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

FILE TITLE/NUMBER/VOLUME: Personnel file:  
Thomas B. CASASIN

INCLUSIVE DATES: \_\_\_\_\_

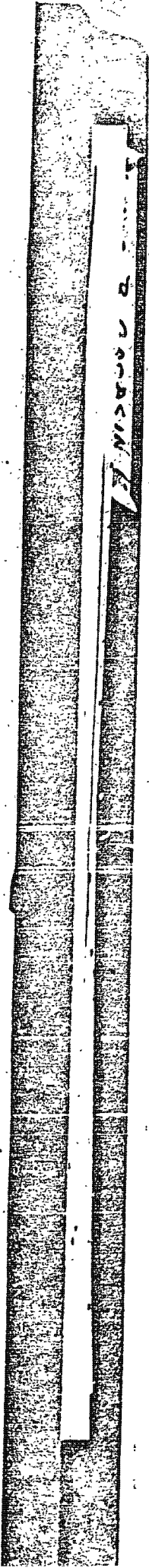
CUSTODIAL UNIT/LOCATION: \_\_\_\_\_

ROOM: \_\_\_\_\_

DELETIONS, IF ANY: Sources and methods

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
04/9.8.78	10:10	Betsy WOLF	<i>Betsy Wolf</i>

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

*Casarin*

**BIOGRAPHIC PROFILE (PART 7)**

1. NAME: *Casarin* 2. DATE OF BIRTH: 20 Nov 1919

3. STATUS: Married 4. DATE OF ARRIVAL: 3 1928 1950

5. MEMBERSHIP: Jul 1954 6. OTHER STATUS: 7. RELEASE: 293 c/s 8. ASSESS: 293 c/s

9. CURRENT STATUS: NON-SERVICE 10. GRADE: 11. ACTIVE DUTY: 12. RELEASE: 13. TITLE: 14. RETIRED:

15. ASSESSMENT DATE: 16. PROFESSIONAL TEST DATE: 17. LANGUAGE AND CODE TEST DATE:

**NON-CIA EMPLOYMENT**

1943-48 Military Service, US Army, 1st Lt. - Civil Censorship Officer, Japanese Translator & Instructor, Liaison Officer

1949 Guide Publishing Co, Baltimore, Md - County Editor of weekly paper

1949 Baltimore Housing Authority, Md - Administrative Officer

**NON-CIA EDUCATION**

1942 Trinity College, Conn - French

1940-42 Sir George Williams College, Montreal, Canada - French

1945 Univ of Michigan, Army Language School - (1947), Oriental Civilization, Japanese

1951-52 Georgetown Univ Graduate School - International Relations

**FOREIGN LANGUAGE ABILITIES**

French - P, P, S, U, High; W; Inter (Feb 1962), Trans & Interp Aug 1957

Japanese - P, S, U, Inter (Mar 1962); R, W, Blom; Trans & Interp Aug 1957

**AGENCY SPONSORED TRAINING**

1949-50 1951 1952 1952 French

1950 1951 1952 French

1950 1951 1952 French

1950 1950 Global Serv Review

**NON-CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)**

START DATE	END DATE	POSITION TITLE	OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & DUTY TITLE (if any)	LOCATION
Jan 1955	"	"	0136.01	11	DI	DDP/SR/TL Area	Tokyo
30 1955	"	Ops Off	0136.01	11	D	DDP/SR/TL, Br 6	"
17 1957	"	"	0136.01	11	D	DDP/SR/TL Area	"

21. PROFILE REVIEWED BY: *TWR*

22. ITEMS TO BE REVIEWED AND VERIFIED BY EMPLOYEE: *NO*

SECRET

SECRET  
(When Filled In)

48. SERIAL NO:  
100

BIOGRAPHIC PROFILE (PART 2)

*Coast*

DATE OF BIRTH  
Jan 1922

23. SUMMARY OF EVALUATION REPORTS FOR THE PAST TWO YEARS

24. SUMMARY OF CAREER PREFERENCE OUT

25. NEAREST KINSHIP RELATIONSHIPS

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

1955 from Director, FBI and the DCI for service in connection with Soviet Defectors.

1955 from CIA Defector Coordinator for cooperation and competence in the handling of two defectors.

1955 from the DCI for high degree of personal competence and devotion to duty.

1950 Letter of Appreciation for suggestion which proposed revisions of Form 1050.

1951 From Commandant, USAF Command and Staff College for fine lecture.

27. DATE REVIEWED  
20 Apr 1964

28. PROFILE REVIEWED BY  
[Signature]

PERSONAL HISTORY STATEMENT

3783

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

SEC. 1. PERSONAL BACKGROUND

CASASIN

A. FULL NAME MR. CASASIN Office: NOT APPLICABLE

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

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

B. NICKNAME NONE 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

D. PRESENT CITIZENSHIP USA BY BIRTH? YES BY MARRIAGE? NOT APPLICABLE

BY NATURALIZATION CERTIFICATE? NOT APPLICABLE ISSUED BY

AT

HAVE YOU HAD A PREVIOUS NATIONALITY? NO

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY?

GIVE PARTICULARS NOT APPLICABLE

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

E. 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 1/2" 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 ANNUL-  
MENTS — USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND  
GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

NAME OF SPOUSE NOT APPLICABLE

First

Middle

Malcom

Last

PLACE AND DATE OF MARRIAGE \_\_\_\_\_

HIS (OR HER) ADDRESS BEFORE MARRIAGE \_\_\_\_\_

St. & No.

City

State

Country

LIVING OR DECEASED \_\_\_\_\_ DATE OF DECESS \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR LAST, ADDRESS \_\_\_\_\_

St. & No.

City

State

Country

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

City

State

Country

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 \_\_\_\_\_

Date

Date

COUNTRY \_\_\_\_\_ DETAILS OF OTHER GOVT. SERVICE, U.S. OR FOREIGN \_\_\_\_\_

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

1. NAME NOT APPLICABLE RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

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

FULL NAME JOHN BENJAMIN \_\_\_\_\_  
First Middle Last

LIVING OR DECEASED LIVING DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR, LAST, ADDRESS ST. PAUL ST., BALTIMORE-18-MD-USA  
St. & No. City State Country

DATE OF BIRTH 21 NOV 1893 PLACE OF BIRTH CENTREVILLE, MARYLAND, USA  
City State Country

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

CITIZENSHIP USA WHEN ACQUIRED? BIRTH WHERE? \_\_\_\_\_  
City State Country

OCCUPATION AUTO DEALER LAST EMPLOYER EAST END AUTO CO-BALTIMOR

EMPLOYER'S OR OWN BUSINESS ADDRESS PULASKI HWY, BALTIMORE, MD, USA  
St. & No. City State Country

MILITARY SERVICES FROM 1915 TO 1919 BRANCH OF SERVICE ARMY AVIATION  
Date Date

COUNTRY USA, GT. BRITAIN DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREIGN  
NONE

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

FULL NAME ADRIENNE MARGUERITE \_\_\_\_\_  
First Middle Last

LIVING OR DECEASED DECEASED DATE OF DECEASE 5 DEC 1947 CAUSE CANCER

PRESENT, OR LAST, ADDRESS MILFORD AV, BALTIMORE, MD, USA  
St. & No. City State Country

DATE OF BIRTH 14 AUG 1900 PLACE OF BIRTH ROMANS, DEOME, FRANCE

CITIZENSHIP USA WHEN ACQUIRED? 1921 (?) WHERE? BALTO, MD, USA  
City State Country

IF 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

MILITARY SERVICE FROM NONE TO \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_

COUNTRY \_\_\_\_\_ DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREIGN.  
NONE

DL  
73452

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

1. FULL NAME HENRI ADRIEN AGE 23

PRESENT ADDRESS SIMMONS AV, BALTIMORE, MD, USA-USA

2. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

3. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

4. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

5. FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

SEC. 8. FATHER-IN-LAW

FULL NAME NOT APPLICABLE

LIVING OR DECEASED \_\_\_\_\_ DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_

PRESENT, OR LAST, ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

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

CITIZENSHIP \_\_\_\_\_ WHEN ACQUIRED? \_\_\_\_\_ WHERE? \_\_\_\_\_

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 Country  
 DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
 IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ WHEN ACQUIRED? \_\_\_\_\_ WIDERS? \_\_\_\_\_  
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(7)  
 CITIZENSHIP FRENCH ADDRESS 27 RUE EDITH CAVELL, NICE FRANCE  
St. & No. City State Country  
 2. NAME CHARLES GRANDGERARD RELATIONSHIP SECOND COUSIN AGE 55(1)  
 CITIZENSHIP FR ADDRESS 70 STIS ELEVATORS, BUENOS AIRES AR  
St. & No. City State Country  
 3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

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

1. NAME CMDR. ROBT LEE RELATIONSHIP COUSIN AGE 30  
 CITIZENSHIP USA ADDRESS N.O.B. NORFOLK, VIRGINIA  
St. & No. City State  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) \_\_\_\_\_  
 2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) \_\_\_\_\_  
 3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) \_\_\_\_\_

SEC. 12. EDUCATION

PS #63  
 ELEMENTARY SCHOOL McDONOUGH SCH. ADDRESS BALTIMORE, MD, USA  
City State Country  
 DATES ATTENDED 1930-34-37 GRADUATE? YES  
 HIGH SCHOOL LYONS HIGH, MONTREAL, Q. ADDRESS MONTREAL QVE, CANADA  
City State Country  
 DATES ATTENDED 1937-1940 GRADUATE? YES  
 COLLEGE SIR GEO WILLIAMS COLL. ADDRESS MONTREAL, QVE CANADA  
City State Country  
 DATES ATTENDED 1940-1942 DEGREE NONE  
 COLLEGE U OF MICHIGAN ADDRESS ANN ARBOR, MICH, USA  
City State Country  
 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 - OCT 1948  
Country Service Rank Dates of Service  
GHQ FEC - TOKYO, JAPAN 0-937200 HONORABLE  
Last Station Serial No. Type of Discharge  
 REMARKS: WHILE ENLISTED, SERIAL WAS

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

IF REFERRED 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 48 TO 30 SEP 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY  
 ADDRESS CCD-GHQ-FEC APO 500 POSTMASTER SAN FRANCISCO, U.  
St. & No. City State Country  
 KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBT. SPALDING  
 TITLE OF JOB LIAISON OFFICER SALARY \$ 257 PER MONTH  
 YOUR DUTIES INTELLIGENCE ANALYST; REPORTS COORDINATOR & WRITER  
 REASONS FOR LEAVING RETURN TO USA FOR SEPARATION FROM ARMY

(MILITARY)

FROM 1 APR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

(MILITARY)

ADDRESS CCD-GHG-FEC APO 570 POSTMASTER SAN FRANCISCO, USA  
St. & No. City State Country  
 KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR VINCENT MERCINA  
 TITLE OF JOB DEPUTY CHIEF, NEWS AGENCY SALARY \$ 251 PER MONTH  
 YOUR DUTIES Asst chief of principal Allied press censorship bureau  
 REASONS FOR LEAVING CENSORSHIP SECTION ELIMINATED in Japan.  
 FROM 1 NOV 46 TO 31 MAR 48

(MILITARY)

EMPLOYING FIRM OR AGENCY DEPT / ARMY  
 ADDRESS CCD-GHG-FEC APO 309-POSTMASTER-SAN FRANCISCO, USA  
St. & No. City State Country  
 KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBT SPAULDING  
 TITLE OF JOB CHIEF CENSORSHIP SUB-SECTION SALARY \$ 321 PER MONTH  
 YOUR DUTIES Operated field censorship surveillance detachment  
 REASONS FOR LEAVING TRANSFERRED TO HQ IN TOKYO  
 FROM 15 MAR 48 TO 15 AUG 48

(MILITARY)

EMPLOYING FIRM OR AGENCY DEPT / ARMY  
 ADDRESS ARMY LANGUAGE SCHOOL (FT. SNELLING, FORT MONMOUTH, NJ)  
St. & No. City State Country  
 KIND OF BUSINESS CIVIL AFFAIRS NAME OF SUPERVISOR YUKA MURAKATA  
 TITLE OF JOB RESEARCH EDITOR SALARY \$ Army PER SGT  
 YOUR DUTIES REVISED ARMY MANUALS; PREPARED CIVIL AFFAIRS  
 REASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPAN  
 FROM NOV 1941 TO JUL 1942

EMPLOYING FIRM OR AGENCY V. EATON CO, LTD.  
 ADDRESS ST. CATHERINE ST, MONTREAL, QUE, CANADA  
St. & No. City State Country  
 KIND OF BUSINESS DEPT. STORE NAME OF SUPERVISOR F.T. CLAYDON  
 TITLE OF JOB PHOTOGRAPHIC SALESMAN SALARY \$ 80 PER WEEK  
 YOUR DUTIES SOLD CAMERAS AND PHOTO SUPPLIES  
 REASONS FOR LEAVING 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. 815-PRESIDIO RES. ADD. 2160 COOLEY	MONTEREY PALO ALTO	CAL. CAL.
2.	MR. GEORGE MOORE	BUS. ADD. 11 CALIFORNIA RES. ADD. 571 NORTH	BERKELEY OAKLAND	CAL. CAL.
3.	MR. JOHN CHEATHAM	BUS. ADD. 17 E. PATRICK RES. ADD. 101 E. CHURCH	FREDERICK FREDERICK	MD. MD.
4.	MR. T. G. DRISCOLL	BUS. ADD. 131 KST N RES. ADD. 795 S. KRYAL	WASH. ALEXANDRIA	D.C. VA.
5.	MR. R. H. KUNZMAN	BUS. ADD. UP BUREAU RES. ADD. UNK	DES MOINES UNK	IOWA

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 IAF RES. ADD. 2310 VALLEY DR.	WASHINGTON ALEXANDRIA	DC. VA.
2.	DR. MORRIS CRANE	BUS. ADD. BALTIMORE RD RES. ADD.	PHILADELPHIA	PA.
3.	MR. BRADFORD COULDS	BUS. ADD. DEPT/STATE RES. ADD.	WASHINGTON	DC
4.	MISS FLORENCE HIGGINS	BUS. ADD. NONE RES. ADD. 11 HANCOCK	NONE BIRMINGHAM	CONN.
5.	MR. ANTHONY SAS	BUS. ADD. UNK RES. ADD. 323 E 27TH	UNK BALTIMORE	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' BLDG. RES. ADD. 26 LILLEY	HARTFORD W. HARTFORD	CONN. CONN.
2. MR. JAMES KNOX	BUS. ADD. G. FOX CO. RES. ADD. _____	HARTFORD UNK	CONN.
3. MRS. LOUIS FRANKLIN	BUS. ADD. ALBERT STEIGER RES. ADD. _____	HARTFORD UNK	CONN.

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, HIGHLANDTOWN BRANCH, 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 LEE'S INC ADDRESS 2424 EASTERN AV, BALTIMORE, MD.
2. NAME MONTGOMERY WARD ADDRESS 3412 N. ORLAND 16, CAL.
3. NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

FROM	1933	TO	1937	<del>ST. No.</del> PRESBYTERIAN ST BALTIMORE - MD - USA
FROM	1937	TO	1939	<del>St. No.</del> HARVARD AV - MONTREAL - QUE - CANADA
FROM	1939	TO	1942	<del>St. No.</del> MOUNTAIN ST - MONTREAL - QUE - CANADA
FROM	1942	TO	1942	<del>St. No.</del> LILLEY RD - W. HARTFORD - CONN. - USA
FROM	1942	TO	1942	MILITARY SERVICE
FROM	1942	TO	PRESENT	<del>St. No.</del> ST. PAUL ST - BALTIMORE, MD, USA
FROM	_____	TO	_____	St. No. City State Country
FROM	_____	TO	_____	St. No. City State Country

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

A. FROM	JUN 1937	TO	SEP 1937	PARIS	FRANCE	VISIT
FROM	JUL 1939	TO	JUL 1939	NIAGARA PENINSULA	CANADA	VISIT
FROM	SEP 1937	TO	JUL 1942	MONTREAL	CANADA	RESIDENCE

FROM OCT 1944 TO JAN 1945 NORTHERN EUROPE WAR SERVICE  
City of Section Country Purpose

FROM SEP 1946 TO OCT 1948 TOKYO, SENDAI JAPAN MIL OCCUPATION  
City of Section Country Purpose

FROM \_\_\_\_\_ TO \_\_\_\_\_  
City of Section Country Purpose

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

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

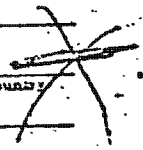
DATES: \_\_\_\_\_

PASSPORTS OF OTHER NATIONS: \_\_\_\_\_

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

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

1. AMERICAN VETERANS COMMITTEE (MEMBER AT LARGE)  
Name and Chapter St. & No. City State Country  
 DATES OF MEMBERSHIP: NOV 1945 - JAN 1948
2. RESERVE OFFICERS ASS'N WASHINGTON DC USA  
Name and Chapter St. & No. City State Country  
 DATES OF MEMBERSHIP: OCT 1948 - PRESENT
3. \_\_\_\_\_  
Name and Chapter St. & No. City State Country  
 DATES OF MEMBERSHIP: \_\_\_\_\_
4. \_\_\_\_\_  
Name and Chapter St. & No. City State Country  
 DATES OF MEMBERSHIP: \_\_\_\_\_
5. \_\_\_\_\_  
Name and Chapter St. & No. City State Country  
 DATES OF MEMBERSHIP: \_\_\_\_\_
6. \_\_\_\_\_  
Name and Chapter St. & No. City State Country  
 DATES OF MEMBERSHIP: \_\_\_\_\_
7. \_\_\_\_\_  
Name and Chapter St. & No. City State Country  
 DATES OF MEMBERSHIP: \_\_\_\_\_



SEC. 23. GENERAL QUALIFICATIONS

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

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

LANGUAGE \_\_\_\_\_ SPEAK \_\_\_\_\_ READ \_\_\_\_\_ WRITE \_\_\_\_\_

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

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.

BASEBALL, ICE HOCKEY, LACROSSE, VOLLEYBALL, BATHMINTON - 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 OR, 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 [REDACTED] ST. PAUL ST, BALTIMORE MD USA  
St. & No. City 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  
City and State

DATE 25 NOV 1948



  
Signature of Applicant  
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*  
  


STANDARD FORM 50 (PART)  
REV. APRIL 1955  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 91, FEDERAL PERSONNEL MANUAL

**CONFIDENTIAL**

CENTRAL INTELLIGENCE AGENCY

**NOTIFICATION OF PERSONNEL ACTION** Conc. 6 Jan. 1955 rvc

1. NAME (Last - Miss - Mrs - Others Given Name, Initials, and Surname) <b>Mr. [REDACTED] Casper</b>		2. DATE OF BIRTH <b>20 Jan. 1924</b>	3. JOURNAL ACTION NO.	4. DATE <b>11 Jan. 1955</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>16 Jan 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 J</b>	
FROM		TO		
Area Ops Officer (Br. Ch) EC-171-13  GS-0136.01-13 \$8360.00 per annum 8560  DDP/SR SR/5  Washington, D. C.		8. POSITION TITLE  Area Ops Officer ECF-199-14  9. SERVICE SERIES, GRADE, SALARY  GS-0136.01-14 \$9600.00 per annum  DDP/SR Far East Area  Office of the Chief  11. HEADQUARTERS	12. FIELD OR DEPT'L  <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	
13. VETERAN'S PREFERENCE NONE WWII OTHL 5-PT. 10-POINT <input checked="" type="checkbox"/> DISAB OTHER		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL  SD-FI		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION FROM: 5-3400-20 TO: 5-3400-77-015	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Md.				
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.  Subject to approved medical clearance prior to being sent overseas.  "Transfer TO Unvouchered funds FROM Vouchered funds."				
22. SIGNATURE OR OTHER AUTHENTICATION				

PERFORMANCE RATING:

Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

POSTED  
JAN 17 1955

**CONFIDENTIAL**

CENTRAL INTELLIGENCE AGENCY

**NOTIFICATION OF PERSONNEL ACTION**

178

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME) <b>MR. <del>XXXXXXXXXXXX</del> <i>Canahan</i></b>		2. DATE OF BIRTH <b>20 Jan 1924</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>19 Jan. 1955</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION (ASSIGNMENT)*</b>		6. EFFECTIVE DATE <b>B.O.B. 16 Jan 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 j</b>	
FROM		TO		
8. POSITION TITLE <b>Area Ops Officer (Br. Ch) SC-171-13</b>		8. POSITION TITLE <b>Area Ops Officer BCF-189-14</b>		
9. SERVICE, SERIES, GRADE, SALARY <b>GS-0136.01-13 \$8560.00 per annum</b>		9. SERVICE, SERIES, GRADE, SALARY <b>GS-0136.01-14 \$9600.00 per annum</b>		
10. ORGANIZATIONAL DESIGNATIONS <b>DDP/SR SR/5</b>		10. ORGANIZATIONAL DESIGNATIONS <b>DDP/SR Far East Area</b>		
11. HEADQUARTERS <b>Washington, D. C.</b>		11. HEADQUARTERS <b>Office of the Chief</b>		
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> S-P <input checked="" type="checkbox"/> 10-POINT DISAB. OTHER		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>SD-DI</b> <b>CD-RE</b>		
15. SEX <b>M</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>5-3400-20</b> TO: <b>5-3400-55-015</b>	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSION ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>NY</b>				
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
*This action amends Item #9, on the "from" side, on Notification dated 11 Jan. 1955, to show the correct salary, previously shown as \$8360.00 per annum.				
Subject to approved medical clearance prior to being sent overseas.				
"Transfer TO Unvouchered funds FROM Vouchered funds."				
<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> <b>FORCED</b>   <i>ny 1/20/55</i> </div>				
22. GRADE AND PAY RATE		22. GRADE AND PAY RATE		

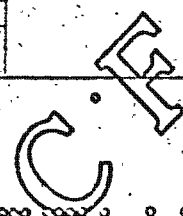
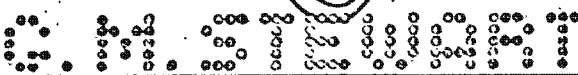
4. PERSONNEL FOLDER COPY

1. Personal designation		2. Pay roll		3. Book No.		4. Slip No.		
		5-3400-20						
5. Name (and title if appropriate) and number when appropriate		6. Gross end salary		7. GS-13		\$8360.00		
PAY ROLL CHANGE DATA								
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	P. I. C. A.	NET PAY
8. New normal								
9. Pay this period								
10. Remarks				11. Appropriation(s)		12. Prepared by		
5-9990 PAY ROLL ADJUSTED TO: EMPLOYEE 18 MAR. 1951 PROMOTED TO DCI DIRECTIVE				SR 7		M2 9 Nov 54		
						13. Audited by		
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase								
14. Effective date	15. Date last increment received	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better				
Jan 55	5 Jul 53	\$8360.00	\$8560.00					
19. Data (Fill in appropriate spaces covering LWOP leaving periods)								
LWOP Total amount								
OIRM NO. 1125d—Revised 1 by Comp. Gen. U. S. General Regulations No. 102								
PAY ROLL CHANGE SLIP—PERSONNEL COPY								

SECRET

STANDARD FORM 52 REQUEST FOR PERSONNEL ACTION		UNVOUCHERED	
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., Miss, Mrs., One given name, initial(s), and surname) MR. <del>██████████</del> <i>Carson</i>		2. DATE OF BIRTH 20 Jan. 1924	3. REQUEST NO.
4. DATE OF REQUEST 26 Sept. '56		5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) REASSIGNMENT	
6. POSITION (Specify whether establish, change grade or title, etc.)		B. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. APPROVED: 21 OCT 1956		FROM— Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a.	
8. POSITION TITLE AND NUMBER		TO— Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a.	
9. SERVICE, GRADE, AND SALARY		DDP/SR Far East Area	
10. ORGANIZATIONAL DESIGNATIONS		Office of the Chief	
11. HEADQUARTERS		12. 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. REQUESTED BY (Name and title) <i>Robert D. Lovelace</i>		D. REQUEST APPROVED BY Signature: _____ Title: _____	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ext. 4407			
13. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>	
15. SEX M <input type="checkbox"/> F <input type="checkbox"/>		16. APPROPRIATION FROM: 7-3100-55-015 TO: 7-3100-55-015	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes
18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	SD: <i>DIK</i>
20. STANDARD FORM 50 REMARKS  APPROVED BY _____ FI OFFICER SERVICE COMMAND <i>R.A. Shook (Sgt.)</i> , FI/CMO DATE: <i>2 Oct 56</i>			
21. CLEARANCES		REMARKS:	
A.	INITIAL OR SIGNATURE	DATE	POSTED
B. CEIL. OR PCS. CONTROL	<i>PE</i>	11 OCT 1956	<i>per 751 Ser. J. 9 Oct '56</i>
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	<i>751B</i>	<i>10-9</i>	
E.			

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 506102		2. NAME <del>XXXXXXXXXX</del> <i>Curran</i>			3. ASSIGNED ORGAN. DDP/SR		4. FUNDS UV		5. ALLOTMENT		
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 <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						10. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE 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						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	NO.	DA.	YR.	<i>LF</i> <i>7-24-10</i> <i>4305</i>  <i>J.H.</i> <i>7/11/25</i>					
14. AUTHENTICATION											
 											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560a  
1 MAR 56

SECRET

PERSONNEL FOLDER (4)

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

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

GORDON N. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 506102		2. NAME <del>██████████</del> <i>Carson</i>			3. ASSIGNED ORGAN. DDP/SR 8		4. FUNDS UV		5. ALLOTMENT		
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.
.14	2	\$10,535	07	15	56	14	3	\$10,750	01	12	58
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR BELIC, GEORGE				DATE 15 Jan 1958		SIGNATURE OF SUPERVISOR <i>George N. Belic</i>					
PERIODIC STEP INCREASE - CERTIFICATION											

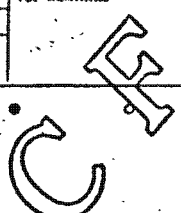
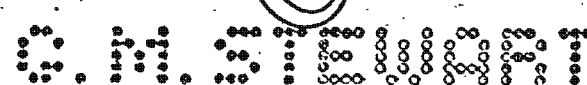


IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-569 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

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

/S/ EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 506102		2. NAME <del>██████████</del> <i>Casson</i>			3. ASSIGNED ORGAN. DDP/SR 10		4. FUNDS UV		5. ALLOTMENT		
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 <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <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. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	4 742					
14. AUTHENTICATION											
 <div style="float: right; text-align: right;"> <i>DWP 2/5/59</i>  <i>HCF 7/31/59</i> </div> <div style="text-align: center;">  </div>											
PERIODIC STEP INCREASE - AUTHENTICATION											

ASF - 30 SEPT 1960

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER <b>006102</b>		2. NAME (LAST-FIRST MIDDLE) <i>Cavasin</i>	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT AND TRANSFER TO VOUCHERDO FUNDS</b>			4. EFFECTIVE DATE MO. DA. YR. <b>10 102 160</b>
5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>		6. COST CENTER NO. CHARGEABLE <b>1234 1000 1000</b>	
7. CSC OR OTHER LEGAL AUTHORITY <b>50 USC 403 J</b>		8. ORGANIZATIONAL DESIGNATIONS <b>DDP SR SR 6 OFFICE OF THE CHIEF</b>	
9. LOCATION OF OFFICIAL STATION <b>WASH., D. C.</b>		10. POSITION TITLE <b>OPS OFFICER BR CH</b>	
11. POSITION NUMBER <b>0050</b>		12. CAREER SERVICE DESIGNATION <b>D</b>	
13. CLASSIFICATION SCHEDULE (GS, WB, etc.) <b>GS</b>	14. OCCUPATIONAL SERIES <b>0136.01</b>	15. GRADE AND STEP <b>14 4</b>	16. SALARY OR RATE <b>12990</b>

17. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL


19. ACTION CODE <b>16</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>60300 SR</b>		22. STATION CODE <b>75013</b>	23. INTEGREE CODE	24. MGRS. CODE <b>1</b>	25. DATE OF BIRTH MO. DA. YR. <b>01 120 124</b>			26. DATE OF GRADE MO. DA. YR.			27. DATE OF LEI MO. DA. YR.		
28. NTE EXPIRES NO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1 - ESC 2 - FICA 3 - NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE NO. DA. YR.			33. SECURITY REQ. NO.		34. SEX		
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 YR. 2 - 10 YR.		36. SERV. COMP. DATE NO. DA. YR.		37. LONG. COMP. DATE NO. DA. YR.		38. MIL. SERV. CREDIT/LCD 1 - YES 2 - NO		39. FEGLI / HEALTH INSURANCE CODE CODE 0 - WAIVED 1 - YES HEALTH INS. CODE			40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPT CODE			44. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPT CODE STATE CODE						

SIGNATURE OR OTHER AUTHENTICATION

E. D. G. H. L. : *[Signature]*

*6310/18/60*

3040  
82  
3/20


1. Serial No. 006102		2. Name Casson		3. Cost Center Number 60 300 V		4. LWOP Hours 7				
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 14	5	\$13,250	01/08/61	GS 14	6	\$13,510	07/08/62			
8. Remarks and Authentication										
/ / NO EXCESS LWOP / / EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD										
CLERKS INITIALS      AUDITED BY 										
PAY CHANGE NOTIFICATION										

Form 9-61 560

Obsolete Previous Edition

(4-51)

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 006102		2. NAME Casson			3. ASSIGNED ORGAN. EDP/SR 7		4. FUNDS V-20		5. ALLOTMENT		
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	4	\$12990	07	12	59	GS-14	5	\$13250	01	08	61
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS 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						10. INITIALS OF CLERK			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION <input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT						13. REMARKS					
14. AUTHENTICATION											
CLERKS INITIALS      AUDITED BY 											
PAY CHANGE NOTIFICATION											

FORM 5-61

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 562A AND 560b.

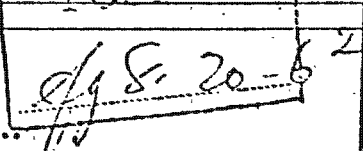
SECRET

OFFICIAL PERSONNEL FOLDER

(4)

BAS: 16 AUG 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER 006102		2. NAME (LAST-FIRST-MIDDLE) <i>Carrin</i>															
3. NATURE OF PERSONNEL ACTION RESIGNATION						4. EFFECTIVE DATE MO. DA. YR. 08 04 62		5. CATEGORY OF EMPLOYMENT REGULAR									
6. FUNDS X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 3234 1000 1000		8. CSC OR OTHER LEGAL AUTHORITY									
9. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 OFFICE OF THE CHIEF						10. LOCATION OF OFFICIAL STATION WASH., D.C.											
11. POSITION TITLE OPS OFFICER BR CH						12. POSITION NUMBER 0050		13. CAREER SERVICE DESIGNATION D									
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS			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 100		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE		23. INTEGREE CODE		24. Pdqm. CODE		25. DATE OF BIRTH MO. DA. YR. 01 20 24		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE		31. SEPARATION DATA CODE B00091		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY RCD. NO.		34. SER		EOD DATA →			
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT 2 - 10 PT		36. SERV. COMP. DATE MO. CA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAR DESV FAOV TEMP		39. FEGLI / HEALTH INSURANCE CODE 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 UNRECALCULATED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA FORMS EXECUTED CODE NO. TAX STATE CODE 1 - YES 2 - NO									
SIGNATURE OR OTHER AUTHENTICATION																	
																	

FORM 1150  
-62

Use Previous Edition

SECRET

FORM 1150-1  
Issued May 1962  
GPO: 1962 O-714  
11-50702-01

(4-51)

(When Filled In)

LLG 8/16/62



SECRET

STANDARD FORM 52  
PREPARED BY THE  
U.S. CIVIL SERVICE COMMISSION  
ANALYSIS AND OFFICIAL PERSONNEL  
DIVISION, CHAPTER 21

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 form on reverse.

1. NAME (Mr., Mrs., Miss - One given name, initial(s), and surname) *MR. Casariti*  
2. DATE OF BIRTH *20 Jan 1924*  
3. REQUEST NO.  
4. DATE OF REQUEST *13 Dec 54*

5. NATURE OF ACTION REQUESTED:  
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  
**PROMOTION**  
B. POSITION (Specify whether establish, change grade or title, etc.)  
6. EFFECTIVE DATE A. PROPOSED: *5 Jan '55*  
7. C.S. OR OTHER LEGAL AUTHORITY  
8. APPROVED: *16 Dec 1954*

FROM: Area Ops Officer (Br. Ch.) EC-171-13  
GS-0136.01-13 \$8360.00 P.2.  
DDP/SR  
SP/5  
Washington, D.C.  
FIELD  DEPARTMENTAL   
9. POSITION TITLE AND NUMBER  
10. SERVICE, GRADE, AND SALARY  
11. ORGANIZATIONAL DESIGNATIONS  
12. HEADQUARTERS  
13. FIELD OR DEPARTMENTAL  
TO: Area Ops Officer ECF-189-14  
GS-0136.01-14 \$9600.00 P.2.  
DDP/SR  
Far East Area  
Office of the Chief  
FIELD  DEPARTMENTAL

A. REMARKS (Use reverse if necessary)  
*PERMANENT STEP INCREASE 1/2 GRADE 55...*  
**PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. \$560.00**  
*Memo stating why please report not necessary. 7/7*

B. REQUESTED BY (Name and title) *Robert W. Muenster*  
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)  
*Evelyn W. Landrum Ext. 3718*  
D. REQUEST APPROVED BY  
Signature: *[Signature]*  
Title: *DDP/P. Admin.*

13. VETERAN PREFERENCE  
NONE  WITH  OTHER  SPT.  10 POINT  
DISAB.  OTHER   
14. POSITION CLASSIFICATION ACTION  
NEW  VICE  I.A.  REAL   
*S2:FI*

15. SEX *M* 16. RACE *W* 17. APPROPRIATION  
FROM: *5-3400-20*  
TO: *5-3400-55-015*  
18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) *Yes*  
19. DATE OF APPOINTMENT (LAST SALARY INCREASES ONLY)  
20. LEGAL RESIDENCE STATE:  CLAIMED  PROVED

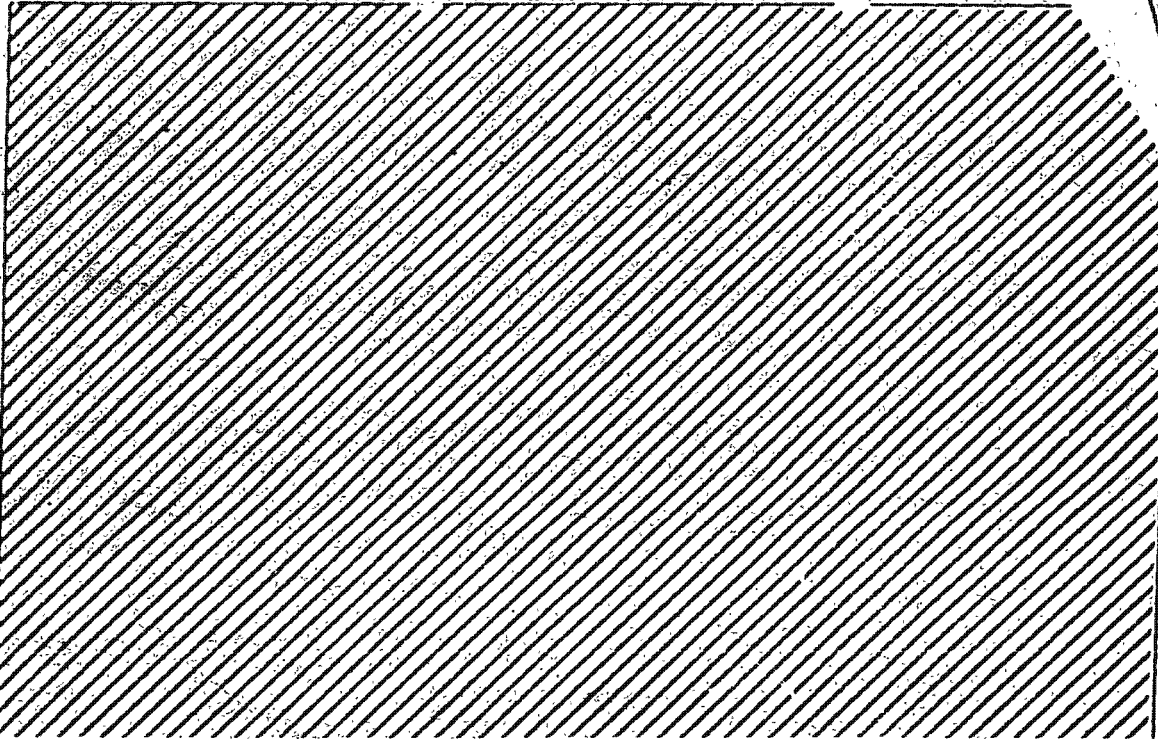
21. STANDARD FORM 52 REMARKS  
*Effective date per [unclear] 5/1/55*  
*Cons. by [unclear] 1-2-55*  
*[unclear] 1-1-55*

22. CLEARANCES  
A. INITIAL OR SIGNATURE DATE REMARKS  
B. CEIL. OR POS. CONTROL *7/7 4 Jan*  
C. CLASSIFICATION *MR*  
D. PLACEMENT OR ENPL *162 5 Jan 55*  
E.  
APPROVED BY  
**FI CAREER SERVICE BOARD**  
DATE: **DEC 21 1954**

F. APPROVED BY  
*[Signature]*  
*1-2-55*

SECRET

SECRET  
(When Filled In)



NAME OF EMPLOYEE (LAST-FIRST-MIDDLE) <i>Carrin</i>	DATE OF BIRTH <i>Unk</i>	CASE OR CLAIM NUMBER <i>52-201</i>
---	-----------------------------	---------------------------------------

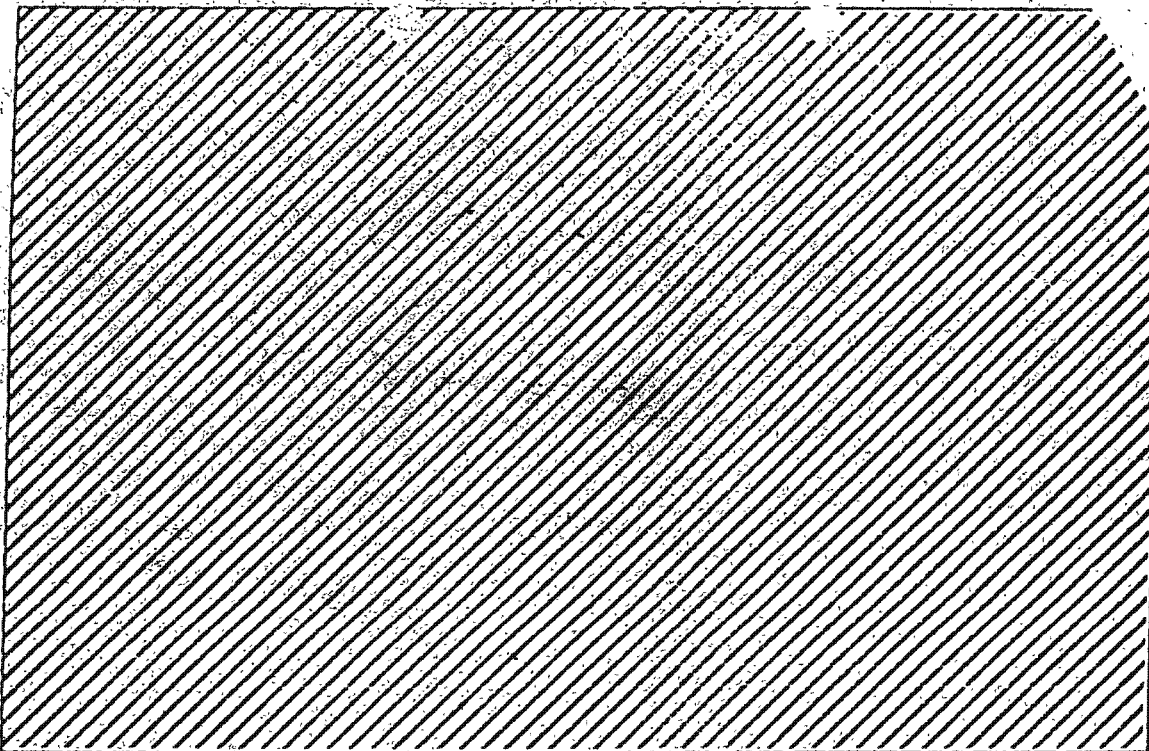
There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, ~~or death~~ incurred on 4 Feb 1958.

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 <i>15 July 1958</i>	SIGNATURE OF BCD REPRESENTATIVE <i>B. D. Filice</i>
---------------------------------------	--

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle) <del>XXXXXXXXXX</del> <i>Cassini</i>	NAME AND RELATIONSHIP OF DEPENDENT* <del>XXXXXXXXXX</del>	CLAIM NUMBER <i>57-41</i>
--	--	------------------------------

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 3 December 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 <i>28 AUG 1959</i>	SIGNATURE OF BCD REPRESENTATIVE <i>B. DeF...</i>
--------------------------------------	---

**NOTICE OF OFFICIAL DISABILITY CLAIM FILE**



**SECRET**  
(When Filled In)

DATE PREPARED			<b>REQUEST FOR PERSONNEL ACTION</b>										V to V		V to UV			
Mo	Da	Yr											UV to V		UV to UV			
09	12	60																
1. Serial No.			2. Name (Last-First-Middle)				3. Date of Birth			4. Vac. Prio.		5. Sec		6. CS - EOD				
006102			[REDACTED]				01 20 24			10		M						
7. SCD			8. CSC Reim.				9. CSC Or Other Legal Authority			10. Appt. Allidav.		11. FEGLI		12. LCD		13. MIL. SERV. CREDIT LCO		

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code		
DDP SR FAR EAST AREA												
SOVIET BRANCH												
16. Dept.-Field		17. Position Title				18. Position No.		19. Serv.	20. Occup. Series			
Dept. Util. Fgn.		Code		OPS OFFICER BR CH				189		GS	0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number		
14 4		\$ 12,990		D		1 11 2 1 5 5		7 1 8 1 6 1		1134 7000 3000		

**ACTION**

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

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code		
DDP SR SR 6 OFFICE OF THE CHIEF						WASH., D. C.						
33. Dept.-Field		34. Position Title				35. Position No.		36. Serv.	37. Occup. Series			
Dept. Util. Fgn.		Code		OPS OFFICER - BR CH				50 D15		GS	0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number		
14 4		\$ 12,990		D						1234 1000 1000		

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		Requested By (Signature And Title)	
[REDACTED] CH/SR/PERSONNEL		[REDACTED]	
B. For Additional Information Call (Name & Telephone Ext.)			
[REDACTED] 11407			

**CLEARANCES**

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		[Signature]		9/16/60		D. Placement					
B. Pos. Control				10-10-60		E.					
C. Classification						F. Approved By		[Signature]		10-10-60	

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

Approved by  
CS2D  
10-5-60  
w/3 b/c  
-77c

NO INDICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER 006102		2. NAME (LAST-FIRST-MIDDLE) <i>Casarin</i>					
3. NATURE OF PERSONNEL ACTION RESIGNATION				4. EFFECTIVE DATE 5 14 63		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		7. COST-CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		<input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF		3234 1000 1000			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE CPS OFF CLR DR CH				12. POSITION NUMBER 1150		13. CAREER SERVICE DESIGNATION C	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 6		17. SALARY OR RATE 1390	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

110-6609-67

(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>		DATE PREPARED <b>9 July 1952</b>	
1. SERIAL NUMBER <b>006102</b>		2. NAME (Last-First-Middle) <b>Casarin</b>	
3. NATURE OF PERSONNEL ACTION <b>Resignation</b>		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>05 04 62</b>	
5. FUNDS <input checked="" type="checkbox"/> X <input type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		6. LEGAL AUTHORITY (Completed by Office of Personnel) <b>Regular</b>	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/SR SR/6 Office of the Chief</b>		7. COST CENTER NO. CHARGEABLE <b>2234 1900 1000</b>	
11. POSITION TITLE <b>Ops Officer (Br Ch)</b>		10. LOCATION OF OFFICIAL STATION <b>Washington, D. C.</b>	
12. POSITION NUMBER <b>0050</b>		13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SCHEDULE (GS, LD, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>	
16. GRADE AND STEP <b>14 06</b>		17. SALARY OR RATE <b>1350<sup>570</sup> 13510<sup>06</sup></b>	
18. REMARKS <b>Copy furnished Vouchered Payroll.</b>			
Recorded by CSPD <i>[Signature]</i>			
18A. SIG <b>C/SR/PERSONNEL</b>		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	
DATE SIGNED		DATE SIGNED <b>7/24/62</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE <b>45</b>	20. EMPLOY. CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>60300 R</b>	22. STATION CODE <b>AS013</b>
23. INTEGREE CODE	24. MOOTPS CODE	25. DATE OF BIRTH MO. DA. YR. <b>10 11 20 24</b>	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LEI MO. DA. YR.	28. NIE EXPIRES MO. DA. YR.	29. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE CODE <b>150,009.1</b>	30. SEPARATION DATA CODE TYPE MO. DA. YR.
31. VET. PREFERENCE CODE 0 - NONE 1 - 5 YR. 2 - 10 YR.	32. SECURITY REQ. NO.	33. FEGLI / HEALTH INSURANCE CODE CODE 0 - WAIVER 1 - YES	34. SOCIAL SECURITY NO.
35. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO EMPAG IN SERVICE 2 - EMPAG IN SERVICE (LESS THAN 12 MOS) 3 - EMPAG IN SERVICE (MORE THAN 12 MOS)	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. MIL. SERN CREDIT/LGD 1 - YES 2 - NO
39. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	40. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	41. STATE TAX DATA NO. TAX EXEMPTIONS FORM EXECUTED CODE 1 - YES 2 - NO	42. STATE TAX DATA STATE CODE
43. POSITION CONTROL-CERTIFICATION <b>Ag. 8-15-62</b>		44. O.P. APPROVAL <i>[Signature]</i>	
DATE APPROVED		DATE APPROVED <b>7/24/62</b>	

EMPLOYEE NOTICE OF RESIGNATION

RESIGN EFFECTIVE 4 August 62 FOR THE FOLLOWING REASON:  
(Date)

*To accept private employment.*

MY LAST WORKING DAY WILL BE

*4 August 62*

DATE SIGNED

*23 July 62*

SIGNATURE OF EMPLOYEE

*Cocaine*

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	WAS
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

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

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

1. NAME (Last, first, middle initial) **CASASIN**  
 2. DATE OF BIRTH **20 January 1924**  
 9. RETENTION GROUP

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.)

10. CSC STATUS (For permanent employees only)  
 YES  NO

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN	11. SERVICE		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		YEAR	MONTH	DAY
None CIA	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.?)	5	8	12
	YEAR	MONTH	DAY	YEAR	MONTH	DAY				
United States Army	43	Feb	15	48	Oct	27	Yes; honorab.			

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

12. TOTAL SERVICE  
 5 8 12

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mer Mar)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS

13. NONCREDITABLE SERVICE (Leave purposes only):

14. NONCREDITABLE SERVICE (RIF purposes only):

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?)

15. REEMPLOYMENT RIGHTS  
 YES  NO

16. RETENTION RIGHTS  
 YES  NO

17. EXPIRATION DATE OF RETENTION RIGHTS

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 UNREMARKED 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 51  
 (Date)

**CASASIN**  
 (Signature)  
 (Notary Public)

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.

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 2 1/2 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:

[Redacted Signature Box]

Office of Personnel

[Redacted Signature Box]

[Redacted Signature]

Date: 9 August 1957







MEMORANDUM No. 360

18 June 1957

TO : Chief of Station  
FROM : Chief, Soviet Branch  
SUBJECT: ██████████ - Recommendation for Promotion  
██████████ CASASIN

1. ██████████ has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of ██████████ 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. ██████████ 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 enterprises; 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, ██████████ has handled a number of unilateral cases most effectively. In the office, too, as well as in face-to-face operational situations, ██████████ 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 ██████████ 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. ██████████ 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

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Best 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, ~~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.

Edvard MARLIUS

*Trust through  
a measure  
of document*

SECRET

9 December 1953

MEMORANDUM FOR: Secretary, C/AS

SUBJECT: Recommendation for Promotion to Grade GS-15  
C/ASASIN - ①

REFERENCE: New memorandum dated 8 October 1953

PERSONNEL FILE: 11531 (RECORD) C/AS

1. The GS Division and the Chief of Station, [redacted] (attached) recommend the promotion of [redacted] to GS-15. ①
2. Mr. [redacted] was last promoted 16 January 1953. On 17 February 1953 he arrived [redacted] to serve as the senior GS officer in the FS 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. ①
3. The very facts of Mr. [redacted]'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, [redacted] to hold until this time a recommendation for his promotion which was submitted in June 1957. That careful consideration has convinced us that not only is Mr. [redacted] 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. ①

CHARLES L. [redacted]  
Acting Chief, GS Division

Distributions  
Orig & 6 - MR

SECRET

SECRET

C O P Y

[Redacted]

TO: Chief, SR 25 November 1958

FROM: Chief of Station, [Redacted]

SUBJECT: Promotion of [Redacted] *CASASIN* (1)

REFERENCE: [Redacted] (RYBAT) dated 11 Oct 1957

(1)

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 [Redacted] 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 [Redacted] 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 [Redacted] 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 [Redacted] for promotion and find that the fitness report submitted with [Redacted] still reflects our current high appreciation of his abilities and progress. (1)

(1)

WILLIAM E. NELSON

SECRET

SECRET

CCFY  
Attachment to  
[ ]

MEMORANDUM No. 350

18 June 1957

TO: Chief of Station  
FROM: Chief, Soviet Branch  
SUBJECT: ~~██████████~~ CASASIN Recommendation for Promotion

① = CASASIN

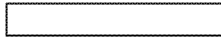
①  
1. ~~██████████~~ has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of ~~██████████~~ as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-14 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.

①  
2. ~~██████████~~ 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, ~~██████████~~ has handled a number of unilateral cases most effectively. In ① the office, too, as well as in face-to-face operational situations, ~~██████████~~ 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.

①  
3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider ~~██████████~~ 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. ~~██████████~~ 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.

CASASIN'S

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.



SECRET

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

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

CASASIN'S 2. The Chief of Station, [redacted] and I recommended ~~Mr. [redacted]~~'s promotion in December 1953. 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 discharged 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 5 1/2 years.

*Charles Katek*  
CHARLES KATEK  
Acting Chief, SR Division

Distributions:  
Orig & 6 addressee w/att

SECRET

SECRET

**FIELD FITNESS REPORT**

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

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

**INSTRUCTIONS**

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

**TO THE FIELD SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make the report accurate and complete. Primarily, responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that you are in a good way he knows where he stands.

**FIELD REPORT**

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE INDIVIDUAL BEING REVIEWED BY YOU. **DATE** 29 NOV 1955

**CASASIN**

**SECTION I**

LEAVE BLANK FOR HEADQUARTERS USE ONLY			1. DATE OF BIRTH 20 Jan 1924	2. SEX M	3. SERVICE DESIGNATION (1) FI, (2) FP
4. GRADE GS-14	5. STATION DESIGNATION (Current) USSR Base, [ ]		SR 809		
6. DUE DATE OF 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, [ ] 0136.01	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 19 February 1955
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	
<p>A. As Chief of Operating Base:</p> <ol style="list-style-type: none"> <li>1. Manage and direct all operations against target area, and monitor products.</li> <li>2. Supervise system of development and exploitation of operational leads.</li> <li>3. Supervise proper administration and support of operations, including finances.</li> <li>4. Conduct or supervise effective liaison with other KUBARK elements, with other Government agencies abroad and, when appropriate, with representatives of other governments.</li> </ol> <p>B. As Senior SR Division Officer in Area:</p> <ol style="list-style-type: none"> <li>1. Consult with or advise other KUBARK and non-KUBARK units on target area, government, and IS characteristics.</li> <li>2. Make available to other KUBARK and non-KUBARK units area specialists, as required.</li> </ol>	

**SECTION III (To be completed at headquarters only)**

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. [ ]	2. NAME OF REVIEWING OFFICIAL IN FIELD (True) W. Lloyd Jones
3. THIS REPORT WAS <input checked="" type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING REVIEWED	
4. DATE REPORT AUTHENTICATED AT HQS. 7 Nov 1955	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS [ ]

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY



SECTION IV

OFFICE OF PERSONNEL

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

On the left hand side of the page below are a series of statements that apply to a small degree to most people. On the right hand side of the page are four major categories of descriptions. The "Scale" 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 definitely the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES						
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES			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  
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SIGNIFICANT STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:  
OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, 11/22 11 07 AM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
MAIL ROOM

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 ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, 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... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT... 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... MARKING 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 CR no later than 30 days after the due date indicated in item 8 of Section "E" below.

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

<b>SECTION F. CERTIFICATION</b>		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B.	C. SUPERVISOR'S OFFICIAL TITLE
15 November 1956	[REDACTED]	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. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
21 November 1956	W. S. [REDACTED] George	Chief of Operations

<b>SECTION G. ESTIMATE OF POTENTIAL</b>		
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.		
<table border="1"> <tr><td>7</td></tr> </table> RATING NUMBER	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
	7	

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	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)

(When Filled In)

# FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

**FOR THE ADMINISTRATIVE OFFICERS:** 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 that 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 portion. 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.

<b>SECTION A. CASASIN GENERAL</b>			
1. NAME (Last) (First) (Middle) ██████████	2. DATE OF BIRTH 20 Jan. 1922	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT Station (REDWOOD)		6. OFFICIAL POSITION TITLE Area Operations Officer	
7. GRADE GS-14	8. DATE REPORT DUE IN OP 1 October 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1955 to 30 September 1956	
10. TYPE OF REPORT (Check one)	INITIAL <input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-SUPERVISOR <input type="checkbox"/>	SPECIAL (Specify) <input type="checkbox"/>

**SECTION B. CERTIFICATION**

11. DID 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 OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	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 15 November 1956	C. [ ]	D. SUPERVISOR'S OFFICIAL TITLE Chief, Soviet Branch
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12. 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.

Posted Post. [ ] DATE 19 JAN 1957  
Reviewed [ ] [Signature]

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 21 November 1956	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL W. Lloyd [Signature]	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Operations
----------------------------------	--	--

**SECTION C. JOB PERFORMANCE EVALUATION**

1. RATINGS 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 WEARINESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

**SECRET**

(When Filled In)

**2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors 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	MAIL ROOM
GIVING LECTURES	DEVELOPS NEW PROGRAMS	CONDUCTS INTERROGATIONS
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	PREPARES SUMMARIES
WRITING TECHNICAL REPORTS	MANAGES 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.

OFFICE OF PERSONNEL

JAN 3 11 22 AM '57

**DESCRIPTIVE RATING NUMBER**

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - 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 Deputy to Branch Chief	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Supervising	RATING NUMBER 4
SPECIFIC DUTY NO. 2 Conducts Foreign Liaison	RATING NUMBER 6	SPECIFIC DUTY NO. 5 Prepares correspondence and reports	RATING NUMBER 6
SPECIFIC DUTY NO. 3 Prepares and manages projects	RATING NUMBER 4	SPECIFIC DUTY NO. 6 Handles admin routine	RATING NUMBER 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**  
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF THIS THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION  
**Six** **OFFICE OF PERSONNEL**

8. COMMENTS CONCERNING POTENTIAL

Subject has a high all around potential. With respect to subordinates 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.

**JUN 3 11 15 AM '57**  
**MAIL ROOM**

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Routine refresher training as appropriate.

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

All normal. No limiting factors.

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

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

1 - APPLIES TO THE INDIVIDUAL TO THE 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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACES	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETED ASSIGNMENTS WITHIN ALLOTTABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

**SECRET**

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

SECTION E. <u>CASPERIA</u> GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[REDACTED]	20 Jan. 1924	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Station REB-1000		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 30 September 1957	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT - SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT - EMPLOYEE	

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	
23 Oct 57	Lloyd GEORGE [Signature] CCS	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
16 Oct 1957	[Signature]	Chief SOV Branch 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.	
7	<ul style="list-style-type: none"> <li>1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</li> <li>2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</li> <li>3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES</li> <li>4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES</li> <li>5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING</li> <li>6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL</li> <li>7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES</li> </ul>

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> 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) whose 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 POLICY, ORGANIZATION AND POLICY (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND REQUIRE 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 **PERSONNEL**

15

4. COMMENTS CONCERNING POTENTIAL

Subject is well suited for this business and the business should progress steadily to positions of great responsibility.

*Oct 20 11:50 PM '57*

**MAIL ROOM**

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher a/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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
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5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
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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 ALLOCABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET  
(When Filled In)

*AK 57 VERO.*

### 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. <i>CASASIN</i>		GENERAL	
1. NAME <i>(Last)</i> ██████████	<i>(Middle)</i> ██████████	2. DATE OF BIRTH 20 Jan. 1924	3. SER. M
4. DIVISION BRANCH OF ASSIGNMENT Station <i>REDUCO</i>		5. OFFICIAL POSITION TITLE Area Operations Officer	
7. GRADE GS-14	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1956 to 30 September 1957	
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT-SUPERVISOR	<input type="checkbox"/> SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "E" 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: 16 Oct 1957

C. TYPED OR PRINTED NAME: ██████████

D. SUPERVISOR'S OFFICIAL TITLE: Chief SOV Branch 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.

Posted Rec. Control *Qu* DATE: 7 NOV 1957

Reviewed by *OS* 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 23 Oct 57	B. TYPED OR PRINTED NAME OF REVIEWING OFFICIAL <i>Lloyd George</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS, ██████████
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#### 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<br>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 WEARINESS.   |
|                           | 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:

OFFICE OF PERSONNEL  
Oct 30 1 50 PM '57

**7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES** 115

**DIRECTIONS:**

a. State in the spaces below up to six of the more important SPECIFIC duties performed during rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to supervise will always be rated as a special duty. Do not rate as supervisors those who supervise a secretary only.

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

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

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

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - 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	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Conducts Foreign Liaison	6	Prepares correspondence and reports and handles administrative routine	5
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Prepares and Manages Projects	4	Develops and handles Agents	5

**8. 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.

7	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:

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

SECTION E. <b>2-ASASIA</b> GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SER.	4. SERVICE DESIGNATION
[Redacted]	20 Jan 1924	M	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
ES, JAPAN	Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-11		1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	x 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	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
27 May 1958	William E. Nelson	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
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	

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.	
5	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: Has this person the ability to be a supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	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)

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

4. COMMENTS CONCERNING POTENTIAL  
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 maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.  
MAIL FILE

**SECTION II. FUTURE PLANS**

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

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
None

**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
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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
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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

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. <b>ASISTA</b> GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SLX	4. SERVICE DESIGNATION
[REDACTED]	20 Jan 1924	H	DI
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FE, JAPAN		5. OFFICIAL POSITION TITLE Area Cos Officer	
7. GRADE GS-14	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (inclusive dates) 1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	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 OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN CI OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/>	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

11. THIS DATE: 27 May 1958

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: William E. Nelson

D. SUPERVISOR'S OFFICIAL TITLE:

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

BY: [Signature]	DATE: 14 JUL 1958	THIS REPORT HAS BEEN PREPARED UNDER CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH THE POLICY AND REGULATIONS IN ORDER TO MAKE FITNESS REPORTS AS ACCURATE AND INFORMATIVE AS POSSIBLE
Posted Pos. Control	Reviewed by TDD: [Signature]	

CONTINUED ON ATTACHED SHEET

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

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

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

- |     |   |
|-----|---|
| 5/6 | <ol style="list-style-type: none"> <li>1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.</li> <li>2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.</li> <li>3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.</li> <li>4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.</li> <li>5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.</li> <li>6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.</li> </ol> |
|-----|---|

COMMENTS:

SECRET  
(When Filled In)

**2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors 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	MAINTAINS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

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

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - 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 As branch chief directs and plans operations of denied area branch.	RATING NUMBER 5/5	SPECIFIC DUTY NO. 2 Conducts liaison with other U.S. agencies	RATING NUMBER 6
SPECIFIC DUTY NO. 3 Conducts operational liaison with local security services.	RATING NUMBER 6	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 5 Develops and handles agents	RATING NUMBER 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 nature, 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.

RATING NUMBER <b>6</b>	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)

24 1959  
9/16/59

<b>FITNESS REPORT</b>	EMPLOYER SERIAL NUMBER
-----------------------	------------------------

<b>SECTION A CASASIN GENERAL</b>			
1. NAME (Last) (First) (Middle) <b>CASASIN</b>	2. DATE OF BIRTH 20 January 1924	3. SEX M	4. GRADE GS-14
3. SERVICE DESIGNATION	5. OFFICIAL POSITION TITLE	7. OFF/DIV/BR. OF ASSIGNMENT SR, [ ]	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL
10. DATE REPORT DUE IN O.P. 31 May 1959		11. REPORTING PERIOD From 10 Apr 58 - To 31 Mar 59	
SPECIAL (Specify)			

<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises and directs operational branch of some [ ] 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.			

<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>	
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.	
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>	RATING NO. <b>5</b>

<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>												
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee												
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree								
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING						
						1	2	3	4	5		
GETS THINGS DONE												X
RESOURCEFUL												X
ACCEPTS RESPONSIBILITIES									X			
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES									X			
DOES HIS JOB WITHOUT STRONG SUPPORT									X			
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X			
WRITES EFFECTIVELY											X	
SECURITY CONSCIOUS											X	
THINKS CLEARLY									X			
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS											X	
OTHER (Specify):												

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 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.

JUL 22 10 23 AM '59

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

MAIL ROOM

**SECTION F CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 27 April 1959	SIGNATURE OF EMPLOYEE signed on transmittal	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 27 April 1959	OFFICIAL TITLE OF SUPERVISOR DC [ ]	TYPED OR PRINTED NAME AND SIGNATURE 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 27 April 1959	OFFICIAL TITLE OF REVIEWING OFFICIAL [ ]	TYPED OR PRINTED NAME AND SIGNATURE John E. Baker signed on transmittal

SECRET

10 JUL 1960

SECRET  
(When Filled In)

3305  
63PD

### FITNESS REPORT

EMPLOYEE SERIAL NUMBER

#### SECTION A GENERAL

1. NAME (Last) <b>W. H. A. A.</b> (First) (Middle)			2. DATE OF BIRTH <b>20 Jan 1924</b>		3. SEX <b>M</b>	4. GRADE <b>GS-11</b>
5. SERVICE DESIGNATION <b>DI</b>		6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT <b>FE / SR</b>	
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR		
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From <b>1 Apr 59</b> To <b>31 July 60</b>		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 <input type="checkbox"/> staff and <input type="checkbox"/> contract employees		RATING NO. <b>6</b>	SPECIFIC DUTY NO. 4 Case officer		RATING NO. <b>5/6</b>	
SPECIFIC DUTY NO. 2 Responsible for station SR planning, budgeting, and operating activities		RATING NO. <b>6</b>	SPECIFIC DUTY NO. 3		RATING NO.	
SPECIFIC DUTY NO. 3 Representing the station at varied levels in all SR matters		RATING NO. <b>6</b>	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.

1 - Performance in many important respects fails to meet requirements.	<b>RATING NO.</b> <b>5</b>
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.	

#### 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				
				1	2	3	4	5
GETS THINGS DONE								<input checked="" type="checkbox"/>
RESOURCEFUL								<input checked="" type="checkbox"/>
ACCEPTS RESPONSIBILITIES							<input checked="" type="checkbox"/>	
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED ARISES							<input checked="" type="checkbox"/>	
DOES HIS JOB WITHOUT STRONG SUPPORT							<input checked="" type="checkbox"/>	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							<input checked="" type="checkbox"/>	
WRITES EFFECTIVELY							<input checked="" type="checkbox"/>	
SECURITY CONSCIOUS								<input checked="" type="checkbox"/>
THINKS CLEARLY							<input checked="" type="checkbox"/>	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							<input checked="" type="checkbox"/>	
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 for improvement of his work. Give recommendations for his promotion, describe, if appropriate, his performance for 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

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
23 June 1960	[Signature] /s/ on transmittal	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 June 1960		signed on Adm Brindle(P) 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
	OS [ ]	John Baker/s/ on transmittal

SECRET

DEC 1961

SECRET  
(When Filled In)

Recorded by  
CSD

*M. Casarin* **FITNESS REPORT** *[Redacted]*

EMPLOYEE SERIAL NUMBER

**SECTION A** *GENERAL*

1. NAME *[Redacted]* (Last) (Middle) (First) *[Redacted]*

2. DATE OF BIRTH 20 January 1924

3. SEX M

4. GRADE GS-14

5. SERVICE DESIGNATION D

6. OFFICIAL POSITION TITLE Branch Chief

7. OFF/DIV/BR OF ASSIGNMENT OC/SR/6

8. CAREER STAFF STATUS

NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE

9. TYPE OF REPORT

10. DATE REPORT DUE IN O.P.

11. REPORTING PERIOD From July 1960 - October 61

**SECTION B** **EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises large functional branch of <input type="text"/> staff and <input type="text"/> 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 resettlement.	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 rating which most accurately reflects his level of performance.

<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>	<table border="1"> <tr><td>RATING NO.</td></tr> <tr><td style="text-align: center;">5</td></tr> </table>	RATING NO.	5
RATING NO.			
5			

**SECTION D** **DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE								X
RESOURCEFUL								X
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEFD 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 employees 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 basis for determining future personnel actions.

30 Nov '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	SIGNATURE OF EMPLOYEE	
9 November 1961	[redacted signature] <i>BT</i>	
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	TYPE OF SUPERVISOR
9 November 1961	SR/Chief of Plans and Operation	[redacted]
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
21 NOV 1961	Chief, SR Division	JOHN M. MAURY <i>[Signature]</i>

SECRET

SECRET

JUN 1962  
Mm

6167

6 August 1962

~~CONFIDENTIAL~~

CASASIN

Memorandum in Lieu of Fitness Report

Subject: ~~CONFIDENTIAL~~

Casasin

My last statements concerning the performance of ~~CONFIDENTIAL~~ 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.

[Redacted Signature]

Chief of Operations and Plans  
SR Division

CONCUR:

[Redacted Signature]

Chief, SR Division

