

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

FILE TITLE/NUMBER/VOLUME: Personnel file:

Thomas B. CASASIN

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION: _____

ROOM:

DELETIONS, IF ANY: Sources and methods

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

14 00000

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

		CIOGRAPHIC PROFILE (PART 1)				Date of Birth: 7-2-1913	
						Date of Birth: 7-2-1913	
Period		1923-1950		Naturalization Dates:			
Citizen Status		1954		1962			
Diplomatic Status		None		POB C/S			
Current Status		None		POB C/S			
Assessment Date		None		None			
Previous Employment		<p>1943-48 Military Service, US Army, 1st Lt. & Civil Conscription Officer, Japanese Translator & Instructor, Mission Officer</p> <p>1949 Guido Publishing Co, Baltimore, Md - County Editor of weekly paper</p> <p>1949 Baltimore Housing Authority, Md - Administrative Officer</p>					
Education		<p>1942 Trinity College, Conn - French</p> <p>1943-42 Sir George Williams College, Montreal, Canada - French</p> <p>1945 Univ of Michigan, Army Language School - (1947), Oriental Civilization, Japanese</p> <p>1951-52 Georgetown Univ Graduate School - International Relations</p>					
Foreign Language Abilities		French - P, P, S, U, High W; Inter(PSB 1962). French & Interp Aug 1957 Japanese - P, S, U, Inter(Nov 1962); R, W, EICN; Trans & Interp Aug 1957					
Agency Sponsored Training		<p>1951 [REDACTED] 1959 [REDACTED] 1959 [REDACTED]</p> <p>1950 [REDACTED] 1951 [REDACTED] 1959 [REDACTED] 1962 French</p> <p>1950 [REDACTED] 1951 [REDACTED] 1960 CIA/CIA Review</p>					
CIA Employment History Since 18 Sept 1947 (Personnel Actions, Military Orders, and Principal Details)							
Effective Date Position Title - Occupational Code Grade SD Organization & Organ. Title (if any) Location							
<p>18 Sept 1947 [REDACTED] [REDACTED]</p> <p>Jan 1950 # " " 0136.01 1L D [REDACTED] [REDACTED]</p> <p>30 1950 Ops 022 0136.01 1L D [REDACTED] [REDACTED], Br 6</p> <p>20 1952 # " " 0136.01 1L D [REDACTED] [REDACTED]</p>							
DATE REV.		21. PROFILE REVIEWED BY		22. ITEMS IN 100 REVIEWED AS VERIFIED BY EMPLOYEE			
6 Aug 1964		TOM		NO			
1000		TOM		TOM			
1000		TOM		TOM			

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CASE NUMBER 1200-100000	BIOGRAPHIC PROFILE (PART 2)	
<i>Lazarus</i>		DATE OF BIRTH JULY 1931
22. SOURCES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS		
<p><i>[Large redacted area]</i></p> <p><i>[Small redacted area]</i></p> <p><i>[Small redacted area]</i></p>		
24. SUMMARY OF CAREER PRESTIGE OUT		
25. RECOMMENDATION QUESTIONNAIRE		
26. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL		
<p><u>1. ADDITIONAL INFORMATION</u>, 1955 from Director, FBI and the DDCI for service in connection with Soviet Defectors.</p> <p>Commendation 1955 from CIA Defector Coordinator for cooperation and competence in the handling of the defectors.</p> <p>Commendation 1955 from the DDCI for high degree of personal competence and devotion</p> <p><u>2. AWARDS</u></p> <p>Letter of Appreciation 1960 for suggestion which proposed revisions of Form 1050.</p> <p>Affidication 1958 from Commandant, USAF Command and Staff College for fine lecture.</p>		
27. DATE REVIEWED 20 Apr 1964	28. PROFILE REVIEWED BY <i>[Signature]</i>	

FORM NO. 1200 (PART 2) REPLACES FORM 1050 (PART 2) SECRET
1 FEB 57

PROFILE

141

PERSONAL HISTORY STATEMENT

37833

- Instructions:
1. Answer all questions completely. If question does not apply write "not applicable." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.
 2. Type, print or write carefully. Illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? YES Yes or No

SEC. I. PERSONAL BACKGROUND

CASASIN

Telephone:

Office:

NOT APPLICABLEHome: HO-7983

A. FULL NAME LT. [REDACTED] Telephone: [REDACTED]
(Use No. Initials) Mo. Day Month Year

PRESENT ADDRESS 203 ST. PAUL ST - BALTIMORE, MD, USA
St. & No. City State Country

PERMANENT ADDRESS 203 ST. PAUL ST - BALTIMORE, MD, USA
St. & No. City State Country

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

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

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

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

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

BY NATURALIZATION CERTIFICATE? NOT APPLICABLE ISSUED BY
Date Country

AT [REDACTED] CITY [REDACTED] STATE [REDACTED] COUNTRY [REDACTED]

HAVE YOU HAD A PREVIOUS NATIONALITY? NO Yes or No Country

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY? Country

GIVE PARTICULARS NOT APPLICABLE

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

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

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

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

SEC. 2. PHYSICAL DESCRIPTION

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

SEC. 3. MARITAL STATUS.

A. SINGLE YES MARRIED _____ DIVORCED _____ WIDOWED _____

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

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

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

PLACE AND DATE OF MARRIAGE _____

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

LIVING OR DECEASED _____ DATE OF DECEASE _____ CAUSE _____

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

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

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

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

OCCUPATION _____ LAST EMPLOYER _____

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

MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____

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

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

1. NAME NOT APPLICABLE RELATIONSHIP AOK

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

2. NAME _____ RELATIONSHIP _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

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

3. NAME _____ RELATIONSHIP _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

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

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

FULL NAME JOHN BENJAMINLIVING OR DECEASED LIVING DATE OF DECEASE _____ CAUSE _____PRESENT, OR LAST, ADDRESS 111 ST. PAUL ST. BALTIMORE-18-MD-USADATE OF BIRTH 21 NOV 1893 PLACE OF BIRTH CENTREVILLE MARYLAND USAIF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY N/ACITIZENSHIP USA WHEN ACQUIRED? BIRTH WHERE? CITY STATE COUNTYOCCUPATION AUTO DEALER LAST EMPLOYER EAST END AUTO CO-BALTIMOREEMPLOYER'S OR OWN BUSINESS ADDRESS 111 PULASKI HWY, BALTIMORE, MDMILITARY SERVICE FROM 1915 TO 1919 BRANCH OF SERVICE ARMY AVIATIONCOUNTRY USA, GT. BRITAIN DETAILS OF OTHER GOVT SERVICE, U.S. OR FOREIGN.NONE

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

FULL NAME ADRIENNE MAGUELOTELIVING OR DECEASED DECEASED DATE OF DECEASE 5 DEC 1947 CAUSE CANCERPRESENT, OR LAST, ADDRESS 350 MILFORD AV, BALTIMORE, MD, USADATE OF BIRTH 14 AUG 1900 PLACE OF BIRTH ROMANS, DOMRE, FRANCECITIZENSHIP USA WHEN ACQUIRED? 1921 (?) WHERE? BALTO, MD, USAIF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY NOV. 1919 - NEW YORK

OCCUPATION MILLINERY LAST EMPLOYER EMPORIUM WORLD HILLY CO.
BUYER

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

MILITARY SERVICE FROM NONE TO BRANCH OF SERVICE

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

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

D
73452
 1. FULL NAME HENRI First ADRIEN Middle AGE 23
 PRESENT ADDRESS 9 Street SIMMONS AV. BALTIMORE MD USA USA
 St. & No. City State Country Citizenship

2. FULL NAME First Middle Last AGE
 PRESENT ADDRESS Street City State Country Citizenship

3. FULL NAME First Middle Last AGE
 PRESENT ADDRESS Street City State Country Citizenship

4. FULL NAME First Middle Last AGE
 PRESENT ADDRESS Street City State Country Citizenship

5. FULL NAME First Middle Last AGE
 PRESENT ADDRESS Street City State Country Citizenship

SEC. 8. FATHER-IN-LAW

FULL NAME NOT APPLICABLE First Middle Last

LIVING OR DECEASED DATE OF DECEASE CAUSE

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

DATE OF BIRTH PLACE OF BIRTH

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

CITIZENSHIP WHEN ACQUIRED? WHERE? City State Country

OCCUPATION LAST EMPLOYER

SEC. 9. MOTHER-IN-LAW

FULL NAME NOT APPLICABLE
First _____ Middle _____ Last _____

LIVING OR DECEASED _____ DATE OF DECEASE _____ CAUSE _____

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

DATE OF BIRTH _____ PLACE OF BIRTH _____

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

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

OCCUPATION _____ LAST EMPLOYER _____

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

1. NAME HENRY _____ RELATIONSHIP GREAT-UNCLE AGE 65(?)CITIZENSHIP FRENCH ADDRESS 21 RUE EDITH CAPEL, NICE, FRANCE
St. & No. _____ City _____ State _____ Country _____2. NAME MARIE GRAND GERARD RELATIONSHIP SECOND COUSIN AGE 55(?)CITIZENSHIP PERU ADDRESS 90 OTIS ELEVATORS, BUENOS AIRES, ARGENTINA
St. & No. _____ City _____ State _____ Country _____

3. NAME _____ RELATIONSHIP _____ AGE _____

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

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

1. NAME CMDR ROBT LEE RELATIONSHIP COUSIN AGE 30CITIZENSHIP USA ADDRESS N.O.B. NORFOLK, VIRGINIA
St. & No. _____ City _____ State _____

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

2. NAME _____ RELATIONSHIP _____ AGE _____

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

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

3. NAME _____ RELATIONSHIP _____ AGE _____

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

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

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

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

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

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

IF REREFERRED GIVE REASON

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

FROM 15 AUG 45 TO 30 SEP 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS CCD-GHQ-FEC APO 500 POSTMASTER SAN FRANCISCO, U.S.
 St. & No. City State Country

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBERT SPAULDING

(MILITARY)

TITLE OF JOB LIAISON OFFICER SALARY \$ 257 PER MONTH

YOUR DUTIES INTELLIGENCE ANALYST; REPORTS COORDINATOR + LIBRARIAN

REASONS FOR LEAVING RETURN TO USA FOR SEPARATION

FROM ARMY

FROM 1 APR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

(MILITARY)

ADDRESS CCD-GHQ-FEC APO 500 - POSTMASTER-SAN FRANCISCO USA
 CITY STATE COUNTRY

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR HAKENT MERCY

TITLE OF JOB CHIEF, News Agency SALARY \$ 251 PER MONTH

YOUR DUTIES Asst chief of principal Allied press censorship bureau in Japan.

REASONS FOR LEAVING CENSORSHIP SECTION ELIMINATED

FROM 1 Nov 46 to 31 MAR 48

EMPLOYING FIRM OR AGENCY DEPT /ARMY

ADDRESS CCD-GHQ-FEC APO 309 - POSTMASTER-SAN FRANCISCO USA
 CITY STATE COUNTRY

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR RUST SPULDY

TITLE OF JOB CHIEF, CENSORSHIP Sub-SALARY \$ 231 PER MONTH

YOUR DUTIES Operated field censorship surveillance detachment

REASONS FOR LEAVING TRANSFERRED TO HQ IN TOKYO

FROM 15 MAR 46 to 15 AUG 46

EMPLOYING FIRM OR AGENCY DEPT /ARMY

ADDRESS ARMY LANGUAGE SCHOOL PRESIDIO OF MONTEREY CAL 9604
 CITY STATE COUNTRY

KIND OF BUSINESS CIVIL AFFAIRS THE NAME OF SUPERVISOR YUKA MURAKATA

TITLE OF JOB RESEARCH EDITOR SALARY \$ 114 PER SEC

YOUR DUTIES REVISED ARMY MANUALS, PLEASURE CIVIL AFFAIRS

REASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPAN

FROM NOV 1941 to JUL 1942

EMPLOYING FIRM OR AGENCY V.T. EATON CO, LTD.

ADDRESS ST CATHERINE ST, MONTREAL QUE CANADA
 CITY STATE COUNTRY

KIND OF BUSINESS DEPT. STORE NAME OF SUPERVISOR F.T. CLAYDON

TITLE OF JOB PHOTOGRAPHIC SALES SALARY \$ 30 PER WEEK

YOUR DUTIES SOLD CAMERAS AND PHOTO SUPPLIES

REASONS FOR LEAVING I WAS PART-TIME JOB ACCEPTED WHILE IN COLLEGE

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

NOT APPLICABLE

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

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

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

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

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

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

SEC. 19. FINANCIAL BACKGROUND

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

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

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

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

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

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

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

FROM 1948 TO PRESENT ~~101~~ ST. PAUL ST - BALTIMORE, MD, USA
 St. No. City State County

FROM _____ TO _____
 St. No. City State County

FROM _____ TO _____
 St. No. City State County

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

- A. FROM JUN 1947 TO SEP 1947 PARIS FRANCE VISIT
- FROM JUL 1949 TO JUL 1950 NIAGARA PENINSULA CANADA VISIT
- FROM SEP 1951 TO JUL 1952 MONTREAL QUEBEC CANADA RESIDE

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FROM OCT 1944 TO JAN 1945 NORTHERN EUROPE WAR SERVICE

City or Section	Country	Purpose
FROM SEP 1946 TO OCT 1948 TOKYO, SENDAI	JAPAN	HIL OCCUPATION

City or Section	Country	Purpose
FROM _____ TO _____		

City or Section	Country	Purpose

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

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

DATES: _____

PASSPORTS OF OTHER NATIONS: _____

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

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

1. AMERICAN VETERANS COMMITTEE (MEMBER AT LARGE)

Name and Chapter	St. & No.	City	State	Country
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DATES OF MEMBERSHIP: NOV 1945 - JAN 1948

2. RESERVE OFFICERS ASS'N WASHINGTON DC USA

Name and Chapter	St. & No.	City	State	Country
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DATES OF MEMBERSHIP: OCT 1948 - PRESENT

3. _____

Name and Chapter	St. & No.	City	State	Country
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DATES OF MEMBERSHIP: _____

4. _____

Name and Chapter	St. & No.	City	State	Country
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DATES OF MEMBERSHIP: _____

5. _____

Name and Chapter	St. & No.	City	State	Country
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DATES OF MEMBERSHIP: _____

6. _____

Name and Chapter	St. & No.	City	State	Country
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DATES OF MEMBERSHIP: _____

7. _____

Name and Chapter	St. & No.	City	State	Country
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DATES OF MEMBERSHIP: _____

SEC. 23. GENERAL QUALIFICATIONS

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

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

LANGUAGE _____ SPEAK _____ READ _____ WRITE _____

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

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.

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

PHOTOGRAPHIC PROCESSES - STRONG AMATEUR INTEREST.

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

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

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

NONE OTHER THAN DEPT OF ARMY FOR COMMISSION AS OFFICER.

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

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

SEC. 24. MISCELLANEOUS

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

IF "YES", EXPLAIN: _____

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

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

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

NO

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

NAME JOHN B. [REDACTED] RELATIONSHIP FATHER

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

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

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

NO

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

SIGNED AT ALEXANDRIA, VIRGINIA

DATE 25 NOV 1948

✓ *Alice C. Driscoll*

Signature of Applican

CASASIN

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

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

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

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

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

Casasin

X

CONFIDENTIAL

STANDARD FORM 50 IN PART
1 APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER XII, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

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

1. NAME (MR., MRS., MRS. - GIVE FIRST, MIDDLE, AND LAST NAMES)		2. DATE OF BIRTH	3. JOURNAL ACTION NO.	4. DATE
MR. [REDACTED] Casper		20 Jun. 1924		11 Jan. 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 3.0.15 16 Jan 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 403-j	
FROM		TO		
Area Ops Officer (Br. Ch) BC-171-13 GS-0136.01-13 \$3360.00 per annum Y560		Area Ops Officer ECF-189-14 GS-0136.01-14 \$3600.00 per annum		
DDP/SR SR/5		DDP/SR Far East Area Japan Office of the Chief Tokyo, Japan		
Washington, D. C.				
FIELD	DEPARTMENTAL	FIELD	DEPARTMENTAL	
13. VETERAN'S PREFERENCE <input type="checkbox"/> NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 6-PT. <input checked="" type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER		14. POSITION CLASSIFICATION ACTION <input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> 1-A <input type="checkbox"/> 4-A SD-FI		
15. SEX	16. RACE	17. APPROPRIATION FROM: 5-3400-20 TO: 5-3400-72-015	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) STATE: 741.
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: 741.				
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
Subject to approved medical clearance prior to being sent overseas.				
"Transfer TO Uncashed funds FROM Vouchered funds."				
POSTED JAN 17 1955				
23. SIGNATURE OR OTHER AUTHENTICATION				
24. PERSONNEL FOLDER COPY				

TRANSE PERFORMANCE RATING:

Duty Assistant Director for [REDACTED]

STANDARD FORM 50 (16-PARTI)
REV. APRIL 1955
PROMulgATION OF
U. S. CIVIL SERVICE COMMISSION
CHAPTER XI, FEDERAL PERSONNEL MANUAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

rws

1. NAME (MR., MRS., MS., GIVE GIVEN NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. <i>M. Casarino</i>	20 Jan 1924		19 Jan. 1955
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
PROMOTION (ADVANCEMENT)*	B.O.B. 16 Jan 1955	50 USC 403 j	
FROM	TO		
Area Ops Officer (Br. Ch) BC-171-13 GS-0136.01-13 \$3560.00 per annum DDP/SR SR/5 Washington, D. C.	Area Ops Officer BC7-189-14 GS-0136.01-14 \$9600.00 per annum DDP/SR For East Area Japan Office of the Chief Tokyo, Japan		
FIELD	DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
<input type="checkbox"/> NONE <input type="checkbox"/> WWII OTHER <input type="checkbox"/> 6-PT. <input type="checkbox"/> 10-POINT <input checked="" type="checkbox"/> DISAB. OTHER		<input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAI SD-DI SD-PY	
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)
M	W	FROM: 5-3400-20 TO: 5-3400-55-015	Yes
19. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.			
#THIS action amends Item #9, on the "from" side, on Notification dated 11 Jan. 1955, to show the correct salary, previously shown as \$3360.00 per annum.			
Subject to approved medical clearance prior to being sent overseas.			
 "Transfer TO Unvouchered funds FROM Voucherred funds."			
FORWARDED			
My 1/20/55			
ANCE PERFORMANCE RATING:			
City Assistant Director			
22. SIGNATURE FOR APPROVAL AND AUTHENTICATION			
4. PERSONNEL FOLDER COPY			

U. S. GOVERNMENT PRINTING OFFICE: 1952 - 997876

Positional designation <i>Casson</i>		4. Pay rate		5. Stock No.		6. File No.		
				5-3400-20				
Change (Indicate all changes in each column when appropriate)		7. Gross pay		8. Gross and salary				
		GS-13		\$8360.00				
PAY ROLL CHANGE DATA								
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F.I.C.A.	NET PAY
1. New normal								
2. Pay this period								
3. Remarks	<i>5-8990</i>							
FEBRUARY 10 1955 DIRECTIVE 10-101 PERSONNEL								
11. Appraisement		SR		7		12. Prepared by		
						<i>MZ 9 Nov 54</i>		
13. Audited by								
<input type="checkbox"/> Periodic step increase		<input type="checkbox"/> Pay adjustment		<input type="checkbox"/> Other step increase				
4. Effective date <i>Jan 55</i>		15. Date last equivalent increase <i>5 Jul 53</i>		16. Old salary rate <i>\$8360.00</i>		17. New salary rate <i>\$8560.00</i>		
18. Performance rating is satisfactory or better.								
(Signature or stamp authentication)								
19. Date (Fill in appropriate spaces covering LWOP leaving periods)								
20. Dates of pay period(s) covered by this change								
21. Total excess pay								
22. Initials of Clerk								
FORM NO. 1124d-Revised by Comp. Gen., U. S. General Regulations No. 102								
PAY ROLL CHANGE SLIP—PERSONNEL COPY								

STANDARD FORM 52 APPROVED BY REGULATIONS 14 OCTOBER 1950 ARMED FORCES OF THE UNITED STATES GENERAL CHARTERED BY THE UNITED STATES GOVERNMENT		C-1001					
REQUEST FOR PERSONNEL ACTION		UNVOCUERED					
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6R and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.							
1. NAME (Mr., Mrs., Miss, One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST				
MR. <i>Robert D. Lovelace</i>	Cassini 20 Jan. 1924		26 Sept. 1956				
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <input checked="" type="checkbox"/> ASSIGNMENT		6. EFFECTIVE DATE A. PROPOSED: B. APPROVED: <i>21 Oct 1956</i>					
B. POSITION (Specify whether establish, change grade or title, etc.)		7. C. S. OR OTHER LEGAL AUTHORITY					
FROM— Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a.		TO— Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a.					
8. POSITION TITLE AND NUMBER		9. SERVICE, GRADE, AND SALARY					
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS					
12. FIELD OR DEPARTMENTAL		13. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL (D)					
A. REMARKS (Use reverse if necessary)							
RE-SLOTTING FOR NEW APPROVED T/O.							
B. REQUESTING OFFICER <i>Robert D. Lovelace</i> Robert D. Lovelace		D. REQUEST APPROVED BY Signature _____ Title _____					
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Phyllis M. Landrum Ext. 4407							
13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION					
HOME	WWII	OTHER S.P.T.	10 POINT	NEW	VICE	I.A.	REAL
			DISAB	OTHER			
15. SEX	16. APPROPRIATION		17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)		18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
M	FROM: 7-3100-55-015 TO: 7-3100-55-015		Yes				
20. STANDARD FORM 50 REMARKS							
APPROVED BY F1 CHARGED SERVICE GUARD <i>R.A. Shook (Signature)</i> , F1/C/MO DATE: <i>2 Oct 56</i>				USED IN LIEU OF SF50 NOTIFICATION OF PERSONNEL ACTION			
21. CLEARANCES		INITIAL OR SIGNATURE	DATE	REMARKS:	POSTED		
A.		<i>RD</i>	11 OCT 1956		<i>RD</i>		
B. CEIL. OR PCS. CONTROL							
C. CLASSIFICATION							
D. PLACEMENT OR EMPL.		7413: 10-9					
E.							
APPROVED BY <i>Robert D. Lovelace</i> per 7413 Ser. No. 9 Oct 56							

SECRET

(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT							
506102	<i>[Redacted]</i>	DDP/SR	UV								
6. OLD SALARY RATE			7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			NO.	DA.	YR.				NO.	DA.	YR.
14	2	\$10,535	07	15	56	14	3	\$10,750	01	12	58
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE IF EXCESS LEAVE LWOP, CHECK FOLLOWING:			10. NUMBER OF HOURS LWOP								
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD			<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD								
11. INITIALS OF CLERK						12. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
13. REMARKS						L 7-24-70 4005					
14. AUTHENTICATION						D.H. TMR/Ves					
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560G
1 MAR 66

SECRET

PERSONNEL FOLDER (4)

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

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

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

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

GORDON W. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED UNCLN.	4. FUNDS	5. ALLOCATION
506102	<i>Casanin</i>	DDP/SR 8	UV	
6. OLD SALARY RATE		7. NEW SALARY RATE		
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	EFFECTIVE DATE
14	2	\$10,535	07 15 56	14 01 12 58
REMARKS				
CERTIFICATION				
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.				
TYPED, OR PRINTED, NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR		
BELIC, GEORGE	15 Jan 1958	<i>George M. Belic</i>		
PERIODIC STEP INCREASE - CERTIFICATION				

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

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

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

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

AF-30 SEPT 1960

SLC.....
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

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

34/100-10

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

Form 560 (4-61) Replaces Previous Edition (4-61)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
006102	<i>Casius</i>	EDD/SR 7	V-20	
6. OLD SALARY RATE			7. NEW SALARY RATE	
GRADE:	STEP	SALARY	LAST EFFECTIVE DATE	
			MO.	DA.
GS-14	4	\$12990	07	12 59
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER				
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			9. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY	
TO BE COMPLETED BY THE OFFICE OF PERSONNEL				
12. TYPE OF ACTION			13. REMARKS	
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.D. <input type="checkbox"/> PAY ADJUSTMENT				
14. AUTHENTICATION				
<i>18-410-21 8-1962</i> <i>HONEST TRUSTWORTHY</i> EDD/CORCH <i>[Signature]</i>				
PAY CHANGE NOTIFICATION				

Form 560

(4-61) Replaces Form 560a and 560b.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

SECRET
(When Filled In)

BAS: 16 AUG 62

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 006102	2. NAME (LAST-FIRST-MIDDLE) <i>Cassim</i>		
3. NATURE OF PERSONNEL ACTION RESIGNATION			
4. FUNDS → <input checked="" type="checkbox"/> X V TO V <input type="checkbox"/> CF TO V		5. EFFECTIVE DATE 08 04 62	6. CATEGORY OF EMPLOYMENT REGULAR
7. COST CENTER 50. CHARGEABLE 3234 1000 1000			
8. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 OFFICE OF THE CHIEF		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPS OFFICER BR CH		12. POSITION NUMBER 0050	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (SS, LD, etc.) CS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 6
17. SALARY OR RATE 13510			
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 45	20. EMPLOY. CODE 10	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. MATEL. CODE 01	25. DATE OF BIRTH 20 24	26. DATE OF GRADE 1	27. DATE OF LEI		
28. NIE EXPIRES MO. DA. YR. 		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE BD0091	32. CORRECTION CANCELLATION DATA		33. SECURITY REQ. NO. EOD DATA	34. SEE REQ. NO.	
35. VET. PREFERENCE CODE 0 - NONE 1 - SPT 2 - TOPY		36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAN RESV PROV TEMP	39. FELT / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 yrs) 3 - BREAK IN SERVICE (MORE THAN 3 yrs)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE		44. STATE TAX DATA FORM EXECUTED CODE NO TAX STATE CODE EXEMPT			
SIGNATURE OR OTHER AUTHENTICATION <i>E.O. ECHOL</i> <i>11G 8/16/62</i>											

FORM 4-62 1150 Use Previous Edition

SECRET

642-1
(WHEN FILLED IN)
16-3112-21

(When Filled In)

4-312

SECRET

13 September 1960

(Date)
File No. A-1328

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

SUBJECT : [REDACTED] *Carisim*

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

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

cc: SSD/OS
Operating Division - SR

THIS RECORD MUST REMAIN
IN THE
CENTRAL
COVER
DIVISION
OF FILE

SECRET

26-12-1960

26-12-1960
26-12-1960

67

OPTIONAL

STANDARD FORM 52 <small>POLARISATION BY THE U.S. GOVERNMENT PRINTING OFFICE: 1954 EDITION FEBRUARY 1954 EDITION PAGES: 1000</small>																					
REQUEST FOR PERSONNEL ACTION		VOUCHERED TO CONFIDENTIAL																			
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 63 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separate copy on reverse.																					
1. NAME (Last—First—Middle—One given name, initial(s), and surname) <i>MR. [REDACTED] Canasity</i>		2. DATE OF Birth <i>20 Jan 1931</i>	3. REQUESTED BY 4. DATE OF REQUEST <i>13 Dec 54</i>																		
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <i>PROMOTION</i>		6. EFFECTIVE DATE & PROPOSED <i>5 Jan '55</i>	7. C.I.S. OR OTHER LEGAL AUTHORITY <i>[Signature]</i>																		
8. POSITION (Specify whether establishment, change grade or rate, etc.) <i>Area Ops Officer (Br. Ch.) BC-171-13</i>		9. APPROVED <i>[Signature]</i>	10. DEPARTMENTAL <i>16 Dec 1954</i>																		
FROM <i>GS-0136.01-13 \$8360.00 p.s.</i> <i>DDP/SR</i> <i>SP/5</i> <i>Washington, D.C.</i>		11. POSITION TITLE AND NUMBER <i>Area Ops Officer BCF-189-14</i> 12. SERVICE GRADE AND SALARY <i>GS-0136.01-14 \$9600.00 p.s.</i> 13. ORGANIZATIONAL DESIGNATIONS <i>DDP/SR</i> <i>Far East Area</i> <i>Japan</i> <i>Office of the Chief</i> <i>Tokyo, Japan</i>	14. HEADQUARTERS <i>RS-3</i> 15. FIELD OR DEPARTMENTAL <i>DEPARTMENTAL</i>																		
A. REMARKS (Use reverse if necessary) <i>PERIODIC CHIPS ISSUED 1/1/55</i> PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. \$560.00 1/3. <i>Memo stating why transfer not init necessary. 2/2</i> <i>Approved by [Signature]</i> B. REQUESTED BY (Name and title) <i>Robert W. Meusler</i> C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <i>Phyllis W. Landrum Ext. 3718</i> D. REQUEST APPROVED BY <i>H. Gedde</i> E. SIGNATURE <i>Title: DD/P-A Admin.</i>																					
13. VETERAN PREFERENCE <table border="1"> <tr> <td>HOME</td> <td>ABW</td> <td>OTHER</td> <td>S.P.T.</td> <td>10 POINT</td> </tr> <tr> <td>X</td> <td></td> <td></td> <td></td> <td>CISAD OTHER</td> </tr> </table>		HOME	ABW	OTHER	S.P.T.	10 POINT	X				CISAD OTHER	14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>ARMY</td> <td>VICE</td> <td>I.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		ARMY	VICE	I.A.	REAL				
HOME	ABW	OTHER	S.P.T.	10 POINT																	
X				CISAD OTHER																	
ARMY	VICE	I.A.	REAL																		
15. SEX <i>SEX: F</i> 16. FACE <i>FROM: 5-3400-20</i> <i>TO: 5-3400-55-015</i>		17. APPROPRIATION <i>5-3400-55-015</i>	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <i>Yes</i>																		
19. STANDARD FORM 52 REMARKS <i>Effective date per Jan 55</i>		20. DATE OF APPOINTMENT-RETIREMENT (REGULARS INTELLIGENCE AGENTS ONLY) <i>1-6-55</i>	21. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED <i>STATE:</i>																		
22. CLEARANCES A. B. CEIL. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR ENPL. E.		INITIAL OR SIGNATURE <i>MR. [Signature]</i>	DATE <i>5 Dec 54</i>																		
F. APPROVED BY <i>K. Gedde, [Signature]</i>																					

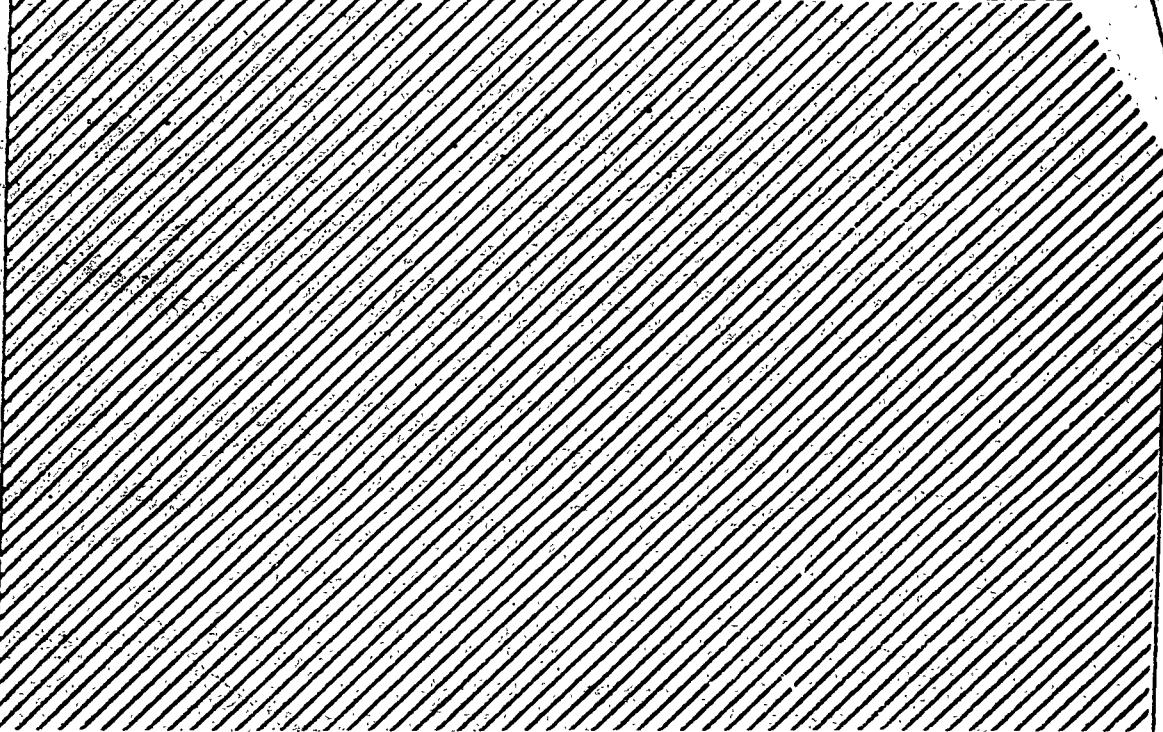
1-5-55 SECRET

APPROVED BY
 FBI CIVIL SERVICE BOARD
 DATE: DEC 21 1954

GPO: 1954 O-57320-6

SECRET

(When Filled In)

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

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

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

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

(ENCL. FILED)								
[Large blacked-out rectangular area]								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">NAME OF EMPLOYEE (Last-First-Middle)</td> <td style="width: 33%;">NAME AND RELATIONSHIP OF DEPENDENT*</td> <td style="width: 34%;">CLAIM NUMBER</td> </tr> <tr> <td>Cassim</td> <td>Crossed-out signature</td> <td>57-01</td> </tr> </table>			NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER	Cassim	Crossed-out signature	57-01
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER						
Cassim	Crossed-out signature	57-01						
<p>There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>3 December 1958</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>								
DATE OF NOTICE	SIGNATURE OF BCD REPRESENTATIVE							
28 AUG 1959	<u>13. Det. 100</u>							
NOTICE OF OFFICIAL DISABILITY CLAIM FILE								

SECRET
(When Filled In)

DATE PREPARED Mo Da Yr 09 12 60			REQUEST FOR PERSONNEL ACTION						V to V UV to V	V to UV UV to UV				
1. Serial No. 006102		2. Name (Last-First-Middle) ANDREW LIE RUSBY		3. Date of Birth 01 20 24		4. Natl. Prof. Name: O. Code: S P 1 10 P 2 1		5. Sex M		6. CS - EOD Mo Da Yr				
7. SCO:		8. CSC Recdnt. Y/CSC Or Other Legal Authority		9. Apptn. Affidav.		10. FEGLI		11. LCD		12. MIL. SERV. CREDIT LCO				
Mo	Da	Yr	Yes - 1 No - 2	Code	Mo	Da	Yr	Yes - 1 No - 2	Code	Mo	Da	Yr	Yes - 1 No - 2	Code

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

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

SOURCE OF REQUEST

A. Requested By (Name And Title)
ANDREW LIE RUSBY CH/SR/PERSONNEL
B. For Additional Information Call (Name & Telephone Ext.)
C. Request Approved By (Signature And Title)
G. Bensy

E. G. JOHNSON X14107

CLEARANCES

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

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

Approved by
CSPD
(D-5-2)
W/J. Bensy
10/10/60

NOTIFICATION OF PERSONNEL ACTION								
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)						
306102		Casasen						
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
RESIGNATION				1 NOV 1962		REGULAR		
6. FUNDS		V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		
		(D TO V)	(D TO C)	3234 1000 0000				
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION				
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
CPS OFF CLR DR CH				1150		O		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS		G136.C		14 6		3510		
18. REMARKS								
SIGNATURE OR OTHER AUTHENTICATION								

(Rev. 2-1-51)

X/F		DATE PREPARED 9 July 1952	
1. SERIAL NUMBER 006102 ✓		2. NAME (Last-First-Middle) <i>Casaner</i>	
3. NATURE OF PERSONNEL ACTION Resignation		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 04 62	
6. FUNDS <input checked="" type="checkbox"/> V TO V CF TO V		7. COST CENTER NO. CHARGEABLE 3234 1000 1000	
9. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 Office of the Chief		8. CATEGORY OF EMPLOYMENT Regular	
11. POSITION TITLE Ops Officer (Br Ch)		10. LOCATION OF OFFICIAL STATION Washington, D. C.	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	
16. GRADE AND STEP 14		17. SALARY OR RATE \$ 13250 ac 13510	
18. REMARKS Copy furnished Voucherized Payroll.			
19. SIGNATURE OF REQUESTING OFFICER ANDREW L. BUSBY, C/SR/PERSONNEL		20. DATE SIGNED	
RECORDED BY CSPD <i>D. J. G.</i>		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Robert Johnson</i> 7/13/62	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 45		20. EMPLOYEE CODE 10	
21. OFFICE CODING WD300		22. STATION CODE AF013	
23. INTERFEE CODE 1		24. MONTHS CODE 01	
25. DATE OF BIRTH 01 20 24		26. DATE OF GRADE MO. DA. YR. MO. DA. YR.	
27. DATE OF LEI			
28. RIE EXPIRES MO. DA. YR.		29. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE	
30. SPECIAL REFERENCE CODE		31. SEPARATION DATA CODE 1,60,00,91	
32. CORRECTION/CANCELLATION DATA TYPE EOD DATA		33. SECURITY REQ. NO.	
34. SEC		35. VET. PREFERENCE 0 - NONE 1 - 5 yrs 2 - 10 yrs	
36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.	
38. MIL. SERV. CREDIT/LCO 1 - YES 2 - NO		39. FEGLI / HEALTH INSURANCE 0 - WAIVER 1 - YES	
40. SOCIAL SECURITY NO.		41. PREVIOUS GOVERNMENT SERVICE DATA 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 12 MOS 3 - BREAK IN SERVICE MORE THAN 12 MOS	
42. LEAVE CAT. CODE 1 - YES 2 - NO		43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	
44. STATE TAX DATA 1 - YES 2 - NO		45. STATE TAX DATA 1 - YES 2 - NO	
46. O.P. APPROVAL <i>John F. Hargan</i> JUL 8 1962		47. DATE APPROVED 7/24/62	

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE 4 August 62 FOR THE FOLLOWING REASON:

(Date)

To accept private employment.

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

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

INSTRUCTIONS

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

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

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

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

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

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

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

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

SECRET.

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

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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

PART I.—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial)

CASASIN

2. DATE OF BIRTH

20 January 1924

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENTS. (Do not include military service.)

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

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

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon. P)	11. SERVICE
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		
United States Army	43	Feb	15	48	Oct	27	Yes; honorable	5 8 12

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

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mor, Mar)	FROM—			TO—			TOTAL			12. TOTAL SERVICE
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS	
										5 8 12

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

YES NO

(If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:

- A. THE WIFE OF A DISABLED VETERAN? YES NO
- B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? YES NO
- C. THE UNMARRIED WIDOW OF A VETERAN? YES NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

1 August 57

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

SEAL

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

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

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

CASASIN.

WITNESS:


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

SUSPENDED

1011

9 December 1958

MEMORANDUM FOR: Secretary, CS/GSB

SUBJECT : Recommendation for Promotion to Grade GS-15

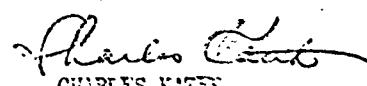
CASA SIN - ①

REFERENCE : Your memorandum dated 8 October 1958

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

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

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


CHARLES KATES
Acting Chief, SR Division

Distribution:
Orig & 6 - Addr

SUSPENDED

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

Attachment to
FJTA-19609

MEMORANDUM No. 360

18 June 1957

TO : Chief of Station
FROM : Chief, Soviet Branch
SUBJECT: [REDACTED] - Recommendation for Promotion

CASPAR

1. [REDACTED] has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of [REDACTED] as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-14 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.
2. [REDACTED] operational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, [REDACTED] has handled a number of unilateral cases most effectively. In the office, too, as well as in face-to-face operational situations, [REDACTED] has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.
3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider [REDACTED] to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. [REDACTED] is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the

SECRET

~~SECRET~~

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

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

Edward MARILUS

Frank J. Hall
Major General
A. M. A. Department

~~SECRET~~

14 00000
9 December 1953

RECOMMENDATION FOR PROMOTION TO Grade GS-15

SUBJECT : Recommendation for promotion to Grade GS-15
Name of Staff Member : CAS A51 N - ①

REASON : New recommendation dated 8 October 1953

POSITION : AFM-11531 (R&D) - ①

1. The 2d Division and the Chief of Station, FAYE (GFM-1071, attached) recommend the promotion of ~~Mr. REED~~ to Grade GS-15.

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

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

CHARLES L. FAYE
Acting Chief, 2d Division

Distribution :
CIG S 6 - AFM

~~SECRET~~

C O P Y

FJTT-1950

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

25 November 1958

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

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

1
WILLIAM E. NELSON

CCFY
Attachment to
FJTA-19609

MEMORANDUM No. 350

18 June 1957

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

(1) = CASASIN

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

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

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

14 00000

CASASINS

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

EDWARD MARELIUS

1 June 1959

MEMORANDUM FOR: Chairman, CS Career Service Board

SUBJECT : Nominations for Promotion to GS-15

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

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

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


CHARLES KATEK
Acting Chief, SR Division

Distribution:
Orig & 6 addressees w/att

FIELD FITNESS REPORT					
<p>The Fitness Report is an important factor in organization personnel management. It seeks to provide:</p> <ol style="list-style-type: none"> 1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and 2. A periodic record of job performance as an aid to the effective utilization of personnel. 					
INSTRUCTIONS					
<p>TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.</p> <p>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 the report 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 UPDATE as soon as you know where he stands.</p>					
Posted Pos. Control P-93 29 NOV 1955					
FIELD REPORT <small>IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE FIELD SUPERVISOR</small> <small>Reviewed By POC [Signature] D/R 1/7/55</small>					
CASASIN					
SECTION I					
LEAVE PLANS AND APPROVALS		1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION	
		20 Jan 1924	M	(1) FI, (2) FP	
4. GRADE 5. STATION DESIGNATION (Current) GS-14 USSR Base, Tokyo					
1. DUE DATE ON THIS REPORT 30 September 1955		7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 17 February - 30 September 1955			
SECTION II (To be completed by field supervisor)					
1. CURRENT POSITION Chief, USSR Base, Tokyo		2. DATE ASSUMED RESPONSIBILITY FOR POSITION 17 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)					
<p>A. As Chief of Operating Base:</p> <ol style="list-style-type: none"> 1. Manage and direct all operations against target area, and monitor products. 2. Supervise system of development and exploitation of operational leads. 3. Supervise proper administration and support of operations, including finances. 4. Conduct or supervise effective liaison with other KUBARK elements, with other Government agencies abroad and, when appropriate, with representatives of other governments. <p>B. As Senior SR Division Officer in Area:</p> <ol style="list-style-type: none"> 1. Consult with or advise other KUBARK and non-KUBARK units on target area, government, and IS characteristics. 2. Make available to other KUBARK and non-KUBARK units area specialists, as required. 					
SECTION III (To be completed at headquarters only)					
DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY					
AUTHENTICATION OF REPORT AND SIGNATURES					
1. NAME OF RATER (True) <i>Carlton B. Swift</i>		2. NAME OF REVIEWING OFFICIAL IN FIELD (True) <i>W. Lloyd George</i>			
3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.					
4. DATE REPORT AUTHENTICATED AT HQS. 7 Nov. 1955		5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS <i>Phyllis M. Landrum</i> AUTHORIZED TO AUTHENTICATE THIS REPORT AND SIGNATURES			
DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY					

SECTION IV

OFFICE OF PERSONNEL

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

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

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

SECRET

(Form Filled In)

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Capable operations officer with broad understanding of Soviet problems.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

SECRET

SECRET

(When filled in)

C. INDICATE IF YOU THINK THAT ANY SING

STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHERS

ILLUSTRATIONS

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, W4122

1107 AM '55

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

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

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,D.

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

- 1. DOES NOT PERFORM DUTIES ADQUATELY; HE IS INCOMPETENT.
 - 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
 - 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
 - 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
 - 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 - 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.
- IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

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

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

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. CHASSAIN GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
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20 Jan. 1924	II	DI
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5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
---	----------------------------

Japan Station (REDWOOD)

Area Operations Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
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GS-14		1 October 1955 to 30 September 1956
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10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
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<input checked="" type="checkbox"/>	ANNUAL	REASSIGNMENT-EMPLOYEE	
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SECTION F. CERTIFICATION

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

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

15 November 1955 Edward M. Maelius Chief, Soviet Branch

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

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

21 November 1955 W. Lloyd George Chief of Operations

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

2. SUPERVISORY POTENTIAL

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

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

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

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in Item 8, of Section "A" below.

SECTION A. C 95 ASW

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH 20 Jan. 1924	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Japan Station (RESDP)		6. OFFICIAL POSITION TITLE Area Operations Officer	
7. GRADE GS-14	8. DATE REPORT DUE IN OP 1 October 1955 to 30 September 1956		
10. TYPE OF REPORT (Check one)	INITIAL X ANNUAL	REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

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

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

BY	DATE
<i>R</i>	19 JAN 1957
Posted Per. Cr.	
Reviewed	1-22-57

 CONTINUED ON ATTACHED SHEET

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

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

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

6

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

COMMENTS:

SECRET
(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.
 b. Place the most important first. Do not include minor or unimportant duties.
 c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
 d. Compare in your mind, when possible, the individual being rated with others doing some 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 | MAIL ROOM |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | CONDUCTS INTERROGATIONS |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | PREPARES STATEMENTS |
| BRIEFING TECHNICAL REPORTS | MANGES FILES | TRANSLATES GERMAN |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | DEBRIEFING SOURCES |
| TYPING | COORDINATES WITH OTHER OFFICES | KEEPS BOOKS |
| TAKING DICTATION | WRITES REGULATIONS | DRIVES TRUCK |
| SUPERVISING | PREPARES CORRESPONDENCE | MAINTAINS AIR CONDITIONING |
- 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
RATING NUMBER	8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY	
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

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

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY: Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.

SECRET

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF YEARS THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION		OFFICE OF PERSONNEL			
SIX					
4. COMMENTS CONCERNING POTENTIAL.					
<p>Subject has a high all-around potential. With respect to 3 13 41 37 below, he tends to support subordinates from his own energy rather than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.</p>					
MAIL ROOM					
SECTION H. FUTURE PLANS 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL <p>Routine refresher training as appropriate.</p>					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS <p>All normal. No limiting factors.</p>					
SECTION I. DESCRIPTION OF INDIVIDUAL DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report. X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 = APPLIES TO THE INDIVIDUAL TO THE FIRST POSSIBLE DEGREE 2 = APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 = APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 = APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE 5 = APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE					
CATEGORY NUMBER	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X 10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION	

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

C 9585 CN

GENERAL

1. NAME	(Last) [Redacted]	(First) [Redacted]	(Middle) [Redacted]	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
			20 June 1921			DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE Area Operations Officer			
Tokyo Station R&D CCO						
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1956 to 30 September 1957				
GS-14	23 Oct 57	ANNUAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)		
10. TYPE OF REPORT (Check one)						

SECTION F.

CERTIFICATION

11. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR'S SUPERVISOR'S OFFICIAL TITLE 23 Oct 57 Lloyd GEORGE [Signature] CCS, Tokyo	
12. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED THE OFFICE/PLACE OF OPINION IN ATTACHED MEMO A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL 16 Oct 1957 [Signature]	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief SOV Branch Japan Station

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 QUICKER TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
- 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
- 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

7

2. SUPERVISORY POTENTIAL

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
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	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR POLICY, ORGANIZATION AND POLICY (Executive Level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES ARE HIGHLY DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
	OTHER (Specify)	

SECRET

(When Filled In)

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

15

4. COMMENTS CONCERNING POTENTIAL

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

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher &/o preparatory training as required.

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

No limiting factors or personal circumstances known to the rater

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

- | | |
|-----------------|--|
| CATEGORY NUMBER | 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE |
| | 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE |
| | 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE |
| | 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE |
| | 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE |

OFFICE

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

SECRET

(When filled in)

H. S. F. 100.

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 201-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A. of Section A below.

SECTION A.

CHASAN

GENERAL

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

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "P" IN C. OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
X 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 MacLean Chief SOV Branch Japan Station

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

DATE 7 Nov 1957
Posted Rec. C.R.C.
Reviewed by RCO 09/11/17

 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 1957 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. RARELY 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

115

FILE OF PERSONNEL

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period.
 b. Place the most important first. Do not include minor or unimportant duties.
 c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
 d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
 e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
 f. Be specific. Examples of the kind of duties that might be rated are:
 ORAL BRIEFING HAS AND USES AREA KNOWLEDGE
 GIVING LECTURES DEVELOPS NEW PROGRAMS
 CONDUCTING SEMINARS ANALYZES INDUSTRIAL REPORTS
 WRITING TECHNICAL REPORTS MANAGERS FILES
 CONDUCTING EXTERNAL LIAISON COORDINATES WITH OTHER OFFICES
 TYPING WRITES REGULATIONS
 TAKING DICTATION PREPARES CORRESPONDENCE
 SUPERVISORY
 g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

MAIL ROOM

CONDUCTS INTERROGATIONS
 PREPARES SUMMARIES
 TRANSLATES GERMAN
 INTRIEFING SOURCES
 KEEPS BOOKS
 DRIVES TRUCK

MAINTAINS AIR CONDITIONING
 EVALUATES SIGNIFICANCE OF DATA

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Deputy to Branch Chief	5	Supervising	4
SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 5	
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.

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

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

SECRET

(When Filled In)

(Date)

FITN. 3 REPORT (Part II) POTEN. L

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "2" below.

SECTION E.

GENERAL

1. NAME (Last) <i>John</i>	(First) <i>James</i>	(Middle) <i>Robert</i>	2. DATE OF BIRTH <i>20 Jan 1924</i>	3. SEX <i>M</i>	4. SERVICE DESIGNATION <i>DI</i>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <i>FE, TOKYO, JAPAN</i>		6. OFFICIAL POSITION TITLE <i>Area Ops Officer</i>			
7. GRADE <i>GS-11</i>	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <i>1 October 1957 - 9 April 1958</i>			
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL	11. FREQUENCY ANNUAL	12. RESPONSIBILITY-SUPERVISOR RESPONSIBILITY-EMPLOYEE	13. SPECIAL (Specify) <input checked="" type="checkbox"/> Promotion		

SECTION F.

CERTIFICATION

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

A. THIS DATE <i>27 May 1958</i>	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <i>William E. Nelson</i>	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 <i>27 May 1958</i>	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>John E. Baker</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
------------------------------------	--	---

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 5 | 1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED |
| <input type="checkbox"/> | 6 | 2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED |
| <input type="checkbox"/> | 7 | 3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES |
| <input type="checkbox"/> | 8 | 4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES |
| <input type="checkbox"/> | 9 | 5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING |
| <input type="checkbox"/> | 10 | 6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL |
| <input type="checkbox"/> | 11 | 7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES |

2. SUPERVISORY POTENTIAL

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

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

SECRET
FORM Filled In

3. INDICATE THE APPROXIMATE NUMBER OF TIMES THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION		10 months of performance			
4. COMMENTS CONCERNING POTENTIAL					
<p>His potential for advancement is excellent. He has the right blend of operational know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his security, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.</p> <p style="text-align: right;">HALL Flug</p>					
SECTION H. FUTURE PLANS					
5. 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>					
6. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS					
<p>None</p>					
SECTION I. DESCRIPTION OF INDIVIDUAL					
<p>DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "Category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.</p> <p>X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>1 = APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE</p> <p>CATEGORY NUMBER 2 = APPLIES TO INDIVIDUAL TO A LIMITED DEGREE</p> <p>3 = APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE</p> <p>4 = APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE</p> <p>5 = APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p>					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY EASILY	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO INSPIRATION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE & ADAPTIVE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

DECLASS
(When Filled In)

SR 8.

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A. OASIS IN GENERAL

1. NAME	(Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
				20 Jan 1924	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT				6. OFFICIAL POSITION TITLE		
FE, TOKYO, JAPAN				Area Cus Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)				
GS-14		1 October 1957 - 9 April 1958				
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)		
	ANNUAL	REASSIGNMENT-EMPLOYEE		<input checked="" type="checkbox"/> Promotion		

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

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

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

BY	DATE
Posted Per Control	14 JUL 1958
Reviewed by TDD	020 7/24/18

THIS REPORT HAS BEEN PREPARED UNDERR CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH THE STANDARDS IN ORDER TO MAKE FITNESS REPORTS AS RELIABLE AND MINIMALLY 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 E. Baker** **Supervisor**

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

5/6

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

COMMENTS:

(Date 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.
 b. Place the most important first. Do not include minor or unimportant duties.
 c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
 d. Compare, in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
 e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
 f. Be specific. Examples of the kind of duties that might be rated are:

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

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

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.	5/5	Conducts liaison with other U.S. agencies	6
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.	6	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3 Develops and handles agents	6	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET
(When Filled In)

24 (1954) 0/16/57

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
				1234567890		
SECTION A <i>CASADIN</i> GENERAL						
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	
JOHN C. CASADIN		20 January 1924		M	GS-14	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR. OF ASSIGNMENT		
SFC		Case Officer		SR, Tokyo, Japan		
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR		
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)		
31 May 1959		From 10 Apr 58 - 31 Mar 59				
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	
SPECIFIC DUTY NO. 1 Supervises and directs operational branch of some 17 persons			RATING NO. 5	SPECIFIC DUTY NO. 4 Case officer		RATING NO. 6
SPECIFIC DUTY NO. 2 Conducts operational liaison with local intelligence and security services.			RATING NO. 6	SPECIFIC DUTY NO. 5		RATING NO.
SPECIFIC DUTY NO. 3 Conducts liaison with U.S. military and civilian intelligence services.			RATING NO. 6	SPECIFIC DUTY NO. 6		RATING NO.
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 						
RATING NO. 5						
SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree		
CHARACTERISTICS			NOT APPLI-CABLE	NOT OR-SERVED	RATING	
GETS THINGS DONE					1 2 3 4 5	
RESOURCEFUL						
ACCEPTS RESPONSIBILITIES						
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						
DOES HIS JOB WITHOUT STRONG SUPPORT						
FACILITATES SMOOTH OPERATION OF HIS OFFICE						
WRITES EFFECTIVELY						
SECURITY CONSCIOUS						
THINKS CLEARLY						
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						
OTHER (Specify):						

SEE SECTION "E" ON REVERSE SIDE

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

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

U.S. 122 6428415-19 AH '59

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

SECTION F**CERTIFICATION AND COMMENTS**

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

SECRET

SECRET
(When Filled In)

20 Jan 1924

GSPD

EMPLOYEE SERIAL NUMBER

FITNESS REPORT

SECTION A GENERAL						
1. NAME (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE
John Smith			20 Jan 1924		M	GS-12
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		
DI				FE/Tokyo Sta/SR		
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
NOT ELIGIBLE PENDING	MEMBER DECLINED	DEFERRED DENIED	INITIAL ANNUAL	REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From 1 Apr 59 To 24 July 60		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 Chief, Soviet Branch, responsible for activities of 24 staff and 6 contract employees		RATING NO. 6	SPECIFIC DUTY NO. 4 Case officer			RATING NO. 5/6
SPECIFIC DUTY NO. 2 Responsible for station SR planning, budgeting, and operating activities		RATING NO. 6	SPECIFIC DUTY NO. 5 Other			RATING NO.
SPECIFIC DUTY NO. 3 Representing the station at varied levels in all SR matters		RATING NO. 6	SPECIFIC DUTY NO. 6 Other			RATING NO.
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 						RATING NO. 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 APPLICABLE	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

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

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

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

This report has been prepared in accordance with 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****BY EMPLOYEE**

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

DATE
23 June 1960

SIGNATURE OF EMPLOYEE
[Signature]/s/ on transmittal

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
---	---------------------------------

OTHER (Specify):

DATE
23 June 1960

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

John Brindle(P) signed on
transmittal

BY REVIEWING OFFICIAL

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

CJS, Tokyo

John Baker/s/ on transmittal

SECRET

SECRET

(When Filled In)

Recorded by
CSDP

<i>1961</i>				Casasian		FITNESS REPORT						
SECTION A				GENERAL				EMPLOYEE SERIAL NUMBER				
1. NAME		2. DATE OF BIRTH		3. SEX		4. GRADE						
John Casasian (Middle)		20 January 1924		M		GS-14						
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT								
D		Branch Chief		OC/3R/6								
8. CAREER STAFF STATUS				9. TYPE OF REPORT								
NOT ELIGIBLE	MEMBER	DEFERRED		INITIAL	REASSIGNMENT/SUPERVISOR							
PENDING	DECLINED	DENIED		X ANNUAL	REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)								
PRO		July 1960-October 61										
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES												
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).												
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent		5 - Excellent				
SPECIFIC DUTY NO. 1 Supervises large functional branch of thirty-seven staff and fifteen 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												
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.												
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 									RATING NO. 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 APPL-CABLE	NOT OBSERVED	RATING				
GETS THINGS DONE								1	2	3	4	5
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						

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

441 '61

MAIL ROOM

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE

9 November 1961

SIGNATURE OF EMPLOYEE

B7

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

Twelve

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

9 November 1961

SR/Chief of Plans and Operations

John M. Maury

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 NOV 1961	Chief, SR Division	JOHN M. MAURY

SECRET

~~SECRET~~

1862
Med 6104

6 August 1962

CASASIN

Memorandum in Lieu of Fitness Report

Subject:

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



Quentin C. Johnson
Chief of Operations and Plans
SR Division

CONCUR:

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

6101
Casanin

6 August 1962

Memorandum in Lieu of Fitness Report

Subject:

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

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

CONCUR:

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