

CASASIN, Thomas B.

HIGHLY CONFIDENTIAL - SOURCE INFORMATION STAFF

FILE TITLE/NUMBER/VOLUME:

Personnel file:

Thomas B. CASASIN (J. Richardson)

EXCLUSIVENESS:

CUSTODIAL UNIT/LOCATION:

NAME:

AMENDMENTS, IF ANY:

SEARCHED	INDEXED	SERIALIZED	FILED
7/1/85	7/5/85		

B1  
2869  
TO PERIOD

1R

SECRET

DRAFT FORM NO. 10

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
0037833		GARBER, ALBERT E.		CONTRACT TERMINATION (103JMH171)		06 26 74		CARRIER ASSOCIATE (F)	
6. FUNDS		V TO V	V TO O	7. PAY AND INCRA		8. CSC OR OTHER LEGAL AUTHORITY			
		O TO V	X O TO O	4136-4292					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
USC CINC USARATE EUROPEAN DIVISION UNISAVANT				PARIS, FRANCE					
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPERATIONS ANALYST									
14. CLASSIFICATION SCHEDULE (GS 18 ORN)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS-18		0156-01		15 0		\$ 36000 LEIS: 052872			
18. REMARKS									
BIRTH DATE: 24-SEAS M MARITAL STATUS: DIV NO. DEPENDENTS: 01 CIVIC STATUS: UNMARRIED CONGEVITY COMPS: 112049 FED SERVICE COMPS: 030744 TYPE OF CONTRACT: GEN-KO HOSPITALIZATION: P PLANS: PROFL: YES PREVN. GOVT SEAVS: 4 SAL. TASK LIMIT: PAY BASIS: S A/L INJ: 6 S/L INJ: 4									
- - - - - CONTRACT INFORMATION - - - - - EFF DATES: 051572 EXPIRATION DATES: INDEFN DATE ORIG CONTRACT: 051572 REF FUNDING: FAPIC: JUN FEE: REFURG: EUR PHONE: 7503 - - - - - CONFIDENTIAL/SECURITY/ALLIANCES - - - - - TAX STATUS: Y FED TAXP: STATE EXMP: STATE: CIVIL: Y FED TAXP: Y HAVING: A POST/EQUAL: HUMAN: CIV: Y CIV: CIV: Y OFFSET CLAUSE: Y STD GOVT: Y PROFL: FRS: Y PAYROLL: PAY: N ALLIANCE COMM: N EDUCATION: CIV: P INCL: N PAY TAX FEE: N OTHER ALLOWNS: N SEPARATIONS:									
19. DATA IS AS PRECISE AS AN ESTIMATE & REFLECT CHANGED DATA									
SIGNATURE OR OTHER AUTHENTICATION									

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(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER	2 NAME (LAST FIRST MIIDDLE)			PREPARED: 06/11/72		
CASASIN, THOMAS B						
3 NATURE OF PERSONNEL ACTION INITIAL ENTRY				4 EFFECTIVE DATE 05 15 72	5 CATEGORY OF EMPLOYMENT CAREER AGENT (S)	
6 FUNDS →		V TO V	V TO O	7 FINANCIAL ANALYSIS NO CHARGEABLE - B CSC OR OTHER LEGAL AUTHORITY 3136-1231		
8 ORGANIZATIONAL DESIGNATIONS DDP DIRECTORATE EUROPEAN DIVISION				10 LOCATION OF OFFICIAL STATION PARIS, FRANCE		
11 POSITION TITLE OPS OFFICER				12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION	
14 CLASSIFICATION SCHEDULE (GS, LS etc.) (FULL TIME)		15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 15 0	17 SALARY OR RATE DUG: 020363 LEI: 052672		
18 STATUS INFORMATION BIRTH DATES: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE CUMP: 030744 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN: FEGLIST: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 6 S/L IND: 4						
19 CONTRACT INFORMATION EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: EUR PERS REFR CRG: EUR PHONE: 6913						
20 ENTITLEMENTS/ELIGIBILITIES/ALLIANCES TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: CHE OPS EXPNSE: Y HOUSING: A POST/EQUAL: HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE CUMPS: N EDUCATION: STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS: N SEPARATION:						
21 SIGNATURE OR OTHER AUTHENTICATION						

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(When filled in)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)		3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
CCE-7625	CASSASIA THOMAS E		LEGISLATIVE PAY ADJUSTMENT		NO	50	CAREER ASSOCIATE (S)
					10	14	73
6. FUNDS	V-B-V	1-E-3	7. PAY AND RICA	8. CS OR OTHER LEGAL AUTHORITY			
	0-10-V	X-5-C	4136-9242				
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION				
FDC DIRECTORATE EUROPEAN DIVISION UNSAVANT			PARIS, FRANCE				
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
CPS OFFICER							
14. CLASSIFICATION SCHEDULE (CS) OR CS		15. OCCUPATIONAL CODES		16. GRADE AND STEP		17. SALARY OR RATE	
LEVEL THREE US		G1E5-01		15 0		DUG: 020-03 LSI: 05287	
18. REMARKS - - - - - STATUS INFORMATION - - - - -							
EFF. DATE: 04 SEPT 81 HABITAT ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: CIVILIAN LENGTH OF COMM: 112047 FED SERVICE COMPS: 030744 TYPE RETIREMENTS: CIA R-D HOSPITALIZATION: F PLANS: FELIG: YES FRS: 0 STATE SERVS: 4 SAL. TASK LIMITS: PAY BASIS: A 840-1582-0 SAL INCS: 4							
19. CONTRACT INFORMATION - - - - -							
EFF. DATE: 051572 EXPIRATION DATE: END FN DATE: OIG CONTRACT: 051572 REFERRING OFFICERS: EUR-PRS REF ID: EUR PNLN: 7503							
20. ENTITLEMENTS/EXCLUSIVITIES/ALLOWANCES - - - - -							
TRAVEL: Y FED EXPNS: Y STATE EXPNS: STATE: TRAVEL CHG CPS EXPNS: Y HOUSING: A PEST/FLU: Y HMO: LEAVES: 4 DIFFERENTIALS: Y OFFSET CLAUSES: Y STD GRNTS: Y LEGISL PAY: Y PREMIUM PAY: Y ALLOWANCE CHRS: N EDUCATION: STEP INCRS: N OTH TAX ENCL: Y OTHER ALLOWNS: N PERATIONS:							
ALTER ITEMS PREPARED BY AN AUTOM. & REFLECT CHANGED DATA							
SIGNATURE OR OTHER AUTHENTICATION							

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(Not to be filled in)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		PREPARED BY: JEREMY	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		
REASSIGNMENT		5. CATEGORY OF EMPLOYMENT CARRIER ASSOCIATE 131		
6. FUNDS:	V TO V	V TO O	7. PAY AND RICA	8. PAY OR OTHER LEGAL AUTHORITY
	O TO V	A O TO O	41506	
9. ORGANIZATIONAL DESIGNATIONS LEVEL INSTITUTION MECHANICAL DIVISION UNSAMENT			10. LOCATION OF OFFICIAL STATION PARIS, FRANCE	
11. POSITION TITLE EPS ENRICH			12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
14. CLASSIFICATION SCHEDULE (GS 10, etc.) LEVEL: GS		15. OCCUPATIONAL SERIES 0100-001	16. GRADE AND STEP G 10 C	17. SALARY OR RATE E6004 (000000) 36971 (000000)
18. REMARKS 19. AGE: 24 YEARS 20. DEPENDENTS: 01 21. CITIZENSHIP: US/WHITE 22. EDUCATION: COLLEGE EDUCATION 23. EMPLOYMENT: CIA - P 24. HOSPITALIZATION & PLANS: FELLS: YES PREV. CIVIL SERVICE: 4 PAY BASIS: A A/L 100% G/L 100% 25. CONTRACT INFORMATION CONTRACT: 051572 EXPIRATION DATE: 05/15/72 REF ID: 00000000000000000000000000000000 PHONE: 47003 26. ENTITLEMENTS/RELIGIOUS BELIEFS/ALLOWANCES 27. STATUS: Y FED EXPENSE: Y STATE: Y 28. EXPENSES: Y BUSINESS: Y POST/PROJEC: Y 29. LEAVES: 4 DIFFERENTIAL: Y OFFICE CLADS: Y MED DEVIS: Y 30. PAY: Y PREMIUM PAY: N ALLOWANCE: SUMMER EDUCATION: STEP BONUS: N CTH TAX CHL: N OTHER ALLOW: N SEPARATION:				
NOTE: Item 15 is preceded by an asterisk (*) if it changes.				
SIGNATURE OR OTHER AUTHENTICATION				

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(Formerly P-1000-1)

## NOTIFICATION OF PERSONNEL ACTION

1. POSITION NUMBER		2. NAME (LAST-FIRST-MIDDLE)		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT	
0037E33 CASASIA THOMAS B.				01	12	13	CAREER AGENT TSJ
5. STATUS OF PERSONNEL ACTION		6. ORGANIZATIONAL DESIGNATIONS		7. PAY AND INCRA		8. CK OR OTHER LEGAL AUTHORITY	
MISCELLANEOUS CHANGE		EDF DIRECTORATE RCA-OFFICIAL COVEN ACT DIV		131-4252		131-4252	
9. FUNDING		V 10 V	V 10 O	10. LOCATION OF OFFICIAL STATION		PARIS, FRANCE	
		0 10 V	X 0 10 O				
11. POSITION TITLE				12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION		
CFS OFFICER							
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) (FULL TIME)		15. OCCUPATIONAL SERIES GS	16. GRADE AND STEP 0126.01	17. SALARY OR RATE 15 0	18. DLG: C20363 LEI: C52812 S/L IND: 4		
19. REMARKS - - - - - STATES INFORMATION - - - - - BIRTH DATE: 24 SEX: M MARITAL ST: LIV NO. DEPENDENTS: 01 CITIZENSHIP: LS/BIRTH LENGTH OF CONTRACT: 012045. FEL SERVICE CLPP: 030744 TYPE RETIREMENT: CIA R-E HOSPITALIZATION: F PLAN: FEGLII: YES PREV. GGOVT SERV: 4 SAL. TASK LIMIT: FAY BASIS: A A/L IND: 8 S/L IND: 4 - - - - - CONTRACT INFORMATION - - - - - EFF DATE: 051572 EXPIRATION DATE: INDEFINITE CONTRACT: 051572 REFERRING OFFICER: RLCAL PERS REFR CAG: RCCA PHONE: 5050 - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - TAX STAFF: Y FEU EXP: STATE EXP: STATE: TRAVEL CHG: CFS EXPENSE: Y FLSING: A POST/SECUAL: FLME LEAVE: 4 DIFFERENTIAL: Y CFFSET CLAUSE: Y STE GOVT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE CLPP: N EDUCATION: STEP INCRES: N CTH TAX ENCL: N OTHER ALLOWNS: N SEPARATION:							
NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA							
SIGNATURE OR OTHER AUTHENTICATION							

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## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)	3. DATE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF PERSONNEL	
0037833 CASASIN THOMAS B					01-07-73		CAREER AGENT (S)	
LEGISLATIVE PAY ADJUSTMENT					7. PAY AND RANK		8. EX-ON OTHER LEGAL AUTHORITY	
FUND		V 10 V	V 10 D		E 10 - 429B			
X		X	X					
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION			
LOP DIRECTORATE ACA-CFFICIAL COVER ACT CIV					PARIS, FRANCE			
11. POSITION TITLE					12. POSITION NUMBER	13. CAREER-SERVICE DESIGNATION		
CPS OFFICER					C136.01	DCG: 02036 EEI: C52672		
14. CLASSIFICATION SCHEDULE (GS/LD-PW)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
(FULL TIME) GS				15 0		34 971		
18. REMARKS - STATUS INFORMATION - EIRY DATE: 24 SEX: M MARITAL ST: CIV AC. DEFENDENTS: 01 CITIZENSHIP: LS/BIRTH LENGTH OF SERVICE: CCMP: C30746 TYPE RETIREMENT: CIA R-C FED SERVICE CCMP: C30746 FEGL: YES REV. GCLT SERV: 4 SAL. TASK LIMITS: PAY EASTIS: A A/L IND: 8 SVL IND: 4 - - - - - CONTRACT INFORMATION - - - - - EFF DATE: 051572 EXPIRATION DATE: FACEFA LATE CRIG CONTRACT: C51572 REFERRING OFFICER: ACCAL PERS FEFR CRG: ACCA FFCNE: 5050 - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - TAX STAFF: Y FED EXMP: STATE EXMP: STATES: TRAVEL: CHI CPS EXPNS: Y FLSNG: A POST/REGULS: FLME LEAVE: 4 DIFFERENTIAL: Y CFFSET CLAUSE: Y STD CLAT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE CCMP: N EDUCATICA: STEP INCHS: A CTH TAX ENTL: A CTERF ALLOWS: N SEPARATION:								
NOTES ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA								
SIGNATURE OR OTHER AUTHENTICATION								

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(When filled in)**NOTIFICATION OF PERSONNEL ACTION**

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)			3. PREPARED: 11/03/72		
00000000000000000000	SAMSUNG THOMAS R.					
4. STATUS OF PERSONNEL ACTION MISCELLANEOUS CHANGE			5. EFFECTIVE DATE 11/01/72	6. CATEGORY OF EMPLOYMENT CARRIER AGENT (SI)		
7. FUNDS FUND SOURCE: V-V FUND AMOUNT: V-V FUND SOURCE: O-O FUND AMOUNT: O-O			8. FAM AND RICA 3131-429P		9. COK OR OTHER LEGAL AUTHORITY	
10. ORGANIZATIONAL DESIGNATIONS DIA/P DIRECTORATE NON-OFFICIAL COVER ACT DIV			11. LOCATION OF OFFICIAL STATION PARIS, FRANCE			
12. POSITION TITLE EPS OFFICER			13. POSITION NUMBER	14. CAREER SERVICE DESIGNATION		
15. CLASSIFICATION SCHEDULE (GS OR GS-4)		16. OCCUPATIONAL SERIES GS-136-01	17. GRADE AND STEP 15-0	18. SALARY OR RATE DOG: 020363 LEI: 052872		
19. REMARKS - STATUS INFORMATION - BIRTH DATE: 24-SEP-48 MAJITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH: LONGEVITY COMPS: FED SERVICE COMP: 030744 TYPE RETIREMENT: CIA R-D INCENTIVIZATION: F PLANS: FEGL: YES PREV. GVT SERV: 4 SAL. TASK LIMITS: PAY BASIS: A A/L IND: 3 S/L IND: 4 - - - - - CONTRACT INFORMATION - - - - - EHT DATE: 0515-72 EXPIRATION DATE: INDEFN DATE DRIG CONTRACT: 051572 REFERRING OFFICER: N/CAD PERS FILER GRD: NOCA PHONE: 5050 - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - TAXES/STAFF: Y FED EXMP: STATE EXMP: STATE: PRIVATE: OPT CPS EXPNS: Y HOSPITAL: A POST/EQUALS: HRS LEAVES: 14 DIFFERENTIAL: Y OFFSET CLAUSE: Y SIR GOVT: Y L.GRD PAY: Y PREMIUM PAY: N ALLOWANCE COMP: N EDUCATION: STEP INCRS: N UTH TAX ENCL: N OTHER ALLOW: N SEPARATIONS:						
NOTE: ITEMS PRECEDED BY AN ASTERISK * REFLECT CHANGED DATA						
SIGNATURE OR OTHER AUTHENTICATION						

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(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER <b>0037833</b>	2. NAME (LAST-FIRST-MIDDLE) <b>CASASIN THOMAS S.</b>	3. PREPARED: 09/29/72
4. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>		5. EFFECTIVE DATE <b>09 20 72</b>
6. CAREER SERVICE DESIGNATION <b>CAREER AGENT (S)</b>		7. CATEGORY OF EMPLOYMENT <b>(S)</b>
8. FUNDS Funds →	V 10 V 0 10 V	V 10 O X 0 10 O
9. ORGANIZATIONAL DESIGNATIONS <b>*DDP DIRECTORATE *NON-OFFICIAL COVER ACT DIV</b>		10. LOCATION OF OFFICIAL STATION <b>PARIS, FRANCE</b>
11. POSITION TITLE <b>OPS OFFICER</b>		12. POSITION NUMBER 13. CAREER SERVICE DESIGNATION
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) <b>(FULL TIME) GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>15 0</b>
		17. SALARY OR RATE <b>OGG: 020363 LEI: 052872</b>
18. REMARKS - - - - - STATUS INFORMATION - - - - -		
BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01		
CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744		
TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN:		
FEGL I: YES PREV. GOVT SERV: 4 SAL. TASK LIMITS:		
PAY BASIS: A A/L IND: 3 S/L IND: 4		
- - - - - CONTRACT INFORMATION - - - - -		
EFF. DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572		
REFERRING OFFICER: *NOGAD PERS REFR ORG: *NOCA PHONE: *5050		
- - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - -		
TAX STAFF: Y FED EXMP: STATE EXMP: STATE:		
TRAVEL: CHI OPS EXPNS: Y HOUSING: A POST/EQUALS:		
HOME LEAVES: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y		
LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMM: N EDUCATION:		
STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS: N SEPARATIONS:		
NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA		
SIGNATURE OR OTHER AUTHENTICATION		

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BOX A

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FRP: .....

DEFERRED TELEPOUCH

CONF: IP/DP-11

INFO: FILE, RF, (13/P)

78 0582111

PAGE 001

TOT: 190843Z APR 78

WASHINGTON 208255

S E C R E T

DEFERRED TELEPOUCH 190843Z WASHINGTON 208255

TO: PARIS.

FROM: E/F/S INFO E/D/PERS, E/D/HF, OP/CPD, CCS/CSB, OED/NOC

SUBJECT: ADMIN BEHANK NOGAME - THOMAS B. CASASIN (P)

1. ACCORDING TO MOC ON THOMAS B. CASASIN, REACTION OBLIGATION TO REIMBURSE CASASIN FOR COST OF SHIPPING UP TO ONE THOUSAND (1,000) POUNDS OF MHE FROM FRANCE TO MODUAL, EXPIRED AS OF 31 DECEMBER 1977. ALL OTHER COMMITMENTS, INCLUDING EXTENSION OF CASASIN'S SERVICES UNDER MOC, EXPIRED 31 DEC 77 ALSO.

2. FYI: UNSAVANT PROJECT FOR CASASIN WAS TERMINATED AT END OF FY 76. REPEAT FY 76. PROJECT FILE BEING CLOSED AS ALL ASPECTS OF THIS CASE TERMINATED.

3. FILE: 029-006-252/21 201-0933259. E2 IMPDET.>  
ORIG: E/F/S (SANDY DELONG X9487 14 APR 78); COORD: E/E/D/PERS (DUTER), E/D/BF (YOW), OP/CPD (BROOKS), CCS/CSB (FOR INFO), OED/NOC (FOR INFO); REL: C/E/F (HORNSTEIN). CL BY 061308.

END OF MESSAGE

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MEMORANDUM OF ORAL COMMITMENT

DATE 23 May 1975

TO: OFFICE OF FINANCE

VIA: CHIEF, EUR AND CONTRACT PERSONNEL DIVISION

FROM: CONTRACT APPROVING OFFICER, PARIS

SUBJECT: ENGAGEMENT OF NAME/1 Independent Contractor  
XXXXXX XXXXXXXXXX Contract Employee

1. TERM AND ACTIVITY CHARGE - Subject individual has been engaged under oral contract for use under Activity XXXXXXXXXXXXXX effective 1 July 1975 XXXXXXXXXXXX until  
obligation is completed but not to exceed 31 December 1977. COT

2. SECURITY APPROVAL - The appropriate security approval for subject's use has been obtained. Type (former Career Associate)

3. CITIZENSHIP - Subject (is) is not a WODUAL Citizen.

4. COMPENSATION - Subject will be paid nothing per in currency. Describe any other compensation in the nature of bonus commitments, gifts, loans, currency conversions or other

5. TAXES - Explain method of collection when appropriate FLAT RATE  
(N/A, FR 20-18d applies, to be determined by Headquarters)

6. QUARTERS AND/OR SUBSISTENCE - Quarters Allowance N/A per

Subsistence Allowance \_\_\_\_\_ per

7. OPERATIONAL EXPENSES - N/A

a. Travel expenses (will) (will not) be reimbursed. Fixed Payment \_\_\_\_\_  
Regular Accountings \_\_\_\_\_. Allowance of \_\_\_\_\_ per

b. Other operational expenses (will) (will not) be reimbursed.  
Type Expense \_\_\_\_\_; Method of Accounting \_\_\_\_\_  
Type Expense \_\_\_\_\_; Method of Accounting \_\_\_\_\_  
Type Expense \_\_\_\_\_; Method of Accounting \_\_\_\_\_

8. OTHER COMMITMENTS - \*Describe BIGEARD will reimburse CASASE for costs of shipment of up to 1000 (one thousand) pounds of gear at the conclusion of cover employment from Paris, France to ██████████, (Scheduled for 31 May 1977).

9. CONTINGENT OBLIGATIONS - (Not promised Subject but may have to be met) \*Describe

NO COMMITMENTS OTHER THAN THOSE DESCRIBED ABOVE HAVE BEEN MADE TO SUBJECT.

SIGNED:

Case Officer

REVIEWED:

Special Contracting Officer

13/5/75

Field Contracting Officer

APPROVED:

DISTRIBUTION:

Orig 1 - Headquarters

1 - Static Finance

1 - Subject File

\*Certain special benefits or commitments require prior Headquarters approval i.e., leave, retirement, death, disability, missing in action, resettlement, escrow accounts, citizenship assistance, emergency assistance, bonus payments, and other unusual items.

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RECIPIENT WILL CHECK CLASSIFICATION		TOP AND BOTTOM	
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
<b>TO:</b>	<b>NAME AND ADDRESS</b>	<b>DATE</b>	<b>INITIALS</b>
1	DIVPers/SP	23 FEB 1976	HM
2			
3	AD/Pers	1976	25 FEB 1976
4	C/CPD		
5			
6			
<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<p><b>Remarks:</b> Recommend AD/Pers approval (albeit retroactively) of the attached request from the Chief, EUR Division to extend the MOC for Thomas R. CASASIN (P) as an independent contractor without compensation beginning 1 July 1975. The only benefit payable under the MOC will be a taxable payment for the shipment in 1977 of 1,000 lbs., of personal effects from Paris to the United States.</p> <p>Subject, now age 52, retired under CLARDS 28 June 1974 as a GS-15 (Step 10) career associate. On 24 June 1974, D/Pers approved a request to engage him as an independent contractor for a one-year period beginning 1 July 1974 at an annual fee of \$8,000.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
C/CPD, 5 E 67, Hqtrs		7841 1403 Feb 76	
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 237 See previous editions GPO: 1974 O - 5700-1 (40)

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76-0561

76-376

29 JUN 1975

MEMORANDUM FOR: Director of Personnel  
VIA: Deputy Director for Operations  
FROM: Chief, European Division  
SUBJECT: Request for Extension of the Services of  
Thomas B. CASASIN (P), Retired Annuitant,  
under a Memorandum of Oral Commitment

1. Action Requested: Your approval is requested to extend the services of Thomas B. CASASIN (P) under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977. The only compensation to CASASIN would be money equivalent to shipment costs for a maximum of 1,000 pounds of personal effects from Paris, France, to the United States. Since CASASIN is an Independent Contractor, the amount of money given CASASIN will be considered taxable income for tax year 1977.

2. Basic Data and Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. Twelve years of this period were spent as a Staff Employee, seven of which were at Headquarters and five years, 1955-1960, were spent in Tokyo. In 1962 CASASIN was assigned to Paris under nonofficial cover as a Staff Agent. In 1972 he was converted to Career Associate status to coincide with his cover employment with UNESCO, a position he attained on his own initiative. CASASIN retired as a GS-15, Step 10, on 30 June 1974 and with proper Headquarters approvals was utilized by Paris Station as an Independent Contractor, effective 1 July 1974. His compensation was in accordance with the 90 percent provision of HR 20-13 a(1) (c) (1).

3. Staff Position: Due to his growing employment involvement at UNESCO, CASASIN requested, and the Paris Station agreed, not to renew his written Independent Contract, due for renewal 1 July 1975. However, since CASASIN is willing to meet informally

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CL BY 057567

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with the Station, the Station requests a Memorandum of Oral Commitment to be effective for the period CASASIN remains in **UNESCO's** employ, which is expected to terminate in 1977. CASASIN's experience as an Operations Officer and, specifically, experience and operational contacts derived through his present employment position in Paris are sufficiently valued by the Paris Station to request the continuation of CASASIN's services under a Memorandum of Oral Commitment.

4. Recommendation: Your approval is requested to continue CASASIN's services under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977 with total compensation being money equivalent to the cost of shipping a maximum of 1,000 pounds of personal effects from Paris, France, to the United States.

*for J. W. Wells*  
William W. Wells  
Chief, European Division

CONCUR:

*John H. Blue*  
Deputy Director for Operations

*17 Feb 1976*  
Date

APPROVED:

*G. S. C. D. P.*  
Director of Personnel

*25 Feb 1976*  
Date

DISAPPROVED:

*Director of Personnel*

*Date*

**SECRET**

**CONFIDENTIAL**

MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH : Career Management Group,  
Contract Personnel Branch

SUBJECT : Thomas B. CASASIN (P)  
Termination of contract

This is to advise you that Thomas B. CASASIN'S (P)  
contract expired 30 June 1975. It is requested that CASASIN'S  
contract be terminated effective that date.

Gerald K. Hughes, Jr.  
Chief, Personnel Section  
European Division

APPROVED:

*John W. Sandman*  
Special Operations Officer

**CONFIDENTIAL**

E2 IMPDET  
CL BY 027164

CONFIDENTIAL

28 JUN 1974

MEMORANDUM FOR : Deputy Director for Management and Services

SUBJECT : Request for Voluntary Retirement -

Mr. Jacques G. Richardson  
Casas, Thomas B.

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-15 Equiv. Position: Career Associate  
Career Service : Operations  
Office/Division : Europe Division  
Date Requested for Retirement: 28 June 1974  
Age at that Date : 50  
Years of Creditable Service : 30  
Years of Agency Service : 24  
Years of Qualifying Service : 19

3. The applicant's Career Service and the CIA Retirement Board recommended that the request be approved. I endorse these recommendations.

B. DeFelice

Director of Personnel

4. The recommendation contained in paragraph 3 is approved:

(s) Harold L. Brownman

6/27/74 CIA

Deputy Director for Management and Services

Date

CONFIDENTIAL

3589 (4-74)

2 IMPACT CL 8 026653

**Distribution**

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**OP/RAD/ROB/WFMadigan:cam/3297 (27 June 1974)**

14-00000

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**CERTIFICATION BY THOMAS B. CASASIN  
CAREER ASSOCIATE, AS TO EXPENDITURES OF  
ADMINISTRATIVE ALLOWANCE.**

I certify that the Administrative Allowance payments made to me in accordance with the provisions of the Addendum to the Agency contract dated 5 August 1972 and any amendments and extensions thereto have, to the best of my knowledge and belief, been used substantially for the purpose for which provided and have not accrued to my personal advantage or enrichment.

Date

SIGNED

Thomas B. Casasin

E2IMPDET.  
CL by: 063837

## OUTGOING MESSAGE


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STAFF

362304Z

DIRECTOR

696233

CONF: EUR 4 INFO: FILE CMG/HOC 3 OPA/MIS CCS2

DISSEM BY

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OP

TO: PARIS-V

WODEEP ADMIN V

REFS: A. PARIS 56954 IN 578647

B. OFAT-1377, 29 MAY 74

NEED TO KNOW DATE WHEN CASASIN WILL CONCLUDE UNCAIRD EMPLOYMENT.

SECTION I (C) HOC STATUS REPORT FORWARDED REF B STATES HE IS ON

THREE-YEAR EXTENSION CONTRACT WITH UNCAIRD TO END JUNE 1977. PLS

ADVISE. E2 IMPDET-A

DC/EUR/PERS *Stephen C. Erby*  
 CMG/HOC GEORGE MARLING (PHONE)  
 E/HOC *E. Sullivan*  
 E/BF *P. Lew*

DATE: 16 MAY 75  
 ORIG: BARBARA GENTILE  
 UNIT: E/F/S  
 EXT: 9487

TELETYPE OFFICE

COORDINATING OFFICE

AUTHORIZING OFFICE

CLASSIFICATION

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CL BY:

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7-71 MARC 2 PA

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STAFF

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ACTION 6

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OF 2 OF 2 CM6/M

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PAGE 01-81

IN 578647

TORI131043Z MAY 75

PARI 56954

S E C R E T 131043Z MAY 75 STAFF

CITE PARIS 56954

TO: DIRECTOR,

NO DEEP ADMIN

1. THOMAS B. CASASIN HAS GIVEN NOTICE THAT HE DOES NOT INTEND TO RENEW HIS CONTRACT WHICH TERMINATES 30 JUNE 1975. HE CITES HIS GROWING INVOLVEMENT AT UNCAIRD AS THE REASON.

2. HE HAS AGREED TO FUTURE MEETINGS WITH STATION OFFICERS ON AN INFORMAL BASIS. FOR HIS CONTINUING COOPERATION HE ASKS ONLY THAT HIS ENTITLEMENT FOR SHIPMENT OF HEE TO THE U.S. BE KEPT OPEN UNTIL HE CONCLUDES HIS UNCAIRD EMPLOYMENT. STATION WILL WRITE A MOC COVERING THIS CONTINGENCY. PLEASE ADVISE YOUR CONCURRENCE.

E-2 IMPDET

S E C R E T

**SECRET**

DATE: 26 May 1975

CTC NO. 210

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax Assessment for Thomas S. CANASIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Twenty-three and seven-tenths (23.7) per cent	1 May 1975	

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

CHARLES W. SANDMAN  
Executive Secretary  
Covert Tax Board

## CONTRACT APPROVAL:

/s/ Charles W. Sandman

22 May 1975

Chief, Contract Personnel Division

Date

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**SECRET**

11-4-211

FORM 2643 USE PREVIOUS EDITION  
11-73 101-7000

2 - CPD Copy

E2. IMPDET CL BY 007622

14-00000  
SECRET

DATE: 25 December 1974

OTC NO: 242

MEMORANDUM FOR: Director of Finance  
ATTENTION : Chief, Compensation and Tax Division  
THROUGH : Chief, Contract Personnel Division  
SUBJECT : Tax Assessment for Thomas S. CASTRO (T)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Eleven and nine-tenths (11.9)	2 December 1974	1975

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

*Roger C. Brooke*  
Roger C. Brooke  
Executive Secretary  
Covert Tax Board

CONTRACT APPROVAL:

*Roger C. Brooke*  
Chief, Contract Personnel Division

26 DEC 1974

Date

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SECRET

FORM 2643 EDITIONS  
11-73

11-4-211  
E-2 IMPDET CL BY: 007622

2 - CPD Copy

OFAT-1492  
6 Aug 74

CONFIDENTIAL

FITNESS REPORT		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.						
<b>SECTION A: GENERAL INFORMATION</b>								
1. EMPLOYEE NUMBER <b>128609</b>	2. NAME (last, first, middle) <b>CASASIN, Thomas B. (P)</b>	3. DATE OF BIRTH <b>20 Jun 24</b>	4. SEX <b>M</b>	5. GRADE & SD <b>GS-11 D</b>				
6. OFFICIAL POSITION TITLE <b>Career Associate - Ops Officer</b>	7. GPO CITY OF ASSIGNMENT <b>DDO/EUR</b>	8. CURRENT STATION <b>Paris</b>						
9. TYPE OF APPOINTMENT			10. TYPE OF REPORT					
<input checked="" type="checkbox"/> CAREER	CAREER PROVISIONAL	RESERVE	ANNUAL	21 MONTHS	30 MONTHS	<input checked="" type="checkbox"/> REASSESSMENT	SPECIAL	
CONTRACT	SPECIAL	TEMPORARY	11. REPORTING PERIOD (months)		12. DATE REPORT DUE IN G.P. <b>1 January 74-30 June 74</b>			
<b>SECTION B: PERFORMANCE EVALUATION</b>								
<p><b>U—Unsatisfactory</b>: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M—Marginal</b>: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P—Proficient</b>: Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S—Strong</b>: Performance is characterized by exceptional proficiency.</p> <p><b>O—Outstanding</b>: Performance is so exceptional in relation to requirements of the work and is comparable to the performance of others doing similar work as to warrant special recognition.</p>								
<b>SPECIFIC DUTIES</b>								
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).								
SPECIFIC DUTY NO. 1  <b>SEE ATTACHED MEMORANDUM IN LIEU.</b>								RATING LETTER
SPECIFIC DUTY NO. 2								RATING LETTER
SPECIFIC DUTY NO. 3								RATING LETTER
SPECIFIC DUTY NO. 4								RATING LETTER
SPECIFIC DUTY NO. 5								RATING LETTER
SPECIFIC DUTY NO. 6								RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular strengths or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter or the rating box corresponding to the statement which most accurately reflects his level of performance.								RATING LETTER

C O N F I D E N T I A L

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : Thomas B. CASASIN

PERIOD COVERED: January - June 1974

Although I have been the Station case officer for Subject only since January 1974, I have been acquainted with his performance for the Station for the past 5 1/2 years through my assignment in the French Branch at Headquarters and, for the past 2 1/2 years, as the Station officer responsible for UNCAIRD operations. I have always considered CASASIN to be a highly skilled, experienced senior case officer thoroughly devoted to the work of BKHERALD. He is becoming increasingly effective in his present cover position at UNCAIRD, operating against both Soviet and PRC targets, and I am delighted that he has agreed to continue his cooperation with the Station as a field agent following his retirement from BKHERALD effective 30 June 1974. CASASIN can look back with pride over his years of service with BKHERALD but he can also look forward to additional years of highly useful, productive work for Paris Station.

CASASIN's attitude can best be summed up by a comment on my first operational meeting with him following his official retirement. He instinctively went immediately to a discussion of operations, not of retirement. I am confident that CASASIN will continue to be a highly motivated, effective asset of Paris Station, and I wish him well.

John H. Kenney  
Operations Officer

C O N F I D E N T I A L

14-00000

C O N F I D E N T I A L

SECTION D

The attached Memorandum in Lieu of a Fitness Report should be read in conjunction with the NOC Status Report on Subject for the period ending 31 March 1974; these reports overlap somewhat in the period covered. As has been indicated by both Russell N. SKOGSBERG, who prepared Section I, and George T. HEMSLEY, who prepared Section III of the NOC Status Report, Subject is an impressive officer who has developed superb cover for himself but who has been only reasonably effective in identifying, developing and turning over useful access agents to the Station. While endorsing the general thrust of the Memorandum in Lieu of a Fitness Report, the undersigned also feels that Subject should bring a sharper focus to bear on developing in-depth relationships with those persons who have the potential of becoming quality access agents to priority targets. Subject meets and knows many people in his milieu, including Soviets; he reports in considerable volume on these contacts. We encourage him to concentrate on a few of these contacts and to plumb them to their depths. The undersigned joins SKOGSBERG in wishing Subject well and in paying recognition to his motivation and his attitude.

Subject's Specific Duties remained essentially as described in his previous Fitness Report (for the period 1 January - 31 December 1973). I would rate him on these Specific Duties as he was previously rated.

/s/ Oleg Selsky  
Operations Officer

C O N F I D E N T I A L

**CONFIDENTIAL****FITNESS REPORT - FIELD TRANSMITTAL****SPECIAL NOTE**

*Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.*

**INSTRUCTIONS**

The following items of the Fitness Report will NOT be completed by field personnel:

SECTION A, items 2, 3, 7, and 8.

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT INCLUDING SECTION D.	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym)
	6 Aug 74	Edwin E. Havens Thomas B. CASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym)	
	Edwin E. Havens for Russell N. SKOGSBERG	
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym)	
	Edward J. HEROSIAN Edward J. Herosian	

FORM 45A OBSOLETE PREVIOUS  
3-73 EDITIONS

**CONFIDENTIAL**

SF 2 IMPDET CL BY 007622

104-473

14-00000  
SECRET

DATE: 23 July 1974

CTC NO. 110

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax Assessment for Thomas S. CASASIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

Assessment Rate (Percentage)	Effective Date	Tax Year
Eighteen and seven-tenths (18.7)	23 June 1974	1974

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

Executive Secretary  
Covert Tax Board

CONTRACT APPROVAL:

25 JUL 1974

/s/ Charles W. Sanderson  
Chief, Contract Personnel Division

Date

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PAGE 01-01

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PARI 51247

SECRET 201107Z SEP 74 STAFF

CITE PARIS 51247 (HEMSLEY ACTING)

TO: DIRECTOR,

ADMIN PERS

REF: DIRECTOR 599151

EDWIN E. HAURONIC WITNESSED SIGNING OF CASASIN'S  
CONTRACT, E2 IMPDET.

lukh

SECRET

**CONFIDENTIAL**

MEMORANDUM FOR: Chief, Contract Personnel Division  
THROUGH : CMG/CP  
SUBJECT : Inclusion of HHE shipment in contract for  
Independent Contractor, Thomas B. CASASIN (P)

1. It is requested that the new contract for Thomas B. CASASIN (P) include shipment of HHE for him and his dependents and POV as well as storage of household effects.
2. CASASIN retired from the Agency 28 June 1974, and by regulation is entitled to movement of HHE up to one year. An extension of an additional six months can be requested, but beyond that CASASIN would not be covered.
3. EUR has been granted approval to hire CASASIN under a Paris Station project. His cover job contract has been approved until May 1977, at which time he plans to return to the United States.
4. Therefore, EUR recommends his contract include the benefits of shipment of HHE, POV, and storage of goods to his place of legal residence upon the successful completion of his services.

*George W. Owens*  
George W. Owens  
Chief, Personnel Section  
European Division

CONCUR:

*Lee Olsen*  
\_\_\_\_\_  
CMG/CP  
*xx*

19 JUL 1974  
Date

E2 IMPDET  
CL BY 033769

**CONFIDENTIAL**

<input checked="" type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> INTERNAL ONLY	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET
<b>ROUTING AND RECORD SHEET</b>			
<b>SUBJECT:</b> (Optional)  FROM: CCS/CSB GH-43 Hqs.  TO: (Officer designation, room number, and building)		EXTENSION 5029	NO. CSB 74-254 DATE 27 June 1974
		DATE	
		RECEIVED	FORWARDED
OFFICER'S INITIALS  COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)  This individual is being retained as an independent contractor after retirement.  Geo. P.			
1.	OP/CPD 5E-69 Hqs.		
2.			
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**SECRET**

CSB 74-254

26 June 1974

MEMORANDUM FOR: Chief, Retirement Affairs Division

SUBJECT: Mr. Jacques G. Richardson

1. This is to advise you that Mr. Richardson will be placed under the covert annuity plan administered by the Cover and Commercial Staff effective upon his retirement in June 1974. He has also been placed under the Combined Group Investments (C.G.I.) plan for hospitalization insurance.

2. All future correspondence with Mr. Richardson will be handled through the Cover and Commercial Staff.

*George S. Powell*  
GEORGE S. POWELL  
Chief  
Cover Support Branch  
Cover & Commercial Staff

E2 IMPDET  
CL BY 063851

**SECRET**

~~James Richardson~~

Sal. 30 000

90% 33 400

Amnt 22-24 K.

8000 is  
within 90% rule

Age 50 Heller

14-00000

Thomas B. CASASIN 65-15<sup>10</sup>

22,332 annuity per annum

36,000 current salary 65-15<sup>10</sup>  
3600 less 10%  
32,400  
22,332 less annuity  
10,068

Annuity figure from Bill McEgan, RDB,  
27 Jan 74  
CWA

SECRET

SP/C 74-3-122

26 JU: 1974

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Operations

SUBJECT : Request for Approval to Utilize  
Thomas B. CASASIN (P) as an Independent  
Contractor

REFERENCE : DD/P 6-1818, 2 May 1966

1. Action Requested: The European Division requests approval to utilize Thomas B. CASASIN (P) as an Independent Contractor subject to the terms regarding employment of annuitants as set forth in the reference. CASASIN has just opted for retirement under the Agency Retirement Program effective 28 June 1974.

2. Basic Data or Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. He held several positions in Headquarters and from February 1955 until October 1960 served in Tokyo. Until his departure for Paris he served as a Branch Chief in the then SR Division. In 1962 CASASIN was assigned to Paris under non-official cover as a Staff Agent to work on the Soviet target. He remained a Staff Agent until his conversion to Career Associate status in 1972.

3. Staff Position: In 1972, with Paris Station approval, CASASIN on his own initiative obtained an editorial position with IDENTITY. This cover job affords him the unique opportunity to establish and maintain contact and access to a variety of target personalities. Despite a heavy cover load, he has been able to make useful operational contributions

E2 IMPDET  
CL BY 055747

SECRET

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**SECRET**

to the overall Station effort against the Soviet Bloc and more recently, the PRC target. His current appointment with IDENTITY has recently been extended until 31 May 1977. We would like to continue to utilize CASASIN's professional talents and his natural sustained access to priority targets in IDENTITY. CASASIN will retire at the GS-15 step 10 level. In accordance with Agency regulations CASASIN's proposed gross annual contract salary of \$8,000 plus his annuity will not exceed ninety percent of his salary at the time of retirement.

4. Recommendation: It is requested that approval be granted to employ Thomas B. CASASIN (P) as an Independent Contractor.

*Roosevelt*

Archibald B. Roosevelt, Jr.  
Chief, European Division

CONCUR:

*Julian E. Ulyan*  
Deputy Director for Operations

*27 July 1974*  
Date

APPROVED:

*John J. Janney*  
Director of Personnel

*27 June '74*  
Date

DISAPPROVED:

Director of Personnel

Date

**SECRET**

**CONFIDENTIAL**

7 AUG 1974

MENORANDUM FOR: Chief, Contract Personnel Division  
THROUGH : CNG/CP  
SUBJECT : Termination of Contract for Thomas B.  
CASASIN (P)

This is to inform you that Career Associate Thomas  
B. CASASIN (P) retired from the Agency on 28 June 1974.  
His contract is terminated effective as of that date.

*George W. Owens*  
George W. Owens  
Chief, Personnel Section  
European Division

Distribution:  
Original & ① - Adse.

APPROVED:

*/s/ Charles W. Sandman*  
-----  
Special Consulting Co.

E2 IMPDET  
CL BY 033769

**CONFIDENTIAL**

SECRET

MEMORANDUM FOR: Office of Finance  
FROM : Administrative Allowance Committee  
SUBJECT : Fixed Allowance Amendment for  
Career Associate, Thomas B. CASASIN

1. Effective 28 April 1974, to offset dollar appreciation, the fixed allowance for Subject is revised by substituting the figure \$13,741 for the figure \$14,981.
2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

BY John E. Mattieley

APPROVED:

Donald S. Hamill  
for Allowance Committee

SECRET

E2IMDET  
CL by: 063837

14-00000  
S E C R E T

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM  
For Career Associate, Thomas B. CASASIN

Mr. Thomas B. Casasin

Mr. Casasin

Effective the day following your departure from Paris, France

(for Home leave, paragraph (A) entitled "Fixed Allowance" of your current  
Allowance Committee Addendum (as amended) is hereby (further) amended:

1) By substituting the figure \$6,877 for the figure  
\$13,741; and

2) By extending the period covered through the day prior to your  
POC return to Paris, France following home leave.

All other provisions of your Allowance Committee Addendum (as  
amended) remain in full force and effect.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_  
Contracting Officer

APPROVED:

Allowance Committee

S E C R E T  
CL by: 03/03/77

S E C R E T

SECRET

DATE: 14 November 1973

CTC NO. 210

MEMORANDUM FOR: Director of Finance  
 ATTENTION : Chief, Compensation and Tax Division  
 THROUGH : Chief, Contract Personnel Division  
 SUBJECT : Tax assessment for Thomas R. CASASIN (P)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. An acknowledged Letter of Tax Instruction \_\_\_\_\_ forwarded. The \_\_\_\_\_ advised of this assessment. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
-------------------------------------	-----------------------	-----------------

Twenty-eight and seven-tenths (28.7)	9 December 1973	1974
--------------------------------------	-----------------	------

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

11/14/73  
 GEORGE S. POWELL  
 Executive Secretary  
 Covert Tax Board

CONTRACT APPROVAL:

*/s/ Charles W. Sandman*  
 Chief, Contract Personnel Division

16 NOV  
 1973

Date

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TO: PARIS.

ADMIN FINANCE WODEEP

1. REQUEST THOMAS B. CASASIN FORWARD HQS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR FEB & MARCH 73.
2. LATEST COVER PAY STATEMENTS INDICATE INCREASE ALLOWANCE OF \$260.67 PER MONTH MADE IN FEB OR MARCH 73. COVER PAY OFFSET 1 FEB 73 THRU 15 SEPT 73 WAS \$12,631.28. ANALYSIS BASED ON COVER PAY STATEMENTS IN HAND HQS FOR APRIL, MAY & JUNE 73 EXTENDED THRU 15 SEPT 73 INDICATES OFFSET SHOULD HAVE BEEN \$14,307.57, WHICH RESULTS IN REFUND DUE FROM CASASIN OF \$1,676.29. NET PAY DUE NOW \$787.87 PER PAY PERIOD. ALL NET PAY DUE CASASIN WILL BE WITHHELD UNTIL REFUND DUE - \$1,676.29 IS LIQUIDATED.
3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 2 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET.H

DATE: 11 OCT 73  
 ORIG: J. A. PAVLICK  
 UNIT: E/BF  
 EXT: 86657

OF/C&amp;TD/D. LAUREY/TELECOORD

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14-00000  
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MEMORANDUM FOR: Office of Finance  
FROM : Administrative Allowance Committee  
SUBJECT : Fixed Allowance Amendment for  
Career Associate, Thomas B. CASASIN

1. Effective 1 July 1978, to offset dollar depreciation, the fixed allowance for Subject is revised by substituting the figure \$14,981 for the figure \$13,494.
2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

BY Kenneth C. Rushworth  
Contracting Officer

APPROVED:

Hector W. Belicio  
for Allowance Committee

SECRET

E2IMPDET  
CL by: 026715

14-00000  
S E C R E T

27 June 1973

MEMORANDUM FOR: Office of Finance

FROM : EUR/Contract Personnel  
SUBJECT : Changes in Financial Analysis Number  
Personal Services of Thomas B. CASASIN (P)  
OBJECT CLASS: \_\_\_\_\_

It is requested that the cost of personal services for subject  
Career Agent  
~~XXXXXXXXXXXXXX~~ be changed, effective the pay period beginning  
1 July 1973 from Financial Analysis Number 3131-4292  
to 4136-4292 (UNSAVANT)

EUR DIVISION BUDGET OFFICER

pay

ATTACHED  
Special Contracting Officer

S E C R E T

SECRET

~~SECRET~~ TRANSMITTAL - FITNESS REPORT *Class Legend*

## INSTRUCTIONS:

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:  
 SECTION A, Items 1, 6, and 7  
 SECTION D, Items 1, 2, and 3 (only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE <i>Thomas S. LASASIN</i> Thomas S. LASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym) <i>Reginald M. GUNION</i> Reginald M. GUNION	
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym) <i>Joseph R. KILANDER</i> Joseph R. KILANDER	

## SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

FORM 4-62 450 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>					
<b>GENERAL</b>					
1. NAME <b>CASASIN, Thomas B.</b>		2. DATE OF BIRTH <b>20 Jan 24</b>	3. SEX <b>M</b>	4. GRADE <b>CS-15</b>	5. SD <b>D</b>
6. OFFICIAL POSITION/TITLE <b>Part</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>Part</b>		8. CURRENT STATION <b>Part</b>	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		11. DATE REPORT DUE IN O.P. <b>28 February 1973</b>	
12. REPORTING PERIOD (From - To) <b>1 February - 31 December 1972</b>					
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b>   Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b>   Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b>   Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b>   Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b>   Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter 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>					
<b>SPECIFIC DUTY NO. 1</b> <b>Maintainence of effective WOC status and functioning as a WOMACE officer in this situation</b>					RATING LETTER <b>O</b>
<b>SPECIFIC DUTY NO. 2</b> <b>Maintains direct long-term contact with CKPOLAK personnel and exploits these contacts for operational objectives.</b>					RATING LETTER <b>O</b>
<b>SPECIFIC DUTY NO. 3</b> <b>Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station</b>					RATING LETTER <b>S</b>
<b>SPECIFIC DUTY NO. 4</b> <b>Responds to Station requirement for information on individuals or organizations</b>					RATING LETTER <b>S</b>
<b>SPECIFIC DUTY NO. 5</b> <b>Operational reporting</b>					RATING LETTER <b>S</b>
<b>SPECIFIC DUTY NO. 6</b>					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>					
					RATING LETTER <b>S</b>

## SECRET

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position. Keeping in mind perspective their relationship to overall performance. State suggestions made for improvement of your performance. Give recent indications for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining nature of personnel action. Rating of performance of managerial or supervisory duties and visit consciousness in this area, if applicable. Note: This section and parts thereof may be continued on reverse side if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report, subject began a new job in an upper-level, executive capacity with an international organization. He obtained this job without additional assistance and the salary offsets approximately 40% of the total cost of this activity. This cover job was possible because of subject's extensive, solid background in scientific journalism and his French fluency. His cover is impeccable because he is capable of a first class, professional performance on this job and he was selected for the job solely on his professional qualifications in competition with other highly-qualified persons.

A solid cover situation is useful only to the extent that it serves as a base for EMERALD activities. Despite a full time job and unwitting superiors and co-workers, Subject has done a full time job for EMERALD. He has maintained an intensive dialogue with one Soviet official, frequent contact with others, and is developing additional Soviet contacts in his cover organization. He has also established initial contacts with Chinese officials and has laid the foundation, through the cover organization, to develop and maintain direct and frequent contact with certain of these targets. He has been effective and ingenious in devising direct access to this difficult target and to others having access.

Subject devotes about 50% of his operational effort to the Soviet and Chinese targets. His operational reporting reflects these priorities and it is timely.

## SECTION D

## CERTIFICATION AND COMMENTS

1.

## BY EMPLOYEE

I CERTIFY THAT I HAVE READ SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

2.

## BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Joseph I. Saltzman

3.

## BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL:

During the period under review, this MDC moved into a highly sensitive but potentially very valuable new cover situation, in which he has infinitely greater access to Soviet and Chinese targets. The MDC is also superbly equipped to handle this new position, by virtue of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, both for the cover employer, and for the Organization as well.

With respect to the specific duties set forth in the first section of this report, this reviewer would not have rated specific duty number two at the "0"

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Hugh R. Montgomery

SECRET

S E C R E T

- 2 -

## SECTION C NARRATIVE COMMENTS

complete and literate. Despite his relative isolation as a NOC, he is well aware of priority objectives, concentrates his efforts in these areas and does not waste time on operationally marginal activities.

As is normal in a NOC situation, subject has no supervisory duties with BIRHERALD personnel but his cover job provides supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

## SECTION D (cont'd) REVIEWING OFFICIAL

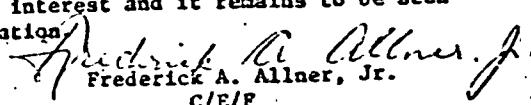
level; in point of fact, it would, in the writer's opinion, merit a solid "S", but no more. Recognizing that such ratings are performe subjective, and that the rating officer has a closer, almost daily experience factor, nonetheless, the reviewer simply does not believe that the written record of the NOC's accomplishments on the specific targets will support an "O" rating at this time. Even accepting the limitations which the cover situation imposes upon the NOC, he has still not performed in a manner which would correspond to the literal definition of "O".

Other than this divergency, the reviewer shares the laudatory comments set forth in the narrative on this NOC. He is all the things the rater has stated and more: highly intelligent, versatile, linguistically extremely well qualified, and professionally experienced in his cover role. He has begun very well to utilize this new cover position on the Organization's behalf, and it is quite accurate to note that the NOC landed this particular plum (in terms of competition for the cover vacancy) solely on the basis of his own demonstrated talents in the cover context.

In sum, this is an experienced, effective NOC, whose new cover affords him an expanded natural access to a host of the Station's primary targets; he has begun to exploit this access in a sound, logical fashion, and the period ahead should further document the utility of his key situation to our operational programs. In fairness to all concerned, it is simply too early in this new position to attempt a definitive judgment of the depth of access which can be derived from it.

## Comments by Chief, EUR France:

Although concurring with an overall rating of "S", I consider the "O" ratings for specific duties numbers one and two to be somewhat high and I recommend an "S" for both. Casasin certainly has maintained his cover and we anticipate he will be able to preserve it in his new job. He has just begun to initiate contacts with Soviet personnel of operational interest and it remains to be seen how effectively Casasin can exploit this situation.



Frederick A. Allner, Jr.  
C/E/P

S E C R E T

**ATTACHMENT - FITNESS REPORT - Thomas B. CASASIN (P)**

**NOCAD/MB REVIEWING OFFICER COMMENTS:**

Whether Specific Duty No. 1 is rated "O" (as by the Station rater and reviewer) or "S" (as by the EUR Division reviewer), the fact remains that CASASIN is melding his overt life and operational activity against a primary Station target with a degree of success not often achieved by Agency officers.

CASASIN's response to requirements based in NOCAD administrative and managerial responsibilities has been prompt and efficient; in this additional specific duty we rate his performance "Strong".

In view of his initiative and competence in a demanding and sensitive NOC assignment, NOCAD agrees with CASASIN's overall performance rating of "Strong".

10 APR 1973

/s/ Charles J. Beckman

Charles J. Beckman  
Chief, NOCAD/Management Branch

Date

SECRET

MEMORANDUM FOR: Office of Finance  
FROM : Administrative Allowance Committee  
SUBJECT : Fixed Allowance Amendment for  
Career Associate, Thomas B. CASASCI

1. Effective 14 February 1973, to offset dollar depreciation,  
the fixed allowance for Subject is revised by substituting the figure \$13,694  
for the figure \$12,234. ( )
2. All other provisions of the current Allowance Committee  
Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

BY Kenneth C. Rishmark  
Contracting Officer

APPROVED:

James G. Shulman  
Allowance Committee

SECRET

E3IMPDET  
CLby 026715

MEMORANDUM FOR: Official Personnel File

SUBJECT : Richardson, Jacques F.  
CASASEN, T.B.

1. Studies in Intelligence is the Agency's quarterly professional journal. It publishes a wide variety of unique material—historical, analytical, technical, etc., on all aspects of intelligence both as a profession and as a function of national security and foreign policy. Employees whose writings are accepted for publication make a valuable contribution to the Agency's work which ought to be reflected in their official files.

2. Accordingly, the Board of Editors wishes to record the fact that Studies in Intelligence has published the following material submitted by Mr. Richardson:

Article: "What to Do with Defectors" - Vol. V, No. 4 (Fall 1961)

Letter to the Editor - Vol. IX, No. 4 (Fall 1965)

*Hugh T. Cunningham*  
HUGH T. CUNNINGHAM  
Chairman, Board of Editors  
Studies in Intelligence

Distribution:

- 0 - Subject's Official File  
1 - NOCAD/Pers

Thomas B. Casassin

<u>Date</u>	<u>Action</u>	<u>Conversion</u>	<u>Grade</u>
15 MAY 72	Career Agent	33,260	GS-151
7 JAN 73	LPI	34,971	GS-15

14-00000  
**SECRET**

**AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM**  
For Career Agent, Thomas B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Effective 7 September 1972, paragraph (A) entitled "Fixed Allowance" of your Allowance Committee Addendum dated 18 April 1972, is amended by substituting the figure \$12,234 for the figure \$11,769 to reflect your total HHE storage cost.

All other provisions of your Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

SAC...

BY \_\_\_\_\_

Contracting Officer

APPROVED:

18 DEC 1972

Allowance Committee

Note: CASASIN was converted from Staff Agent to Career Agent status, effective 15 May 1972. The conversion does not affect any provisions of his Allowance Committee Addendum dated 18 April 1972.

E2IMPDET  
CLby 027015

**SECRET**

SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Last, first, middle initial, if any)	DATE (from item 5-1)	NAME OF SUPERVISOR (First, last)	DATE (from item 5-2)
Thomas B. Casasin	26 Sept 73	David E. Murphy	3 Oct 73
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
20 Oct 73	OPRAT4785		
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE
20 Jan 24	CS	ACU, Car Assoc, GS19	Paris
5. CRYPT FOR CURRENT COVER	6. REQUESTED DATE OF DEPARTURE	7. EXPECTED DATE OF FIRST CHECK-IN AT NO	8. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
UNICAID	o/a 15 May 1974	o/a 25 May 1974	same
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU			
1 daughter, aged 20 (already actually back at her university)			
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT			
My two-year contract with UNICAID ends officially 14 May 1974; it is, theoretically, renewable.			
9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (See special note on transmittal form). (Also attach personal cover questionnaire in accordance with CSI-F 240-8)			
<p>Have continued my spotting and assessment functions, mainly of MNHAR-H and TAPPAH individuals on a selected basis but of third and fourth nationals as well. Have concentrated on two particular MWHAREH targets, while assuming new cover responsibilities and managing a fairly large-scale, authentic cover property in the field of mass communication. Have also responded to Station investigative needs in fields other than my own, and have maintained a continuing relationship with a high-level, well placed MKHAH political-technical management personality. Have also developed a minor, yet well-placed UNICAID personality in the field of technical innovation and management.</p> <p>Have arranged to travel to various venues of technical and scientific meetings for appropriate coverages of personalities or substance, as the case required.</p>			
10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS			
I believe that there is none indicated at the present time, especially in view of the time and schedule demanded by my cover functions.			

## SECRET

## 10. PREFERENCE FOR NEXT ASSIGNMENT:

10. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I think that in view of the difficulty of obtaining, through legitimate means, the kind of cover assignment I have at the present time, I should stay where I am.

Having said that, Headquarters may wish to give consideration to my moving to a position analogous to the one I have in another organization which is comparable in mission and movement to what we know to be the case in UNCAIRD.

I would like, at any rate, to be able to continue to use the French language operationally.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING AN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (1st, 2nd, 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR 6 to 12 MONTHS AT CURRENT STATION TO Cet 74 - Apr 75

BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE DIVISION, STAFF OR OFFICE.  
1ST CHOICE Int'l Orgs 2ND CHOICE U.S. 3RD CHOICE Int'l Orgs

BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE DIVISION, GEOGRAPHIC AREA OR  
1ST CHOICE Germany 2ND CHOICE U.S. 3RD CHOICE Int'l Orgs

RETURN TO MY CURRENT STATION

## TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Station recommends approval of extension. If CASACET retains present, excellent cover with International organization, it is a natural for coverage of primary targets.

## TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Hqs approves home leave in April 1974 and new tour.

DATE 2-1-74 TITLE Administrative Officer SIGNATURE Barbara Galey

FOR USE BY CAREER SERVICE

## 14. APPROVED ASSIGNMENT:

Home leave in April 1974 followed by a new tour.

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 5712 DATED 13 Feb 1974

CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECRET

CONFIDENTIAL

QFAT-1110  
19 Feb 74

FITNESS REPORT			NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.					
SECTION A.			GENERAL INFORMATION					
1. EMPLOYEE NUMBER	2. NAME (last, first, middle)		3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD		
128609	CASASIN, Thomas B.		30 Jan 23	M	GS-15	D		
7. OFFICIAL POSITION TITLE Career Associate			8. OFF. DIV/SE OF ASSIGNMENT DDO/EUR		9. CURRENT STATION Paris			
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT					
X CAREER	CAREER PROVISIONAL	RESERVE	X ANNUAL	21 MONTH	30-MONTH	REASSIGNMENT	SPECIAL	
CONTRACT	SPECIAL	TEMPORARY	12. REPORTING PERIOD (From-To) 1 Jan 73-31 Dec 73	13. DATE REPORT DUE IN O.P. 28 February 1974				
SECTION B								
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.								
M-Marginal Performance is deficient in some aspects. The reason for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.								
P-Proficient S-Satisfactory Performance is satisfactory. Desired results are being produced in the manner expected.								
O-Outstanding Performance is characterized by exceptional proficiency. Performance is excellent in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.								
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).								
SPECIFIC DUTY NO. 1 Maintenance of effective NOC status and functioning as a WOMACE officer in this situation.							RATING LETTER O	
SPECIFIC DUTY NO. 2 Exploits his natural access to Soviet personnel for operational needs.							RATING LETTER P	
SPECIFIC DUTY NO. 3 Exploits his wide range of contacts inside and outside his cover organization for operational purposes.							RATING LETTER P	
SPECIFIC DUTY NO. 4 Makes imaginative use of cover position to meet Chinese officials at international conferences.							RATING LETTER S	
SPECIFIC DUTY NO. 5 Operational reporting.							RATING LETTER S	
SPECIFIC DUTY NO. 6							RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job cooperativeness, pertinent personal traits or assets, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER P	

## CONFIDENTIAL

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report, Subject has settled into his new cover job as an upper-level executive in an international organization. This salary offsets approximately 40% of the cost of maintaining this NOC in Paris. His cover is, however, excellent for other than financial reasons: Subject's experience and skills are such that he is admirably qualified to perform the job and is doing outstanding work in the eyes of his peers and supervisors, all of whom are unwitting. More importantly, it places him in a situation where he has normal, daily contact with numerous Soviet officials and by skillful use of his cover job he concocts logical reasons for contacting Chinese officials to whom he does not have natural access. In addition to direct contact to target individuals, Subject uses his position to spot and assess co-workers having access to Station targets.

The area of Subject's performance most in need of strengthening is follow-up development of operational targets. His cover situation is somewhat unique for an NOC in that it puts him in daily contact with his priority target group: Soviet officials and other potential agents having direct access to Soviet officials. This access is not fully exploited. He should make a concerted effort to expand social and/or business contacts with the four or five Soviet officials who work in close proximity to him and to seek out and assess eight or ten third

//continued//

## SECTION D

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

15 Feb 74

SIGNATURE OF EMPLOYEE

/s/ Thomas B. CASASIN

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

Operations Officer

/s/ Oleg N. Selsky  
for Joe Irl Saltzman

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the supervisor's letter ratings and with the substance of his narrative comments. Put as simply as possible, Subject has done an outstanding job in establishing superb access cover; it now remains for him and the Station to exploit it operationally. On the basis of his ability during the reporting period to establish meaningful relationships with target Soviets or to spot and assess leads to potential agents who can, Subject's retention in this assignment would not be justified in terms of costs. The 40% rebate does make this effort entirely defensible, however, but Subject should understand that we expect more concrete results now that his cover position has been solidified.

DATE

12 Feb 74

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

Deputy Chief of Station

/s/ John W. Berg

CONFIDENTIAL

C O N F I D E N T I A L

SECTION C - Narrative Comments (continued)

country nationals who work in the same offices as these Soviet officials. The objective is more first hand reporting by Subject on Soviet officials and assessment reports on several of his co-workers who can be selected and recruited (based on his assessment reports) by other case officers to serve as access agents to Soviet officials.

Despite long service as an NOC, Subject's knowledge of and responsiveness to Organization priorities and requirements has not weakened. He concentrates on priority targets and his operational reporting is complete, on target and highly literate.

As is normal in an NOC position, Subject has no supervisory duties over Organization personnel although his cover job does include supervisory responsibilities. Subject is meticulous in his presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

C O N F I D E N T I A L

CONFIDENTIAL

## FITNESS REPORT - FIELD TRANSMITTAL

## SPECIAL NOTE

*10 Jan 74*

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

## INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel:

SECTION A, items 2, 3, 7, and 8

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SIGNED THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym)
	15 II 74	Thomas B. Casasin Thomas B. CASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym)	
	Reginald M. GUNION	
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym)	
12 Feb 74	George T. HEMSLY	

FORM 45A OBSOLETE PREVIOUS EDITIONS  
3-73

CONFIDENTIAL

E-2, IMPDET CL. BY: 007622

(04-47)

14-00000

SECRET

1 August 1972

MEMORANDUM FOR: Chief, Transactions & Records Branch

FROM : Contract Personnel Division

SUBJECT : [REDACTED] CASASIN, T G.

Contact C/CPD prior to servicing any request for verification  
of Agency service.

/s/ Dow H. Luettscher

Dow H. Luettscher  
Chief  
Contract Personnel Division

NOTE: Subject converted from Staff Agent status to Career Agent status  
effective 15 May 1972; this should be placed in his terminated  
Staff Agent file.

SECRET

GROUP I - Excluded from automatic downgrading and declassification.

S E C R E T

1 August 1972

**MEMORANDUM FOR: Chief, Insurance Branch/BSD/OP**

This is to advise that Thomas B. CASASIN (P) has been employed under an Agency personal services contract effective 15 May 1972. The contract authorizes participation in Civil Service Retirement, FEGLI and Federal Health Insurance.

Subject's contract is the administrative responsibility of  
DDP/EUR

/s/ Dow H. Luetscher

Dow H. Luetscher  
Chief  
Contract Personnel Division

**Former Staffer (Stf Agnt)**

S E C R E T

GROUP 1 - Excluded from automatic downgrading and declassification

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 006102
<b>SECTION A</b>					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN Thomas B.		20 Jan 24	M	GS-15	D
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFFICER IN CHARGE OF ASSIGNMENT DDP/EUR/F	8. CURRENT STATION Paris		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See instructions - Section C) SPECIAL (Specify):		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		11. DATE REPORT DUE IN O.P. 31 March 1972	
				12. REPORTING PERIOD (From - To) 1 April 71 - 31 March 1972	
<b>SECTION B</b> PERFORMANCE EVALUATION					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reason for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).					
SPECIFIC DUTY NO. 1 <b>Maintenance of effective NOC status and functioning as a WOMACE officer in this situation.</b>				RATING LETTER O	
SPECIFIC DUTY NO. 2 <b>Maintains direct contact with MHHARSH personnel.</b>				RATING LETTER S	
SPECIFIC DUTY NO. 3 <b>Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station.</b>				RATING LETTER S	
SPECIFIC DUTY NO. 4 <b>Responds to Station requirement for information on individuals or organizations.</b>				RATING LETTER P	
SPECIFIC DUTY NO. 5 <b>Operational reporting.</b>				RATING LETTER P	
SPECIFIC DUTY NO. 6 <b>10 APR 1972</b>				RATING LETTER S	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>					
FORM 45 OBSOLETE PREVIOUS EDITIONS 7-68		SECRET		GROUP I Established 1 June 1968 Revised 1 January 1970 Revised 1 January 1971 Revised 1 January 1972	
Reviewed by OP/SPD/PPB					

SECRET

(Often Filled In)

**SECTION C****NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Mention performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and supplies. If applicable, give recommendations for personnel action.

If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report subject's job with a scientific publication was terminated for economy reasons. He has now, by his own efforts and with no BKTRUST help, obtained a similar position (as of mid-March the contract has not been signed but it is almost certain that he has the job) with an international organization. The job is at a professional level with a salary that will offset approximately 40% of the total cost of this activity. His French fluency and background in scientific journalism were instrumental in obtaining this job. Subject's operational security is good and all indications are that his cover security is superb.

Despite a full time cover job, and completely unwitting employer, subject has maintained a high output for BKTRUST. He has maintained frequent and meaningful contact with two MHHARSH nationals in Paris and with an MHHARSH couple in another European city. The flow of spotting reports is equal in number and quality to those produced when his cover work was less demanding. One person spotted and assessed by subject was successfully recruited by an "inside" case officer. Subject's cover situation precludes the possibility of his recruiting.

/continued/

**SECTION D****CERTIFICATION AND COMMENTS**

1.

**BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

/s/ Thomas B. CASASIN

2.

**BY SUPERVISOR**MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

Ops Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Joe IRL Saltzman

3.

**BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

See Attached Sheet.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 March 1972	DCOS	/s/ Hugh Montgomery

SECRET

S E C R E T

**SECTION C NARRATIVE (continued)**

It has been noted in past fitness reports that subject was weak in long-range, operational development of a target. The ease and probable success of an extended development is a function of the personalities involved. During this reporting period subject has conducted a sustained development of an MHHARSHER despite their different ages and divergent personalities thus demonstrating improvement in this area.

It sometimes appears that subject's reporting could be more precise and more closely attuned to BKTRUST objectives. This is probably the result of time limitations, and the NOC officer's knowledge of BKTRUST needs is lessened by his relative isolation.

As is normal in a NOC situation, subject has no supervisory duties with BKTRUST personnel. His cover job provided supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest.

S E C R E T

S E C R E T

Section 3 - Comments by Reviewing Officer

The career of this NOC officer has reached a crucial juncture; if, as we currently anticipate, he succeeds in landing the position for which he appears to have the inside track, he will gain access to an institution and its employees which could prove to be invaluable. His new function will permit the widest possible access to a variety of targets, and with careful guidance, his utility as a spotter and assessor should improve very substantially.

The report notes that this officer has conducted a lengthy dialogue with an MHARSH target; it is quite accurate that our NOC has handled himself well in a situation where disparity in age and background renders the relationship somewhat incongruous. Nonetheless, accuracy requires that we record that the NOC's interlocutor has obviously not maintained this ongoing relationship solely for altruistic motives, and has, in point of fact, on one occasion suggested that the NOC might wish to "help" him in the preparation of restricted distribution reports on the local situation, even though the particular topic was in itself totally innocuous. For these reasons we continue to monitor this relationship with great care, particularly since we simply cannot assess its longer range viability and the direction it is likely to take.

In sum, the NOC has done the best he could under somewhat trying circumstances, exacerbated by the severe economic problems of his erstwhile employer, which led to the NOC's being separated from that position at the end of last year. Through his own efforts, the NOC learned of the vacancy for which he has applied, and by assiduous and discriminating manipulation of his extensive connections on the local scene, has managed to maneuver himself into becoming the leading candidate for the post. If he is accepted for this position, his value to the Organization will unquestionably increase by a quantum leap, and we are consequently optimistic concerning his future ability to make an impressive contribution to Organizational goals on the local scene.

S E C R E T

ORIG: Tom Roberts  
LNTS: 9235  
TYP: E/F/X  
DATE: 1 June 1972

MESSAGE FORM 13-1  
TOTAL COPIES 1

**SECRET**

ROUTING AND ORN INITIALS (ELIN BY)	
1	13
2	6
3	7
4	8

CABLE SECRETARIAT DISSEMINATION

43 PER 13 FILE IN CS FILE NO.

CONF:	C/EURS	NFO	FILE VR:	(N/A)	CCCS	NOCAID	2
(Classification)				(Date & Source Filed)			(Reference Number)

**SECRET**

CITE-DIRECTOR

TO F

PARIS

5/1/72 23 10z

72749727

RYBAT ADMIN PERS TOPSY WODEEP WOGAME

REF: DIRECTOR 271979

1. HQ INSTRUCTED CASASIN THAT IF UNCAIRD RAISES WITH HIM QUESTION OF FRC "NO RECORD" RESPONSE TO UNCAIRD QUERY RE HIS FEDERAL EMPLOYMENT, HE SHOULD REFER UNCAIRD TO IDEN. CASASIN SHOULD SAY HE CONSULTED IDEN ON RECENT VISIT RE HIS ACCRUED SERVICE CREDITS WITH VIEW TO WITHDRAWING THEIR CASH VALUE SINCE HE DOES NOT INTEND REENTER U.S. GOVT SERVICE. CASASIN SHOULD SAY IDEN CHECKED AND ACKNOWLEDGED CASASIN'S PREVIOUS SERVICE AND CAN VERIFY SAME TO UNCAIRD. ADVISE HDO IF CASASIN USES ABOVE AND IDEN WILL BE ALERTED.
2. ~~XXXXXXXXXXXXXX~~
3. NO FILE.

END OF MESSAGE

E/COV *✓ 13-1*

NOC/CS *✓ 13-1*

CCS/CSB *✓ 13-1*

J. Knut Reid  
C/EUR/SS

RELEASING OFFICER

COORDINATING OFFICERS

**SECRET**

E/COV/P  
Enclosed is the information  
concerning the above  
document.

AC/E/F  
AUTHENTICATING  
OFFICER

CCS/NO

REPRODUCTION BY OTHER THAN THE ISSUING C/S IS PROHIBITED.

TOM ROBERTS  
EX/FIX  
E/S/P/S  
28 MAY 1972

**SECRET**

CLASSIFICATION	PER	NO PAGES	1
FILE NO.			
FILE VR.	61		
CLASSIFICATION	DISCRETE	DATE SUBMITTED	VERIFIED

**SECRET**

28 MAY 72 23 152

CITE/DIRECTED

71972  
7/4/72

PARIS

RYSAT ADMIN PERS TOPSY NODEEP WOGAME

REF: PARIS 27961 (IN 597183)

1. UNITED STATES CIVIL SERVICE COMMISSION BACKGROUND  
INVESTIGATION CASASIN HAS BEEN CANCELLED.
2. ALSO TAKING MEASURES BACKSTOP PRIOR EMPLOYMENT.  
BUT REGRET IT NOT POSSIBLE BACKSTOP WITH FEDERAL RECORDS  
CENTER. IF UNCAIRD QUERIES FRC ITS RESPONSE WILL BE  
"NO RECORD."
3. IF UNCAIRD QUERIES SKOGSBERG DELEGATION RE FRC  
RESPONSE, PRESUME SKOGSBERG CAN ARRANGE REPLY THAT "FRC IN  
ERROR" BECAUSE CSC INVESTIGATION CONSISTENT CASASIN'S CURRICULUM  
VITAE.
4. NO FILE.

END OF MESSAGE

E/COV ED WILT (IN DRAFT)

OS/OSD/SAB LARRY MILLS TELECORP

HO/C/CS BILL BROWN (TELECCR)

COORDINATING OFFICERS

**SECRET**

RELEASING OFFICER

GROUP 1  
EXEMPT FROM AUTOMATIC  
DISSEMINATION

AC/E/P  
AUTHENTICATING  
OFFICER

COPY NO.

THE ATTACHMENT IS THE PROPERTY OF THE FBI. ITS RELEASE OR DISCLOSURE BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

ORIG: ROBERT JARMIN  
DATE: 5 APRIL 1972ROUTING FORM  
TOTAL COPIES16-2  
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SECRET

CABLE SECRETARIAT DISSEMINATION

BY 48 PER

INDEX     NO INDEX     RETURN TO \_\_\_\_\_ BRANCH     FILE RIO  
 FILE IN CS FILE NO.

CONF:

ELR6 FILE, VR, NCADS, ORZ, CCSZ,

(Classification)

(Date and time brief)

FOLIO  
(Reference number)

(place)

SECRET

CITE DIRECTOR

to F PARIS

25275, 7

ADMIN TOPSY WODEEP'

1. FOLLOWING IS STATUS REPORT ON TALKS WITH CASASIN RE  
CONVERSION TO CAREER AGENT:A. PROCESSING FOR CONVERSION DISCUSSED AT LENGTH WITH  
CASASIN AND HE AGREEABLE TO TERMS AND CONDITIONS OF CONTRACT,  
WHICH NOW IN PROCESS. CONTRACT WILL BE FORWARDED WHEN RECEIVED.B. IN ORDER CONVERT CASASIN TO CAREER AGENT IT NECESSARY  
TO ALLOW HIM RETAIN PORTION OF COVER SALARY IN LIEU OF 10% LOSS  
OF STAFF STATUS PAY AND TO MOVE HIM FROM GS-15/8 TO 15/10 LEVEL.  
ABOVE WILL BE SPELLED OUT FULLY IN CONTRACT.C. CASASIN WILL BE TRANSFERRED TO ~~UNCAIRD~~ UPON DATE  
OF HIS ACCEPTANCE BY UNCAIRD.2. SHOULD CASASIN NOT BE ACCEPTED BY UNCAIRD, HQS RECOM-  
MENDATION, SUBJECT TO STATION CONCURRENCE, WOULD BE FOR CASASIN  
TO REMAIN PARIS AS STAFF AGENT FOR RELATIVELY BRIEF PERIOD TO  
COMPLETE CURRENT OPS ASSIGNMENTS. FOLLOWING THIS PERIOD CASASIN  
WOULD BE ~~RETURNED TO HQS FOR REASSIGNMENT~~. REQUEST STATION COMMENT.

-CONT-

RELEASING OFFICER

COORDINATING OFFICERS

GROUP 1  
GROUP 2  
GROUP 3  
GROUP 4AUTHENTICATING  
OFFICER

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TO: ROBERT JARMAN

FROM:  
CITY:  
DATE:MESSAGE FORM  
TOTAL COPIES:

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FILE VR.

(Classification)

(date and time filed)

(Date)

(Place)

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PAGE TWO

CITE DIRECTOR

2527582

- 3. IF CASASIN ACCEPTED BY UNSCAIRD, <sup>WOC/CP</sup> WOC/TRA WOULD LIKE CASASIN TDY HQS AREA FOR ADDITIONAL TWO OR THREE DAYS TRAINING. CASASIN PLANS RETURN WOCORK FOR DAUGHTER'S GRADUATION FIRST WEEK JUNE. THIS WOULD BECOME PRESENT BEST OPPORTUNITY COVER-WISE FOR CASASIN TDY HQS AREA.

END OF MESSAGE

E/F/X John Kinschi  
 E/PERS John Kinschi  
 E/COV John Kinschi

NOCAD/CADRE J. KINSCHI (TELECOORD)

DC/NOCAD P. T. G. GaudetE/COPS J. KinschiE/ISS J. Kinschi

John  
 DC/EIF

RELEASING OFFICER

COORDINATING OFFICERS

**SECRET**

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Attachment #1

**Item 44. Operational Expenses**

Reimbursement for payment of fringe benefit programs of cover organization (including retirement, health, and life insurance) when it is determined by the Agency that membership therein is necessary for cover and/or security.

Attachment #2

Item 50. Offset of Income

In accordance with IIN 20-129(2b), CASASIN will initially be permitted to retain \$1449 of his cover income without offset. Upon successful completion of three years service under this contract, the offset will be further reduced by \$551, which totals \$2000.

COMM-FPI PROFILE (PART 1)					
1. DATE OF BIRTH B. (2)		2. DATE OF ISSUE 2923 2950 2-3		3. DATE OF EXPIRATION 30-6-62 1 7-63 C/S 1 8-63 C/S	
4. GRADE SFC		5. ACTIVE DUTY X		6. PENSION DRAFTED	
7. ASSESSMENT DATE 1963		8. PROFESSIONAL TEST DATE 1963		9. LANGUAGE PROFICIENCY TEST DATE None	
10. COM-CIA EXPERIENCE 1943-49 Military Service, US Army, 2nd Inf - Civilian Advisor to Officer, Japanese 1949-50 Chinese Communist Party, Shanghai, China - Instructor, Liaison Officer 1950 Chinese Publishing Co, Shanghai, China - Country Director, Communist Propaganda 1951-52 Chinese Housing Association, Shanghai, China - Communist Propaganda Committee					
11. EDUCATION 1942 High School, Compte French 1943-45 Univ George Washington, DC, USA - Bachelor, A.B. - French 1949 Univ of Wisconsin, WI, USA - M.A. - M.A., Oriental Civilization 1951-52 Georgetown Univ Graduate School - International Relations					
12. FOREIGN LANGUAGE ABILITIES French = R, P, S, U, Inter(1963), Graduate Interp Aug 1957 Japanese = R, S, U, Inter(1962), R, N, Inter, Trans & Interp Aug 1957 Chinese Proficiency Date Tested					
13. AGENCY SPONSORED TRAINING 1950-50 USAID 1952 27 Ops 1952 27 Ops 1962 Intel Tech 1950 Intel Orient 1952 2nd Audio Surv Equip 1962 Tech Writer's Inst 1950 Ops 1952 2nd Ops 1952 2nd Ops 1962 French 1950 Ops Prof 1952 2nd Ops Prof 1962 Chinese Comm Review					
14. CIA EMPLOYMENT HISTORY SINCE 1947 (P-Referrals, Actions, Military Orders, and Principal Details)					
15. DATE POSITION TITLE - LOCAL CODE NUMBER GRADE 16. ORGANIZATION & GRADE TITLE (if any) LOCATION					
Nov 1947	I.C.	C136.01	7	DDB/ME/CEN/CHLCT	"
Dec 1950	" "	C136.01	9	DDB/ME/CEN/CHLCT	"
Jan 1952	" "	"	"	DDB/ME/CEN/CHLCT	"
Jul 1953	Cpt Ops	"	"	DDB/ME/CEN/CHLCT	"
Jul 1954	" "	"	"	DDB/ME/CEN/CHLCT	"
Aug 1955	Area Ops Off	"	"	DDB/ME/CEN/CHLCT	"
Jan 1956	" "	"	"	DDB/ME/CEN/CHLCT	"
Feb 1956	Cpt Off	"	"	DDB/ME/CEN/CHLCT	"
Sep 1958	" "	C136.01	11	DDB/ME/CEN/CHLCT	"
Feb 1960	" "	C136.01	13	DDB/ME/CEN/CHLCT	"
Oct 1963	" "	C136.01	15	DDB/ME/Internal Ops	"
Mar 1964	" "	C136.01	15	DDB/ME/Internal Ops	"
Feb 1967	" "	0136.01	15	DDP/EUR/FF/CenReg	"
17. DATE RELEASER 20 Apr 1967		18. PROFILE REVIEWED BY JUL		19. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE NO	
20. FORM 1200 (2) 21. SECRET 22. PROFILE					

**CONFIDENTIAL**  
*(This form is to be filled in)*

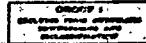
DATE 29 MAR 72

TO : Vincenzo, M B - 1 / Hqs  
FROM: Office of Medical Services  
SUBJ: Interim Medical Disposition

This is to advise that the medical processing of Vincenzo, VOLT/NAE  
is incomplete awaiting receipt of supplemental medical information or completion of  
corrective medical action. Final medical disposition will be issued when this  
matter is resolved.

FORM 2997  
7-68

**CONFIDENTIAL**



(4-24)

## SECRET

## CONTRACT INFORMATION AND CHECK LIST

CASE OFFICER	Division
Schert F. JAFFRAY	EUR/E
TELEPHONE EXTENSION	DATE
0760	27 March 1972

## SECTION I

## GENERAL

1. NAME <input checked="" type="checkbox"/> PSEUDO <input type="checkbox"/> TAKEN Thomas B. CASASIN	2. PROJECT NOCAF/Cable	3. ASSIGNMENT NO. 2151-0115	4. RATE NO.
5. PREVIOUS CIA EMPLOYMENT OR ALIASES	6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and activity.)  Bio attached	7. SECURITY CLEARANCE (Type and date) In process	8. MEDICAL CLEARANCE <input checked="" type="checkbox"/> RADIATION <input type="checkbox"/> INFLUENZA <input type="checkbox"/> Malaria
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS, AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	10. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Career agent	

## SECTION II

## PERSONAL DATA

12. CITIZENSHIP USA	13. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	14. DATE OF BIRTH (Month, day, year) January 20, 1924
15. LEGAL RESIDENCE (City and state or country) Alexandria, Va.	16. CURRENT RESIDENCE (City and state or country) Paris, France	
17. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> MARRIED <input type="checkbox"/> MARRIED <input type="checkbox"/> MARRIED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input checked="" type="checkbox"/> DIVORCED	18. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP: Daughter - 18	

## SECTION III

## U.S. MILITARY STATUS

19. RESERVE <input type="checkbox"/> No	20. VETERAN Yes	21. IF RETIRED AS AN OFFICER, CHECK ONE <input type="checkbox"/> RETIRED-REGULAR <input type="checkbox"/> RETIRED-RESERVIST	
22. BRANCH OF SERVICE U.S. Army	23. RANK OR GRADE 1st Lt.	24. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	25. DRAFT DEFERMENT TO BE OBTAINED BY CIA <input type="checkbox"/> YES <input type="checkbox"/> NO

## SECTION IV

## COMPENSATION

26. BASIC SALARY GS-15/10 \$33,260	27. POST DIFFERENTIAL NA	28. COVER (Breakdown, if any) UNESCO	29. FEDERAL TAXES GOVT. TAX DOCUMENTATION - BY AGENCY TAX DOCUMENTATION BY ESTABLISHED COVER <input checked="" type="checkbox"/> AGENCY TAX COMMITTEE CASE
--	-----------------------------	---	---

## SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO U.S. CITIZENS AND RESIDENT ALIENS)

30. QUARTERS Yes	31. POST Yes	32. OTHER all standard allowances
33. COSTS (Breakdown, if any) To be determined		

## SECTION VI

## TRAVEL

34. TYPES <input checked="" type="checkbox"/> YES <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL	35. WITH DEPENDENTS <input type="checkbox"/> YES <input type="checkbox"/> NO		
36. WHE TO BE SHIPPED	37. WHE TO BE STORED	38. PERSONAL VEHICLE TO BE SHIPPED	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH DAUGHTER - USA - 18 - 5 September 1953			

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH  
 CIA REGULATIONS  OTHER POLICIES AND PROCEDURES

SECTION VII	OPERATIONAL EXPENSES	
42. PURCHASE OF INFORMATION Yes	43. ENTERTAINMENT Yes	44. OTHER See Att. #1
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH CIA REGULATIONS		

SECRET

<b>CONTRACT INFORMATION AND CHECK LIST (CONTINUED)</b>				CASE OFFICER Robert F. Jarman	DIVISION EUR/E
NOTE - SEE INSTRUCTIONS ON FIRST SHEET.				TELEPHONE EXTENSION 9269	DATE 27 March 1972
SECTION VIII OTHER BENEFITS 48. BENEFITS (See HR 20-44, HR 20-43, HR 20-7, HR 20-53, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)					
All normal benefits for career agent. Reimbursement for foreign taxes.					
SECTION IX COVER ACTIVITY					
47. STATUS (Check)	<input checked="" type="checkbox"/> PROPOSED <input type="checkbox"/> ESTABLISHED	48. TYPE (Check)	PROPRIETARY <input type="checkbox"/> SUBSIDIZED	CULTURAL <input checked="" type="checkbox"/> EDUCATIONAL	COMMERCIAL <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL					
SECTION X OFFSET OF INCOME 50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) <input type="checkbox"/> TOTAL <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> NONE See Att. #2					
SECTION XI TERM					
51. DURATION <input type="checkbox"/> DAYS <input type="checkbox"/> MONTHS <input type="checkbox"/> YEARS	Indef.	52. EFFECTIVE DATE	53. RENEWABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
54. TERMINATION NOTICE (Number of days) 90		55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SECTION XII FUNCTION					
56. PRIMARY FUNCTION Operations Officer					
SECTION XIII DUTIES					
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED Spotting, assessment and recruitment of potential operational assets for the Paris Station.					
SECTION XIV QUALIFICATIONS					
58. EXPERIENCE Subject has been associated with CIA for over 20 years as an operations officer.					
59. EDUCATION (Check Highest Level Attained)	GRADE SCHOOL BUSINESS SCHOOL GRADUATE COLLEGE (No degree)	MIDDLE SCHOOL GRADUATE COMMERCIAL SCHOOL GRADUATE COLLEGE DEGREE	TRADE SCHOOL GRADUATE POST GRADUATE	MA PHD	
60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)	LANGUAGE French Japanese	SPEAK FLUENT XX XX	WRITE POOR XX	READ POOR XXX XX	61. INDIVIDUAL'S COUNTRY OF ORIGIN U.S.
62. AREA KNOWLEDGE Japan, Canada, France					
SECTION XV EMPLOYMENT PRIOR TO CIA					
63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING Guide Publishing Company, Baltimore, Md. - County Editor - 1949 Baltimore Housing Authority, Md. - Admin Officer - 1949					
SECTION XVI ADDITIONAL INFORMATION					
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary) Authorize advance shipment of HHE presently stored in Paris to U.S.A. for combining with present HHE in U.S. storage.					
APPROVAL					
DATE March 27, 1972	TYPE NAME & SIGNATURE OF REQUESTING OPERATOR OFFICIAL Frederick A. Cline, Jr.	DATE 03-27-72	TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER D. J. S. 2.1		

14-00000  
**SECRET**

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an Independent Contractor to render professional services of a confidential nature under the following terms and conditions:

1. Fee. For professional services rendered hereunder, you will be paid a fee calculated at the rate of \$8,000 per annum. Payments will be made as requested by you in writing in a manner acceptable to the Government.

2. Taxes. As an Independent Contractor, monies paid you under paragraph one (1) above constitute taxable income for Federal tax purposes and you must satisfy your Federal tax liability thereon. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Board or this organization is authorized to make certain determinations and establish procedures (including tax withholdings) which will result in the full satisfaction of your Federal income and Social Security tax obligations. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

3. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you and your dependents to and from your permanent post of assignment and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable organization policies and procedures. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and when authorized for you alone while on temporary duty away from your permanent post of assignment. Upon your satisfactory completion of services hereunder, you will be authorized transportation expenses for you, your dependents and your household and personal effects to your recorded permanent place of legal residence in the United States. All travel, transportation and per diem provided for under this paragraph must be properly authorized and expenses incurred herewith are subject to payment and accounting in substantial compliance with Government regulations or your cover facility, whichever is directed by the Government.

4. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in substantial compliance with applicable Government regulations.

5. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

6. Execution of Documents. If, during your utilization hereunder, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by this organization to evidence this relationship.

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7. **Status.** Your legal status under this agreement is that of an Independent Contractor. Nothing contained herein shall be construed as implying the creation of an employee-employer relationship.

8. **Requirements.** Requirements levied upon you by this organization hereunder are a part of this contract provided they are not inconsistent with the terms hereof.

9. **Unauthorized Commitments.** No promises or commitments pertaining to rights, privileges or negotiated benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

10. **Secrecy.** By virtue of personal knowledge acquired during this and any previous association, you will become privy to employees, associates, plans, programs, methods and the like of this organization, in particular, and the U. S. Intelligence Community, in general. As a direct consequence of this knowledge, you agree to keep forever secret all classified information so obtained; to refrain from presenting a paper, writing for publication; making a speech through any media or forum, or other public statement on the subject of intelligence, factual or fictional, without prior authorization by the Government. Violation of such secrecy may subject you to criminal prosecution under the espionage laws of the U. S. and other applicable laws and regulations.

11. **Term.** This contract is effective as of 1 July 1974, and shall continue thereafter for a period of one (1) year unless sooner terminated upon fifteen (15) days' actual notice by either party hereto. Termination or expiration of this agreement will not release you from the provisions of paragraph ten (10) above and any secrecy oath you may be required to take.

UNITED STATES GOVERNMENT

BY /s/ Charles W. Sandman  
Contracting Officer

ACCEPTED:

Thomas B. Casasin  
Thomas B. Casasin

WITNESS:

APPROVED:

*RCB/gf*  
28 June 74

~~SECRET~~

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you for your services as a Career Agent under the following terms and conditions:

1. Status. Your status is that of a Government employee under contract and, as such, your rights and benefits are governed by the provisions of this agreement. It is specifically understood that you are not entitled to rights and benefits pertaining to appointed staff status, except as provided herein.

2. Cover. In the performance of your services hereunder, you will act under cover suitable to conceal your relationship with the Government. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction of terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

3. Compensation. In full consideration for your services as a Career Agent, and subject to the provisions set forth in paragraph four (4) below, you are guaranteed payment of a basic salary of \$33,260 per annum, the equivalent of a GS-15/10. In addition, you are herein authorized legislative salary adjustments and a post differential in substantial conformance with rules and regulations applicable to Government appointed personnel. Your Federal Tax liability, benefits, retirement and the like shall be based upon said basic salary.

4. Disposition of Cover Emoluments.

(a) Earned Cover Income.

(1) Earned cover income is herein defined as income (including benefits in kind) received by you from your cover activities, which income does not have as its source the Government (this organization) or for which reimbursement from the Government has not nor will be sought by the cover activity.

(2) Earned cover income in an amount initially computed at the rate of \$1449 per annum may be retained by you in addition to your basic contractual salary for the first three consecutive years of successful service hereunder; thereafter, at the rate of \$2000 per annum.

(3) Earned cover income in excess of that set out in subparagraph two (2) above will be offset and thereby reduce your basic contractual salary by a like amount.

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(4) You will initially report to this organization, upon assumption of cover status and thereafter on an annual basis, your rate of cover compensation. Any changes during the year will also be reported. This organization will pay your basic contractual salary (initially \$33,260) until such time as reports indicate cover income in excess of that set out in sub-paragraph two (2) above. You will thereafter be paid at your full rate of compensation less anticipated earned cover income based on the last report. Adjustments, if any, will be made following receipt of the yearend report. Failure to timely submit reports may result in a delay or suspension of contractual payments due you hereunder.

(b) Other Cover Emoluments. With the exception of earned cover income, emoluments (including benefits in kind) received from or through your cover activities are the property of the Government and will be disposed of at such times and in such a manner as the Government may prescribe.

5. Taxes. (a) As an employee of the Government, you must satisfy your Federal tax liability on the taxable income paid to you under paragraph three (3) above. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

(b) You will not be required to bear the expense of foreign taxes on income paid or guaranteed you by the Government under paragraph three (3) above. You will be reimbursed for such foreign taxes paid by you, consistent with your cover.

6. Allowances. You will be entitled to: (a) Living quarters allowances in conformance with regulations of this organization applicable to its appointed personnel. In the event you are furnished quarters by your cover facility or the Government you will not be entitled to the living quarters allowances herein indicated.

(b) Cost-of-living allowances in conformance with applicable regulations of this organization including, but not limited to, a post allowance or, if applicable, an equalization allowance in lieu thereof, a supplementary post allowance, a transfer allowance, a home service transfer allowance and a separation allowance.

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7. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you, your dependents, your household effects and your personal automobile to and from your permanent post of assignment, and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable Government regulations. You will also be authorized shipment of household effects, presently stored in Paris, France, for combination with such household effects as are presently in storage within continental United States. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and, when authorized, for you alone while on temporary duty away from your permanent post of assignment. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

8. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including but not limited to payment of fringe benefit program costs, of your cover organization (including retirement, health and life insurance) when it is determined by this organization that membership therein is necessary for cover and/or security, also entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

9. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government or your cover facility to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

10. Benefits. (a) By virtue of your employment relationship with the Government hereunder, you are entitled to coverage under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by this organization in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick, annual, and home leave (including travel expenses incident thereto) equal to and subject to the same rules and regulations applicable to Government-appointed employees. Annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government or cover officials. All accrued but unused leave credited to your account under previous employment with the United States Government will be transferred to the leave account established for you under this agreement.

(c) You will be entitled to the continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act.

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(d) Your participation in the Retirement and Disability System of this Organization is preserved by virtue of your transfer without a break in service from a position of employment wherein qualification for such status was achieved. Contributions into the Retirement and Disability Fund will be deducted from the basic compensation due you hereunder.

(e) You are herein authorized continued coverage under the Federal Employees' Health Benefits Act. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(f) You are herein authorized continued coverage under the Federal Employees' Group Life Insurance Act unless you have previously executed a written waiver of said coverage. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(g) (1) This organization is authorized to pay the cost of necessary hospitalization and related travel expenses for illness or injury incurred by a United States citizen full-time Contract Employee in the line of duty while abroad.

(2) This organization may pay certain necessary costs of hospitalization and related travel expenses for illness or injury incurred by the dependents of a United States citizen full-time Contract Employee permanently assigned abroad, while they are located abroad.

It is understood and agreed that the eligibility and extent of the participation by you and your dependents in the above medical programs will be in conformance with the rules, regulations, and policies of this organization in effect at the time an illness or injury is incurred, that all claims will be submitted only to this organization and that adjudication of such claims by this organization shall be final and conclusive.

(h) You will be entitled to claim reimbursement for loss of personal property pursuant to applicable Government regulations.

11. Offset. Emoluments (including benefits in kind) received from or through your cover activities are the property of the U. S. Government. Procedurally, such emoluments will be offset against amounts due you under this agreement and are acknowledged to be payment by the Government hereunder and for federal income tax purposes. If cover emoluments exceed those due you under this contract, you will dispose of the excess amount in conformance with governmental instructions.

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12. Execution of Documents. If, in the performance of services under this contract, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

13. Secrecy. (a) You will be required to keep forever secret this contract and all classified information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws of the United States and other applicable laws and regulations.

(b) In the event you marry or remarry during the term of this contract, you agree to advise this organization at least one hundred twenty (120) days in advance of such contemplated marriage, or otherwise as soon as known, and to furnish such personal history data on your prospective spouse as may be required by this organization. You understand and agree that should this organization determine that your marriage would limit or otherwise impair your usefulness to the Government, this contract may be terminated.

14. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

15. Reassignments. During your period of service under this agreement, it may be necessary for this organization to terminate an assignment for reasons beyond your control. In such event, you will be given every consideration for other assignments appropriate to Career Agents.

16. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government. Specifically, you herein acknowledge that this organization makes no commitment, either express or implied, that appointed employment status will be offered you at the conclusion of or during your period of contractual service.

17. Term. This contract is effective as of 15 March 1962 and shall continue thereafter for an indefinite period unless sooner terminated:

(a) Upon ninety (90) days' actual notice by either party hereto,

(b) Upon actual notice to you in the event the results of an initially required medical examination are determined by this organization to be unsatisfactory, or

~~SECRET~~

(c) Without prior notice by the Government, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

/s/ Robert H. Lockette

BY \_\_\_\_\_ Contracting Officer

ACCEPTED:

Thomas B. Casasin

Thomas B. Casasin

WITNESS:

Matthew J. Hartman

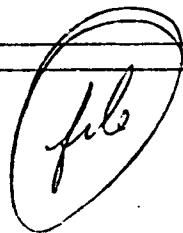
APPROVED:

\_\_\_\_\_

RCB/akc  
4/5/72

SECRET  
(When filled in)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE) LASASIN, THOMAS D.			4. EFFECTIVE DATE 05 15 72	5. CATEGORY OF EMPLOYMENT CAREER AGENT (S)
3. NATURE OF PERSONNEL ACTION INITIAL ENTRY			7. FINANCIAL ANALYSIS NO CHARGEABLE 3136-1231		
6. FUNDS	V TO V	V TO C	G TO V	G TO C	8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS DIA DIRECTORATE EUROPEAN DIVISION			10. LOCATION OF OFFICIAL STATION PARIS, FRANCE		
11. POSITION TITLE UPS OFFICER			12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS, GS, etc.) (FULL TIME) GS		15. OCCUPATIONAL SERIES 0130.01	16. GRADE AND STEP AS 0	17. SALARY OR RATE 0008 02036- 33260 LFI: US2072	
18. REMARKS - - - - - STATUS INFORMATION - - - - - BIRTH DATE: 24 SEX: M MARITAL ST: UIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMPS: FED SERVICE COMPS: 030746 TYPE RETIREMENT: CIA R-D HOSPITALIZATIONS: F PLAN: FEGLI: YES PREV. GOVT SERV: S SAL. TASK LIMIT: PAY BASIS: A A/L IND: 0 S/L IND: 4					
- - - - - CONTRACT INFORMATION - - - - - EFF. DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACTS: 051572 REFERRING OFFICER: EUR PERS REFLR CROS: EUR PHONE: 6913					
- - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - TAX STAFF: Y FED. EXAMS: STATE EXAMS: STATES: TRAVEL: CHI OPS EXPENSE: Y HOUSING: A POST/EQUAL: HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD. GOVT: Y LEAVE PAY: Y PREMIUM PAY: N ALLOWANCE COMPS: N EDUCATION: STEP INCRS: N UTH TAX CRED: N OTHER ALLOW: N SEPARATION:					
SIGNATURE OR OTHER AUTHENTICATION 					

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(When Filled In)

DDO: 01 JUN 71

NOTIFICATION OF PERSONNEL ACTION

DOD

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT	
006102 CASASIN THOMAS B				02 23 71		REGULAR	
5. NATURE OF PERSONNEL ACTION		6. PAY BASIS AND CHARGEABLE		7. USC OR OTHER LEGAL AUTHORITY			
EXTENSION OF PRA NTE: 24 FEBRUARY 1971		V TO V OF TO V X OF TO CP		1136 1231 0000		50 USC 403-J	
8. ORGANIZATIONAL DESIGNATIONS		9. LOCATION OF OFFICIAL STATION		10. POSITION NUMBER		11. SERVICE DESIGNATION	
DOD/EUR FOREIGN FIELD FRENCH AREA PARIS STATION <b>PARIS ANNEX</b>		PARIS, FRANCE		1660		0	
12. POSITION TITLE		13. OCCUPATIONAL SERIES		14. GRADE AND STEP		15. SALARY OR RATE	
OPS OFFICER		0136.01		15 7		29099	
16. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

17. USE PREVIOUS EDITION

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OPR-A1  
Excluded from automatic  
downgrading and  
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18. (When Filled In)

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6001 17 AUG 70

NOTIFICATION OF PERSONNEL ACTION

1. BY

2. SERIAL NUMBER		3. NAME (LAST-FIRST-MIDDLE)	
008102		CASASIN THOMAS B.	
4. SIGNATURE OF PERSONNEL ACTION			
EXTENSION OF PRA NTED 21 FEBRUARY 1971			
5. RANKS		V TO V	V TO CF
		CF TO V	X CF TO CF
6. ORGANIZATIONAL DESIGNATIONS:			
DOP/CUR FOREIGN FIELD FRENCH AREA PARIS STATION PARIS ANNEX			
7. POSITION NUMBER			
CPS OFFICER			
8. CLASSIFICATION SCHEDULE NUMBER		10. DECORATIONS AWARDED	
93		11. GRADE AND STEP	
0136.01		12. SALARY OR RATE	
13. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

FORM 546 1150 Use Previous Edition

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B  
NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)		
1181102	CASASIN THOMAS B		
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
EXTENSION OF PRA NTC: 24 FEB. 1970		02 23 69	REGULAR
6. RANK	V TO V	V TO CF	7. PAYSCALE ANALYSIS NO. CHANGES
7. RANK	CPT TO V	X CPT TO CF	8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DOP EUR FOREIGN FIELD CENTRAL REGION PARIS STATION <b>ANNEX, PARIS</b>		PARIS, FRANCE	
11. POSITION NUMBER		12. GRADE OR RANK	
OPS OFFICER		14662	D
13. CLASSIFICATION SCHEDULE (GS, GS-etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP
GS		0136.01	15 7
17. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

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(When Filled In)

COMINT - NM - PARIS - 002

NOTIFICATION OF PERSONNEL ACTION

NCB

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)	
006102	CASASIN THOMAS B	
3. NATURE OF PERSONNEL ACTION		
REASSIGNMENT		
4. FUNDS 	F 10.0	F 10.0
	0 10.0	X 0 10.0
5. ORGANIZATIONAL DESIGNATIONS		
DOP/EUR FOREIGN FIELD CENTRAL REGION PARIS STATION <b>ANNEX, PARIS</b>		
6. POSITION TITLE		
OP3 OFFICER		
7. DECOMMISSIONING DATE/STATION	8. ACQUISITION DATE	9. GRADE AND STEP
05	0136.01	15 6
10. PAYING	11. LOCATION OF OFFICIAL STATION	
	PARIS, FRANCE	
12. POSITION NUMBER	13. SERVICE DESIGNATION	
0173	D	
14. PAY RATE	15. PAYROLL DATE	
	20585	
16. REMARKS		
SIGNATURE OR OTHER AUTHENTICATION		

FORM 3150  
3-65

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## NOTIFICATION OF PERSONNEL ACTION

NOB

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
006102		CASASIN THOMAS B.		04	10	68	REGULAR
3. NATURE OF PERSONNEL ACTION		6. FUNDING		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		0-10 V	0-10 O	X	0-10 O	0136 1231 0000	SECTION 203 P.L. 80-643
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DUP/ME FOREIGN FIELD PARIS STATION INTERNAL OPERATIONS SECTION				PARIS, FRANCE			
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER		0885		O			
14. CLASSIFICATION SCHEDULE AS OF 10-68		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		13 5		19415	
18. REMARKS <b>EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION.</b>							
SIGNATURE OR OTHER AUTHENTICATION							
E.C.M.							

FORM 1150  
11-62Use Previous  
Edition

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(Indicate true nature  
of reporting and  
classification)

14-013

(When Filled In)

wc

**SECRET**

**AMENDMENT TO  
SUPPLEMENT TO STAFF AGENT PERSONNEL ACTION  
FOR THOMAS B. CASASIN**

**Mr. Thomas B. Casasin**

Dear Mr. Casasin:

Reference is made to your Staff Agent Supplement, effective 5 August 1962.

Effective 27 September 1965, all reference to income is deleted from that supplement and the following provision is substituted:

Taxes. As an appointed employee of the Government you must satisfy your Federal income tax liability on taxable income paid to you. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on income directly received as a result of your Federal employment. Such determinations and procedures constitute an integral part of your Staff Agent administration.

**UNITED STATES GOVERNMENT**

BY \_\_\_\_\_

**Personnel Officer**

Copy packed & to field  
TMC 852 637

1 Mar 66 P.D.

TO: CHIEF, EUROPEAN Division		REASON FOR ISSUE	
		S E C R E T	
FROM: CHIEF, STATION, PARIS		PURPOSE OF DISPATCH	
		S E C R E T	
SUBJECT: O. AYDIN, PERS. TO ESX, WOOLER		RECORDED IN	
ROUTING: Thomas D. CASASIN		FILE	
REF ID: PARIS 27401, 27 April 1972		S E C R E T	
<p>As reported in reference, CASASIN begins his UNCAIRD job on 5 June 1972. Forwarded USC are a Curriculum Vitae which he prepared for UNCAIRD and a completed form required for an LNLTUE security clearance.</p> <p><i>Reynald M. Gunion</i> Reynald M. GUNION</p>			
<p>Attachment:</p> <ol style="list-style-type: none"> <li>1. As stated, USC</li> </ol> <p><i>Enclosed by TEL 15 May 72</i></p> <p>Distribution:</p> <ol style="list-style-type: none"> <li>2 L3: C/EUR w/att USC</li> <li>1 - REC/RCG</li> </ol>			
CS COPY			
CROSS REFERENCE TO	DISPATCH S-4361 AND NUMBER	DATE	MAY 8 1972
	OEPA-9E019 <small>CLASSIFICATION</small>	4 May 1972 <small>HQS FILE NUMBER</small>	<i>RECEIVED</i>
S E C R E T			

**UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION**  
**ORGANISATION DES NATIONS UNIES POUR L'ÉDUCATION, LA SCIENCE ET LA CULTURE**  
**CURRICULUM VITAE**

Please complete this form in English or French. It is important that your answers are complete, accurate, and clearly presented. They should be typed or printed on one side of the page. A maximum space is required for certain items which require detailed answers. You may use, with other reference to relevant numbers.

Veuillez compléter ce formulaire en anglais ou en français. Il est d'une grande importance que vos réponses soient complètes, précises et claires. Elles doivent être tapées ou imprimées sur une seule face de la feuille. Un espace suffisant doit être réservé pour certaines questions nécessitant des réponses détaillées. Vous pouvez utiliser, avec référence aux numéros correspondants, les termes suivants pour décrire certains paragraphes.

1. Family name (Surname) - Nom de famille		First name - Prénom		Middle name - Nom de jeune fille		
<b>JACOBSEN</b>		<b>Jacques</b>				
2. Permanent address - Domicile permanent		Telephone				
5 villa Madrid, 92 Neuilly, France		722 99-90				
3. Mailing address - Adresse postale (if different from above) (Si elle diffère de la précédente)		Telephone				
4. A) Date of birth - Date de naissance	Day / Month / Year	B) Country and place of birth - Pays et lieu de naissance	C) Sex - Sexe	D) Marital status - État civil		
* 20	I	USA, Baltimore, Maryland	M	Divorced		
5. A) Citizenship at birth Nationalité à la naissance		B) Present citizenship (since) Nationalité actuelle (depuis)				
USA		USA				
C) Long-term present residence Avec nous, en cours de démarches officielles dans l'attente d'être autorisé à entrer.						
No						
6. Give the following information about persons fully dependent upon you for financial support. Donnez les renseignements suivants sur les personnes qui sont, financièrement, entièrement à votre charge.						
Name of dependant Nom de la personne à charge	Date of birth Date de naissance	Relationship Degré de parenté	Name of dependant Nom de la personne à charge	Date of birth Date de naissance	Relationship Degré de parenté	
<b>Jacqueline Richardson</b>	<b>19.11.53</b>	<b>Daughter</b>				
<b>Richelle Richardson</b>	<b>5.4.55</b>	<b>Daughter</b>				
7. List any of your relatives employed by the United Nations or its Specialized Agencies. Donnez les noms de ceux de vos parents qui sont employés par les Nations Unies ou une des Institutions spécialisées.						
Name - Nom	Relationship - Degré de parenté	Name of international organization Nom de l'organisation internationale				
8. Would you object to serving in any part of the world? In which countries would you object to serving? (If Yes, indicate countries)		9. Would you accept employment for less than 6 months? Dans quelles régions du monde vous opposeriez-vous à servir? (Si Oui, indiquer les régions)				
No		Up to 6 months moins de 6 mois				No
10. How much notice would you require to report for work? Dans quel délai pourriez-vous entrer en fonction?		6 months to 1 year 6 mois à un an				No
One month		more than 1 year plus d'un an				Yes
11. If employed, you will be required to pass a medical examination. Have you any disabilities which might limit your prospective field of work or prohibit your undertaking any necessary travel by air?						No
En cas d'engagement un examen médical est nécessaire.avez-vous une infirmité quelconque susceptible de restreindre vos activités professionnelles ou de vous interdire tout voyage par avion que vous pourriez être appelé à effectuer?						No
12. For what type of work or for which specific post do you wish to be considered? - Quel genre d'emploi ou quel poste prénez-vous intérêt?						
<b>Scientific-technical publications</b>						<b>13. Education</b>

13. EDUCATION - ETUDES : List all schools attended by you formally, from the age of 16, including in-service training, apprenticeship, family and other training, etc.

Chercheur en Recherches Atmosphériques, Membre du Comité de Planification et d'Évaluation des Projets de Développement Économique et Social du Québec et du Canada.

Name, place and country Nom, adresse et pays	Year attended Année d'études	Degree, diploma, etc. in original language Diplôme, diplôme, etc. dans la langue originale	Date diploma Date diplôme
Grade or class Niveau de classe	Year of graduation Année de graduation	Major subjects Matières principales	Date of graduation Date de graduation
High School of Montreal, Canada	Jun 40	Diploma	1940
University of Western Ontario, London, Ontario, Canada	Dec 47	BA	1947
University of Michigan, Ann Arbor, USA	Dec 51-2	None	
Georgetown University, Washington, USA	Jun 62	Certificate	1962
<b>Pennsylvania Polytechnic, Troy, NY USA</b>			
<b>(Technical Writers Institute)</b>			

14. The professional societies to which you belong and your activities in public or international affairs.

Executive in executive professionals don't list this member; no private political or international.

International Council for the Advancement of Business Education, Honorary Member; International Society for Plastics, Fellow; Society of Technical Journalists and Writers, Senior member; International Science Writers Association, Member; The Glaciological Society, Member; Association des Journalistes Scientifiques, Honorary Associate; and others.

15. List, but do not attach, your significant publications. Indicate publisher and date and place of publication.

Over 100, mostly in English, but include important que vous avez publiés. Indiquer le nom de l'édition, le lieu et la date de publication.

Numerous articles, Science and Technology, Space/aeronautics, Electro-Technology, 1963-9; numerous articles, Science Journal, 1969-70; numerous articles, book reviews, Atomes et La Recherche, 1969-present; numerous articles, Innovation and Search, 1969-present; Journal of Medical Engineering & Electronics, 1965; numerous articles in Nature News and Views, 1970-present; articles in Purchasing and Marketing Industry, 1963-9; editorial work for Unesco Impact, 1970; planned June 1971 issue on chemistry of Unesco Courier; article on American oceanology in Sciences & Avenir, August 1970, and others.

16. LANGUAGES  
LANGUES

A) Mother tongue :  
Langue maternelle : English

B) Other languages  
Autres langues

AB 11, 12 & Appendix A			
French		English	
Speaking	Writing	Speaking	Writing
Excellent	Excellent	Excellent	Excellent
Good	Good	Good	Good
Fair	Fair	Fair	Fair
Poor	Poor	Poor	Poor
Very poor	Very poor	Very poor	Very poor

C) In which languages are you able to teach ? Dans quelles langues pouvez-vous enseigner?

English and French

17. CLERICAL SKILLS - STENO-DACTYLOGRAPHIE

Indicate speeds in words per minute, after verification on non-commercial tests.  
Indiquer les vitesses en mots par minute après vérification des tests sur papier à en-tête.

Language - Langue	Typing speed TYPING SPEED	Handwriting speed HANDWRITING SPEED	Transcription speed TRANSCRIPTION SPEED
English - anglais	100 wpm	100 wpm	100 wpm
French - français	80 wpm	80 wpm	80 wpm
Spanish - espagnol	60 wpm	60 wpm	60 wpm
Italian - italien	50 wpm	50 wpm	50 wpm

18. MECHANICAL SKILLS - PICNODRAPHIE

List any special skills you possess and office machines you can use.  
Indiquer les compétences techniques et les machines de bureau que vous maîtrisez, si tel est le cas.

Can use all office equipment, including some IBM and ICL computers (2, 2.5, and 3d generations).

**B. EN COURS DE POSTE**  
- REÇUS  
- VANTAGEMENTS  
- DÉPENSES GÉNÉRALES

Starting date pour présent position et la résumé, under every employment history at least the past ten years, d'éléments, en commençant par la plus récente, des emplois que vous occupiez au cours des dix dernières années au moins.

**A. PRÉSENTE POSITION - POSTE ACTUEL**

Dates of employment - Dates d'emploi

From: October 1 1970 To: Present

De: 1er octobre 1970 À: Ce jour

Annual salary - Trimestriel annuel

Starting: \$8,000 F Final: \$8,150 F

De début: 8,000 F A: 8,150 F

Exact title of your position and place of work

Title exact de votre poste et lieu d'exercice.

**Directeur Adjoint, Paris**

Name of employer - Nom de l'employeur

**Société d'Éditions Scientifiques; Sciences Information**

Type of work

Genre d'œuvre: Scientific publishers, consultants

Name and title of your immediate supervisor **M. Cheukiewicz**

Nom et titre de votre supérieur direct **Président**

Reason for leaving - Raisons de votre départ

Would like to have my week-ends free

**B. PRÉVIOUS POSITION - POSTE ANTIÉRIEUR**

Dates of employment - Dates d'emploi

From: January 1 1969 To: Present (concurrent)

De: 1er janvier 1969 A: Présent (concurrent)

Annual salary - Trimestriel annuel

Starting: \$5,000 plus Final: \$9,000 plus

De début: 5,000 compl. A: 9,000 compl.

Exact title of your position and place of work

Title exact de votre poste et lieu d'exercice

**European Director — Paris**

Name of employer - Nom de l'employeur

**Technology Communication, Inc**

Type of work

Genre d'œuvre: Managing overseas publishing co.

Name and title of your immediate supervisor **F. Park**

Nom et titre de votre supérieur direct **Executive Director**

Reason for leaving

Would prefer to return to con-

tinuing education for technical management

**C. PRÉVIOUS POSITION - POSTE ANTIÉRIEUR**

Dates of employment - Dates d'emploi

From: February 1968 To: June 1969

De: 1er février 1968 A: Juin 1969

Annual salary - Trimestriel annuel

Starting: \$19,500 + profit Final: \$21,000 + profit

De début: 19,500 + profit A: 21,000 + profit

Exact title of your position and place of work

Title exact de votre poste et lieu d'exercice

**Chief Correspondent, Europe**

Name of employer - Nom de l'employeur

**Conever-Mast Publications, Inc**

Type of work

Genre d'œuvre: Applied technology periodical press

Name and title of your immediate supervisor **E. Conever**

Nom et titre de votre supérieur direct **Président**

Reason for leaving - Raisons de votre départ

Tired of routine; applied new challenges

Demandez à l'agent, qui en demandera une présentation, nom et type de subordonnées.

Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.

Directeur-adjoint of firm publishing monthly scientific magazine and providing scientific and technical consulting services; deputy to president; helping him manage two enterprises specializing in the processing of specialized information and the talent which handles it.

Directly responsible for sales, sales promotion, advertising, and public relations functions; supervises accountancy and purchasing functions, and relations with other publishers.

Handle the inception of all foreign relations, and deal directly with international organizations (UNESCO, UNDP, etc.) and their agents (WHO, ILO, etc.). We can get in touch with you about this.

and type of subordinates.

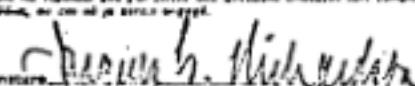
Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.

Responsible from the outset for creating editorial and promotional resources and services outside North America, mainly in Europe, of new firm specializing in continuing education for technical management. This includes the publishing and editing (based in New York) of three periodicals: Innovation, Search, and a monthly newsletter. All are concerned with the art of management in a continually changing social environment.

Find authors; write my own article material; work with firms and individuals as well as government units desiring their publication; recruit people to handle the management courses run by our publishing and educational subordinates.

Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.

As head of correspondents, planned, directed and supervised work assignments of a dozen correspondents reporting to the overseas editorial bureau of a major trade press organization, which during this period was merged by purchase with the Culinary Publishing Company

B. PREVIOUS POSITION - POSTE ANTERIEUR			
Date of employment - Date d'engagement From: May 1962 To: February 1968		Length of service - Durée d'emploi Salary \$10,000 + profit <sup>find</sup> \$10,000 + profit De départ A.R.P.	
Nature of your position and place of work Type et lieu de votre poste et lieux d'activité <b>(London, Paris)</b>		Established, planned, directed and managed activities of overseas editorial Bureau of medium-sized publishing firm, specializing in the applied sciences, industrial management, methods and technology, and marketing, methods magazines.	
Name of employer - Nom du employeur <b>Cenover-Mark Publications, Inc</b>			
Type of work Genre d'œuvre Specialized periodical press			
Name and title of your immediate supervisor L. Harterty, Nom et titre de votre supérieur direct Exec Vice Pres (deceased)			
Hours for training Cours de départ Promotion			
C. If applicable, give here a brief résumé of employment(s) held before those covered above. Si vous le jugez utile, résumez ici vos divers emplois antérieurs.			
1950-2 Free-lance technical editor, various publishing houses, New York 1950-2 Supervising Technical Editor, <b>Scientific Group, Office of the Chief of Staff, US Army</b> 1950-60 Supervising Foreign Affairs Specialist, <b>Military Attaché, Defense Program, Paris, France</b> 1950-64 Regional Editor, <b>International Press Section, US Information Agency</b> 1969 Reporter, then associate editor, weekly newspaper chain, Baltimore.			
D. REFERENCES: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat names listed in Item 18.		RÉFÉRENCES: Indiquer trois personnes (parents et amis exclu) pouvant donner sur vous des renseignements d'une moral et professionnel. Ne répétez pas de noms déjà cités dans le case 18.	
Name - Nom		Full address - Adresse complète	
Prof ALGAIN Pierre	<b>DORST, Ministère de la Recherche Industrielle et Scientifique, Paris</b>		Civil servant
Mr VICENY Nicholas	Science Editor, <b>LE MONDE, rue des Italiens, Paris</b>		Journalist
Prof THUILLIER Pierre	<b>University of Paris, Nanterre Campus, Paris</b>		Educator
E. Have you any objection to our making enquiries of your present employer? Voyez-vous quelque inconvénient à ce que nous prenions des renseignements auprès de votre employeur actuel? <input checked="" type="checkbox"/> <sup>yes</sup> <sub>non</sub> <input type="checkbox"/> <sup>no</sup> <sub>non</sub>			
F. Does he hold any other relevant posts? Include information regarding any residence or address outside the country of which you are a citizen. Tenez-vous quelque renseignement d'autre poste ou fonction? Dites-nous également si vous habitez ou si votre poste ou fonction est en dehors de votre pays de nationalité.			
Foreign residence: Canada 1937-42; UK, France, Belgium, Germany, 1944-5 (military service); Japan, 1946-8 (military service), 1955-60; France, 1962-present			
G. I certify that the statements made by me in answer to the foregoing questions are true and complete. I understand that false representations render me liable to damages, if litigated. Je certifie que les réponses que j'ai faites aux questions ci-dessus sont complètes et véritables. Je comprends que toute déclaration fausse peut me rendre responsable de dommages, au cas où je serais engagé.			
Signature 		Date November 30, 1971	
H. I. You may be required to supply documentary evidence in support of the above statements. Do not, however, send any such evidence unless asked to do so by us. Receipt of this form is not ordinarily acknowledged, but your application will be carefully examined and unless we, if need be, get back touch with you. Applications for employment are not normally retained by us for more than two years after receipt.		Il pourra vous être demandé de nous donner des preuves documentaires à l'appui des déclarations ci-dessus. Cependant, ne nous envoyez pas de documents sans nous en avoir demandé l'envoi. Il n'est pas nécessaire d'envoyer l'épreuve de ce formulaire, mais nous demandons que toutes demandes d'informations nous soient transmises, le cas échéant, nous pourrons nous en tenir à nos notes. En règle générale, l'épreuve ne conserve pas les demandes d'emploi plus de deux ans après réception.	

**IDENTIFICATION AND PERSONNEL DATA  
FOR EMPLOYMENT OF UNITED STATES CITIZEN**

**INSTRUCTIONS.—** Please print quadruplicate. All sections must be completed. Write "None" where applicable. Type or print answers. If space not adequate for complete answer continue under item 23, and attach a supplemental sheet to this form if necessary. All addresses must show street number, street name, and state.

**1. NAME (Last, First, Middle)**

1234567890, Johnson, G.

**2. OTHER NAMES (Last, First, Middle Initials) (Indicate foreign names, nicknames, assumed names, aliases, pen names, etc. Specify which, and show dates used.)**

**3. PRESENT ADDRESS AND LENGTH OF RESIDENCE THERE**

6 villa Madrid 3 years

**4. DATES AND PLACES OF RESIDENCE (Give last 10 years. Continue under item 23 on other side of necessary.)**

FROM	TO	ADDRESS AND STREET	CITY	STATE
June 1969	Present	6 villa Madrid	92 Neuilly	France
Sent 1962	June 1969	6 villa Madrid	92 Neuilly	France
Sent 1960	Aug 1962	312 Linden Place	Alexandria Va 22314	
Aug 1962	June 1962	72nd Precinct, Brooklyn, New York, N.Y., U.S.A.		
Feb 1959	June 1962	Laconia, New Hampshire, U.S.A.		

**5. UNITED STATES CITIZENSHIP.**

INDICATE WHETHER:

(A) BY BIRTH

(B) NATURALIZATION

(C) DERIVATIVE

PETITION NO. \_\_\_\_\_

DATE \_\_\_\_\_

CERTIFICATE NO. \_\_\_\_\_

PLACE \_\_\_\_\_

**6. SOCIAL SECURITY NO.**

042 20 5330

**7. MILITARY SERVICE (Past or present)**

SERIAL NO.	BRANCH	FROM DATE	TO DATE	TYPE OF RELEASE
31316265	Army	1943	1948	Res
0 957200	Army	1948	1948	Res

**8. EDUCATION (List schools above elementary)**

SCHOOL ATTENDED	ADDRESS	GRADE	YEAR	EDUC
High School of Montreal	1500 University St, Montreal	10-12		Dep't
University of Michigan	Ann Arbor	10-12-X		BA
Georgetown University	Washington DC	1951	1952	some
Hannibal Polytechnic	Troy NY		1962	Certif

SIC 011-2 to OFPA-98019

CS COPY

DEFENDED

11-26-8  
June 1982

14. Employment history since 1940. List all employment, including part-time employment. Show ALL dates and positions when unemployed

Year	Year	Employer	Purpose	Comments
1940	1941	ATA Aviation Agent Publishing Paris France Mr E. Chodkiewicz	Business	No accept Dissolve comp
1940	Present	Technology Committee Publishing New York NY Mr F. P. Park	Business	ditto
1942	1949	Generalized Publications Publishing New York NY Mr H. Conover, Jr.	Business	No join Mach salary Compt
1949	1962	Army Office of Ch. of USO reporting Washington DC Staff: Col H. P. Garrity	Business	To re-enter priv. industry
1955	1960	Tokyo CH Center Industrial Tokyo Japan Col J. H. Stewart surveys	Business	Contract expiration
1950	1954	USIA (IPS) Govt Info Washington DC Mr Hundt services	Business	No accept o'sens asgmt
1949	1949	Housing Authority, Public Housing Baltimore; Mr Kilburn authority Baltimore Rd	Business	No accept better job
1948	1949	Guide Publications Inc Publishing Baltimore MD Dr Kohre	Business	No accept better job

15. FOREIGN COUNTRIES VISITED SINCE 1930 (Exclusion of military service)

Country	Date Left USA	Date Returned USA	Purpose
Western Europe	1944	1945	Military service
Japan	1946	1948	ditto
Japan-Korea	1950	1953	USIA activities
Japan	1955	1960	Civil service
Western Europe	1960	1960	Tourism
France, western Europe	1962	1972	Business, tourism

FEDERAL BUREAU OF INVESTIGATION - U. S. DEPARTMENT OF JUSTICE

EX-102 FORM, 1950 EDITION  
MAY 1950 EDITION  
GSA GEN. REG. NO. 10, 1950  
GSA GEN. REG. NO. 10, 1950  
GSA GEN. REG. NO. 10, 1950

**17. HAVE YOU BEEN INVOLVED SINCE 1945 IN ANY MEMBER OF THE COMMUNIST PARTY IN U. S. OR HAS COMMUNIST INFLUENCE PREDOMINANT IN YOUR POLITICAL ACTIVITIES?**

**18. HAVE YOU BEEN A MEMBER OF ANY GROUP OR ASSOCIATION WHICH IS ACTIVELY WORKING TO DESTROY THE FREE ENTERPRISE SYSTEM IN THE UNITED STATES? IF YES, NAME THE GROUP AND THE LEADERSHIP. IF NO, STATE THAT TO BEST OF YOUR KNOWLEDGE, THESE RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OF AMERICA SEEM TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES OF UNCONSTITUTIONAL MEANS?**

**19. IF YOUR ANSWER TO QUESTION 17 IS NO, ABOVE IS YES, STATE THE NAME OF ALL SUCH ORGANIZATIONS, ASSOCIATIONS, MOVEMENTS, GROUPS, OR COMBINATIONS OF PERSONS, PARTIES OR WAYS OF LIFE, WHICH CANNOT BE ATTACHED TO ANY MEMBER OF THIS FORM. GIVE COMPLETE DETAILS ON YOUR ACTIVITIES THEREIN AND MAKE AN EXPLANATION YOU DESIRE REGARDING YOUR MEMBERSHIP OR ACTIVITIES.**

NAME	ADDRESS	TYPE	FROM	TO	OFFICE HELD
British Interplanetary Soc London	London	Professional	1946	present	Fellow
Soc of Tech Communication	Washington	"	1953	present	Sen Member
Intl Science Writers Assn	London	"	1955	present	Member
American Club	Paris	Social	1962	present	Member

**20. RELATIVES (parents, spouse, divorced spouse, children, brothers, and sisters, living or dead. Name of spouse should include maiden name and any other names by previous marriage. If person is dead, so state under "address" and enter other information as of time of death.)**

RELATION	NAME IN FULL	YEAR OF BIRTH	ADDRESS	COUNTRY OF CITIZENSHIP	COUNTRY OF RESIDENCE
Daughter	Pamela A. Richardson	1950	5 villa Madrid 92 Neuilly France	USA	USA
Daughter	Michelle D. Richardson	1953	5 villa Madrid 92 Neuilly France	USA	USA

21. ARE THERE OTHER NAMES WHICH YOU USE IN ADDITION TO YOUR EMPLOYER'S NAME AND WHICH ARE ASSOCIATED WITH YOU?

(a) Mr. George J. Hirsch  
(b) Mr. Michael J. Hirsch  
and/or  
John Michael Hirsch

100 Street, Manhattan, New York City 100-21-58201  
400 Park 25 Street (60)  
New York NY 10010  
350 Eastland Circle  
Pleasant Hill, KY 40060

6  
29  
29

22. HAVE YOU EVER BEEN ARRESTED SINCE YOUR 18TH BIRTHDAY; HELD FOR INVESTIGATION OR QUESTIONED, OR CHARGED BY ANY LAW ENFORCEMENT AUTHORITY? (You may name (1) Two incidents for which you paid a fine of \$10 or less, and (2) anything that happened before your 18th birthday. All other incidents must be included, even though they were dismissed or you merely facilitated collation).

SEARCHED "NO" SERIALIZED "NO"

23. WHILE IN THE MILITARY SERVICE WERE YOU EVER ARRESTED FOR AN OFFENSE WHICH RESULTED IN A TRIAL BY DUE COURT OR BY SUMMARY, SPECIAL, OR GENERAL COURT-MARTIAL?

(a)

SEARCHED "NO" SERIALIZED "NO"

IF YOUR ANSWER TO 21 OR 22 IS "YES," GIVE DETAILS IN ITEM 23, SHOWING FOR EACH INCIDENT (1) DATE, (2) CHARGE, (3) PLACE, (4) LAW ENFORCING AUTHORITY OR TYPE OF COURT OR COURT-MARTIAL, AND (5) ACTION TAKEN.

24. SPACE FOR CONTINUING ANSWERS TO QUESTIONS (Show item numbers to which answers apply. Attach a separate sheet if there is not enough space here.)

### CERTIFICATION

NOTE: The original copy must be signed by the person named in item 1 on this form.

I certify that the above information is correct and complete to the best of my knowledge and belief.

May 1 1972

(F488)

  
SIGNATURE (Signature only)

U.S. GOVERNMENT PRINTING OFFICE 160-0-60001

500 copies

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SECRET

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<b>FITNESS REPORT</b>					EMPLOYEE SERIAL NUMBER <b>006102</b>
<b>SECTION A</b>					<b>GENERAL</b>
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
<b>CASASIN, Thomas B.</b>		<b>20 Jan 36</b>	<b>M</b>	<b>GS-15</b>	<b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Off</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/EUR</b>	8. CURRENT STATION <b>Paris</b>		
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small> <small>SPECIAL (OPERATION)</small>		<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <small>ANNUAL</small> <small>SPECIAL (OPERATION)</small>			
11. DATE REPORT DUE (Local P.T.) <b>31 May 1971</b>		12. REPORTING PERIOD (From To) <b>1 April 1970 to 31 March 1971</b>			
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe actions taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be detailed.</p> <p><b>P-Precious</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Superior</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter 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>					
<p><b>"Gained full-time employment as a senior executive of a foreign scientific publication for the purpose of further developing access to Station targets and appreciably lowering the overall cost of the operations in which he is involved.</b></p> <p><b>RATING LETTER</b> <b>O</b></p>					
<p><b>Uses his cover to gain access to MI6ARSH personnel and spot leads on eventual access and support-type assets directed against the local MI6ARSH and TPPAST targets.</b></p> <p><b>RATING LETTER</b> <b>S</b></p>					
<p><b>Develops and assesses MI6ARSH officials with whom he has made contact as well as access prospects to the local MI6ARSH and TPPAST targets.</b></p> <p><b>RATING LETTER</b> <b>P</b></p>					
<p><b>Responds to various Station requirements including investigative work.</b></p> <p><b>RATING LETTER</b> <b>S</b></p>					
<p><b>SPECIFIC DUTY NO. 5</b> <b>Reports on the above activities.</b></p> <p><b>RATING LETTER</b> <b>P</b></p>					
<p><b>SPECIFIC DUTY NO. 6</b></p> <p><b>RATING LETTER</b></p>					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p><b>RATING LETTER</b> <b>S</b></p>					

SECRET

(ORIGIN F-119d-1a)

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period under review, Subject managed to gain full-time employment as a senior executive of an HBSPRITE government subsidized scientific publication at a time of economic slowdown when jobs were not easy to get. He did this without help from Headquarters or the Station. Such an achievement is a tribute to Subject's fluency in French, his ability to write, his general scientific know-how and his good business sense. Over half of his salary therefore is now paid by this company. In converting to full-time employment, a major adjustment, Subject's contribution to the Station operations in the MHHARSH and TPPAST fields against which he is targetted temporarily decreased somewhat. Subject continued, however, to maintain contact with three local MHHARSH officials and initiated contact with three others. He also continued to search for new leads to personalities in the priority areas assigned to him. Subject has the capability to call on local scientists or technicians of just about any nationality with the possible exception of TPPAST citizens. He has used this near-unique potential well.

Subject has had occasional difficulty switching from "professional" or intellectual subjects in his development of MHHARSH personalities or access prospects to more down-to-earth interests necessary --con't--

## SECTION D

## CERTIFICATION AND COMMENTS

## BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

SIGNATURE OF EMPLOYEE

9 June 1971

/s/ Thomas B. CASASIN

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

18 months

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

Handling Officer

/s/ Francis S. Sherry

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The Station submitted comments on Subject officer recently in OPPT-16549 (8 April 1971), to which we should add that Subject has, largely on his own merits, acquired a solid and potentially highly useful cover employment. However, this new employment will demand a very substantial amount of time and energy from Subject, and the unanswerable question at the moment relates to his availability for organizational tasks. We shall need additional time and careful working with this officer to determine the answer, since the fiscal outlay from the Organization to support his continued stay in Paris is still quite

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

24 May 1971

J~28

/s/ Hugh Montgomery

SECRET

S E C R E T

- 2 -

**FITNESS REPORT**Section C (continued)

to the development of human relations. His forte is therefore more in the field of spotting and making operational contacts than in that of more than short-range operational development. Subject's operational situation makes it impossible for him to attempt recruitments. Thus, his very real achievements are not by essence of the spectacular variety.

Subject's reporting has been satisfactory and continue to be copious. He could, however, further improve the selectivity of the leads provided the Station and make more of an effort to "digest" the information contained in his reports.

Although Subject has, at present, no supervisory function, he has repeatedly requested such a responsibility. He is careful with operational expenses and has exercised good security.

During the period under review, additional efforts have been made to make full use of Subject's potential and integrate him further in the work of the station component with which he works. He is a particularly valuable asset for the Station programs directed against the local MHHARSH and TPFAST targets.

Section D (continued)

substantial. In a word, is it worth it? We do not yet know, although our initial impressions are favorable.

On the fitness report itself, this rater would have preferred an "S" rating for specific duty number one; Subject may ultimately deserve an "O", but it does not seem warranted at the present time. Moreover, I believe the overall rating would more properly have been in the higher range of the "P" category, rather than "S", but it is of course a subjective judgment of the rating officer, who is more intimately and directly involved with Subject on a frequent basis.

In sum, the cover is superb, and only time will reveal to what extent the cover requirements permit a full measure on behalf of the Organization. We are following this aspect closely and will be commenting upon it subsequently as we gain experience and knowledge.

S E C R E T

## FITNESS REPORT

SECTION A.		GENERAL			
1. NAME:	JAMES	(First)	(Middle)	2. DATE OF BIRTH:	18/08/24
				3. GRADE:	S-10
				4. GRADE/NUMBER OF ASSIGNMENT IN CURRENT STATION:	GS-15 D
		5. OFFICIAL POSITION/TITLE:			
		Paris			
		6. CHECKLIST: TYPE OF APPOINTMENT			
		7. CHECKLIST: TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSESSMENT BY SUPERVISOR
<input type="checkbox"/> CAREER-PROFESSIONAL (See instructions - Section C)		8. ANNUAL			
<input type="checkbox"/> SPECIAL (Specify)		9. SPECIAL (Specify)			
10. DATE REPORT DUE IN G.P.		11. REPORTING PERIOD (From to)			
		1 April 1969 - 31 March 1970			
SECTION B		PERFORMANCE EVALUATION			
<u>D</u> -Unacceptable		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the error could range from counseling, to further training, to placing on probation, to reassignment or to separation. Document errors made or proposed in Section C.			
<u>M</u> -Marginal		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended would be described.			
<u>P</u> -Proficient		Performance is satisfactory. Desired results are being produced in the manner expected.			
<u>S</u> -Strong		Performance is characterized by exceeding proficiency.			
<u>O</u> -Outstanding		Performance is exceptional in relation to requirements of the work and in comparison to the performance of one's peers. Minor work may be warrant special recognition.			
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).					
SPECIFIC DUTY NO. 1		RATING LETTER			
Established and maintains a legitimate <b>S&amp;T publishing</b> representation for the purpose of developing natural access to Station targets.					
SPECIFIC DUTY NO. 2		RATING LETTER			
Uses his cover to develop leads on eventual access or support type assets to be used by the Station against the local MEHARSH target.					
SPECIFIC DUTY NO. 3		RATING LETTER			
Responds to various Station requirements including investigative work.					
SPECIFIC DUTY NO. 4		RATING LETTER			
Initiates contact with selected local MEHARSH targets and undertakes to develop sufficient rapport with them to provide operational assessments.					
SPECIFIC DUTY NO. 5		RATING LETTER			
Conducts surveillance and maintains contacts with selected local MEHARSH targets.					
SPECIFIC DUTY NO. 6		RATING LETTER			
Conducts surveillance and maintains contacts with selected local MEHARSH targets.					
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					
RATING LETTER		S			

## RECOMMENDATIONS

Indicate significant strengths or, i.e., assets demonstrated in current position held, in proper perspective, their relation w.r.t to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C attach a separate sheet of paper.

The comments of the rating officer are limited to the period from October 1969 to March 1970 during which he worked with Subject. The previous rating officer has added his comments to allow coverage of the total indicated period from April 1969 to March 1970. During this period Subject was integrated in a new team assigned to the local S&T and Commercial MMARSH target. Subject's recent activity has been very productive indeed. Subject used the excellent potential given to him by his cover to skillfully spot and assess access agent candidates. As Subject's operational situation in Paris precludes making recruitment, the most promising of those candidates was placed in contact with a Station officer during social events Subject organized. At the same time, Subject continued his efforts to develop personal relationship with several MMARSHers. The beginning of personal, as opposed to purely professional, relations with a major MMARSH target enabled him to obtain insight into the target's beliefs and personality which was the best the Station had to date. Subject also managed to establish contact with two other MMARSH representatives of interest. This, in one case, required almost six months to accomplish via a combination of patience, skill and determination. Subject is an experienced officer. He is alert conscious and practices good security. The Station has no other agent with the necessary scientific and editorial know-how, fluent French and local knowledge to replace Subject. In view of this and the recent progress made by Subject in response to very specific requirements and his willingness to try to establish personal and, hopefully, social relations with access prospects and MMARSH targets, the Station recently recommended that he be extended in Paris. At the same time, the Station recommended that Subject's cover be reinforced by full-time employment with Subject's current MMARSH employer.

## SECTION D CERTIFICATION AND COMMENTS

## 1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE SIGNATURE OF EMPLOYEE

## 2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	Station Officer	/s/ Francis Sherry

3. BY REVIEWING OFFICIAL
--------------------------

## COMMENTS OF REVIEWING OFFICIAL

As previous Station correspondence and fitness reports will reflect, this officer has been the subject of varying evaluations and projections in recent years. In fairness to him, however, it is equally true that an officer under non-official cover reflects, in the level and quality of his performance, the amount and type of guidance, direction and push he receives from the responsible incidece officer. Making allowances for these variables, this officer's past record has not been impressive; however, it is also correct to note that he has improved substantially during the latter part of the period under review; and that if the Station can work out some fiscal arrangement which will reduce the heavy financial input

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 May 1970	PM	Hugh Montgomery

14-00000

**S E C R E T**

**Section D3 continued**

from the Organization, his continued presence at this Station definitely appears to be warranted for a sufficient period to reach more definite conclusions concerning the level of sustained performance over a somewhat longer period than that reflected by this report.

On balance, we are pleased that this officer has responded so well to greater case officer direction and that he has undertaken somewhat more aggressive efforts to expand his range of contacts in immediate proximity to the primary Station targets. This officer does bring many talents to bear on his operational activity: he has absolutely fluent French, a solid and exploitable cover, and a vast range of contacts in the local community. Nonetheless, it will require additional time to explore these contacts in depth, select those which appear to be operationally viable, and pursue them actively either to the point of recruitment by another officer or elimination from further development, for whatever reason.

In sum, in spite of the recognized and commendable improvement in this officer's performance during the period under review, the reviewer submits that the letter grade for specific duties 2 and 4 would more properly have been a "P", and that the overall rating, at this point, would more accurately be set at a level between "P" and "S", probably closer to the former than the latter.

This reviewing comment has been read by the officers who prepared the Fitness Report.

**S E C R E T**

SECRET  
(This Field Is)

(P) / 23

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
				006102		
<b>SECTION A</b>						
				GENERAL		
1. NAME		2. GRADE	3. RANK	4. DATE OF BIRTH		5. SSN
CABASIN, Thomas B.				20 Jan 1924		31
6. OFFICIAL POSITION TITLE		7. OFF/DIR/BR OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer		BPP/EUR/France		Paris		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT		
CAREER: <input checked="" type="checkbox"/>		RESERVE: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	INITIAL: <input type="checkbox"/>	REASSIGNMENT SUPERVISOR: <input type="checkbox"/>	
CAREER-PROVISIONAL (BPP/Bureau de Station C)				<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE: <input type="checkbox"/>	
SPECIAL COMM: <input type="checkbox"/>				SPECIAL COMMITTEE: <input type="checkbox"/>		
11. DATE REPORT DUE IN G.P.						
12. October 1968 - 31 March 1969						
<b>SECTION B</b>						
PERFORMANCE EVALUATION						
<p><b>E - Poor</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter 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>						
SPECIFIC DUTY NO. 1		RATING LETTER				
Establishes and maintains a legitimate <b>B&amp;T publishing</b> representation for the purpose of developing natural resources to station targets.		S				
Develops cover pretenses to meet WOLADY and third national of operational interest in the B&T community.		S				
SPECIFIC DUTY NO. 2		RATING LETTER				
Responds to station ad-hoc requirements on the local internal target.		S				
SPECIFIC DUTY NO. 3		RATING LETTER				
Develops potential agent prospects in the B&T community to the point where they can be recommended as station agents candidates.		P				
SPECIFIC DUTY NO. 5		RATING LETTER				
SPECIFIC DUTY NO. 6		RATING LETTER				
OVERALL PERFORMANCE IN CURRENT POSITION						
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>						
RATING LETTER		S				
<p>SECRET 45 RELEASER FORM APPROVED ARMED FORCES INFORMATION COMMITTEE AND COMMITTEE ON SECURITY INFORMATION</p>						

## SECRET

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for warning. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manager of performance of managerial or supervisory duties must be described, if applicable.

During this reporting period subject had very markedly increased the tempo of his activities and contacts. Many agent prospects have been screened and contacts were established with people of interest to several elements of the Station. Subject is particularly thorough and outstanding on specific investigations where he utilized cover in a skillful and imaginative way. He has improved in terms of people development but in this respect he is still best with people in a professionally related context rather than a contrived social context. As mentioned in the previous report subject's cover assignment does not allow him to make recruitments. Subject has a high degree of cost consciousness and does not exercise any supervisory responsibilities.

## SECTION D

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

11 June 1969

/s/ Thomas B. CASASIN

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

5 June 1969

Ops Officer

/s/ Murat Natirhoff

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I do not concur in this rating. I would have given the employee STRONG in the performance of his cover responsibilities, that is to say in the manner in which he has created and expanded his cover. I would have restricted myself to PROFICIENT, however, in assessing his exploitation of that cover for operational purposes. For a fuller treatment of this staff agent's performance, suggest that reference be made to the ROC Status Report, submitted 26 May 1969, via QFPA-89925.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 JUNE 1969	Chief of Station	/s/ David K. Murphy

SECRET

SECRET

FITNESS REPORT					EMPLOYEE SERIAL NUMBER		
<b>SECTION A</b>					<b>GENERAL</b>		
1. NAME		2. Grade	3. Field	4. Division	5. DATE OF BIRTH	6. SEX	7. GRADE
CARASIVIUS, Thomas		B.			20 Jan 1924	M	GS-15
8. OFFICIAL POSITION TITLE Open-Officer					9. OFFICER OF ASSIGNMENT & CURRENT STATION DUP/PUR/EX/OPP REPORT Paris		
10. RANK & TYPE OF APPOINTMENT		CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR	
		CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL	11. ASSIGNMENT EMPLOYEE	
12. DATE REPORT DUE IN G.P.		13. REPORTING PERIOD (From - To) 1 April 1967 - 31 March 1968					
<b>SECTION B</b> PERFORMANCE EVALUATION							
<p><b>W - Weak:</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate:</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient:</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong:</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding:</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).							
SPECIFIC DUTY NO. 1		Establishes and maintains a legitimate <b>S&amp;T publishing</b> representation for the purpose of developing natural <b>targets</b> to Station targets.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2		Develops cover pretexts to meet <b>WOLADY</b> and third national of operational interest in the <b>S&amp;T</b> community.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3		Responds to Station ad-hoc requirements on the local, internal <b>targets</b> .					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4		Develops potential agent prospects in the <b>S&amp;T</b> community to the point where they can be recommended as Station agent candidates.					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							
FORM 45 . OBSOLETE PREVIOUS EDITIONS.		SECRET					RATING LETTER <b>S</b>

SECRET  
 Form 45  
 Replaces Form 45A  
 Issued 1 July 1966  
 Replaces Form 45  
 1 July 1966

## SECRET

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for rating. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Since the last reporting period Subject's efforts were directed by the Station toward the spotting, developing and assessing WOLADY SAT agent candidates in terms of recruitment and inclusion in the Station's SAT spotting network.

Subject has done thorough and at times imaginative spade work in this field despite the fact that the mission was not as successful as anticipated. Recent progress however would indicate that the next reporting period would be more productive.

Subject continues to respond to ad-hoc specific assignments in an exemplary manner.

Because of the nature of his cover assignment Subject is not authorized to make recruitments.

Subject has a high degree of cost consciousness. He does not exercise any supervisory responsibilities under his cover assignment.

## SECTION D

## CERTIFICATION AND COMMENTS

1. BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE <u>24 Oct. 1968</u>	SIGNATURE OF EMPLOYEE <u>/s/ Thomas B. CASASIN</u>	
2. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE <u>24 Oct. 1968</u>	OFFICIAL TITLE OF SUPERVISOR <u>Opn Officer</u>	TYPED OR PRINTED NAME AND SIGNATURE <u>/s/ Murat Matirkord</u>
3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL		
See attached.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL <u>Chief of Station</u>	TYPED OR PRINTED NAME AND SIGNATURE <u>/s/ David E. Murphy</u>

SECRET

14-00000

S E C R E T

3. It is difficult to place in the proper perspective the contribution of this senior staff agent to Paris Station operations. On the one hand, Subject has established superb cover in the scientific and technical field which should have afforded him virtually unlimited access to persons of interest to us, both Soviet and potential access agents. In evaluating the manner in which the employee set up and managed this cover, I would tend to agree with his comments to the fitness report on the operational demands on him although these comments are somewhat overdrawn.

The principal difficulty has been the time it has taken to relate the cover potential to the specific operational requirements of the Station. We have not received from CASASIN as leads and assessment reports to persons of operational interest in the S&T field as we think he could have produced. It may be that the earlier listing of the project (viewed as a regional undertaking) contributed to this.

Recently we have noted significant improvement in that we have received responses to requests we have made for assessment and development of potential access agents within a cover context. We hope, therefore, that this last year of CASASIN's stay will be the most productive ever. It is unfortunate that the cover must end because of the cover company's decisions over which we had no control.

/s/ David E. Murphy

C U S P D F T

SECRET

ADDENDUM, Form 45 (Fitness Report), for period March 67-March 68.

Section D

As the individual being rated, I would like to add some remarks to those prepared by the rating officer.

The assignment I have includes managerial responsibilities which (a) are essential to the continued existence and security of the cover mechanism as a vehicle for operational exploitation, and (b) are not necessarily visible to those "on the inside."

In the case of (a), I must engage in a constant orchestration of the cover and the facilities it offers. This means maintaining a managerial equilibrium to insure that cover work will not become, of itself, so demanding that it negates the cover's utility to the CS. In effect, the top officers and middle managers of the cover corporation [who are not cleared and witting] have to be satisfied that their demands are met (or cannot be), or else manipulated in order to neutralize or reject their demands. After all, the cover position is to them a legitimate, normal, workaday post in their firm. What work is done at their bidding, it follows, must be accomplished according to the high standards of thoroughness and accuracy which they have set.

In the case of (b) -- which derives from (a) -- and can prove to be so demanding that the needs of the CS could no longer be served, the incumbent is required to manage a span of human contacts at several levels in order to preserve his cover position and enhance its value to the CS. This means planning, directing and managing the work of multinational, multicultural teams of technical correspondents, as well as meetings and negotiations to improve the [cover firm's] relations with similarly widespread individuals at the levels of editor-in-chief, publisher, corporate vice-president, president, and chairman of the board. These levels are scattered not only through industry, but have their analogs as well in government, higher education, and professional societies.

Having previously managed both a CS base and the principal denied-areas operating component of a major field Station, I can report quite honestly that my present managerial responsibilities exceed the former -- despite the apparent lack of "supervisory responsibilities" in my present position.

SECRET

SECRET  
(Do not fill in)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER: 00G102				
<b>SECTION A</b>								
GENERAL								
1. NAME	TELECO	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
CASASIN, Thomas				1950	M	GS-13	D	
6. OFFICIAL POSITION/TITLE	Cpt. Officer			7. OFFICE/BRANCH OF ASSIGNMENT	Paris			
8. CHECK IN/TYPE OF APPOINTMENT				PERIOD OF EVALUATION/POSITION				
CAREER	RESERVE	TEMPORARY		INITIAL	REASSIGNMENT SUPERVISION			
CAREER-PROVISIONAL (See Instructions - Section C)				XXX	ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify)				SPECIAL (Specify)				
10. DATE REPORT DUE IN G.P.				11. REPORTING PERIOD (From To)	1 April 1966 - 31 March 1967			
<b>SECTION B</b>								
PERFORMANCE EVALUATION								
W - <b>Weak</b>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.							
A - <b>Adequate</b>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.							
P - <b>Proficient</b>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.							
S - <b>Strong</b>	Performance is characterized by exceptional proficiency.							
O - <b>Outstanding</b>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).								
SPECIFIC DUTY NO. 1	Establishes and maintains a legitimate <b>SAT publishing</b> representation for the purpose of developing natural access to Soviet SAT personnel.						RATING LETTER	
SPECIFIC DUTY NO. 2	Develops cover pretenses to meet, assess, and recommend as agent candidates NOLADY and Third Nationals in the MPAIAY SAT community.						RATING LETTER	
SPECIFIC DUTY NO. 3	Contacts and develops local Soviet Bloc personnel.						RATING LETTER	
SPECIFIC DUTY NO. 4	Develops cover pretenses to attend selected scientific conferences.						RATING LETTER	
SPECIFIC DUTY NO. 5	Responds to local Station adhoc operational requirements.						RATING LETTER	
SPECIFIC DUTY NO. 6							RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, permanent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER	

**SECRET**

(When Filled In)

**SECTION C****NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject continues to maintain a secure effective cover mechanism. In this reporting period the whole thrust and objectives of this cover facility have been changed from pursuit of targets designated by Headquarters at international conferences to pursuit of the local Soviet presence. This has caused a major readjustment and Subject is now beginning to produce the type of leads that help the Station achieve its local operational objectives.

Subject continues to show a well organised methodical approach to his cover and operational tasks.

**SECTION D****CERTIFICATION AND COMMENTS****1. BY EMPLOYEE****I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT**

DATE	SIGNATURE OF EMPLOYEE
21 AUGUST 1967	

**2. BY SUPERVISOR**MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION      IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 AUGUST 1967	COS OFFICER	/s/ Robert N. Owen

**3. BY REVIEWING OFFICIAL****COMMENTS OF REVIEWING OFFICIAL**

I rarely see the written product of this employee's efforts and know little of his work except as I am informed of it by his supervisor in the Station. I have the impression, however, that the employee is responding to his supervisor's guidance and is not by any means simply drifting along paths indicated by his cover work, which can be a temptation when an employee has, as is true in this case, rather limited contact with his colleagues who work under official cover on the same targets. I thus concur in the evaluation on the basis of limited knowledge.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 AUGUST 1967	COS Officer	/s/ Robert N. Owen

**SECRET**

**SECRET**  
(Then Filled In)

JW  
LAW

<b>FITNESS REPORT</b>						EMPLOYEE SERIAL NUMBER <b>006102</b>			
<b>SECTION A</b>									
<b>GENERAL</b>									
1. NAME (Last) <b>CASABIN</b>		(First) <b>Thomas</b>		(Middle) <b>B.</b>		2. DATE OF BIRTH <b>20 Jan. 1926</b>	3. SEX <b>M</b>	4. GRADE <b>15</b>	5. BD <b>D</b>
							7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WE/French</b>		8. CURRENT STATION <b>Paris</b>
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT					
CAREER		RESERVE		TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)						X ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):				SPECIAL (Specify):					
11. DATE REPORT DUE IN Q.P.				12. REPORTING PERIOD (From To)					
				<b>1 April 1964 - 2 June 1965</b>					
<b>SECTION B</b>								<b>PERFORMANCE EVALUATION</b>	
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>									
<b>SPECIFIC DUTIES</b>									
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter 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>									
<b>SPECIFIC DUTY NO. 1</b> Contact, cultivation and assessment of, and collection of biographic and operational intelligence on Soviet scientific and technical targets, and on other Soviets and other nationalities to whom he has access through his cover. <span style="float: right;">RATING LETTER <b>O</b></span>									
<b>SPECIFIC DUTY NO. 2</b> Spotting and assessment of potential operational assets to be used against the targets specified under Specific Duty No. 1. <span style="float: right;">RATING LETTER <b>8</b></span>									
<b>SPECIFIC DUTY NO. 3</b> Execution of operational assignments as directed by Hqs and field stations concerned, whether of a KUTURK, KUMULF or KUDESK nature. <span style="float: right;">RATING LETTER <b>0</b></span>									
<b>SPECIFIC DUTY NO. 4</b> Preparation or acquisition of cover firm written material as operational information to increase his access and flexibility in furtherance of Specific Duties Nos. 1 through 3. <span style="float: right;">RATING LETTER <b>0</b></span>									
<b>SPECIFIC DUTY NO. 5</b> Planning, directing and managing overseas bureau of cover firm, with emphasis on exploitation of the cover to meet operational requirements. <span style="float: right;">RATING LETTER <b>0</b></span>									
<b>SPECIFIC DUTY NO. 6</b> <span style="float: right;">RATING LETTER</span>									
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>									
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>									RATING LETTER <b>0</b>

SECRET

OFFICE OF PERSONNEL

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position and their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. During the reporting period this employee as a staff agent has continued the solidification of his cover and the expansion of his operational activity within his cover to a point where he represents as deeply buried a staff officer as can be found in anyone with his past organizational background. From the point of view of the host country authorities he appears to be completely legitimate. From the more important point of view of his targets, he also apparently has been accepted, and not through a lack of opportunity for scrutiny, for what he claims to be. He thus represents for KUBARK an asset who has not only solid status and access cover, but also the demonstrated capability for exploiting his cover for specific and aggressive operational undertakings.

As has been stated in past fitness reports, his present capability directly and openly to approach operational targets through the vehicle of his cover is the result of his own efforts, in which he has devoted a tremendous amount of work not only to establish and enhance the foundations of the cover, which requires a considerable amount of work for the cover company, but to devise and exploit ways and means by which the cover activity may be applied directly to operational tasks and programs. In addition to operational activity in his country of assignment, he has also been used in HQs-directed activity in other countries, usually involving direct contact with target individuals, and in addition he has contributed greatly to the acquisition of operational information for the use of HQs components in their overall approach to Soviet scientific and technical targets.

It would be difficult to fault this employee with respect to energy, professional skills, and mental capacity. He is a keen student of his operational environment and very skillful in analyzing the possibilities it offers for application toward operational objectives. He shows considerable resourcefulness in devising logical and credible

(continued)

## SECTION D

## CERTIFICATION AND COMMENTS

1.

## BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

1 June 1965

/S/ Thomas B. Casasin

2.

## BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

1 June 1965

Ops Officer

/s/ James M. Flint

3.

## BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Since the Reviewing Officer in the field has not indicated his views on this Fitness Report, I would like to make a comment of my own. Without wishing to detract from anything the Supervisor has said about Subject's performance, I feel obliged to note that the ratings given him in this report are higher than those given, for example, to any Branch Chief in this Division, and, as such, are inconsistent with the grading pattern of the Division as a whole.

2 June 1965 Chief, External Ops /s/ Robert E. Owen Reviewing Officer

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 June 65	DC/WB	Edward Ryan

SECRET

14-00000

SECTION C continued

Thomas R. CASASIN

approaches to operational problems and personalities, and expends considerable effort in maintaining a level of specialized knowledge sufficient to backstop his cover and to ensure the maximum exploitation of his contacts with target organizations and individuals. His command of spoken, written, and technical French is excellent.

From the point of view of supervision, this employee in his present position requires guidance only insofar as to identify specific targets and for him to protect himself in situations where he does not have, by virtue of his not having access to official files, specialized information. Otherwise, he requires no supervision other than the periodic provision of policy and operational directives.

This employee has always been conscious and punctilious in his preparation of operational and administrative reports, including financial accountings, and his reporting in general, despite the burdens imposed by the necessity for minimizing the risks inherent in the lack of access to classified storage, leaves nothing to be desired.

Other than the funds for operational activities, this employee currently has no responsibility for the programming and use of personnel, space, equipment, and funds.

With regard to dedication to his job, this employee has practically single-handedly built his present cover/operational position despite a number of negative factors inherent to his situation such as relative isolation, meager opportunity for contact with his professional group, and expensive area of assignment, and an exposed cover situation where the necessity for living cover is compounded by the necessity of avoiding mistakes which might jeopardize cover. His dedication to and enthusiasm for accepting the challenge of this assignment, and his willingness to continue on in it, deserve particular mention, particularly since he would perhaps justifiably feel that his present assignment may leave him outside the mainstream of competitive organization progression.

This employee's health and family situations leave nothing to be desired, as his proven mobility in the execution of operational assignments attests.

It should further be noted that with respect to the problem endemic to deep-cover assignments of allocation of time between cover work and operational activity, this employee comes very close to the happy norm of making cover work complement operational work, and making operational work contribute where possible to the enhancement of cover.

While this employee's assignment to date has essentially been a one-man show, it is recommended that serious consideration be given to expanding the operational complex which he has created in order to capitalize on his experience, the work he has put in to date, and his own management capabilities.

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\*(Section B) - No special recognition of Subject's "Outstanding" overall performance is being requested at this time.

MR. HORN

MR. | 120 N. E.

OFFICE OF DIRECTOR

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 006102			
<b>SECTION A</b>							
<b>GENERAL</b>							
1. NAME <b>CASASIN</b>		(Last)      (First)      (Middle) <b>Thomas</b>	2. DATE OF BIRTH <b>20 Jan 1924</b>	3. SEX <b>M</b>	4. GRADE <b>OS-15</b>	5. SD <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Cops. Officer</b>		7. OFF/DIV/BG OF ASSIGNMENT <b>DLP/WF/France</b>		8. CURRENT STATION <b>Paris</b>			
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P. <b>31 May 1964</b>		12. REPORTING PERIOD (From - to) <b>1 April 1963 - 31 March 1964</b>		SPECIAL (Specify):			
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>							
<b>W - Weak</b>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.						
<b>A - Adequate</b>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.						
<b>P - Proficient</b>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.						
<b>S - Strong</b>	Performance is characterized by exceptional proficiency.						
<b>O - Outstanding</b>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.						
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).							
SPECIFIC DUTY NO. 1	Finding, cultivating unwittingly and assessing new target personalities among Soviet scientists, engineers and other technical specialists.						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2	Continuing the assessment and unwitting development of established targets in the same category.						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3	Development of similar leads on target personalities from other denied areas; making recruitments outside base country.						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4	Development and assessment of technical personalities of interest to Station's internal (domestic) programs.						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5	Managing and directing cover company's foreign bureau and its assets to strengthen own cover and diversify access for KUTUBB, KUWOLF and KUDSEK purposes.						RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 6	Researching, writing and editing own and others' material published by cover company to strengthen cover and diversify access for KUDOVE operational purposes.						RATING LETTER <b>O</b>
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER <b>S</b>

SECRET

(When Filled In)

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This employee combines the relatively rare combination of a senior and broadly experienced intelligence officer under working cover providing both long-term status in his country of residence (and in Europe in general) and access for a variety of operational functions, including spotting, assessing, contact with Soviet bloc nationals of specific interest, investigative measures, assessment in depth of ostensibly cover-company hired persons, and attendance at a broad range of national and international specialized meetings. Development of the capability operationally to exploit his cover has been the achievement of the employee himself. In so doing he has at the same time achieved genuine acceptance by his cover company associates (most of whom are unwitting) and his colleagues in his cover profession and related professions.

In undertaking operational tasks this employee has consistently shown initiative, imagination, security consciousness, and application of both operational and substantive background to the problem at hand. He has put a conscious effort into improving his already excellent command of the French language, and his grasp of a variety of specialized scientific and technical fields has been achieved basically as a result of his own efforts.

His management of operational reporting, finances, and the administrative problems connected with his cover status has been exemplary.

It should be noted that during the reporting period, this employee has not had the benefit at all times of specific pinpointed operational direction. As of the end of the reporting period, Headquarters assumed control of his activities against

## SECTION D

## CERTIFICATION AND COMMENTS

specific Soviet targets on a Europe-wide basis.

1. BY EMPLOYEE		I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
25 May 1964	/s/ Thomas R. CASASIN	
2. BY SUPERVISOR		IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		
Eighteen		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
25 May 1964	Ops. Officer	/s/ James Flint
3. BY REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 May 1964	Cms. Officer	/s/ Robert E. Owen

SECRET

## SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY		AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:	
NAME OF EMPLOYEE (FIRMO)	DATE (from item 5-1)	NAME OF SUPERVISOR (FIRMO)	DATE (from item 5-2)
Thomas H. CASASIN	9 Dec 1963	Jaron Flint	27 Dec 1963
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:			

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

## TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION/TITLE AND GRADE	7a. DATE OF PCS ARRIVAL IN 10 September 1962
25 Jan 1924	GS-15	Operations Officer, USAMF	7b. EXPECTED DATE OF DEPARTURE FROM FIELD September 1965
4. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR		7c. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS	
Paris None			

## 6. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (SEE SPECIAL NOTE ON TRANSMITTER FORM):

Staff agent assigned to a major overseas station, exploiting the cover provided by a major firm of technical periodical publishers. I take my instructions from a section chief within the station, and report in writing on the progress of my cover development and its operational application.

For operational reasons, I develop and assess operational leads in the FI, CI and CA areas, principally against denied area targets. I also handle local investigations and such cases as the station determines will fit into my cover, or which I can otherwise handle in alias. I travel to other field stations to handle such tasks as they request or HQ directs. I handle all cover tasks as they appear.

## 9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I would like to continue to serve essentially in the same capacity as described above, although I would like eventually to add more supervisory and managerial functions to my responsibilities. I would like to expand the operating base provided by the cover organization by taking one several journeyman case officers to work with me against both denied area and host country targets, and to make the cover facility and the access it provides of more versatile use to both the station and to KUDOVE as a whole.

My second choice would be to return to HQ, and use the knowledge and experience I have gained in my present job to (1) select staff personnel who will be placed in non-official cover, (2) select the cover mechanics proper, (3) train our personnel for the proper discharge of their total responsibilities while serving under such cover.

INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

The completion of work toward a master's or doctor's degree in the physical or life sciences, or in the management/administration of the sciences and their personnel.

SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (HEADQUARTERS)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:	
<input type="checkbox"/> 1. RETURN TO MY CURRENT STATION, after a one-year extension of my present tour <input type="checkbox"/> 2. BE ASSIGNED TO HEADQUARTERS, FOR A TOUR OF DUTY, WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS. INDICATE CHOICE OF COMPONENT: 1ST. CHOICE <u>OTR</u> 2ND. CHOICE <u>Cover Group</u> 3RD. CHOICE <u>Office/Personnel</u> <input type="checkbox"/> 3. BE ASSIGNED TO ANOTHER FIELD STATION, WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS: 1ST. CHOICE <u>Germany</u> 2ND. CHOICE <u>Brussels</u> 3RD. CHOICE <u>New Zealand/Canada</u>	
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? INDICATE NUMBER OF WORK DAYS <u>25</u>	
11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:	
<b>Wife, will be 37 in 1965; two daughters, 15 and 12 in 1965</b>	
11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT	
Next post should have high school facilities available in French or in English.	
12. SIGNATURE: COMPLETE ITEM NO. S-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION	
13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:	
<p>Chief, External concurs in subject's wish for one year extension and return for second tour after home leave in the fall of 1965. However, subject's wish as expressed in 9.A. of having ease officers working under him is not feasible at this time.</p>	
14. SIGNATURE: COMPLETE ITEM NO. S-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS	
15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:	
<p>Recommend Home Leave and return for another tour,</p> <p style="text-align: right;">SR Concurs.</p>	
16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER SIGNATURE DATE <u>6 February 1964</u> <u>G.K. Hoganname</u> <u>5 (ECD)</u>	
FOR USE OF CAREER SERVICE	
17. EMPLOYEE <input checked="" type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO. <u>CEPS-7775</u> CABLE NO. _____
19. TYPED OR PRINTED NAME <u>Siegfried M. Cullenoff</u>	20. SIGNATURE <u>/S/</u>
21. TITLE <u>Asst. Secy, C5 (Gen) Panel</u>	22. DATE <u>26 Feb 64</u>
23. COMMENTS <u>Approved, after consideration of present tour to Sep 1965, home leave, and second tour.</u>	

SECRET

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(When Filled In)CII  
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<b>FITNESS REPORT</b> <i>CASASIN</i>					EMPLOYEE SERIAL NUMBER <b>037367</b>																		
<b>SECTION A</b>																							
<b>GENERAL</b>																							
1. NAME <i>John Doe</i>	2. DATE OF BIRTH <i>23 Jan 1928</i>	3. SEX <i>M</i>	4. GRADE <i>GS-15</i>	5. SD <i>P</i>																			
6. OFFICIAL POSITION TITLE <i>Ops Officer</i>	7. OFF. DIV. BR. OF ASSIGNMENT <i>Paris</i>	8. CURRENT STATION <i>Paris</i>																					
9. CHECK (X) TYPE OF APPOINTMENT <table border="1"> <tr> <td>CAREER</td> <td>RESERVE</td> <td>TEMPORARY</td> <td>INITIAL</td> <td colspan="2">REASSIGNMENT SUPERVISOR</td> </tr> <tr> <td colspan="3">CAREER-PROVISIONAL (See Instructions - Section C)</td> <td>ANNUAL</td> <td colspan="2">REASSIGNMENT EMPLOYEE</td> </tr> <tr> <td colspan="3">SPECIAL (Specify):</td> <td>SPECIAL (Specify):</td> <td colspan="2"></td> </tr> </table>						CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR		CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL	REASSIGNMENT EMPLOYEE		SPECIAL (Specify):			SPECIAL (Specify):		
CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR																			
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL	REASSIGNMENT EMPLOYEE																			
SPECIAL (Specify):			SPECIAL (Specify):																				
11. DATE REPORT DUE IN O.P. <i>31 May 1963</i>			12. REPORTING PERIOD (From To) <i>10 September 1962 - 31 March 1963</i>																				
<b>SECTION B</b>																							
<b>PERFORMANCE EVALUATION</b>																							
<b>W - Weak</b>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.																						
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<b>P - Proficient</b>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.																						
<b>S - Strong</b>	Performance is characterized by exceptional proficiency.																						
<b>O - Outstanding</b>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.																						
<b>SPECIFIC DUTIES</b>																							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).																							
SPECIFIC DUTY NO. 1						RATING LETTER <b>O</b>																	
Establishment and maintenance of cover as a genuine working member of his profession.																							
SPECIFIC DUTY NO. 2						RATING LETTER <b>S</b>																	
Spotting and assessing persons of operational interest to Paris Station and to other stations.																							
SPECIFIC DUTY NO. 3						RATING LETTER <b>S</b>																	
Investigating of organizations and phenomena of operational interest to the station.																							
SPECIFIC DUTY NO. 4						RATING LETTER																	
Collection of positive and operational information using his cover for entries.																							
SPECIFIC DUTY NO. 5						RATING LETTER <b>S</b>																	
SPECIFIC DUTY NO. 6						RATING LETTER																	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>																							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER <b>S</b>																	

**SECRET**

(When Filled In)

**SECTION C****NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

See attached sheet.

**SECTION D****CERTIFICATION AND COMMENTS**

1.

**BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

15 May 1963

SIGNATURE OF EMPLOYEE

2.

**BY SUPERVISOR**MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION6 $\frac{1}{2}$  months

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

DATE

15 May 1963

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

/s/ James Flint

3.

**BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

See attached sheet

DATE

20 May 1963

OFFICIAL TITLE OF REVIEWING OFFICIAL

OPS Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Edward Ryan

**SECRET**

14-00000

SECRET

SECTION C

NARRATIVE COMMENTS

The assignment of this employee to the field under non-official cover was designed to compensate for the loss of an employee in an official cover slot which was cut from the Station's ODACID allotment of personnel positions.

During the reporting period this employee has accomplished with success the convincing establishment of his cover in a complex milieu, and has been accepted as legitimate by his professional colleagues, the persons whom he meets under cover, and the French authorities. It should be noted that his ability to assume his cover has been largely the result of his own efforts over a period of years to acquire and maintain a familiarity with the general scientific field.

During the reporting period he has developed a wide circle of contacts in the scientific and journalistic fields and applies a long background in a variety of assignments in KUDOVE to the determination and assessment of operational potential among these contacts. At the same time his cover organization, in which only four persons are witting of his actual status, has shown itself to be more than satisfied with his performance of his cover duties.

This employee requires a minimum of detailed operational supervision; it is necessary in specific cases only to indicate the operational or informational objectives.

From the point of view of administrative support, his attention to detail and meticulousness reduce the problems of his support by the Station to a minimum.

This employee uses the French language continuously, and his facility is such as to permit him to handle himself excellently in a broad range of complex technical subjects. He has in addition undertaken specialized French language training to develop this capability further. His operational reporting is excellent both with regard to clarity and pertinence.

In the immediate future he will be assigned case work, for the most part in fields where it will complement, and be complemented by, his independent operational activities and cover work.

SECRET

14-00000

8 August 1962

Memorandum in Lieu of Fitness Report

Subject: ██████████  
C. J. Johnson

My last statements concerning the performance of ██████████ 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

SECRET  
(When Filled In)

Reported by  
CSD

FITNESS REPORT						EMPLOYEE SERIAL NUMBER														
SECTION A			GENERAL																	
1. NAME [REDACTED] (Name)			2. DATE OF BIRTH 20 January 1924		3. SEX M	4. GRADE GS-14														
5. SERVICE DESIGNATION 6. OFFICIAL POSITION TITLE D Branch Chief			7. OFFICE/BR OF ASSESSMENT OC/DR/6																	
8. CAREER STAFF STATUS <table border="1"><tr><td>NOT ELIGIBLE</td><td>MEMBER</td><td>DEFERRED</td><td>INITIAL</td><td colspan="3">TYPE OF REPORT</td></tr><tr><td>PENDING</td><td>DECLINED</td><td>DENIED</td><td>X ANNUAL</td><td colspan="3">REASSESSMENT/SUPERVISOR</td></tr></table>			NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	TYPE OF REPORT			PENDING	DECLINED	DENIED	X ANNUAL	REASSESSMENT/SUPERVISOR						
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	TYPE OF REPORT																
PENDING	DECLINED	DENIED	X ANNUAL	REASSESSMENT/SUPERVISOR																
10. DATE REPORT DUE IN G.P.			11. REPORTING PERIOD From July 1960-October 63		12. 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		7 - Outstanding																
SPECIFIC DUTY NO. 1 Supervises large functional branch of <b>thirty-seven</b> staff and <b>fifteen</b> contract personnel.			RATING NO. 5	SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.			RATING NO. 6													
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.			RATING NO. 5	SPECIFIC DUTY NO. 5 Prepares and presents briefings.			RATING NO. 6													
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.			RATING NO. 5	SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their			RATING NO. 5													
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION/reasslement.																				
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.																				
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																				
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 APPLN CABLE	NOT SERVED	RATING													
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)					SPECIAL COMMENTS															
SEE SECTION "E" ON REVERSE SIDE																				

SECRET

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to 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.

11/14/61

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

## 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

JOEL TIN C. JOELSON

## 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

5377-2070  
111111

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY	
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW.			
NAME OF EMPLOYEE (FAMILY)		DATE (From Item #1)	NAME OF SUPERVISOR (FAMILY)
		9/25/58	John Baker
NAME AND SIGNATURE OF AUTHORITY AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NO. 1 THROUGH 7, BELOW.			
		Andrew L. Bushy	DATE
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE	
20 January 1924	OS-14	Operations Officer	
4. SERVICE DESIGNATION (IF APPLICABLE)	5. CURRENT STATION OR FIELD BASE		
III	Tokyo, Japan		
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7. EXPECTED DATE OF DEPARTURE
			15 June 1960
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (See special note on Transmittal Form):			
Chief of Major External Geographic Branch (UEG-European Satellites) of large overseas station (Tokyo). As such, am responsible to Station Deputy for Operations.  Direct, manage, supervise and train 25 persons, including operations and project personnel under <u>non-official cover, under State, Army, and Air Force cover</u> . Personnel are divided functionally within PI, PY, and CI sections.			
Initiate and launch new PI, PY and CI operations using best available independent assets as well as assets available through <u>foreign (Japanese) liaison</u> . Manage and exploit personnel operations; observe progress or deterioration of activities to insure that marginal and non-productive activities are terminated. An case officer on my own operations, too.  Maintain liaison with other US agencies. Provide operational support to other Far East stations needing specialized aid in NSA-East European operations entire and develop.			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES:  I would like a challenging assignment overseas, again, as my first preference: I am especially interested in developing across-the-board PI-PY-CI programs "from scratch," with particular reference to building up long-term PI-CI programs and assets. I am not unduly particular as to area, but of course would prefer an area in which English or French is the <u>lingua franca</u> .  My next choice would be to go to an area whose language I do not know — but could learn — and which meets the requirements of the challenge stated in the first paragraph, above.  My next choice would be to return to Japan, where I could use my Japanese knowledge. My next choice would be an assignment to a special training course at the national intelligence level. My last choice would be reassignment directly to Headquarters.  I would especially enjoy an assignment in which I can combine on-the-job training of other personnel with the direction and management of their operational programs.			
B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (Refer to listing of courses, if available):			
Clandestine Services Review <u>State Senior Officers' Course</u> Appropriate additional language training Outside advanced graduate work in international relations.			

SECRET

3. PREFERENCE FOR NEXT ASSIGNMENT (continued)		
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (FOR 1st, 2nd AND 3rd CHOICE) IN THE BOXES BELOW:		
<input checked="" type="checkbox"/>	RETURN TO MY CURRENT STATION	<input type="checkbox"/> BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY
<input type="checkbox"/>	BE ASSIGNED TO ANOTHER FIELD STATION	
WITH RESPECT TO A POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE YOUR 1ST, 2ND AND 3RD CHOICE FOR GEOGRAPHIC AREA OR SPECIFIC STATION:		
1st CHOICE:	Western Europe	
2nd CHOICE:	Eastern Europe, Africa, or Near East	
3rd CHOICE:	Latin America, Southeast Asia	
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?		
10 weeks, including possible TDY		INDICATE NUMBER OF WORK DAYS 60
11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:		
Wife(s)	Harriette, 32	
Daughter(s)	Pamela, 10; Michelle, 7	
12. SIGNATURE: COMPLETE ITEM NO. 3-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.		
TO BE COMPLETED BY SUPERVISOR AT FIELD STATION		
13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:		
14. SIGNATURE: COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.		
TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS		
15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:		
To be assigned as Chief, SR/6		
16. NAME OF SUPERVISOR Andrew L. Busby		SIGNATURE:
TITLE: Chief, SR/Personnel		DATE: 30 June 1960
17. REMARKS (additional comments)		

SECRET

SECRET

(When Filled In)

<b>FITNESS REPORT</b> <i>Creamer</i>				EMPLOYEE SERIAL NUMBER		
<b>SECTION A</b>				<b>GENERAL</b>		
1. NAME (First) (Middle) (Last)		2. DATE OF BIRTH		3. SEX	4. GRADE	
[REDACTED]		20 Jan 1924		M	OS-1A	
5. SERVICE DESIGNATION 6. OFFICIAL POSITION TITLE		7. TYPE OF REPORT		8. OFF/DIV/BR OF ASSIGNMENT		
DX		INITIAL X ANNUAL		REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE		
9. CAREER STAFF STATUS		10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From 1 Apr 59 To 1 Apr 60		
NOT ELIGIBLE PENDING	MEMBER DECLINED	DEFERRED DENIED			SPECIAL (Specify)	
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
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 Chief, Soviet Branch, responsible for activities of 26 staff and 6 contract employees		RATING NO. 6	SPECIFIC DUTY NO. 4 Case officer			RATING NO. 5/8
SPECIFIC DUTY NO. 2 Responsible for station SR planning, budgeting, and operating activities		RATING NO. 6	SPECIFIC DUTY NO. 5			RATING NO.
SPECIFIC DUTY NO. 3 Representing the station at varied levels in all SR matters		RATING NO. 6	SPECIFIC DUTY NO. 6			RATING NO.
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>						
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.						
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
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>						
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 APPL-CABLE	NOT OBSERVED	RATING
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):						
SEE SECTION "E" ON REVERSE SIDE						

SECRET  
(When Filled In).

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to 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.

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 of 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 F E 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

1.

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] on transmittal

2.

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

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

23 June 1960

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE  
John Baker/a/ signed on  
23 June 1960 on transmittal

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

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

COS, Tokyo

John Baker/a/ on transmittal

SECRET

SECRET  
(When Filled In)

6116757

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
<i>Warren</i>							
SECTION A GENERAL							
1. NAME (Last) <i>[Redacted]</i> (Middle) <i>[Redacted]</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/DR OF ASSIGNMENT <i>SR, Tokyo, Japan</i>			
8. CAREER STAFF STATUS		9. TYPE OF REPORT					
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR			
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P. <i>31 May 1959</i>		11. REPORTING PERIOD <i>10 Apr 59 - 31 Mar 59</i>		12. 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	
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.	
<i>Supervises and directs operational branch of some 17 persons</i>		<i>5</i>		<i>Case officer</i>		<i>6</i>	
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5		RATING NO.	
<i>Conducts operational liaison with local intelligence and security services.</i>		<i>6</i>					
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.	
<i>Conducts liaison with U.S. military and civilian intelligence services</i>		<i>6</i>					
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.							
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 APPL-CABLE	NOT OBSERVED	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):	<i>[Redacted]</i>		<i>[Redacted]</i>				
SEE SECTION "E" ON REVERSE SIDE							

**SECRET**

(When Filled In)

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

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to 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.

Subject continues as one of the most capable, professional and hard working of the branch chiefs in the Station. Working 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

27 April 1959

**SIGNATURE OF EMPLOYEE**

signed on transmittal

2.

**BY SUPERVISOR**MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

22

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

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**

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

27 April 1959

**OFFICIAL TITLE OF REVIEWING OFFICIAL****TYPED OR PRINTED NAME AND SIGNATURE**

John S. Baker signed on transmittal

**SECRET**

SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in 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.

## GENERAL

1. NAME <b>RICHARDSON JACQUES</b>	2. DATE OF BIRTH <b>20 Jan 1926</b>	3. SEX <b>M</b>	4. SERVICE DESIGNATION <b>Area Ops Officer</b>
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT <b>FE, TOKYO, JAPAN</b>		6. OFFICIAL POSITION TITLE	
7. GRADE <b>GS-14</b>	8. DATE REPORT DUE IN OP <b>1 October 1957 - 9 April 1958</b>	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
10. TYPE OF REPORT (Check one) ANNUAL	INITIAL	REASSESSMENT-SUPERVISOR REASSESSMENT-EMPLOYEE	SPECIAL (Specify) <b>Promotion</b>

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT  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 "F" 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 OPINION OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

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

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.

THIS REPORT HAS BEEN PREPARED UNDER CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH ALL MY STANDARDS IN ORDER TO MAKE FITTING AS ACCURATE AND HONEST 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      B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL      C. OFFICIAL TITLE OF REVIEWING OFFICIAL  
**27 May 1958      John F. Baker**

## 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 ACCURATE 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)

**E. 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 supervisor's ability to supervise will always be rated as a specific duty (do not rate as supervisor's those the supervisor's secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- |                             |                                |                                |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING               | HAS AND USES AREA KNOWLEDGE    | CONDUCTS INTERROGATIONS        |
| GIVING LECTURES             | DEVELOPS NEW PROGRAMS          | PREPARES SUMMARIES             |
| CONDUCTING SEMINARS         | ANALYZES INDUSTRIAL REPORTS    | TRANSLATES GERMAN              |
| WRITING TECHNICAL REPORTS   | MANAGES FILES                  | DEBRIEFING SOURCES             |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO                 | KEEPS BOOKS                    |
| TYPING                      | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK                   |
| TAKING DICTATION            | WRITES REGULATIONS             | MAINTAINS AIR CONDITIONING     |
| SUPERVISING                 | PREPARES CORRESPONDENCE        | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

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
As branch chief directs and plans operations of denied area branch.	5/6	Conducts liaison with other U.S. agencies	6
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.	6	SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3 Develops and handles agents	6	SPECIFIC DUTY NO. 6	

**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 problems" 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.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED  
 6  
 2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNEW 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  
 RATING 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS  
 NUMBER 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)

## 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 REVIEW on the employee, however, it MUST be completed and forwarded to the CIO no later than 30 days after the due date indicated in Item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME RICHARDSON, JACQUES	2. GRADE OF-11	3. DATE OF BIRTH 20 Jan 1924	4. SERVICE DESIGNATION N DE
5. OFFICE/DIVISION FR, TOKYO, JAPAN		6. OFFICIAL POSITION TITLE Area Ops Officer	
7. GRADE OF-11		8. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1957 - 9 April 1958	
9. TYPE OF REPORT (Check one) ANNUAL		10. RATING SCHEDULE - SUPERVISOR REASSIGNED EMPLOYEE <input checked="" type="checkbox"/> Promotion	

## SECTION F.

## CERTIFICATION

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

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

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: 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.

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
5		1 - GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professionals, operators of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		2 - 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 PLANS, ORGANIZATION AND POLICY (Executive level)
	2	4 - WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		5 - WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		6 - WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		7 - OTHER (List)

SECRET

(Form Filled In)

5. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN IN YOUR SUPERVISION		10 months	
6. COMMENTS CONCERNING POTENTIAL			
<p>His potential for advancement is excellent. He has the right blend of educational 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 maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.</p>			
SECTION N.			
FUTURE PLANS			
7. 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>			
8. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS			
<p>None</p>			
SECTION II.			
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><input type="checkbox"/> HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p>			
<p>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</p>			
CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS
4	5. DISPLAYS CONSTANTLY FOR NEW SKILLS AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETED ASSIGNMENTS WITHIN ALLOWABLE TIME
			21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
			22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
			23. IS THOUGHTFUL OF OTHERS
			24. WORKS WELL UNDER PRESSURE
			25. DISPLAYS JUDGEMENT
			26. IS SECURITY CONSCIOUS
			27. IS VERBAL
			28. HIS CRITICISM IS CONSTRUCTIVE
			29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
			30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

SK FILE

## 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 section. 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 <b>RICHARDSON Jacques</b>	2. DATE OF BIRTH <b>20 June 1924</b>	3. SEX <b>M</b>	4. SERVICE DESIGNATION <b>DI</b>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>Tokyo Station SOV-JOCO</b>		6. OFFICIAL POSITION TITLE <b>Area Operations Officer</b>	
7. GRADE <b>OS-14</b>	8. DATE REPORT DUE IN OP. <b>1 October 1957</b>	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>1 October 1956 to 30 September 1957</b>	
10. TYPE OF REPORT (Check One) <input checked="" type="checkbox"/> ANNUAL	INITIAL <input checked="" type="checkbox"/>	REASSIGNMENT-SUPERVISOR <input type="checkbox"/>	SPECIAL (Specify) <input type="checkbox"/>

## 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**

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO 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      Edward Marekins      Chief SOV Branch Japan Station**

E. 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.

 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 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 - CARELY 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:

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

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	Developes 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.			
<ul style="list-style-type: none"> <li>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</li> <li>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</li> <li>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</li> <li>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</li> <li>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</li> <li>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</li> <li>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</li> </ul>			
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY: _____			

SECRET

SECRET

(When Filled In)

## F. ESS 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.

## GENERAL

1. NAME <b>RICHARDSON Jacques</b>	2. DATE OF BIRTH <b>20 Jan 1924</b>	3. SEX <b>M</b>	4. SERVICE DESIGNATION <b>DI</b>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>Tokyo Station RECON</b>	6. OFFICIAL POSITION TITLE <b>Area Operations Officer</b>		
7. GRADE <b>GS-14</b>	8. DATE REPORT DUE IN OP <b>1 October 1956 to 30 September 1957</b>	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL	INITIAL	REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE	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>25 Oct 57</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <b>Lloyd GEORGE</b>	C. SUPERVISOR'S OFFICIAL TITLE <b>COB Tokyo</b>
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2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE <b>16 Oct 1957</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <b>Edward Marshall</b>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL <b>Chief SOW Branch Japan</b>
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## 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 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**

## 2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1	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	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 (Spec.)

## 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 for him. He should progress steadily to positions of great responsibility.

## SECTION H.

## FUTURE PLANS

## 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL.

Normal refresher a/c 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

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST 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

+ EXCERPT

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
6	1. ABLE TO SEE OTHER'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	6	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	6	24. WORKS WELL UNDER PRESSURE
5	5. STUDIES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	6	15. RESPONDS WELL TO SUPERVISION	6	25. DISPLAYS JUDGEMENT
6	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	6	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	6	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	6	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	6	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in 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 B, of Section A, below.

## SECTION A.

## GENERAL

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

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT  HAS  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 "C" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO 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  
**15 November 1956      EDWARD MARELIUS      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.

 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  
**21 November 1956      W. LLOYD GEORGE      Chief of Operations**

## SECTION C. JOB PERFORMANCE EVALUATION

## I. 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.

- 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**  
(Other Filled In)

**E. 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 supervisor, 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:
- |                                    |                                       |                                       |
|------------------------------------|---------------------------------------|---------------------------------------|
| <b>ORAL BRIEFING</b>               | <b>HAS AND USES AREA KNOWLEDGE</b>    | <b>CONDUCTS INTERROGATIONS</b>        |
| <b>GIVING LECTURES</b>             | <b>DEVELOPS NEW PROGRAMS</b>          | <b>PREPARES SUMMARIES</b>             |
| <b>CONDUCTING SEMINARS</b>         | <b>ANALYZES INDUSTRIAL REPORTS</b>    | <b>TRANSLATES GERMAN</b>              |
| <b>WRITING TECHNICAL REPORTS</b>   | <b>MANGES FILES</b>                   | <b>DEFERRING SOURCES</b>              |
| <b>CONDUCTING EXTERNAL LIAISON</b> | <b>OPERATES RADIO</b>                 | <b>KEEPS BANKS</b>                    |
| <b>TYPING</b>                      | <b>COORDINATES WITH OTHER OFFICES</b> | <b>DRIVES TRUCK</b>                   |
| <b>TAKING DICTATION</b>            | <b>WRITES REGULATIONS</b>             | <b>MAINTAINS AIR CONDITIONING</b>     |
| <b>SUPERVISING</b>                 | <b>PREPARES CORRESPONDENCE</b>        | <b>EVALUATES SIGNIFICANCE OF DATA</b> |
- 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.

SPECIFIC DUTY NO. 1  DESCRIPTIVE RATING NUMBER	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	FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 2  DESCRIPTIVE RATING NUMBER	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	RATING NUMBER
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	4
	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER	6

SPECIFIC DUTY NO. 3  DESCRIPTIVE RATING NUMBER	RATING NUMBER	SPECIFIC DUTY NO. 4  DESCRIPTIVE RATING NUMBER
	5 - PERFORMS THIS DUTY IN A COMPETENT MANNER	5 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	6 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	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, 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.

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

Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.

**SECRET**

SECRET

(When Filled In)

## BUSINESS 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 C, no later than 30 days after the due date indicated in Item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME (Last) <b>RICHARDSON</b>	(First) <b>JACQUES</b>	(Middle)	2. DATE OF BIRTH <b>20 Jan. 1924</b>	3. SEX <b>M</b>	4. SERVICE DESIGNATION <b>DI</b>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>Japan Station (REEDWOOD)</b>		6. OFFICIAL POSITION TITLE <b>Area Operations Officer</b>			
7. GRADE <b>GS-14</b>	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>1 October 1955 to 30 September 1956</b>			
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL		INITIAL	ASSIGNMENT/SUPERVISION	SPECIAL (Specify)	
			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 **15 November 1956** B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR **EDWARD MARELIUS** C. SUPERVISOR'S OFFICIAL TITLE **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 **21 November 1956** B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL **W. LLOYD GEORGE** C. OFFICIAL TITLE OF REVIEWING OFFICIAL **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.

- |          |  |
|----------|--|
| <b>7</b> | 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED<br>2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED<br>3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES<br>4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES<br>5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING<br>6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL<br>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 OF HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
---------------------------	--	---	---	---

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
<b>2</b>		A GROUP DOING THE BASIC JOB (TRUCK DRIVERS, STENOGRAHES, TECHNICIANS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
<b>3</b>		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	<b>3</b>	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
<b>3</b>		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
<b>3</b>		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
<b>3</b>		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (S-1, 2, 3)

**SECRET**

(Never Filled In)

3. INDICATE THE APPROXIMATE NO. OF MONTHS THE RATED EMPLOYEE HAS BEEN IN YOUR SUPERVISION																																																																							
Six																																																																							
4. COMMENTS CONCERNING POTENTIAL:																																																																							
<p>Subject has a high all around potential. With respect to supervision, below, he tends to support subordinates from his own energy rather more than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.</p>																																																																							
<b>SECTION N.</b> <b>FUTURE PLANS</b> <b>TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL</b> <p>Routine refresher training as appropriate.</p>																																																																							
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS																																																																							
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**FIELD FITNESS REPORT**

The Fitness Report is an important factor in organization personnel management. It seeks to provide the organization selection board with information of value when considering the application of an individual for membership in the career staff; and 3. A periodic record of job performance as it aids 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 to make sure the report is accurate and complete. Primary responsibility rests 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 that in a general way he knows where he stands.

**IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED****SECTION I**LEAVE BLANK - FOR HEADQUARTERS USE ONLY  
Jacques Richardson1. DATE OF BIRTH 2. SEX 3. SERVICE DESIGNATION  
20 Jan. 1924 M DI4. GRADE 5. STATION DESIGNATION (Current)  
GS-14 USSR Base, Tokyo6. DUE DATE OF THIS REPORT 7. 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  
Chief, USSR Base, Tokyo2. DATE ASSUMED RESPONSIBILITY FOR POSITION  
19 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 CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.
- B. As Senior SR Division Officer in Area:  
 1. Consult with or advise other CIA and non-CIA units on target area, government, and IS characteristics.  
 2. Make available to other CIA and non-CIA 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) Carleton E. Swift	2. NAME OF REVIEWING OFFICIAL IN FIELD (True) W. Lloyd George
3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHEN- TICATED AT HQS. 7 Nov. 1955	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES Phyllis M. Landrum

**DO  COMPLETE - FOR HEADQUARTERS USE ONLY**

SECRET

(When Filled In)

## SECTION IV

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

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS SAMPLES	CATEGORIES					
	NOT OBSERVED	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 NEEDED 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

**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 A. STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

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

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, &amp; D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

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

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

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 ORGANIZATION..WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION...LINKED BY RESTRICTIONS...REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BOthered 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..BARRING 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  
SECURITY INFORMATION

**PERSONNEL EVALUATION REPORT**

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

1. NAME (First)	(Middle)	2. GRADE	3. POSITION/TITLE
Richardson	Jacques	GS-13	Area Ops Officer
4. OFFICE	STAFF OR DIVISION	BRANCH	5. FIELD, SPECIFY STATION
DDP	SR	SR/5	FIELD
6. PERIOD COVERED BY REPORT From _____ To _____		7. TYPE OF REPORT <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor	
18 July 1953 - 17 July 1954			

**Items 7 through 10 will be completed by the person evaluated.**

**7. LIST YOUR MAJOR DUTIES IN APPROPRIATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.**  
18 July 53 - 31 Jan 54

- a. Manage and direct the activities of an overseas operating branch.
  - b. Assist the division chief of operations in the planning of new and continued operations.
  - c. Assist the division chief in personnel programming in support of branch and field station activities.
- 1 Feb 54 - 17 Jul 54
- a. Establish new domestic activities branch.
  - b. Develop and manage operational program of this branch, insuring (1) continuity of treatment by qualified personnel, (2) processing of intelligence requirements, and (3) expeditious movement of finished intelligence.
  - c. Multilateral liaison with other elements of CIA, the Government, and foreign IS.

**8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.**

Name of Course	Location	Length of Course	Date Completed
Counterespionage (OTR)	Washington	3 weeks	22 January 1954

(In addition to the duties indicated in #7 above, I also give a 3-hour lecture at the CX course (advanced phase) approximately every six weeks.)

**9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am primarily interested in a foreign assignment where I could apply the various espionage and CX techniques it has been my responsibility to manage and plan for in recent years.**

**IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (ATTITUDE, KNOWLEDGE, SKILLS).**

My work at headquarters has become somewhat narrowing in that I am losing language abilities and opportunity for direct contact with foreigners.

**10.**

9 July 1954

DATE



SIGNATURE

**Items 11 through 14 will be completed by Supervisor.**

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

Richardson is a superior officer in the performance of his duties. He is efficient, precise, and energetic, and brings considerable imagination and foresight to the operational problems confronting him. His concept of staff organization and responsibility is of a high caliber. In handling personnel, he is perceptive and serious, and his judgment and motivation are of the highest quality.

SECRET

SECURITY INFORMATION

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

This officer has been outstanding as a staff officer. He is unusually talented in his balancing of jurisdictional equities. This ability reflects a broad competence, however, and should not be construed so as to limit his future duties.

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

This officer's devotion to his duties and professional convictions sometimes inclines him toward inflexible declarations of position. This fault, a minor one in officers of considerable potential, will be corrected by increased responsibility and experience.

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

This officer is prepared for promotion and for increased responsibilities in command or staff duties.

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

Richardson is presently well placed. See below.

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

Tradecraft training and a field assignment. Both are planned in the next six months.

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

## 18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

29 July 54

DATE

SIGNATURE OF SUPERVISOR

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

21 July 54

DATE

SIGNATURE OF REVIEWING OFFICIAL

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

SECRET

SECRET

SECURITY INFORMATION

## PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) <i>Richardson</i>	First <i>J. D.</i>	2. GRADE <i>O-3</i>	3. POSITION TITLE <i>Sup. Intell. Staff, (CIA)</i>
4. OFFICE <i>DCI</i>	STAFF DIVISION <i>D</i>	BRANCH <i>OS-19</i>	5. INTELLIGENCE STAFF FIELD SPECIAL STATION <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> SPECIAL STATION

6. PERIOD COVERED BY REPORT *From 10-22 To 11-22*7. TYPE OF REPORT *SR*  Initial  Annual  Special  
 Reassignment  Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

8. Duties: a. Supervise and manage a Foreign Intelligence branch; this includes a total of 51 authorized personnel at HQ and in the field stations. b. Direct and coordinate all project development. c. Detect and explore potential operational leads. d. Coordinate intra-division activities with appropriate branches, inter-division activities with appropriate divisions, senior staffs, and elements outside D/C/P and CIA. e. Determine the suitability of new personnel, continued employment and rotation of incumbent personnel, and make available incumbent personnel on loan basis to other divisions etc. f. Apportion the operational and administrative workloads within the branch sections and desks, and their personnel. g. Adapt changing field situations and problems to the organization and operation of the branch, making the branch best serve the needs of the field stations. h. Review continuously all requirements imposed on the branch, and transmit them clearly to the field.

9. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
<i>None (I was overseas part of the time covered by this report).</i>			

10. In what type of work are you primarily interested in the building and successful operation of American intelligence abroad, both in theory and in practice.

I *The only remit/area left here is the "Administrative responsibilities of a branch chief do not enable him to be a purely operational individual. If it were possible to carry less of an administrative load, I would enjoy devoting all of my time to the refinement of the intelligence process and its techniques in my area of concern.*

11.

22 October 1952

DATE

SIGNATURE

Items 11 through 18 will be completed by Supervisor

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

During this period Mr. Richardson has progressed from Deputy branch Chief to Branch Chief, in recognition of his extremely good performance. Not enough time has elapsed to be able to evaluate him fully on all aspects of his new position. However, his handling of the branch has been unusually good from a management point of view and there is every reason to believe that in the planning and direction of operational activities the same high standard will prevail.

**SECRET**  
SECURITY INFORMATION

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

He is a good organizer and a good leader. He is methodical and thorough in his planning and supervision of substantive activities, while at the same time he maintains close and sympathetic relations with his subordinates. His knowledge of them and of their personalities and problems is outstanding.

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

He should continue to develop his knowledge of operations and operational procedures.

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

He is well equipped to advance through increasing levels of responsibility.

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

Well placed at present.

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

Assignment to a field position in the not-too-distant future.

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

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

26 October 1953

DATE

*J. A. Farwell*

SIGNATURE OF SUPERVISOR

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

26 October 1953

DATE

*Dana B. Bernard*

SIGNATURE OF REVIEWING OFFICIAL

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

SECRET

SECRET

SECURITY INFORMATION

## PERSONNEL EVALUATION REPORT

Item 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) <b>RICHARDSON</b>	(First) <b>Jacques</b>	(Middle)	2. GRADE <b>O.</b>	3. POSITION TITLE <b>I.O. (Dep. Chief)</b>
4. OFFICE <b>DNP</b>	STAFF OR DIVISION <b>SR</b>	BRANCH <b>SB-5 Far East</b>	DEPT'L. <input checked="" type="checkbox"/> FIELD, <input type="checkbox"/> SPECIFY STATION <input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT From <b>2-18-52</b> To <b>2-18-53</b>		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special	

Item 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROPRIATE ORDER OF IMPORTANCE. WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.  
 Assist the Branch Chief in management of the Branch and its overseas stations (3); at present, I act as Branch Chief about 25% - 30% of the year. Supervise the planning and preparation for approval of all basic plans, programs, and projects. This involves thorough discussion with each of seven (7) desk chiefs of the purposes and procedures for accomplishing any single mission under any given project, including target analysis (whether PI or PP), preparation of intelligence annexes, logistic and fiscal requirements, specific personnel needs, etc. Am responsible for working directly with the Division's Intelligence Branch for control of requirements, ops intelligence, and reports. Am responsible for maintaining liaison with appropriate staffs and other Divisions who must coordinate any action or document. Assist or direct, as required, specific mission planning at overseas stations on TDY. Supervise preparation of all periodic reports; interview candidate empl'.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
International Politics, Graduate School 102	Georgetown University, Washington	4 months: 3 hours'	5 June 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

I am primarily interested in the conception, planning, and operational management of PI and PP activities, and ops policy and control.  
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).  
 This differs from my present assignment essentially in that a Branch Chief or his Deputy becomes so involved in administrative detail that he cannot always give his undivided attention to project management and agent handling problems. Otherwise, I feel that my background and experience qualify me for the functions I aspire to perform.

10.

7 February 1953

DATE

SIGNATURE

Item 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. As Deputy Branch Chief, Mr. Richardson has performed his duties, taken as a whole, in a superior manner. His timely and efficient preparation of intelligence annexes, logistic and fiscal requirements and reports has been particularly outstanding. During three to four months of the past year, Mr. Richardson has acted as Branch Chief. The review of Branch operations under Mr. Richardson's direction, during the writer's absence, indicated his complete competence in supervising Branch activities. His supervision of the planning and preparation for approval of basic plans and projects of the seven (7) desk chiefs has been superior. Mr. Richardson also participated in the planning and dispatch of a difficult operational mission, acting in the capacity of Senior Case Officer. On this mission his liaison with representatives of one of the Military Services was conducted in a manner which enhanced cooperation between that Service and this Agency.

## SECRET

## SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?	
Mr. Richardson's performance was noticeably outstanding with respect to his thorough knowledge of every activity of the Branch. He was in position to assume direction of Branch activities at any time. He also kept himself thoroughly briefed on Division policies and planning in order to give timely instruction and guidance to the Branch overseas stations.	
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?	
Mr. Richardson has a very thorough background in two (2) languages, French and Japanese. He would benefit substantially by learning the Russian language. He is meticulous with respect to his attention to details, sometimes to the point of concealing the broader picture from his view. It would be well for Mr. Richardson to direct his attention to the broad scope of Branch activities rather than to concentrate on its details.	
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.	
Mr. Richardson is fully qualified to assume the duties of the chief SR Division representative at a field station. In order to assume this responsibility in the most efficient manner, it is recommended that Mr. Richardson serve a minimum period of time of approximately six (6) months as the assistant to the present chief of the field station.	
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)	
Mr. Richardson could serve effectively in a staff function for either FI or PP activities. This does not mean, however, that his present duties are not better suited to his qualifications.	
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?	
Mr. Richardson has already been recommended for overseas assignment in the Far East during the past year. He has area knowledge and command of the Japanese language, having served in Japan previously with the United States Army. His duties at Headquarters have been so pressing that his departure for overseas assignment is being delayed until an adequate replacement may be trained.	
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
<p><i>March 31 1953</i></p> <p>DATE</p> <p>19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown on Item 20.)</p> <p><i>Mar 30 1953</i></p> <p>DATE</p> <p>20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)</p>	
<p><i>George Giovannetti</i></p> <p>SIGNATURE OF SUPERVISOR</p> <p><i>Douglas W. Munroe</i></p> <p>SIGNATURE OF REVIEWING OFFICIAL</p>	

SECRET

SECRET  
(When Filled In)

GS-15  
WE  
*Line*

20 April 1966

MEMORANDUM FOR: Thomas B. CASASIN (SA)  
THROUGH : Chief of Station, Paris  
SUBJECT : Notification of Designation as a Participant in the Organization Retirement and Disability System  
REFERENCE : Book Dispatch 5096, dated 12 August 1965

Recent correspondence on the above subject informed you that I had determined that you met the criteria specified in the applicable regulation for designation as a participant in the Organization Retirement and Disability System. On the basis of this determination and your recently executed election to remain in the System, your designation as a participant was made effective 10 April 1966.



RICHARD B. EGAN

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET  
(When filled in)10 F  
15

28 February 1966

MEMORANDUM FOR: Thomas B. CASABIN (SA)

THROUGH : Chief of Station, Paris

SUBJECT : Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5096 dated 12 August 1965

1. Based on a review of your record and the recommendations of the Head of your Career Service and of the Organization Retirement Board, I have determined that you meet the criteria for designation as a participant in the Organization Retirement and Disability System.
2. The regulation governing this retirement system provides that "Any participant who has completed fifteen years of service with the Organization and whose career at that time is adjudged by the Director of Personnel to be qualifying for the system may elect to remain a participant in the system for the duration of his employment by the Organization and such election shall not be subject to review or approval by the Director." Since you have already completed fifteen years of service with the Organization, your right to this election vests upon your designation as a participant and must be exercised immediately.
3. If you should elect not to remain a participant in the system, you will be continued under the Civil Service Retirement System. Once your election has been made, you do not have the privilege of changing it at some later date.
4. It is requested that you indicate your election by checking in the appropriate box and signing below. The original of this memorandum should be returned to Headquarters as soon as possible.

RICHARD B. EGAN

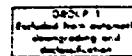
## Exercise of option of participant with fifteen years of service:

- I elect to remain in the Organization Retirement and Disability System for the duration of my employment by the Organization.
- I elect NOT to remain a participant in the Organization Retirement and Disability System for the duration of my employment by the Organization.

Signature

Date

SECRET



**SECRET**

(When Filled In)

1. PERSONNEL SERIAL NO. (1-4)	LANGUAGE PROFICIENCY AND AWARDS DATA					2. ID NO.
CS-102						8707
3. NAME (7-24) LAST	FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)	
RICHARDSON, Jacques G.			ESR	French	2572	
7. DATE OF TEST (6-31)	8. ANNIVERSARY DATE	9. GRADE	10. DATE OF BIRTH			
Feb. 14, 1960	Feb. 14, 1960	3A	Jan. 20, 1954			
11. REASON FOR TAKING TEST	TEST SCORES					
APPLY FOR AWARD	READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)	
ESTABLISH SKILL LEVEL	V	V	V	V	V	
13. ELIGIBILITY (39)	14. TYPE OF AWARD					
A	ACHIEVEMENT (A)	ELEMENTARY (E) INTERMEDIATE (I) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)		
M	MAINTENANCE (M)					
NA				V		
15. INELIGIBLE (REASON)	16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00 (40-45)					
	SIGNATURE _____ DATE _____					
REMARKS	17. I CERTIFY THAT FUNDS ARE AVAILABLE					
	OBLIGATION REF. NO. _____ CHARGE ALLOTMENT NO. _____					
	SIGNATURE _____					

FORM 1273  
5-60OBSCURE PREVIOUS  
EDITIONS**SECRET**

(10-45)

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(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) C6102	LANGUAGE PROFICIENCY AND AWARDS DATA					2. ID NO. 0787
3. NAME (7-24) LAST Richardson, Jacques C.	FIRST	MIDDLE	4. OFFICE OR DIVISION CS	5. LANGUAGE French	6. LANG. CODE (25-27) ATO	
7. DATE OF TEST (4-5) Nov. 15, 1962	8. ANNIVERSARY DATE Aug. 6, 1962		9. GRADE 34	10. DATE OF BIRTH Jan. 10, 1928		
11. REASON FOR TAKING TEST APPLY FOR AWARD	TEST SCORES					
ESTABLISH SKILL LEVEL	READING (24)	WRITING (33)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)	
13. ELIGIBILITY (39)	TYPE OF AWARD					
A M NA	ACHIEVEMENT (A) MAINTENANCE (M)	ELEMENTARY (E) INTERMEDIATE (I) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)		
15. INELIGIBLE (REASON) Award disapproved by CS Board			16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD (40-45) SIGNATURE _____ DATE _____			
			17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION REF. NO. _____ CHARGE ALLOTMENT NO. _____ SIGNATURE _____			
REMARKS						

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TRAINING REPORT

French Basic Reading, Speaking, Writing-II  
100 hours, part-time, 9 Apr 62 - 15 Jun 62

14 students

**Student:** Harriette D. Richardson (Dependent)  
(wife of Jacques Richardson - SR)  
**EOD Date:** 15 Jun 62

**Year of Birth:** 1928

**Office:** —

**COURSE OBJECTIVES - CONTENT AND METHODS - Instructors:** W. Ray Rackley

This is the second phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of this course is to provide a thorough grounding for the student who has previously had either a reading course in French or an insufficient introduction to the language. The major objectives of this phase of the course are to develop an ability: (1) to distinguish and pronounce satisfactorily all the sounds of the language; (2) to use effectively a modest stock of French sentences and expressions; (3) to comprehend normal-speed spoken French in a variety of everyday non-technical situations; (4) to begin to read and write basic French, applying the spoken vocabulary and grammatical material previously learned.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

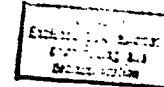
<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>	<u>Incomplete</u>
<u>3</u>	<u>1*</u>		

Mrs. Richardson was definitely a superior student. Her pronunciation was excellent and she had a solid command of the structure of French. She was somewhat hesitant in new language situations, but she more than made up for this through diligent and profitable laboratory and home preparation.

FOR THE DIRECTOR OF TRAINING: W. R. RACKLEY  
Chief Instructor

26 July 1962

Date



S-E-C-R-E-T  
(When filled in)

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R. S. G. 4

REPORT OF TRAINING AT NON-CIA FACILITY (Forward original and 2)		DATE
TO: Director of Training ATTN: Registrar THRU: Training Officer, SR Division	FROM: J. G. Richardson CSR 6 (DD/P) X-118 I-5098	
3. INSTITUTION ATTENDED:		E. DATES OF TRAINING 10-16 June 1962
4. DESCRIPTION OF PROGRAM (Include list of courses and a copy of grades received)		
<p><b>Rensselaer Polytechnic Institute</b></p> <p>Technical Writers' Institute; certificate awarded</p> <p>Purpose: to provide a forum where technical writers from industry and government can meet to discuss and practice writing techniques under the supervision of experienced teachers. Many of the instructors have worked closely with industry as consultants on special writing problems and trainin' courses for technical writing. All of them have published in the field of technical writing.</p>		
5. YOUR OPINION OF THE PROGRAM (Explain strengths and weaknesses)		
<p>This was an excellent combination of classroom presentations and writing laboratories. Almost all guest speakers had a useful message to deliver. The writing encouraged is of the tight-language, pure English variety, in the three categories of informative, directive, and persuasive writing. The schedule was full, although I believe it could have been fuller. The five 2-hour workshops should be expanded to three-hour sessions. The contact with representatives of industry was especially useful for cross-fertilization purposes.</p>		
6. EXPLAIN TRAINING OBJECTIVES AND WHETHER THEY WERE MET		
<p>Four our purposes, the training objectives were (a) to see that our writing techniques in the reporting field compare favorably with those in industry, (b) to meet and become known by persons throughout the nation in the technical writing field, and (c) to learn new techniques in the field of communicating technical, scientific and engineering concepts, processes, and general information. All three objectives were met. I recommend that officers from SR/Reports and SR/Requirements-Targets, as well as analysts from SR 6, be permitted the opportunity to attend this same institute in future years. It is well worth the effort.</p>		
7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.		
16 JUL 1962		J. G. Richardson Jacques G. Richardson
<p>NOTE: The original will be forwarded to the Office of Personnel for inclusion in your official file. 2 copies will be for OTR use.</p>		

**SECRET**  
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) 54-100		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. G003
3. NAME (7-24) LAST Richardson, Jacques G.		FIRST	MIDDLE	4. OFFICE OR DIVISION NSC, J.A.R.C.	5. LANGUAGE French	6. LANG. CODE (25-27) F003
7. DATE OF TEST 40-51 Dec. 20, 1960		8. ANNIVERSARY DATE Aug. 6, 1961		9. GRADE 14	10. DATE OF BIRTH Jan. 20, 1924	
11. REASON FOR TAKING TEST APPLY FOR AWARD		TEST SCORES				
		READING (34)	WRITING (33)	PRONUNCIATION (30)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		1	2	3	4	5
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
<input checked="" type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> NA		ACHIEVEMENT (A) MAINTENANCE (M) NA	ELEMENTARY (E) INTERMEDIATE (I) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
15. INELIGIBLE (REASON)  REMARKS *3 yrs. Maint. (2 yrs. old scale, 1 yr. 6 new scale)		16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ SIGNATURE _____ DATE _____  17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION REF. NO. _____ CHARGE ALLOTMENT NO. _____ SIGNATURE _____				

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EDITIONS**SECRET**

(10-45)

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**SECRET**  
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) 54-100		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. G003
3. NAME (7-24) LAST Richardson, Jacques G.		FIRST	MIDDLE	4. OFFICE OR DIVISION NSC, J.A.R.C.	5. LANGUAGE French	6. LANG. CODE (25-27) F003
7. DATE OF TEST 40-51 Dec. 20, 1960		8. ANNIVERSARY DATE Aug. 6, 1961		9. GRADE 14	10. DATE OF BIRTH Jan. 20, 1924	
11. REASON FOR TAKING TEST APPLY FOR AWARD		TEST SCORES				
		READING (34)	WRITING (33)	PRONUNCIATION (30)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		-	-	-	-	-
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
<input checked="" type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> NA		ACHIEVEMENT (A) MAINTENANCE (M) NA	ELEMENTARY (E) INTERMEDIATE (I) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
15. INELIGIBLE (REASON)  REMARKS *3 yrs. Maint. (2 yrs. old scale, 1 yr. 6 new scale)		16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ SIGNATURE _____ DATE _____  17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION REF. NO. _____ CHARGE ALLOTMENT NO. _____ SIGNATURE _____				

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(10-45)

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CONFIDENTIAL  
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TRAINING REPORT

MANAGEMENT COURSE NO. 64

40 hours, part-time

18 students

Student: Jacques Richardson

Year of birth: 1924

EOD Date: September 1956 Grade: 14

Office: SR

COURSE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize senior line and staff managers with both the theory and the practical problems of management in CIA. The underlying assumption of the course is that management development is a process of growth on the job. The course, however, enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions, exchange ideas with managers from other components, and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. These subjects are related as closely as possible to the activities of the class members.

The content of the course is developed through lectures, case and group discussions, filmed presentations, and problem-solving exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

*Lynn P. Ladd*  
Chief Instructor

20 February 1961

Date

CONFIDENTIAL  
(When filled in)

S-E-C-R-E-T

## TRAINING REPORT

Clandestine Services Review No. 31

60 hours, full-time 20 November - 9 December 1960 43 students

Student: Jacques G. Richardson

Year of birth: 1924

EOD Date: November 1949 Grade: GS-14

Office: DDP/SR/6

## COURSE OBJECTIVES - CONTENT AND METHOD

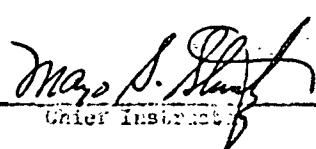
This course aims to develop in the Clandestine Services officers, and others, recently returned from the field an up-to-date awareness of the role of CIA in the United States intelligence community, the relations of the DE/I area with the CS and the support available from the offices of the DD/S. Recently this course has been designated as an alternate prerequisite for CIA officers nominated for certain external training.

The course is presented by lectures given by CIA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

## ACHIEVEMENT RECORD

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course. This student was conscientious and regular in attendance.

FOR THE DIRECTOR OF TRAINING:



Major J. Shantz

Chief Instructor

21 December 1960

Date

S-E-C-R-E-T

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TSS EVALUATION

NAME RICHARDSON, James G. Div. SR/5

SUBJECT Flaps & Seals - Basic Familiarization

DATES TRAINED FROM 2 TO 3 December 1954

EVALUATION:

Did good work. Appears to have a good understanding of the basic principles involved. His attitude inclines reflected his interest in the work.

Note: This course is only for familiarization. It does not qualify student to engage in the opening of mail.

*Shane*

Please return three copies of this form to TSS/TD.

Distributions:

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## TSS EVALUATION

NAME Jack Richardson Div. SRSUBJECT AudioDATES TRAINED FROM 22 Nov. 1954 TO 3 Dec. 1954

EVALUATION: Although lacking a background in electronics, Mr. Richardson was able to grasp the instructions given and correctly interpret it. I feel that Mr. Richardson would be able to correctly evaluate audio opportunities and to equip and direct such an operation with the exception of the telephone tap. Mr. Richardson is not qualified to perform maintenance on the equipment.

  
CARL S. MOOREFIELD

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## Distribution:

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- 1 - CTR/Registrar
- 1 - TSS/TD files

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*SECRET*

*CSR/AD  
T.A. Garrett  
O. de Shie  
J. Smith  
2/20/54*

## TRAINING EVALUATION

Counterespionage Course No. 20RICHARDSON, Jacques G.

Name

Male 4-22 January 1954  
Sex Dates of Course20 Jan. 1924  
Date of Birth10 June 1949  
EDDGS-13  
Grade or RankDD/P/SP-5 /E/  
OfficeChief of geographic branch.Projected Assignment or Present Position

The Counterespionage Course is a specialized course of three weeks' duration designed to expose the student to CS principles and practices and to indoctrinate him therein. The course is conducted on a seminar, round-table basis. Emphasis is placed on student participation during staff and guest lectures. Ample time is allotted for reading the extensive material provided.

Each student is required, starting mid-way in the second week, to give a presentation before the class. This hour-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or headquarters experience in CS or a related field; such a student is permitted to give a one-hour lecture based on specific experience. The "earned" problems are selected to test students' ability to do CS research, collate, make logical analyses, and present ideas effectively to a seminar group.

This evaluation is based primarily on the student presentation, and to a lesser degree on participation in seminar discussions when conducted by the staff.

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RICHARDSON, Jacques G.

1. Mr. Richardson ranked first in a strong group. He applied himself effectively throughout the course. His seminar contributions aided materially. He drew freely on a sound operational background and was by all odds the top student.
2. Student Presentation: Mr. Richardson presented a case with which he was familiar from his own experience. It was a first-rate performance. The material was very well organized and crisply presented. So effective in fact, that Mr. Richardson will be called upon to give the same discussion in subsequent CE courses.
3. In my opinion Mr. Richardson is fully qualified to act as senior CE officer.

M. I. Zyc  
Chief Instructor, CE Course

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## TRAINING EVALUATION

1a. The official to whom this report is entrusted is personally responsible for its. Although he may within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Office.

STUDENT'S NAME RICHARDSON

TRAINING COURSE Advanced Operations

TRAINING PERIOD 27 March - 21 April 1950

DATE OF REPORT 2 May 1950

DIVISION OPC/YED GRADE 08-7

PROJECTED ASSIGNMENT Agst's Pol. Warfare Officer

1a. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scales: 0 to 98 Unsatisfactory; 60 to 79 Satisfactory; 80 to 89 Good; 90 to 100 Superior.

	Possible Score	Achieved Score
FACTS (1) Comprehension of mission of OSD . . . . .	(160)	30
(2) Comprehension of mission of OPC . . . . .	(160)	30
(3) Comprehension of operational procedures . . . . .	(25)	16
(4) Comprehension of operational policy . . . . .	(25)	16
(5) USSR and Communism (Underground aspects) . . . . .	(20)	15
SKILLS (6) Evaluation of operational data . . . . .	(30)	24
(7) Operational planning . . . . .	(30)	24
(8) Operational mechanics . . . . .	(30)	23
(9) Personality analysis . . . . .	(30)	21
(10) Personality manipulation . . . . .	(30)	16
TOTAL	(300)	213

Overall adjectival rating . . . . . Satisfactory (72%)

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

	Rating
(1) Ability to get along and work with people . . . . .	5
(2) Ability to grasp instructions . . . . .	6
(3) Enthusiasm and interest in work . . . . .	6
(4) Industriousness . . . . .	7
(5) Practical intelligence . . . . .	5
(6) Astuteness . . . . .	5
(7) Adaptability . . . . .	5
(8) Effectiveness . . . . .	5
(9) Stability . . . . .	5
(10) Initiative . . . . .	5
(11) Imagination . . . . .	5
(12) Ability to handle and direct people . . . . .	8

3. ELEMENT. (To be used only in cases of outstanding strengths or weaknesses)

Elmer E. Johnson  
CHIEF INSTRUCTOR

APPROVED: CHIEF, STS

Date: 005

00P

CAU

Files

REVIEWED: CHIEF, TAD

## SECRET

## TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion, show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officers.

*Richardson*  
 STUDENT'S NAME \_\_\_\_\_  
 TRAINING COURSE Operations DIVISION OPC/PBO GRADE 7  
 TRAINING PERIOD 20 February - 17 March 1950 PROJECTED ASSIGNMENT Asst's Pol. Warfare Officer

3. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 99 Unsatisfactory; 100 to 199 Satisfactory; 200 to 899 (Excellent) 80 to 200 Superior.

	Possible Score	Achieved Score
(1) Comprehension of basic principles of clandestine operations . . . . .	1400	28
(2) Use of tradecraft ability to apply principles of clandestine operations . . . . .	1500	32
(3) Ability to evaluate operational data . . . . .	1200	15
(4) Ability to use operational data . . . . .	1200	14
(5) Planning . . . . .	1300	19
(6) Personality analysis . . . . .	1200	17
(7) Personality manipulation . . . . .	1500	42
(8) Adaptability to operational emergencies . . . . .	1300	21
(9) Attention to detail . . . . .	1200	16
(10) Organization and presentation of written operational material . . . . .	1200	26
TOTAL	13000	218
Overall adjectival rating	<u>Satisfactory (73%)</u>	

4. PESSIM CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

	Rating
(1) Ability to get along and work with people . . . . .	7
(2) Ability to grasp instructions . . . . .	6
(3) Initiative and interest in work . . . . .	6
(4) Imaginativeness . . . . .	5
(5) Practical intelligence . . . . .	6
(6) Assertiveness . . . . .	5
(7) Adaptability . . . . .	6
(8) Effectiveness . . . . .	6
(9) Stability . . . . .	6
(10) Initiative . . . . .	5
(11) Imagination . . . . .	6
(12) Ability to handle and direct people . . . . .	7

5. Comments. (To be used only in cases of outstanding strengths or weaknesses)

CHIEF INSTRUCTOR

APPROVED. Capt. S. T. S.

REVIEWED. Capt. T. R. O.

## SECRET

## TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it, although he may within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

*RICHARDSON*  
STUDENT'S NAME \_\_\_\_\_

TRAINING COURSE Staff Orientation V

TRAINING PERIOD January - February 1950

DATE OF REPORT 10 February 1950

DIVISION OPC/FBD GRADE G-7

PROJECTED ASSIGNMENT Assistant Political Warfare Officer

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scales: 0 to 398 Unsatisfactory; 399 to 798 Satisfactory; 799 to 898 Excellent; 899 to 1000 Superior.

Problems	Possible Score	Achieved Score
(1) Reporting of Information.....	(30)	20
(2) Message Writing.....	(5)	4
(3) Interviews: Procurement of Information.....	(25)	14
(4) Interviews: Personality Handling.....	(25)	16
(5) Mapping and Sketching.....	(30)	26
(6) Observation and Description.....	(30)	25
Objective Tests		
(7) Intelligence Tools and Objectives.....	(25)	18
(8) Reporting Mechanics.....	(20)	15
(9) CIA Security Regulations.....	(10)	9
(10) USSR and Communism.....	(50)	31
TOTAL	(250)	178

Overall adjectival rating..... Satisfactory

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, the higher indicating above average.

Rating
6
5
7
7
7
7
5
7
8
6
0
6

3. COMMENT. (To be used only in cases of outstanding strengths and weaknesses.)

*R.B. Shaffer*  
CHIEF INSTRUCTOR

APPROVED. John Gray

CHIEF, STA.

REVIEWED. W.H. Lewis

CHIEF, TAD

**SECRET**

**AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM  
For Staff Agent, Thomas B. CASASIN**

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Effective 25 May 1970, your current Allowance Committee Addendum, as amended, is further amended by substituting the following for sub-paragraph (B) entitled "Other Allowance Entitlements":

(B) **One-Time Payment.** You are herein authorized a one-time, non-taxable Agency payment of \$235 in lieu of your entitlement to reimbursement for the round-trip educational travel of your daughter from **Paris to Norton, Massachusetts, and return to Paris.** Payment of this amount will be by deposit to your bank account. This payment and the fixed allowances as set out in sub-paragraph (A) above are in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations.

All other provisions of your Allowance Addendum, as amended, remain in full force and effect.

**UNITED STATES GOVERNMENT**

**BY \_\_\_\_\_**  
**Contracting Officer**

**APPROVED:**

**Allowance Committee**

SECRET

ADDENDUM TO STAFF AGENT SUPPLEMENT  
For Thomas B. CASASIN, Effective 5 August 1962

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The Agency Allowance Committee is authorized to modify the entitlements of a Staff Agent for cover, operational or security reasons. Based upon that authority, on 7 June 1962, the Committee made the following determinations which will apply to your Agency overseas assignment in Paris, France under non-official cover. These determinations supersede and modify any provisions of your present Staff Agent Supplement which conflict therewith:

(a) Fixed Allowance. Effective the day of your return to Paris you are herein authorized a non-accountable, non-taxable fixed allowance calculated at the rate of \$7,580 for the following year, i.e., for a one year period. If required, advances may be granted by an Agency authorizing official. This fixed allowance is in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations. Agency fixed allowances are also in lieu of entitlements to (1) reimbursement for the overseas operational use of your POV and common carriers in and around Paris and (2) storage of your HHE. Quarters will not be furnished you by the Government or by your cover facility during the period covered by these fixed allowances.

(b) Exemption from Offset. During this one year period of your overseas assignment, you are herein authorized to retain, without offset, the housing and cost-of-living allowances of your cover facility.

(c) Requirement of Certification. You agree to certify, when requested, that payments made to you as set forth herein have been expended for the purpose for which made and have not accrued to your personal advantage or enrichment. You will repay any amount for which you cannot provide such a certification. You understand that you are not required to make financial accountings for amounts received under (a) above.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_

APPROVED:

Allowance Committee

ACKNOWLEDGED:

Thomas B. Casasin

FEB 1962

## Supplement to Staff Agent Personnel Action

For Thomas B. Casasian Effective 5 AUG 1962Mr. Thomas B. CasasianDear Mr. Casasian

In view of your contemplated cover assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are \$13,510 and GS-14, respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain procedural variations will be followed to preserve the security of your cover position.

(a) The gross emoluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If, except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with HR 70-33 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility, will equal the tax withholdings normally made from your gross taxable compensation with this organization. If there is no differential or if it is insufficient, you will be required to make tax remittances in conformance with HB 20-661-1. Also, that sum, together with R 30-720 covers the procedures to be followed in order to receive reimbursement for foreign income taxes imposed upon you.

(c) This organization will deduct from the gross payments due you an amount equivalent to one and one half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittance to this organization in satisfaction of the required contributions.

(d) If permanent quarters are not furnished, your quarters allowance will be granted at the minimum rate established for your post of assignment, family status and grade. No accounting for this allowance will be required.

If your position requires that you make contribution to the Social Security Fund, such contributions will be at your expense. However, involuntary contributions for cover facility programs, such as insurance and retirement, may be considered items of expense to this organization, and in

S-1 C-1 R-1 T

In case any monies you receive as a result of your participation in such programs must be returned to this organization. Whether participation in a particular cover facility program is involuntary will be determined by this organization.

2. Nonofficial Cover Premium Pay. You are hereby authorized Non-  
official Cover Premium Pay in conformance with applicable organizational  
issuances. For your information, currently this premium pay is ten per  
cent of your base salary, represents additional taxable compensation to  
you and is applicable for that period of time you are assigned under non-  
official cover.

3. Equalization Allowance. You are hereby authorized an equaliza-  
tion allowance in accordance with applicable organization issuances.

4. Travel Expenses. You will be entitled to travel, transportation  
and storage in conformance with the regulations of this organization.  
HR 20-2c provides that travel expenses of integrated personnel will be  
allowed in accordance with the regulations of their cover organizations  
or HR 22, whichever allows the greater amount.

5. Travel Penalties: You herein agree that your assignment abroad  
will be for a minimum of \_\_\_\_\_ from the date of your arrival  
at your permanent post of duty, unless such assignment shall be sooner  
terminated by the Government for its convenience. Your violation of such  
agreement may result in regulatory travel penalties. HR 22-6 provides  
that if the agreement is violated during the first year of duty abroad,  
expenditures for travel and transportation to the post, including per diem  
while at headquarters and storage of effects, shall be reimbursed by the  
employee. If the agreement is violated after the first year of duty, but  
before the completion of the minimum tour agreed to above, return travel  
at Government expense shall not be allowed.

AGREED: \_\_\_\_\_

6. Secrecy. You will be required to keep forever secret this Supple-  
ment and all information which you may obtain by reason hereof (unless  
released in writing by the Government from such obligation), with full  
knowledge that violation of such secrecy may subject you to criminal prose-  
cution under the Espionage Laws, dated 25 June 1948, as amended, and  
other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_  
Personnel Officer

## SECRET

CONTRACT INFORMATION AND CHECK LIST			CASE OFFICER Agent L. Paris V-155	DIVISION OP						
INSTRUCTIONS: See P-20-1000 and AP-20-1000 for reference. Check all boxes identifying type of cover required and forward original and TWO copies for processing.			TELEPHONE EXTENSION Paris 4-2000 Info	DATE 19 July 1962						
SECTION I - GENERAL DATA (See P-20-1000)										
1. NAME <input checked="" type="checkbox"/> FATHER <input type="checkbox"/> MOTHER		2A. PROJECT SA	3. ALLOTMENT NO. 3254-FAD-1000	4. SLOTH NO. E-0						
Thomas De CALANNE		4B. PERMANENT STATION Paris, France	5A. FUNDS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
5. PREVIOUS CIA PSEUDONYM OR ALIASES George H. Knobell (P) John F. Reynolds John R. Williams, John F. Martin (A) STAFF Employee since 1949		6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If YES, describe and include dates and nature.)								
7. SECURITY CLEARANCE (Type and date) SA		8A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> EXAMINED <input type="checkbox"/> INITIATED <input type="checkbox"/> EX-RELEAS	9. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent							
SECTION II - PERSONAL DATA										
11. CITIZENSHIP U.S.		12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. AGE 30	14. DATE OF BIRTH (Month, day, year) January 20, 1932						
15. LEGAL RESIDENCE (City and state or country) Alexandria, Virginia			16. CURRENT RESIDENCE (City and state or country) Alexandria, Virginia							
17. MARITAL STATUS (Check as appropriate) <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> NEVER MARRIED										
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Three - Wife, age 34 Daughter, age 8 Daughter, Age 11			19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP:							
SECTION III - U.S. MILITARY STATUS										
20. RESERVE NO		21. VETERAN YES	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)							
23. BRANCH OF SERVICE U.S. ARMY		24. RANK OR GRADE	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
SECTION IV - COMPENSATION										
27. BASIC SALARY Pay entitlements equating to GS-14 (step 5) including premium pay		28. POST DIFFERENTIAL	29. COVER (Breakdown, if any)	30. FEDERAL TAX WITHHOLDING <table border="1"><tr><td>COVER</td><td>CIA</td></tr><tr><td><input checked="" type="checkbox"/> YES</td><td><input checked="" type="checkbox"/> YES</td></tr><tr><td><input type="checkbox"/> NO</td><td><input type="checkbox"/> NO</td></tr></table>	COVER	CIA	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NO
COVER	CIA									
<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> YES									
<input type="checkbox"/> NO	<input type="checkbox"/> NO									
SECTION V - ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)										
31. QUARTERS In accordance with regulations		32. POST	33. OTHER							
34. COVER (Breakdown, if any)										
SECTION VI - TRAVEL										
35. TYPES <input checked="" type="checkbox"/> AIRPORT <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
37. NM TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		38. NM TO BE STORED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	39. PERSONAL VEHICLE TO BE SHIPPED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	40. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH Wife, U. S. Citizen, age 34, DOB 13 June 1930 Daughter, U. S. Citizen, age 8, DOB 5 September 1953 Daughter, U. S. Citizen, age 11, DOB September 1959										
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH CIA POLICIES AND PROCEDURES <input checked="" type="checkbox"/> CIA POLICIES AND PROCEDURES										
SECTION VII - OPERATIONAL EXPENSES										
42. PURCHASE OF INFORMATION As authorized		43. ENTERTAINMENT As authorized	44. OTHER As authorized							
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH CIA POLICIES AND PROCEDURES <input checked="" type="checkbox"/> CIA POLICIES AND PROCEDURES										

## SECRET

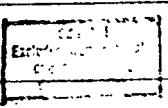
CONTRACT INFORMATION AND CHECK LIST (CONTINUED)			CASE OFFICER [Redacted] TELEPHONE EXTENSION DATE 9 July 1962	DIVISION [Redacted]							
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.											
SECTION VIII OTHER BENEFITS 48. BENEFITS (See R 20-615, R 20-620, R 20-670, R 20-1000, and RB 20-620-1; RB 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)											
All Staff Employee Benefits											
SECTION IX COVER ACTIVITY											
47. STATUS (Check)	PROPOSED <input checked="" type="checkbox"/>	48. TYPE (Check) <input checked="" type="checkbox"/> ESTABLISHED	PROPRIETARY <input type="checkbox"/> SUBSIDIZED	CULTURAL <input type="checkbox"/> EDUCATIONAL	COMMERCIAL <input type="checkbox"/> MILITARY	TRANSPORT <input type="checkbox"/>					
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS RA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL											
SECTION X OFFSET OF INCOME											
50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE											
SECTION XI TERM											
51. DURATION <input type="checkbox"/> DAYS <input type="checkbox"/> MONTHS <input type="checkbox"/> YEARS	52. EFFECTIVE DATE			53. RENEWABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
54. TERMINATION NOTICE (Number of days)			55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION <input type="checkbox"/> YES <input type="checkbox"/> NO								
SECTION XII FUNCTION											
56. PRIMARY FUNCTION (CI, PI, PP, other) PI and CA											
SECTION XIII DUTIES											
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED Handling and supervision of field agents already recruited. Spotting, assessment and development of agent candidates or projects. Recruitment of agent candidates outside France when necessary. Clandestine support of own and other station operations.											
SECTION XIV QUALIFICATIONS											
58. EXPERIENCE Photographic equipment salesman Newspaper assistant editor Assistant to planning division of housing authority of a major city Operations Officer for past 12 years											
59. EDUCATION (Check Highest Level Attained)		GRADE SCHOOL		HIGH SCHOOL GRADUATE		TRADE SCHOOL GRADUATE					
		BUSINESS SCHOOL GRADUATE		COMMERCIAL SCHOOL GRADUATE		COLLEGE (No degree)		<input checked="" type="checkbox"/> COLLEGE DEGREE	<input type="checkbox"/> POST GRADUATE	<input type="checkbox"/> MA	<input type="checkbox"/> PHD
60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)		LANGUAGE		SPEAK		WRITE		READ		61. INDIVIDUAL'S COUNTRY OF ORIGIN	
		FRENCH		FLUENT	AVERAGE	POOR	FLUENT		AVERAGE	POOR	FLUENT
62. AREA KNOWLEDGE		USA									
Canada, Japan, Western Europe thru residence, study and travel											
SECTION XV EMPLOYMENT PRIOR TO CIA											
63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING Newspaper assistant editor - \$2,100 Assistant to planning division of housing authority \$3,100											
SECTION XVI ADDITIONAL INFORMATION											
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)											
APPROVAL											
DATE	TYPED NAME & SIGNATURE OF REQUESTING OPERATING OFFICIAL			DATE	TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER						
JOHN GUTHRIE											

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>RICHARDSON, Jacques G. (Dependents)</b>	3. POSITION TITLE <b>Staff Agent</b>	4. GRADE <b>GS-15</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/EUR</b>	6. EMPLOYEE'S EXT. <b>6913</b>	
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	HQ/SDY	
<input type="checkbox"/> ENTRANCE ON DUTY	XXX OVERSEAS ASSIGNMENT <b>Borno leave &amp; return to Station</b>	
<input type="checkbox"/> TDY STANDBY	RTD <b>October 1967</b>	
<input type="checkbox"/> SPECIAL TRAINING	STATION <b>Paris, France</b>	
<input type="checkbox"/> ANNUAL	TOY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	PCS	
<input type="checkbox"/> FITNESS FOR DUTY	TYPE OF COVER	
<input type="checkbox"/> MEDICAL RETIREMENT	Non-official	
NO. OF DEPENDENTS TO ACCOMPANY <b>three</b>		
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 19) ATTACHED <b>3</b>		
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input checked="" type="checkbox"/> YES	9. REQUESTING OFFICER	
<input type="checkbox"/> NO	SIGNATURE <b>George W. Owens</b>	E/PERS
	ROOM NO. & BUILDING <b>4-B-01</b>	EXT. <b>6913</b>
10. COMMENTS <b>MEDICALLY QUALIFIED FOR PROPOSED PCS Medical statements from a private physician is attached.</b>		
11. REPORT OF EVALUATION <b>SPERRY PRESTON</b>		
DATE <b>89-71-74</b>	SIGNATURE FOR CHIEF OF MEDICAL STAFF	

FORM 259 USE PREVIOUS  
10-59 EDITIONS.

SECRET

<b>DISPATCH</b>		<b>CLASSIFICATION</b> <b>S E C R E T</b>	<b>PROCESSING ACTION</b>
<b>TO</b> Chief, European Division	<b>INFO</b>		SEARCHED FOR INDEXING NO INDEXING REQUIRED ONLY QUALIFIED DESK CAN JUDGE INDEXING MICROFILM
<b>FROM</b> Chief of Station, Paris (f/m)	<b>SUBJECT</b> Admin/Personnel/Medical Dependents of Thomas B. CASASIN (Staff Agent)		
<b>ACTION REQUIRED - REFERENCES</b>			
<p>Reference: OFPS-10932</p> <p>CASASIN's dependents took physical examinations at the American Hospital in Paris on 20 February. Since, because of his cover there could be no LNHARP connection, CASASIN's dependents made arrangements for their physicals as private citizens, on the pretense that they required statements that they were in good health in order to obtain insurance. Obviously, forms 88 were not prepared; the attached certificates of good health and freedom from contagious disease are all that is normally given to private individuals in France. We hope they suffice.</p> <p>D DENISE H. ZEHNGRAFF</p> <p>Attachment - U/S/C via TNP As Stated Above</p> <p>Distribution: 3-Chief, Eur-Div w/att usc-tnp</p> <p>11 March 1968</p>			
<b>CROSS REFERENCE TO</b> 	<b>DISPATCH SYMBOL AND NUMBER</b> OFPT-13839 CLASSIFICATION <b>S E C R E T</b>	<b>DATE</b> 11 March 1968 HQS FILE NUMBER	

S E C R E T

Chief of Station, Paris

Chief, EUR  
Administrative/Personnel/Medical  
Dependents of Thomas B. CASASIN

The Office of Medical Services has advised that Thomas B. CASASIN's dependents did not take physical examinations prior to their PCS return to Paris. So that CASASIN's dependents may be fully covered under the Overseas Medical Program, it is essential that arrangements be made for their physicals to be taken in the field and the results forwarded to Headquarters as soon as possible.

Daniel J. ENRIGAN

DISTRIBUTION:  
3-CGSC, Paris

20 OCT 1967

OYPS-10932

S E C R E T

1-E/REG  
1-E/PERS  
1-GMS  
1-E/F

E/Pers OWENS

nm

6913

GMS

C/E/F



**SECRET**

(When Filled In)

OFFICIAL USE ONLY (until filled in)

**QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT**

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING TYPE OR PRINT AVOID USING LIGHT COLORED INKS

BIOGRAPHIC AND POSITION DATA				
1. EMP SER NO.	2. NAME (Last First Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE/GRADE/STEP
106102	CASASIN THOMAS R (P)	M	01/20/24	GS-13-06
6 SD	7. POSITION/TITLE D CPS OFFICER	8. OFFICE OF ASSIGNMENT WE	9. LOCATION (Country, City) PARIS, FRANCE	
AGENCY OVERSEAS SERVICE				
AREA	TYPE HOUR	FROM	TO	
JAPAN US PACIFIC POSSESSIONS ASIA AREA JAPAN	TDY-60 TDY-60 TDY-60 PCS-VV	50/07/01 52/07/01 53/08/01 55/02/17	50/09/01 52/10/01 53/07/01 60/06/24	
EDUCATION				
DEGREE	MAJOR FIELD	COLLEGE	YEAR	
BACH	LINGLISTICS, GENERAL	MICH UNIV.	45	

## CONFIDENTIAL

(When Filled In)

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave of government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last, First, Middle Initial) **RICHARDSON, JACQUES** (Date) **042-20-5359** (Social Security Number)

PLACE OF RESIDENCE WHEN INITIALLY APPOINTED <b>ESSEX, MARYLAND</b>		LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. OR ASSOCIATED STATES <b>ALEXANDRIA, VA</b>
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE <b>ALEXANDRIA, VA.</b>		HOME LEAVE RESIDENCE <b>ALEXANDRIA, VA</b>

MARITAL STATUS (Check one)				
<input type="checkbox"/> SINGLE	<input checked="" type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> WIDOWED
IF MARRIED, PLACE OF MARRIAGE <b>ALEXANDRIA, VA.</b>			DATE OF MARRIAGE <b>25 JUN 49</b>	
IF DIVORCED, PLACE OF DIVORCE DECREE			DATE OF DIVORCE	
IF WIDOWED, PLACE SPOUSE DIED			DATE SPOUSE DIED	

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)				
---	--	--	--	--

MEMBERS OF FAMILY				
NAME OF SPOUSE <b>HARRIETTE D.</b>	ADDRESS <b>312 LAMOND PL, ALEX, VA.</b>	TELEPHONE NO. <b>KI 9 1U37</b>		
NAME OF CHILDREN <b>PAMELA A.</b>	ADDRESS <b>SAME</b>	SEX <b>F</b> DATE OF BIRTH <b>19 SEP 50</b>		
NAME OF CHILDREN <b>MICHELLE D.</b>	ADDRESS <b>"</b>	SEX <b>F</b> DATE OF BIRTH <b>5 SEP 53</b>		
NAME OF FATHER (Or male guardian) <b>JOHN B. RICHARDSON</b>	ADDRESS <b>3748 WYMAN PKY, BALTIMORE, MD 2125-5240</b>	TELEPHONE NO.		
NAME OF MOTHER (Or female guardian) <b>DECEASED</b>	ADDRESS	TELEPHONE NO.		

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.  
**NONE**

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY				
NAME (Last, First, Middle Initial) <b>THEODORE G. DRISCOLL</b>	RELATIONSHIP <b>ALOTHEM, MURKIN</b>			
HOME ADDRESS (No., Street, City, State) <b>722 S. ROYAL ST., ALEX, VA.</b>	HOME TELEPHONE NUMBER <b>IE 6-8506</b>			
BUSINESS ADDRESS (No., Street, City, State, Name and name of employer, if applicable) <b>JACKIN-PUTTER, N. FAIRFAX ST., ALEX, VA.</b>	BUSINESS TELEPHONE & EXTENSION <b>KI 9-0330</b>			
IS THE INDIVIDUAL NAMED ABOVE HAVING OF YOUR AGENCY AFFILIATION? (If "NO," give name and address of organization you believe you work for.) <b>LONDOVER-MAST PUBL'NS INC., NEW YORK 17, N.Y.</b>				
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "NO," give name and address of person, if any, who can make such decisions in case of emergency.) <b>NO</b>				
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "NO," explain why in Item 6.) <b>YES</b>				

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please so state in item 6 on the reverse side of this form.

CONTINUED ON REVERSE SIDE

## CURRENT RESIDENCE AND DEPENDENCY REPORT

**CONFIDENTIAL**  
(When Filled In)

**VOLUNTARY ENTRANCE**

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

CLARENCE TRUST CO., ARLINGTON 10, VA.

JAMES G. RICHARDSON  JOINT  
HARRIETTE D. RICHARDSON

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT?  YES  NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?  
 YES  NO. (If "Yes" give names and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY?  YES  NO. (If "Yes", who possess the power of attorney?)

WIFE HAS IN POSSESSION

**ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS**

SIGNED AT	DATE	SIGNATURE
Washington, D.C.	31 July 62	James G. Richardson

**CONFIDENTIAL**

~~SECRET~~

**RYBAT**

SEPARATE COVER ATT:

BIOGRAPHIC DATA SHEET

NAME: RICHARDSON, Jacques Gabriel      DOB: 20 January 1924

GRADE: GS-14 Date of Grade 16 January 1955

MARITAL STATUS: Married

DEPENDENTS: Wife

Daug - age 11

CAREER SERVICE DESIGNATION: D

Daug - age 8

EDUCATION:

1940-42 Sir George Williams College, Canada - French  
 1942 Trinity College, Conn. - French ( $\frac{1}{2}$  year)  
 1945 Univ of Michigan - BA (1947); Oriental Civilization, Japanese  
 1951-52 Georgetown Univ. - International Relations

PRIOR ORGANIZATIONAL EMPLOYMENT:

1940-41 Jacoby Photographers, Montreal, Canada - Photo Tech (part-time).  
 1941-42 T. Eaton Co., Ltd (dept store), Montreal, Canada - Salesman  
 (part-time).  
 1943-48 Military Service, U. S. Army, 1st Lt.(1946-48, O-2 Japan).  
 1949 Guide Publishing Co., Baltimore, Md., County Editor of weekly  
 newspaper (4 months).  
 1949 Housing Authority of Baltimore City, Md., - Planning Admin. off-  
 icer (6 months).  
 1955-56 Seikei Univ., Tokyo, Japan - Current Affairs English Seminar  
 Leader (part-time).

LANGUAGE PROFICIENCY:

French - Reading and Writing - Elementary; Speaking - Native (Oct 1960).  
 Japanese - Reading and Speaking - Elementary; Writing - Intermediate.

MILITARY RESERVE STATUS: NONE

ORGANIZATIONAL TRAINING:

1950 Basic Intel	1954 Counterespionage
1950 Staff Orient	1954 Audio Surv Mgmt
1950 Ops	1954 Ops Audio Surv Eq
1950 Adv Ops	1954 Flaps and Seals
1950 Intel Orient	1960 Intel Rptg Tech
1950 Ops Famil	1960 Cland Serv Review
1950 UTGA	1961 Mgmt Course
1951 Documentation	1961 IBM Program. Orient. Course

**RYBAT**

**SECRET**

**RYBAT**

SEPARATE COVER ATT:

**BIOGRAPHIC DATA SHEET**

**RICHARDSON, Jacques Gabriel**

**ORGANIZATIONAL EMPLOYMENT:**

Nov 1949	I.O., GS-7, OPC/OPS St/FBD Area III, Hqs
Oct 1950	I.O., GS-9, OPC/FE-3/Ch, Soviet Desk, Hqs
Apr 1951	I.O., GS-11, OPC/FE/Dep Ch, FE-3, Hqs
Jan 1952	Ops Off, GS-12, O30/SR/Dep Ch, SR-5, Hqs June - Oct 1952, TDY Hawaii, Alaska & Pearl Harbor
	June - Jul 1953, TDY Japan and Korea
Jul 1953	I.O., GS-13, KUDOVE/3R/Ch, SR-5, Hqs
Jan 1954	Area Ops Off, GS-13, KUDOVE/SR/COPs/Ch, Spec Def Rec Proj, Hqs
Feb 1955	Area Ops Off, GS-14, KUDOVE/SR/FE/Japan/Ch, USSR Base, Tokyo Oct - Nov 1955, TDY Hong Kong, Thailand, Malaya and Burma
Mar 1956	Area Ops Off, GS-14, KUDOVE/SR/Tokyo Sta/Dep Ch, Sov Br, Tokyo Nov - Dec 1956, TDY Hong Kong and Australia
Oct 1957	Area Ops Off, GS-14, KUDOVE/SR/Tokyo Sta/Ch, Ops Br, Tokyo
Oct 1960	Ops Off, GS-14, KUDOVE/SR/Ch, Branch 6, Hqs

**PERSONNEL EVALUATION:**

Fitness Report, 10 April 1958 - 31 March 1959 "Subject continues as one of the most capable, professional and hard working of the branch chiefs in the station. Working 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." Fitness Report, 1 April 1959 - 24 June 1960 "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 of 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." Fitness Report, July 1960 - October 1961 "Subject supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well."

**RIBAT**

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14-00000

450/55  
N.Y./RIBER

1 February 1962.

MEMORANDUM FOR: Central Cover Group/Non-official Cover

VIA : SR/SS

SUBJECT : Cover requirements for Thomas B. CASASIN (P)

1. Information keyed to your format "Nonofficial Cover Request for Individual" is transmitted herewith.
2. SR would like to have a durable, permanent cover established for Thomas B. CASASIN as quickly as possible. CASASIN is presently a staff employee in Headquarters. He will be available to develop and undertake cover preparations as soon as Cover Group has completed the necessary arrangements.
3. It will be convenient for CASASIN to discuss cover plans and preparations with you whenever you wish. Miss Ruth Paul (ext. 3839) will serve as Headquarters case officer and will be pleased to provide any supplementary information you may require.

John Gerry  
Chief, SR/2

Attachment:  
As stated in Para 1, 2 & 3

**SECRET**

(When Filled In)

1. PERSONNEL SERIAL NO. (4) 601202		LANGUAGE PROFICIENCY AND AWARDS DATA				3. ID NO. 888888
3. NAME (P 24) LAST Richardson, Jacqueline G.		FIRST Jacqueline	MIDDLE G.	4. OFFICE OR DIVISION SR	5. LANGUAGE ENGLISH	6. LANG. CODE (23-27) 379
7. DATE OF TEST (46-51) Apr. 5, 1967		8. ANNIVERSARY DATE Mar. 5, 1967		9. GRADE T-5	10. DATE OF BIRTH Jan. 20, 1931	
11. REASON FOR TAKING TEST		TEST SCORES				
12. APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		-	-	-	1	1
13. ELIGIBILITY (39)		TYPE OF AWARD				
A M NA		ACHIEVEMENT (A) MAINTENANCE (M)	ELEMENTARY INTERMEDIATE HIGH (H)	(E) (I) (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
15. INELIGIBLE (REASON)		16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00 (40-43). SIGNATURE _____ DATE _____				
REMARKS		17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION REF. NO. _____ CHARGE ALLOTMENT NO. _____ SIGNATURE _____				

FORM 1273  
5-60OBsolete PREVIOUS  
EDITIONS**SECRET**

(10-43)

TLO COPY

OPTIONAL FORM NO. 10  
GSA GEN. REG. NO. 27  
5010-102

UNITED STATES GOVERNMENT

# Memorandum

TO : Mary  
E/Pers.

DATE: 3 October 1967

FROM : Registrar/OMS

SUBJECT: Richardson, Jacques G.

Subject has been evaluated by OMS and found to be qualified  
for proposed assignment.

DK  
DONALD W. FARLEY  
ASSISTANT REGISTRAROPTIONAL FORM NO. 10  
GSA GEN. REG. NO. 27  
5010-102

UNITED STATES GOVERNMENT

# Memorandum

TO : Mary  
E/Pers.

DATE: 3 October 1967

FROM : Registrar/OMS

SUBJECT: Dependents of Richardson, Jacques

No medical disposition. Dependents will be evaluated when  
physicals are received.

DK  
DONALD W. FARLEY  
ASSISTANT REGISTRAR

SECRET

40 Sept 1960  
File No. 5-1788

MEMORANDUM FOR: Chief, OCL  
ATTENTION : Security Officer  
SUBJECT : ~~Establishment of Official Cover Backstop~~  
REFERENCE : Page 1322, dated 9 September 1960.

1. In compliance with above reference, official cover backstopping which utilizes the ~~"U.S. Army - identified liaison and attorney - 2000"~~

has been established for the above-named individual. All information concerning this cover arrangement is available in the Official Cover and Liaison Section, CCD.

2. It is requested that OCL/CCD be notified when this cover arrangement is no longer required. Any changes in the Subject's Headquarters status should be coordinated with this office for the determination of need for continued documentation and cover.

3. Subject has been issued Unit ID Card No. 1-0001 for domestic use only. In accordance with arrangements made with Offices of Security and Personnel, the above documentation will be picked up by a CPB representative for any individual making a PCS move from Headquarters or an overseas TDY trip. In the case of the PCS traveler, CPB will return this documentation to OCL/CCD for disposition. For the TDY traveler, this documentation will be retained by CPB and returned to the TDY traveler upon completion of the trip. In the event of a resignation from the Agency, OCL/CCD will obtain the documentation from the employee at the time of the employee's debriefing conference.

/S/ PAUL P. STEWART

JOSEPH M. ADAMS  
Chief, Official Cover & Liaison, CCD

cc: Personnel Security Division,  
Office of Security

1000 1554

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10-100

**A. General Information**

- (1) Thomas B. CASASIN (P). Aliases: John F. Reynolds, John R. Williams, John F. Martin, Mr. Black, John J. Kennedy, Lt. Col. Williams, Mr. Robbins, John Rainey, Mr. Richards, Mr. Roberts. Cover development has not been previously requested.
- (2) Staff employee, GS-14, Step 5; total compensation under cover should be publicly within range of current actual compensation.
- (3) Employee: fully cleared; wife previously had CCA for contract work in Japan, not overtly affiliated with CIA (cover was Army). Spouse is aware of employee's status.
- (4) Medical status OK
- (5) Employee has had psychological assessment and technical interviews. Results presumably satisfactory.
- (6) Current covers Industrial liaison officer, Army Scientific Liaison and Advisory Group. Previous cover (Nov 1954-Sep 1960): supervising foreign affairs specialist, Detachment 1, Army Property Disposal Sales Agency, APO 94, San Francisco. Earlier cover (Nov 1949-Nov 1954): editor, International Press Section, USIA, in Washington. All were backstamped.
- (7) New cover can be assumed at any time.
- (8) Proposed departure date overseas is roughly summer 1962, but is flexible.
- (9) SR/Support and SR/ODA funds will be available to support any operational expenses and financial commitments made to the cover organization.

**B. Biographic Information**

- (1) DPOB: 20 January 1924, Baltimore, Maryland. Male, caucasian. Married, two children (girls, 8 and 11). Current address is 312 Lamord Place, Alexandria, Virginia. Previous address was 344-C 3 chome Harajuku, Shibuya-ku, Tokyo, Japan.
- (2) Adult dependent to accompany is wife, who resides with employee, and on whom bio data is available in the Office of Security. Both minor daughters would accompany overseas.

- (3) Education: BA, U of Michigan; graduate work in international relations at Georgetown University.
- (4) Professional experience: part-time work during college years as apprentice and journeyman photo technician; part-time work as photo equipment salesman; newspaper assistant editor, about \$2,100 per annum; assistant to chief, planning division of housing authority of major city, \$3,100 per annum; employed since then by CIA, pay range of \$3,600 to \$13,250 per annum.
- (5) Outside interests: photography, including own processing; writing, editing non-fiction and some fiction; gardening and do-it-yourself wood and metal working; interest in mechanics and electricity; interest in organization, management, and administrative planning; member, British Interplanetary Society; former associate member, American Astronautical Society; former member, Japan Rocket Society. Interested in sports cars and other high quality automobiles and trucks. Skiing, swimming, horseback riding, hiking, camping, alpinism.
- (6) Objective personality evaluations: An exceedingly well-equipped operations officer, combining an excellent knowledge of the target area and of the base country with proven operational know-how and a mature, dynamic, self-confident personality. Has a great facility to express himself in writing and orally. Very effective in dealing with people on various levels, poised and businesslike.
- (7) Financial status: almost wholly dependent upon job income. Outstanding debt is mortgage on house (about \$20,500).
- (8) Previous foreign residences: Canada, 5 years; Japan, 8 years. Tourism and official travel (including war service) for shorter periods to the UK, France, Belgium, The Netherlands, West Germany, Switzerland, Italy, Austria, Denmark, Japan, Korea, Okinawa, Hong Kong, Thailand, Burma, Malaya, British North Borneo, Australia, and the Philippines.
- (9) Speaks French and Japanese (tested in both).

C. Security Considerations

- (1) Employed by CIA 12 years and two months. Security approval is TOP SECRET dated 10 June 1949.
- (2) Employee will know specifically of CIA interest.
- (3) Employee has had normal staff employee access to CIA buildings.
- (4) Identification of CIA connection to others: a few close friends and neighbors are aware that employee has worked for CIA since spring 1961 on detailed basis from Pentagon. Employee has been exposed to foreign intelligence services, but always under alias, and in all cases but one for short, one-time purposes. Exception: the Japanese, who knew employee as John Reynolds. Turned up once in a Japanese police report as a

~~SECRET~~

-3-

possible intelligence-connected person after having been accosted by a Japanese policeman in a CIA safehouse which had evidently been compromised without Station's knowledge. Government claimed no knowledge of employee's intelligence connections. Employee has one close acquaintance in proposed area of assignment who knows of employee's true connections. Acquaintance is former staffer, discreet, and who wants to protect his own reputation and status locally.

- (6) There are no other known problems bearing on security.
- (7) Employee has used overseas cover designations and Headquarters' "Army Scientific Liaison and Advisory Group" and USIA for cover backstopping for non-operational purposes.
- (8) After the forthcoming tour, it is hoped that the employee will be able to continue in a non-official cover capacity, or convert to the most appropriate official cover dictated by operational and administrative planning needs.
- (9) This is a request for permanent cover.
- (10) Theodore G. Driscoll, 722 S. Royal Street, Alexandria, Virginia. Father-in-law of employee. He is not witting of Subject's CIA employment.
- (11) Insurance: WALPA and "Eisenhower" payroll-deducted insurance. Have personal policy with Massachusetts Mutual, taken out while under Army cover. Wife is beneficiary in all cases.
- (12) No Selective Service or reserve status or responsibility.

D. Operational Information

(1) Type of Operation

FI-CIA management of large group of agents earlier recruited by others for REDWOOD purposes, including termination of marginal assets.

Spotting, assessment, and reporting potential new recruits.

Recruitment of agent-candidates outside the country of assignment when necessary.

Clandestine support and communications of own and others' operations.

Other tasks set out by Station, within cover and time-available capability.

(2) Location

Paris, France. Alternates: Brussels, Belgium; Luxembourg; Geneva, Switzerland.

- (3) Employee should be relatively free to travel on short trips to nearby countries of Western and Middle Europe. Times and intervals will probably be dictated by the Paris Station.
- (4) Special groups the employee should be able to contact  
Although it is not essential, it would be desirable if the employee's cover permitted him to initiate and maintain contacts in the scientific, technological, commercial and engineering fields.
- (5) Income directly attributable to cover should be in the range of \$10,000 per annum, with supplementary income attributable to commissions, retainers, piece work fees, personal resources, etc.
- (6) Employee should be able to devote upward of 30 hours per week to operational duties.
- (7) Communications channels desired  
Communications will be (a) directly with Station; (b) indirectly with Station via dead-drop, S/W, accommodation addresses, cut-outs, or any combination of these, or (c) in unusual circumstances via Headquarters or third country points. It is not desired that the cover facility provide an operational communication channel.  
Cover Suggestions  
Suitable covers might include: technical publication representative, correspondent, or editor; book or manuscript agent or publisher's representative; corporation, service, or management consultant's representative; prestige or representational agent for large firm, service, institute, or association. The cover vis-a-vis the target is less important than the status afforded by the cover to the eyes of the host government, i.e., a reason for being there.
- (8)