

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

FILE TITLE/NUMBER/VOLUME: TARASOFF, ANNA
OFFICIAL PERSONNEL FILE

INCLUSIVE DATES: _____

CUSTODIAL UNIT/LOCATION: C/LAD
ROOM: 1

DELETIONS, IF ANY: _____

[illegible]

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

SECRET

26 March 1971

MEMORANDUM FOR : Office of Finance/C&TD**SUBJECT : Verification of Contract Service for
Sandra B. CAZAZZUS (P), Terminated Contract Employee**

1. During period 8 April 1957 through 8 September 1953, subject served as an Agency Staff Employee. During this period, subject was a participating member of the Civil Service Retirement System.

2. During period 15 July 1964 through 19 October 1970, subject served as a part-time contract employee on a prearranged regular scheduled tour of duty. With respect to this period of service:

(a) Period 15 July 1964 through 7 September 1967 is creditable for purposes of Civil Service Retirement. Since subject was covered by Social Security during this period, Civil Service Retirement deductions were not withheld.

(b) During period 8 September 1967 through 19 October 1970, subject was a participating member of the Civil Service Retirement System.

3. Action Required:

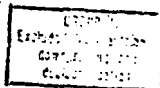
(a) Office of Finance: Please post the above information to subject's retirement records.

(b) DDP/WH/Contracts: For your information.

/s/ [Signature]
Chief
Contract Personnel Division

Distribution:

Orig - O/F/C&TD
1 - WH/Contracts
1 - CPD subject file
1 - CPD chrono

SECRET

11 MAR 1971

MEMORANDUM FOR: Chief, Contract Personnel Division


SUBJECT : Civil Service Retirement Credit

1. It is requested that information be provided as to the creditable service for the Civil Service Retirement program for the following individuals.

[redacted]
Sandra B. CAZAZZUS
[redacted]

2. Although the named individuals are no longer employed by the Organization, the creditable service can be of particular significance to each.

3. Your early attention to the request will be appreciated.


William V. Broe
Chief
Western Hemisphere Division

SECRET

SECRET

23 March 1971

MEMORANDUM FOR: Contract Personnel Division

SUBJECT : Sandra B. CAZAZZUS

Following are the total number of hours for each year worked by Sandra B. CAZAZZUS under contract. The informa-

tion was provided this office by Payroll:

Period of Service		Hours Worked
From	To	
15 Jul 64	Dec 64	551 hours
Jan 65	Dec 1965	789
Jan 66	Dec 66	1091
Jan 67	Dec 67	1092
Jan 68	Dec 1968	1486
Jan 69	Dec 1969	1414
Jan 70	19 Oct 1970	1217

Down: This gal had two contracts. The first one included a leave benefit. This first K ended and was immediately replaced by a 2nd K, which included Civil Service Retirement.

From the number of hours worked I feel we can make a determination that she during the full period she worked ~~as a~~ in a part-time basis on a prearranged reg. sch. tour of duty. If you concur, I will write a std. type memo to C/Finance.

Subject is now terminated, but in WH field with her husband. Bill Kenahan has a dispatch in asking that Hqtrs. verify her total K service.

Paul.
23 Mar 71

OK - DK

SECRET

Contract Service - Sandra B. CAZZO (P)

Date	Action	Compensation	Remarks
8 Apr 57	CIA Staff Employee service		
8 Sep 63			
15 Jul 64	Contract Employee with Social Security. No LPAs or PSIs.	\$2.59 p.h.	
14 Aug 64	Pay increase	2.72	
10 Oct 65	Pay increase	2.80	
	Authorized future LPAs.	2.82	
3 Jul 66	LPI	2.90	
7 Sep 67	Contract terminated	2.90	
8 Sep 67	Contract Employee with Social Civil Service Retirement, and LPAs. No PSIs.	2.90	
8 Oct 67	LPI	3.03	
14 Jul 68	LPI	3.12	GS-05/5
13 Jul 69	LPI	3.37	GS-05/5
28 Dec 69	LPI	3.57	GS-05/5
19 Oct 70	Contract terminated	3.57	"

NOTE: On 24 Mar 1971, subject's official Staff Employee file was reviewed. It reflected; (a) staff employee service from 8 Apr 57 to 8 Sep 63; (b) during entire period was a participating member of the Civil Service Retirement System; (c) she was on LMOP during period 12 Jun-8 Sep 63; and her SF-114 dated 8 Apr 57 reflect no prior Federal Service.

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 AND 990-2

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 0131751		2. NAME (LAST-FIRST-MIDDLE) CAZZUS SANDRA H		3. NATURE OF PERSONNEL ACTION CONTRACT TERMINATION (18CHL01)		4. EFFECTIVE DATE MO: 10 DA: 1 YR: 70		5. CATEGORY OF EMPLOYMENT CONTRACT-TYPE A (S)	
6. FUNDS V TO V CF TO V		V TO CF CF TO CF		7. FINANCIAL ANALYSIS NO CHARGEABLE 1185-C9-P0		8. CSC OR OTHER LEGAL AUTHORITY			
9. ORGANIZATION/STATION WESTERN HEMISPHERE DIV						10. LOCATION OF OFFICIAL STATION UNCLASSIFIED			
11. POSITION TITLE TRANSLATOR						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) (PART TIME) GS		15. OCCUPATIONAL SERIES 10-15.01		16. GRADE AND STEP GS 5		17. SALARY OR RATE DDG: 071564 LAI: 071564			
<p align="center">STATUS INFORMATION</p> <p> BIRTH DATE: 25 SEX: F MARITAL ST: MAR NO. DEPENDENTS: 00 CITIZENSHIP: US/BIRTH LONGEVITY COMP: 071564 FED SERVICE COMP: TYPE RETIREMENT: CSC HOSPITALIZATION: F PLAN: FEGLI: YES PREV. GOVT SERV: 3 SAL. TASK LIMIT: PAY BASIS: H A/L INC: 3 S/L INC: 3 </p>									
<p align="center">CONTRACT INFORMATION</p> <p> EFF DATE: 090857 EXPIRATION DATE: 090771 DATE ORIG CONTRACT: 071564 REFERRING OFFICER: WH ADMIN REPR ORG: WH PHONE: 4-60 </p>									
<p align="center">ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES</p> <p> TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: NNN OPS EXPENSE: N HOUSING: N POST/EQUAL: N HOME LEAVE: 0 DIFFERENTIAL: N OFFSET CLAUSE: N STD GOVT: N LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMM: N EDUCATION: N STEP INCRS: N GTH TAX ENTL: N OTHER ALLOWNS: N SEPARATION: N </p>									
<p>NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA</p>									
SIGNATURE OR OTHER AUTHENTICATION									

DUPLICATE

SECRET

CLEARANCE SHEET FOR TERMINATION OF CONTRACT PERSONNEL				DATE
THIS FORM MUST BE SIGNED AND SUBMITTED IN DUPLICATE				25 January 1971
PERSONAL DATA				
NAME (Last, First, Middle - true or pseudonym)		OFFICE AND BRANCH OF ASSIGNMENT		
CAZAZZUS, Sandra B. (P)		DDP/411/1		
LOCAL ADDRESS		PERMANENT ADDRESS		
Mexico City, Mexico		Cleveland, Ohio		
PERMANENT STATION OR BASE		POSITION OR FUNCTIONAL TITLE		
Mexico City, Mexico		Contract Employee, Type B		
CONTRACT DATA				
DATE CONTRACT EFFECTIVE	DATE CONTRACT LAST RENEWED	DATE CONTRACT EXPIRES	DATE OF CONTRACT TERMINATION	
15 July 1964	8 September 1970	7 September 1971	19 October 1970	
REASON FOR CONTRACT TERMINATION				
Retirement of husband.				
INTERNAL STAFF OR DIVISION CLEARANCES (Add or delete as applicable)				
COMPONENT	CLEARED BY	DATE	REMARKS	
FINANCE				
LOGISTICS				
SECURITY				
Security				
CONTRACT APPROVING OFFICER		CLEARED BY (Signature)		DATE
		W.S. Penahan, C/411/Contracts		
SCHEDULE OF INTERVIEWING OFFICES				
(OFFICES NOT REQUIRING INTERVIEW WILL SO INDICATE)				
OFFICE	SCHEDULE			INTERVIEWING OFFICIAL
	DATE	TIME	LOCATION	
CENTRAL COVER STAFF				CLEARED BY (Signature)
				DATE
OFFICE OF SECURITY PSD			OS #131 751 13 July 64	CLEARED BY (Signature)
				DATE
OFFICE OF PERSONNEL CPD				CLEARED BY (Signature)
				DATE
REMARKS (Please initial)				
Duplicate - advance copy to OF/CSTD/CEAS 30 October 1970.				
/s/ Dow H. Luetscher Special Contracting Officer				
STAFF OR DIVISION AND BRANCH OF ASSIGNMENT		SIGNATURE OF STAFF OR DIVISION RESPONSIBLE OFFICER		DATE
C/411/1				

HIGH 3 BASED ON LAST 3 YEARS HS CONTRACT

OCT 67 - DEC 67 \$607.02

JAN - DEC 68 4549.34

JAN - DEC 69 4935.06

JAN - OCT 70 4335.49

\$14428.89 ÷ 3 = \$4809.63

HIGH 3 RENTAL

1 1/2% x 4809.63 x 5 = \$360.70

1 3/4% x 4809.63 x 5 = 420.85

2% x 4809.63 x 2.5 = 240.48

\$1022.03 ANNUITY

HIGH 3 BASED ON LAST 3 YEARS ~~HS~~ STAFF

JUN 62 - JUN 63 \$5545 6/4

JUN 61 - JUN 62 5160 6/3

JAN 61 - JAN 61 2497 6/2

JUN 60 - DEC 60 3255 5/2

\$15457 ÷ 3 = \$5152.33

HIGHER
ANNUITY

1 1/2% x \$5152.33 x 5 = \$386.45

1 3/4% x \$5152.33 x 5 = 450.55

2% x \$5152.33 x 2.5 = 257.63

\$1094.93 ANNUITY

CHZ:2245 (P) TARASOFF 8 FEB

1. She is not eligible for retirement annuity until she's 62 yrs. old - on 5 May 1985.

STAFF (CSR) Apr 57 - Jun 63 Nov 63
 → CONTRACT (SS) Jul 64 - Sept 67
 " (CSR) Sept 67 - Oct 70

For information: No Request of Retirement Deductions has been made, either from Staff or Contract employment.
 Gen 2802

Resignation effective } \$1781.83
 7 Sept 1963

57-63	CS Deductions while a Staffer	\$1781.83
67-70	" " " Contract	961.24
	TOTAL	\$2743.07

Sept 57 \$2.90
 Oct 67 \$3.03
 14 Jul 3.12

Oct 70
 Sept 57

Sept 67	\$609	Dec 67
68	\$4549.34	
69	4935.06	
Oct 70	4335.49	

13 1/2 MONTHS
 2142.33
 3(15457.00
 1236
 1510

DISPATCH		CLASSIFICATION SECRET	PROCESSING ACTION
TO Chief, WH Division			MARKED FOR INDEXING
INFO.			NO INDEXING REQUIRED
FROM Chief of Station, Mexico City <i>CC</i>			ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT ADMIN/CONTRACTS - Termination Sandra B. CAZZZUS			ANALYSIS
ACTION REQUIRED - REFERENCES			
<p>1. Sandra B. CAZZZUS' contract was terminated effective 19 October 1970. Since her husband is retiring, she will no longer be available for employment.</p> <p>2. Submitted herewith is a signed contract termination and termination secrecy oath.</p> <p style="text-align: right;"><i>Zachary T. Atlanta</i> Zachary T. ATLANTA</p> <p>Attachments:</p> <p>Contract termination - - - Orig & 1. h/w Termination secrecy oath - Orig & 1. h/w</p> <p>Distribution:</p> <p>Orig & 2 - Chief, WH Division w/att.</p> <p><i>Rec'd</i> 30 OCT 1970</p>			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER HMMT 10,578	DATE 22 October 1970	
	CLASSIFICATION SECRET	MOS FILE NUMBER	

SECRET

TERMINATION SECURITY OATH

I, Sandra B. CAZAZZUS, am about to terminate my association with the Organization. I realize that, by virtue of my duties with the Organization, I have been the recipient of information and intelligence which concerns the present and future security of our country. I am aware that the unauthorized disclosure of such information is prohibited by the espionage laws of our government which specifically requires the protection of intelligence sources and methods from unauthorized disclosure. Accordingly, I SOLEMNLY SWEAR, WITHOUT MENTAL RESERVATION OR PURPOSE OF EVASION, AND IN THE ABSENCE OF DURESS, AS FOLLOWS:

1. I will never divulge, publish, or reveal by writing, word, conduct, or otherwise any information relating to the national defense and security and particularly information of this nature relating to intelligence sources, methods, personnel, fiscal data, or security measures to anyone, including, but not limited to, any future governmental or private employer, private citizen, or government employee or official without the express written consent of the Chief of the Organization or his authorized representative.
2. I have been invited to submit in writing any monetary claims I may have against the Organization or our government which may in any way necessitate the disclosure of information described herein. I have been advised that any such claims will receive full legal consideration. In the event, however, that I am not satisfied with the decisions of the Organization concerning any present or future claims I may submit, I will not take any other action to obtain satisfaction without prior written notice to the Organization, and then only in accordance with such legal and security advice as the Organization will promptly furnish me.
3. I do not have any documents or materials in my possession, classified or unclassified, which are the property of, or in custodial responsibility of the Organization, having come into my possession as a result of my duties with the Organization or otherwise.
4. During my exit processing and during my period of employment with the Organization I have been given an opportunity to report all information about the Organization, its personnel, and its operations which I consider should receive official cognizance. Hence, I am not aware of any information which it is my duty, in the national interest, to disclose to the Organization, nor am I aware of any violations or breaches of security which I have not officially reported, except as set forth on the reverse side of this sheet or on other attachments.

L2480 OCT 1970

SECRET

mg OS/ID

SECRET

Page 2

5. I have been advised that, in the event I am called upon by the properly constituted authorities to testify or provide information which I am pledged hereby not to disclose, I will notify the Organization immediately; I will also advise said authorities of my secrecy commitments to our government and will request that my right or need to testify be established before I am required to do so.

6. I am aware of the provisions and penalties of the espionage laws of our government and am fully aware that any violation on my part of certain matters sworn to by me under this oath may subject me to prosecution under the terms of these laws, and that violation of other portions of this oath are subject to appropriate action, including such dissemination of the violation as the circumstances warrant.

I have read and understand the contents of this oath and voluntarily affix my signature hereto with the full knowledge that this oath was executed for the mutual benefit of myself and our government, and that it will be retained in the files of the Organization for its future use or for reference by me at any time in the future that I may be requested or ordered to testify or disclose any of the matters included within the scope of this oath.

IN WITNESS WHEREOF, I have set my hand and seal this 16 day of October 19 70.

Sandra B. Cazzus (SEAL)
Signature Sandra B. CAZZUS

Witnessed by me this 16 day of October 19 70
at Mexico City, Mexico

Grace H. Fumilant
SIGNATURE

SECRET

S E C R E T

MINS Sandra B. CAZAZZUSDear MINS CAZAZZUS

You are hereby notified that your services under a contract with the United States Government, effective 8 September 1967, are to be terminated at the convenience of the United States Government pursuant to paragraph 4 of said contract, and that the 30 days' notice required by the contract begins 19 September 1970.

You are reminded of the contents of paragraph 4 of said contract which read as follows:

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

Your signature in the space provided below is acknowledgment of the contents hereto.

UNITED STATES GOVERNMENT

By *R. J. O'Connell*
Field Contracting Officer

Acknowledged:

Sandra B. Cazazzus

Witness:

Glenn H. Farnsworth

Reviewed:

Contract Approving Officer

S E C R E T

*Rec'd via #MMF-16578
30 Oct 70
being routed with
term. sheet (1689)*

SECRET

NON-STAFF PERSONNEL DATA SHEET					DATE
INSTRUCTIONS: 1. SUBMIT FOR: A. CONTRACT EMPLOYEES (TYPE A, B AND CATER) B. INDEPENDENT CONTRACTORS UNDER WRITTEN CONTRACT OR NOC (US CITIZENS OR RESIDENT ALIENS ONLY) 2. THIS FORM IS NOT APPLICABLE FOR OPERATIONAL OR FIELD AGENTS 3. COPIES OF THE FORM WILL BE RETAINED BY THE ORIGINATING COMPONENT (NUMBER OF COPIES AT ITS DISCRETION) AND BY CSFS/AGENT BRANCH (1 COPY ONLY)					12 Oct 70
NAME (LAST, FIRST, MIDDLE)			SEX	DATE OF BIRTH	
CAZZZUS, Sandra B. (P)			Female	5 May 23	
MARITAL STATUS	NO. DEPENDENTS	YEAR(S) OF BIRTH	NATIONALITY	LAST MEDICAL EXAM	
Married	2	1945, 49	U.S.A	Unknown	
DATE OF LATEST SECURITY/OPERATIONAL APPROVAL			JOB TITLE	COMPONENT	
Type B, 13 July 1964			Transcriber	DDP/AH/1	
CONTRACT CATEGORY	EFFECTIVE DATE	EXPIRATION DATE	SALARY	GRADE EQUIVALENT	PROJECT OR FAN #
Type B	15 July 64	7 Sep 71	\$3.67	GS-5/6	SUPPORT
BENEFITS			YES	NO	
SOCIAL SECURITY			X	X	
FECA DEATH AND DISABILITY			X		
ANNUAL AND SICK LEAVE			X		
CIVIL SERVICE RETIREMENT			X		
CIA RETIREMENT OR COMMERCIAL CIA ANNUITY				X	
FEDERAL EMPLOYEES GROUP LIFE AND HEALTH INSURANCE			X		
CONTRACT LIFE AND HEALTH INSURANCE				X	
MISSING PERSONS BENEFITS			X		
OTHER (EXPLAIN)					
NON-CIA EDUCATION					
High School Graduate					

DATES FROM - TO	NON-CIA EMPLOYMENT			
	EMPLOYER	LOCATION	FUNCTION	SALARY
1944-45	Cleveland Trust Company	Cleveland, Ohio	Bookkeeper	
1955-56	American Trust Company	San Leandro, California	Commercial Bookkeeper	

CIA TRAINING

CIA EMPLOYMENT HISTORY (BEGINNING WITH EOD)						
DATES FROM - TO	FUNCTION	CONTR. CAT.	LOCATION	PROJECT	SALARY	GRADE EQUIV.
Apr 57-Jun 63	Clerk-Typist	Staff	Hqs		EOD as	GS-4
				Resign, as		GS-6
Jul 64-present	Transcriber	B	Mexico City	SUPPORT	\$3.67	GS-5/6

SECRET

FACTORS AFFECTING SUBJECT (PUBLIC INQUIRY - PASSES, RADIO, TV); AND/OR OF SUSPECTED IDENTIFICATION TO OTHER THAN CIA STAFF PERSONNEL, INTELLIGENCE, OR SECURITY SERVICES.

COVER

A. PRESENT COVER IS: ☐ OFFICIAL ☒ NON-OFFICIAL
 Performed her secretarial/transcribing duties outside the Station.
 DIVISION EVALUATION OF COVER SECURITY:

Satisfactory

EVALUATION OF PERFORMANCE:

Satisfactory

ADAPTABILITY (SUBJECT AND FAMILY) TOWARDS DUAL LIFE

No problem.

B. PREVIOUS COVER WAS: ☒ OFFICIAL ☐ NON-OFFICIAL (GIVE BRIEF DESCRIPTION IF NOC)

MOBILITY

INDICATE LIMITING FACTORS BOTH PERSONAL AND OPERATIONAL

FUTURE UTILIZATION

INDICATE PLANS OR RECOMMENDATIONS FOR USE AFTER CURRENT ASSIGNMENT

None

MESSAGE FORM TOTAL COPIES 21		SIGN AND/OR INITIALS - GIVEN BY	
SECRET		1	5
		2	6
		3	7
		4	8
TO: CCS/CTS 6697 12 October 1970		<input type="checkbox"/> INDEX <input type="checkbox"/> NO INDEX <input type="checkbox"/> RETURN TO _____ BRANCH <input type="checkbox"/> FILE RID <input type="checkbox"/> FILE IN CS FILE NO. _____	
FILE SECRETARIAT DISSEMINATION 35 PER _____		(classification) (date and time filed) (cite) (reference number) (picn)	
CCS 2 FILE NO. WH 8, 6692, 073, 0P3			

SECRET

CITE DIRECTOR

MEXICO CITY

077.157

JRCENT/ADMIN

1. PLEASE ADVISE DOUGLAS J. FEINGLASS AND SANDRA B. CAZAZZUS THAT THE FLAT RATE TAX HAS INCREASED TO 18.4 PER CENT EFFECTIVE WITH PAY PERIOD ENDING 20 SEPTEMBER 1970.

2. STATION SHOULD START WITHHOLDING TAX AT HIGHER RATE IMMEDIATELY. DISPATCH FOLLOWS.

END OF MESSAGE

COORD:

WH/CON

WH/CON

WH/F/NCC *Regis Thating*

C/WH/SS

C/CCS/CTS

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassificationAUTHENTICATING
OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

COPY NO.

SECRET

Miss Sandra B. CAZZZUS

Dear Miss CAZZZUS

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 8 Sept. 1967, as amended, which expires 8 Sept. 1970.

Effective 8 Sept. 1970, said contract, as amended, is extended for one (1) year.

All other terms and conditions of said contract, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

By [Signature]
Contracting Officer

Accepted:

Sandra B. Cazzzus

Witness:

[Signature]

Approved:

Concur: [Signature]

Date: [Signature]
1968

REVIEWED:

/s/ Dow H. Luetscher

Special Contracting Officer

SECRET

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HMMS-6559	20 Sept 1969
	CLASSIFICATION	PHQS FILE NUMBER
	S E C R E T	
1-WH/1 1-WH/Contracts 1-WH/Registry	OFFICE	TEXT
	WH/Contracts	W. Brennan and (17 Sept 69) 4460
	OFFICE SYMBOL	OFFICE NAME
	C/WH/1	George R. Thompson
	OFFICE SYMBOL	DATE
	C/WH/SS	George R. Thompson

☐ UNCLASSIFIED ☐ INTERNAL ONLY ☐ CONFIDENTIAL ☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Anna A. Tarasoff

FROM:

RID/D&P/INCOMING
GB-12

EXTENSION

x7737

NO

DATE

Harris 9892
10 SEP 1969

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief/WR/Reg.

11 SEP 1969

2.

C/WH/SS

3.

WR/contract

13 SEP 1969

13 SEP 1969

WR

?

4.

C/WH/1

5.

6.

7.

8.

WH/Contracts

9.

10.

11.

12.

13.

14.

15.

Your comments please.

Subject's contract already provides for sick and annual leave effective 15 July 64, and she is considered a part-time contract employee on a regularly scheduled tour of duty. Subject's contract does not provide for overtime and holiday time. Her contract would have to be amended to include this provision.

6-8
Pls advise that under
the contract
cannot approve Part
3 request.

FORM 3-62

610 USE PREVIOUS EDITIONS

☒

SECRET

☐

CONFIDENTIAL

☐

INTERNAL USE ONLY

☐

UNCLASSIFIED

DISPATCH		CLASSIFICATION SECRET	PROCESSING ACTION
TO	Chief, WH Division		MARKED FOR INDEXING
INFO.			NO INDEXING REQUIRED
FROM	Chief of Station, Mexico City		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	ADMIN/CONTRACTS Sandra E. CAZAZZUS (C/E) (132830) - Contract Entitlements		MICROFILM
ACTION REQUIRED - REFERENCES			
<p>References: A. Book Dispatch - 6496 B. Book Dispatch - 6144</p> <p>1. Subject is a contract employee who is required to perform her duties during various hours of the day (including a varying number of hours) in order to meet operational deadlines.</p> <p>2. Even though CAZAZZUS' contract allows her annual and sick leave benefits, she has not been reimbursed for any leave during the period 8 September 1967 to the present. In addition, the Station has not reimbursed her for any holidays, WOLADY or local, while other contract employees whose contracts call for a regularly scheduled tour of duty, have received compensation.</p> <p>3. Since subject has worked an average of 30 hours per week, with Headquarters concurrence, it is recommended that she be reimbursed six hours per day when in a leave status and for paid holidays retroactively to 8 September 1967, the effective date of her present contract.</p> <p style="text-align: right;"><i>John M. Robertson</i> For/John A. ROBERT</p>			
<p>Distribution: 3 - C/WH</p>			
CROSS REFERENCE TO		DISPATCH SYMBOL AND NUMBER	DATE
		HMGT - 9892	3 September 1969
		CLASSIFICATION	NOS FILE NUMBER
		SECRET	

SECRET

MEMORANDUM FOR : Office of Finance

FROM : Contract Personnel Division

SUBJECT : Contract Extension for

En. Lm. B. Carayano
Amendment 1-1-1968

1. Effective 8 September 1969 the contract (as amended) for the subject individual, effective 8 September 1967 is extended for a period of one (1) year.

2. All other terms and conditions of the contract (as amended) remain in full force and effect.

UNITED STATES GOVERNMENT

BY _____
Contracting Officer

SECRET

Group 1 Excluded from automatic downgrading and declassification

RB/DH
5 Sept 69

SECRET

MEMORANDUM FOR: Chief, Contract Personnel Division
SUBJECT : Contract Extension

It is requested that the contract for the following
named individual(s) be amended to extend the term as
indicated.

Paranoff, Anna C.
CAZAZZUS, Sandra B.

Through 7 September 1970

William V. Broe
William V. Broe
Chief
Western Hemisphere Division

SECRET

SECRET

DATE: _____

CTC No. _____

MEMORANDUM FOR: Director of Finance

ATTENTION: Chief, Compensation and Tax Division

VIA: Chief, Contract Personnel Division

SUBJECT: Tax Assessment for _____

1. A flat rate covert tax assessment of this individual's gross, taxable Agency entitlements has been approved as indicated below. An acknowledged Letter of Tax Instruction has been ☐ will ☐ will not ☐ be forwarded. The Station/Base will be ☐ has been ☐ advised of this assessment.

Tax Assessment Rate

Effective Date

eighteen and three-fourths
(18.75) per cent

14 December 1961. T.O. 17

2. This is a new assessment ☐ a revised assessment ☐.

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

CONTACT APPROVAL:

/s/ Dow H. Luetscher

Chief, C.P.D.

APPROVED:

Executive Secretary, Covert Tax Board

DISTRIBUTION: Orig & 1 - Addressee: 1 Copy CPD: 1 Copy Area Division: 2 Copies CCS

FORM 2643 OBSOLETE
9-69 PREVIOUS EDITION

SECRET

(1-4-21)

3 - CPD

S E C R E T

Chief of Station, Mexico City

Chief, WOGAME

Douglas J. FEINGLASS (p)

ADM/JBCENT - Sandra B. CAZAZZUS (p) - Revision of Tax Assessment Rate

REFERENCE: Letter of Tax Instruction, HMMS-5711, 14 Dec 1967

1. Please advise FEINGLASS that his flat rate percentage tax assessment has been revised by the Tax Staff from thirteen and nine-tenths (13.9) per cent, established by reference, to twenty and eight-tenths (20.8) per cent, effective 29 June 1969, T/Y 1969. This revision is necessary as his income and tax position have changed to such a degree as to make the previous tax assessment rate unrealistic. A computation of the revised tax rate is attached.

2. This assessment revision is incorporated by reference as an amendment to FEINGLASS' Letter of Tax Instruction.

3. From the information submitted to the Tax Staff, it appears that FEINGLASS' daughter qualifies as a dependent. The new tax computations are based on five exemptions. Also, FEINGLASS should list five exemptions on his 1969 tax return.

VICTOR D. UNITSKY

Attachment: As Noted

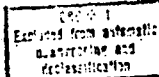
Distribution:

- Orig. & 1 - COS (w/att)
- 1 - C/CPD (wo/att)
- 1 - OF/C&TD/CPB (wo/att)
- 1 - C/WH/1 (wo/att)
- 1 - WH/Contracts

HMMS-6524

11 August 1969


S E C R E T



NOTE FOR FILE:

**CAZAZZUS' husband's (FEINGLASS) retirement
date extended to Nov. 70.**

25 JUN
1969*eth*

DISPATCH		CLASSIFICATION		PROCESSING	
		SECRET/			
TO	Chief, WH Division	XX	MARKED FOR INDEX		
INFO.	Chief, SB Division		NO INDEXING REQUIRED		
FROM	Chief of Station, Mexico City		ONLY QUALIFIED DESK CAN JUDGE INDEXING		
SUBJECT	Annual Fitness Report - Sandra B. CAZAZZUS				
ACTION REQUIRED - REFERENCES					
<p>1. Attached are copies of an Annual Fitness Report on Sandra B. CAZAZZUS.</p> <p>2. CAZAZZUS and her husband make a good and efficient team on the duties assigned to them.</p>					
<p>Attachment: herewith</p> <p>Distribution:</p> <p>(2) - C/WH Division w/att.</p> <p>1 - C/SB Division w/o att.</p>					
<p style="text-align: right;">  Willard C. CURTIS </p> <p style="text-align: right;"> orig routed to: C/WH/CXG 11 Feb 69 DC/WH/D 11 Feb 69 C/WH/1 7 C/WH/Contracts 18 Feb 69 C/PD 19 FEB 1969 </p>					
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER		DATE		
	HMINT-9523		29 January 1969		
	CLASSIFICATION		HQS FILE NUMBER		
	SECRET/				

SECRET

FIELD TRANSMITTAL - FITNESS REPORT		
INSTRUCTIONS		
<p>The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:</p> <p>SECTION A, Items 1, 6, and 7</p> <p>SECTION D, Items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")</p>		
1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE 28 January 1969	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym) Sandra S. CAZAZZUS
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS		
DATE 28 January 1969	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym) Francis J. COIGNE	
DATE 28 January 1969	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym) Willard C. CURTIS	
<p><u>SPECIAL NOTE</u></p> <p>Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.</p>		

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CATAZZUS Sandra B.			5 May 1923	F		
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Contract Employee			DDP/WH/1		Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
X SPECIAL (Specify): Contract employee			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
			1 January 1969 thru 31 December 1968			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						RATING LETTER
SPECIFIC DUTY NO. 1 Selecting and processing transcripts in Spanish and English into workable format for Station analysis and filing.						8
SPECIFIC DUTY NO. 2 Handling administrative matters for her husband.						8
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						8

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>This employee continues to assist and compliment her husband, a Staff Agent, in an unusually efficient team. She pre-edits transcribed materials and puts usable material into a form ready for filing, thus saving analytical and clerical time in the Station. Her knowledge of Russian and Spanish, analytical ability, overall efficiency and interest in her work all contribute to a fine performance.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
28 January 1969	Sandra B. CATANEUS (signed in pseudo on Field Transmittal)		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
28 January 1969		(signed in pseudo on Field Paul L. Dillon Transmittal)	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>The reviewing officer concurs with this report. Subject and her husband continue to form an efficient and valuable team.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 January 1969	Chief of Station	(signed in pseudo on Field Winston M. Scott Transmittal)	

SECRET

DISPATCH

CLASSIFICATION

S E C R E T

PROCESSING ACTION

TO	Chief, WOHOLD	XX	MARKED FOR INDEXING
INFO.	Chief, WH Division		NO INDEXING REQUIRED
FROM	Chief of Station, Mexico City		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	<u>ADMINISTRATIVE/TRAINING</u> Language Training		MICROFILM

ACTION REQUIRED REFERENCES

ACTION REQUIRED: Information Only

As of 1 March 1968 the below listed personnel were receiving voluntary Spanish language training paid for by the organization or LANGOLD:

Sandra B. CAZAZZUS

Francis J. COIGNE

Rumphrey K. YEADSHIP

Douglas J. FEINGLASS

Henry N. LANGDON

Keith R. LEVENDERIS

Wanda G. PANEPINTO

Clárice F. PARDECK

Cora B. HAUSKIND

Joseph F. TRECANTI

and the wives of Walter W. CORNBURY and Gerald D. FAHLANGER.

for/Willard C. CURTIS

DISTRIBUTION:

2 - Chief, WOHOLD

2 - Chief, WH Division

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HHMT-8919	9 April 1968
	CLASSIFICATION	HQS FILE NUMBER
	S E C R E T	

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1

FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2

FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
CAZZUS	Sandra	B	1923	
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	

3

MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☒
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4

SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

Sandra B. Cazzus

DATE

14 February 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

Mar 5

CONT

See Table of Effective Dates on back of Original

DUPLICATE COPY—For Agency Use

3

STANDARD FORM No. 176-4
JANUARY 1968
(For use only until April 14, 1968)
176-101

58

CONT

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE Statistical Stub (SF 176-T)

Approved BoD 50-RO 185

To be completed only by employees who checked either box "A" or box "C" on the election form.
The purpose of this stub is to furnish statistics on the initial registration under the liberalized life insurance program.

1. Which box did you check?	Box A <input type="checkbox"/>	1
	Box C <input type="checkbox"/>	2
2. Did you have regular insurance under the Federal Employees Group Life Insurance Program on January 1, 1968?	Yes <input type="checkbox"/>	1
	No <input type="checkbox"/>	2
3. Your sex?	Male <input type="checkbox"/>	1
	Female <input type="checkbox"/>	2
4. Are you now married?	Yes <input type="checkbox"/>	1
	No <input type="checkbox"/>	2

DISPATCH		CLASSIFICATION S E C R E T	PROCESSING ACTION
TO	Chief of Station, Mexico City		MARKED FOR INDEXING
INFO.			NO INDEXING REQUIRED
FROM	Chief, Western Hemisphere Division		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Sandra B. CAZZAZUS		MICROFILM
ACTION REQUIRED - REFERENCES			

Please forward a completed form 89 on
Sandra B. CAZZAZUS for review by the Medical
Staff.

Hugh E. WESTBY

Distribution:
2-COS, Mexico City

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER HMMS-5798	DATE
	CLASSIFICATION S E C R E T	HQS FILE NUMBER
	ORIGINATING	
	OFFICE WH/Personnel	OFFICER /lvr #6 Feb. 68
	EXT. 681	
	COORDINATING	
	OFFICE SYMBOL C/WH/Pers	DATE
	OFFICER'S NAME	
	RELEASING	
	OFFICE SYMBOL C/WH/SS	DATE
	OFFICER'S SIGNATURE George R. Thompson	

- 1 - WH/Pers
- 1 - WH/Reg
- 1 - WH/1

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) CAZAZZUS Sandra B.			2. DATE OF BIRTH 5 May 1923	3. SEX F	4. GRADE 5. SD
6. OFFICIAL POSITION TITLE Contract Employee			7. OFF/DIV/BR OF ASSIGNMENT DDP/MR/1	8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
X SPECIAL (Specify): Contract employee			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 1 January 1968 thru 31 December 1968		
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Selecting and processing transcripts in Spanish and English into workable format for Station analysis and filing.					S
SPECIFIC DUTY NO. 2 Handling administrative matters for her husband.					S
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET
(When Filled In)

SECTION C			NARRATIVE COMMENTS		
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence if required for position. Analyze or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>					
<p>This employee continues to assist and compliment her husband, a Staff Agent, in an unusually efficient team. She pre-edits transcribed materials and puts usable material into a form ready for filing, thus saving analytical and clerical time in the Station. Her knowledge of Russian and Spanish, analytical ability, overall efficiency and interest in her work all contribute to a fine performance.</p>					
SECTION D			CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
28 January 1969	Sandra B. CAZAZZUS (signed in pseudo on Field Transmittal)				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
28 January 1969		(signed in pseudo on Field Paul L. Dillon Transmittal)			
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
<p>The reviewing officer concurs with this report. Subject and her husband continue to form an efficient and valuable team.</p>					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
28 January 1969	Chief of Station	(signed in pseudo on Field Winston M. Scott Transmittal.)			

SECRET

SECRET

FIELD TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

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

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE 28 January 1969	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym) Sandra B. CAZAZZUS
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS		
DATE 28 January 1969	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym) Francis J. COIGNE	
DATE 28 January 1969	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym) Willard C. CURTIS	
SPECIAL NOTE Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.		

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

DISPATCH		CLASSIFICATION SECRET	PROCESSING ACTION
TO Chief of Station, Mexico City			MARKED FOR INDEXING
INFO.			NO INDEXING REQUIRED
FROM Chief, WOGAME			ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT AIR/JECENT - FEINGLASS/CAZAZZUS - Tax Administration			MICROFILM
ACTION REQUIRED - REFERENCES			

REF: HEST-8732, 15 December 1967

1. Forwarded under separate cover is the name and address of the [] for FEINGLASS to use on his tax return. Also forwarded under separate cover is a brief outline of the nature of the [].

2. As previously discussed in a Headquarters tax briefing, this [] would not issue any tax documentation and was not to be used for any purpose other than their tax return. This return was to be kept in a safe place, since the return would indicate a different cover than what they are using in Mexico.

3. In the event FEINGLASS ever indicates that the use of the [] is necessary for purposes other than the tax return, this requirement should be cleared by Headquarters prior to actual use.

VICTOR D. UNITSKY

Distribution:

Orig. & 1 - COS (w/SCA)
 1 - WH/Contracts (wo/att) ✓

Attachment (USC)

7 Jan 5
 [Signature]

SECRET

FIELD TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:
SECTION A, Items 1, 5, and 7
SECTION D, Items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE 16 FEB 68	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym) Sandra B. CAZACZAK
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS		
DATE 16 Feb-1968	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym) Francis J. COIGNE	
DATE 16 Feb-1968	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym) Willard C. CURTIS	
SPECIAL NOTE Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.		

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle) CAZACZAK Sandra B.			2. DATE OF BIRTH 5 May 23	3. SEX F	4. GRADE	5. SO
6. OFFICIAL POSITION TITLE Contract Employee			7. OFF. DIV/BR OF ASSIGNMENT DDP/WH		8. CURRENT STATION Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		REASSIGNMENT SUPERVISOR	
XX SPECIAL (Specify) Contract Employee			XX SPECIAL (Specify):		REASSIGNMENT EMPLOYEE	
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) 1 January 1967 - 31 December 1967			
SECTION B PERFORMANCE EVALUATION						
W - <u>Weak</u>		Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.				
A - <u>Adequate</u>		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.				
P - <u>Proficient</u>		Performance is more than satisfactory. Desired results are being produced in a proficient manner.				
S - <u>Strong</u>		Performance is characterized by exceptional proficiency.				
O - <u>Outstanding</u>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						RATING LETTER
SPECIFIC DUTY NO. 1 Selecting and processing transcripts in Spanish and English into workable format for Station analysis and filing.						S
SPECIFIC DUTY NO. 2 Handling administrative matters for her husband.						S
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>Subject continues to complement her husband as a part of an efficient team. Her expeditious processing of transcript materials (so that they come to the Station ready for filing) saves the Station a great deal of work and time. Her language and analytical abilities are utilized to pre-edit material and cut out the superfluous. She continues to show interest in her work at which she is very efficient.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
16 Feb 63	/s/ Sandra B. CAZAZZUS		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
29			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
16 Feb 63		/s/ Francis J. COIGNE	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>The Reviewing Officer concurs in this Report. This employee and her husband form an efficient and valuable team.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
16 Feb 1968	Chief of Station	/s/ Willard C. CURTIS	

SECRET

If typewriter is not available, bear down with ballpoint pen to make legible copies.

Standard Form No. 2500 U.S. Civil Service Commission Form Supplement 890-1 June 1967		HEALTH BENEFITS REGISTRATION FORM FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM <small>(Read instructions on back of last page. Use only typewriter or ballpoint pen.)</small>			New Carrier's Control No. <div style="font-size: 1.5em; font-weight: bold;">11252435</div>							
		TO EMPLOYING OFFICE: SHOW OLD CARRIER'S CONTROL NUMBER ONLY IF ELECTION IS TO CANCEL ENROLLMENT OR TO CHANGE OPTIONS OR TYPE OF ENROLLMENT IN THE SAME PLAN.			Old Carrier's Control No.							
PART A ALL WHO REGISTER MUST FILL IN THIS PART.	1. NAME (LAST) (FIRST) (MIDDLE INITIAL) <div style="text-align: center; font-size: 1.2em;">Tarasoff, Anna A.</div>			2. DATE OF BIRTH (Use numbers) <table border="1" style="width: 100%; text-align: center;"> <tr> <td>MONTH</td> <td>DAY</td> <td>YEAR</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		MONTH	DAY	YEAR				3. ARE YOU NOW MARRIED? YES <input type="checkbox"/> 1 NO <input type="checkbox"/> 2
	MONTH	DAY	YEAR									
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY) (STATE) (ZIP CODE)			5. SEX MALE <input type="checkbox"/> 1 FEMALE <input type="checkbox"/> 2									
IMPORTANT												
IT IS ILLEGAL FOR AN EMPLOYEE OR A MEMBER OF HIS FAMILY TO BE COVERED UNDER MORE THAN ONE ENROLLMENT. IF YOU ARE ALREADY COVERED THROUGH THE FEDERAL ENROLLMENT OF ANOTHER FEDERAL OR DISTRICT OF COLUMBIA EMPLOYEE OR ANNUITANT YOU MUST REGISTER NOT TO ENROLL. OF THE OTHER ENROLLMENT MUST BE CANCELED OR CHANGED TO SELF ONLY. SIMILARLY, IF A FAMILY MEMBER LISTED BY YOU IN PART B IS COVERED THROUGH HIS (OR HER) OWN ENROLLMENT, YOU CANNOT ELECT A FAMILY ENROLLMENT UNLESS THE FAMILY MEMBER CANCELS HIS (OR HER) ENROLLMENT.												
PART B FILL IN THIS PART IF YOU WISH TO ENROLL OR CHANGE YOUR ENROLLMENT IN A HEALTH BENEFITS PLAN.	1. Select to enroll in a health benefits plan as shown below. I authorize deductions from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from both pages of brochure of the plan you select.)											
	NAME OF PLAN		OPTION (HIGH OR LOW)		ENROLLMENT CODE NUMBER							
2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried child, an under age 22, including (a) legally adopted children and (b) stepchildren, foster children, and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 22 who became disabled before age 22 and who because of the disability, is incapable of self support. (Attach a doctor's certificate for a disabled child age 22 or over, if one is not already on file.) DO NOT LIST PARENTS OR OTHERS WHO ARE NOT ELIGIBLE FAMILY MEMBERS. THEY WILL NOT RECEIVE BENEFITS, EVEN IF THEY ARE DEPENDENT ON YOU AND ARE LISTED.												
If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2. IF YOU ARE CHANGING YOUR ENROLLMENT ALSO FILL IN PART D.	NAMES OF FAMILY MEMBERS		DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS							
	Wife or Husband		1									
			2									
			3									
			4									
		5										
		6										
		7										
		8										
		9										
		10										
PLACE AN "X" IN ITEM 1 OR 2, WHICHEVER APPLIES.												
1. I ELECT NOT TO ENROLL IN A PLAN UNDER THE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM.												
Covered on husband's policy												
2. I ELECT TO CANCEL MY PRESENT ENROLLMENT UNDER THE CODE NUMBER SHOWN BELOW.												
Present Enrollment Code Number												
ANSWER ITEMS 1, 2, AND 3 TO SHOW ENROLLMENT CODE BEING CHANGED AND ELIGIBILITY FOR CHANGE.												
1. ENROLLMENT CODE NUMBER OF PRESENT PLAN.												
2. NUMBER OF EVENT WHICH PERMITS CHANGE. (See table on back of duplicate for proper number.)												
3. DATE OF EVENT WHICH PERMITS CHANGE.												
MONTH DAY YEAR												
PART E												
ALL WHO REGISTER MUST FILL IN THIS PART.												
for Anna A. Tarasoff 12-28-67												
(YOUR SIGNATURE—DO NOT PRINT) (DATE)												
WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 3 years, or both. (18 U.S.C. 1001.)												
PART F												
TO BE COMPLETED BY AGENCY.												
1. NAME AND ADDRESS (INCLUDING ZIP CODE) OF EMPLOYING OFFICE			2. DATE RECEIVED IN EMPLOYING OFFICE		3. EFFECTIVE DATE OF ELECTION							
(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)			12-28-67		12-31-67							
			4. PAYROLL OFFICE NO.		5. SF 2811 REPORT NO.							
REMARKS												
FOR USE ONLY BY AGENCY.												
Contract Emp. 9-8-67 WH												
5132830												

SECRET

DATE 22 November 1967

MEMORANDUM FOR: Chief, Insurance Branch/BSO/OP
Benefits and Services Division

This is to advise you that Anna A. Tarasoff
has been employed under an Agency personal services contract
effective 8 September 1967. The Contract authorizes
participation in Civil Service Retirement, FEGLI and Federal
Health Insurance.

Subject's contract is the administrative responsibility
of DDP/WH.

Dow H. Luetscher
Chief
Contract Personnel Division

SECRET

Group 1 - Excluded from automatic downgrading and
declassification

S E C R E T

Chief of Station, Mexico City

X

Chief, Western Hemisphere Division

Sandra B. CAZAZZUS, Contract

Action Required: As Noted

References : A. HD-6144
 B. MEXICO CITY 2718

1. In view of Reference B and inasmuch as Sandra B. CAZAZZUS was in the Headquarters area, a new contract was prepared granting her the benefits of Reference A. The contract was signed by CAZAZZUS and has been forwarded for related processing.

2. Attached is a copy of the contract effective 8 September 1967 for CAZAZZUS. She elected FEGLI but declined the health insurance as she is included under her husband's policy. CAZAZZUS was thoroughly briefed on the provisions of the contract as well as the provisions of her previous contract.

STATION ACTION:

As CAZAZZUS is payrolled by the Station, related deductions for the new benefits (Civil Service Retirement and FEGLI) are to be made by the Station. Social Security deductions will, of course, cease as there is no cover requirement for mandatory Social Security coverage.

3. During the briefing, CAZAZZUS inquired about the use of sick leave. She was informed sick leave can be used in the same manner and per the same regulations as when she was formerly a

(continued)

Attachment:
 As stated

Distribution:
 2-COS, Mexico City, w/att, h/e

HMS - 5679

S E C R E T

WH/Contracts/WSRenehan: gms (17 Nov 67) 4460

1-WH/Contracts w/att
 1-WH/1 w/att
 1-WH/Reg wo/att

C/WH/1

S E C R E T**HMMS - 5679**

staffer. The point involved was whether she had been granted sick leave during her "maternity leave" in 1965. She was advised that possibly she did receive payment covering the period which her accrued sick leave represented; and, possibly at that time she had only a minimal balance accrued.

STATION ACTION:

It is suggested the Station review her leave/pay account for the above cited period and advise her of the details involved.

Should the records reflect she had a balance but was not provided the leave, a pay adjustment may be made up to the balance at that time with an appropriate reduction of her current sick leave balance. NOTE: She was advised she could not have sick leave accrued since that time applied retroactively.

It is further suggested the Station Admin or Finance Officer conduct the briefing due to the necessity for the briefer to have a rather technical knowledge of leave.

Hugh E. WESTBY

8 SEP 67

Miss Sandra B. Cazazzus

Dear Miss Cazazzus:

The United States Government, as represented by the Contracting Officer of this organization, hereby contracts with you, as a contract employee under the terms and conditions set forth below:

1. New Benefits. By virtue of your employment relationship under this agreement you are:

(a) Covered under the Civil Service Retirement Act in conformance with rules and regulations applicable to appointed employees of this organization. From the basic compensation paid you hereunder there shall be deducted the appropriate rate percentage (presently 6-1/2%) for deposit and eventual crediting to the Civil Service Retirement Fund. Social Security deductions required by virtue of your cover activities will not be reimbursed you by this organization.

(b) Covered under the Federal Employees Group Life Insurance Act in conformance with rules and regulations applicable to appointed employees of this organization unless you execute a written waiver of such coverage. The Government is presently authorized to bear a portion of the premium cost, you will bear the remainder.

(c) Eligible for coverage under the Federal Employees Health Benefits Act in conformance with rules and regulations applicable to appointed employees of this organization. The Government is presently authorized to bear a portion of the premium cost, you will bear the remainder. Because of your eligibility under this Act (whether or not you choose to enroll), your coverage under the contract employees health program shall cease thirty-one (31) days after the effective date of this agreement.

2. Your previous contract with the United States Government, effective 15 July 1964, is herein terminated by mutual consent of the parties thereto.

3. All provisions of said previous contract not in conflict with this agreement are incorporated by reference into and made a part of this agreement.

SECRET

4. This agreement is effective as of 8 September 1967 and shall continue thereafter for two (2) years unless sooner terminated as set forth in your previous contract. If this agreement becomes effective during an overseas assignment nothing contained herein shall be construed as extending that assignment beyond its originally contemplated duration or invalidating your entitlement to return travel expenses (if applicable) upon completion of that assignment.

UNITED STATES GOVERNMENT

BY _____
Contracting Officer

ACCEPTED:

Sandra B. Cazazus

WITNESS:

APPROVED:

DISPATCH

SECRET

Chief of Station, Mexico City

Chief, MEXICO

ADM/JELINT - FIDELAR/CARATOS - Tax Handling

ACTION REQUIRED - REFERENCES

MAILED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK

CAN JUDGE INDEXING

MICROFILM

The MEXICO Tax Committee has approved a flat rate assessment of FIDELAR/CARATOS's Federal tax obligation, beginning with tax year 1967. Attached is the letter of tax instruction which FIDELAR/CARATOS should review. The original must be signed and returned to Headquarters.

VICTOR D. GARDNER

Distribution:

Orig. & 1 - CGS (w/att)

1 - WJ/Contracts (w/att)

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

MEMO-5711

6 December 1967

147000

CLASSIFICATION

FILE NUMBER

SECRET

Letter of Tax Instruction for FRINGLASS/CAZZUS

1. Based on discussions held with tax representatives of the Organization, an assessment of your Organizational income has been approved to satisfy your Federal tax obligation.

2. The assessment computation is based on an estimate of your taxable compensation from the Organization and your estimate of other income from outside sources. The assessment computation results in a percentage of your salary being withheld each pay period to completely satisfy your tax obligation. For tax year 1967 thirteen and nine-tenths (13.9) per cent will be withheld, effective 28 August 1967. The computation is attached.

3. In computing your assessment rate, you have been granted a basic tax credit of \$250.00. This credit is not guaranteed, but is granted to give reasonable assurance that you will not pay a higher tax than you would under ordinary reporting procedures.

4. Future changes in your income or tax status may justify a revision of the assessment rate. In this event this agreement would be amended accordingly.

5. It is important that you file a tax return directly with Internal Revenue [redacted]. Care and accuracy in preparing this return are necessary. Any tax liability resulting from the tax computation on this return will be satisfied by your own funds. A certified true copy of this tax return must be forwarded to us upon your submission of the original to Internal Revenue. Provided below are specific criteria to assist you in the preparation of the tax return:

A. You will be provided with the [redacted]

B. The income that is shown [redacted] will be reported on the Form 2555 (Statement to Support Exemption of Income Earned Abroad) and will be exempted from tax, due to your residence overseas. You will base your exemption on physical presence abroad. For tax year 1967 you will report your income as being earned prior to home leave and therefore fully excludable because the qualifying period, which ended on the date you left Mexico for home leave, included an eighteen-month period abroad.

C. Other income must also be reported on this tax return, including interest from the Credit Union, which will be indicated without identifying the Credit Union by name.

6. You may request an advance of funds for payment of foreign income or related (income) taxes assessed against income received from or guaranteed by the Organization. Accounting for these funds will be made in the form of copies of the receipted tax bills (or other acceptable tax documents) which will be forwarded to the home office for approval and write-off of expense.

7. Please acknowledge the original of this letter and return to Headquarters, attention: Covert Tax Committee.

8. We appreciate your cooperation in arranging these details.

VICTOR D. UNITSKY
Secretary
Covert Tax Committee

Acknowledged:

Date _____

SENDER WILL CHECK		CLASSIFICATION TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Reichen</i>		
2			
3		<i>11/12</i> <i>2:25</i>	
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p><i>Mr. Kaufman reviewed and declined to coordinate, feeling that time was no longer appropriate for this message.</i></p> <p style="text-align: right;"><i>file as</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>J. Reichen</i>			
UNCLASSIFIED		CONFIDENTIAL	SECRET

FORM 7-66

USE PREVIOUS EDITIONS

1. MESSAGES ARE CONSIDERED ROUTINE UNLESS A HIGH PRECEDENCE IS INDICATED IN THE ADDRESS LINE.
2. SEND ORIGINAL AND YELLOW COPY TO CABLE SECRETARIAT, BTM SUPPORTING DOCUMENTS.
3. DO NOT ERASE OUT AND CONTINUE TYPING. DO NOT EXCEED FIFTY-FOUR CHARACTERS PER LINE.
INCLUDING SPACES. END TEXT LINES WITHIN THE RIGHT MARGIN GUIDE. APPROPRIATE FOR YOUR TYPEWRITER.

ORG: WS Renehan
UNIT: WH/Contracts
EXT: 4460
DATE: 12 September 1967

MESSAGE FORM
TOTAL COPIES:

SECRET

ROUTING AND/OR INITIALS - SEEN BY

1	8
2	7
3	6
4	5
5	10

CABLE SECRETARIAT DISSEMINATION

☐ INDEX ☐ DESTROY ☐ RETURN TO _____ BRANCH ☐ FILE RID

BY _____ PER _____

☒ NO INDEX ☐ FILE IN CS FILE NO.

CONF:

☐ RID COPY

INFO:

FILE _____

(classification)

(date and time filed)

(elite)

(reference number)

(pico)

SECRET

CITE DIRECTOR

TO MEXICO CITY

REF: DIRECTOR 34619

IN DISCUSSING REF WITH FEINGLASS PLEASE EXPRESS OUR SYMPATHY
DEATH OF CAZAZZUS MOTHER.

END OF MESSAGE

WH Comment: Ref advised CAZAZZUS can take physical on return Mexico.

C/WH/1 _____

WILLIAM V. BROE
C/WH/D

WILLIAM S. RENEHAN
C/WH/CONTRACTS

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

AUTHENTICATING
OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

COPY NO.

14-00000

INDEX ☐ YES ☐ NO

CLASSIFY TO FILE NO. _____ CLASSIFIED MESSAGE **E** TOTAL COPIES **2**

FILE NO. _____

FILE RID ☐ RET. TO BRANCH ☐ **SECRET** **REPRODUCTION PROHIBITED**

DESTROY ☐ SIG. _____ PERSON/UNIT NOTIFIED _____

FROM _____

ACTION _____ ADVANCE COPY ☐ ISSUED ☐ SLOTTED ☐ TUBED ☐

UNIT _____ TIME _____ BY _____

INFO **WHB** ☒ RID COPY

FILE, OR, SBB, CCSS, COPS, OF2, D/MS2

SECRET 072355Z CITE MEXICO CITY 2718

DIRECTOR

REDCOAT

1. SANDRA B. CAZAZZUS DEPARTING SEP WITH MINOR SON FOR MOTHER'S FUNERAL IN CLEVELAND, OHIO. SHE UNABLE COMPLETE PHYSICAL HERE, PLANS DO SO AT HQS.

2. ALSO INCOMPLETE IS CONTRACT REVIEW FOR NEW BENEFITS PER BOOK DISPATCH 6144. STATION SUGGESTS THIS BE ACCOMPLISHED AT HQS DURING FEINGLASS CONSULTATION 31 OCT.

SECRET

BT

SECRET

8 SEP 67 1447516

A. Contreras
19/8/67

Zuma T. Gassett

Physical as dependent will be taken at Hqs. 7375 259 out 9/8/67
Mr. Frater will bring Subject DIR
Document to Hqs. with contract 9/1/67
where she's husband arrived in 1960
9/8/67

MESSAGE FORM TOTAL COPIES (13)		FOUR AND C. FORMATS (13)	
SECRET			
TO: WH/Personnel 6815 18 August 1967			
FILE SECRETARIAT DISSEMINATION		<input type="checkbox"/> INDEX <input type="checkbox"/> DESTROY <input type="checkbox"/> RETURN TO <input type="checkbox"/> BRANCH <input type="checkbox"/> FILE NO.	
3 PER		<input type="checkbox"/> NO INDEX <input type="checkbox"/> FILE IN CS FILE NO.	
C/WH/6 <input type="checkbox"/> RID COPY		IN-O. FILE VI clear 3 days later	
(Location)		(Date and time filed)	
(Reference Number)			

SECRET

CITE DIRECTOR

29114

MEXICO CITY

19 22 00'Z

RYBAT

REF: A. MEXICO CITY 2499 (IN 34006)
B. HMMS-5433

1. TDY HQS INCLUDED IN FEINGLASS TRAVEL ORDER. SHOULD PLAN
ARRIVE HQS 31 OCTOBER 1967.

2. FAMILY SHOULD TAKE PHYSICALS IN FIELD AND FORWARD RESULTS.
FEINGLASS WILL TAKE PHYSICAL WHILE HQS.

3. REF B POUCHED 16 AUGUST ANNOUNCES ARRIVAL TDY REPLACEMENT 18
SEPTEMBER 1967.

END OF MESSAGE

WH Comment: Ref A requested home leave beginning ²³ 12 Sept. with
TDY Hqs. to discuss 1968 retirement.

Ref B gave info on TDY replacement for FEINGLASS.

Jacob D. Esterline
JACOB D. ESTERLINE
AC/WH/D

C/WH/1

AC/WH/PERS

BRANCHING OFFICER

COORDINATING OFFICERS

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassificationAUTHENTICATING
OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

COPY NO.

INDEX: <input type="checkbox"/> YES <input type="checkbox"/> NO	CLASSIFIED MESSAGE	TOTAL COPIES 18										
CLASSIFY TO FILE NO.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SECRET </div>	<div style="border: 1px solid black; padding: 2px; font-size: 0.8em;"> <small>GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION</small> </div>										
X-REF TO FILE NO.												
FILE RID <input type="checkbox"/> RET. TO BRANCH <input type="checkbox"/>												
DESTROY <input type="checkbox"/> SIG.												
PERSON/UNIT NOTIFIED	<table border="1"> <tr> <td colspan="2">REPRODUCTION PROHIBITED</td> </tr> <tr> <td>1</td> <td>5</td> </tr> <tr> <td>2</td> <td>6</td> </tr> <tr> <td>3</td> <td>7</td> </tr> <tr> <td>4</td> <td>8</td> </tr> </table>		REPRODUCTION PROHIBITED		1	5	2	6	3	7	4	8
REPRODUCTION PROHIBITED												
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ACTION	ADVANCE COPY	UNIT										
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INFO	BY											
FILE VR WITH 8 CCS3 PS OP2												

SECRET 261615Z CITE MEXICO 1893

DIRECTOR

HBDRAW

REF: MEXICO CITY 1888 (11) 97294)

25 JUN 57 IN 98383

CAZAZZUS ILLNESS DIAGNOSED AS FLOATING KIDNEY.

RELEASED FROM HOSPITAL 24 JUNE 1967. NO OPERATION
PLANNED.

SECRET

BT

SECRET

[Handwritten signature]

INDEX <input type="checkbox"/> YES <input type="checkbox"/> NO	CLASSIFIED MESSAGE	TOTAL COPIES 11
CLASSIFY TO FILE NO.	SECRET	GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION
X-REF TO FILE NO.		
FILE RID <input type="checkbox"/> REV. TO BRANCH <input type="checkbox"/>	PERSON/UNIT NOTIFIED	REPRODUCTION PROHIBITED
DESTROY <input type="checkbox"/> SIG.		1
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		4
ACTION	ADVANCE COPY	UNIT TIME BY
<i>28</i>	<input type="checkbox"/> RID COPY <input type="checkbox"/> ISSUED <input type="checkbox"/> SLOTTED <input type="checkbox"/> TUBED	
INFO	FILE, VR, WHD, CC53, CP2	

SECRET 240020Z CITE MEXICO CITY 1888

24 JUN 67 IN 97294

DIRECTOR

HBDRAW

SANDRA B. CAZAZZUS ADMITTED TO AMERICAN BRITISH
COWDRAY HOSPITAL 22 JUNE 1967 WITH SEVERE ABDOMINAL
PAIN. PRELIMINARY DIAGNOSED AS KIDNEY DISORDER. WILL
ADVISE FURTHER.

SECRET **SECRET.**

BT

17
June 26
410

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 132830	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX F	4. GRADE	5. SD	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
CAREER RESERVE TEMPORARY			XX INITIAL				
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL REASSIGNMENT SUPERVISOR				
SPECIAL (Specify):			XX SPECIAL (Specify): Contract Employee				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From To) 1 January 1966-31 December 1966				
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Selecting and processing transcripts in Spanish and English into a workable format for Station analysis and filing						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Handling administrative matters for her husband and herself.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and use of resources in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>This is the first time a fitness report has been prepared on CAZAZZUS herself, although previous fitness reports on her husband, Douglas J. FEINGLASS, have mentioned her valuable contribution. She and FEINGLASS continue to work as an excellent team. CAZAZZUS works conscientiously and quickly and saves the Station a great deal of time in the routine processing of paper and tapes. Her interest in the subject matter and her analytical ability enable her to weed out superfluous material and assist FEINGLASS in his translations and analyses.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
7 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur with the rating officer's evaluation of CAZAZZUS. She compliments her husband perfectly</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	

SECRET

SECRET

FIELD TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:

SECTION A, Items 1, 6, and 7

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

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE 9 Feb 67	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym) Sandra B. CAZAZZUS <i>Sandra B. Cazazzus</i>
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS		
DATE 9 Feb 67	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym) <i>Jonathan L. Weening</i> Jonathan L. WEENING	
DATE 28 Feb 67	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym) <i>Francis J. Coigne</i> Francis J. COIGNE	
<p align="center"><u>SPECIAL NOTE</u></p> <p>Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.</p>		

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECRET

Miss Anna A. TarasoffDear Miss Tarasoff:

Reference is made to your current contract with the United States Government, as represented by the Contracting Officer.

Effective 22 August 1966, said contract is amended by deleting all reference to income taxes therefrom, and by adding thereto the following paragraph:

"3. Taxes As an employee of the Government, you must satisfy your Federal tax liability on taxable income paid to you under paragraph one (1) above. Such income may be paid you by or through a cover facility. Because of cover, operational, and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference."

All other terms and conditions of said contract remain in full force and effect.

UNITED STATES GOVERNMENT

Contracting Officer

SECRET

Group 1 -- Excluded from automatic downgrading and declassification

SECRET

DATE:

CTC No. 3

MEMORANDUM FOR: Director of Finance

ATTENTION: Chief, Compensation and Tax Division

VIA: Chief, Contract Personnel Division

SUBJECT: Tax Assessment for _____

1. A flat rate covert tax assessment of this individual's gross, taxable Agency entitlements has been approved by the Covert Tax Committee as indicated below. An acknowledged letter of tax instruction ☐ is ☐ will be forwarded.

Tax Assessment Rate

Effective Date

Approved for _____ (signature) per _____ (signature) 1/1/61

2. Other payroll factors pertinent to this Covert Tax Committee tax assessment action are as follows:

(1) No marital deduction

(2) Federal Gov. & State Gov. Tax

(3) No dependent deduction

(4) No dependent deduction

A flat rate covert tax assessment is required.

dkh
Approval Chief, CPD

(signature)
Secretary, Covert Tax Committee

SECRET

4 June 1966

Anna A. Faranoff

MISS [REDACTED]

Dear Miss [REDACTED]

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 15 July 1966, as amended, which expires 14 July 1966.

Effective 15 July 1966, said contract, as amended, is extended for a period of two (2) years.

All other terms and conditions of said contract remain in full force and effect.

THE UNITED STATES GOVERNMENT

Willard C. Curtis

ACCEPTED:

[REDACTED]
WITNESS: *Wm. J. Cronley*

APPROVED:

BY CONTRACT ADMINISTERING OFFICER

SECRET

DISPATCH		CLASSIFICATION SECRET	PROCESSING ACTION
TO	Office of Finance		MARKED FOR INDEXING
INFO	Chief, WH Division		NO INDEXING REQUIRED
FROM	Chief of Station, Mexico City		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Admin/Finance-Salary Increase-Sandra B. CAZAZZUS, Employee Number 132830		
ACTION REQUIRED - REFERENCES			
<p>ACTION REQUIRED: Information only.</p> <p>REFERENCE: HPMS-4512, dated 6 January 1966</p> <p>Furnished herewith is a copy of a contract amendment for Sandra B. CAZAZZUS covering the legislative salary increase as of 10 October 1965. The amendment was not prepared in time for CAZAZZUS to sign it before going on home leave and consequently had to await her return.</p> <p style="text-align: right;">WILLARD C. CURTIS</p>			
<p>Attachments: As Stated Above</p>			
<p>Distribution: 2 - Office of Finance, w/att 1 - Chief, WHD</p>			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	HPDT-6164	17 January 1966	
	CLASSIFICATION	HQS FILE NUMBER	

SECRET

*Anna H
Harash*

Dear Miss [redacted]

Reference is made to your present contract with the United States Government as represented by the Contracting Officer.

Effective 10 October 1965, said contract is amended by including therein provision for compensation increase of the Federal Employment Salary Act of 1965, in conformance with policies and procedures of the Organization. Said contract is amended also to include the following sentence in paragraph one, entitled "Compensation":

"Compensation will be increased based on legislative pay increases"

All other terms and conditions of the contract remain in full force and effect.

THE UNITED STATES GOVERNMENT

BY *Willard C. Curtis*

ACCEPTED:

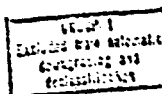
[Signature]

WITNESS:

Irving A. [Signature]

[Signature]

SECRET



Chief of Station, Mexico City

Office of Finance

Salary Increase - Sandra S. GAZZONI, Employee Number 12000

The Office of Finance has not received a contract amendment for the 10 October 1965 salary increase which the Station has paid Subject as reflected on Station 7/68-66. Therefore, in the absence of a contract amendment, it would appear that GAZZONI is being overpaid. Please advise.

SHIRLEY E. YERGAN

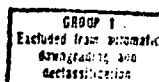
Distribution:

3 - CSE/Mexico City

HR70 - 4512

6 January 1966

SECRET



CATD/APS/CEAS/[]/rhm

2296

2 - WH Division
3 - CATD/APS/CEAS
1 - RI/DP
1 - OF/Registry
✓ - CPD

WH/BP

WH/ES

CLASSIFY TO FILE NO. _____		CLASSIFIED MESSAGE		TOTAL COPY _____	
REF TO FILE NO. _____		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> SECRET </div>		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <small>NO DISSEMINATION TO PERSONS NOT AUTHORIZED TO RECEIVE THIS INFORMATION</small> </div>	
FILE RID <input type="checkbox"/> RET. TO BRANCH <input type="checkbox"/>					
DESTROY <input type="checkbox"/> SIG. _____		PERSON/UNIT NOTIFIED <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		REPRODUCTION PROHIBITED	
FROM _____					
<u>MEXICO CITY</u>					
ACTION _____					
<u>WHR</u>		<input checked="" type="checkbox"/> RID COPY		ADVANCE COPY <input type="checkbox"/> ISSUED <input type="checkbox"/> SLOTTED <input type="checkbox"/> TUBED	
FILE <u>VR OF 2, COS 3</u>				UNIT _____ TIME _____ BY _____	

SECRET 081945Z

DIR CITE MEXI 5550

REF: DIR 62414

8 Dec 65 10658

1. 1964 [] FOR BENADUM, LIMOTOR 19 (SASSTAPA C. HUFIC), PINEINCH, SANDANANIE BEING SENT BY HMNT 6019 IN 17 DEC POUCH. NOT POUCHED EARLIER AS OVERLOOKED IN STATION ADMIN FILES.
2. [] FOR CAZAZZUS SENT HMNT 5399 APR 23 (JOINT WITH SADDUGLAS J. FEINCLASS). [] FOR LIFUED 37, NOW RITA N. BLAZIK, SENT HMNT 5908, 28 OCT 65.
3. LIRUFF 1 SUBMITTED [] THROUGH OVERT CHANNELS: SIGNED COPY BEING POUCHED NOS.
4. WILL REPORT ON TIGHBOFF SEPARATELY.

~~SECRET~~ AFRICA FILE - WASH DC JAN 7 1968
TAX RECORDS REGISTRATION DIVISION
CFN 5550 62414 1964 BENADUM LIMOTOR 19 BARBARA C HUTTS FINELOCK

SANDAMANIE HMMT 6218 10 NOT FOUCHED CAZAZZUS HMMT 5399 APR 65

DOUGLAS J FEINGLASS LIFUED 30 RITA N ELAZIK HMMT 5908 23 65

LINUFF 1 HQS

BT

SECRET

SECRET

ANNA H. TARNOSOFF
[REDACTED]

Dear Miss [REDACTED]

Reference is made to your present contract with the United States Government, as represented by the Contracting Officer.

Effective 14 August 1964, said contract is amended by including therein provision for compensation increase of the Government Employees Salary Reform Act of 1964, in conformance with the policies and procedures of this organization.

All other terms and conditions of the contract remain in full force and effect.

D/K
7 Newrate ^{2.72} ~~2.42~~ P/hour

UNITED STATES GOVERNMENT

BY

William C. Curtis
Contracting Officer

SECRET

Group 1 - Excluded from automatic downgrading and declassification.

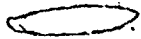
APPROVED:

REVIEWED:

/s/

[REDACTED]
Special Contracting Officer

DISPATCH



C/WH/SS

CPD

BD 4059 Geo. D. Fe
cc - Mar 19 - H. H. M. T
5278

SECRET

(EVEN WHEN BLANK)

N°SD 48769 A

DATE 29 July 1964

I DO HEREBY DECLARE THAT MY TRUE AND LEGAL SIGNATURE IS:

(SIGNATURE)

Anna Tarasoff

RIGHT THUMB PRINT

Anna Tarasoff

(NAME, PRINTED OR TYPEWRITTEN)

WITNESS:

Herbert Manell

Herbert Manell

SECRET**SECRET**

(EVEN WHEN BLANK)

N°SD 48769 B

DATE 29 July 1964

I DO HEREBY ACKNOWLEDGE THAT IN MY RELATIONS WITH THE
UNITED STATES GOVERNMENT, I WILL USE THE FOLLOWING SIG-
NATURE WHERE REQUIRED:

(SIGNATURE)

Sandra B. CAZZUS

RIGHT THUMB PRINT

Sandra B. CAZZUS

(NAME, PRINTED OR TYPEWRITTEN)

WITNESS:

Gerald F. Gestetner

Gerald F. GESTETNER

SECRET

CONFIDENTIAL
(When Filled In)

CONTRACT TYPE B SECURITY APPROVAL

DATE : 15 July 1964

YOUR REFERENCE: Memorandum dated 13 July 1964

CASE NO. : 131751

TO : WH/PERS

SUBJECT : TARASOFF, Anna A.

1. This is to inform you of Security Approval of the Subject person for Contract Type B employment as specified in your request under the provisions of Headquarters Regulation 20-53.

2. Unless arrangements are made within 60 days to contract with Subject within 120 days, this Approval becomes invalid.

3. This office is to be advised when a Contract is signed by Subject and when the Contract is terminated.

4. As a part of this contracting process:

☐ A polygraph interview must be arranged by your office.

☒ A polygraph interview is not necessary.

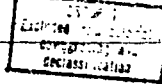
☐

W. A. Osborne
W. A. Osborne

CHIEF, PERSONNEL SECURITY DIVISION, OS

SECRET

REQUEST FOR APPROVAL OR INVESTIGATIVE ACTION <small>(Please handcarry 1 copy of this form)</small>		DATE 13 July 1964	
TO:	CI/Operational Approval and Support Division	FROM:	WH/PERS GH-4408
X	Personnel Security Staff/Personnel Division/Office of Security		
SUBJECT: <small>(True name)</small>	Tarasoff, Anna	PROJECT	Station Support
CRYPTONYM, PSEUDONYM, AKA OR ALIASES		CI/OA FILE NO.	
		RI ZOI FILE NO.	SO FILE NO. 131751
1. TYPE ACTION REQUESTED			
PROVISIONAL OPERATIONAL APPROVAL		PROVISIONAL PROPRIETARY APPROVAL	
OPERATIONAL APPROVAL		PROPRIETARY APPROVAL	
PROVISIONAL COVERT SECURITY APPROVAL		COVERT NAME CHECK	
X	COVERT SECURITY APPROVAL Type B	SPECIAL INQUIRY (SO field investigation)	
COVERT SECURITY APPROVAL FOR LIAISON WITH U.S. OFFICIALS			
2. SPECIFIC AREA OF USE Mexico City, Mexico			
3. FULL DETAILS OF USE Her principal responsibility will be to assist her husband, a Staff Agent, in the transcribing and processing of the Station's LIENVOY/LIEMWICK product. Subject resigned from staff employee status on 8 September 1963. <i>She has been with her husband in Mexico during interim period</i>			
4. INVESTIGATION AND COVER			YES NO
A. U.S. GOVERNMENT INTEREST MAY BE SHOWN DURING INVESTIGATION?			X
B. CIA INTEREST MAY BE SHOWN DURING INVESTIGATION?			X
C. IS SUBJECT AWARE OF U.S. GOVERNMENT INTEREST IN HIM?			X
D. IS SUBJECT AWARE OF CIA INTEREST IN HIM?			X
E. INDICATE ANY LIMITATIONS ON COVERAGE IN THE INVESTIGATION OF SUBJECT.			
F. SUGGEST "COVER PRETEXT" TO BE USED IN CONDUCTING PERSONAL INVESTIGATION OF SUBJECT.			
IF NO INVESTIGATION OUTSIDE CIA, EXPLAIN FULLY			
5. PRO AND GREEN LIST STATUS			
PRO 1. OR EQUIVALENT, IN 121 COPIES ATTACHED		PRO 11 WILL BE FORWARDED	
PRO 11. OR EQUIVALENT, IN 111 COPY ATTACHED		GREEN LIST ATTACHED, NO:	
6. RI TRACES			
NO RECORD	WILL FORWARD	NON-DEROGATORY	DEROGATORY ATTACHED
7. DIVISION TRACES			
NO RECORD	WILL FORWARD	NON-DEROGATORY	DEROGATORY ATTACHED
8. FIELD TRACES			
NO RECORD		WILL FORWARD	
NO DEROGATORY INFO.		DEROGATORY ATTACHED	
LIST SOURCES CHECKED			
NOT INITIATED (Explanation)			
SIGNATURE OF CASE OFFICER W.S. Renahan		EXTENSION 6577	SIGNATURE OF BRANCH CHIEF W.E. Brooks

DISPATCH		CLASSIFICATION SECRET	PROCESSING ACTION
TO Chief, MI Division			MARKED FOR INDEXING
INFO Chief, SR Division			NO INDEXING REQUIRED
FROM Chief of Station, Mexico City			ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT ADMINISTRATIVE/PERSONNEL WAE Contract			MICROFILM
ACTION REQUIRED - REFERENCES			
<p>REFERENCE: MEXI-9691</p> <p>1. Transmitted under separate cover attachment are three copies of a signed field contract completed on the Subject of reference.</p> <p>2. Her principal responsibility will be to assist her husband Douglas J. HENGLASS (P) in the transcribing and processing of the Station's LITVOV/LITVICH product. The part-time employment of Subject will permit HENGLASS to devote considerably more effort and concentration on the preparation of assessment studies on the USUAL complement.</p> <p style="text-align: right;"><i>Willard C. Curtis</i> WILLARD. C. CURTIS</p> <p>Attachment: As stated above (WFC)</p> <p>Distribution: 2 - WED, w/att 1 - SWD, w/att</p> <p style="text-align: right;"><i>Orig'd - 17 July 64</i> <i>C/WH/SS</i> <i>WCH/BTF</i> <i>CPD 5669</i> <i>EFD/REAS 6465</i></p>			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	MEXI-4046	12 June 1964	
	CLASSIFICATION SECRET	HQS FILE NUMBER	

15 J62

Mrs. Anna A. ~~Thaaroff~~ *Thaaroff*

Dear Mrs. Thaaroff:

The United States Government, as represented by the Contracting Officer, hereby contracts with you, as a Contract Employee, for the use of your services and the performance of duties of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the use of your services and the performance of specified confidential duties, you will be compensated in an amount calculated at the rate of \$2.53 per hour. Payments will be made as directed by you in writing in a manner acceptable to the Government. Taxes will be withheld therefrom and submitted by the United States Government.

2. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs or legal representatives under this paragraph will be processed by the Government in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to Government employees. Such annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government.

(c) You will be entitled to continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U.S.C.A., App. 1001-1015).

(d) The Government will withhold from the compensation due you under this agreement social security deductions in conformance with the basic social security legislation, as amended, and the procedures of this Organization. For reasons of security, all inquiries concerning your relationship to the social security system shall be made directly to this Organization, and in no event may any such problem be presented by you or on your behalf to any representative of the governmental unit responsible for implementing the social security program.

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

4. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1943, as amended, and other applicable laws and regulations.

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

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

7. Term. This contract is effective as of 10/1/54 and shall continue thereafter for a period of two (2) years unless sooner terminated either:

(a) By thirty (30) days' actual notice by either party hereto, or

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

Subject to the availability of appropriations, this agreement may be extended upon notice from the Government. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY Winston M. Scott
Contracting Officer

ACCEPTED:

Anna A. Tazarov
Anna A. Tazarov

WITNESS: Hubert M. Merrill

APPROVED:

RECEIVED:

Special Contracting Officer

CLASSIFIED MESSAGE

SECRET

ROUTING

1	4
2	5
3	6

TO : DIRECTOR

FROM : [illegible]

ACTION: [illegible]

INFO : CI, CIPs, CIPs, SR 7, VR

SECRET 120018Z

DIP CITE [illegible] 1962

REDCOAT

IMMEDIATE ACTION

REF: HMYS-2062, 11 JUNE 1963

2 JUNE 1963 95704

1. PER DISCUSSIONS WITH WALLACE A. DEMOLAT, STATION WISHES EMPLOY WIFE OF DOUGLAS J. FEINGLASS ASAP TO ASSUME PART OF LATTER'S LIENVOY TRANSLATION AND TRANSCRIPTION DUTIES. WOULD FREE HIM TO CONCENTRATE MORE ON PREPARATION ASSESSMENTS-CHARACTERIZATIONS OF SOV COMPLEMENT.

2. REQUEST WOS INITIATE CLEARANCE. FORWARDING FIELD CONTRACT WHICH WILL BE IN ACCORDANCE REF.

SECRET

SECRET

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

Read July 9
July 12
Dissemination permit
Cable to [illegible]
 Copy No. [illegible]

S E C R E T

Chief of Station, Mexico

XX

Chief, WHD

Wife of Douglas J. FEINGLASS

Please inform Subject that her resignation from staff employee status has been processed and made effective as of 8 September 1963.

END OF DISPATCH

Distribution:
2 Mexico City

HQS-3145

23 September 1963

S E C R E T

WH/PERS

W.S. Renshan

ecm

7555

Distribution:
1 - WH/Reg
1 - WH/PERS

C/WH/3

SECRET/RYBAT

SEPARATE COVER ATTACHMENT

HMM-S-2980

DOB: 5 May 1923

POB: Cleveland, Ohio

HIGH SCHOOL GRADUATE: 1942

CHILDREN: Daughter - Barbara, 21 Dec 1945

Son - Raymond, 20 Mar 1949

EXPERIENCE: 1944 - 1945 Cleveland Trust Co., Cleveland, Ohio
Commercial Bookkeeper

1955 - 1956 American Trust Co., San Leandro, Calif.
Commercial Bookkeeper

8 Apr 1957 EOD KUBARK, Clerk, GS-4

14 Jul 1957 PBJointly, Clerk

9 Mar 1958 KUDESK, Intell Clerk

2 Nov 1958 Promotion, GS-5

8 Jan 1961 Promotion, GS-6

7 Jun 1963 LWOP for 90 days at end of which time
resignation will be effected.

FITNESS REPORT: 30 June 1961 - 30 June 1962, Overall Rating "A"
(Transliterates Russian Material "P")

TRAINING: Basic Supervisors, 2-13 May 1960

TEST: Russian, Reading "E"

SECRET/RYBAT

MEMORANDUM RECEIPT

7 June 1963

DATE

TO: W.S. Renehan, WH/Pers

FROM: Mrs. Anna Tarasoff

SUBJECT: Receipt of Advance of Funds for Transportation from
Washington, D. C. to Mexico City

I hereby acknowledge receipt of the following:

\$525.00 in conjunction with Subject, it is understood that this advance is for ~~lowest~~ lowest first class rail travel Washington to Mexico City, Mexico and related costs, and anticipated per diem for three days for myself and two dependent children. Accounting for the advance will be submitted to the Mexico City Station.

Please return _____ signed copy(ies) of this receipt

To _____

FORM NO. 752 REPLACES FORM 30-50
1 AUG 55 WHICH MAY BE USED.

Anna Tarasoff

Anna Tarasoff

SIGNATURE OF RECIPIENT

7 June 1963

DATE RECEIVED

(23)

SECRET

7 June 1963

**MEMORANDUM FOR: Personnel Security Division,
Office of Security**

**SUBJECT: Mrs. Anna Tarasoff, Contract
Employee Clearance**

1. It is requested that clearance be granted for the employment of Mrs. Anna Tarasoff as a Contract Employee, Type A or B at the Mexico City, Mexico Station to provide clerical services.
2. Mrs. Tarasoff is presently a GS-6, staff employee. She is being reassigned to the CS Development Complement and placed on a 90 day LWOP status effective COB 7 June in order to join her husband.
3. In the event the Mexico Station can use her services she would be employed in a contractual capacity and her resignation from staff employee status would be effected the day prior to the effective date of contract.
4. In the event additional information is desired, please contact Mr. William Renchan, extension 7555.

**W. E. BROOKS
Chief, WH Support**

SECRET
(When Filled In)

Paul J. Smith
DATE PREPARED

REQUEST FOR PERSONNEL ACTION

5 Jun 1963

1. SERIAL NUMBER 045935		2. NAME (Last-First-Middle) TANASOFF, ANITA	
3. NATURE OF PERSONNEL ACTION LMOP AND RECLASSIFICATION		4. EFFECTIVE DATE REQUESTED MONTH 6 DAY 7 YEAR 63	
5. FUNDS X V TO V CF TO V		6. LEGAL AUTHORITY (Completed by Office of Personnel) 327-1770-1000	
7. ORGANIZATIONAL DESIGNATIONS DDP CI STAFF CI DEVELOPMENT COMPLIMENT		8. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
9. POSITION TITLE INTELL CLERK		10. POSITION NUMBER 61 7971	
11. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		12. OCCUPATIONAL SERIES 0313.01	
13. GRADE AND STEP 6		14. SALARY OR RATE 5,545.	
15. REMARKS FROM: DDP CI STAFF/SPECIAL INVESTIGATION GROUP/PROJECTS BR/INTELL CLK/WASH., D.C./0151 Employee's last working day 7 June 1963. LMOP (HMB 10-1 Para. 10 a.) Leave of absence to accompany husband to new station - not to exceed 90 days. cc to security and finance			
16. SIGNATURE OF REQUESTING OFFICIAL <i>Byron R. Burns</i>		17. DATE SIGNED 5 Jun 63	
18. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		19. DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
20. ACTION CODE	21. EMPLOY CODE	22. OFFICE CODING NUMERIC ALPHABETIC	23. STATION CODE
24. NTE EXPIRES MO. DA. YR.	25. SPECIAL REFERENCE	26. DEPARTMENT DATA 1 - CSC 3 - FICA 5 - BONT	27. SEPARATION DATA CODE
28. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	29. SERV. COMP. DATE MO. DA. YR.	30. LONG. COMP. DATE MO. DA. YR.	31. CAREER CATEGORY CODE CAREER - PROV/TEMP
32. 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)	33. FEDERAL TAX DATA FORM EXEMPTED CODE 1 - YES 2 - NO	34. STATE TAX DATA FORM EXEMPTED CODE 1 - YES 2 - NO	35. SOCIAL SECURITY NO.
36. POSITION CONTROL CERTIFICATION		37. APPROVAL DATE APPROVED	

SECRET

GROUP 1
EXC. FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

PUBLIC SCHOOLS
DISTRICT OF COLUMBIA
**WOODROW WILSON
HIGH SCHOOL**
PUPIL'S PERMANENT RECORD

LAST NAME OF PUPIL TARASOFF		FIRST NAME BARBARA	MIDDLE NAME	DATE OF ENTRY FROM 9.6.61	TO Kramer Jr.
PARENT OR GUARDIAN Baria Delti Tarasoff		OCCUPATION Analyst - U.S. Government		DATE OF ENTRY FROM	
RESIDENCE 5109 - 45th Street, N.W.		TEL. EM 2-6990		DATE OF ENTRY FROM	
RESIDENCE		TEL.		DATE OF ENTRY FROM	
PLACE OF BIRTH Ohio			DATE OF BIRTH 12.22.45	DATE OF ENTRY FROM	

MONTH GRADE		YEAR BEG.			SECTION			YEAR BEG.			SECTION			YEAR BEG.			SECTION					
		9.6.61			112-2 Rcs			9.6.62			112-3 Rcs											
SUBJECT		TEACHER			SEM. I			SEM. II			SUBJECT			TEACHER			SEM. I			SEM. II		
English	A	English	3H	ALB	A	A	English	3H	ALB	A	English			English								
U.S. & World History	A	U.S. History					U.S. History				Government											
Algebra 1 & 2	B	ALG	3H	ALB	C	B																
French	A	French	1H	ALB	A	A	French	2H	ALB	A	French			French								
Gen. Math		Latin	3H	ALB	A	A	Latin	4H	ALB	A	Latin			Latin								
Latin 1 & 2	A	Spanish					Spanish				Spanish			Spanish								
Trigon.		Calculus					Calculus	1P	ALB	A												
Chem. Science		Biology					Physics	R	ALB	A	Chemistry											
Biology	A	Chem.	H	ALB	B	B																
UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		UNOFFICIAL		
U.S. History		SS		A																		
Physical Ed.		3H		ALB		Physical Ed.		3H		ALB		Physical Ed.		3H		ALB		Physical Ed.		3H		
Military Science						Military Science						Military Science						Military Science				
Dependence		R		H		Dependence		R		H		Dependence		R		H		Dependence		R		
Days Present		91%		81		Days Present		90%		81		Days Present		90%		81		Days Present		90%		
Days Abs. Ex.		1		12		Days Abs. Ex.		2		12		Days Abs. Ex.		2		12		Days Abs. Ex.		2		
Days Abs. Unexc.		-		-		Days Abs. Unexc.		0		-		Days Abs. Unexc.		0		-		Days Abs. Unexc.		0		
Days Tardy		-		-		Days Tardy		0		-		Days Tardy		0		-		Days Tardy		0		

Sam Raymond