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

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PERSONAL HISTORY STATEMENT

Instructions: 1

Answer all questions completely. If question does not apply write "hot applied able." 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 sufficlent room. Cient room. Type, print or write carefully' illegible or incomplete forms will not receive con sideration. 2 ري ٿي جو جو جو

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SEC. 2. PHYSICAL DESCRIPTION

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SEC. S. MARITAL STATUS.

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SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents) L MANER NOT APPLICABLE ESUATIONSULF

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CITIZENSHIP. ADDRESS Clir -Etate 2. NANCE. LOZ RELATIONSHIP · . . . ADDRESS CITIZENSHIP 21 . S. E. L. 8L 4 Mo. 3. NAME RELATIONSHIP ----- AOE مويد فر المراجع و المراجع <u>,</u> , CITIZENSHIP -ADDRESS ' - y'-

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SEC. 5. FATHER (Gipt the same information for steplather and/or guardin co-a separate sheet) FULL NEW JOHN BENJAMIN شور کے LIVING OR DECRASED LIVINEL DATE OF DECRASE Cius PRESENT, OR, LAST, ADDRESS ST. PAUL ST., BALTIMORE-18-MD-VSA · * · · · · DATE OF BIRTH 21 NOV 1893 PLACE OF BIRTH CENTZEVILLE. MARYLAND en en de Arme IF BORN OUTSILE U.S. INDICATE DATE AND PLACE OF ENTRY N 875 WHEN ACQUIRED? BIRTH WITHRES USA CITIZENSHIP Comara OCCUPATION AUTO DEALER TAST SUPLOYER EAST END AUTO CO- BALTIHOR! ZMPLOYER'S OR OWN BUSINESS ADDRESS FULASKI HWY, BALTIMCRE MILLTARY BERVICE FROM 1915 TO 1919 _ BRANCH OF SERVICE ALHY AVIATION COUNTRY USA, GT. PRITAIN DETAILS OF OTHER GOVT SERVICE, U.S. OR FORMION NONE

6. MOTHER (Give the same information for stepmother on a sheet)* secarate MARGUERITE FULL NAME ADRIENNE LIVING OR DECEASED DECEASED DATE OF DECEASES DE 1447 CAUSE CANCE? PRESENT, OR LAST, ADDRESS STO HILFORD AV, BALTIMORE DATE OF BIRTH 14 AVG 1900 PLACE OF BIRTH ROMAYS, DROME WHEN ACCUTABDY 1921 (7) WHERET BALTO, MD IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY NOV. 1919 - NEW YORK

OCCUPATION MULLINERY LAST EMPLOYER EMPORIUM WORLD HIL Y CO. BUYER EMPLOYER'S OR OWN DUSINESS ADDRESS UNKNOWN. CHICAGO U5**A** MILITARY SERVICE FROM NONE TO BRANCH OF BERVICE COUNTRY DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREION. NONE

SEC. 7. BROTHERS AND SISTERS (Including half, step, and adopted brothers and sisters) 1. FULL NAME HENRI ADRIEN B PRESZNT ADDRESS SIMMONS AV MNORE HO 2. FULL NAME

> PRESENT ADDRESS BL & No. City Stake Country Citizenship ٩., FULL NAME AGE PRESENT ADDRESS St. & No. City Country BLALO Citizena 4. FULL NAME AGE Middle Tirat PRESENT ADDRESS BL & Hu CILI Einte Country Citizenahip 5. FULL NAME ACIE Middle P'irst 1.4 PRESENT ADDRESS

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SEC. 9. MOTHER-IN-LAW AUPITCABLE FULL NAME NGT .* LIVING ON DECEASED DATE OF DECEASE CAUSE PRESENT, OR LAST, ADDRESS 31. A NA CILF State CHALLS DATE OF BIRTH _ PLACE OF BIRTH IF BORN OUTSIDE U.S. INDICATE DATS AND PLACE OF ENTRY . CITIZENSHIP _ WHEN ACQUINED? WIERRS? C:0 OCCUPATION . LAST EXPLOYER RELATIVES BY ELOOD MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES: SEC. 10. HENEY Star TONSHIP GREAT-UNCLE ios 6 5(7) NAME CITIZENSHIP (FRENCH DORESS 27 RUF -JULAND GERARD 531 MANNE LIPPILLES ECOND LUDSIALAOS RELATIONSHIP A ÷..... ADDRESS TO TH EVATORS. BUENOS CITIZENHIP ... 24 3. NAME .. RELATIONSHIP CITIZENSHIP ADDRESS . St. & No. City Grate RELATIVES BY BLOOD OR MARRIAGS IN THE MILITARY OR CIVIL SERVICE OF A THE U.S./OR OF A FOREION GOVERNMENT. SEC. 11. 1. NAME CMDR ROBI LEE RELATIONSHIP COUSIN AGE 30 USA ADDRESS N.O.B. NCKFOL VIR GINI CITIZENSHIP . City TYPE AND LOCATION OF SERVICE (IF KNOWN) . 2. NAME_ RELATIONSHIP. VOR CITIZENSHIP _ __ ADDRESS St. 4: 110. City 5:014 TYPE AND LOCATION OF SERVICE (IF ICHOWN) . 3. NAME . _ RELATIONSHIP AGE CITIZENSHIP . ADDRESS BE & No. City TYPE AND LOCATION OF SERVICE (IF KNOWN)

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SEC. 13.	MILITARY, NAVAL OR OTHER GOVT SERVICE - U.S. OR FOREIGN
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	CHRONOLCCICAL 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.
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SEC. 15. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY FOSITION? 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 INTL-MATELY - (GIVE RESIDENCE AND BUSINESS ADDRESSES WHERE POSSIBLE.) Chy Street and Humbs BOB ADD ASS-PRESIDIOL MONTEREY CAL CAL Goldon WALLACE FES. ADD. 2160 CICLEY. Pilo ALTO CH1. ILIS ADD UICALIFORNIA (1202 de BERKELEY ۲ MODLE CAL 2 1:23. ADD. 571 NOX TH. OHILAND 642. CHEATHAN Hi IJНН BYS. NOD UT F. PATRICK EREDERICK. M3. THEN ADD. LOI E. CHURCH FREDERICK nD. DRISCOUL MR T. G. BUS. ADD. 131 KST. NYLLISK WASH ጉ PER ADD. TOS S. KCYAL ALEXANDRIA VA. 7 KUNZMAN ADD. UP BUREAN DES MULHES P 10:04 RES. ADD

Diate Street and Number City BUB. ADD. DERT LAF Ms 620265 FINNEY WASHINGTON DC. 1. ALEXANDRIA VE EZS. ADD. 2310 VALLEY MORRIS CRANE DF PHIADELPHI PA BUS. ADD. BALTIMOZE IN! RZS. ADD. 3. M BRADFORD COUNTED DUB ADD. TEPT /STATE UNSHINGTON <u>)</u> ééз. Add. MIS FLORETHE MIDDLER OFFICE NGE 4. SDD. RES. ADD. 71 HE BULDAGE ELLIS STEDED. COHN-ANTHONY <u>5A</u> EUS. ADD. HES. ADD. 203 E: 2414 - CALTHURS MD

SEC. 18. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S. - (Dive residence and business addresses where possible.) City FRANK DUCHARME BUS ADD TONELETS INS. HARTENZD CONN RES. ADD. 26 LILLEY W. HARTERD ENN. JAMES KNO HARTFORD FOX 20 BUS, ADD. GL CONN. TES. ADD. FRANKLIN BUR AND DUIS Albert Steller SHALLE COL CON THE ACD. SEC. 19. FINANCIAL BACKGROUND A. ARS YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES IF NOT, STATE SCURUES OF OTHER INCOME -NAMES AND ADDRESSES OF DANKS WITH WHICH YOU MAY? ACCOUNTS NH LICHHL BANK HIGHLAND TOWN BUANCH, BH BALTIM B. BELTIMON C. HAVE YOU EVER BEEN IN OR PETITIONED FOR, BANKRUPTCY? OIVE FARTICULARS, INCLUDING COURT: D. GIVE THREE CREDIT REFERENCES - IN THE U.S. NAME LEE'S ADDRESS 2424 INC 1. 445 2. NAME HONTGOHERY WARD ADDRESS 351 City 3. NAME ADDRESS SL & No. City SEC. 20. RESIDENCES FOR THE PAST 15 YEARS то <u>1931</u> FROM 1923 PRESSTHAN SE BALTIHORE-M FROM 1931 1939 FROM 1939 TOUNTAL 51-1942 CNTREAL - G m C111 FROM 1942 📾 LIL 1942 W m FROM 1932 1942 SER MILITA τo 0.7 Care in FROM 1948 TO PRESENT ST-TIMORE, HO 1:1 Beat FROM SL. No. QU Fiste C.T.ST. FROM _ 70 BEC. 21. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES FRANCE A FRONG IN 1937 TO SEP 1927 PARIS VET 17:21-FROMANT HAR TO JUL HIA NIAGARA PENNS ČÅ FROM 37 H37 TO JUL HAS NONTZE

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SEC. 23. GENERAL QUALIFICATIONS

B. LIST ALL SPORTS AND HORBIDS WHICH INTEREST YOU: INDICATE DEGREE OF PROFI-CIENCY IN EACH:

SWIMMING, SKIING, HOLSEMANSHIP, FOOTBALL - GOOD. BASEDALL ICE ADOKEY LACROSSE, VOLISY8ALL, BATHINTON-

BASENALL ICE HOCKEY LACROSSE, VOLLEYEALL, BATHINTON- FAIR. PHOTOGRAPHIC FROCESSES - STRONG AMATEUR INTEREST.

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

AN ABRITY WRITE EITHER REPORTORIAL HAVE TO EDITORIAL HIGHT BÉ SUITABLE RESEARCH RÌH FAP OR SPECIAL URITING. PERGETS

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

NONE	OTHER	TH	AN	DEPT	<u> </u>	F	ARHY	FO	e	
COMMIS	510 N	AS	CFFI	CER.				- 		. `

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:

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• *	SEC. 24	MISCELLANEOUS	
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<u></u>	•	A. DO YOU ADVOCATE OR HAVE YOU EVEN ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVEN BEEN A MEMBER OR, OR HAVE YOU SUPPORTED ANY POLITICAL PARTY OF ORGANI-	•
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		IF "YES", EXPLAIN:	
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		B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? YES IF 50, TO WHAT	
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	,	D. HAVE YOU EVER BEEN COURT-MARTIALED WHILR A MEMBER OF THE ARMED FORCES?	
·		IF ANSWER IS "YES," GIVE DETAILS DELOW:	
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	SEC. 25	PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:	,
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		NAME JOHN B. BURNER FATHER	•
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		BL & No. City State Country	· ·
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	SEC. 20.	YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HERE- IN WILL BE INVESTIGATED.	· · ·
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		ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE PHICH	
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		INVOLVED OR NOT, WHICH MEANT REQUIRE EXPLANATION? IF SO, DESCRETE, IF NOT, AN-	· .
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SEC. 27. I CERTIFY THAT THE FOREGOING ANSWERS ARE THUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR ONISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IM-MEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

	SIONED AT ALEXANDRIA VIRGINIA	DATE 25 NOV 1948
A	Aturielle C. Dis coll	A CONTRACTOR OF THE OWNER
Ve		CASASIN

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN SACH SUCH PAGE. 14. - I HAVE NEVER. HELD A FULL-TIME CIVILIAN JOB,

SINCE I ENTERED THE ARMY DIRECTLY FROM COLLEGE.

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

12.- I ACQUIRED SUFFICIENT CREDITS FLOM THE <u>ARMY JAPANECE SCHOOL AT THE U OF MICHIGAN</u> TO RECEIVE A B.A. DEGREE, IN ABSENTA, WHILE STILL ON ACTIVE SERVICE. FROM SEP 1942 TO DEC 1942 I COM-

PLETED ONE SEMESTER AT TRINITY COLLEGE, HARTFURD, CONN.

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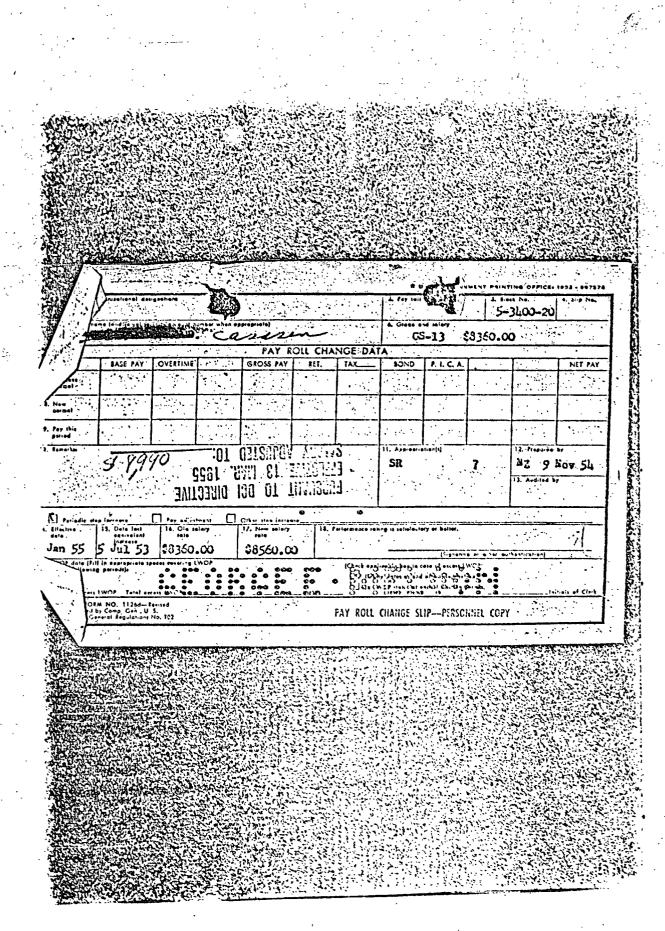
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NOTIFICATION OF PERSONNEL ACTION Conc. 6 Jun. 1555 Stic

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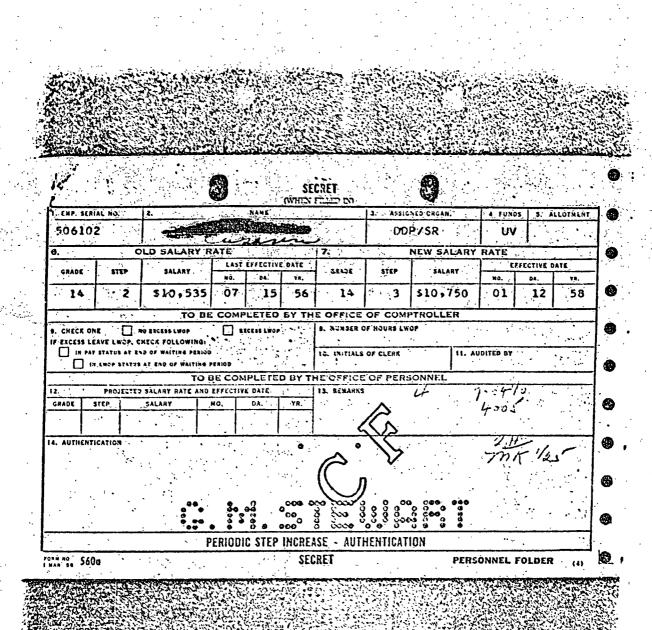
CENTRAL INTELLIGENCE AGENCY

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IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-569 AND DCI MEMO DATED 1 AUGUST 1955, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

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13 September 1960 (Date)

File No. K-1328

FARRY W. LITTLE, JR. Chief, Central Cover Division

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

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1. Cover arrangements exercise completed for the above-named Subject.

2. Effective <u>12 September 1960</u>, it is requested that your records be properly blocked **xecretors** to deny **XXXX44DEX765** Subject's current Agency employment to an external inquirer.

3. Operating component must take necessary action to block PRESERV telephone locator by submitting the Personnel Information Card, "Office File Copy," Form No. 642, to Machine Records Division, Office of the Comptroller, Room 107 Curie Hall, Attention: Miss Wenkenbach.

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cc: SSD/OS Operating Division - SR

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

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28 AUG 1959	SIGNATURE OF BED REPRESENTATION	
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TRAVEL AGREEMENT BY STAFF ENFLOYTES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTENENTAL 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 <u>21</u>; 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 accorbile to the United States.

CASASIN WITNESS: herk Lorene E. Morbeck

CONFIDENTIAL

MEMORANDUM FOR: Secretary, CS/CSB

SUBJECT

Recommendation for Promotion to Grade GS-15

RIFERENCE

: Your memorandum dated 8 October 1958

1. The SR Division and the Chief of Station, Tokya (FJTT-1950, attached) recommend the promotion of station of

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

3. The very facts of Nr. and the 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 present which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. Areas deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Careor Service and meet definite Division requirements for a senior officer at the GS-D5 level.

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December 1958

CHARLES KATEX Acting Chief, SR Division

Distribution: Orig & 6 - Addr

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HEMORANDUN Ho 36

TO . . Chief of Station FROM : Chief, Soviet Brench SUBJECT: Recommendation for Fromotion

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CONTRACTOR ADDRESS

1. It is that been under my supervision as Doputy and Case Officer for approximately fifteen months. Based on the knowledge of the areas an individual gained during this period and upon his actual performance, I recommend that his be entered for consideration on the SR Division GS-lk to GS-15 promotion list at this time - June 1957. The slot and job which be now occupies, Chief, Soviet Branch, 18, of course, adequate to accomposate such a promotion.

2. Example a set of the second second

3. Relative to the more personal characteristics involved in the term managerial ability (judgments are necessarily more subjective but here, too, I consider for the set of the set of the set of the subjective but 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. The set of the set of the shoulders in the area of personal relationships. He is a purist at times and munifestly impatient in certain human situations where a shrug of the shoulders would be the

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Attechnent to FJT1-19609

18 June 1957

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

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Le In sum, anticipion 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 comsideration in the current mid-year lists. and the standard state of the state of the 1. A.

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9 Discussor 1953

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FJTT-1950

25 November 1958

CASASIN

TOI Chief, SR FROM: SUBJECT: Premotion of

Chief of Station, Tokyo

FJTN-11531 (RYBAT) dated 11 Oct 1957

REFERENCE:

COPY

a-15.

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

2. Baker was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss promotion with Maury. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of aqvice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending **Massive** for promotion and find that the fitness report submitted with FJTT-O301 still reflects our current high appreciation of his abilitids and progress.

WILLIAM E. NELSON

Attachment to FJTA=19609

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COFY

18 June 1957

= CASASIN

MORANDUM No. 350

TOS

Chief of Station

FROM: Chief, Soviet Branch CASASIA SUBJECT: Recommendation for Promotion

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2. Reference 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 this organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, the office, too, as well as in face-to-face operational situations, **Determined** has been cutstanding. 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 batk. 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. Falstive to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider the second state of the subjective but here, too, I consider the 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. Hereichter is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the best reply. These characteristics do not always make for the best personal relationships but are frequently obviated by intellect and above all are correctable and are being corrected. L. In sum, in 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 condideration in the current mid-year lists.

14-00000

EDWARD MARELIUS

1.

MENORINDUM FOR: Chairman, CS Career Service Board

SUBJECT : Nominations for Promotion to GS-15

REFERENCE

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

1. After reviewing GS-14 employees assigned to the SR Division, I wish to again recommend the promotion of CASASIM Investment of Chief, Soviot Branch, Tokyo to GS-15. I concur also in the attached recommendation for the promotion of The States prepared by the Chief of Base, Berlin.

2. The Chief of Station, Tokyo and I recommended CASASIN'S Market is promotion in December 1953. This carlier recommendation presented the personal qualities of Mr. I wish simply to point out at this time that since early 1954, Mr. Hart is has more than fully discharged responsibilities at the GS-15 lovel. I believe that it is definitely time to elevate him to the level at which he has been performing more than satisfactorily for over 51 years.

CHAFLES KATEK

1 June 1959

Acting Chief, SR Division

Distribution: Orig & 6 Addressee w/att

FIELD FITHE	
The Fitness Report 1s an important factor in organi 1. The organization selection board with information individual for membership in the career staff: 2. A periodic record of job pertainance as an aid i	ind .
INSTRUC TO THE FIFLD AIMINISTRATIVE OR PERSONVIL OFFICER: Con- built current field administrative instructions referring the initiation and transmittal of this report to head- quartere. TO THE FIFLD SUPERVISOR: Read the entire fact better	IUNS revealed by his duy-to-day activities. If this individ- unt has been under your supervision for tess than 30 days, you will collaborate, if fracticable, with his providus supervisors to the provident is accurate and comptenes. Primar contaction it y costs with the durrent supervisors is a super that throughout the
" "ttempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evoluating his	ported the individual Nan been after your unerression you have discharged your supervisory responsibilities b) frequent discussions of his Byock, as tiDATE & co.
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CS-14 // USSR Base, Tokyo	SK 839
	HIS REPORT (Inclusive dates) 30 September 1955
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44. IS SECURITY CONSCIOUS.	-						╞╼═┶	l			
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OF HIS OFFICE. 49. DOES NOT REQUIRE STRONG AND							L		44		
CONTINUOUS SUPERVISION.			<u> </u>					L			ľ
50. A GOOD SUPERVISOR.							L				_
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0. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISIONT	1 10 (
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E. BHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUALS	
T. OTHER COMMENTS (Endicato horo general tesita, speci,	lic habits or characteristics not covered elsewhere in the
report but which have a bearing on effective utilisi	ation of this personji
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a series with the series of th	TION VI ' In the most appropriate box under subsections A.B.C.60
A. DIRECTIONS: Consider only the skill with which the perion has performed the duties of his job and rate him accordingly.	C. DIRECTIONS; Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the arganisation.
1. DOES NOT PERFORM DUTIES ADLQUATELY, HE IS	1 HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY
INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE	
HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE Often fails to carny out responsibilities competently.	2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZA
	AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING
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	the property of a second is designed to belo you express your exclusion of your subordinate and to teansmit	· ·
• •	the subardismit to your supervisor and senior officials. Organization policy requires that you inform the subardi- nate where the 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 shee Fart lof this report to the employee except uncer 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	
. <i>'</i>	Terronnel'nn later then 30 days efter the slate indicated in item 8, of Section "A below,	, 2 [*]
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	20 Jen. 1924	· ·
	5. STFICE/DIVISION/ BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION FITLE	
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-	10. THE OF-REPORT I INITIAL RESSIGNENT-SUPCOVISE SPECIAL (Specify)	•
· `.	SECTION 8. CERTIFICATION	
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	A. DIETA (X) APPROPRIATE STATEMENTS:	;
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	2. 500 THE REVIEWING OFFICIALI RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER IN-	
•	FREATION, BHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.	
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-	I certify that any substantial difference of opinion with the supervisor is reflected in the above section. A. THIS TATE B. TYPED OR PRIVITED NAME AND SIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL	
	21 November 195: OFFICIAL N. X Church Close Sainf of Charations	
	SECTION C. JOB PERFORMANCE EVALUATION	
	DIPFCTIONS: Consider QULY the productivity and effectiveness with which the individual being rated has performed	
	nis duties during the rating period. Compare him ONLY with others doing similar work at a similar level of respon- sibility. 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 CARPY OUT RESPONSIBILITIES.	
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	this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordi-		
1	nate 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 Lof this report to the employee except	111.	
	under conditions anecified in Regulation 20: 370: [10'in"recommended that you read the entire form before completing		, t
	any question; If this is the initial report on the employee; it must be completed and forwarded to the Office of Fersonnel in later than to day's after the date didicated in item 8, of Section "A" below.	1.1	•
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	SECTION A. CASASIN GENERAL		N 1
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	20 Jan. 1925 H PI	, í	
	S. OFFICE/DIVISION ANANCH OF ASSIGNMENT		· · ·
	Tolco Station REDICOD Area Operations Officer		
	T. GRADE -B. DATE REPORT DUE IN OP 9. PIRIOD COVENED BY THIS REPORT (Inclusive dates)	· · .	•
	GS-14 1. October 1956 to 20 Dentember 1957	· · ·	
· ` ,	10. TYPE OF REPORT INITIAL X ACANA GAUGUITA SUPERVISOR SPECIAL (Specify)	1	
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• ,	SECTION B. CERTIFICATION		•
	1. FOR THE RATER THIS REPORT THAS THAS AND TOLEN SHOP TO THE INDIVIDUAL RATED. IF NOTSTOAN ALEXPLAIN WHY		
	"" Completed at Headquarters; subject not available (Coby went to full.	1.	-
	A. CHECK (A) APPROPRIATE STATEMENTS:	1	
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	THIS REPORT REFLECTS WY OPH OPINIONS OF THIS INDI- X vibual. Is an van sent to mim da copy attached to this reform.	• •	
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	X AND VERANESSES SO THAT HE ANOVE FRENE BEANDS.	• .	
		:	,
	16 Oct 1957 Collection Chief SOV Branch Japan Station		
	2. FOR THE REVIEWING DIFICIALL RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, GH ANY OTHER IN- Formation, which will lead to a detter understanding of this report.		
	SY DATE		
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	I certify that any substantial difference of upifion with the supervisor is reflected in the above section.		
	A. THIS DATE . TYPED OR PRINTED NAME AND ACCOUNTING OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL		
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	SECTION C. JOU PERFORMANCE EVALUATION		
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· · ·	1. RATING ON GENERAL PERFORMANCE OF DUTIES DIFFETIONS: Consider UNLY the productivity and effectiveness with which the individual being rated has performed	•	
	his during the rating period. Compare his CNLY with others doing similar work a similar level of respon-		
•	sibility. Factors other than productivity will be taken into account later in Section D.		;
· · · · ·	I . DOES NOT PERFORM DUTIES ADEQUATELY HE IS INCOMPETENT.		
	2 - BARELY ALEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OF TRAINING, HE OFTEN FAILS TO		
•	6 CARRY OUT RESPONSIBILITIES.		
,	3 . PERFORMS WOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.		
,	5 . A FINE PERFORMANCEL CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.		
	RATING & PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOPM TO HUMBER THE SUPERVISOR.	•	
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	c. For supervisors, ability to supervise	will always't	ONLY effectiveness' in performance of this specified rated as a specific displayed of the rate as super-	isors those	
7		the individ	Just being rated with others performing file sa	e, duty at a	
	asmiler level of responsibility.	itle may be	performing different duties. If so, rate them o	n different	
f ,	duties. f. Be specific. Examples of the kind of a	lutics that m	ight be rated are: MAIL ROOM.	· . `	
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	SUFERVISINO g. For some jobs, duties may be broken dow		ES CURRESPONDENCE EVALUATES SIGVIFICA er if supervisne considers it advisable, e.g., c		
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		NUMBER	Prepares correspondence and report		
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	SPECIFIC BUTY NO. 3	RATING NUMBER	3* CCIPEC DUTY NO. 6	"RATING NUMBER	
	Prepares and Manages Projects	4	Developes and handles Agents	5	4
	3. NARRATIVE DESCRIPTION OF MANNER OF JOB PER	FORMANCE	· · · · · · · · · · · · · · · · · · ·		•
, ,			those which affect development on present job.		
	Subject has excellent natural.	equipment	for employment in this organization	in	
· · · · ·	terms of his intelligence and	natural aj	pptitudes. Additionally, he brings a selected assignment.	· ·	
	· During the period covered by t	his report	t he has displayed great industry and	.	
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	in production and in the creat	ion of bo	th short and long-term assets for his		
1	unit. On the debit side I we	ua say tha	at he is somewhat too businesslike in C being almost humourless. "This, how	evor	
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•	SECTION D. SUITABILIT	. EOD CURREN	T JOB IN ORGANIZATION		
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· ,		special defe	cts or telents and how he fits in with your t		· ·
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· ' ·	(Bhon Filled In)		
	2. RATINGS ON PERFORMANCE OF SPECIFIC "TILS		•
	UIRECTIONS: a. State in the spaces below up to six of the more important SIFCIFIC duties performely doping this Place the rost important first. Do not include minor or unimportant duties.	is rating period.	
· · ·	Place the rost important first. Do not include minor or unimportant duties. CUSING b. Rate performance on each specific duty considering WLY effectiveness in performance of this	The second second	
	c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as s	upervisors those	· ·
	the supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with the day performing the	e same duty at a	•
	attention responses in the second s	Sem on different	i .
	duties.		· · · · ·
	1. Be specific. Examples of the kind of duties that might be rated are: ORAL BRIEFING HAS AND USES AREA ANOWLEDGE HAILORAGES INTER	ROGATIONS	
	GIVING LECTURES DEVELOPS NEW PROGRAMS PREPARES SUMMA CONDUCTING SEMINARS AVALYZES INCUSTRIAL REPORTS TRANSLATES GER	K(64)	
	TRIȚING TECĂNICAL REPORTS MANAGES SILES DEBRIEFING SUU COMDUCTING EXTERNAL LIAISON OPERATES RADIO KEEPS DOORS	ICES	
	TYPING COORDINATES WITH OTHER OFFICES DRIVES TRUCK	-	
		IFICANCE OF DATA	· · ·
•	g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e. and phone operation, in the case of a radio operator.	L. combined key	· · ·
			•
	I - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 6 - PERFORMS THIS DUTY IN AN OUT 2 - DARELY ADEQUATE IN THE PERFORMANCE OF THIS FOUND IN VERY FEW INDIVIDUAL		
	DESCRIPTIVE DUTY LACEPTABLY 7 - EXCELS ANYONE I KNOW IN THI	E PERFORMANCE OF	•
	NUMBER 4 - PERFORMS THIS OUTS IN A COMPETENT MANNER . THIS OUTS 9 - PERFORMS THIS DUTY IN SUCH A FINE WINNER		•
· · ·	THAT HE IS A DISTINCT ASSET ON HIS JUB		
	second outy no. 'As branch chief directs NUMBER Conducts linican with other	RATING	•
	and plans operations of deried area 5/5 U.S. accretion		
× · · · · ·		RATING	
	liaison with local security	NUMBER	
	services.		,
	SPECIFIC DUTY NO. 3 BATING SPECIFIC DUTY NO. 6	RATING	
	Develops and handles agents	NUMBER	•
	J. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE	iah	2
	DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present	1	
	Subject is an exceedingly well-equipped operations officer. He is nature,		
	intelligent, has a thorough background in operations in his area and the a		
	to grow in his job. His operational planning and execution is usually imp He has the loyalty of his subordinates and the respect of his equals and s		
:	visors. He is particularly effective in dealing in the liaison field when		
	good sense and disinterest in "fighting the problem" preduces a maximum of		
4. •	cooperation and good will. If he has any minor fault as a supervisor, it		
•	in impatience with his subordinates, as reflected in previous evaluations,		
	in an occasional unwillingness to say no to them.		
• •			
	SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION		а — — — — — — — — — — — — — — — — — — —
,	DIRECTIONS: Take into account here everything you know about the individualproductivity, condu pertanent personal characteristics or habits, special detects or talentsand how he fits in with y		
	pare him with others doing similar work of about the same level. I - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED		
. N	2 - OF DOUBTFUL SUITABILITY BOULD NOT HAVE ACCEPTED HIN IF I HAD KNOWN WHAT I KNOW NOW		
	6 3 · A BARELY ACCEPTABLE ENPLOYEE BELON AVERAGE BUT WITH NO WEALLESSES SUFFICIENTLY OUTST RANT HIS SEPARATION	ANDING TO WAR-	
. · · · ·	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I ANDA IN THE ORGANIZATION BATING 5 - A FINE EMPLOYEE - WAS SIVE OUTSTANDING STRENGTHS		
,	NUMBER . 4 - 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	NO. 15 YES.	
· .	IS THIS INDIVITUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?		
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SECTION A C	<u>ADAS</u>	<u> / </u>	GEN	IERAL						, ·
1. NAME (Last)	(First)	(Nijdie)		2. DATE OF BI		3.5				ADE.
		R		20 January	1924		1			-14
S. SERVICE DESIGNATION	. OFFICIAL POSITI	ON TITLE								GNMENT
···· ··· ··· ··· ··· ··· ··· ··· ··· ·	<u></u>				·				, Ja	p _a n
	ER STAFF STATUS			9.		TPE OF				
NOT ELIGIOLE	MEMBER	OKFER		INITIAL		ASSIGNM				
PENDING	DECLINED	DENIE		SPECIAL (Special		ASSIGNM	ENT/EI	MPLOV		
31 May 1959	10 Apr	58 - 31	Mar 59	SPECIALISPE		• •		•		
SECTION B				MANCE OF SPI		UTIES		• • •		· · · · ·
List up to six of the most	A CONTRACTOR OF A CONTRACTOR O					,				
manner in which employee with supervisory rosponsib	performs EACH app	scific duty.	Consider	ONLY offective	ness in pe	rformance	 of the 	at duty	r. All	employees
1 - Unsatisfactory	2 - Barely adequate	- 3 - Ac	ceptable	4 - Competent	S.+ Exce	llent 6	- Super	rior	7 0	utstanding
SPECIFIC DUTY NO. 1			RATING NO.	SPECIFIC DUTY	NO. 4					HATI NU.
Supervises and d	lirects operat	Lional		l					:	
branch-gf some 1			5	Case offi	cer					.6
SPECIFIC DUTY NO. 2	· .	<u> </u>	HATING	SPECIFIC DUTY	NO. 5	· . · ·			•	RATH
Conducts operati	oral ligison	w th	NO.							NO.
lobal Intelligen			-ar-			•••	•	,		1 ·
services.		. 	6							
SPECIFIC DUTY NO. 3	•		HATING	SPECIFIC DUTY	140. 6					RATIN
Conducts liaison	with U.S. ri	litory	NO.			• •				NO.
and civilian inte	elli ence ser	vicās	16 1	,					. f	
and civilian int	-		6		·				·	``
SECTION C Take Into account everythin	EVALUATION OF	FOYERAL	LL PERF	his effectiveness	in his cu	rent posi	tion - j			
SECTION C Take into account everythin duties, productivity, conduc your knowledge of employee statement which most accur 1 - Performanc 2 - Performanc	EVALUATION OF g about the employ t an job, cooperativ s's overall performant otely reflects his le in many important meets most require	OVERAL en which in reness, per nce during wel of perf respects f ements but	LL PERF offuences t the rating armance.	his effectiveness sonal traits or ho pariod, place th et requirements,	in his cu bits, parti e rating m	rent posi cular timi umber ig t	tion - j tation he box	s or to	lents. spondi	Based on
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE Stress strengths and weaknesses demonstra for a cuitent position. Indicate sugestions ma. exployee to Improvement at his work. Give recommendations for his training: Oescribe, il appropriate, his potential for development and for assuming greater is spansibilities. Amplify or explain, il appropriate, rating's given in SECTIONS B, C, and D to provide the best basis for developmining future personnel actions. 02122 UN 22H 15 20 AH 59 Subject continues as one of the most capable, professional and Marking Mail Roay. 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 f responsible position. ÷ and : 10.00. 2 - 1 . SECTION F CERTIFICATION AND COMMENTS BY EMPLOYEE 1. 3 I certify that I have seen Sections A, B, C, D and E of this Report. DATE " n 114 SIGNATURE OF EMPLOYEE 27 April 1959 signed on transmittal 2. • `* · C.T. 3 3 BY SUPERVISOR NONTHS EMPLOYEE HAS BEEN IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION - . n 22 . . IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYEE UNDER MY SUPERVISION LESS THAN 00 DAYS REPORT MADE WITHIN LAST 80 DAYS OTHER (Specify): OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE DATE William Nelson signed on transmittal 27 April 1959 DC Tokyo Station BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SANE EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS, I AM NOT SUFFIC. ENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. COMMENTS OF REVIEWING OFFICIAL 11 and the preserve OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE DATE 27 April 1959 C/Tokto Station John E. Baker signed on transmittal SECRET - . t

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

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

SE	CTION F ' Sta	CERTIFICATION AND CO	DMMENTS
1.	a server a server state	BY EMPLOYEE	· · · · · · · · · · · · · · · · · · ·
	1	certify that I have seen Sections A, B,	C, D and E of this Report.
DAT	23 June 1960	signaties of the orte	anspittel
2	S. M. S. S. Marker	BY SUPERVISOR	· · · · · · · · · · · · · · · · · · ·
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SECTION E NARRATIVE D^ESCRIPTION OF MANNER OF JOB PERFORMANCE ///// Stress strengths and weaknesses demonstra neuron position. Indicate suggestions field amployre for improvement of his work. Give recommendations for his training. Describe: it appropriate, his potential for development and for assuming greater responsibilities. Archief or explain, if appropriate, rutings given in SECTIONS B, C, and D to provide the best boils for determining torme personnel actions.

Mr. Mr. Me continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic. Mr. Supervises a very large and key branch engaged in a wide

variety of activities, a difficult job which he does well.

SECTION F	CERTIFICATION A	ND COM	AENTS	<u></u>
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6 August 1962 QA AN AN AN AN AN 95451 Memorandum in Lieu of Fitness Report Subject: 2000 100 100 My last statements concerning the performance of should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962. in QUENTIN C. JOHNSON Chief of Operations and Plans - SR Division/ £, 1, 1 CONCUR: HOWARD J. OSBORN Chief, SR Division

610. 6 August 1982 Memorandum in Lieu of Fitness Report مرجوم والمحاورة والمرجوم معاصر محارض والمرجو والمتحاص والمتحاص والمحاج والمراجع والمراجع والمحاج والمحا Subject: للمارين والمراجع والمراجع والمراجع والمراجع والمحاف والمتعاد والمستحد والمسار المحار المالي والأكرار Second Contractor and a second ly last statements concerning the performance of should be extended to cover the remainder of his service as Chief of SR/8. He departial headquarters for a field appignment S1 July ... 1932. - CiniC Chief of Oper _0::.: id Plans ... Division,

CONCURS

Chief, SR Division