.
14. Memo for DCI fr DDCI dtd 26 Jul 57, subj: CIA Supergrade Structure.
15. Memo for DCI fr DDCI dtd 8 May 59, subj: Revision of CIA Supergrade Author.
16. Ltr to D/BOB fr DCI dtd 14 May 59 re establishment of supergrade positions.
17. Memo for DDCI fr D/Pers dtd 20 Jul 62, subj: Agency Supergrade Requirements.
18. Ltr to D/BOB fr DDCI dtd 25 Aug 62 re supergrade authorization.
19. Ltr to ADCI fr D/BOB dtd 28 Aug 62 re supergrade authorization.
20. Ltr to D/BOB fr ADCI to D/BOB dtd 31 Aug 63, supergrade authorization.
21. Memo of Conversation BOB/CIA dtd 4 Sept 62, Meeting to Discuss Agency Supergrade Authorizations.

22. Memo for the Record dtd 62 signed by D/Pers, subj: CIA Supergrade Increases.
23. Ltr to Mr. Amory, BOB from LKWhite dtd 30 Oct 62 re Agency supergrade structure.
24. Chart of Supergrade Positions and Personnel 1951-1968.



PERS/ADMIN  
AN OVERVIEW - 1946-68  
FINAL

- VOL 1. NARRATIVE pp. 1-236
- VOL 2. APP A. SOURCES 237-312
- B. CHRONOLOGY 313-324
- C. D/PERS p. 325
- D. ROSTER 326-328
- E. BACKGROUND  
DOCUMENT LIST 329-341
- F. TAPE LIST, ORAL  
HISTORY 342-345
- G. INDEX 346-371

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Dee</i>		
2			
3			
4			
5			
6			

  

<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>

**Remarks:**

*Please retain this - it's our c.c. of the records which retired upon*

25X1 A [Redacted]

*completion of his history project. They'll be kept for future reference & thus important to an indef.*

FOLD HERE TO RETURN TO SENDER

25X1 A [Redacted]

ADDRESS AND PHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

CONFIDENTIAL *12/2/51*

FORM 1