

MATERIAL REVIEWED AT CIV HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: Personnel file:

Thomas B. CASASIN

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION:

ROOM: _____

DELETIONS, IF ANY: Sources and methods

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

14-00000

THIS FOLDER CONTAINS ALL
PERTINENT INFORMATION/DOCUMENTS
FROM CASASIA'S (P) PERSONNEL
FOLDER FOR PERIOD 1955-1962.
(IN MID 1962 CASASIN WENT
OVERSEAS.)

| | | BIOGRAPHIC PROFILE (PART 1) | | | | Date of Birth: 7-2-1913 | |
|---|---|--|--------------|--------------------------------------|-------------|-------------------------|-------------|
| | | | | | | Date of Birth: 7-2-1913 | |
| | | | | | | Naturalization Date: | |
| Period | Length of Service | 1923-1950 | Other Status | 1952-1962 | Active Duty | Release | Date Tested |
| Citizen Status | Democracy | | Other Status | 1952-1962 | Active Duty | Release | Date Tested |
| State | Jul 1954 | | Other Status | 1952-1962 | Active Duty | Release | Date Tested |
| Current Reserve Status | Non-Service | | Grade | W-1 | W-1 | W-1 | W-1 |
| Assessment Date | None | | Active Duty | W-1 | W-1 | W-1 | W-1 |
| Language Proficiency | French - P, P, S, U, High; W, Interp (Feb 1962); French & Interp Aug 1957 Japanese - P, S, U, Interp (Mar 1962); P, W, EICN; French & Interp Aug 1957 | | Release | W-1 | W-1 | W-1 | W-1 |
| EDUCATION | 1932 Trinity College, Conn - French 1940-42 Sir George Williams College, Montreal, Canada - French 1945 Univ of Michigan, Army Language School - (1947), Oriental Civilization, Japanese 1951-52 Georgetown Univ Graduate School - International Relations | | | | | | |
| FOREIGN LANGUAGE ABILITIES | French - P, P, S, U, High; W, Interp (Feb 1962); French & Interp Aug 1957 Japanese - P, S, U, Interp (Mar 1962); P, W, EICN; French & Interp Aug 1957 | | | | | | |
| AGENCY SPONSORED TRAINING | 1951 [REDACTED] 1959 [REDACTED] 1959 [REDACTED] French Intot 1950 [REDACTED] 1951 [REDACTED] 1959 [REDACTED] French Intot 1950 [REDACTED] 1951 [REDACTED] 1960 [REDACTED] French 1950 [REDACTED] 1951 [REDACTED] 1960 Clerical Serv Review | | | | | | |
| CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details) | | | | | | | |
| EFFECTIVE DATE | POSITION | GRADE | SD | ORGANIZATION & ORGAN. TITLE (if any) | LOCATION | | |
| 18 Sept 1947 | Opns 022 | P1 | D | DP/SR/CH Area | DC | | |
| Jan 1950 | " " " | 0136.01 | L1 | DP/SR/CH Area | DC | | |
| 30 May 1963 | Opns 022 | 0136.01 | L1 | DP/SR/CH, Br 6 | DC | | |
| 20 July 1963 | " " " | 0136.01 | L1 | DP/SR/CH Area | DC | | |
| DATE REV. | 21. PROFILE REVIEWED BY | 22. ITEMS IN 100 REVIEWED AS VERIFIED BY EMPLOYEE | | | | NO | |
| 6 Aug 1964 | TOM | | | | | | |
| 7-1963 | PERF. | SECRET | PROFILE | 144 | | | |

| DISCOURSED PROFILE (PART 2) | |
|--|--------------------------------|
| 23. SERIAL NUMBER | DATE OF BIRTH JULY 1921 |
| 24. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST FOUR YEARS | |
| <p>25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL</p> <p><u>1. COMMISSION INFORMATION</u>: 1955 from Director, FBI and the FBI for service in connection with Soviet Defectors.</p> <p><u>2. COMMENDATION</u> 1955 from CIA Defector Coordinator for cooperation and competence in the handling of the defectors.</p> <p><u>3. COMMENDATION</u> 1955 from the FBI for high degree of personal competence and devotion to duty.</p> <p><u>4. LETTER OF APPRECIATION</u> 1960 for suggestion which proposed revisions of Form 1050.</p> <p><u>5. APPRECIATION</u> 1958 from Commandant, USAF Command and Staff College for fine lecture.</p> | |
| 26. DATE REVIEWED 20 APR 1964 | 27. PROFILE REVIEWED BY PBM |

27. DATE REVIEWED
20 Apr 1964 | 28. PROFILE REVIEWED BY
| Smith

PROFILE

PERSONAL HISTORY STATEMENT

37833

- Instructions:
1. 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 the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.
 2. Type, print or write carefully. Illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? YES

Yes or No

SEC. I. PERSONAL BACKGROUND

CASASIN

Telephone:

Office:

NOT

APPLICABLE

A. FULL NAME LT. [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

(Last, First, Middle Initials) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Home: NO-1983

PRESENT ADDRESS 209 ST. PAUL ST - BALTIMORE, MD, USA

PERMANENT ADDRESS 209 ST. PAUL ST - BALTIMORE, MD, USA

B. NICKNAME [REDACTED] WHAT OTHER NAMES HAVE YOU USED? NONE

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? NOT APPLICABLE

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

C. DATE OF BIRTH 20 JAN 1924 PLACE OF BIRTH BALTIMORE, MD, USA

By What Authority

D. PRESENT CITIZENSHIP USA BY BIRTH? YES BY MARRIAGE?

Country

BY NATURALIZATION CERTIFICATE? NOT APPLICABLE

ISSUED

BY

AT [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

HAVE YOU HAD A PREVIOUS NATIONALITY? NO

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY? Country

GIVE PARTICULARS NOT APPLICABLE

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? NO GIVE PARTICULARS

B. IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? N/A

PORT OF ENTRY? _____ ON PASSPORT OF WHAT COUNTRY? _____

LAST U.S. VISA _____ Number _____ Type _____ Place of Issue _____ Date of Issue _____

SEC. 2. PHYSICAL DESCRIPTION

AGE 24 SEX MALE HEIGHT 5'9" WEIGHT 140
 EYES BROWN HAIR BROWN COMPLEXION DARK SCARS FOREHEAD
 BUILD SLENDER OTHER DISTINGUISHING FEATURES NONE

SEC. 3. MARITAL STATUS.

A. SINGLE YES MARRIED _____ DIVORCED _____ WIDOWED _____

STATE DATE, PLACE, AND REASON FOR SEPARATION, DIVORCE OR ANNULMENT _____

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDE ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES)

NAME OF SPOUSE NOT APPLICABLE First _____ Middle _____ Maiden _____ Last _____

PLACE AND DATE OF MARRIAGE _____

HIS (OR HER) ADDRESS BEFORE MARRIAGE _____ St. & No. _____ City _____ State _____ Country _____

LIVING OR DECEASED _____ DATE OF DEATH _____ CAUSE _____

PRESENT, OR LAST, ADDRESS _____ St. & No. _____ City _____ State _____ Country _____

DATE OF BIRTH _____ PLACE OF BIRTH _____ City _____ State _____ Country _____

C. IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY _____

CITIZENSHIP _____ WHEN ACQUIRED? _____ WHERE? _____ City _____ State _____ Country _____

OCCUPATION _____ LAST EMPLOYER _____

EMPLOYER'S OR BUSINESS ADDRESS _____ St. & No. _____ City _____ State _____ Country _____

MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____

COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE U.S. OR FOREIGN _____

SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents)

1. NAME NOT APPLICABLE RELATIONSHIP AOE

CITIZENSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

2. NAME _____ RELATIONSHIP _____ AOE _____

CITIZENSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

3. NAME _____ RELATIONSHIP _____ AOE _____

CITIZENSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME JOHN BENJAMINLIVING OR DECEASED LIVING DATE OF DECEASE _____ CAUSE _____PRESENT, OR LAST, ADDRESS 321 ST. PAUL ST. BALTIMORE-18-MD-USADATE OF BIRTH 21 NOV 1893 PLACE OF BIRTH CENTREVILLE MARYLAND USAIF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY N/ACITIZENSHIP USA WHEN ACQUIRED? BIRTH WHERE? CITY STATE COUNTYOCCUPATION AUTO DEALER LAST EMPLOYER EAST END AUTO CO-BALTIMOREEMPLOYER'S OR OWN BUSINESS ADDRESS 321 PULASKI HWY, BALTIMORE, MDMILITARY SERVICE FROM 1915 TO 1919 BRANCH OF SERVICE ARMY AVIATIONCOUNTRY USA, GT. BRITAIN DETAILS OF OTHER GOVT SERVICE, U.S. OR FOREIGN.NONE

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME ADRIENNE MAGUELOTELIVING OR DECEASED DECEASED DATE OF DECEASE 5 DEC 1947 CAUSE CANCERPRESENT, OR LAST, ADDRESS 321 MILFORD AV, BALTIMORE, MD, USADATE OF BIRTH 14 AUG 1900 PLACE OF BIRTH ROMANS, DOMRE, FRANCECITIZENSHIP USA WHEN ACQUIRED? 1921 (?) WHERE? BALTO, MD, USAIF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY NOV. 1919 - NEW YORK

OCCUPATION MILLINERY LAST EMPLOYER EMPORIUM WORLD HILLY CO.
BUYER

EMPLOYER'S OR OWN BUSINESS ADDRESS UNKNOWN, CHICAGO ILL USA
 St. & No. City State Country

MILITARY SERVICE FROM NONE TO BRANCH OF SERVICE

COUNTRY DETAILS OF OTHER GOVT SERVICE, U.S. OR FOREIGN.
NONE

SEC. 7. BROTHERS AND SISTERS (Including half, step, and adopted brothers and sisters)

*DL
73452*

| | | | | | |
|-----------------|-----------|--------|-------|---------|-------------|
| 1. FULL NAME | First | Middle | Last | AGE | |
| PRESENT ADDRESS | St. & No. | City | State | Country | Citizenship |
| 2. FULL NAME | First | Middle | Last | AGE | |
| PRESENT ADDRESS | St. & No. | City | State | Country | Citizenship |
| 3. FULL NAME | First | Middle | Last | AGE | |
| PRESENT ADDRESS | St. & No. | City | State | Country | Citizenship |
| 4. FULL NAME | First | Middle | Last | AGE | |
| PRESENT ADDRESS | St. & No. | City | State | Country | Citizenship |
| 5. FULL NAME | First | Middle | Last | AGE | |
| PRESENT ADDRESS | St. & No. | City | State | Country | Citizenship |

SEC. 8. FATHER-IN-LAW

FULL NAME NOT APPLICABLE
 First Middle Last

LIVING OR DECEASED _____ DATE OF DECEASE _____ CAUSE _____

PRESENT, OR LAST, ADDRESS _____ St. & No. City State Country

DATE OF BIRTH _____ PLACE OF BIRTH _____

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY _____

CITIZENSHIP _____ WHEN ACQUIRED? _____ WHERE? _____
 City State Country

OCCUPATION _____ LAST EMPLOYER _____

SEC. 9. MOTHER-IN-LAW

FULL NAME NOT APPLICABLE
 First _____ Middle _____ Last _____

LIVING OR DECEASED _____ DATE OF DECEASED _____ CAUSE _____

PRESENT, OR LAST, ADDRESS _____ St. & No. _____ City _____ State _____ County _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY _____

CITIZENSHIP _____ WHEN ACQUIRED? _____ WHERE? _____ City State Country _____

OCCUPATION _____ LAST EMPLOYER _____

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

1. NAME HENRY _____ RELATIONSHIP GREAT-UNCLE AGE 65(?)

CITIZENSHIP FRENCH ADDRESS 21 RUE EDITH CAPEL, NICE, FRANCE
 St. & No. _____ City _____ State _____ Country _____

2. NAME CHARLES GRAND GERARD RELATIONSHIP SECOND COUSIN AGE 55(?)

CITIZENSHIP ARG ADDRESS 90 OTIS ELEVATORS, BUENOS AIRES, ARG
 St. & No. _____ City _____ State _____ Country _____

3. NAME _____ RELATIONSHIP _____ AGE _____

CITIZENSHIP _____ ADDRESS _____ St. & No. _____ City _____ State _____ Country _____

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U.S. OR OF A FOREIGN GOVERNMENT.

1. NAME CMDR ROBT LEE RELATIONSHIP COUSIN AGE 30

CITIZENSHIP USA ADDRESS N.O.B. NORFOLK, VIRGINIA
 St. & No. _____ City _____ State _____

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

2. NAME _____ RELATIONSHIP _____ AGE _____

CITIZENSHIP _____ ADDRESS _____ St. & No. _____ City _____ State _____

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

3. NAME _____ RELATIONSHIP _____ AGE _____

CITIZENSHIP _____ ADDRESS _____ St. & No. _____ City _____ State _____

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

SSC. 12. EDUCATION PS #63
 ELEMENTARY SCHOOL M'DONOGH SCH. ADDRESS PIKESVILLE, MD, USA
 CITY STATE COUNTY
 DATES ATTENDED 1930-34-37 GRADUATE? YES
 HIGH SCHOOL LYNNA HIGH, MONTREAL, ADDRESS MONTREAL, QUE, CANADA
 CITY STATE COUNTY
 DATES ATTENDED 1937-1940 GRADUATE? YES
 COLLEGE SIR GEO WILLIAMS COLL. ADDRESS MONTREAL, QUE, CANADA
 CITY STATE COUNTY
 DATES ATTENDED 1940-1942 DEGREE NONE
 COLLEGE U OF MICHIGAN ADDRESS ANN ARBOR, MICH, USA
 CITY STATE COUNTY
 DATES ATTENDED 1945 (see P 13) DEGREE B.A.

SEC. 13. MILITARY, NAVAL OR OTHER GOVT SERVICE - U.S. OR FOREIGN

USA ARMY 1/LT FEB 1943-CCT 1948
 Country Service Rank Date of Service
 GHQ FEC-TOKYO, JAPAN 0-937200 HONORABLE
 Lot Station Serial No Type of Discharge
 REMARKS: WHILE ENLISTED, SERIAL WAS 31316266

SELECTIVE SERVICE BOARD NUMBER 5-A ADDRESS HARTFORD, CONN.

If informed give reason

SEC. 14. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST.

FROM 15 AUG 45 TO 30 SEP 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS CCD-GHQ-FEC APO 500 POSTMASTER SAN FRANCISCO, U.S.
 City Country

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBERT SPAULDING

(MILITARY)

TITLE OF JOB LIAISON OFFICER SALARY \$ 257 PER MONTH

YOUR DUTIES INTELLIGENCE ANALYST; REPORTS COORDINATOR & LIBRARIAN

REASONS FOR LEAVING RETURN TO USA FOR SEPARATION

FROM ARMY

FROM 1 APR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

(MILITARY)

ADDRESS CCD-GHQ-FEC APO 500 - POSTMASTER, SAN FRANCISCO, USAKIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR HAKENT MERCYTITLE OF JOB DEPUTY CHIEF, NEWS AGENCY SALARY \$ 251 PER MONTHYOUR DUTIES Asst chief of principal Allied press censorship bureau in Japan.
REASONS FOR LEAVING CENSORSHIP SECTION ELIMINATEDFROM 1 Nov 45 to 31 MAR 46EMPLOYING FIRM OR AGENCY DEPT /ARMYADDRESS CCD-GHQ-FEC APO 309 - POSTMASTER, SAN FRANCISCO, USA

(MILITARY)

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR RUST SPALDINGTITLE OF JOB CHIEF, CENSORSHIP SUB-SUPERVISOR SALARY \$ 251 PER MONTHYOUR DUTIES Operated field censorship surveillance detachmentREASONS FOR LEAVING TRANSFERRED TO HQ IN TOKYOFROM 15 MAR 46 to 15 AUG 46EMPLOYING FIRM OR AGENCY DEPT /ARMYADDRESS ARMY LANGUAGE SCHOOL PRESIDIO OF MONTSERRAT, VENEZUELA

(MILITARY)

KIND OF BUSINESS CIVIL AFFAIRS THE NAME OF SUPERVISOR YUKA MURAKATATITLE OF JOB RESEARCH EDITOR SALARY \$ 150 PER SETYOUR DUTIES REVISED ARMY MANUALS, PLEASURE CIVIL AFFAIRSREASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPANFROM NOV 1941 to JUL 1942EMPLOYING FIRM OR AGENCY V.T. EATON CO, LTD.ADDRESS ST CATHERINE ST, MONTREAL, QUE, CANADAKIND OF BUSINESS DEPT. STORE NAME OF SUPERVISOR F.T. CLAYDONTITLE OF JOB PHOTOGRAPHIC SALESMAN SALARY \$ 30 PER WEEKYOUR DUTIES SOLD CAMERAS AND PHOTO SUPPLIESREASONS FOR LEAVING I WAS PART-TIME JOB ACCEPTED WHILE IN COLLEGE

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SEC. 15. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS.

NOT APPLICABLE

SEC. 16. GIVE FIVE CHARACTER REFERENCES — IN THE U.S. — WHO KNOW YOU INTIMATELY — (GIVE RESIDENCE AND BUSINESS ADDRESSES WHERE POSSIBLE.)

| | Street and Number | City | State |
|-------------------------|---|--------|-------|
| 1. CAPT. GORDON WALLACE | BUS. ADD. 415-PRESIDIO MONTEREY RES. ADD. 2160 COOLEY, PT. DE ALTO | CALIF. | CAL. |
| 2. MR. GEORGE MURDE | BUS. ADD. 111 CALIFORNIA BERKELEY RES. ADD. 571 NORTH, OAKLAND | CALIF. | CAL. |
| 3. MRS. JOHN CHEATHAM | BUS. ADD. 117 E. PATRICK FREDERICK RES. ADD. 101 E. CHURCH FREDERICK | MARY. | MARY. |
| 4. MR. T. G. DRISCOLL | BUS. ADD. 1131 KST. NWESK WASH. RES. ADD. 115 S. ROYAL ALEXANDRIA | DC. | VA. |
| 5. MR. R. H. KUNZMAN | BUS. ADD. UP. BUREAU DES MOINES IOWA RES. ADD. UNK. | IOWA | UNK. |

SEC. 17. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES — NOT REFERENCES, SUPERVISORS OR EMPLOYERS — (Give residence and business addresses where possible.)

| | Street and Number | City | State |
|---------------------------|--|------|-------|
| 1. MR. GEORGE FINNEY | BUS. ADD. DEPT 1AF WASHINGTON RES. ADD. 230 VALLEY DR. ALEXANDRIA | DC. | VA. |
| 2. DR. MORRIS CRANE | BUS. ADD. BALTIMORE MD PHILADELPHIA PA. RES. ADD. .. | PA. | .. |
| 3. MR. BRADFORD COOLIDGE | BUS. ADD. DEPT/STATE WASHINGTON RES. ADD. .. | DC | .. |
| 4. MISS FLORENCE MCGOVERN | BUS. ADD. NONE RES. ADD. 71 HANCOCK ST. NEW YORK, CONN. | .. | .. |
| 5. MR. ANTHONY SAS | BUS. ADD. UNK. RES. ADD. 323 S. 21ST BALTIMORE, MD. | .. | MD. |

SEC. 18. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S. — (Give residence and business addresses where possible.)

- | | Street and Number | City | State |
|------------------------|------------------------------------|----------|-------|
| 1. MR. FRANK DUCHARME | BUS. ADD. TRAVELERS INS. 24 LILLEY | HARTFORD | CONN. |
| | RES. ADD. 26 LILLEY | HARTFORD | CONN. |
| 2. MR. JAMES KNOX | BUS. ADD. G. FOX CO. | HARTFORD | CONN. |
| | RES. ADD. UNK | | |
| 3. MRS. LOUIS FRANKLIN | BUS. ADD. ALBERT STEIGER HARTFORD | HARTFORD | CONN. |
| | RES. ADD. UNK | | |

SEC. 19. FINANCIAL BACKGROUND

- A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES IF NOT, STATE SOURCES OF OTHER INCOME _____
- B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS BALTIMORE NATIONAL BANK, HIGHLAND PARK, BALTIMORE, MD.
- C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? NO
GIVE PARTICULARS, INCLUDING COURT: _____
- D. GIVE THREE CREDIT REFERENCES — IN THE U.S.
- | | |
|--------------------------------|--|
| 1. NAME <u>LEE'S INC</u> | ADDRESS <u>3421 EASTERN AV. BALTIMORE, MD.</u> |
| 2. NAME <u>MONTGOMERY WARD</u> | ADDRESS <u>2411 15TH OAKLAND 15, CAL.</u> |
| 3. NAME _____ | ADDRESS _____ |

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

FROM 1933 TO 1937 ~~101~~ PRESSTHAY ST BALTIMORE-MD - USA
 St. No. City State County

FROM 1937 TO 1939 ~~101~~ HARVARD AV - MONTREAL-QUE - CANADA
 St. No. City State County

FROM 1939 TO 1942 ~~101~~ MOUNTAIN ST MONTREAL-QUE - CANADA
 St. No. City State County

FROM 1942 TO 1942 ~~101~~ LILLEY RD 11 HARTFORD - CONN - USA
 St. No. City State County

FROM 1942 TO 1942 MILITARY SERVICE
 St. No. City State County

FROM 1942 TO PRESENT ~~101~~ ST. PAUL ST - BALTIMORE, MD, USA
 St. No. City State County

FROM _____ TO _____
 St. No. City State County

FROM _____ TO _____
 St. No. City State County

SEC. 21. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

- A. FROM JUN 1937 TO SEP 1942 PARIS FRANCE VISIT
- FROM JUL 1942 TO JUL 1943 NIAGARA PENINSULA CANADA VISIT
- FROM SEP 1942 TO JUL 1943 MONTREAL QUEBEC CANADA RESIDE

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FROM OCT 1944 TO JAN 1945 NORTHERN EUROPE WAR SERVICE
 CITY OR SECTION _____ COUNTRY _____ PURPOSE _____
 FROM SEP 1946 TO OCT 1948 TOKYO, SENDAI JAPAN MIL OCCUPATION
 CITY OR SECTION _____ COUNTRY _____ PURPOSE _____
 FROM _____ TO _____ CITY OR SECTION _____ COUNTRY _____ PURPOSE _____

B. LAST U.S. PASSPORT - NUMBER, DATE, AND PLACE OF ISSUE: UNKNOWN

HOW MANY OTHER U.S. PASSPORTS HAVE YOU HAD? NONE GIVE APPROXIMATE

DATES: _____

PASSPORTS OF OTHER NATIONS: _____

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

1. AMERICAN VETERANS COMMITTEE MEMBER AT LARGE

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY
 DATES OF MEMBERSHIP: NOV 1945 - JAN 1948

2. RESERVE OFFICERS ASS'N WASHINGTON DC USA

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: OCT 1948 - PRESENT

3. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

4. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

5. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

6. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

7. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

SEC. 23. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT" "FAIR" OR "FLUENT")

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

LANGUAGE _____ SPEAK _____ READ _____ WRITE _____

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.

BASEBALL, ICE HOCKEY, LACROSSE, VOLLEYBALL, BADMINTON - FAIR.

PHOTOGRAPHIC PROCESSES - STRONG AMATEUR INTEREST.

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

HAVE AN ABILITY TO WRITE, EITHER REPORTORIAL OR EDITORIAL, WHICH MIGHT BE SUITABLE FOR RESEARCH OR SPECIAL REPORTS WRITING.

D. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1939:

NONE OTHER THAN DEPT OF ARMY FOR COMMISSION AS OFFICER.

E. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

MILITARY INTELLIGENCE DIV, WAR DEPT, + FBI CONDUCTED LOYALTY CHECK SOMETIME BETWEEN FEB 1947 AND JUN 1947.

SEC. 24. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES? NO

IF "YES", EXPLAIN: _____

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? YES IF SO, TO WHAT EXTENT? OCCASIONAL WINES AND LIQUOR

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE: NO

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

NO

SEC. 25. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME JOHN B. [REDACTED] RELATIONSHIP FATHER

ADDRESS ST. PAUL ST, BALTIMORE MD City USA State Country

SEC. 26. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

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

SEC. 27. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT ALEXANDRIA, VIRGINIA

DATE 25 NOV 1948

✓ Alice C. Driscoll

Signature of Applican

CASASIN

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

14. - I HAVE NEVER HELD A FULL-TIME CIVILIAN JOB, SINCE I ENTERED THE ARMY DIRECTLY FROM COLLEGE.

19. - I HAVE NEVER BOUGHT ANYTHING ON CREDIT. THEREFORE, I HAVE LISTED THREE CONCERNS WITH WHICH I HAVE TRANSACTED NORMAL BUSINESS.

12. - I ACQUIRED SUFFICIENT CREDITS FROM THE ARMY JAPANESE SCHOOL AT THE U OF MICHIGAN TO RECEIVE A B.A. DEGREE, IN ABSENTIA, WHILE STILL ON ACTIVE SERVICE.

FROM SEP 1942 TO DEC 1942 I COMPLETED ONE SEMESTER AT TRINITY COLLEGE, HARTFORD, CONN.

Casasin

X

~~CONFIDENTIAL~~

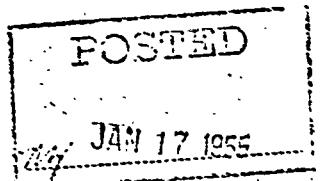
STANDARD FORM 50 (6 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 811, FEDERAL PERSONNEL REGULATIONS

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION Cinc. 6 Jan. 1955 rev.

| | | | | | | | |
|---|--|-----------------------|--|---|--|--|--|
| 1. NAME (Last-First-Middle-Other Given Name, Initials), AND SURNAME | | 2. DATE OF BIRTH | | 3. JOURNAL/TRACTION NO. | | 4. DATE | |
| Crossen | | 20 Jun. 1921 | | | | 11 Jun. 1955 | |
| 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 | | | |
| Promotion | | B.O.B. 16 Jan 1955 | | 50 USC 403 j | | | |
| FROM | | | | TO | | | |
| Area Ops Officer (Sr. Ch) EC-171-13 | | | | Area Ops Officer ECF-189-14 | | | |
| GS-0136.01-13 \$3600.00 per annum Y560 | | | | GS-0136.01-14 \$3600.00 per annum | | | |
| DDP/SR SR/5 | | | | DDP/SR Far East Area Japan Office of the Chief | | | |
| Washington, D. C. | | | | Tokyo, Japan | | | |
| FIELD | | DEPARTMENTAL | | 12. FIELD OR DEPT'L | | FIELD | |
| 13. VETERAN'S PREFERENCE | | | | | | | |
| NONE | | WWII | | 6-PT. | | 10-POINT | |
| | | | | | | <input checked="" type="checkbox"/> DISAB <input type="checkbox"/> OTHER | |
| 15. SEX | | 16. RACE | | 17. APPROPRIATION | | 18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) | |
| M | | W | | FROM: 5-3400-20 TO: 5-3400-77-015 | | Yes | |
| 19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) | | | | | | | |
| 20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: VA. | | | | | | | |
| 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. | | | | | | | |
| Subject to approved medical clearance prior to being sent overseas. | | | | | | | |
| "Transfer To Unvouchered funds FROM Voucherred funds." | | | | | | | |
| POSTED JAN 17 1955 | | | | | | | |
| TRANSMISSION PERFORMANCE RATING: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 | | | | | | | |
| Deputy Assistant Director for Personnel | | | | | | | |
| 22. SIGNATURE OR OTHER AUTHENTICATION | | | | | | | |

"Transfer TO Unvouchered funds FROM Vouchared funds."



TRANCE PERFORMANCE RATING

Deputy Assistant Director for

Digitized by srujanika@gmail.com

4. PERSONNEL FOLDER COPY

~~STANDARD FORM 50 (18-PART)~~
REV. APRIL 1955
PROMulgATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 81, FEDERAL PERSONNEL REGULATIONS

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

१४८

| | | | | | | | | |
|--|----------|-------------------|---------------|--|--|--|--------------------------------------|--|
| 1. NAME (MR., MRS., MRS., OR GIVEN NAME, INITIALS, AND SURNAME) MR. [REDACTED] Canfield | | | | 2. DATE OF BIRTH 20 Jan 1924 | 3. JOURNAL OR ACTION NO. | 4. DATE 19 Jan. 1955 | | |
| This is to notify you of the following action affecting your employment: | | | | | | | | |
| 5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION (RETIREMENT) | | | | 6. EFFECTIVE DATE B.O.B. 16 Jun 1955 | 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 403 j | | | |
| FROM Area Ops Officer (Br. Ch) SC-171-13 GS-0136.01-13 \$8560.00 per annum DDP/SR SR/5 Washington, D. C. | | | | 8. POSITION TITLE Area Ops Officer BCP-189-14 GS-0136.01-14 \$9600.00 per annum DDP/SR Far East Area Japan Office of the Chief Tokyo, Japan | TO | | | |
| FIELD | | DEPARTMENTAL | | 11. HEADQUARTERS | FIELD | | | |
| 13. VETERAN'S PREFERENCE | | | | 14. POSITION CLASSIFICATION ACTION | | | | |
| None | WWII | OTHER | 6-PT. | 10-POINT | NEW | VICE | S. A. | REAL |
| | | | X | DISAG. 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 | |
| M | W | FROM: | 5-3400-20 | | | Yes | <input type="checkbox"/> CLAIMED | <input checked="" type="checkbox"/> PROVED |
| | | TO: | 5-3400-55-015 | | | | | |
| 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. | | | | | | | | |
| #This action amends Item #9, on the "from" side, on Notification dated 11 Jan. 1955, to show the correct salary, previously shown as \$8360.00 per annum. | | | | | | | | |
| Subject to approved medical clearance prior to being sent overseas. | | | | | | | | |
| "Transfer TO Unvouchered funds FROM Voucherized funds." | | | | | | | PORTED My 1/10/55 | |
| ANCE PERFORMANCE RATING: Duty Assistant Director | | | | | | | 22. SIGNATURE OF APPROVING AUTHORITY | |

320: 672D

My 1/20/55

ANCE PERFORMANCE RATINGS

Assistant Director

22. INFORMATION CLASSIFICATION

4. PERSONNEL FOLDER COPY

★ U. S. GOVERNMENT PRINTING OFFICE: 1939-313739

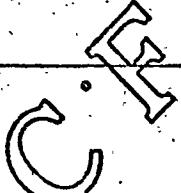
U. S. GOVERNMENT PRINTING OFFICE: 1952 - 697576

| | | | | | | | | | | | | | |
|---|----------------|--|---------------|--|-------------|--|---------|---|----------|--------------|--------------------|----------------|--|
| Positional designation <i>Casson</i> | | 4. Pay rate | | 5. Grade No. | | 6. Grade No. | | | | | | | |
| | | | | GS-13 | | \$8360.00 | | | | | | | |
| Change level to which to pay (check when appropriate) | | 7. Gross and salary | | 8. Net pay | | | | | | | | | |
| | | | | | | | | | | | | | |
| PAY ROLL CHANGE DATA | | | | | | | | | | | | | |
| 1. New grade | 2. New duty | 3. Pay this period | 4. Remarks | 5. Base pay | 6. Overtime | 7. Gross pay | 8. Ret. | 9. Tax | 10. Bond | 11. F.I.C.A. | 12. Prepaid by | 13. Audited by | |
| | | | <i>5-8990</i> | | | | | | | | <i>MZ 9 Nov 54</i> | | |
| FEBRUARY 10 1955 PAYROLL PERIOD | | | | | | | | APPROVAL | | | | 11. Appraisal | |
| | | | | | | | | SR | | | | 7 | |
| | | | | | | | | | | | | | |
| <input type="checkbox"/> Periodic step increase | | <input type="checkbox"/> Pay adjustment | | <input type="checkbox"/> Other step increase | | | | | | | | | |
| 14. Effective date <i>Jan 55</i> | | 15. Date last equivalent increase <i>5 Jul 53</i> | | 16. Old salary rate <i>\$8360.00</i> | | 17. New salary rate <i>\$8560.00</i> | | 18. Performance rating is satisfactory or better. | | | | | |
| | | | | | | | | | | | | | |
| 19. Date (fill in appropriate spaces covering LWOP leaving period) | | | | | | | | (Check applicable boxes case of excess WCs) | | | | | |
| | | | | | | | | | | | | | |
| 20. LWOP Total excess WCs | | | | | | | | (Check applicable boxes case of excess WCs) | | | | | |
| | | | | | | | | | | | | | |
| FORM NO. 1124d-Revised by Comp. Gen., U. S. General Regulations No. 102 | | | | | | | | PAY ROLL CHANGE SLIP—PERSONNEL COPY | | | | | |

| | | | | | | | |
|---|--------------------------------|---|---|---|--|------|---|
| STANDARD FORM 52 APPROVED BY REGULATIONS 14 OCTOBER 1950 ARMED FORCES PERSONNEL GENERAL CHARTERED | | C-1001 | | | | | |
| REQUEST FOR PERSONNEL ACTION | | UNVOCUERED | | | | | |
| REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6R and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse. | | | | | | | |
| 1. NAME (Mr., Mrs., Miss, One given name, initial(s), and surname) | 2. DATE OF BIRTH | 3. REQUEST NO. | 4. DATE OF REQUEST | | | | |
| MR. <i>Robert D. Lovelace</i> | <i>Cassini</i> 20 Jan. 1924 | | 26 Sept. 56 | | | | |
| 5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <input checked="" type="checkbox"/> ASSIGNMENT | | 6. EFFECTIVE DATE A. PROPOSED: B. APPROVED: <i>21 Oct 56</i> | | | | | |
| 7. C & G OTHER LEGAL AUTHORITY | | | | | | | |
| 8. POSITION (Specify whether establish, change grade or title, etc.) | | | | | | | |
| FROM— Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a. | | TO— Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a. | | | | | |
| 9. POSITION TITLE AND NUMBER | | 10. SERVICE, GRADE, AND SALARY | | | | | |
| 11. ORGANIZATIONAL DESIGNATIONS | | 12. HEADQUARTERS | | | | | |
| FIELD | DEPARTMENTAL | 13. FIELD OR DEPARTMENTAL | X <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL (D) | | | | |
| A. REMARKS (Use reverse if necessary) | | | | | | | |
| RE-SLOTTING FOR NEW APPROVED T/O. | | | | | | | |
| B. REQUESTING OFFICER <i>Robert D. Lovelace</i> | | D. REQUEST APPROVED BY Signature _____ Title: _____ | | | | | |
| C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <i>Phyllis M. Landrum Ext. 4407</i> | | | | | | | |
| 13. VETERAN PREFERENCE | | 14. POSITION CLASSIFICATION ACTION | | | | | |
| HOME | WWII | OTHER S.P.T. | 10 POINT | NEW | VICE | I.A. | REAL |
| | | | DISAB | OTHER | | | |
| 15. SEX | 16. APPROPRIATION | | 17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) | | 18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) | | 19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: |
| M | FROM: | 7-3100-55-015 | TO: | 7-3100-55-015 | Yes | | |
| 20. STANDARD FORM 50 REMARKS | | | | | | | |
| APPROVED BY <i>R. A. Shook (Sgt.), AF/CMO</i> DATE: <i>2 Oct 56</i> | | | | USED IN LIEU OF SF50 NOTIFICATION OF PERSONNEL ACTION | | | |
| 21. CLEARANCES | | INITIAL OR SIGNATURE | DATE | REMARKS: | POSTED | | |
| A. | | <i>RD</i> | <i>11 Oct 56</i> | | <i>RD</i> | | |
| B. CEIL. OR PCS. CONTROL | | | | | | | |
| C. CLASSIFICATION | | | | | | | |
| D. PLACEMENT OR EMPL. | | <i>7413: 10-9</i> | | | | | |
| E. | | | | | | | |
| APPROVED BY <i>Robert D. Lovelace</i> per 7413 Ser. No. 9 Oct 56 RECEIVED U.S. AIR FORCE | | | | | | | |

SECRET

(WHEN FILLED IN)

| 1. EMP. SERIAL NO. | 2. NAME | 3. ASSIGNED ORGAN. | 4. FUNDS | 5. ALLOTMENT | | | | | | | |
|---|------------------------|--------------------|--|--------------|-----|------------------|------|----------|----------------|-----|-----|
| 506102 | <i>[Redacted Name]</i> | DDP/SR | UV | | | | | | | | |
| 6. OLD SALARY RATE | | | 7. NEW SALARY RATE | | | | | | | | |
| GRADE | STEP | SALARY | LAST EFFECTIVE DATE | | | GRADE | STEP | SALARY | EFFECTIVE DATE | | |
| | | | NO. | DA. | YR. | | | | NO. | DA. | YR. |
| 14 | 2 | \$10,535 | 07 | 15 | 56 | 14 | 3 | \$10,750 | 01 | 12 | 58 |
| TO BE COMPLETED BY THE OFFICE OF COMPTROLLER | | | | | | | | | | | |
| 9. CHECK ONE IF EXCESS LEAVE LWOP, CHECK FOLLOWING: | | | 10. NUMBER OF HOURS LWOP | | | | | | | | |
| <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD | | | <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | |
| | | | | | | | | | | | |
| TO BE COMPLETED BY THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 12. PROJECTED SALARY RATE AND EFFECTIVE DATE | | | | | | 13. REMARKS | | | | | |
| GRADE | STEP | SALARY | NO. | DA. | YR. | L 7-5-70 4005 | | | | | |
| | | | | | | D.H. TMK Yes | | | | | |
| 14. AUTHENTICATION | | | | | | | | | | | |
|  PERIODIC STEP INCREASE - AUTHENTICATION | | | | | | | | | | | |

FORM NO. 1 MAR 66 560G

SECRET

PERSONNEL FOLDER (4)

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 63 - 462 AND DCI

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

| 1. NAME | 2. SERIAL | 3. GRADE-STEP | 4. OLD SALARY | 5. NEW SALARY |
|----------------|-----------|---------------|---------------|---------------|
| <i>Casanin</i> | 506102 | GS-14-3 | \$10,750 | \$11,935 |

GORDON W. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET
(WHEN FILLED IN)

| | | | | |
|--------------------|----------------|--------------------|---------------------|----------------|
| 1. EMP. SERIAL NO. | 2. NAME | 3. ASSIGNED UNCLN. | 4. FUNDS | 5. ALLOCATION |
| 506102 | <i>Casanin</i> | DDP/SR 8 | UV | |
| 6. OLD SALARY RATE | | 7. NEW SALARY RATE | | |
| GRADE | STEP | SALARY | LAST EFFECTIVE DATE | EFFECTIVE DATE |
| .14 | 2 | \$10,535 | 07 15 56 | 14 01 12 58 |

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR

BELIC, GEORGE

DATE

15 Jan 1958

SIGNATURE OF SUPERVISOR

PERIODIC STEP INCREASE - CERTIFICATION

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-569 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

| SD | NAME | SERIAL | ORGN | GR-ST | OLD SALARY | NEW SALARY |
|----|---------------|--------|------|---------------|------------|------------|
| DI | <i>Casson</i> | 506102 | | 48 40 GS-14 4 | \$12,075 | \$12,990 |

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

| | | | | | | | |
|--|---------------|--------------------|-------------------------|--------------|-------------|--------------|----------------|
| 1. EMP. SERIAL NO. | 12. NAME | 3. ASSIGNED ORGAN. | 4. FUNDS | 5. ALLOTMENT | | | |
| 506102 | <i>Casson</i> | DDP/SR | 10 | UV | | | |
| 6. OLD SALARY RATE | | | 7. NEW SALARY RATE | | | | |
| GRADE | STEP | SALARY | LAST EFFECTIVE DATE | GRADE | STEP | SALARY | EFFECTIVE DATE |
| | | | MO DA YR. | | | | MO DA YR. |
| GS 14 | 3 | \$12,835 | 01 12 58 | GS 14 | 4 | \$12,075 | 07 12 59 |
| TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER | | | | | | | |
| 8. CHECK ONE | | | 9. NUMBER OF HOURS LWOP | | | | |
| <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP | | | | | | | |
| IF EXCESS LWOP, CHECK FOLLOWING: | | | | | | | |
| <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD | | | 10. INITIALS OF CLERK | | | | |
| <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD | | | 11. AUDITED BY | | | | |
| TO BE COMPLETED BY THE OFFICE OF PERSONNEL | | | | | | | |
| 12. PROJECTED SALARY RATE AND EFFECTIVE DATE | | | | | 13. REMARKS | | |
| GRADE | STEP | SALARY | MO. | DA. | YR. | <i>4 742</i> | |
| 14. AUTHENTICATION | | | | | | | |
|  C. M. STEWART PERIODIC STEP INCREASE - AUTHENTICATION | | | | | | | |

AF - 30 SEPT 1960

SAC.....
(When Filled In)

OCF

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|---|-------------------------|--|---------|--|-----------------------|--|--|--|--------------------------------|---|---------|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST MIDDLE) <i>Carasen</i> | | | | | | | | | |
| 006102 | | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS. | | 4. EFFECTIVE DATE MO. DA. YR. | | 5. CATEGORY OF EMPLOYMENT 10 10 60 REGULAR | | | | | | | |
| FUND\$ ► | | V TO V | V TO CF | 7. COST CENTER NO. CHARGEABLE 1234 1000 1000 | | 8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP SR SR 6 OFFICE OF THE CHIEF | | 10. LOCATION OF OFFICIAL STATION WASH., D. C. | | 11. POSITION TITLE OPS OFFICER BR CH | | 12. POSITION NUMBER 0050 | | 13. CAREER SERVICE DESIGNATION D | | | |
| 14. CLASSIFICATION SCHEDULE (GS, WB, ETC.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | | 16. GRADE AND STEP 14 4 | | 17. SALARY OR RATE 12990 | | 18. REMARKS | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE 16 | 20. EMPLOYEE CODE 10 | 21. OFFICE CODING NUMERIC 60300 ALPHABETIC SR | | 22. STATION CODE 75013 | 23. INTEGEE CODE 1 | 24. MGR. CODE 01 | 25. DATE OF BIRTH MO. DA. YR. 20 20 20 | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF REI MO. DA. YR. | | |
| 28. NTE EXPIRES NO. DA. YR. | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE | | 31. SEPARATION DATA CODE CODE | | 32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. | | 33. SECURITY REQ. NO. | 34. SEX |
| 35. VET. PREFERENCE CODE 0 - NONE 1 - 9 PT. 2 - 10 PT. | | 36. SERV. COMP. DATE NO. DA. YR. | | 37. LONG. COMP. DATE NO. DA. YR. | | 38. MIL. SERV. CREDIT/LCD 1 - YES 2 - NO | | 39. FEGLI / HEALTH INSURANCE CODE 0 - MAILED 1 - YES WEALTH INS. CODE | | 40. SOCIAL SECURITY NO. | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS) | | | | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO | | 44. STATE TAX DATA NO TAX EXEMPTIONS 1 - YES 2 - NO | | 45. STATE CODE CODE 0 - EXEMPT 1 - NO | |
| SIGNATURE OR OTHER AUTHENTICATION <i>E.D. Dechollet 10/22/60</i> | | | | | | | | | | | |

34/100-10

| | | | |
|--|---------------|-----------------------|-------------------|
| 1. Serial No. | 2. Name | 3. Cost Center Number | 4. LWOP Hours |
| 006102 | <i>Casius</i> | 60 300 V 7 | |
| 5. OLD SALARY RATE | | 6. NEW SALARY RATE | |
| Grade | Step | Salary | Effective Date |
| GS 14 | 5 | \$13,250 | 01/08/61 |
| | | GS 14 6 | \$13,510 07/08/62 |
| 7. TYPE ACTION | | | |
| | | PSI | LSI ADJ. |
| 8. Remarks and Authentication | | | |
| <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD | | | |
| CLERKS INITIALS AUDITED BY.. EDD PARCELL ERNANI EDD PARCELL ERNANI | | | |
| PAY CHANGE NOTIFICATION | | | |

Form 560 Replaces Previous Edition (43)

SECRET
(WHEN FILLED IN)

| | | | | |
|---|---------------|--------------------|-------------------------|--------------------------|
| 1. EMP. SERIAL NO. | 2. NAME | 3. ASSIGNED ORGAN. | 4. FUNDS | 5. ALLOTMENT |
| 006102 | <i>Casius</i> | EDD/SR 7 | V-20 | |
| 6. OLD SALARY RATE | | | 7. NEW SALARY RATE | |
| GRADE: | STEP | SALARY | LAST EFFECTIVE DATE | |
| | | | MO. | DA. |
| GS-14 | 4 | \$12990 | 07 12 59 | GS-14 5 \$13250 01 08 61 |
| TO BE COMPLETED BY THE OFFICE OF COMPTROLLER | | | | |
| 8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD | | | 9. NUMBER OF HOURS LWOP | |
| | | | 10. INITIALS OF CLERK | |
| | | | 11. AUDITED BY | |
| TO BE COMPLETED BY THE OFFICE OF PERSONNEL | | | | |
| 12. TYPE OF ACTION | | | 13. REMARKS | |
| <input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT | | | | |
| 14. AUTHENTICATION | | | | |
| <i>18 AUG 21 8 1962</i> <i>NONYNE TROBETTE JR</i> EDD PARCELL ERNANI | | | | |
| PAY CHANGE NOTIFICATION | | | | |

Form 560

560 Replaces Previous Edition
Replaces Form 560a and 560b.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

BAB: 16 AUG 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|------------------|-----------------------|-------------------------|-----------------------------|--------------------------|----------------------------------|----------------------|---------------------------------|--------------------|-------------------------|------|
| OEF | | 1. SERIAL NUMBER: | | 2. NAME (LAST-FIRST-MIDDLE) | | | | | | | |
| 006102 | | Cassini | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | |
| RESIGNATION | | | | | | 08 04 62 | | REGULAR | | | |
| 6. FUNDS | | X | V TO V | | V TO CF | 7. COST CENTER NO. CHARGEABLE | | 8. CSC OR OTHER LEGAL AUTHORITY | | | |
| | | | CF TO V | | CF TO CF | 3234 1000 1000 | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | | 10. LOCATION OF OFFICIAL STATION | | | | | |
| DDP/SR SR/6 OFFICE OF THE CHIEF | | | | | | WASH., D.C. | | | | | |
| 11. POSITION TITLE | | | | | | 12. POSITION NUMBER | | 13. CAREER SERVICE DESIGNATION | | | |
| OPS OFFICER BR CH | | | | | | 0050 | | D | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) | | | 15. OCCUPATIONAL SERIES | | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | |
| CS | | | 0136.01 | | | 14 6 | | 13510 | | | |
| 18. REMARKS | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY. CODE | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGEE CODE | 24. MGRN. CODE | 25. DATE OF BIRTH | 26. DATE OF GRAD. | 27. DATE OF LEI | | |
| 45 | 10 | NUMERIC | ALPHABETIC | | | 630 | 02 DA 14 | MU DA VR | NO DA ZR | | |
| 28. WIE EXPIRES | | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. CORRECTION CANCELLATION DATA | | 33. SECURITY REQ. NO. | | 34. SEC. REQ. NO. | |
| (MO. DA. YR.) | | | (CODE) | | (CODE) | TYPE | (MO. DA. YR.) | | | | |
| 35. VET. PREFERENCE | | 36. SERV. COMP. DATE | | 37. LONG. COMP. DATE | | 38. CAREER CATEGORY | | 39. FEGLI / HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | |
| CODE | | (MO. DA. YR.) | | (MO. DA. YR.) | | CAR BESV PROV TEMP | CODE | O- WAIVER | HEALTH INS. CODE | | |
| 3 - NONE 1 - 3 PT 2 - 10 PT | | | | | | | | S - YES | | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | | | | | 42. LEAVE ENT. CODE | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | |
| | | | | | | | JOHN EXECUTED | CODE | NO. TAX EXEMPTIONS | FORTH EXECUTED | CODE |
| | | | | | | 1 - YES | | | 1 - YES | | |
| | | | | | | 2 - NO | | | 2 - NO | | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | |
| E.O. ECHOLS | | | | | | | | | | | |

LLG 8/16/62

E. D. BACHOLS

FORM 1150

**Use Previous
Edition**

SECRET

(4-39)

14-00000
SECRET

13 September 1960

(Date)
File No. A-1328

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : [REDACTED] *carisim*

1. Cover arrangements ~~xxxxxxxxxxxxxx~~ have been completed for the above-named Subject.
2. Effective 12 September 1960, it is requested that your records be properly blocked ~~xxxxxx~~ to deny ~~xxxxxx~~ Subject's current Agency employment to an external inquirer.
3. Operating component must take necessary action to block ~~xxxxxx~~ telephone locator by submitting the Personnel Information Card, "Office File Copy," Form No. 642, to Machine Records Division, Office of the Comptroller, Room 107 Curie Hall, Attention: Miss Werkenbach.

Paul P. Stewart
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS
Operating Division - SR

**THIS RECORD MUST REMAIN
UP TO DATE**
DO NOT FILE
589

SECRET

26-12-1960

26-12-1960

67

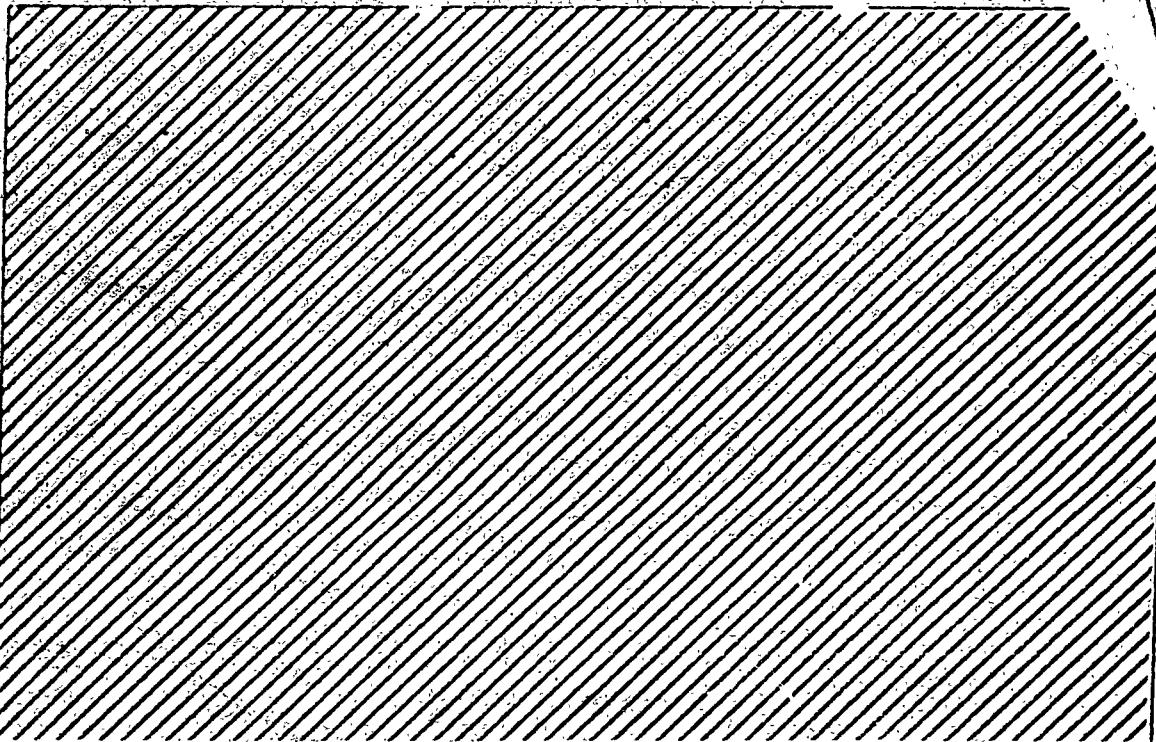
OPTIONAL FORM

| | | | | | | | | | | | | | | | | | | | | | |
|--|--------|---|--|--------------------------|--------|--------------------------|-------------------------------------|--|-------------------------------------|--|--|--|--|------|------|------|------|--|--|--|--|
| STANDARD FORM 52 <small>POLARISATION BY THE U.S. GOVERNMENT PRINTING OFFICE: 1954 EDITION APPROVED FOR GENERAL RELEASE PURSUANT TO E.O. 13691</small> | | | | | | | | | | | | | | | | | | | | | |
| REQUEST FOR PERSONNEL ACTION | | VOUCHERED TO CONFIDENTIAL | | | | | | | | | | | | | | | | | | | |
| REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 63 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separate copy on reverse. | | | | | | | | | | | | | | | | | | | | | |
| 1. NAME (Last—Name—One given name, initial(s), and surname) <i>MR. [REDACTED] Canasity</i> | | 2. DATE OF BIRTH <i>20 Jan 1931</i> | 3. REQUESTED BY 4. DATE OF REQUEST <i>13 Dec 54</i> | | | | | | | | | | | | | | | | | | |
| 5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <i>PROMOTION</i> | | 6. EFFECTIVE DATE A. PROPOSED <i>1 Jan '55</i> | 7. C.I.S. OR OTHER LEGAL AUTHORITY | | | | | | | | | | | | | | | | | | |
| B. POSITION (Specify whether establishment, change grade or rate, etc.) <i>Area Ops Officer (Br. Ch.) BC-171-13</i> | | 8. APPROVED <i>[Signature]</i> <i>16 Dec 1954</i> | | | | | | | | | | | | | | | | | | | |
| FROM <i>GS-0136.01-13 \$8360.00 p.s.</i> <i>DDP/SR</i> <i>SP/5</i> <i>Washington, D.C.</i> | | 9. POSITION TITLE AND NUMBER <i>Area Ops Officer BCF-189-14</i> 10. SERVICE GRADE AND SALARY <i>GS-0136.01-14 \$9600.00 p.s.</i> 11. ORGANIZATIONAL DESIGNATIONS <i>DDP/SR</i> <i>Far East Area</i> <i>Japan</i> <i>Office of the Chief</i> <i>Tokyo, Japan</i> | 12. HEADQUARTERS <i>RS-3</i> 13. FIELD OR DEPARTMENTAL <i>DEPARTMENTAL</i> | | | | | | | | | | | | | | | | | | |
| A. REMARKS (Use reverse if necessary) <i>PERIODIC CHIPS ISSUED 1/1/55</i> <i>PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. \$560.00 1/1/55</i> <i>Memo stating why transfer required necessary. 2/2</i> <i>Applicant for reinfo</i> <i>Robert W. Meusler</i> <i>Signature: H. Lebold</i> <i>Title: DD/P Admin.</i> | | | | | | | | | | | | | | | | | | | | | |
| 13. VETERAN PREFERENCE <table border="1"> <tr> <td>HOME</td> <td>ABROAD</td> <td>OTHER</td> <td>S.P.T.</td> <td>10 POINT DISAB. OTHER</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> </table> | | HOME | ABROAD | OTHER | S.P.T. | 10 POINT DISAB. OTHER | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | 14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>ARMY</td> <td>VICE</td> <td>I.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> | | ARMY | VICE | I.A. | REAL | | | | |
| HOME | ABROAD | OTHER | S.P.T. | 10 POINT DISAB. OTHER | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| ARMY | VICE | I.A. | REAL | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| 15. SEX 16. FACE <i>SEX: M</i> <i>FACE: 5-3400-20</i> | | 17. APPROPRIATION <i>FROM: 5-3400-20</i> <i>TO: 5-3400-55-015</i> | | | | | | | | | | | | | | | | | | | |
| | | 18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <i>Yes</i> | 19. DATE OF APPOINT- MENT (REGULARS INTELLIGENCE INTELLIGENCE ONLY) 20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: | | | | | | | | | | | | | | | | | | |
| 21. STANDARD FORM 52 REMARKS <i>Effective date per Jan 1 1955</i> <i>Come by October 1 1955</i> <i>please - 1/1/55</i> | | | | | | | | | | | | | | | | | | | | | |
| 22. CLEARANCES A. B. CEIL. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR ENPL. E. | | INITIAL OR SIGNATURE <i>MR. [REDACTED]</i> <i>1/1/55</i> | DATE <i>5 Dec 54</i> REMARKS <i>APPROVED BY</i> <i>FI CAREER SERVICE BOARD</i> <i>DATE: DEC 21 1954</i> | | | | | | | | | | | | | | | | | | |
| F. APPROVED BY <i>Kolff, Colle</i> <i>1-5-55</i> | | | | | | | | | | | | | | | | | | | | | |

~~SECRET~~

GPO: 1954 OCEANIC

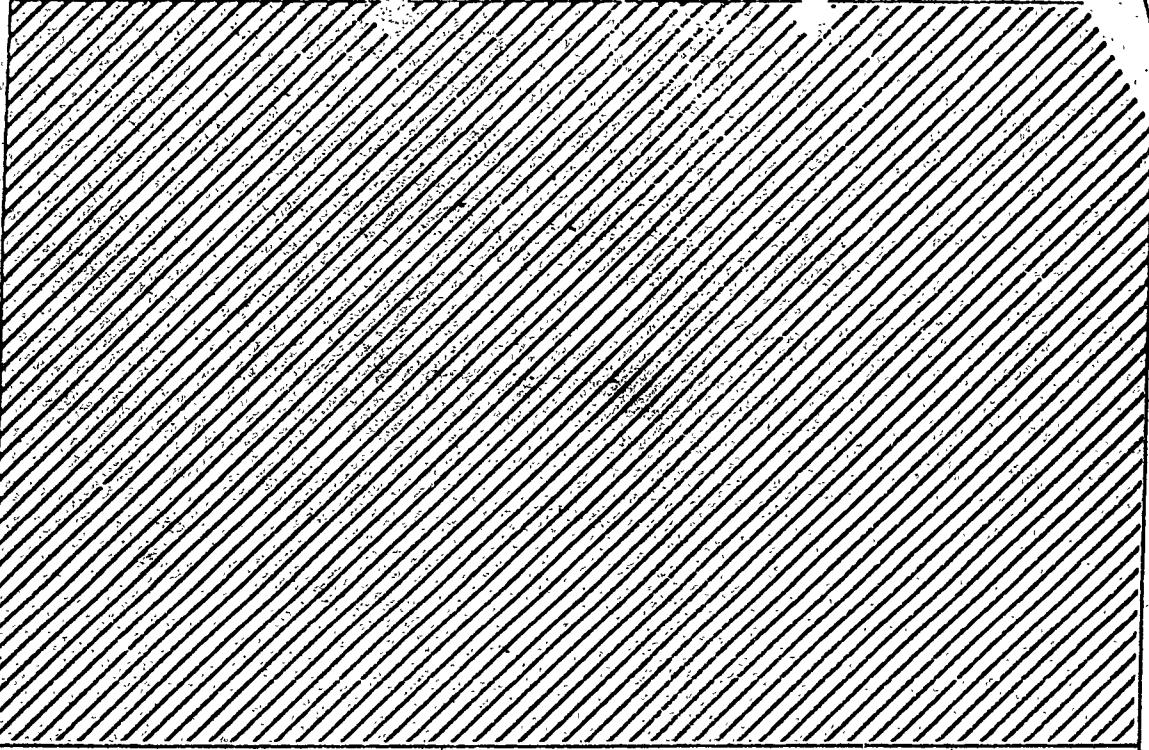
SECRET
(When Filled In)

| | | |
|---|----------------------|---------------------------------------|
|  | | |
| NAME OF EMPLOYEE (LAST-FIRST-MIDDLE) <u>Casius</u> | DATE OF BIRTH Unk | CASE OR CLAIM NUMBER <u>52-231</u> |

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or ~~death~~ incurred on 4 Feb 1958.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

| | |
|--|--|
| DATE OF NOTICE <u>15 July 1958</u> | SIGNATURE OF BCO REPRESENTATIVE <u>B. D. Tolson</u> |
| NOTICE OF OFFICIAL DISABILITY CLAIM FILE | |

| | | |
|--|---|--|
| <p style="text-align: center;">(ENCL. FILED)</p>  | | |
| NAME OF EMPLOYEE (Last-First-Middle) <i>Cassim</i> | | NAME AND RELATIONSHIP OF DEPENDENT* <i>X</i> |
| | | CLAIM NUMBER <i>57-01</i> |
| <p>There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>3 December 1958</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p> | | |
| DATE OF NOTICE <i>28 AUG 1959</i> | SIGNATURE OF BCD REPRESENTATIVE <i>13. Det. 100</i> | |
| NOTICE OF OFFICIAL DISABILITY CLAIM FILE | | |

SECRET
(When Filled In)

| | | | | | | | | | | | |
|---------------------------------------|--------------------------|---|------------------------------|------------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|--|--------------------------|
| DATE PREPARED Mo Da Yr 09 12 60 | | | REQUEST FOR PERSONNEL ACTION | | | | | | V to V UV to V | V to UV UV to UV | |
| 1. Serial No. 006102 | | 2. Name (Last-First-Middle) ANDREW LIE RUSBY | | 3. Date of Birth 01 20 24 | | 4. Natl. Prof. Name: O. Code: S P 1 10 P 2 1 | | 5. Sex M | | 6. CS - EOD Mo Da Yr | |
| 7. SCO: | | 8. CSC Reinst. Y/CSC Or Other Legal Authority | | 10. Apptn. Alldav. | | 11. FEGLI | | 12. LCD | | 13. MIL. SERV. CREDIT LINE Mo Da Yr Yes - 1 Code No - 2 | |
| Mo Da Yr No - 2 | Mo Da Yr No - 2 | Mo Da Yr No - 1 | Mo Da Yr No - 2 | Mo Da Yr No - 1 | Mo Da Yr No - 2 | Mo Da Yr No - 1 | Mo Da Yr No - 2 | Mo Da Yr No - 1 | Mo Da Yr No - 2 | Mo Da Yr No - 1 | Mo Da Yr No - 2 |

PREVIOUS ASSIGNMENT

| | | | | | |
|--|---|-------------|--|-------------------------|--|
| 14. Organizational Designations DDP SR FAR EAST AREA TOKYO STATION SOVIET BRANCH | | Code | 15. Location Of Official Station TOKYO, JAPAN | | Station Code |
| 16. Dept.-Field Dept. Code Usfld. Frgn. | 17. Position Title OPS OFFICER BR CH | Code | 18. Position No. 189 | 19. Serv. GS | 20. Occup. Series 0136.01 |
| 21. Grade & Step 14 4 | 22. Salary Or Rate \$ 12,990 | 23. SD D | 24. Date Of Grade 11/21/57 | 25. PSI Due 12/18/61 | 26. Appropriation Number 1134 7000 3000 |

ACTION

| | | | | | | |
|---|--|------|---------------------------|---------------------------------|------|---------------------|
| 27. Nature Of Action REASSIGNMENT TRANSFER OF FUNDS | | Code | 28. Eff. Date 10 02 60 | 29. Type Of Employee REGULAR | Code | 30. Separation Date |
|---|--|------|---------------------------|---------------------------------|------|---------------------|

PRESENT ASSIGNMENT

| | | | | | |
|--|---|-------------|--|-------------------------------------|--|
| 31. Organizational Designations DDP SR SR 6 OFFICE OF THE CHIEF | | Code | 32. Location Of Official Station WASH., D. C. | | Station Code |
| 33. Dept.-Field Dept. Code Usfld. Frgn. | 34. Position Title OPS OFFICER - BR CH | Code | 35. Position No. 50 D 15 | 36. Serv. GS | 37. Occup. Series 0136.01 |
| 38. Grade & Step 14 4 | 39. Salary Or Rate \$ 12,990 | 40. SD D | 41. Date Of Grade Mo Da Yr 11 21 60 | 42. PSI Due Mo Da Yr 12 18 61 | 43. Appropriation Number 1234 1000 1000 |

SOURCE OF REQUEST

A. Requested By (Name And Title)
ANDREW LIE RUSBY CH/SR/PERSONNEL

B. For Additional Information Call (Name & Telephone Ext.)

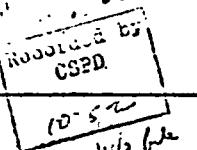
C. Request Approved By (Signature And Title)
A. L. Rusbys

D. G. Johnson X14107

CLEARANCES

| | | | | | |
|--|------------------------|----------------------------|---|------------------------|------------------|
| Clearance A. Career Board B. Pos. Control C. Classification | Signature LIE RUSBY | Date 9/16/60 14-10-1 | Clearance D. Placement E. F. Approved By | Signature F. Sibley | Date 10-10-60 |
|--|------------------------|----------------------------|---|------------------------|------------------|

Remarks: Two copies of this action have been forwarded to the Office of Security.



| NOTIFICATION OF PERSONNEL ACTION | | | | | | | |
|--|--|-----------------------------|--------------------|----------------------------------|--|---------------------------------|--|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST-MIDDLE) | | | | | |
| 306102 | | <i>Casanen</i> | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | |
| RESIGNATION | | | | NO. DA. 1962 | | REGULAR | |
| 6. FUNDS | | V TO V | V TO CF | 7. COST CENTER NO. CHARGEABLE | | 8. CSC OR OTHER LEGAL AUTHORITY | |
| | | V TO V | CF TO C | 3234 1000 0001 | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | 10. LOCATION OF OFFICIAL STATION | | | |
| | | | | | | | |
| 11. POSITION TITLE | | | | 12. POSITION NUMBER | | 13. CAREER SERVICE DESIGNATION | |
| CPS OFF CLR DR CH | | | | 1150 | | O | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | |
| GS | | G136.3 | | 14 6 | | 3510 | |
| 18. REMARKS | | | | | | | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | |

(100-1111-1)

| | | | |
|--|--|--|--|
| X/F | | DATE PREPARED 9 July 1952 | |
| 1. SERIAL NUMBER 006102 | | 2. NAME (Last-First-Middle) <i>Casanen</i> | |
| 3. NATURE OF PERSONNEL ACTION Resignation | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 04 62 | |
| 6. FUNDS <input checked="" type="checkbox"/> V TO V CF TO V | | 7. COST CENTER NO. CHARGEABLE 3234 1000 1000 | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 Office of the Chief | | 8. CATEGORY OF EMPLOYMENT Regular | |
| 11. POSITION TITLE Ops Officer (Br Ch) | | 10. LOCATION OF OFFICIAL STATION Washington, D. C. | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | |
| 16. GRADE AND STEP 14 | | 17. SALARY OR RATE \$ 13250 ac 13510 | |
| 18. REMARKS Copy furnished Vouchered Payroll. | | | |
| 19. SIGNATURE OF REQUESTING OFFICER ANDREW L. BUSBY, C/SR/PERSONNEL | | 20. DATE SIGNED <i>7/13/62</i> | |
| 21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Robert Johnson</i> | | 22. DATE SIGNED <i>7/13/62</i> | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | |
| 19. ACTION CODE 45 | | 20. EMPLOYEE CODE 10 | |
| 21. OFFICE CODING WD300 | | 22. STATION CODE AS013 | |
| 23. INTEROPE CODE 1 | | 24. MOONS CODE 0112024 | |
| 25. DATE OF BIRTH MO. DA. YR. 1 01 20 24 | | 26. DATE OF GRADE MO. DA. YR. 1 01 20 24 | |
| 27. DATE OF LEI MO. DA. YR. 1 01 20 24 | | | |
| 28. RIE EXPIRES MO. DA. YR. 1 01 20 24 | | 29. RETIREMENT DATA CODE 1 - CSC 3 - FICA 5 - NONE | |
| 30. SEPARATION DATA CODE 1,60,00,9,1 | | 31. CORRECTION/CANCELLATION DATA TYPE EOD DATA | |
| 32. SECURITY REQ. NO. 1 | | 33. SECURITY REQ. NO. 1 | |
| 34. SOCIAL SECURITY NO. 1 | | 35. VET. PREFERENCE CODE 0 - NONE 1 - 5 yrs 2 - 10 yrs | |
| 36. SERV. COMP. DATE MO. DA. YR. 1 01 20 24 | | 37. LONG. COMP. DATE MO. DA. YR. 1 01 20 24 | |
| 38. MIL. SERV. CREDIT/LCO 1 - YES 2 - NO | | 39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES | |
| 40. STATE TAX DATA 1 - YES 2 - NO | | 41. SOCIAL SECURITY NO. 1 | |
| 42. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 12 MOS 3 - BREAK IN SERVICE MORE THAN 12 MOS | | 43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO | |
| 44. STATE TAX DATA 1 - YES 2 - NO | | 45. STATE TAX DATA 1 - YES 2 - NO | |
| 46. O.P. APPROVAL <i>Robert Johnson</i> | | 47. DATE APPROVED <i>7/24/62</i> | |

FORM 1152 USE PREVIOUS EDITION
G-51

SECRET

143

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE 4 August 62 FOR THE FOLLOWING REASON:

(Date)

To accept private employment.

| | | |
|-----------------------------|-------------------|-----------------------|
| MY LAST WORKING DAY WILL BE | DATE SIGNED | SIGNATURE OF EMPLOYEE |
| <u>4 August 62</u> | <u>23 July 62</u> | <i>Cacauin</i> |

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

| | | |
|-----------------------|------------|------------|
| Regular | Summer | WAB |
| Part Time | Detail Out | Consultant |
| Temporary | Detail In | Military |
| Temporary - Part Time | | |

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE
 Major Component (Director, Deputy Director, etc.)
 Office, Major Staff, etc.
 Division or Staff (subordinate to first line)
 Branch
 Section
 Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET.

STANDARD FORM 144
JANUARY 1954
U.S. CIVIL SERVICE COMMISSION
FPM CHAPTERS LI AND RI

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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

| | | | | | | | | | |
|---------------------------------------|----------------|--|--|------------------|--|--|---|--|--|
| 1. NAME (Last, first, middle initial) | CASASIN | | | 2. DATE OF BIRTH | | | PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE | | |
| | | | | 20 January 1924 | | | | | |

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.)

| NAME AND LOCATION OF AGENCY | FROM— | | | TO— | | | TYPE OF APPOINTMENT IF KNOWN | PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE | | |
|-----------------------------|-------|-------|-----|------|-------|-----|------------------------------|---|-------|-----|
| | YEAR | MONTH | DAY | YEAR | MONTH | DAY | | YEAR | MONTH | DAY |
| None <i>CIA</i> | 49 | 11 | 20 | | | | | | | |

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. P) | PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE | | |
|--------------------|-------|-------|-----|------|-------|-----|----------------------------------|---|-------|-----|
| | YEAR | MONTH | DAY | YEAR | MONTH | DAY | | YEAR | MONTH | DAY |
| United States Army | 43 | Feb | 15 | 48 | Oct | 27 | Yes; honorable | 5 | 8 | 12 |

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ADVICE 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 | | | PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE | | |
|---|-------|-------|-----|------|-------|-----|-------|--------|------|---|-------|-----|
| | YEAR | MONTH | DAY | YEAR | MONTH | DAY | YEARS | MONTHS | DAYS | YEAR | MONTH | DAY |
| | | | | | | | | | | | | |

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?

YES NO

(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 UNMARRIED 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.

1 August 57
(O/A)

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

SEAL

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

CONFIDENTIAL
(Form Filled In)TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2½ months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience; or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

CASASIA.

WITNESS:


Lorene E. Norbeck Date: 7 August 1957
Office of Personnel
Lorene E. Norbeck

9 December 1958

MEMORANDUM FOR: Secretary, CS/CSB

SUBJECT : Recommendation for Promotion to Grade GS-15
~~RECOMMENDED BY: C A S A S I N~~ C A S A S I N

REFERENCE : Your memorandum dated 8 October 1953

1. The SR Division and the Chief of Station, Tokyo (FJTT-1950, attached) recommend the promotion of ~~____~~ to GS-15.

2. Mr. [REDACTED] was last promoted 16 January 1955. On 17 February 1955 he arrived in Tokyo to serve as the senior SS officer in the FE field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency.

3. The very facts of Mr. ██████████'s youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. ██████████ deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and meet definite Division requirements for a senior officer at the GS-15 level.

Charles Kates
CHARLES KATES
Acting Chief, SR Division

Distribution:
Orig & 6 - Addr

| | | | |
|--|-----------------------|------------------------|------------|
| 160 | | | |
| chief, SR | | INFORMATION ADDRESSEES | |
| Chief of Station, Tokyo | | Chief, FK | |
| SUBJECT | HEADQUARTERS FILE NO. | DISPATCH SYMBOL ARB 63 | |
| REDWOOD/ADMINISTRATIVE Promotion of ██████████ | | FJTR-1950 | |
| REFERENCE (1) | DATE | | |
| FJTR-11531 (RIBAT), dated 11 October 1957 | Brakey - 2 | Maury - 3 | Nelson - 4 |
| ACTION REQUIRED: See paragraph 2 | | | |
| <p>1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on ██████████ under cover of FJTR-0001 dated 28 May 1958. Inasmuch as ██████████ was then at Headquarters on TDY, we requested that he review this fitness report and assure that in doing so he would also discuss with ██████████'s promotion, which both he and ██████████ felt was to be strongly recommended.</p> <p>2. ██████████ was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss ██████████'s promotion with us. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending ██████████ for promotion and find that the fitness report submitted with FJTR-0001 still reflects our current high appreciation of his abilities and progress.</p> | | | |
| <p>20 November 1958</p> <p>Distribution:</p> <p>2 - Chief, SR</p> <p>2 - Chief, FK</p> <p>Receiving</p> <p>✓ Pen 15/Pen</p> <p>✓ Pen</p> <p><input type="checkbox"/> CONTINUED →</p> | | | |
| OFFICIAL DISPATCH | | | |
| FORM NO. 53 TEST 1 SEP 56 | CLASSIFICATION | | 542 |
| REF ID: A6160 | | | |

Attachment to
FJTA-19609

MEMORANDUM No. 360

18 June 1957

TO : Chief of Station

FROM : Chief, Soviet Branch

SUBJECT: [REDACTED] - Recommendation for Promotion

CASPAR

1. [REDACTED] has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of [REDACTED] as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-14 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.

2. [REDACTED] operational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, [REDACTED] has handled a number of unilateral cases most effectively. In the office, too, as well as in face-to-face operational situations, [REDACTED] has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.

3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider [REDACTED] to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. [REDACTED] is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the

SECRET

Page 2.

~~SECRET~~

not reply. These characteristics do not always make for the best personal relations but are frequently obviated by intellect and above all are correctable and are being corrected.

4. In sum, ~~other~~ qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recommendation that a promotion recommendation be forwarded to Headquarters for consideration in the current mid-year lists.

Edward MARILUS

*Frank J. Sull
Major General
A. M. de Gennart*

~~SECRET~~

14-00000
9 December 1953

RECOMMENDATION FOR PROMOTION TO Grade GS-15

SUBJECT: Recommendation for promotion to Grade GS-15
Name of Staff Member: CAS A S I N - ①

PROMOTION: New recommendation dated 8 October 1953

REF ID: A77-11531 (R77-1) ①

1. The GS Division and the Chief of Station, FAYO (R77-1071, attached) recommend the promotion of Mr. REEDERSON to GS-15.

2. Mr. REEDERSON was last promoted 16 January 1953. On 17 February 1953 he arrived in FAYO to serve as the senior GS officer in the FA field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency strongly recommended. ①

3. The very facts of Mr. REEDERSON's youth in relation to his responsibilities and the final fast promotion to his present level has been rapid, earned the Division and the Chief of Station, FAYO to hold until this time a recommendation for his promotion which was submitted in June 1957. The crucial consideration has arrived to that not only is Mr. REEDERSON deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Central Service and meet definitely Division requirements for a senior officer at the GS-15 level. ①

CHARLES LANE
Acting Chief, GS Division

Distribution:
CIG 86 - ADP

~~SECRET~~

C O P Y

FJTT-1950

TO: Chief, SR
FROM: Chief of Station, Tokyo.
SUBJECT: Promotion of ██████████ CASASIN ①
REFERENCE: FJTW-11531 (RYBAT) dated 11 Oct 1957

25 November 1958

1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on ██████████ under cover of FJTT-0801 dated 28 May 1958. Inasmuch as Baker was then at Headquarters on TDY, we requested that he review this fitness report and assumed that in doing so he would also discuss with Maury ██████████ promotion, which both he and Nelson felt was to be strongly recommended. ①

2. Baker was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss ██████████ promotion with Maury. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending ██████████ for promotion and find that the fitness report submitted with FJTT-0801 still reflects our current high appreciation of his abilities and progress.

1
WILLIAM E. NELSON

CCFY
Attachment to
FJTA-19609

MEMORANDUM No. 350

18 June 1957

TO: Chief of Station
FROM: Chief, Soviet Branch
SUBJECT: Recommendation for Promotion.

(1) = CASASIN

1. [REDACTED] has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of [REDACTED] as an individual gained during this period and upon his actual performances, I recommend that he be entered for consideration on the SR Division GS-14 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.

2. [REDACTED] operational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, [REDACTED] has handled a number of unilateral cases most effectively. In (1) the office, too, as well as in face-to-face operational situations, [REDACTED] has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.

3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider [REDACTED] to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. [REDACTED] is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the best reply. These characteristics do not always make for the best personal relationships but are frequently obviated by intellect and above all are correctable and are being corrected.

14-00000

CASASINS

4. In sum, [REDACTED] qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recommendation that a promotion recommendation be forwarded to Headquarters for consideration in the current mid-year lists.

EDWARD MARELIUS

1 June 1959

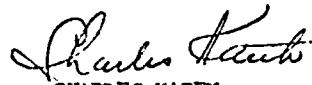
MEMORANDUM FOR: Chairman, CS Career Service Board

SUBJECT : Nominations for Promotion to GS-15

REFERENCE : Memorandum dated 14 May 1958 from
Secretary, CS Career Service Board

1. After reviewing GS-14 employees assigned to the
SR Division, I wish to again recommend the promotion of
CASASIN [redacted] Chief, Soviet Branch, Tokyo to GS-15.
I concur also in the attached recommendation for the pro-
motion of [redacted] prepared by the Chief of Base,
Berlin. *in office*

2. The Chief of Station, Tokyo and I recommended
CASASIN's [redacted] promotion in December 1958. This earlier
recommendation presented the personal qualities of Mr.
[redacted]. I wish simply to point out at this time that
since early 1954, Mr. [redacted] has more than fully dis-
charged responsibilities at the GS-15 level. I believe
that it is definitely time to elevate him to the level at
which he has been performing more than satisfactorily for
over 5½ years.


CHARLES KATEK
Acting Chief, SR Division

Distribution:
Orig & 6 addressees w/att

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

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

TO THE FIELD 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, if practicable, with his previous supervisor(s) to insure the report is accurate and complete. Relate his responsibility status with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so DATE a general way he knows where he stands.

Posted Pos. Control P-93 29 NOV 1955

FIELD REPORT

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE FIELD SUPERVISOR
Reviewed By POC *OK RPT/7/55*

CASASIN

SECTION I

| | | | |
|------------------------------|----------------------------------|--------|------------------------|
| 1. LEAVE PLANS AND APPROVALS | 2. DATE OF BIRTH | 3. SEX | 4. SERVICE DESIGNATION |
| <i>[Redacted]</i> | 20 Jan 1924 | M | (1) FI, (2) FP |
| 4. GRADE | 5. STATION DESIGNATION (Current) | | |
| GS-14 | USSR Base, Tokyo | | |

1. DUE DATE ON THIS REPORT 2. PERIOD COVERED BY THIS REPORT (Inclusive dates)
30 September 1955 17 February - 30 September 1955

SECTION II (To be completed by field supervisor)

| | |
|--|---|
| 1. CURRENT POSITION | 2. DATE ASSUMED RESPONSIBILITY FOR POSITION |
| Chief, USSR Base, Tokyo | 0136.01 |
| 12 February 1955 | |
| 3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency) | |

- A. As Chief of Operating Base:
 - 1. Manage and direct all operations against target area, and monitor products.
 - 2. Supervise system of development and exploitation of operational leads.
 - 3. Supervise proper administration and support of operations, including finances.
 - 4. Conduct or supervise effective liaison with other KUBARK elements, with other Government agencies abroad and, when appropriate, with representatives of other governments.
- B. As Senior SR Division Officer in Area:
 - 1. Consult with or advise other KUBARK and non-KUBARK units on target area, government, and IS characteristics.
 - 2. Make available to other KUBARK and non-KUBARK units area specialists, as required.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

| | |
|--|--|
| 1. NAME OF RATER (True) | 2. NAME OF REVIEWING OFFICIAL IN FIELD (True) |
| <i>Carlton B. Swift</i> | |
| 3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED. | |
| 4. DATE REPORT AUTHENTICATED AT HQS. | 5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE THIS REPORT AND SIGNATURES |
| <i>7 Nov. 1955</i> | <i>Phyllis M. Landrum</i> |

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECTION IV

OFFICE OF PERSONNEL

This section is provided as an aid in describing the individual. Your answer 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 to most people. On the right hand side of the page are four categories of descriptions. The scale "Not Observed" 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.

| STATEMENTS | CATEGORIES | | | | | |
|---|----------------------|----------------------|-----------------------------------|--------------------------------------|--|--|
| | NOT OBS- ERVED | 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 |

SECRET

(Form Filled In)

| | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|---|
| 26. CAN THINK ON HIS FEET. | | | | | | | | | X |
| 27. COMES UP WITH SOLUTIONS TO PROBLEMS. | | | | | | | | | X |
| 28. STIMULATING TO ASSOCIATES; A "SPARK PLUG". | | | | | | | | | X |
| 29. TOUGH MINDED. | | | | | | | | | X |
| 30. OBSERVANT. | | | | | | | | | X |
| 31. CAPABLE. | | | | | | | | | X |
| 32. CLEAR THINKING. | | | | | | | | | X |
| 33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS. | | | | | | | | | X |
| 34. EVALUATES SELF REALISTICALLY. | | | | | | | | | X |
| 35. WELL INFORMED ABOUT CURRENT EVENTS. | | | | | | | | | X |
| 36. DELIBERATE. | | | | | | | | | X |
| 37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES. | | | | | | | | | X |
| 38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS. | | | | | | | | | X |
| 39. THOUGHTFUL OF OTHERS. | | | | | | | | | X |
| 40. WORKS WELL UNDER PRESSURE. | | | | | | | | | X |
| 41. DISPLAYS JUDGEMENT. | | | | | | | | | X |
| 42. GIVES CREDIT WHERE CREDIT IS DUE. | | | | | | | | | X |
| 43. HAS DRIVE. | | | | | | | | | X |
| 44. IS SECURITY CONSCIOUS. | | | | | | | | | X |
| 45. VERSATILE. | | | | | | | | | X |
| 46. HIS CRITICISM IS CONSTRUCTIVE. | | | | | | | | | X |
| 47. ABLE TO INFLUENCE OTHERS. | | | | | | | | | X |
| 48. FACILITATES SMOOTH OPERATION OF HIS OFFICE. | | | | | | | | | X |
| 49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION. | | | | | | | | | X |
| 50. A GOOD SUPERVISOR. | | | | | | | | | X |

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Capable operations officer with broad understanding of Soviet problems.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

SECRET

SECRET

(When filled in)

C. INDICATE IF YOU THINK THAT ANY SING

STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHERS

ILLUSTRATIONS

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, WHEN? 11 07 AM '55

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

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 ADQUATELY; 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 organization.

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

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 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.

SECRET

SECRET

(When Filled In)

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 CO no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. CHASSAIN GENERAL

| | | | |
|---------------------------------|------------------|--------|------------------------|
| 1. NAME (Last) (First) (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. SERVICE DESIGNATION |
|---------------------------------|------------------|--------|------------------------|

| | | | |
|---------------------------------|------------------|--------|------------------------|
| 1. NAME (Last) (First) (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. SERVICE DESIGNATION |
|---------------------------------|------------------|--------|------------------------|

| | | | |
|---------------------------------|------------------|--------|------------------------|
| 1. NAME (Last) (First) (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. SERVICE DESIGNATION |
|---------------------------------|------------------|--------|------------------------|

| | |
|---|----------------------------|
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT | 6. OFFICIAL POSITION TITLE |
|---|----------------------------|

| | |
|---|----------------------------|
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT | 6. OFFICIAL POSITION TITLE |
|---|----------------------------|

| | |
|---|----------------------------|
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT | 6. OFFICIAL POSITION TITLE |
|---|----------------------------|

| | | |
|----------|--------------------------|--|
| 7. GRADE | 8. DATE REPORT DUE IN OP | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) |
|----------|--------------------------|--|

| | | |
|----------|--------------------------|--|
| 7. GRADE | 8. DATE REPORT DUE IN OP | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) |
|----------|--------------------------|--|

| | | | |
|-----------------------------------|---------|-------------------------|-------------------|
| 10. TYPE OF REPORT (Check one) | INITIAL | REASSIGNMENT-SUPERVISOR | SPECIAL (Specify) |
|-----------------------------------|---------|-------------------------|-------------------|

| | | | |
|-----------------------------------|---------|-------------------------|-------------------|
| 10. TYPE OF REPORT (Check one) | INITIAL | REASSIGNMENT-SUPERVISOR | SPECIAL (Specify) |
|-----------------------------------|---------|-------------------------|-------------------|

| | | | |
|-----------------------------------|---------|-------------------------|-------------------|
| 10. TYPE OF REPORT (Check one) | INITIAL | REASSIGNMENT-SUPERVISOR | SPECIAL (Specify) |
|-----------------------------------|---------|-------------------------|-------------------|

SECTION F. CERTIFICATION

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

A. THIS DATE B. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR C. SUPERVISOR'S OFFICIAL TITLE

15 November 1956 Edward M. Aszkenasy Chief, Soviet Branch

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

A. THIS DATE B. TYPE OR PRINTED NAME AND SIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL

21 November 1956 W. Lloyd George Chief of Operations

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.

- 7
- 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

RATING NUMBER 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: Does this person have 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 |
|---------------------------|--|

| | |
|---------------------------|---|
| DESCRIPTIVE RATING NUMBER | 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION |
|---------------------------|---|

| | |
|---------------------------|---|
| DESCRIPTIVE RATING NUMBER | 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION |
|---------------------------|---|

| | |
|---------------------------|---|
| DESCRIPTIVE RATING NUMBER | 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION |
|---------------------------|---|

| | | |
|--------|-----------|-----------------------|
| ACTUAL | POTENTIAL | DESCRIPTIVE SITUATION |
|--------|-----------|-----------------------|

| | | |
|---|--|--|
| 2 | | 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) |
|---|--|---|

| | | |
|---|--|--|
| 3 | | A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level) |
|---|--|--|

| | | |
|---|--|--|
| 3 | | 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) | 1. CHIEF OF STAFF |
|--|-----------------|-------------------|

(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 Regulation 20-370. 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. C 95 AS IN GENERAL

| | | | |
|---|--------------------------|---|------------------------|
| 1. NAME (Last) (First) (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. SERVICE DESIGNATION |
| ██████████ | 20 Jan. 1924 | M | DI |
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Japan Station (RESDP) | | 6. OFFICIAL POSITION TITLE Area Operations Officer | |
| 7. GRADE GS-14 | 8. DATE REPORT DUE IN OP | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1955 to 30 September 1956 | |
| 10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL | | REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE | |

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

| | |
|--|---|
| <input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. | IF INDIVIDUAL IS RATED "1" 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. | |
| <input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS. | I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify): |

B. THIS DATE C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
15 November 1956 Edward Marelus Chief, Soviet Branch

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 |
| R | 19 JAN 1957 |
| Posted Pos. 5 | |
| Reviewed by [Signature] 1-22-57 | |

 CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL
23 November 1956 W. Lloyd George Staff of Operations

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.

| |
|---|
| 6 |
|---|

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
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

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.
 - For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
 - Compare in your mind, when possible, the individual being rated with others doing some 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 | MAIL ROOM |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | CONDUCTS INTERROGATIONS |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | PREPARES SWITZERS |
| BRIEFING TECHNICAL REPORTS | MANAGES FILES | TRANSLATES GERMAN |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | DEBRIEFING SOURCES |
| TYPING | COORDINATES WITH OTHER OFFICES | KEEPS BOOKS |
| TAKING DICTATION | WRITES RECOMMENDATIONS | DRIVES TRUCK |
| SUPERVISING | PREPARES CORRESPONDENCE | MAINTAINS AIR CONDITIONING |
| | | EVALUATES SIGNIFICANCE OF DATA |
- b. 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.

| | |
|---|--|
| 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER |
| 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | 7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| 3 - PERFORMS THIS DUTY ACCEPTABLY | |
| 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | 8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

| SPECIFIC DUTY NO. 1 | RATING NUMBER | SPECIFIC DUTY NO. 4 | RATING NUMBER |
|-------------------------------|---------------|-------------------------------------|---------------|
| Deputy to Branch Chief | 5 | Supervising | 4 |
| SPECIFIC DUTY NO. 2 | | | |
| Conducts Foreign Liaison | 6 | SPECIFIC DUTY NO. 5 | RATING NUMBER |
| | | Prepares correspondence and reports | 6 |
| SPECIFIC DUTY NO. 3 | | | |
| Prepares and manages projects | 4 | SPECIFIC DUTY NO. 6 | RATING NUMBER |
| | | Handles admin routine | 4 |

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject has really superb natural equipment for work in this Organization in terms of mental capacity, psychological bent and affinity for the things and people he comes against. He tops this off with industry and language ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence.

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.

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 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: Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.

SECRET

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF YEARS THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION
Six

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL.

Subject has a high all-around potential. With respect to ~~the~~ **11134137** below, he tends to support subordinates from his own energy rather than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Routine refresher training as appropriate.

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

All normal. No limiting factors.

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

1 - APPLIES TO THE INDIVIDUAL TO THE FIRST POSSIBLE DEGREE

CATEGORY NUMBER 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 | 5 | 11. HAS HIGH STANDARDS OF ACCOMPLISHMENT | 4 | 21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES |
| 4 | 2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | 4 | 12. SHOWS ORIGINALITY | 3 | 22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS |
| 5 | 3. HAS INITIATIVE | 4 | 13. ACCEPTS RESPONSIBILITIES | 3 | 23. IS THOUGHTFUL OF OTHERS |
| 5 | 4. IS ANALYTIC IN HIS THINKING | 3 | 14. ADMITS HIS ERRORS | 4 | 24. WORKS WELL UNDER PRESSURE |
| 5 | 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 | 4 | 26. IS SECURITY CONSCIOUS |
| 3 | 7. CAN GET ALONG WITH PEOPLE | 5 | 17. COMES UP WITH SOLUTIONS TO PROBLEMS | 5 | 27. IS VERSATILE |
| 5 | 8. HAS MEMORY FOR FACTS | 5 | 18. IS OBSERVANT | 4 | 28. HIS CRITICISM IS CONSTRUCTIVE |
| 5 | 9. GETS THINGS DONE | 5 | 19. THINKS CLEARLY | 4 | 29. FACILITATES SMOOTH OPERATION OF HIS OFFICE |
| X | 10. CAN COPE WITH EMERGENCIES | 5 | 20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS | 5 | 30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION |

SECRET

(When Filled In)

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 CO no later than 30 days after the due date indicated in item 8 of Section "E" below.

| | | | |
|---|---|--|--|
| SECTION E. <i>C 9585 CN</i> | | GENERAL | |
| 1. NAME | (Last) <i>██████████</i> (First) <i>██████████</i> (Middle) <i>██████████</i> | 2. DATE OF BIRTH | 3. SEX |
| | | <i>20 Jun. 1921</i> | 4. SERVICE DESIGNATION <i>DI</i> |
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <i>Tokyo Station R&D CCO</i> | | 6. OFFICIAL POSITION TITLE <i>Area Operations Officer</i> | |
| 7. GRADE | 8. DATE REPORT DUE IN OP <i>CS-14</i> | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <i>1 October 1956 to 30 September 1957</i> | |
| 10. TYPE OF REPORT (Check one) | <input checked="" type="checkbox"/> ANNUAL | <input type="checkbox"/> REASSIGNMENT-SUPERVISOR | <input type="checkbox"/> SPECIAL (Specify) |
| 11. ANNUAL | | | |
| 12. 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 <i>23 Oct 57</i> | B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR'S SUPERVISOR'S OFFICIAL TITLE <i>Lloyd George ██████████ CCS Tokyo</i> |
| 2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED THE OFFICE/PLACE OF OPINION IN ATTACHED MEMO A. THIS DATE <i>16 Oct 1957</i> | B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>Eduard W. Winkler</i> |
| C. OFFICIAL TITLE OF REVIEWING OFFICIAL <i>Chief SOV Branch Japan Station</i> | |

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.

- 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 WE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
- 4 • READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
- 5 • WILL PROBABLY ADJUST QUICKER 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

7

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

SECRET

(When Filled In)

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

15

4. COMMENTS CONCERNING POTENTIAL

Subject is well suited for this business and the business ^{OCF 20} ~~is not fit~~ ^{50 PH 37} should progress steadily to positions of great responsibility.

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher &/o preparatory training as required.

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

No limiting factors or personal circumstances known to the rater

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 |

OPINION

| CATEGORY | STATEMENT | CATEGORY | STATEMENT | CATEGORY | STATEMENT |
|----------|---|----------|--|----------|---|
| 4 | 1. ABLE TO SEE AND OTHER'S POINT OF VIEW | 5 | 13. HAS HIGH STANDARDS OF ACCOMPLISHMENT | 4 | 21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES |
| 4 | 2. CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED | 4 | 12. SHOWS ORIGINALITY | 3 | 22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS |
| 5 | 3. HAS INITIATIVE | 4 | 13. ACCEPTS RESPONSIBILITY | 3 | 23. IS THOUGHTFUL OF OTHERS |
| 5 | 4. IS ANALYTIC IN HIS THINKING | 3 | 14. ADMITS HIS ERRORS | 4 | 24. WORKS WELL UNDER PRESSURE |
| 5 | 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 | 4 | 26. IS SECURITY CONSCIOUS |
| 3 | 7. CAN GET ALONG WITH PEOPLE | 5 | 17. COMES UP WITH SOLUTIONS TO PROBLEMS | 5 | 27. IS VERSATILE |
| 5 | 8. HAS MEMORY FOR FACTS | 5 | 18. IS OBSERVANT | 4 | 28. HIS CRITICISM IS CONSTRUCTIVE |
| 5 | 9. GETS THINGS DONE | 5 | 19. THINKS CLEARLY | 4 | 29. FACILITATES SMOOTH OPERATION OF HIS OFFICE |
| 5 | 10. CAN COPE WITH EMERGENCIES | 5 | 20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS | 5 | 30. DOES NOT REQUIRE STRONG OR CONTINUOUS SUPERVISION |

SECRET

(When filled in)

H. S. F. 100.

FITNESS REPORT (Part II) 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 Regulation 20-370. 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 A. of Section "A" below.

SECTION A.

CHASAN

GENERAL

| | | | | |
|---|--|--|-------------------|------------------------|
| 1. NAME | (First) [REDACTED] (Middle) [REDACTED] | 2. DATE OF BIRTH | 3. SEX | 4. SERVICE DESIGNATION |
| | | 20 Jan. 1924 | M | PI |
| 5. OFFICE/DIVISION/BRANCH OR ASSIGNMENT | | 6. OFFICIAL POSITION TITLE | | |
| Tokyo Station REDINGOD | | Area Operations Officer | | |
| 7. GRADE | 8. DATE REPORT DUE IN OP | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) | | |
| GS-14 | | 1 October 1956 to 20 September 1957 | | |
| 10. TYPE OF REPORT (Check one) | INITIAL ANNUAL | X REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE | SPECIAL (Specify) | |

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOT: Completed at Headquarters; subject not available (Copy sent to field).

A. CHECK (X) APPROPRIATE STATEMENTS:

| | |
|--|---|
| <input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL. | 11. INDIVIDUAL IS RATED "P" IN C. A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT. |
| <input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS. | 12. 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 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
16 Oct 1957 *Eduard M. Marcin* Chief SOV Branch Japan Station

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 [REDACTED] | DATE 7 NOV 1957 |
| Posted Rec. C.R.C. | |
| Reviewed by POC <i>OG 11/17</i> | |

 CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL
23 Oct 57 *Lloyd G. George* COS, Tokyo

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.

- | | |
|---|---|
| 6 | 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
(This section is optional)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

115

III FILE OF PERSONNEL RATING

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period.
 b. Place the most important first. Do not include minor or unimportant duties.
 c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor 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
 GIVING LECTURES DEVELOPS NEW PROGRAMS
 CONDUCTING SEMINARS ANALYZES INDUSTRIAL REPORTS
 WRITING TECHNICAL REPORTS MANAGERS FILES
 CONDUCTING EXTERNAL LIAISON COORDINATES WITH OTHER OFFICES
 TYPING WRITES REGULATIONS
 TAKING DICTATION PREPARES CORRESPONDENCE
 SUPERVISORY
 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.

MAIL ROOM

CONDUCTS INTERROGATIONS
 PREPARES SUMMARIES
 TRANSLATES GERMAN
 INVESTIGATING SOURCES
 KEEPS BOOKS
 DRIVES TRUCK
 MAINTAINS AIR CONDITIONING
 EVALUATES SIGNIFICANCE OF DATA

| | |
|---|--|
| 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER |
| 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | 7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| 3 - PERFORMS THIS DUTY ACCEPTABLY | 8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| 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 | RATING NUMBER | SPECIFIC DUTY NO. 4 | RATING NUMBER |
|-------------------------------|---------------|--|---------------|
| Deputy to Branch Chief | 5 | Supervising | 4 |
| SPECIFIC DUTY NO. 2 | RATING NUMBER | SPECIFIC DUTY NO. 5 | RATING NUMBER |
| Conducts Foreign Liaison | 6 | Prepares correspondence and reports and handles administrative routine | 5 |
| SPECIFIC DUTY NO. 3 | RATING NUMBER | SPECIFIC DUTY NO. 6 | RATING NUMBER |
| Prepares and Manages Projects | 4 | Develops and handles Agents | 5 |

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject has excellent natural equipment for employment in this organization in terms of his intelligence and natural aptitudes. Additionally, he brings a great deal of area knowledge and language ability to his present assignment. During the period covered by this report he has displayed great industry and devotion to duty in a variety of circumstances and achieved notable results in production and in the creation of both short and long-term assets for his unit. On the debit side I would say that he is somewhat too businesslike in many personal situations to the point of being almost humourless. This, however, is a quality which he does not permit to intrude upon the necessities of his operational work although it often shows in office relationships.

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.

- 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

(When Filled In)

(Date)

FITN. 3 REPORT (Part II) POTEN. L

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 CO no later than 30 days after the due date indicated in item 8 of Section "2" below.

SECTION E.

GENERAL

| | | | | | |
|---|---------------------------|---|-------------------------------------|--|------------------------------|
| 1. NAME (Last) <i>[Redacted]</i> | (First) <i>[Redacted]</i> | (Middle) <i>[Redacted]</i> | 2. DATE OF BIRTH 20 Jan 1924 | 3. SEX M | 4. SERVICE DESIGNATION DI |
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FE, TOKYO, JAPAN | | 6. OFFICIAL POSITION TITLE Area Ops Officer | | | |
| 7. GRADE GS-11 | 8. DATE REPORT DUE IN OP | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1957 - 9 April 1958 | | | |
| 10. TYPE OF REPORT (Check one) | ANNUAL | 11. PRACTICAL REASSESSMENT-SUPERVISOR | 12. ANNUAL REASSESSMENT-EMPLOYEE | 13. SPECIAL (Specify) <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 27 May 1958 | B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR William E. Nelson | C. SUPERVISOR'S OFFICIAL TITLE |
|-----------------------------|---|--------------------------------|

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

| | | |
|-----------------------------|---|---|
| A. THIS DATE 27 May 1958 | B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL John E. Baker | C. OFFICIAL TITLE OF REVIEWING OFFICIAL |
|-----------------------------|---|---|

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.

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 5 | 1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED |
| <input type="checkbox"/> | 6 | 2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED |
| <input type="checkbox"/> | 7 | 3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES |
| <input type="checkbox"/> | 8 | 4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES |
| <input type="checkbox"/> | 9 | 5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING |
| <input type="checkbox"/> | 10 | 6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL |
| <input type="checkbox"/> | 11 | 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: Does this person have 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.

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

| ACTUAL | POTENTIAL | DESCRITIVE 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 supervisor) |
| | 3 | 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

FORM Filled In

| | | | | | |
|--|---|------------------------|--|----------|--|
| 3. INDICATE THE APPROXIMATE NUMBER OF TIMES THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION | | 10 months of personnel | | | |
| 4. COMMENTS CONCERNING POTENTIAL | | | | | |
| <p>His potential for advancement is excellent. He has the right blend of operational know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his security, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.</p> <p style="text-align: right;">HALL Flug</p> | | | | | |
| SECTION H. FUTURE PLANS | | | | | |
| 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL | | | | | |
| <p>Subject deserves at sometime within the next year or two the opportunity to broaden his experience either by command of a small station or advancement to a more responsible job in a large one.</p> | | | | | |
| SECTION I. DESCRIPTION OF INDIVIDUAL | | | | | |
| <p>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.</p> <p>X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>1 = APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE</p> <p>CATEGORY NUMBER 2 = APPLIES TO INDIVIDUAL TO A LIMITED DEGREE</p> <p>3 = APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE</p> <p>4 = APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE</p> <p>5 = APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p> | | | | | |
| CATEGORY | STATEMENT | CATEGORY | STATEMENT | CATEGORY | STATEMENT |
| 4 | 1. ABLE TO SEE ANOTHER'S POINT OF VIEW | 5 | 11. HAS HIGH STANDARDS OF ACCOMPLISHMENT | 5 | 21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES |
| 5 | 2. CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED | 4 | 12. SHOWS ORIGINALITY | 4 | 22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS |
| 4 | 3. HAS INITIATIVE | 5 | 13. ACCEPTS RESPONSIBILITY EASILY | 4 | 23. IS THOUGHTFUL OF OTHERS |
| 5 | 4. IS ANALYTIC IN HIS THINKING | 4 | 14. ADMITS HIS ERRORS | 4 | 24. WORKS WELL UNDER PRESSURE |
| 4 | 5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS | 4 | 15. RESPONDS WELL TO INSPIRATION | 5 | 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 | 5 | 27. IS VERSATILE & ADAPTIVE |
| 5 | 8. HAS MEMORY FOR FACTS | 5 | 18. IS OBSERVANT | 5 | 28. HIS CRITICISM IS CONSTRUCTIVE |
| 4 | 9. GETS THINGS DONE | 5 | 19. THINKS CLEARLY | 5 | 29. FACILITATES SMOOTH OPERATION OF HIS OFFICE |
| 4 | 10. CAN COPE WITH EMERGENCIES | 5 | 20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS | 5 | 30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION |

SECRET

DECLASS
(Check Filled In)

SR 8.

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 Regulation 20-370. 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) [REDACTED] (First) [REDACTED] (Middle) [REDACTED] | 2. DATE OF BIRTH 20 Jan 1924 | 3. SEX M | 4. SERVICE DESIGNATION DI |
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FE, TOKYO, JAPAN | | 6. OFFICIAL POSITION TITLE Area Cus Officer | |
| 7. GRADE GS-14 | 8. DATE REPORT DUE IN OP | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1957 - 9 April 1958 | |
| 10. TYPE OF REPORT (Check one) | INITIAL ANNUAL | REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE | <input checked="" type="checkbox"/> SPECIAL (Specify) 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 OPINION OF THIS INDIVIDUAL. | IF INDIVIDUAL IS RATED "I" IN CT OR D, A WARNING CERTIFICATE WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT. |
| <input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS. | <input type="checkbox"/> 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. | |

2. THIS DATE **27 May 1958** C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR **William E. Nelson** D. SUPERVISOR'S OFFICIAL TITLE

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 Per Control | 14 JUL 1958 |
| Reviewed by TDD | 020 7/24/18 |

THIS REPORT HAS BEEN PREPARED UNDERR CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH THE STANDARDS IN ORDER TO MAKE FITNESS REPORTS AS RELIABLE AND MINIMIZING AS POSSIBLE

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE **27 May 1958** B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL **John E. Baker** C. OFFICIAL TITLE OF REVIEWING OFFICIAL

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.

- | | |
|-----|---|
| 5/6 | 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:

SECTION C
(Leave Filled In)

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 as supervisor 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 | MAILROOMERS 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 DOORS |
| 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 As branch chief directs and plans operations of denied area branch. | RATING NUMBER | SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies | RATING NUMBER |
| SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services. | RATING NUMBER | SPECIFIC DUTY NO. 5 | RATING NUMBER |
| SPECIFIC DUTY NO. 3 Develops and handles agents | RATING NUMBER | SPECIFIC DUTY NO. 6 | RATING NUMBER |

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is an exceedingly well-equipped operations officer. He is mature, intelligent, has a thorough background in operations in his area and the ability to grow in his job. His operational planning and execution is usually impeccable. He has the loyalty of his subordinates and the respect of his equals and supervisors. He is particularly effective in dealing in the liaison field where his good sense and disinterest in "fighting the problem" produces a maximum of cooperation and good will. If he has any minor fault as a supervisor, it is not in impatience with his subordinates, as reflected in previous evaluations, but in an occasional unwillingness to say no to them.

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:

SECRET

SECRET
(When Filled In)

24 (1959) 0/16/59

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | |
|--|--|--|--|---|--|
| SECTION A <i>CASADIN</i> | | | | GENERAL | |
| 1. NAME (Last) <i>JOHN C. CASADIN</i> | (First) <i>JOHN</i> | (Middle) <i>C.</i> | 2. DATE OF BIRTH <i>20 January 1924</i> | 3. SEX <i>M</i> | 4. GRADE <i>GS-14</i> |
| 5. SERVICE DESIGNATION | 6. OFFICIAL POSITION TITLE | | | 7. OFF/DIV/BR. OF ASSIGNMENT <i>SR, Tokyo, Japan</i> | |
| 8. CAREER STAFF STATUS | | | 9. TYPE OF REPORT | | |
| NOT ELIGIBLE <input checked="" type="checkbox"/> | MEMBER <input type="checkbox"/> | DEFERRED <input type="checkbox"/> | INITIAL <input type="checkbox"/> | REASSIGNMENT/SUPERVISOR | |
| PENDING <input type="checkbox"/> | DECLINED <input type="checkbox"/> | DENIED <input type="checkbox"/> | ANNUAL <input checked="" type="checkbox"/> | REASSIGNMENT/EMPLOYEE | |
| 10. DATE REPORT DUE IN O.P. <i>31 May 1959</i> | 11. REPORTING PERIOD <i>From 10 Apr 58 - 31 Mar 59</i> | | SPECIAL (Specify) | | |
| SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES | | | | | |
| List up to six of the most important specific duties performed during the rating period. (Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).) | | | | | |
| 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior |
| SPECIFIC DUTY NO. 1 <i>Supervises and directs operational branch of some 17 persons</i> | RATING NO. <i>5</i> | SPECIFIC DUTY NO. 4 <i>Case officer</i> | | | RATING NO. <i>6</i> |
| SPECIFIC DUTY NO. 2 <i>Conducts operational liaison with local intelligence and security services.</i> | RATING NO. <i>6</i> | SPECIFIC DUTY NO. 5 | | | RATING NO. |
| SPECIFIC DUTY NO. 3 <i>Conducts liaison with U.S. military and civilian intelligence services.</i> | RATING NO. <i>6</i> | SPECIFIC DUTY NO. 6 | | | RATING NO. |
| SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance. | | | | | |
| <ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. | | | | | RATING NO. <i>5</i> |
| SECTION D DESCRIPTION OF THE EMPLOYEE | | | | | |
| In the rating boxes below, check (X) the degree to which each characteristic applies to the employee | | | | | |
| 1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree | |
| CHARACTERISTICS | | | NOT APPLI-CABLE | NOT OR-SERVED | RATING |
| GETS THINGS DONE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| RESOURCEFUL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ACCEPTS RESPONSIBILITIES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| DOES HIS JOB WITHOUT STRONG SUPPORT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| WRITES EFFECTIVELY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| SECURITY CONSCIOUS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| THINKS CLEARLY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| OTHER (Specify): | <i>None</i> | | | | |

SEE SECTION "E" ON REVERSE SIDE

SECTION E**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated by employee in current position. Indicate suggestions made by employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

U.S. 122 6428415-19 AH '59

Subject continues as one of the most capable, professional and hard working of the branch chiefs in the Station. Working MAIL ROOM against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position.

SECTION F**CERTIFICATION AND COMMENTS**

| | | |
|--|---|---|
| 1. BY EMPLOYEE | | |
| I certify that I have seen Sections A, B, C, D and E of this Report. | | |
| DATE | SIGNATURE OF EMPLOYEE | |
| 27 April 1959 | signed on transmittal | |
| 2. BY SUPERVISOR | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | |
| 7 to 22 | | |
| IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. | | |
| EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS | REPORT MADE WITHIN LAST 90 DAYS | |
| OTHER (Specify): | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| 27 April 1959 | DC Tokyo Station | William Nelson signed on transmittal |
| 3. BY REVIEWING OFFICIAL | | |
| <input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. | | |
| COMMENTS OF REVIEWING OFFICIAL | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
| 27 April 1959 | C/Tokyo Station | John E. Baker signed on transmittal |

SECRET

SECRET
(When Filled In)

201300

GSPD

EMPLOYEE SERIAL NUMBER

FITNESS REPORT

| | | | | | | | | | | |
|---|----------------------------------|---|-----------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SECTION A | | GENERAL | | | | | | | | |
| 1. NAME | (First) <i>J. A. C. H. S. M.</i> | (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. GRADE | | | | | |
| | | | 20 Jan 1924 | M | GS-14 | | | | | |
| 5. SERVICE DESIGNATION | 6. OFFICIAL POSITION TITLE | | 7. OFF/DIV/BR OF ASSIGNMENT | | | | | | | |
| DI | | | FE/Tokyo Sta/SR | | | | | | | |
| 8. CAREER STAFF STATUS | | | 9. TYPE OF REPORT | | | | | | | |
| NOT ELIGIBLE PENDING | MEMBER DECLINED | DEFERRED DENIED | INITIAL ANNUAL | REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE | | | | | | |
| 10. DATE REPORT DUE IN O.P. | | 11. REPORTING PERIOD From <i>1 Apr 59</i> To <i>24 July 60</i> | | SPECIAL (Specify) | | | | | | |
| SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES | | | | | | | | | | |
| <p>List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p> | | | | | | | | | | |
| 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | | | | | |
| SPECIFIC DUTY NO. 1 | | RATING NO. | SPECIFIC DUTY NO. 4 | | RATING NO. | | | | | |
| Chief, Soviet Branch, responsible for activities of 24 staff and 6 contract employees | | 6 | Case officer | | 5/6 | | | | | |
| SPECIFIC DUTY NO. 2 | | RATING NO. | SPECIFIC DUTY NO. 5 | | RATING NO. | | | | | |
| Responsible for station SR planning, budgeting, and operating activities | | 6 | Other | | | | | | | |
| SPECIFIC DUTY NO. 3 | | RATING NO. | SPECIFIC DUTY NO. 6 | | RATING NO. | | | | | |
| Representing the station at varied levels in all SR matters | | 6 | | | | | | | | |
| SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | | | | | |
| <p>Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.</p> | | | | | | | | | | |
| 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. | | | | | RATING NO. 5 | | | | | |
| SECTION D DESCRIPTION OF THE EMPLOYEE | | | | | | | | | | |
| <p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee</p> | | | | | | | | | | |
| 1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree | | | | | | |
| CHARACTERISTICS | | | | NOT APPLICABLE | NOT OBSERVED | 1 | 2 | 3 | 4 | 5 |
| GETS THINGS DONE | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| RESOURCEFUL | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| ACCEPTS RESPONSIBILITIES | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| WRITES EFFECTIVELY | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| SECURITY CONSCIOUS | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| THINKS CLEARLY | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| OTHER (Specify): | | | | | | <input type="checkbox"/> |

SEE SECTION "E" ON REVERSE SIDE

SECTION E**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made by employee for improvement of his work. Give recommendations for his promotion, if appropriate, his deserved pay increase, training and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as his "host" country; an excellent and proven degree of operational "know-how"; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty. He can be expected to continue his dynamic and imaginative pursuit of a most difficult target. It is my opinion that this officer has great potential and is ready for increased responsibilities which would involve the promotion for which he has been recommended. As for training, a good managerial course might help to bring into even sharper focus his many talents.

This report has been prepared in accordance with FE Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

SECTION F**CERTIFICATION AND COMMENTS****BY EMPLOYEE**

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE
23 June 1960

SIGNATURE OF EMPLOYEE
[Signature]/s/ on transmittal

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
OTHER (Specify):

REPORT MADE WITHIN LAST 90 DAYS

DATE
23 June 1960

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

John Brindle(P) signed on
transmittal

BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

CJS, Tokyo

John Baker/s/ on transmittal

SECRET

SECRET
(When Filled In)Recorded by
Date

| | | | | | | | |
|--|--|----------------------------|---|-----------------------------|---------------|------------|---|
| <i>M. G. Casas</i> | | FITNESS REPORT | | | | | |
| SECTION A | | GENERAL | | EMPLOYEE SERIAL NUMBER | | | |
| 1. NAME | | 2. DATE OF BIRTH | | 3. R.R. | | | |
| M. G. Casas | | 20 January 1924 | | 4. GRADE | | | |
| 2. SERVICE DESIGNATION | | 3. OFFICIAL POSITION TITLE | | 5. OFF/DIV/BR OF ASSIGNMENT | | | |
| D | | Branch Chief | | OC/GR/6 | | | |
| 6. CAREER STAFF STATUS | | 7. TYPES OF REPORT | | | | | |
| NOT ELIGIBLE | | MEMBER | | REASSIGNMENT/SUPERVISION | | | |
| PENDING | | DECLINED | | REASSIGNMENT/EMPLOYEE | | | |
| 8. DATE REPORT DUE IN O.P. | | 9. REPORTING PERIOD | | SPECIAL (Specify) | | | |
| July 1960-October 61 | | | | | | | |
| SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES | | | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | | | |
| 1 - Unsatisfactory | | 2 - Barely adequate | | 3 - Acceptable | | | |
| 4 - Competent | | 5 - Excellent | | 6 - Superior | | | |
| 7 - Outstanding | | | | | | | |
| SPECIFIC DUTY NO. 1 Supervises large functional branch of thirty-seven staff and fifteen contract personnel. | | RATING NO. | SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies. | | RATING NO. | | |
| 5 | | | | | 6 | | |
| SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities. | | RATING NO. | SPECIFIC DUTY NO. 5 Prepares and presents briefings. | | RATING NO. | | |
| 5 | | | | | 6 | | |
| SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request. | | RATING NO. | SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their resettlement. | | RATING NO. | | |
| 5 | | | | | 5 | | |
| SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION <i>resettlement</i> . | | | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance. | | | | | | | |
| <ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. | | | | | | | |
| <table border="1" style="float: right; margin-right: 10px;"> <tr> <td>RATING NO.</td> </tr> <tr> <td>5</td> </tr> </table> | | | | | | RATING NO. | 5 |
| RATING NO. | | | | | | | |
| 5 | | | | | | | |
| SECTION D DESCRIPTION OF THE EMPLOYEE | | | | | | | |
| In the rating boxes below, check (X) the degree to which each characteristic applies to the employee. | | | | | | | |
| 1 - Least possible degree | | 2 - Limited degree | | 3 - Normal degree | | | |
| 4 - Above average degree | | 5 - Outstanding degree | | | | | |
| CHARACTERISTICS | | | | NOT APPLI- CABLE | NOT SERVED | RATING | |
| | | | | | | 1 2 3 4 5 | |
| GETS THINGS DONE | | | | | | X | |
| RESOURCEFUL | | | | | | X | |
| ACCEPTS RESPONSIBILITIES | | | | | | X | |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | | | X | |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | | | X | |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | | | X | |
| WRITES EFFECTIVELY | | | | | | X | |
| SECURITY CONSCIOUS | | | | | | X | |
| THINKS CLEARLY | | | | | | X | |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | | | X | |
| OTHER (Specify) | | | | NOT APPLI- CABLE | | | |

| SEE SECTION "E" ON REVERSE SIDE | | | | | |

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Analyze or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

441 '61

MAIL ROOM

Mr. ██████████ has a good knowledge of Soviet matters and generally is very well informed. He continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic.

Mr. ██████████ supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

9 November 1961

SIGNATURE OF EMPLOYEE

B7

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

Twelve

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

9 November 1961

SR/Chief of Plans and Operations

John M. Maury

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

21 NOV
1961

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, SR Division

TYPED OR PRINTED NAME AND SIGNATURE

John M. Maury

SECRET

SECRET

1862
Med

6104

6 August 1962

CASASIN

Memorandum in Lieu of Fitness Report

Subject:

CASASIN My last statements concerning the performance of [REDACTED] should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.



QUENTIN C. JOHNSON
Chief of Operations and Plans
SR Division

CONCUR:

Howard J. Osborn
HOWARD J. OSBORN
Chief, SR Division

6101
Casasian

6 August 1962

Memorandum in Lieu of Fitness Report

Subject:

My last statements concerning the performance of [redacted] should be extended to cover the remainder of his service as Chief of SR/3. He departed headquarters for a field assignment 31 July 1962.

Arthur C. Johnson
ARTHUR C. JOHNSON
Chief of Operations and Plans
... Division

CONCUR:

W. J. O'DOBIN
W. J. O'DOBIN
Chief, SR Division