2023 RELEASE UNDER THE PRESIDENT JOHN I	F. KENNEDY ASSASSINATION RECORDS ACT OF	199

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This document is made available through the declassification efforts and research of John Greenewald, Jr., creator of:

The Black Vault



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Mrs. Jama Tarasoff 2819 Gainesville Street, S. E., Apt. 202 Washington, D. C.

Dear Mrs. Tarasoff:

We wish to inform you that the preliminary processing of your application has been accomplished and that you may enter on duty immediately on a temporary basis at Grade GS-4, salary \$:415.00 per annum as Clerk.

Your temporary appointment will be subject to taking an oath of office, signing a loyalty affidavit, and completing a medical examination which will include determination of physical health and emotional stability. If you enter on duty based on this preliminary processing, you will be assigned to the Interim Assignment Section pending the completion of the full processing and a final security interview. The Interim Assignment Section is a "pool" where you will be doing clerical work of a routine nature. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment; otherwise you then will be placed on duty in the position for which employed.

If you are interested in this temporary position please call Mrs. Sendre Finci on Executive 3-6115, extension 2781, as soon as possible to advise her of the exact date you will report. We would appreciate your selecting a Monday. You may prefer to await the completion of the full processing which will require about 60 to 90 more days. In any event we would appreciate your calling Mrs. Finci promptly and informing her of your plans. In the meantime, it is requested that you submit three passport-size photographs of yourself as soon as possible.

Please report to the Reception at Curie Hall at 8:15 a.m. and ask for Mrs. Finci on the reporting-for-duty date that you establish with this office. Curie Hall is located at the intersection of 23rd Street, Independence Avenue and Chio Drive, S.W., with entrance on Ohio Drive.

Employees of this Agency are entitled to the regular United States Government leave and retirement benefits.

The gross salary quoted will be subject to deductions for Federal income tax and 62 percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance are available to Federal civilian employees. The enclosed pamphlet outlines the features of the program and lists the amount which will be deducted from your salary each pay period for this term insurance. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Waiver of Life Insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after you enter on duty.

If you have any problems, Mrs. Fincl will be glad to discuss them with you when you call.

Very truly yours,

G. M. Stewart
Director of Personnel

Enclosures (2)

Life Insurance Pamphlet

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EMPLOYMENT INFORMATION

After my discussion with the field representative, I wish to scknowledge the existence of the following conditions of employment:

A. Qualifications:

- (1) Upon my arrival in Washington I understand I will be tested to determine (a) my general aptitude; (b) my typing skill if I am being considered for a typing position, the minimum standards for which are 40 words per minute net speed; (c) my stenographic skill if I am being considered for a stenographic or secretarial position, the minimum standards for which are 80 words per minute accurate transcription with at least 40 words per minute net typing speed.
- (2) I understand that should I fail to meet the minimum standards as outlined above I will be given an opportunity to receive refresher training. As soon as I am able to meet the prescribed standards I will then be assigned to a position within the organization. If, within a reasonable period of time, I should fail to meet the minimum skills requirements. I understand that I will be assigned to a position not requiring specific skills if such a position exists. (For example: An individual initially selected as a Clerk-Typist who is not able to qualify fully as a typist would be assigned to any available clerical position.)

B. Initial Placement:

I understand there are initial placement procedures, including the testing and refresher training outlined above, that may require a period of several weeks before I am given my specific job assignment. I have had explained to me the operations of the interim assignment group where I may expect to receive the testing and refresher training mentioned and where I will work pending my specific job assignment.

C. Overseas Possibilities:

- (1) I have not been promised an overseas assignment. I understand I must demonstrate fully my abilities while on a Washington, D.C. assignment after which I may be considered for whatever positions may exist for which I am qualified. The decision to assign me to an overseas post rests with responsible individuals in the Washington office.
- (2) I understand that from past experience of the organization I may expect to renain on a Washington assignment from 14 to 2 years before I may be considered for an overseas post.
- (3) I understand that overseas assignments in the clerical and general administrative categories require, for most positions, typing and stemographic skills.

D. General:

I understand that any eventual assignment to a professional type position, if I am qualified for such by specific education, training, or experience, will depend upon the existence of a suitable vacancy and that no promises to the contrary have been made to me.

Date: Filmany 12,1957

Signature of Applicate

FORM NO. 894

CONFIDENTIAL

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CENTRAL INTELLIGENCE AGENCY WASHINGTON 25, D. C.

Applicant Information Sheet No. 1

To all persons applying for employment with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant status with the Central Intelligence Agency. No application may proceed beyond this first step if the applicant is not in agreement with the conditions stated below:

General Considerations:

- 1. The National Security Act of 26 July 1947 (Public Law 253, 80th Congress) which created the Central Intelligence Agency places upon the Agency the responsibility:
 - a. "to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to the national security;
 - b. "to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;
 - c. "to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government . . .;
 - d, "to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally;
 - e. "to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.

- 2. Investigation of an applicant may reveal something which prevents his clearance perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.
- 3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

(Signature of Applicant)

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For Additional Information Call (Name a Telephone Ext.) Judy Welt x 4281
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NOTIFICATION OF CANCELLATION OF MILITARY COVER BACKSTOP	18 October 1963
TO X CHIST, PERSONNEL OPERATIONS DIVISION	TARASOFF, Anna
CHIEF, OPERATING COMPONENT (For Action) CI	Forwarding Address:
ATTN: XX Support Staff	Unknown
(REF:	FILE NO.
Resignation Debriefing in Absen	tia K-111
Administrative Support Group, OSA	NA
X Unblock Records: Resignation effective (OP Memo 20-800-11)	ve 8 Septembor 1963 in Absentia
Effective <u>EOD</u>	· ·
Submit Form 642 To Change Limitation Catagory. NA (HB 20-800-2 to be redesignated HHB 20-7)	
NA Return All Military Documentation To CCS.	
Remarks: Subject to indicate CIA as for the entire period.	place of employment
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CD/DD	CHEF. HELITAN COUNTY
DISTRIBUTION: 1-OSD/OS: 1-1	
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C-2532 (Biladean) 5 June 1963

MEMORANDUM FOR: Transactions and Records Branch

Office of Personnel

ATTENTION:

14-00000

Mary Coriden

SUBJECT:

Boris D. TARASOFF

- 1. Cover arrangements are in process, and/or, have been completed for the above-named subjects.
- 2. Effective immediately, it is requested that your records be properly blocked to deny subjects' current Agency employment to an external inquirer.

THOMAS K. STRANGE Deputy Chief, CCS/NC

ee: ID/80

SHORT,

SECRET

19 October 1960

(Date) File No. K-111

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

Anna TARASOFF

- 1. Cover arrangements are incorporate to have been completed for the above-named Subject.
- 2. Effective 13 October 1960, it is requested that your records be properly blocked records to deny ROUGH Select's current Agency employment to an external inquirer.

OCE/CC, This memorandum confirms an oral request of Ed Fitzgerald,

GLEN E. MOORHOUSE

Acting Chief, Central Cover Tracks Group

cc: SSD/OS

Operating Division - CI

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IN ACCCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956. SALARY IS ADJUSTED AS FOLLOWS. EFFECTIVE 14 OCTOBER 1962.

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/S/ EMMETT D. ECHOLS

DIRECTOR OF PERSONNEL

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GS-04-2

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CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

(4)

₹ 3/4/58

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31. Organizational Designations DDS OFFICE OF PERSONNEL PERSONNEL ASSIGNMENT DIV PLACEMENT BR CLERICAL		Code	32. Location	Of Official Station		Station Code
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CENTRAL INTELLIGENCE AGEN.

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EU #5423		S. POSITION TITLE		Clerk BVP-8073.12/907			
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CHAPTER 91, FEBLUAR PT-PROVOEL BANDAL

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CENTRAL INTELLIGENCE AGENCY

P.C. 19 Mar 1957

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Me. Anna Talvouty 12	5935	· · ·	5 May	1,23		8 Apr 1957
This is to notify you of the following action affection	ting you	ur employme				
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	•	8. POSITION	TITLE	Clar	.	BU#5423
		9. SERVICE, 1 GRADE, SA	LERIES,	. G S-C	301.26-4 \$341	5. 00 per ann u
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ME BYMIN OTHER S PT 19-POINT STATE S			HEW VICE 1.			
5. 16. APPROPRIATION FROM: 7 14 To: 7-6509-20	750-	.13	17. SUBJECT TO RETIREMEN (YES-N		18. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)	12. LEGAL RESIDENCE CLAIMED PROV
REMARKS:			Yes	L	0 apr 1954) 31A1E:
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9. CF			APPOINTMENT				HECK (X) TYPE		i			
CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT												
	CAREER-PROVISIONAL (See Instructions - Section C) X ANNUAL REASSIGNMENT									FEMPLOYEE		
	SPECIAL (S					X	SPECIAL (Spec		mina	<u></u>		
11,50,	TE REPORT		uly 1963				July 196			1963		
SECT	ION B	-			PERFORMANC	EEVA	LUATION					
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FORM 45 OBSQUETE PREVIOUS EDITIONS.

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NARRATIVE COMMENTS

indicate significant strengths or weaknesses demonstrated in current position keepfly if proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Gifolizecommendations for maining. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in State 2 to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duffes what be described, if applicable.

HAIL RIIGH

Subject's Russian transliteration work is nest and accurate. This work she has been able to do without strong support of the office.

Recently she has assisted some of the new Project employees in learning Russian transliteration.

She has taken over in an acceptable manner some of the supervisory duties during the absence of the supervisor.

SECTION D	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
7 June 63	Person Transco)
2.	BY SUPERVISOR	<u></u>
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
27 -200 Ch#		•
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 June 63	Intelligence Assistant	Rolou E. Jackson
3.	BY REVIEWING OFFICIA	
COMMENTS OF REVIEWING OFFICE	••	
OATE 7 June 63	OFFICIAL TITLE OF REVIEWING OFFICIAL	T. K. Chaling

		y 441	. /	/
	ECRET		~	
		······································	EMPLOYEE SERIA	L'NUMBER
/ FITNESS REPORT				
			2593	2
SECTION A G 1. NAME (Last) (First) (Middle)	ENERAL	RTH 3. SEX	4. GRADE 5. 3D	
TARASOFF Anna	5 May 192	1		n
6. OFFICIAL POSITION TITLE		OF ASSIGNMENT		
INTELLIGENCE CLERK	DDP/CI,S	[G/PROJ		
. CHECK (X) TYPE-OF APPOINTMENT	10. CHECK (X)	TYPE OF REPOR	Ť	
CAREER RESERVE TEMPORARY	INITIAL			NT SUPERVIS
CAREER-PROVISIONAL (See Instructions - Section C)	X ANNUAL	·.	REASSIGNME	NT EMPLOYE
SPECIAL (Specify):		(Specify): PERIOD (From-	day)	
1. DATE REPORT DUE IN O.P.	1	_		
31 July 1962 ECTION B PERFORMAN	CE EVALUATION	1961 - 30 J	une 1962	
			coting in this cots	moty tequire
W - Weak Performance ranges from whally inadequate to positive remedial action. The nature of the a probation, to reassignment or to separation,	ction could range	from counseling,	to further training,	to placing o
A - Adequate Performance meets all requirements. It is an excellence.	lirely satisfactory	and is character	ized naithar by defi	clency nor
P - Proficient Performance is more than satisfactory. Desir	ad results are bei	ng produced in a	proficient manner.	
S - Strong Performance is characterized by exceptional	proficion cy.			
O - Outstanding Performance is so exceptional in relation to reachers doing similar work as to worrant species		work and in con	parison to the perf	ormance of
SPECI	FIC DUTIES			
oith supervisory responsibilities MUST be rated on their ability. PECIFIC DUTY NO. 1				RATING
Transliterates Russian material.				P
PECIFIC DUTY NO. 2				RATING
Operates Verifax machine.			•	A
PECIFIC DUTY NO. 3				RATINO
				1
Checks Project material which enta	ils translit	erating fro	m the Cyrilli	c. A
PECIFIC DUTY NO. 4			 	RATING
Takes over some Supervisory duties	during abse	nce of Supe	rvisor.	A-
PECIFIC DUTY NO. 3				RATING
•			•	•
		•		1
PECIFIC DUTY NO. 4				RATING
			÷	LETTER
			*	
		<u> </u>		
OVERALL PERFORMAN	CE IN CURREN	T POSITION	· · · · · · · · · · · · · · · · · · ·	RATING
ake into account everything about the employee which influence	s his effectivenes	s in his current	position such as pe	1 5 4 4 5 6
ormance of specific duties, productivity, conduct on job, coo articular limitations or talents. Based on your knowledge of e	perativeness, pert	inent personal t	raits or habits, and	[.
arricular limitations or talents. Based on your knowledge of e loce the letter in the rating box corresponding to the statement t				

SACURE I Annual Francisco Assembly and Sacuration

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SECTION D

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to cvercil performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject does her job without strong support of the office and her transliteration work is neat and accurate. She has taken over some of the supervisory duties during the absence of the supervisor in a satisfactory manner.

1.	BY EMPLOYEE	,
2.24	CERTIFY THAT I HAVE SEEN SECTIONS A, B, A	NO'C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
3 August 1962	Characotti	
2.	BY SUPERVISON	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYER, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE Selen & Jackson
3 August 1962	Intelligence Assistant	Helen E. Jackson
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICE	AL	
(guen -		
		•
PATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
3 August, 1962	Chief CT-Project	T. K. Chalmars T. W. Chal
	SECRET	

CERTIFICATION AND COMMENTS

SECRET wed by EMPLOYEE SERIAL NUMBER c_{SED} FITNESS REPORT 125935 SECTION A GENERAL (Middle) A. DATE OF BURT 4. GRADE 5 MAY 1923 GS-6 F TARASOFF Anna 7. OFF/DIV/OR OF ASSIGNMENT 8. SERVICE DESIGNATION 8. OFFICIAL POSITION TITLE DDP/CI/SIG PROJ INTELLIGENCE CLERK CAREER STAFF STATUS TYPE OF REPORT MOT ELIGIBLE INITIAL NEMBER DEFERRED HEASSIGNMENT/SUPERVISOR X PENDING X ANNUAL REASSIGNMENT/EMPLOYEE 11. REPORTING PERIOD SPECIAL (Specify) IC. DATE REPORT DUE IN O.P. 30 JUNE 60 - 30 JUNE 61 31 JULY 1961 EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES SECTION 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 amployees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees eupervised). 4 - Competent | 5 - Excellent | 6 - Superior 7 - Outstanding 1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable SPECIFIC DUTY NO. 4 SPECIFIC OUTY NO. 1 RATING Transliterates Russian material. 4 Makes name checks. SPECIFIC DUTY NO. 2 PATING SPECIFIC DUTY NO. 5 RATING 5 Operates Verifax machine. SPECIFIC DUTY NO. 3 RATING SPECIFIC OUTY NO. 6 Takes over some supervisory duties during absence of Supervisor. 3 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 hobits, particular limitations or talents. Based on your knowledge of employee's averall performance during the roting period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance. Performance in many important respects falls to meet requirements.
 Performance meets most requirements but is deficient in one or more important respects.
 Performance clearly meets basic requirements.
 Performance clearly oxceeds basic requirements. RATING 3 5 - Performance in every important respect is superior, 6 - Performance in every respect is outstanding. DESCRIPTION OF THE EMPLOYEE SECTION D In the rating baxes below, check (X) the degree to which each characteristic applies to the employed 2 - Limited degree 3 - Normal degree 4 - Above average degree 5 - Outstanding degree I - Least possible degree NOT APPLI-CABLE CHARACTERISTICS 3 GETS THINGS DONE RESOURCEFUL CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES DOES HIS JOB WITHOUT STRONG SUPPORT FACILITATES SMOOTH OPERATION OF HIS OFFICE WRITES EFFECTIVELY THINKS CLEARLY

FORM 45 OBSOLETE PREVIOUS EDITIONS.

OTHER (Specify):

DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS

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SEC SECTION "E" ON REVERSE SIDE
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Chief, CI-Project

12 July 1961

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SECTION B				MANCE OF SPEC				
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SECTION C	EVALUATION OF	OVERAL	L PERF	ORMANCE IN C	URRENT	POSITION		
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

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SECTION E	MARRAT	IVE DESCRI	PTION OF A	LANNER	OF JOB PE	RFORMANCE
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arress arrengms and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, it 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 pear bours for Coreradicing future personnel actions.

This employee is a conscientious worker and willingly carries out all of her assignments within a reasonable length of time. Her transliteration work is accurate and fairly productive.

During the absence of the Supervisor, this employee has taken over some of the supervisory duties in an acceptable manner. However, it is believed that she requires more training in this field.

This employee is scheduled to take the Agency Basic Supervision course on 2 May 1960.

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SECTION F	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	
	ertify that I have seen Sections A. B. C	. D and E of this Report.
25 April 1960	SIGNATURE OF EMPLOYER () () () () () ()	(1)
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS RE- ORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
Approximately 2 years		
	IF REPORT IS NOT SEING MADE AT THIS T	IME, GIVE REASON.
EMPLOYEE UNDER MY SUPE	RVISION LESS THAN 80 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE 25 April 1960	Intelligence Assistant	Alice T. O'Connell
3.	BY REVIEWING OFFICE	NL
I BOULD HAVE GIVEN THIS	EMPLOYEE ABOUT THE SAME EVALUATION.	
I WOULD HAVE GIVEN THIS	EMPLOYEE A HIGHER EVALUATION.	
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I CANNOT JUDGE THESE EV	ALUATIONS. I AM NOT SUPPICIENTLY FAMIL	IAR WITH THE EMPLOYEE'S PERFORMANCE.
COMENTS OF REVIEWING OFFICE	AL	-
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 April 1960	Chief, CI-Project	T. K. Chalmers T.K. (L.Q.

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SECTION E

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DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to 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 8, C, and D to provide the best basis for determining future personnel actions.

This employee is a steady, diligent, and conscientious worker. Her transliteration work is accurate and productive. She has a native language ability in Russian which is a definite aid in her transliteration work.

Although this employee's work is productive, her rate of production generally remains at a fixed level, with no substantial increase or decrease. This is probably due to the fact that there are no other girls with whom she can compete because of other duties being assigned to them, or this employee may be of a non-competitive type.

This employee, although she does not meet the Agency qualifications in typing, has taken the Agency's Refresher Course in Typing. However, this course was too advanced for her and she will probably require additional training and more practice before she can become a qualified typist.

Employee's husband is employed within the Agency in the Foreign Documents Division.

It is believed that this employee has first line supervisory potential insofar as her ability to get along with people and her unwavering interest in her work are concerned. However, she will require the necessary training along this line before she would be capable of undertaking such supervisory duties.

SECTION F	CERTIFICATION AND CO	MMENT	rs			•
1.	BY EMPLOYEE					
/ ce	rtify that I have seen Sections A, B,	C, D and	d E of this Repo	xrt,		
9 April 1959	SIGNATURE OF EMPLOYEE					
2.	BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPL	OYEE, GIVE EXP	LANATION		
. 10	<u> </u>					
	IF REPORT IS NOT BEING MADE AT THIS	TIME, GI	VE REASON.			•
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OTHER (Specify):						
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fh: nat st: unc	FOR DIE SUEENVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officeals. 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 colicy that you show Part Fof 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 Tuestion. LL this is the initial report on the employee, it must be completed and forwarded to the Office of Fersonnel no later than 30 days after the date indicated in item 8, of Section "A" below.												
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eting in	the "actua"	1" column	m. If based on	opinion of his	potential, note the	rating in the	"potential" column.
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(Chen Filled In) OF THE BY YOUR SUPERVISION

5 HODICATE THE APPROXIMATE NUMBER OF MONTHS THE HATED EMPLOYEE HAS BETTUE BY YOUR SUPERVISION

5 Months

0.____ OMMENTS CONCERNING POTENTIAL

Have no opinion concerning employee's potential at this time.

02 PH 38 MAIL ROOM SECTION H. FUTURE PLANS TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL On-the-job training is all that is necessary for this employee at this time. 2. NOTE OTHER FACTORS. INCLUDING PERSONAL CIRCUNSTANCES. TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENT Employee is a conscientious and diligent individual. She readily carries out the . various duties assigned to her and shows a willingness to take on any additional assignments. SECTION 1. 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 CAM 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 ABOVE AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

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8. HAS MEMORY FOR FACTS

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2. RATINGS IN PERFORMANCE OF SPECIFIC DUTIES			TOWNEL
DIRECTIONS: a. State in the spaces below up to six of Place the most important first. In not b. Rate performance on each specific duty c. For supervises, ability to supervise a mecentary only). d. Compare in your mind, when possible, similar level of responsibility. e. Two individuals with the same job ti	include minor or unimportal considering ONLY effectivent ill always be rated as a spe the individual being rate	it duties. JAH 3 this 106 car in performance of this 2.06 cific duty (do not rate as supe	PH '50 y
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STANDARD FORM 56 REVISED JULY 1962	AGENCY	CERTIFICATION OF I	N: ANCE STATUS						
U. S. CIVIL SERVICE COMMISSION CHAPTER 1-3. F.P.M. S6-104	Federal Em	ployees' Group L	ife Insurance Act						
1. FULL NAME OF EMPLOYEE	 	(Middle)	2. DATE OF BIRTH (MONTH, DAY, YEAR)						
Taras	off Anna	·	May 5, 1923						
3. CHECK THE REASON FOR IZEMINATIN									
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(o) X SEPARATED	(c) 0110		12 OTHER (Specify)						
C391739 (d)	WAS EMPLOYEE AT TIME OF DEATH. AN APPLICANT FOR CIVIL SERVICE RETIREMENT?		INIPAY (e)						
	L 785 L 140	j							
4. CHECK APPROPRIATE BOX CONCERNIN	ig S. F. SA, Designation of Bene	FICIARY							
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FREE LIFE INSURANCE, ATTACH CL	JRRENT S. F. 54, IF ANY, TO ORIGIN N FILE, CHECK BOX 4 (b). IN ALL (CURRENT'S, F. 54 IS ONE THAT HA	VALS. F. 56 AND CHECK BOX OTHER CASES, SHOW WHETH	IDER CONDITIONS ENTITLING HIM TO RETAIN 4 (a) ON ORIGINAL AND ALL COPIES OF S. F. HER OR NOT CURRENT S. F. 54 IS ON FILE BY PLOYEE OR AUTOMATICALLY BY TRANSFER OR						
5. DATE OF EVENT CHECKED IN ITEM 3	6. ANNUAL COMPENSATION RA		7. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE						
September 8, 1963	RATE TO ANNUAL RATES ON D \$ 5, 545.00		(MONTH, DAY, YEAR) October 2, 1963						
8. I CERTIFY THAT THE ABOVE INFORMAT NAMED WAS COVERED BY FEDERAL EM			FICIAL RECORDS, AND THAT THE EMPLOYEE EM S. (SIGN ORIGINAL ONLY)						
Pha	Mun-	2 OCT	1963						
(Personal signature of authoriz			(Date)						
P. Land:			(Title)						
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SEE OTHER SIDE
FOR
INSTRUCTIONS TO EMPLOYING AGENCY

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PART C	MACE AN "E" IN STEM 1 OF ITEM 2, WHICH	EVER APPLIES AND ANSWER ITEM 3									
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JU WISH TO INCE: YOUR POLLMENT.	I elect to concel my present enroll- ment under the Health Benefits Act.	(b) I am rovered by Banefits Act, (c) Any other reason	y a New th insurance plan which is it	or under the Heath [2]							
PART D	l elect to change my emoliment as show			managementance a sum or more con-							
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STINCARU FORM 61
FENESC MARCH 1886
B. S. COVE SEPTICE COMMISSION

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

CENTRAL INTEL	LIGENCE AGENCY	•	Washington,	nc
	tment or agency)	(Bureau or divisio		(employment)
tuna Tama				
I, Anna Tara	3011		, do solemnly	swear (or affirm) that-
A. OATH OF OFFICE				
domestic; that I wi	ill bear true faith a I reservation or pur	nd allegiance to pose of evasion;	the same; that I tal that I will well and	all enemies, foreign an se this obligation freel faithfully discharge th
B. AFFIDAVIT AS TO				
organization that a United States, or v Constitution of the	dvocates the overt which seeks by force United States. I y become a membe	hrow of the con the or violence to do further swe er of such organi	stitutional form of a deny other persons ar (or affirm) that is zation during the po	ingly a member of an the Government of the their rights under the I will not so advocate eriod that I am an em
C. AFFIDAVIT AS TO	STRIKING AGAINST	THE FEDERAL G	OVERNMENT	
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	has anyone acting	in my behalf, gi	ven, transferred, pro istance in securing s	mised or paid any con uch appointment.
E AFFIDAVIT AS TO	DECLARATION OF A	PPOINTEE		•
The answers given correct.	ven in the Declarat	tion of Appointe	e on the reverse of	this form are true and
8 Apr 1957	luty)	saall.	(Signature of Appo	inte)
Subscribed and sworn	before me this	Eth day of	14	A. D. 1957
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DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a faise statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

AGN'S D. THAYISOFF 2519 CANINGS VILLE ST. St. 2.	2 (A) DAT	E OF BIRTH	(B) PLACE OF BIRTH (city and State or city and foreign country)								
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10. LIST ANY PROFESSIONAL, ACADEMIC OR H MEMBER. LIST ACADEMIC HONORS YOU HA	IONOBARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A VE RECEIVED.
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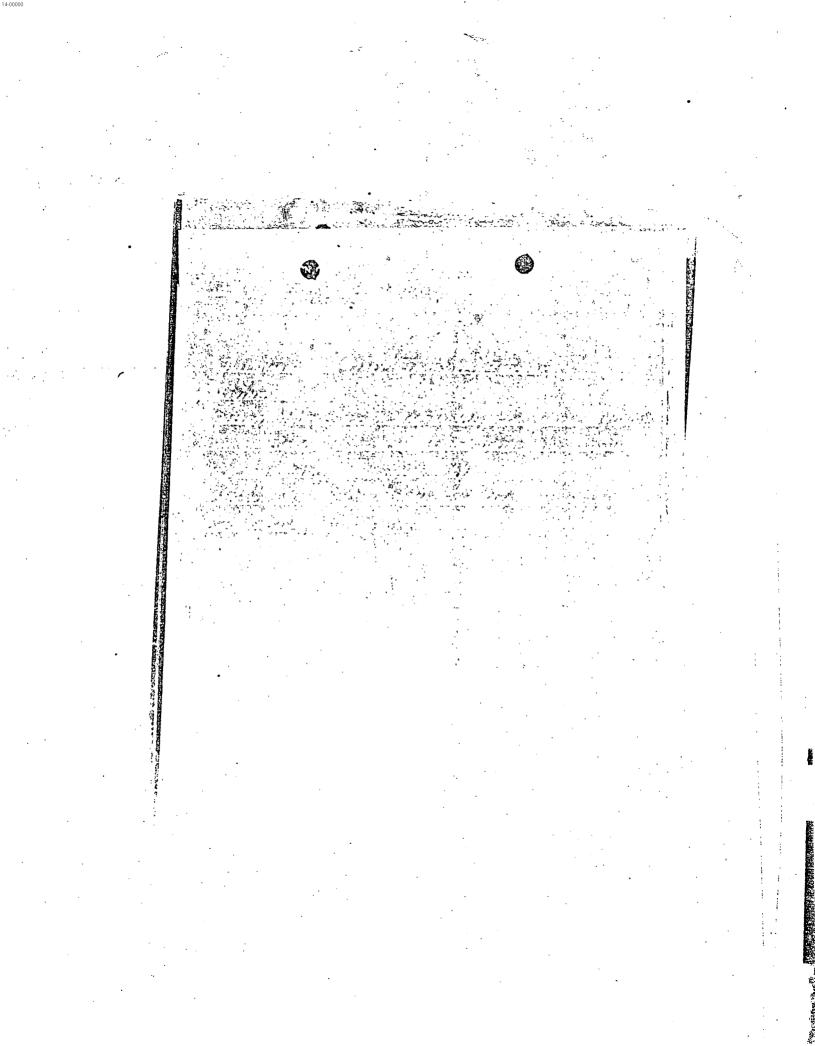
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SECURITY INFORMATION SECURITY APPROVAL

Date: 29 May 1957

TO: Chief, Records & Services Division Your Reference: C-8238

FROM: Chief, Fecurity Division

Case Number: 131751

Personnel SUBJECT TARASUFF, Anna Adamoviez

This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of EOD procedures.

CONFIDENTIAL

FORM NO. 38-101 FEB 1952

CONFIDENTIAL SECURITY INFORMATION INTEROFFICE MEMORANDUM

Date: 19 March 1957

Chief, Records and Services Division, OP Personnel Chief, Security Division, OS

FROM:

SUBJECT: Takas JEP, Anna - #131751

Request No. C-2238

- 1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:
 - 2. This is to advise you of the following security action:

a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: Interim Assignment Section

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee and 5. not be assigned to any unclassified duties other than indicated above.

- b. Mame-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.
- c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

W. H. KNOTT

CONFIDENTIAL

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