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FILE TITLE/NUMBER/VOLUME: Personnel file:

Thomas B. CASASIN

INCLUSIVE DATES:

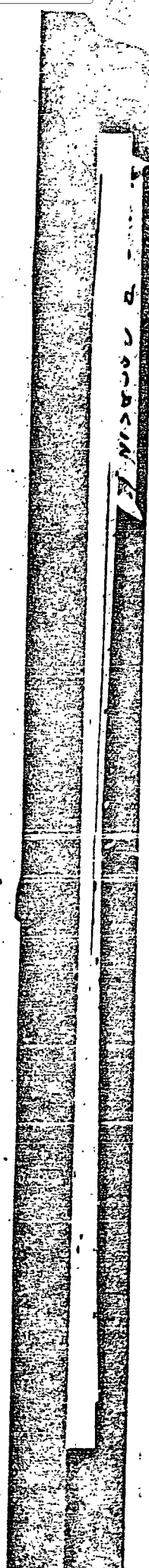
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THIS FOLDER CONTAINS ALL  
PERTINENT INFORMATION/DOCUMENTS  
FROM CASASIA'S (P) PERSONNEL  
FOLDER FOR PERIOD 1955-1962.  
(IN MID 1962 CASASIN WENT  
OVERSEAS.)

**BIOGRAPHIC PROFILE (PART 7)**

NAME: *Casarin* DATE OF BIRTH: 20 Nov 1919

STATUS: *Player* OTHER STATES: Jul 1954

MEMBERSHIP: Jul 1954 OTHER STATES: Jul 1954

ASSESSMENT DATE: None PROFESSIONAL TEST DATE: None

**NON-CIA EMPLOYMENT**  
 1943-48 Military Service, US Army, 1st Lt. - Civil Censorship Officer, Japanese Translator & Instructor, Liaison Officer  
 1949 Guide Publishing Co, Baltimore, Md - County Editor of weekly paper  
 1949 Baltimore Housing Authority, Md - Administrative Officer

**NON-CIA EDUCATION**  
 1942 Trinity College, Conn - French  
 1940-42 Sir George Williams College, Montreal, Canada - French  
 1945 Univ of Michigan, Army Language School - (1947), Oriental Civilization, Japanese  
 1951-52 Georgetown Univ Graduate School - International Relations

**FOREIGN LANGUAGE ABILITIES**  
 French - P, P, S, U, High; W/ Inter (Feb 1962), Trans & Interp Aug 1957  
 Japanese - P, S, U, Inter (Mar 1962); R, W, Blom; Trans & Interp Aug 1957

**AGENCY SPONSORED TRAINING**  
 1949-50 1951 1952 1952  
 1950 1951 1952  
 1950 1951 1952  
 1950 1960

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

DATE	POSITION TITLE	OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & JAPAN TITLE (if any)	LOCATION
Jan 1955	Opic Off	0136.01	11	DI	DDP/SR/TL Area	Tokyo
30 1955	Opic Off	0136.01	11	D	DDP/SR/TL, Br 6	Tokyo
7 1957	"	0136.01	11	D	DDP/SR/TL Area	Tokyo

DATE REV: 10 Apr 1962 21. PROFILE REVIEWED BY: [Signature] 22. ITEMS 1-16 REVIEWED AND VERIFIED BY EMPLOYEE: [Signature]

SECRET  
(When Filled In)

48. SERIAL NO.  
100

BIOGRAPHIC PROFILE (PART 2)

*Coast*

DATE OF BIRTH  
Jan 1922

22. SUMMARY OF EVALUATION REPORTS FOR THE PAST TWO YEARS

[Redacted area]

24. SUMMARY OF CAREER PREFERENCE OUTLINE AND REASONING QUESTIONNAIRE

[Redacted area]

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

26. ADDITIONAL INFORMATION

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

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

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

Letter of Appreciation 1960 for suggestion which proposed revisions of Form 1050.

Appreciation 1961 from Commandant, USAF Command and Staff College for fine lecture.

27. DATE REVIEWED  
20 Apr 1964

28. PROFILE REVIEWED BY  
[Signature]

PERSONAL HISTORY STATEMENT

3733

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

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? YES

SEC. 1. PERSONAL BACKGROUND

CASASIN

A. FULL NAME MR. [REDACTED] Office: NOT  
(Use No. (Initials) Last Middle First Middle Last Ext. APPLICABLE  
Home: HO-7983

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

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

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

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

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

C. DATE OF BIRTH 20 JAN 1924 PLACE OF BIRTH BALTIMORE, MD, USA  
Where? By What Authority City State Country

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

BY NATURALIZATION CERTIFICATE? NOT ISSUED BY

AT [REDACTED] City State Country

HAVE YOU HAD A PREVIOUS NATIONALITY? NO

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY? NO  
Country

GIVE PARTICULARS NOT APPLICABLE

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

E. IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? NIA

PORT OF ENTRY? \_\_\_\_\_ ON PASSPORT OF WHAT COUNTRY? \_\_\_\_\_

LAST U.S. VISA

Number

Type

Place of Issue

Date of Issue

SEC. 2. PHYSICAL DESCRIPTION

AGE 24 SEX MALE HEIGHT 5'9 1/2" WEIGHT 140  
EYES BROWN HAIR BROWN COMPLEXION DARK SCARS FOREHEAD  
BUILD SLENDER OTHER DISTINGUISHING FEATURES NONE

SEC. 3. MARITAL STATUS.

A. SINGLE YES MARRIED \_\_\_\_\_ DIVORCED \_\_\_\_\_ WIDOWED \_\_\_\_\_

STATE DATE, PLACE, AND REASON FOR SEPARATION, DIVORCE OR ANNULMENT \_\_\_\_\_

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

NAME OF SPOUSE NOT APPLICABLE

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

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

St. & No. City State Country

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

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

St. & No. City State Country

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

City State Country

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

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

City State Country

OCCUPATION \_\_\_\_\_ LAST EMPLOYER \_\_\_\_\_

EMPLOYER'S OR BUSINESS ADDRESS \_\_\_\_\_

St. & No. City State Country

MILITARY SERVICE FROM \_\_\_\_\_ TO \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_

Date Date

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

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

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

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

FULL NAME JOHN BENJAMIN \_\_\_\_\_  
LIVING OR DECEASED LIVING DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_  
PRESENT, OR, LAST, ADDRESS ST. PAUL ST., BALTIMORE-18 MD-USA  
St. & No. City State Country  
DATE OF BIRTH 21 NOV 1893 PLACE OF BIRTH CENTREVILLE, MARYLAND, USA  
City State Country  
IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY N/A  
CITIZENSHIP USA WHEN ACQUIRED? BIRTH WHERE? \_\_\_\_\_  
City State Country  
OCCUPATION AUTO DEALER LAST EMPLOYER EAST END AUTO CO-BALTIMORE  
EMPLOYER'S OR OWN BUSINESS ADDRESS PULASKI HWY, BALTIMORE, MD, USA  
St. & No. City State Country  
MILITARY SERVICE FROM 1915 TO 1919 BRANCH OF SERVICE ARMY AVIATION  
Date Date  
COUNTRY USA, GT. BRITAIN DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREIGN  
NONE

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

FULL NAME ADRIENNE MARGUERITE \_\_\_\_\_  
LIVING OR DECEASED DECEASED DATE OF DECEASE 5 DEC 1947 CAUSE CANCER  
PRESENT, OR LAST, ADDRESS MILFORD AV, BALTIMORE, MD, USA  
St. & No. City State Country  
DATE OF BIRTH 14 AUG 1900 PLACE OF BIRTH ROMANS, DEOME, FRANCE  
City State Country  
CITIZENSHIP USA WHEN ACQUIRED? 1921 (?) WHERE? BALTO, MD, USA  
City State Country  
IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY NOV. 1919 - NEW YORK



OCCUPATION MILLINERY LAST EMPLOYER EMPORIUM WORLD MILLY CO.

BUYER  
EMPLOYER'S OR OWN BUSINESS ADDRESS UNKNOWN, CHICAGO, ILL, USA

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

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

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

DL  
73452

1. FULL NAME HENRI ADRIEN AGE 23

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

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

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

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

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

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

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

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

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

SEC. 8. FATHER-IN-LAW

FULL NAME NOT APPLICABLE

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

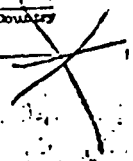
PRESENT, OR LAST, ADDRESS \_\_\_\_\_

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

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

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

OCCUPATION \_\_\_\_\_ LAST EMPLOYER \_\_\_\_\_



SEC. 9. MOTHER-IN-LAW

FULL NAME NOT APPLICABLE  
First Middle Last  
 LIVING OR DECEASED \_\_\_\_\_ DATE OF DECEASE \_\_\_\_\_ CAUSE \_\_\_\_\_  
 PRESENT, OR LAST, ADDRESS \_\_\_\_\_  
St. & No. City State Country  
 DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
 IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ WHEN ACQUIRED? \_\_\_\_\_ WIDERS? \_\_\_\_\_  
City State Country  
 OCCUPATION \_\_\_\_\_ LAST EMPLOYER \_\_\_\_\_

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

1. NAME HENRY RELATIONSHIP GREAT-UNCLE AGE 65(7)  
 CITIZENSHIP FRENCH ADDRESS 27 RUE EDITH CAVELL, NICE, FRANCE  
St. & No. City State Country  
 2. NAME CHARLES GRANDGERARD RELATIONSHIP SECOND COUSIN AGE 55(1)  
 CITIZENSHIP ARG ADDRESS 20 STIS ELEVATORS, BUENOS AIRES, ARG  
St. & No. City State Country  
 3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State Country

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

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

SEC. 12. EDUCATION

PS #63  
 ELEMENTARY SCHOOL Mc DONOUGH Sch. ADDRESS BALTIMORE, MD, USA  
City State Country  
 DATES ATTENDED 1930-34-37 GRADUATE? YES  
 HIGH SCHOOL LYONS HIGH, MONTREAL, H. ADDRESS MONTREAL QUE, CANADA  
City State Country  
 DATES ATTENDED 1937-1940 GRADUATE? YES  
 COLLEGE SIR GEO WILLIAMS COLL. ADDRESS MONTREAL, QUE CANADA  
City State Country  
 DATES ATTENDED 1940-1942 DEGREE NONE  
 COLLEGE U OF MICHIGAN ADDRESS ANN ARBOR, MICH, USA  
City State Country  
 DATES ATTENDED 1945 (see P13) DEGREE B.A.

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

USA ARMY 1/LT FEB 1943-OCT 1948  
Country Service Rank Dates of Service  
GHQ FEC-TOKYO, JAPAN 0-937200 HONORABLE  
Last Station Serial No. Type of Discharge  
 REMARKS: WHILE ENLISTED, SERIAL WAS 3316266

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

IF REFERRED GIVE REASON \_\_\_\_\_

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

FROM 15 AUG 48 TO 30 SEP 48

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

(MILITARY)

FROM 1 APR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

(MILITARY)

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

(MILITARY)

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

(MILITARY)

EMPLOYING FIRM OR AGENCY DEPT / ARMY  
ADDRESS ARMY LANGUAGE SCHOOL (FT. SNELLING, FORT MONROE, VA)  
St. & No. City State Country  
KIND OF BUSINESS CIVIL AFFAIRS THE NAME OF SUPERVISOR YUTKA MURAKATA  
TITLE OF JOB RESEARCH EDITOR SALARY \$ Army PER SGT  
YOUR DUTIES REVISED ARMY MANUALS; PREPARED CIVIL AFFAIRS  
REASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPAN  
FROM NOV 1941 TO JUL 1947

EMPLOYING FIRM OR AGENCY W. EATON CO, LTD.  
ADDRESS ST. CATHERINE ST, MONTREAL, QUE, CANADA  
St. & No. City State Country  
KIND OF BUSINESS DEPT. STORE NAME OF SUPERVISOR F.T. CLAYDON  
TITLE OF JOB PHOTOGRAPHIC SALESMAN SALARY \$ 80 PER WEEK  
YOUR DUTIES SOLD CAMERAS AND PHOTO SUPPLIES  
REASONS FOR LEAVING WAS PART-TIME JOB ACCEPTED WHILE IN COLLEGE

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

NOT APPLICABLE

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

		Street and Number	City	State
1.	CAPT. GORDON WALLACE	BUS. ADD. 815-PRESIDIO RES. ADD. 2160 COOLEY	MONTEREY PALO ALTO	CAL. CAL.
2.	MR. GEORGE MOORE	BUS. ADD. 11 CALIFORNIA RES. ADD. 571 NORTH	BERKELEY OAKLAND	CAL. CAL.
3.	MR. JOHN CHEATHAM	BUS. ADD. 17 E. PATRICK RES. ADD. 101 E. CHURCH	FREDERICK FREDERICK	MD. MD.
4.	MR. T. G. DRISCOLL	BUS. ADD. 131 KST. N.W. RES. ADD. 795 S. KAYAL	WASH. D.C. ALEXANDRIA	D.C. VA.
5.	MR. R. H. KUNZMAN	BUS. ADD. 107 BUREAU RES. ADD. UMR	DES MOINES UMR	IOWA

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

		Street and Number	City	State
1.	MR. GEORGE FINNEY	BUS. ADD. DEPT IAF RES. ADD. 2310 VALLEY DR.	WASHINGTON ALEXANDRIA	DC. VA.
2.	DR. MORRIS CRANE	BUS. ADD. BALTIMORE RD. RES. ADD.	PHILADELPHIA	PA.
3.	MR. BRADFORD COAN	BUS. ADD. DEPT/STATE RES. ADD.	WASHINGTON	DC
4.	MISS FLORENCE HINDENBACH	BUS. ADD. NONE RES. ADD. 11 HANCOCK	WILMINGTON	CONN.
5.	MR. ANTHONY SAS	BUS. ADD. UMR RES. ADD. 303 E 24TH	BALTIMORE	MD.

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

	Street and Number	City	State
1. <u>MR. FRANK DUCHARME</u>	BUS. ADD. TRAVELERS' BLDG. RES. ADD. 76 LILLEY	HARTFORD W. HARTFORD	CONN. CONN.
2. <u>MR. JAMES KNOX</u>	BUS. ADD. G. FOX CO. RES. ADD. _____	HARTFORD UNK	CONN.
3. <u>MRS. LOUIS FRANKLIN</u>	BUS. ADD. ALBERT STEIGER RES. ADD. _____	HARTFORD UNK	CONN.

SEC. 19. FINANCIAL BACKGROUND

- A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES IF NOT, STATE SOURCES OF OTHER INCOME \_\_\_\_\_
- B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS BALTIMORE NATIONAL BANK, HIGHLANDTOWN BRANCH, BALTIMORE, MD.
- C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? NO  
GIVE PARTICULARS, INCLUDING COURT: \_\_\_\_\_

D. GIVE THREE CREDIT REFERENCES — IN THE U.S.

1. NAME LEE'S INC ADDRESS 3424 EASTERN AV. BALTIMORE, MD.
2. NAME MONTGOMERY WARD ADDRESS 3412 N. ORLAND 16, CAL.
3. NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

FROM	<u>1933</u>	TO	<u>1937</u>	<u>PRESSTMAN ST BALTIMORE - MD - USA</u>
FROM	<u>1937</u>	TO	<u>1939</u>	<u>HARVARD AV - MONTREAL - QUE - CANADA</u>
FROM	<u>1939</u>	TO	<u>1942</u>	<u>MOUNTAIN ST - MONTREAL - QUE - CANADA</u>
FROM	<u>1942</u>	TO	<u>1942</u>	<u>LILLEY RD - W. HARTFORD - CONN. - USA</u>
FROM	<u>1942</u>	TO	<u>1942</u>	<u>MILITARY SERVICE</u>
FROM	<u>1942</u>	TO	<u>PRESENT</u>	<u>ST. PAUL ST - BALTIMORE, MD, USA</u>
FROM	_____	TO	_____	_____
FROM	_____	TO	_____	_____

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

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

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

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

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

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

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

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

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

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

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

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

SEC. 23. GENERAL QUALIFICATIONS

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

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

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

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

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.

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

PHOTOGRAPHIC PROCESSES - STRONG AMATEUR INTEREST.

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

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

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

NONE OTHER THAN DEPT OF ARMY FOR COMMISSION AS OFFICER.

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

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



SEC. 24. MISCELLANEOUS

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

IF "YES", EXPLAIN: \_\_\_\_\_

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

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

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

NO

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

NAME JOHN B. [REDACTED] RELATIONSHIP FATHER

ADDRESS [REDACTED] ST. PAUL ST, BALTIMORE MD USA  
St. & No. City State Country

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

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

NO



**CONFIDENTIAL**

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION Conc. 6 Jan. 1955 rvc

1. NAME (Last - First - Middle - One Given Name, Initials, and Surname) <b>Mr. [Redacted] Crossin</b>		2. DATE OF BIRTH <b>20 Jan. 1928</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>11 Jan. 1955</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>16 Jan 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>53 USCA 403 J</b>	
FROM		TO		
Area Ops Officer (Br. Ch) EC-171-13 GS-0136.01-13 \$3360.00 per annum 8660 DDP/SR SR/5 Washington, D. C.		8. POSITION TITLE Area Ops Officer ECF-189-14 GS-0136.01-14 \$2600.00 per annum DDP/SR Far East Area Japan Office of the Chief Tokyo, Japan	9. SERVICE, SERIES, GRADE, SALARY	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input checked="" type="checkbox"/> 10-POINT DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> SD-FI		
15. SEX <b>M</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>5-3400-20</b> TO: <b>5-3400-77-015</b>	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Ill.</b>		21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.  Subject to approved medical clearance prior to being sent overseas.  "Transfer TO Unvouchered funds FROM Vouchered funds."		
22. SIGNATURE OR OTHER AUTHENTICATION		22. SIGNATURE OR OTHER AUTHENTICATION		

**POSTED**  
JAN 17 1955

PERFORMANCE RATING:

Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

**CONFIDENTIAL**

**CENTRAL INTELLIGENCE AGENCY**

**NOTIFICATION OF PERSONNEL ACTION**

T/8

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																							
MR. <del>XXXXXXXXXXXX</del> <i>Canary</i>		20 Jan 1924		19 Jan. 1955																							
This is to notify you of the following action affecting your employment:																											
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																								
PROMOTION (ASSIGNMENT)*		16 Jan 1955	50 USCA 403 j																								
FROM		TO																									
Area Ops Officer (Br. Ch) SC-171-13		Area Ops Officer BCF-189-14																									
GS-0136.01-13 \$8560.00 per annum		GS-0136.01-14 \$9600.00 per annum																									
DDP/SR SR/5		DDP/SR Far East Area Japan Office of the Chief																									
Washington, D. C.		Tokyo, Japan																									
FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>		FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>																									
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																									
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>S-P</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>		NONE	WWII	OTHER	S-P	10-POINT					DISAB. OTHER				<input checked="" type="checkbox"/>		<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	VICE	I. A.	REAL.				
NONE	WWII	OTHER	S-P	10-POINT																							
				DISAB. OTHER																							
			<input checked="" type="checkbox"/>																								
NEW	VICE	I. A.	REAL.																								
15. SEX		16. RACE		17. APPROPRIATION																							
				FROM: 5-3400-20 TO: 5-3400-55-015																							
				18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)																							
				Yes																							
		19. DATE OF APPOINTMENT AFFIDAVITS (SUCCESSION ONLY)		20. LEGAL RESIDENCE																							
				<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED																							
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																											
*This action amends Item #9, on the "from" side, on Notification dated 11 Jan. 1955, to show the correct salary, previously shown as \$8360.00 per annum.																											
Subject to approved medical clearance prior to being sent overseas.																											
"Transfer TO Unvouchered funds FROM Vouchered funds."																											
<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> <p style="font-size: 2em; margin: 0;">FORCED</p> <p style="margin: 0;"><i>my 1/20/55</i></p> </div>																											
22. GRADE		23. POSITION																									
C-300		C-300																									

4. PERSONNEL FOLDER COPY

1. Positional designation		2. Pay rate		3. Stock No.		4. Slip No.		
		5-3400-20						
5. Name (and full name and grade number when appropriate)		6. Gross end salary						
CARRIN		GS-13 \$8360.00						
PAY ROLL CHANGE DATA								
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	P. I. C. A.	NET PAY
7. New normal								
8. Pay this period								
9. Remarks		10. Appropriate(s)			11. Prepare by			12. Audited by
5-9990 PROGRAM TO DCI DIRECTIVE EMPLOYEE IS LATE 1955 SERIES ADJUSTED TO:		SR 7			M2 9 Nov 54			
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase								
13. Effective date	15. Date last increment increase	14. Old salary rate	17. New salary rate	16. Performance rating is satisfactory or better.				
Jan 55	5 Jul 53	\$8360.00	\$8560.00					
18. Date (fill in appropriate spaces covering LWOP) (leave periods)								
LWOP Total amount								
(Check appropriate box in case of excess LWOP)								
Initials of Clerk								
OPM NO. 1125d—Revised by Comp. Gen. U. S. General Regulations No. 102								

PAY ROLL CHANGE SLIP—PERSONNEL COPY

STANDARD FORM 52  
 REQUEST FOR PERSONNEL ACTION  
 UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6R and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) **MR. [REDACTED] Casarin**  
 2. DATE OF BIRTH **20 Jan. 1924**  
 3. REQUEST NO.  
 4. DATE OF REQUEST **26 Sept. '56**

5. NATURE OF ACTION REQUESTED  
 A. PERSONAL (Specify whether appointment, promotion, separation, etc.)  
**REASSIGNMENT**  
 B. POSITION (Specify whether establish, change grade or title, etc.)  
 B. APPROVED: **21 OCT 1956**  
 7. C. S. OR OTHER LEGAL AUTHORITY

FROM: Area Ops Officer BCF-189-14  
 GS-0136.01-14 \$10,535.00 p.a.  
 TO: Area Ops Officer BCF-189-14  
 GS-0136.01-14 \$10,535.00 p.a.  
 8. POSITION TITLE AND NUMBER  
 9. SERVICE GRADE AND SALARY  
 10. ORGANIZATIONAL DESIGNATIONS  
 11. HEADQUARTERS  
**DDP/SR  
 Far East Area  
 Japan  
 Office of the Chief  
 Tokyo, Japan**  
 FIELD  DEPARTMENTAL  FIELD  DEPARTMENTAL (D)

A. REMARKS (Use reverse if necessary)  
**RE-SLOTTING FOR NEW APPROVED T/O.**

B. DESIGNED BY (Name and title)  
**Robert D. Lovelace**  
 D. REQUEST APPROVED BY  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)  
**Phyllis M. Landrum Ext. 4407**

13. VETERAN PREFERENCE  
 NONE | WWII | OTHER 3 PT. | 10 POINT  
 DISAB | OTHER  
 14. POSITION CLASSIFICATION ACTION  
 NEW | VICE | I. A. | REAL

15. SEX  
 M. FROM: 7-3100-55-015  
 TO: 7-3100-55-015  
 16. APPROPRIATION  
 17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)  
**Yes**  
 18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)  
 19. LEGAL RESIDENCE  
 CLAIMED  PROVED  
 STATE: \_\_\_\_\_

20. STANDARD FORM 50 REMARKS  
 APPROVED BY  
**R.A. Shook (Sgt.), FI/CAO**  
 DATE **2 Oct 56**  
 USED IN LIEU OF SF50  
 NOTIFICATION OF PERSONNEL ACTION

21. CLEARANCES  
 A. INITIAL OR SIGNATURE DATE REMARKS  
 B. CEIL. OR PCS. CONTROL **PE** 11 OCT 1956  
 C. CLASSIFICATION  
 D. PLACEMENT OR ENPL **7475: 10-9** 11 OCT 1956  
 E. **POSTED**

APPROVED BY  
**Robert W. [Signature]** per **7475: 10-9** 9 Oct '56

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 506102	2. NAME <del>XXXXXXXXXX</del> <i>XXXXXXXXXX</i>	3. ASSIGNED ORGAN. DDP/SR	4. FUNDS UV	5. ALLOTMENT													
6. OLD SALARY RATE			7. NEW SALARY RATE														
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE								
			NO.	DA.	YR.				NO.	DA.	YR.						
14	2	\$10,535	07	15	56	14	3	\$10,750	01	12	58						
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER																	
9. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						8. NUMBER OF HOURS LWOP											
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK						11. AUDITED BY					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD																	
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD																	
TO BE COMPLETED BY THE OFFICE OF PERSONNEL																	
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS											
GRADE	STEP	SALARY	NO.	DA.	YR.	LF 7-24-10 4305  J.H. MK 1/25											
14. AUTHENTICATION																	
PERIODIC STEP INCREASE - AUTHENTICATION																	

FORM NO 560a  
1 MAR 56

SECRET

PERSONNEL FOLDER (4)

S E C R E T

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

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

GORDON W. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 506102		2. NAME <i>Carson</i>			3. ASSIGNED ORGAN. DDP/SR 8		4. FUNDS UV		5. ALLOTMENT		
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
.14	2	\$10,535	07	15	56	14	3	\$10,750	01	12	58
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR BELIC, GEORGE				DATE 15 Jan 1958		SIGNATURE OF SUPERVISOR <i>George W. Belic</i>					
PERIODIC STEP INCREASE - CERTIFICATION											



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

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

/S/ EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 506102		2. NAME <del>XXXXXXXXXX</del> <i>Carson</i>			3. ASSIGNED ORGAN. DDP/SR 10		4. FUNDS UV		5. ALLOTMENT		
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 14	3	\$11,835	01	12	58	GS 14	4	\$12,075	07	12	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						9. NUMBER OF HOURS LWOP					
						10. INITIALS OF CLERK			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	4 742					
14. AUTHENTICATION											
PERIODIC STEP INCREASE - AUTHENTICATION <i>DDP 2/5/59</i> <i>HCF 7/31/59</i>											

ASF - 30 SEPT 1960

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER <b>006102</b>		2. NAME (LAST-FIRST MIDDLE) <b>Cavasin</b>	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT AND TRANSFER TO VOUCHERDO FUNDS</b>			4. EFFECTIVE DATE MO. DA. YR. <b>10 102 160</b>
5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>			6. CSC OR OTHER LEGAL AUTHORITY
7. COST CENTER NO. CHARGEABLE <b>1234 1000 1000</b>		8. CSC OR OTHER LEGAL AUTHORITY <b>50 USC 403 J</b>	
9. ORGANIZATIONAL DESIGNATIONS: <b>DDP SR SR 6 OFFICE OF THE CHIEF</b>			
10. LOCATION OF OFFICIAL STATION <b>WASH., D. C.</b>			
11. POSITION TITLE <b>OPS OFFICER BR CH</b>		12. POSITION NUMBER <b>0050</b>	13. CAREER SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, WB, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>14 4</b>	17. SALARY OR RATE <b>12990</b>

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

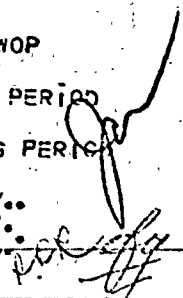
19. ACTION CODE <b>16</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>60300 SR</b>		22. STATION CODE <b>75013</b>	23. INTEGREE CODE	24. MGR. CODE <b>1</b>	25. DATE OF BIRTH MO. DA. YR. <b>01 120 124</b>		26. DATE OF GRADE MO. DA. YR.		27. DATE OF REI MO. DA. YR.		
28. NTE EXPIRES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

SIGNATURE OR OTHER AUTHENTICATION

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

*6310/18/60*

3040  
823  
3/20



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

Form 560  
9-61

Obsolete Previous Edition

(4-51)

SECRET  
(WHEN FILLED IN)

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

FORM 560

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

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

BAS: 16 AUG 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER 006102		2. NAME (LAST-FIRST-MIDDLE) <i>Cassin</i>															
3. NATURE OF PERSONNEL ACTION RESIGNATION						4. EFFECTIVE DATE 08 04 62		5. CATEGORY OF EMPLOYMENT REGULAR									
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY									
X						3234 1000 1000											
9. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 OFFICE OF THE CHIEF						10. LOCATION OF OFFICIAL STATION WASH., D.C.											
11. POSITION TITLE OPS OFFICER BR CH						12. POSITION NUMBER 0050		13. CAREER SERVICE DESIGNATION D									
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 14 6		17. SALARY OR RATE 13510									
18. REMARKS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE 45		20. EMPLOY CODE 10		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. PAY PLAN CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
				NUMERIC ALPHABETIC								01 20 24					
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REC. NO.		34. SER		EOD DATA			
				1 - CSC 2 - PICA 3 - NONE		B00091											
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
0 - NONE 1 - 5 PT 2 - 10 PT						CAR DESV PROV TEMP		CODE 0 - WAIVER 1 - YES		HEALTH INS. CODE							
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA				44. STATE TAX 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)				CODE		FORM EXECUTED CODE NO. TAX EXEMPTIONS FORM EXECUTED 1 - YES 2 - NO				CODE NO. TAX STATE CODE							
SIGNATURE OR OTHER AUTHENTICATION												POSTED					
LLG 8/16/62												8/15/62					

FORM 1150  
-62

Use Previous Edition

SECRET

FORM 1150-1  
Issued May 1962  
GPO: 1962 O-574  
11-50702-01

(4-57)

(When Filled In)



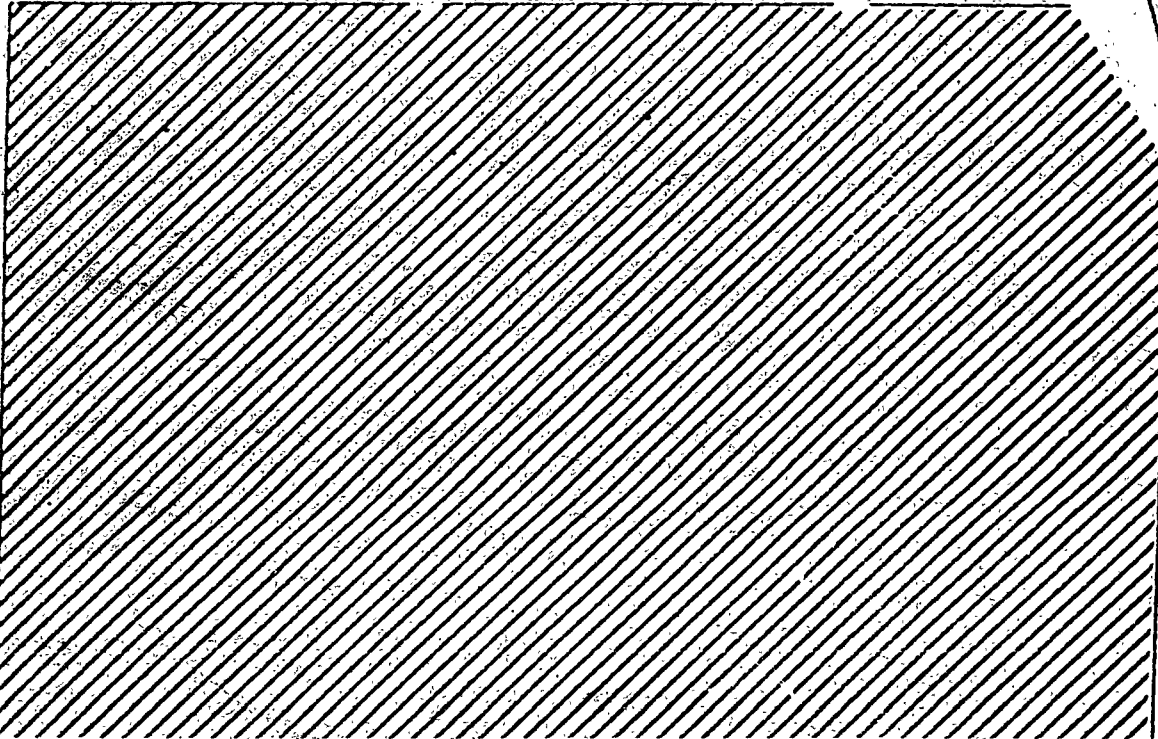
SECRET

STANDARD FORM 52 PREPARED BY THE U.S. CIVIL SERVICE COMMISSION ANNUARY 1953 - FEDERAL PERSONNEL MANUAL, CHAPTER III		VOUCHERED TO CONFIDENTIAL	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 63 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separate form on reverse.			
1. NAME (Mr., Mrs., Miss - One given name, initial(s), and surname) <i>MR. [REDACTED] Casariti</i>	2. DATE OF BIRTH <i>20 Jan 1924</i>	3. REQUEST NO.	4. DATE OF REQUEST <i>13 Dec 54</i>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>PROMOTION</b>		6. EFFECTIVE DATE A. PROPOSED: <i>5 Jan '55</i>	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: <i>[Signature]</i> <i>16 Jan 1955</i>	
FROM: Area Ops Officer (Br. Ch.) EC-171-13 GS-0136.01-13 \$8360.00 p.p. DDP/SR SP-5 Washington, D.C.	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS 13. FIELD OR DEPARTMENTAL	TO: Area Ops Officer ECF-189-14 GS-0136.01-14 \$9600.00 p.p. DDP/SR Far East Area Japan Office of the Chief Tokyo, Japan R-33 DEPARTMENTAL	
A. REMARKS (Use reverse if necessary) PERIODIC STEP INCREASE <i>16 Jan 55</i> PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. <i>\$560.00</i> <i>Memo stating why place report not necessary 7/7</i>			
B. REQUESTED BY (Name and title) <i>Robert W. Muenster</i>		B. REQUEST APPROVED BY <i>[Signature]</i>	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <i>Eryllis W. Landrum Ext. 3748</i>		Signature: <i>[Signature]</i> Title: <i>DDP/P. Admin.</i>	
13. VETERAN PREFERENCE NONE <input type="checkbox"/> WITH <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input type="checkbox"/> 10 POINT DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/>	
15. SEX <input type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION FROM: <i>5-3400-20</i> TO: <i>5-3400-55-015</i>	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes
19. DATE OF APPOINTMENT (YES-NO) (SUCCESSORS ONLY)		20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED	
21. STANDARD FORM 50 REMARKS <i>Effective date per [unclear] 5/1/55</i> <i>Comp. by [unclear] 1-11-55</i> <i>[unclear] 1-11-55</i>			
22. CLEARANCES		INITIAL OR SIGNATURE	DATE
A.			
B. CEIL. OR POS. CONTROL		<i>WJ</i>	<i>7 Jan</i>
C. CLASSIFICATION		<i>MA</i>	<i>16 Jan 55</i>
D. PLACEMENT OR ENPL.			
E.			
F. APPROVED BY <i>[Signature]</i> <i>1-7-55</i>			

APPROVED BY  
FI CAREER SERVICE BOARD  
DATE: DEC 21 1954

SECRET

SECRET  
(When Filled In)



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

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

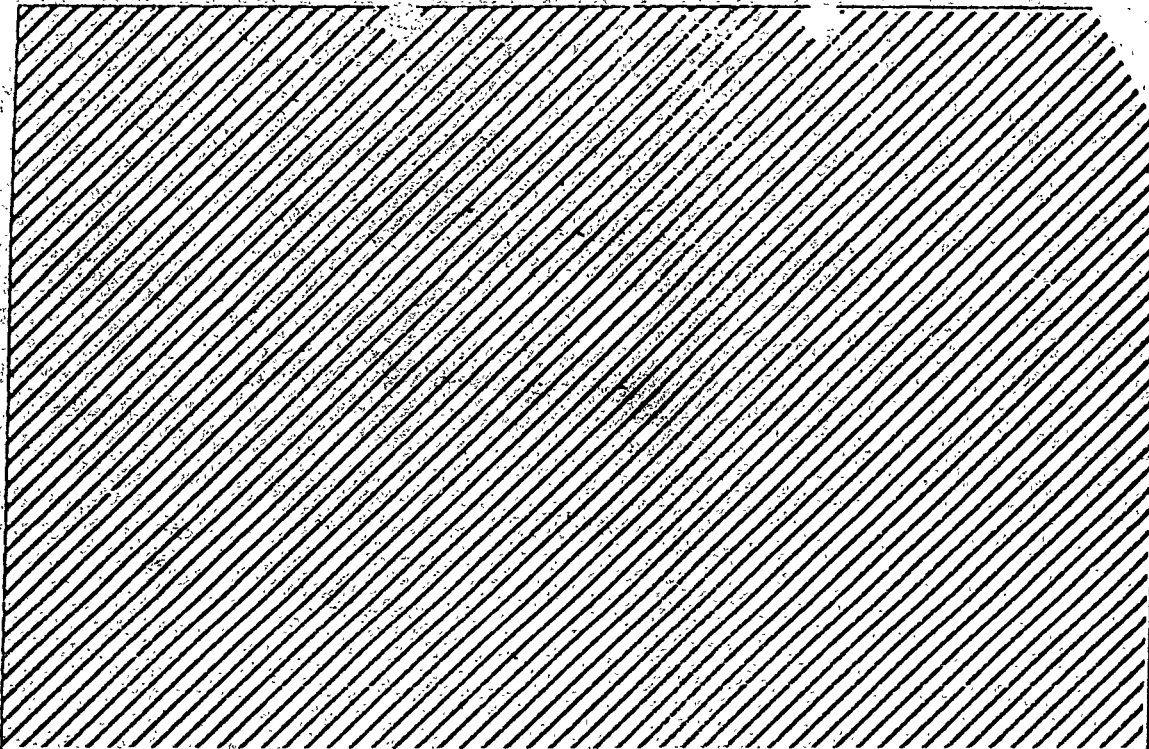
This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE  
*15 July 1958*

SIGNATURE OF BCD REPRESENTATIVE  
*B. D. Felice*  
*EFK*

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)

NAME AND RELATIONSHIP OF DEPENDENT\*

CLAIM NUMBER

[Redacted]

Cassidy

X

57-41

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent\*) for an illness, injury, or death incurred on 3 December 1958

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

DATE OF NOTICE

28 AUG 1959

SIGNATURE OF BCD REPRESENTATIVE

B. DeF...

NOTICE OF OFFICIAL DISABILITY CLAIM FILE



**SECRET**  
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION										V to V		V to UV	
Mo	Da	Yr											UV to V		UV to UV	
09	12	60														
1. Serial No.			2. Name (Last-First-Middle)			3. Date of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD			
006102			<del>XXXXXXXXXXXXXXXXXXXX</del> CASHIN			01 20 24			None-0 10 Pt-2		M					
7. SCD			8. CSC Reim.			9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. FEGLI		12. LCD		13. MIL. SERV. CREDIT LCA	
Mo Da Yr			Yes-1 Code No-2			Mo Da Yr			Yes-1 Code No-2		Mo Da Yr		Yes-1 Code No-2		Mo Da Yr	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations			Code		15. Location Of Official Station			Station Code		
DDP SR FAR EAST AREA TOKYO STATION SOVIET BRANCH					TOKYO, JAPAN					
16. Dept.-Field		17. Position Title			18. Position No.		19. Serv.	20. Occup. Series		
Dept. Util. Fragn. Code		OPS OFFICER BR CH			189		GS	0136.01		
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
14 4		\$ 12,990		D	1 11 2 1 5 5		7 1 8 1 6 1		1131, 7000 3000	

**ACTION**

27. Nature Of Action		Code	28. Eff. Date			29. Type Of Employee		Code	30. Separation Date	
REASSIGNMENT TRANSFER OF FUNDS <i>to source</i>			10 02 60			REGULAR				

**PRESENT ASSIGNMENT**

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

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		C. Request/Approved By (Signature And Title)	
ANDREW L. RUSBY CH/SR/PERSONNEL		<i>A. Busby</i>	
B. For Additional Information Call (Name & Telephone Ext.)			
E. C. JOHNSON 11407			

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>Rusby</i>	9/16/60	D. Placement		
B. Pos. Control	<i>JS</i>	10-10-60	E.		
C. Classification	<i>JS</i>		F. Approved By	<i>Rusby</i>	10-10-60

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

ROUTED BY  
CSPD  
10-5-60  
w/3 files  
-778

NO INDICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER 006102		2. NAME (LAST-FIRST-MIDDLE) <i>Casarin</i>					
3. NATURE OF PERSONNEL ACTION RESIGNATION				4. EFFECTIVE DATE 6/14/68		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		7. COST-CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		<input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF		3234 1000 1000			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE CPS OFF CLR DR CH				12. POSITION NUMBER 1150		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 6		17. SALARY OR RATE 13910	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

110-6609-67

(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>		DATE PREPARED <b>9 July 1962</b>	
1. SERIAL NUMBER <b>006102</b>		2. NAME (Last-First-Middle) <b>Casarin</b>	
3. NATURE OF PERSONNEL ACTION <b>Resignation</b>		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>05 04 62</b>	
5. CATEGORY OF EMPLOYMENT <b>Regular</b>		7. COST CENTER NO. CHARGE-ABLE <b>2234 1000 1000</b>	
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/SR SR/6 Office of the Chief</b>		10. LOCATION OF OFFICIAL STATION <b>Washington, D. C.</b>	
11. POSITION TITLE <b>Ops Officer (Br Ch)</b>		12. POSITION NUMBER <b>0050</b>	13. CAREER SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, LD, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>11 06</b>	17. SALARY OR RATE <b>\$ 1350<sup>570</sup> <del>1320</del> <b>13510</b></b>
18. REMARKS  <b>Copy furnished Vouchered Payroll.</b>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Recorded by CSPD <i>[Signature]</i> </div>			
18A. SIGNATURE OF REQUESTING OFFICER <b>Andrew L. Busby, C/SR/PERSONNEL</b>		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	
DATE SIGNED		DATE SIGNED <b>7/24/62</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE <b>45</b>	20. EMPLOY. CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>602001R</b>	22. STATION CODE <b>AS013</b>
23. INTERSEE CODE	24. MONTHS CODE	25. DATE OF BIRTH MO. DA. YR. <b>10 11 20 24</b>	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LEI MO. DA. YR.	28. NTE EXPIRES MO. DA. YR.	29. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE	30. SEPARATION DATA CODE <b>150,09,9,1</b>
31. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	32. SECURITY REQ. NO.	33. SEC	34. SOCIAL SECURITY NO.
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 YR. 2 - 10 YR.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. MIL. SERV. CREDIT/LGD 1 - YES 2 - NO
39. FECL / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.	41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	45. POSITION CONTROL-CERTIFICATION	46. O.P. APPROVAL <i>[Signature]</i> <b>Hermon F. Herge</b>
DATE APPROVED <b>7/24/62</b>			

EMPLOYEE NOTICE OF RESIGNATION

RESIGN EFFECTIVE 4 August 62 FROM THE FOLLOWING REASON:  
 (Date)  
*To accept private employment.*

MY LAST WORKING DAY WILL BE 4 August 62 DATE SIGNED 23 July 62 SIGNATURE OF EMPLOYEE *Cocaine*

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

INSTRUCTIONS

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

Item 5 - "Category of Employment" should show one of the following entries:  
 Regular Summer WAE  
 Part Time Detail Out Consultant  
 Temporary Detail In Military  
 Temporary - Part Time

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

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

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

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

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

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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

PART I.—EMPLOYEE'S STATEMENT

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

1. NAME (Last, first, middle initial) **CASASIN**  
 2. DATE OF BIRTH **20 January 1924**  
 3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENTS. (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN	11. SERVICE		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		YEAR	MONTH	DAY
None CIA	49	11	20							

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

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

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

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

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?  
 YES  NO  
 (If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:  
 A. THE WIFE OF A DISABLED VETERAN?  YES  NO  
 B. THE MOTHER OF A DECEASED OR DISABLED VETERAN?  YES  NO  
 C. THE UNREMARKED WIDOW OF A VETERAN?  YES  NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.  
 I swear (or affirm) that the above statements are true to the best of my knowledge and belief.  
1 August 57  
 Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 1952 at \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE)

SEAL

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

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT  
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

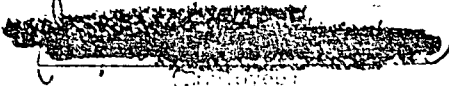
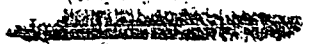
1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

CASASIN

WITNESS:

  
  
Lorene E. Norbeck  
Office of Personnel  
Lorene E. Norbeck

Date: 9 August 1957



Chief, SR		INFORMATION ADDRESSEE
Chief of Station, Tokyo		Chief, YK
SUBJECT REDWOOD/ADMINISTRATIVE Promotion of <del>██████████</del>	HEADQUARTERS FILE NO.	DISPATCH SYMBOL AND NO. FJTT-1950
		DATE

REFERENCES:

FJTT-11531 (RYBAT), dated 11 October 1957  
 ACTION REQUIRED: See paragraph 2

Baker - 1  
 - 2  
 Mandy - 3  
 Nelson - 4

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

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

20 November 1958

Distribution:  
 2 - Chief, SR  
 2 - Chief, YK

SEARCHED INDEXED  
 FILED PER 15/PER  
 ✓ PER

CONTINUED →

OFFICIAL DISPATCH



MEMORANDUM No. 360

18 June 1957

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

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

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

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

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

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

Edward MARLIUS

*Trust*  
*T. Marshall*  
*A message*  
*document*

SECRET

SECRET

9 December 1953

MEMORANDUM FOR: Secretary, C/S

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

REFERENCE: New memorandum dated 8 October 1953

PERSONNEL FILE: 11531 (RHS) C/S

1. The SA Division and the Chief of Station, Tokyo (STP-1073, attached) recommend the promotion of ~~Mr. [redacted]~~ to GS-15. ①
2. Mr. ~~[redacted]~~ was last promoted 16 January 1953. On 17 February 1953 he arrived in Tokyo to serve as the acting SA officer in the 73 field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency. ①
3. The very facts of Mr. ~~[redacted]~~'s youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. That careful consideration has convinced us that not only is Mr. ~~[redacted]~~ deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and meet definite Division requirements for a senior officer at the GS-15 level. ①

CHARLES E. [redacted]  
Acting Chief, SA Division

Distributions  
Orig & 6 - A/S

SECRET

C O P Y

SECRET

FJTT-1950

TO: Chief, SR  
FROM: Chief of Station, Tokyo  
SUBJECT: Promotion of ~~XXXXXXXXXX~~  
REFERENCE: FJTW-11531 (RYBAT) dated 11 Oct 1957

25 November 1958

CASASIN (1)

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

2. Baker was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss ~~XXXXXXXXXX~~ promotion with Maury. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending ~~XXXXXXXXXX~~ for promotion and find that the fitness report submitted with FJTT-0801 still reflects our current high appreciation of his abilities and progress. (1)

WILLIAM E. NELSON

SECRET

SECRET

CCFY  
Attachment to  
FJTA-19609

MEMORANDUM No. 350

18 June 1957

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

① - CASASIN

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

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

①  
3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider ~~██████████~~ to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. ~~██████████~~ is not without ① his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the best reply. These characteristics do not always make for the best personal relationships but are frequently obviated by intellect and above all are correctable and are being corrected.

CASASINS

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

EDWARD MARELIUS

SECRET

1 June 1959

MEMORANDUM FOR: Chairman, CS Career Service Board

SUBJECT : Nominations for Promotion to GS-15

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

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

CASASIN'S 2. The Chief of Station, Tokyo and I recommended ~~Mr. [redacted]~~'s promotion in December 1953. This earlier recommendation presented the personal qualities of Mr. ~~[redacted]~~. I wish simply to point out at this time that since early 1954, Mr. ~~[redacted]~~ has more than fully discharged responsibilities at the GS-15 level. I believe that it is definitely time to elevate him to the level at which he has been performing more than satisfactorily for over 5 1/2 years.

*Charles Katek*  
CHARLES KATEK  
Acting Chief, SR Division

Distributions:  
Orig & 6 Addressee w/att

## FIELD FITNESS REPORT

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

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

### INSTRUCTIONS

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

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

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

**FIELD REPORT**

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

**CASASIN**

### SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY		
1. DATE OF BIRTH 20 Jan 1924	2. SEX M	3. SERVICE DESIGNATION (1) FI, (2) FP
4. GRADE GS-11		
5. STATION DESIGNATION (Current) USSR Base, Tokyo <span style="float: right;">SR 809</span>		
6. DUE DATE OF THIS REPORT 30 September 1955	7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 17 February - 30 September 1955	

### SECTION II (To be completed by field supervisor)

1. CURRENT POSITION Chief, USSR Base, Tokyo <span style="float: right;">0136.01</span>	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 19 February 1955
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

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

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

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

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

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY



SECTION IV

OFFICE OF PERSONNEL

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

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

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



SECRET

(When Filled In)

INDICATE IF YOU THINK THAT ANY SINCE STRENGTH OR WEARINESS OUTWEIGHS ALL OTHER CONSIDERATIONS

OFFICE OF PERSONNEL

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

MAIL ROOM

WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

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

SECTION VI

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

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

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

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

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

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

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

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

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

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. GENERAL
1. NAME: CHASMAN (Last, First, Middle)
2. DATE OF BIRTH: 20 Jan. 1924
3. SEX: M
4. SERVICE DESIGNATION: DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT: Japan Station (REDWOOD)
6. OFFICIAL POSITION TITLE: Area Operations Officer
7. GRADE: GS-14
8. DATE REPORT DUE IN OF: 1 October 1955 to 30 September 1956
9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
10. TYPE OF REPORT (Check one): ANNUAL, REASSIGNMENT-SUPERVISOR, REASSIGNMENT-EMPLOYEE, SPECIAL (Specify)

SECTION F. CERTIFICATION
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED
A. THIS DATE: 15 November 1955
B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: Edward M. Melius
C. SUPERVISOR'S OFFICIAL TITLE: Chief, Soviet Branch
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE: 21 November 1955
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL: W. Wood George
C. OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief of Operations

SECTION G. ESTIMATE OF POTENTIAL
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.
RATING NUMBER: 7
1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

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

Table with columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory situations like 'A GROUP DOING THE BASIC JOB', 'A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB', 'A GROUP WHO MAY OR MAY NOT BE SUPERVISORS...', etc.

# FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

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

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

**SECTION B. CERTIFICATION**

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

**A. CHECK (X) APPROPRIATE STATEMENTS:**

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE: (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE <b>15 November 1956</b>	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <i>E. L. W. M. Arelius</i>	D. SUPERVISOR'S OFFICIAL TITLE <b>Chief, Soviet Branch</b>
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12. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Posted Post. **R** DATE **19 JAN 1957**

Reviewed *[Signature]* **1-22-57**

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE <b>21 November 1956</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>W. Lloyd Worrie</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL <b>Chief of Operations</b>
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**SECTION C. JOB PERFORMANCE EVALUATION**

1. RATINGS ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

**SECRET**

(When Filled In)

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

**DIRECTIONS:**

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

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

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).

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

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

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

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

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

OFFICE OF PERSONNEL

JAN 3 11 15 AM '57

**DESCRIPTIVE RATING NUMBER**

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

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

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

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

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

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

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

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

**SECRET**  
(When Filled In)

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

6. COMMENTS CONCERNING POTENTIAL  
 Subject has a high all around potential. With respect to subordinates, he tends to support subordinates from his own energy rather than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.  
 JUN 3 11 13 AM '57  
 MAIL ROOM

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
 Routine refresher training as appropriate.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
 All normal. No limiting factors.

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

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

**SECRET**

FINELINE REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. GENERAL

Form with fields for Name (Last, First, Middle), Date of Birth, Sex, Service Designation, Office/Division/Branch of Assignment, Official Position Title, Grade, Date Report Due in OP, Period Covered by this Report, and Type of Report (Initial, Annual, Reassignment-Supervisor, Reassignment-Employee, Special).

SECTION F. CERTIFICATION

Certification section with fields for Supervisor's name and signature, date, and title, and Reviewing Official's name and signature, date, and title.

SECTION G. ESTIMATE OF POTENTIAL

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

Rating scale for potential to assume greater responsibilities, ranging from 1 (Already above the level) to 7 (An exceptional person).

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING.

Descriptive rating numbers for supervisory potential: 0 (No opinion), 1 (Weak supervisor), 2 (Average supervisor), 3 (Strong supervisor).

Table with columns for Actual and Potential ratings, and a descriptive situation column. Includes scenarios like 'A group doing the basic job', 'A group of supervisors who direct the basic job', and 'A group who may or may not be supervisors, which is responsible for major decisions, organization and policy (Executive level)'.

OTHER (Specify)



**SECRET**

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION **46-518 PERSONNEL**

15

4. COMMENTS CONCERNING POTENTIAL

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

*Oct 20 11-50 PM '57*

**MAIL ROOM**

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher a/o preparatory training as required.

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

No limiting factors or personal circumstances known to the rater

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

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

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

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

SECRET

(When Filled In)

*11 of 11*

### FITNESS REPORT (Part I) PERFORMANCE

#### INSTRUCTIONS

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

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

SECTION A. <i>CASASIN</i>		GENERAL	
1. NAME <i>(Last)</i> <i>(First)</i> <i>(Middle)</i>	2. DATE OF BIRTH 20 Jan. 1924	3. SEX M	4. SERVICE DESIGNATION BI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT Tokyo Station REDTICOD		6. OFFICIAL POSITION TITLE Area Operations Officer	
7. GRADE GS-14	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1956 to 30 September 1957	
10. TYPE OF REPORT (Check one)	INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE: 16 Oct 1957

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: *Edward Marcell*

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

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

Posted Per. Card

DATE: NOV 7 1957

Reviewed by *OS 11/17*

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 23 Oct 57	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <i>Lloyd George</i>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS, Tokyo
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#### SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

6

INSERT RATING NUMBER

COMMENTS:

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

**DIRECTIONS:**

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

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

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

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

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

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

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

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

"FILE OF PERSONNEL"  
10/30 1 50 PM '57

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Deputy to Branch Chief	5	Supervising	4
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Conducts Foreign Liaison	6	Prepares correspondence and reports and handles administrative routine	5
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Prepares and Manages Projects	4	Develops and handles Agents	5

**8. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

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

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

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

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW

3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION

4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION

5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS

6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION

7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

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

(When Filled In)

### FITN. 3 REPORT (Part II) POTEN. .L

#### INSTRUCTIONS

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

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

SECTION E. <b>2858514</b> GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[REDACTED]	20 Jan 1924	M	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
ES, TOKYO, JAPAN		Area Ops Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-11		1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
	REASSIGNMENT-EMPLOYEE	X Promotion	

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
27 May 1958	William E. Nelson	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
27 May 1958	John E. Baker	

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
5	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.	
DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

3. INDICATE THE APPROXIMATE NUMBER OF TIMES THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION  
10 times

4. COMMENTS CONCERNING POTENTIAL  
His potential for advancement is excellent. He has the right blend of operational know-how and supervisory talent to undertake positions of higher score than he now holds. Although his advancement has been rapid for his age, his security, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
Subject deserves at sometime within the next year or two the opportunity to broaden his experience either by command of a small station or advancement to a more responsible job in a large one.

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

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

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

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

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

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

SECTION A. ASISIA GENERAL

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

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

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

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

BY: [Signature] DATE: 14 JUL 1958

Posted Pos. Control: [Signature]

Reviewed by TDD: [Signature] 7/24/58

THIS REPORT HAS BEEN PREPARED UNDER CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH THE POLICY AND PROCEDURES IN ORDER TO MAKE FITNESS REPORTS AS REALISTIC AND IMPARTIAL AS POSSIBLE

CONTINUED ON ATTACHED SHEET

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

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

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

5/6  
INSERT RATING NUMBER

COMMENTS:

SECRET  
(When Filled In)

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

**DIRECTIONS:**

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

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

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).

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

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

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

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

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

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

SPECIFIC DUTY NO. 1 As branch chief directs and plans operations of denied area branch.	RATING NUMBER 5/5	SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies	RATING NUMBER 6
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.	RATING NUMBER 6	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3 Develops and handles agents	RATING NUMBER 6	SPECIFIC DUTY NO. 6	RATING NUMBER

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

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

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

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

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

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

**SECRET**  
(When Filled In)

24 1959  
2/16/59

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

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

<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises and directs operational branch of some 17 persons		RATING NO. 5	SPECIFIC DUTY NO. 4 Case officer		RATING NO. 6	
SPECIFIC DUTY NO. 2 Conducts operational liaison with local intelligence and security services.		RATING NO. 6	SPECIFIC DUTY NO. 5		RATING NO.	
SPECIFIC DUTY NO. 3 Conducts liaison with U.S. military and civilian intelligence services.		RATING NO. 6	SPECIFIC DUTY NO. 6		RATING NO.	

<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>	
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.	
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.	RATING NO. <div style="font-size: 2em; margin: 0;">5</div>

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

SEE SECTION "E" ON REVERSE SIDE



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

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

APR 27 10 42 AM '59

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

MAIL ROOM

**SECTION F CERTIFICATION AND COMMENTS**

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

SECRET

10 JUL 1960

SECRET  
(When Filled In)

3JCS  
4SPD

### FITNESS REPORT

EMPLOYEE SERIAL NUMBER

#### SECTION A GENERAL

1. NAME (Last) <b>GAFFEL</b> (First) (Middle)			2. DATE OF BIRTH <b>20 Jan 1924</b>		3. SEX <b>M</b>	4. GRADE <b>GS-11</b>
5. SERVICE DESIGNATION <b>DI</b>		6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT <b>FE/Tokyo Sta/SR</b>	
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR		
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From <b>1 Apr 59</b> To <b>31 July 60</b>		SPECIAL (Specify)		

#### SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

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

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Chief, Soviet Branch, responsible for activities of 24 staff and 6 contract employees		RATING NO. 6	SPECIFIC DUTY NO. 4 Case officer		RATING NO. 5/6	
SPECIFIC DUTY NO. 2 Responsible for station SR planning, budgeting, and operating activities		RATING NO. 6	SPECIFIC DUTY NO. 5		RATING NO.	
SPECIFIC DUTY NO. 3 Representing the station at varied levels in all SR matters		RATING NO. 6	SPECIFIC DUTY NO. 6		RATING NO.	

#### SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.	<b>RATING NO.</b> <b>5</b>
2 - Performance meets most requirements but is deficient in one or more important respects.	
3 - Performance clearly meets basic requirements.	
4 - Performance clearly exceeds basic requirements.	
5 - Performance in every important respect is superior.	
6 - Performance in every respect is outstanding.	

#### SECTION D DESCRIPTION OF THE EMPLOYEE

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

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE								X
RESOURCEFUL								X
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X	
WRITES EFFECTIVELY							X	
SECURITY CONSCIOUS								X
THINKS CLEARLY							X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X	
OTHER (Specify):								

SEE SECTION "E" ON REVERSE SIDE

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

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

## SECTION F

## CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
23 June 1960	[Signature] /s/ on transmittal	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 June 1960		signed on Adm Brindle(P) transmittal
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	CS, Tokyo	John Baker/s/ on transmittal

SECRET

1991

SECRET  
(When Filled In)

Recorded by  
CRD

*Mrs. Casarin* **FITNESS REPORT** *[Signature]*

EMPLOYEE SERIAL NUMBER

**SECTION A** **GENERAL**

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

2. DATE OF BIRTH 20 January 1924

3. SEX M

4. GRADE GS-14

5. SERVICE DESIGNATION D

6. OFFICIAL POSITION TITLE Branch Chief

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

8. CAREER STAFF STATUS

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

9. DATE REPORT DUE IN O.P. 11. REPORTING PERIOD  
From July 1960 - October 61 To

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

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

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises large functional branch of <input type="checkbox"/> staff and <input type="checkbox"/> contract personnel.	RATING NO. 5	SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.	RATING NO. 6			
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.	RATING NO. 5	SPECIFIC DUTY NO. 5 Prepares and presents briefings.	RATING NO. 6			
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.	RATING NO. 5	SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their	RATING NO. 5			

**SECTION C** **EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION** *resettlement.*

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the rating which most accurately reflects his level of performance.

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

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

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

CHARACTERISTICS	NOT APPLI-CABLE	NOT OB-SERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE								X
RESOURCEFUL								X
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEFD ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X	
WRITES EFFECTIVELY								X
SECURITY CONSCIOUS							X	
THINKS CLEARLY							X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X	
OTHER (Specify):								

SEE SECTION "E" ON REVERSE SIDE

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

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

30 Nov 61

MAIL ROOM

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

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

**SECTION F CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
9 November 1961	[redacted signature]	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
Twelve		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 November 1961	SR/Chief of Plans and Operations	[redacted signature]
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.	
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.	
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.	
<input type="checkbox"/>	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.	
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 NOV 1961	Chief, SR Division	JOHN M. MAURY

SECRET



