

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Chief, FBIS

DATE: 7 May 1964

FROM : Chief, Panama Bureau

SUBJECT: Monthly Progress Report - April 1964

I. GENERAL

- A. Estimates and details on building modifications were submitted to Headquarters.
- B. The unique plight of two staff employees who receive less in allowances yet have higher expenses than any Organization employee in the area was the subject of correspondence with Headquarters. The problem remains unresolved.
- C. Four different systems of administrative support were examined; Embassy support proved the only feasible one and steps were taken to initiate the new system at the start of Fiscal '65.

II. OPERATIONS

A. Monitorial

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[redacted] hired to replace monitor [redacted] reports for duty early in May.

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B. Editorial

- 1. The Bureau agreed to help process lengthy Cuban items. East Coast Bureau advises when assistance is desired.
- 2. A series of Style Memorandums was inaugurated to help standardize style and translations.
- 3. USSOCOM and USARSO voluntarily withdrew their informal request for a daily Latin American roundup.

C. Liaison

- 1. Lateral consumers showed extensive interest in the [redacted] publication giving information on Panamanian stations.

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CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

2. The Bureau was requested to alert USSOCOM of current developments through the new Current Indications and Intelligence Center (CIIC) rather than through J-2.

III. ADMINISTRATION

A Standards of performance for cruising monitors, and regular career development interviews for local personnel, were established (see attachments).

B Editor and wife arrived.

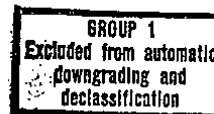
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Attachments:

1. Classified Personnel Report
2. Foreign Personnel Report
3. Operations Attachment
4. Technical Attachment
5. Panama Bureau Regulations 18 & 19

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PANAMA BUREAU - Operations Attachment - April 1964

I. Total publishable wordage wirefiled to Headquarters during April:

Panama	47,150
Peru	45,680
Brazil	30,240
Argentina	21,360
Colombia	16,590
Costa Rica	14,190
Venezuela	13,380
Bolivia	7,850
Ecuador	5,770
Uruguay	3,370
Nicaragua	3,420
Honduras	3,350
Chile	2,170
Paraguay	1,160
El Salvador	1,100
Guatemala	<u>80</u>

Total	217,310
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- II. The Bureau operated special shifts to cover Brazilian developments during the overthrow of President Goulart.
- III. With Panama's resumption of diplomatic relations with the United States, the Bureau discontinued Sunday operations.
- IV. Coverage of Lima AFP and Buenos Aires ANSA, was coordinated with West Coast Bureau, with Panama covering to 2300 GMT weekdays and up to 1930 GMT on Saturdays. WCB covers the remaining hours.

PANAMA BUREAU - Technical Attachment - April 1964

- I. Reception: There was some improvement after troches were bulldozed around antenna terminals.
- II. Projects:
 - A. A daily log for Radio Control operations was initiated.
 - B. The special cruising project on Latin American stations continued in progress.
 - C. The parking area black top surface was repaired.
- III. Outages:
 - A. Power: 1 hr. 15 min.
 - B. Teletype: Send circuit--3 hr. 30 min. Receive circuit--28 hr. 30 min. Difficulties in^RRelay.

29 April 1964

PANAMA BUREAU REGULATION #19

Career Development Interviews

Once each six months the Chief, Editorial Section, or his delegate, and the Chief, Engineering Section, review with each monitor or cruising monitor/technician in the Section his performance in his present grade and the areas where improvement is necessary before promotion to the next higher grade can be considered. Each point set forth for the two grades in the Standards of Performance regulation is reviewed with each person.

The objective is to clearly delineate areas of strength and weakness, in order to help employees prepare for advancement.

The Secretary reminds the two section chiefs when such interviews are due.

The two chiefs submit a brief report on the interviews in writing to the Bureau Chief for inclusion in personnel files.



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23 April 1964

PANAMA BUREAU REGULATION #18

Standards of Performance (Cruising Monitor/Technician)

This regulation describes what is expected from cruising monitor/technicians at various grade levels. Normally three months elapse before a monitor is considered for promotion from NM-6 to NM-7, and one year between grades NM-7, 8, and 9. There may be exceptions where, because of a cruising monitor's ability, the period is shorter.

Promotion is not automatic at the end of a prescribed period but hinges entirely upon suitability for the grade. Suitability is determined by periodic reviews of each cruising monitor's work by his supervisors.

NM-6 (Entry grade)

Basic knowledge of English; fluency in Spanish.

Basic knowledge of radio equipment, frequencies, transmissions.

Basic knowledge of and interest in current Latin American and world affairs.

Basic training or experience in one of the following fields:

Ham radio

Teletype operation

Repair of radios, recorders, electronic equipment

NM-7 (Cruising Monitor/Technician)

Ability to seek and find unscheduled broadcasts in order to alert editors to unusual news developments or to provide supplemental coverage in emergencies.

Ability to cruise broadcast voice bands to determine frequencies, schedules, and related information on radio transmitters in Latin America.

Ability to tune radio teletype transmissions, to use Bureau technical equipment, and to assist monitors in the use of voice monitoring equipment.

Ability to carry out a specialized technical function (cruising, repair, teletype operation) without undue supervision.

-2-

NI-8 (Journeyman Cruising Monitor/Technician)

Ability on own initiative speedily to arrange coverage of critical areas during emergency situations such as coups, civil unrest.

Ability on own initiative to maintain current broadcast schedules for major stations within the Bureau's coverage mission, to compile program schedules and technical data in final form for relay to Headquarters, and to maintain a Bureau reference file on broadcast data.

Ability to assist Engineer in assembling, testing, installing, and repairing Bureau equipment.

Familiarity with radio stations and press transmission in Latin America and with Bureau's reception potential in all seasons.

NI-9 (Senior Cruising Monitor/Technician)

Leadership, demonstrated by guiding, checking, and training others in the section.

Ability to organize and supervise cruising programs.

Familiarity with all Bureau technical equipment, including teletype equipment, and ability to repair it.

Ability to plan and carry out technical changes.

Ability to substitute for Engineer adequately during his leaves.



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