

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

FILE TITLE/NUMBER/VOLUME: Personnel file:

**Thomas B. CASASIN**

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION:

ROOM:

DELETIONS, IF ANY: Sources and methods

[illegible]

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

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

1. NAME (Last, First, Middle Initial)		2. BIRTH DATE (MM/DD/YYYY)		3. BIRTH PLACE		4. DATE OF ENTRY (MM/DD/YYYY)		5. DATE OF DEPARTURE (MM/DD/YYYY)	
6. STATUS (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)		7. DATE OF ENTRY (MM/DD/YYYY)		8. DATE OF DEPARTURE (MM/DD/YYYY)		9. DATE OF ENTRY (MM/DD/YYYY)		10. DATE OF DEPARTURE (MM/DD/YYYY)	
11. CURRENT RESERVE STATUS (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)		12. GRADE		13. ACTIVE DUTY WITH CIA (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)		14. RELEASE (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)		15. TITLE (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)	
16. ASSESSMENT DATE		17. PROFESSIONAL TEST DATE		18. LANGUAGE AND CODE TEST DATE		19. LANGUAGE AND CODE TEST DATE		20. LANGUAGE AND CODE TEST DATE	
21. CIA EMPLOYMENT HISTORY (Since 18 Sept 1949) (Personnel Actions, Military Orders, and Principal Details)									
22. PROFILE REVIEWED BY									
23. PROFILE REVIEWED BY									

SECRET  
(When Filled In)

145. SERIAL NO.

## BIOGRAPHIC PROFILE (PART 2)

DATE OF BIRTH

Jan 1922

23. SUMMARY OF EVALUATION REPORTS FOR THE PAST TWO YEARS

24. SUMMARY OF CAREER PREFERENCE OUT

25. NEARLY USED QUESTIONNAIRE

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

26. ADDITIONAL INFORMATION

1955 from Director, FBI and the DDI for service in connection with Soviet Defectors.  
 Commendation 1955 from CIA Defector Coordinator for cooperation and competence in the handling of two defectors.  
 Commendation 1955 from the DDI 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 1961

28. PROFILE REVIEWED BY

Ruh

FORM NO. 1200 (PART 2) REPLACES FORM 1030 (PART 2) SECRET

PROFILE

141

# 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. (Use No Initials) LAST FIRST MIDDLE SUFFIX OFFICE: NOT APPLICABLE HOME: HO-7983

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

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

B. NICKNAME: NONE WHAT OTHER NAMES HAVE YOU USED? NONE

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

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

C. DATE OF BIRTH 20 JAN 1924 PLACE OF BIRTH BALTIMORE, MD, USA

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

BY NATURALIZATION CERTIFICATE? NOT ISSUED BY COURT? NOT

AT CITY STATE COUNTRY

HAVE YOU HAD A PREVIOUS NATIONALITY? NO

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY? NOT APPLICABLE

GIVE PARTICULARS

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

IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? N/A

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

LAST U.S. VISA

Number

Type

Place of Issue

Date of Issue

SEC. 2. PHYSICAL DESCRIPTION

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

SEC. 3. MARITAL STATUS

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

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

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

NAME OF SPOUSE NOT APPLICABLE  
First Middle Maiden Last

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

HIS (OR HER) ADDRESS BEFORE MARRIAGE \_\_\_\_\_  
St. & No. City State Country

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

PRESENT, OR LAST, ADDRESS \_\_\_\_\_  
St. & No. City State Country

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
City State Country

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

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

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

EMPLOYER'S OR BUSINESS ADDRESS \_\_\_\_\_  
St. & No. City State Country

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

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

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

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

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

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

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

FULL NAME JOHN BENJAMIN  
First Middle Last

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

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

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

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

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

OCCUPATION AUTO DEALER LAST EMPLOYER EAST END AUTO CO-BALTIMORE

EMPLOYER'S OR OWN BUSINESS ADDRESS PULASKI HWY, BALTIMORE MD  
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 GOVT SERVICE, U.S. OR FOREIGN  
NONE

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

FULL NAME ADRIENNE MARGUERITE  
First Middle Last

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

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

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

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

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY NOV. 1919 - NEW YORK

OCCUPATION MILLINERY LAST EMPLOYER EMPORIUM WORLD HILLY CO.  
BUYER

EMPLOYER'S OR OWN BUSINESS ADDRESS UNKNOWN, CHICAGO, ILL, USA  
 St. & No. City State Country

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)

1. FULL NAME HENRI ADRIEN AGE 23

PRESENT ADDRESS ST. & No. CITY STATE COUNTRY CITIZENSHIP  
SIMMONS AV. BALTIMORE, MD, USA-USA

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

PRESENT ADDRESS \_\_\_\_\_  
 St. & No. City State Country Citizenship

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

PRESENT ADDRESS \_\_\_\_\_  
 St. & No. City State Country Citizenship

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

PRESENT ADDRESS \_\_\_\_\_  
 St. & No. City State Country Citizenship

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

PRESENT ADDRESS \_\_\_\_\_  
 St. & No. City State Country Citizenship

SEC. 8. FATHER-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? \_\_\_\_\_ WHERE? \_\_\_\_\_  
 City State Country

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 ~~DE~~ RELATIONSHIP GREAT-UNCLE AGE 65(7)  
 CITIZENSHIP FRENCH ADDRESS 27 RUE EDITH CAVEU, NICE FRANCE  
St. & No. City State Country  
 2. NAME CHARLES GRANDGERARD RELATIONSHIP SECOND COUSIN AGE 55(1)  
 CITIZENSHIP ITA ADDRESS 70 STIS ELEVATORS, BUENOS AIRES 42  
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 ~~LEE~~ RELATIONSHIP COUSIN AGE 30  
 CITIZENSHIP USA ADDRESS N.O.B., NORFOLK, VIRGINIA  
St. & No. City State  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) \_\_\_\_\_  
 2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) \_\_\_\_\_  
 3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_  
St. & No. City State  
 TYPE AND LOCATION OF SERVICE (IF KNOWN) \_\_\_\_\_

SEC. 12. EDUCATION

PS #63  
 ELEMENTARY SCHOOL McDONOUGH SCH. ADDRESS BALTIMORE, MD, USA  
PIKESVILLE, MD, USA  
 DATES ATTENDED 1930-34-37 GRADUATE? YES  
 HIGH SCHOOL LYONS HIGH, MONTREAL, ADDRESS MONTREAL QUE, CANADA  
 DATES ATTENDED 1937-1940 GRADUATE? YES  
 COLLEGE SIR GEO WILLIAMS COLL. ADDRESS MONTREAL, QUE CANADA  
 DATES ATTENDED 1940-1942 DEGREE NONE  
 COLLEGE U OF MICHIGAN ADDRESS ANN ARBOR, MICH, USA  
 DATES ATTENDED 1945-34 P13 DEGREE B.A.

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

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

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

IF INFORMED 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 SPAULDING  
 TITLE OF JOB LIASON OFFICER SALARY \$ 251 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 510 POSTMASTER SAN FRANCISCO, USA  
St. & No. City State Country

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR VINCENT MERCINA

TITLE OF JOB DEPUTY CHIEF, NEWS AGENCY SALARY: 251 PER MONTH

YOUR DUTIES Asst chief of principal Allied press censorship bureau  
in Japan.

REASONS FOR LEAVING CENSORSHIP SECTION ELIMINATED

FROM 1 Nov 46 TO 31 MAR 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS CCD-GHG-FEC APO 309 POSTMASTER SAN FRANCISCO USA  
St. & No. City State Country

(MILITARY)

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBT SPAULDING

TITLE OF JOB CHIEF CENSORSHIP SUB-SECTION SALARY: 221 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

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS ARMY LANGUAGE SCHOOL FT. SNELLING, MINN, USA  
St. & No. City State Country

(MILITARY)

KIND OF BUSINESS CIVIL AFFAIRS THE NAME OF SUPERVISOR YUKA MURAKATA

TITLE OF JOB RESEARCH EDITOR SALARY: Army PER SGT.

YOUR DUTIES REVISED ARMY MANUALS, PREPARED CIVIL AFFAIRS  
RELEASES.

REASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPAN

FROM NOV 1941 TO JUL 1947

EMPLOYING FIRM OR AGENCY 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: 20 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. <u>CAPT. GORDON WALLACE</u>	BUS. ADD. <u>A-5-PRESIDIO</u> RES. ADD. <u>2160 COOLEY</u>	<u>MONTEREY</u> <u>PALO ALTO</u>	<u>CAL.</u> <u>CAL.</u>
2. <u>MR. GEORGE MOORE</u>	BUS. ADD. <u>U/CALIFORNIA</u> RES. ADD. <u>571 NORTH</u>	<u>BERKELEY</u> <u>OAKLAND</u>	<u>CAL.</u> <u>CAL.</u>
3. <u>MR. JOHN CHEATHAM</u>	BUS. ADD. <u>17 E. PATRICK</u> RES. ADD. <u>101 E. CHURCH</u>	<u>FREDERICK</u> <u>FREDERICK</u>	<u>MD.</u> <u>MD.</u>
4. <u>MR. T. G. DRISCOLL</u>	BUS. ADD. <u>131 K ST NW</u> RES. ADD. <u>705 D. KENAL</u>	<u>WASH.</u> <u>ALEXANDRIA</u>	<u>DC.</u> <u>VA.</u>
5. <u>MR. R. H. KUNZMAN</u>	BUS. ADD. <u>UP BUREAU DES</u> RES. ADD. <u>UNR</u>	<u>MOINES</u> <u>UNR</u>	<u>IOWA</u> <u>UNR</u>

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. <u>MR. GEORGE FINNEY</u>	BUS. ADD. <u>DEPT IAF</u> RES. ADD. <u>2310 VALLEY DR.</u>	<u>WASHINGTON</u> <u>ALEXANDRIA</u>	<u>DC.</u> <u>VA.</u>
2. <u>DR. MORRIS CRANE</u>	BUS. ADD. <u>BALTIMORE AV</u> RES. ADD. <u></u>	<u>PHILADELPHIA</u> <u></u>	<u>PA.</u> <u></u>
3. <u>MR. BRADFORD COOMBS</u>	BUS. ADD. <u>DEPT/STATE</u> RES. ADD. <u></u>	<u>WASHINGTON</u> <u></u>	<u>DC.</u> <u></u>
4. <u>MISS FLORENCE HODGKINS</u>	BUS. ADD. <u>NONE</u> RES. ADD. <u>11 HARBOR DR.</u>	<u>BALTIMORE</u> <u>BALTIMORE</u>	<u>MD.</u> <u>MD.</u>
5. <u>MR. ANTHONY SAS</u>	BUS. ADD. <u>UNR</u> RES. ADD. <u>323 E 21th</u>	<u>BALTIMORE</u> <u>BALTIMORE</u>	<u>MD.</u> <u>MD.</u>

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

	Street and Number	City	State
1. MR. FRANK DUCHARME	BUS. ADD. TRAVELERS' BNS.	HARTFORD	CONN.
	RES. ADD. 26 LILLEY	W. HARTFORD	CONN.
2. MR. JAMES KNOX	BUS. ADD. G. FOX CO.	HARTFORD	CONN.
	RES. ADD. UNK		
3. MRS. LOUIS FRANKLIN	BUS. ADD. ALBERT STEIGER	HARTFORD	CONN.
	RES. ADD. UNK		

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	ADDRESS	City	State
LEE'S INC	3424 EASTERN AV.	BALTIMORE	MD.
2. NAME	ADDRESS	City <td>State</td>	State
MONTGOMERY WARD	3412 N. CARLAND	16	CAL.
3. NAME	ADDRESS	City <td>State</td>	State

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

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

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

A. FROM	TO	City or Section	Country	Visit
JUN 1937	SEP 1937	PARIS	FRANCE	YES
JUL 1939	JUL 1939	NIAHARA PENINSULA	CANADA	YES
SEP 1937	JUL 1942	MONTREAL	CANADA	RESIDENCE

FROM OCT 1944 TO JAN 1945 NORTHERN EUROPE WAR SERVICE  
City or Section Country Purpose  
 FROM SEP 1946 TO OCT 1948 TOKYO, SENDAI JAPAN MIL OCCUPATION  
City or Section Country Purpose  
 FROM \_\_\_\_\_ TO \_\_\_\_\_  
City or Section Country Purpose

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

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

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

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

## SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

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

✓ 1. AMERICAN VETERANS COMMITTEE (MEMBER AT LARGE)  
Name and Chapter St. & No. City State Country

DATES OF MEMBERSHIP: NOV 1945 - JAN 1948

2. RESERVE OFFICERS ASS'N WASHINGTON DC USA  
Name and Chapter St. & No. City State Country

DATES OF MEMBERSHIP: OCT 1948 - PRESENT

3. \_\_\_\_\_  
Name and Chapter St. & No. City State Country

DATES OF MEMBERSHIP: \_\_\_\_\_

4. \_\_\_\_\_  
Name and Chapter St. & No. City State Country

DATES OF MEMBERSHIP: \_\_\_\_\_

5. \_\_\_\_\_  
Name and Chapter St. & No. City State Country

DATES OF MEMBERSHIP: \_\_\_\_\_

6. \_\_\_\_\_  
Name and Chapter St. & No. City State Country

DATES OF MEMBERSHIP: \_\_\_\_\_

7. \_\_\_\_\_  
Name and Chapter St. & No. City State Country

DATES OF MEMBERSHIP: \_\_\_\_\_

SEC. 23. GENERAL QUALIFICATIONS

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

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

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

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

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.

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

PHOTOGRAPHIC PROCESSES - STRONG AMATEUR INTEREST.

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

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

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

NONE OTHER THAN DEPT OF ARMY FOR COMMISSION AS OFFICER.

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

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

SEC. 24. MISCELLANEOUS

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

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

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

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

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

NO

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

NAME JOHN B. [REDACTED] RELATIONSHIP FATHER  
ADDRESS [REDACTED] ST. PAUL ST, BALTIMORE MD USA  
St. & No. City State Country

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

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

NO




SEC. 27. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT ALEXANDRIA, VIRGINIA

DATE 25 NOV 1948



  
Signature of Applicant  
CASASIN

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

14. - I HAVE NEVER HELD A FULL-TIME CIVILIAN JOB, SINCE I ENTERED THE ARMY DIRECTLY FROM COLLEGE.

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

12. - I ACQUIRED SUFFICIENT CREDITS FROM THE ARMY JAPANESE SCHOOL AT THE U OF MICHIGAN TO RECEIVE A B.A. DEGREE, IN ABSENTIA, WHILE STILL ON ACTIVE SERVICE.

FROM SEP 1942 TO DEC 1942 I COMPLETED ONE SEMESTER AT TRINITY COLLEGE, HARTFORD, CONN.

Casasin  
  
X

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION Conc. 6 Jan. 1955 rvc

1. NAME (Last - First - Middle - One Given Name, Initials, and Surname) Mr. <del>James H. Casper</del> <i>Casper</i>		2. DATE OF BIRTH 20 Jan. 1924	3. JOURNAL ACTION NO. <del>100-100000</del>	4. DATE 11 Jan. 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 16 Jan 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 403.3	
FROM		TO		
Area Ops Officer (Br. Ch) EC-171-13 GS-0136.01-13 \$3360.00 per annum YSLD DDP/SR SR/5  Washington, D. C.		Area Ops Officer BCF-189-14 GS-0136.01-14 \$3600.00 per annum DDP/SR Far East Area Office of the Chief    FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> SD-FI		
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 5-3400-20 TO: 5-3400-22-015		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Md.		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.  Subject to approved medical clearance prior to being sent overseas.  "Transfer TO Unvouchered funds FROM Vouchered funds."  <div style="text-align: right;">POSTED JAN 17 1955</div>				
22. SIGNATURE OR OTHER AUTHENTICATION				

TRANSC PERFORMANCE RATING:

Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

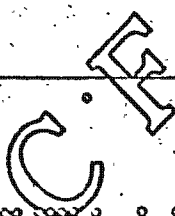
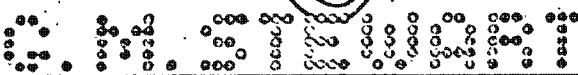
U. S. GOVERNMENT PRINTING OFFICE: 1955





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. <i>Carasin</i>		2. DATE OF BIRTH 20 Jan. 1924	
3. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) REASSIGNMENT		4. DATE OF REQUEST 26 Sept. '56	
5. POSITION (Specify whether establish, change grade or title, etc.)		6. EFFECTIVE DATE A. PROPOSED: 21 OCT 1956	
7. C. S. OR OTHER LEGAL AUTHORITY		8. APPROVED: 21 OCT 1956	
FROM— Area Ops Officer BCF-189-14 GS-0135.01-14 \$10,535.00 p.a.		TO— Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a.	
9. POSITION TITLE AND NUMBER		10. SERVICE, GRADE, AND SALARY	
11. ORGANIZATIONAL DESIGNATIONS		DDP/SR Far East Area	
12. HEADQUARTERS		Office of the Chief	
13. FIELD OR DEPARTMENTAL		14. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL (D)	
A. REMARKS (Use reverse if necessary)  RE-SLOTTING FOR NEW APPROVED T/O.			
B. REQUESTED BY (Name and title) <i>Robert D. Lovelace</i>		D. REQUEST APPROVED BY	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ext. 4407		Signature:  Title:	
15. VETERAN PREFERENCE		16. POSITION CLASSIFICATION ACTION	
NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>	
17. APPROPRIATION FROM: 7-3400-55-015 TO: 7-3400-55-015		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	
21. STANDARD FORM 50 REMARKS  APPROVED BY FI CHIEF SERVICE (C-1) R.A. Shook (C-1), FI/CNO DATE: 2 Oct 56			
22. USED IN LIEU OF SF50 NOTIFICATION OF PERSONNEL ACTION			
23. CLEARANCES		24. INITIAL OR SIGNATURE	
A.		<i>PE</i>	
B. CEIL. OR PCS. CONTROL		11 OCT 1956	
C. CLASSIFICATION		7473: 10-9	
D. PLACEMENT OR ENPL		11 OCT 1956	
E.		per 7473, 10-9, 9 Oct '56	

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO. <b>506102</b>		2. NAME <b>[REDACTED]</b>			3. ASSIGNED ORGAN. <b>DDP/SR</b>		4. FUNDS <b>UV</b>		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.
<b>14</b>	<b>2</b>	<b>\$10,535</b>	<b>07</b>	<b>15</b>	<b>56</b>	<b>14</b>	<b>3</b>	<b>\$10,750</b>	<b>01</b>	<b>12</b>	<b>58</b>
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						10. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	<b>LF 7-54/0</b> <b>4005</b> <b>2.11</b> <b>7MK 1/25</b>					
14. AUTHENTICATION											
											
											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560a  
1 MAR 58

**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 N. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOCATION			
506102		<i>Carson</i>		DDP/SR 8		UV					
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						DATE		SIGNATURE OF SUPERVISOR			
BELIC, GEORGE						15 Jan 1958		<i>George N. Belic</i>			
PERIODIC STEP INCREASE - CERTIFICATION											

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
DI	<del>XXXXXXXXXX</del> <i>Cassan</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.		2. NAME		3. ASSIGNED ORGN.		4. FUNDS		5. ALLOTMENT	
506102		<del>XXXXXXXXXX</del>		DDP/SR 10		UV			
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						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. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS			
GRADE	STEP	SALARY	MO.	DA.	YR.				
						4 742			
14. AUTHENTICATION									
<p style="text-align: center;">SECRET</p> <p style="text-align: right;">DHP 2/5/59 HCF 7/31/59</p> <p style="text-align: center;">PERIODIC STEP INCREASE - AUTHENTICATION</p>									

FORM 55 (5-59)

SECRET

PERSONNEL FOLDER



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

17. REMARKS

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

18. ACTION CODE <b>16</b>	19. EMPLOY CODE <b>10</b>	20. OFFICE CODING NUMERIC ALPHABETIC <b>60300 SR</b>		21. STATION CODE <b>75013</b>	22. INTEGREE CODE <b>1</b>	23. MILITARY CODE <b>01 120 124</b>	24. DATE OF BIRTH MO. DA. YR. <b>01 120 124</b>	25. DATE OF GRADE MO. DA. YR.	26. DATE OF REI MO. DA. YR.
27. NTE EXPIRES MO. DA. YR.		28. SPECIAL REFERENCE 1 - CSC 2 - FICA 3 - NONE		29. RETIREMENT DATA CODE	30. SEPARATION DATA CODE	31. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. <b>EOD DATA</b>		32. SECURITY REQ. NO.	33. SEX
34. YET. PREFERENCE CODE 0 - NONE 1 - 8 PT. 2 - 10 PT.		35. SERV. COMP. DATE MO. DA. YR.		36. LONG. COMP. DATE MO. DA. YR.	37. MIL. SERV. CREDIT/CD 1 - YES 2 - NO	38. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		39. SOCIAL SECURITY NO.	
40. 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)				41. LEAVE CAT. CODE	42. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT CODE 1 - YES 2 - NO		43. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT CODE 1 - YES 2 - NO		

SIGNATURE OR OTHER AUTHENTICATION

E. D. ECHOLS

10/22/60

Form 1150  
6-60

Obsolete Previous Editions

SECRET

14-591

6310/18/60

134-1000-10  
3040  
83  
3/20

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
006102		Cassidy		60 300 V		7	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 14	5	\$13,250	01/08/61	GS 14	6	\$13,510	07/08/62
7. TYPE ACTION							
PSI LSI ADJ.							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD 29 JUL 62 12 05 PM '62 IN LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY: E. D. SCHULS PAY CHANGE NOTIFICATION							

Form 560 Obsolete Previous Edition (4-51)

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
006102		Cassidy		EDP/SR 7		V-20			
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									
19 JUL 62 12 05 PM E. D. SCHULS PAY CHANGE NOTIFICATION									

FORM 560

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560A AND 560B.

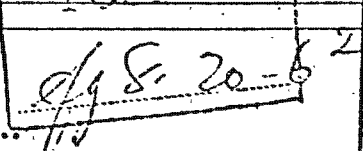
SECRET

OFFICIAL PERSONNEL FOLDER

(4)

BAS: 16 AUG 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
006102		Cassin									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
RESIGNATION						08 04 62		REGULAR			
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY							
X V TO V CF TO V		3234 1000 1000									
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/SR SR/6 OFFICE OF THE CHIEF						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER BR CH						0053		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
CS				0136.01		14 6		13510			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE		24. PAYMENT CODE	
45		10		NUMERIC ALPHABETIC							
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEE		28. DATE OF EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA	
01 20 24											
31. DATE OF EXPIRES		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEC		35. VET. PREFERENCE		36. SERV. COMP. DATE	
		EOD DATA									
37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT.	
43. FEDERAL TAX DATA		44. STATE TAX DATA		45. FEDERAL TAX DATA		46. STATE TAX DATA		47. PREVIOUS GOVERNMENT SERVICE DATA		48. LEAVE CAT.	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: center;">  </div>											

FORM 4-62 1150

Use Previous Edition

SECRET

 (When Filled In)  
 (When Filled In)

(4-51)

SECRET

13 September 1960

(Date)

File No. K-1328

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

SUBJECT :

~~XXXXXXXXXXXXXXXXXXXX~~ *carlin*

1. Cover arrangements ~~XXXXXXXXXXXXXXXXXXXX~~ have been completed for the above-named Subject.

2. Effective 12 September 1960, it is requested that your records be properly blocked ~~XXXXXXXXXXXX~~ to deny ~~XXXXXXXXXXXX~~ Subject's current Agency employment to an external inquirer.

3. Operating component must take necessary action to block ~~XXXXXX~~ 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 Werkenbach.

~~XXXXXXXXXXXXXXXXXXXX~~

*Paul P. Little*  
HARRY W. LITTLE, JR.  
Chief, Central Cover Division

cc: SSD/OS  
Operating Division - SR

THIS MEMO MUST REMAIN  
SECRET  
ORIGINAL OF FILE

SECRET

201 12 1 58 PM '60

14-13-40)

57

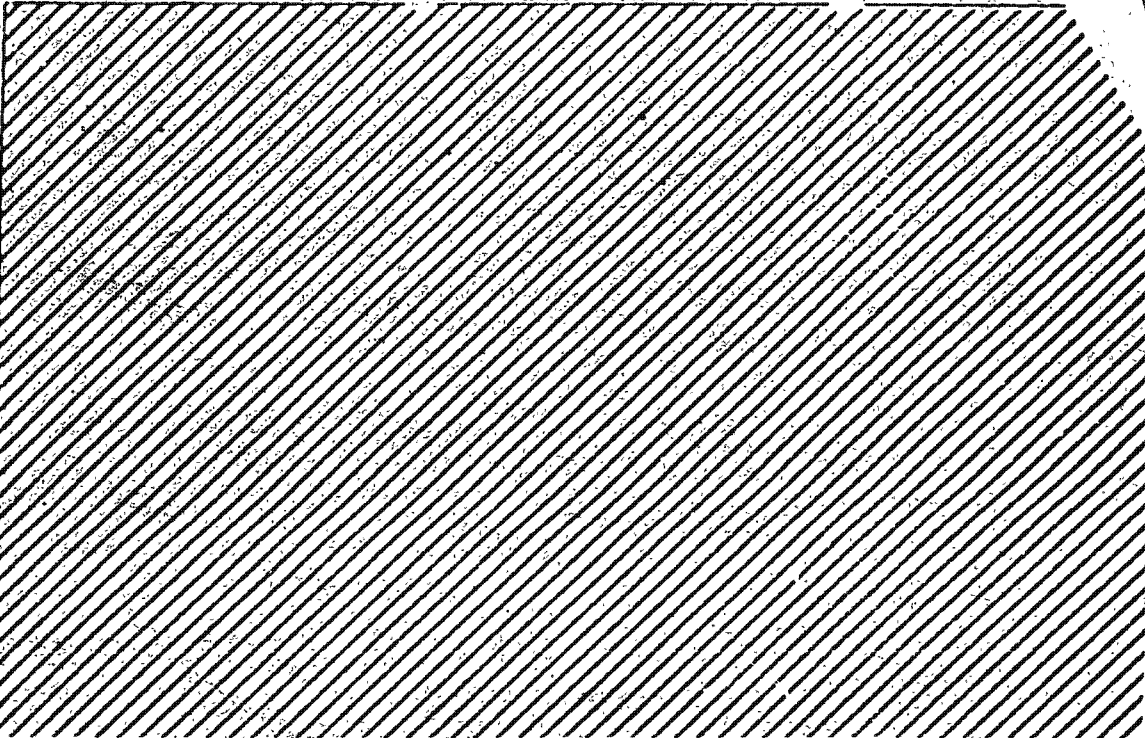
SECRET

STANDARD FORM 52 PREPARED BY THE U.S. CIVIL SERVICE COMMISSION ADMINISTRATIVE - PERSONNEL BRANCH, OFFICE 21		REQUEST FOR PERSONNEL ACTION		VOUCHERED TO CONFIDENTIAL	
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 63 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation step 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. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>PROMOTION</b>		5. EFFECTIVE DATE A. PROPOSED: <i>1 Jan. '55</i>		6. DATE OF REQUEST <i>13 Dec 54</i>	
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED <i>[Signature]</i> <i>16 Jan 1955</i>		7. C.S. OR OTHER LEGAL AUTHORITY	
FROM: Area Ops Officer (Br. Ch.) EC-171-13  GS-0136.01-13 \$8360.00 p.p.  DDP/SR SP/5 Washington, D.C.		A. POSITION TITLE AND NUMBER  B. SERVICE, GRADE, AND SALARY  C. ORGANIZATIONAL DESIGNATIONS  D. HEADQUARTERS  E. FIELD OR DEPARTMENTAL		TO: Area Ops Officer ECF-189-14 GS-0136.01-14 \$9600.00 p.p.  DDP/SR Far East Area  Office of the Chief  FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>	
A. REMARKS (Use reverse if necessary) <i>PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. \$560.00</i> <i>Memo stating why fitness report not necessary. 7.7</i> <i>Phyllis W. Landrum</i>					
B. REQUESTED BY (Name and title) <i>Robert W. Muenster</i>		C. REQUEST APPROVED BY <i>[Signature]</i> Signature: <i>[Signature]</i> Title: <i>DDP/P. Admin.</i>			
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <i>Phyllis W. Landrum Ext. 3748</i>					
13. VETERAN PREFERENCE NONE <input type="checkbox"/> WITH <input type="checkbox"/> OTHER <input type="checkbox"/> SPT. <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"/> <i>SD:FI</i>			
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F 16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O		17. APPROPRIATION FROM: <i>5-3400-20</i> TO: <i>5-3400-55-015</i>		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <i>Yes</i>	
19. DATE OF APPOINTMENT (Nominations Only)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:			
21. STANDARD FORM 50 REMARKS <i>Effective date per [unclear] 5-3-55</i> <i>Cons. by [unclear] 1-11-55</i>					
22. CLEARANCES		INITIAL OR SIGNATURE		DATE	
A.					
B. CEIL. OR POS. CONTROL		<i>713</i>		<i>1 Jan</i>	
C. CLASSIFICATION		<i>MR</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: <i>DEC 21 1954</i>					

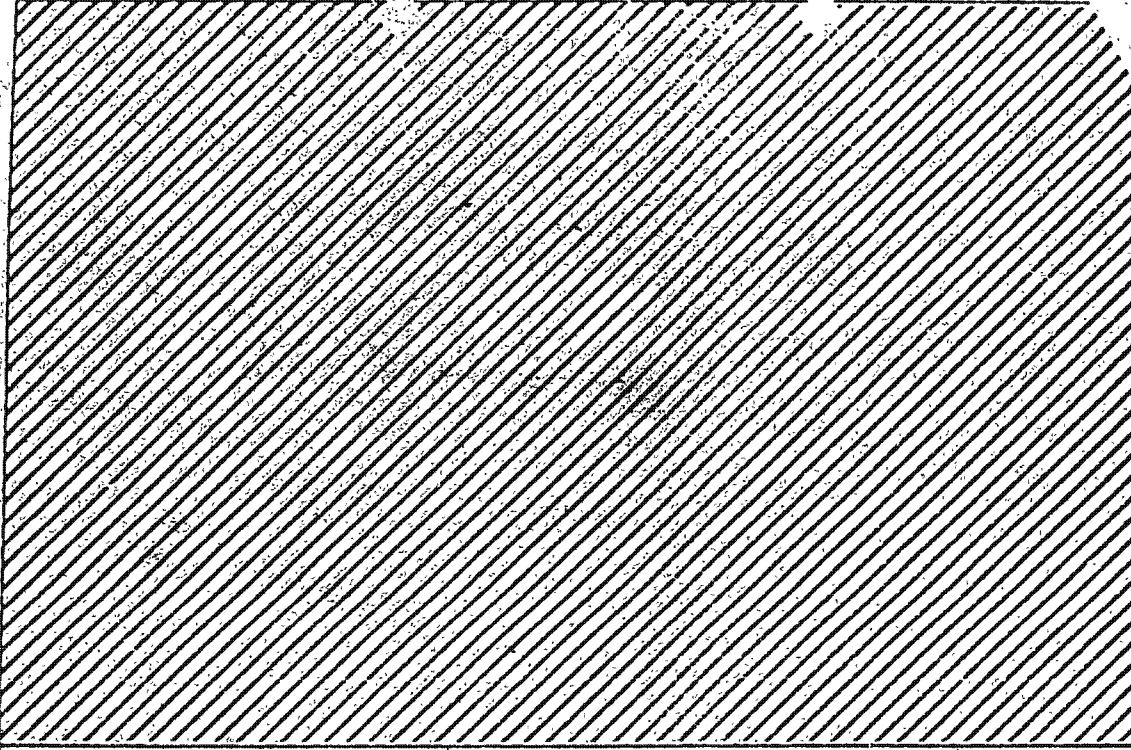

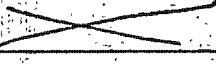
SECRET

50-107120-6

SECRET  
(When Filled In)

		
NAME OF EMPLOYEE (LAST-FIRST-MIDDLE) <u>Carrin</u>	DATE OF BIRTH Unk	CASE OR CLAIM NUMBER 52-201
<p>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, <del>or death</del> incurred on <u>4 Feb 1958</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE 15 July 1958	SIGNATURE OF BCD REPRESENTATIVE <i>B. D. Filice</i> BDF	
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle)  <i>Casarin</i>	NAME AND RELATIONSHIP TO DEPENDENT* 	CLAIM NUMBER <i>57-41</i>
<p>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 <u><i>3 December 1958</i></u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE <i>28 AUG 1959</i>	SIGNATURE OF BCD REPRESENTATIVE <i>B. DeLoe</i>	
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. Yes, Prior		5. See		6. CS - EOD				
006102			[REDACTED]			01 20 24			None 0 10 Pri-2		1 M		Mo Da Yr				
7. SCD			8. CSC Reim.			9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. FEGLI		12. LCD		13. MIL. SERV. CREDIT LCO		
Mo	Da	Yr	Yes-1 No-2	Code	Mo	Da	Yr	Yes-1 No-2	Code	Mo	Da	Yr	Yes-1 No-2	Code	Mo	Da	Yr

**PREVIOUS ASSIGNMENT**

14. Organizational Designations			Code		15. Location Of Official Station			Station Code	
DDP SR FAR EAST AREA									
SOVIET BRANCH									
16. Dept.-Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series	
Dept. Usld. Frgn.	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	
14 4		\$ 12,990		D		Mo Da Yr 1 11 2 15		Mo Da Yr 7 12 16	
								26. Appropriation Number 1134 7000 3000	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT TRANSFER OF FUNDS				Mo Da Yr 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. Usld. Frgn.	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	
14 4		\$ 12,990		D		Mo Da Yr		Mo Da Yr	
								43. Appropriation Number 1234 1000 1000	

**SOURCE OF REQUEST**

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

**CLEARANCES**

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

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

ROUTED BY  
CS2D  
10-5-60  
w/2 b/c  
-77



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 6/14/63		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X		V TO V CF TO V		V TO CF CF TO CF		7. COST-CENTER NO. CHARGEABLE 3234 1000 000	
8. CSC OR OTHER LEGAL AUTHORITY		9. ORGANIZATIONAL DESIGNATIONS					
10. LOCATION OF OFFICIAL STATION		11. POSITION TITLE CPS OFF CLR DR CH					
12. POSITION NUMBER 1150		13. CAREER SERVICE DESIGNATION 0		14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.0	
16. GRADE AND STEP 14 6		17. SALARY OR RATE 13510		18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION							

110-6609-67 (When Filled In)				DATE PREPARED	
REQUEST FOR PERSONNEL ACTION				9 July 1962	
1. SERIAL NUMBER 006102		2. NAME (Last-First-Middle) [REDACTED] Casarin			
3. NATURE OF PERSONNEL ACTION Resignation			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 04 62		5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS X V TO V CF TO V V TO CF CF TO CF			7. COST CENTER NO. CHARGE-ABLE 2234 1000 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 Office of the Chief			10. LOCATION OF OFFICIAL STATION Washington, D. C.		
11. POSITION TITLE Ops Officer (Br Ch)			12. POSITION NUMBER 0050		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LD, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 06	
17. SALARY OR RATE \$ 1320 <sup>570</sup> 13510					
18. REMARKS Copy furnished Vouchered Payroll.					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Recorded by CSPD [Signature] </div>					
18a. SIG [REDACTED]		DATE SIGNED		18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature] 7/24/62	
C/SR/PERSONNEL					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 60300 SR AS013	22. STATION CODE AS013	23. INTERSEE CODE	24. MONTHS CODE 10/120/24
25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.	32. CORRECTION/CANCELLATION DATA EOD DATA		
28. NIE EXPIRES MO. DA. YR.	29. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE	30. CODE	31. SEPARATION DATA CODE 160,009.1	32. TYPE MO. DA. YR.	33. SECURITY REQ. NO.
34. VET. PREFERENCE CODE 0 - NONE 1 - 5 YR. 2 - 10 YR.	35. SERV. COMP. DATE MO. DA. YR.	36. LONG. COMP. DATE MO. DA. YR.	37. MIL. SERV. CREDIT/LCD 1 - YES 2 - NO	38. FECL / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	39. SOCIAL SECURITY NO.
40. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO EMPH IN SERVICE 2 - EMPH IN SERVICE (LESS THAN 12 MOS) 3 - EMPH IN SERVICE (MORE THAN 12 MOS)	41. LEAVE CAT. CODE	42. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	43. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA CODE % TAX EXEMP. STATE CODE	45. POSITION CONTROL-CERTIFICATION
46. O.P. APPROVAL [Signature] 8-15-62			DATE APPROVED 7/24/62		

## EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE 4 August 62 FOR THE FOLLOWING REASON:*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	WAB
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

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

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

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

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

SECRET

# STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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

## PART I.—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial) **CASASIN**  
~~XXXXXXXXXXXXXXXXXXXX~~

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
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
None <b>CIA</b>	<b>49</b>	<b>11</b>	<b>20</b>				

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.)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
United States Army	<b>43</b>	<b>Feb</b>	<b>15</b>	<b>48</b>	<b>Oct</b>	<b>27</b>	<b>Yes; honorable</b>

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 51**  
(to be)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 1952 at \_\_\_\_\_ (MONTH) (CITY) (STATE)

SEAL

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

## PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

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

11. SERVICE

YEAR MONTH DAY

5 8 12

12. TOTAL SERVICE  
5 8 12

13. NONCREDITABLE SERVICE (Leave purposes only):

14. NONCREDITABLE SERVICE (RIF purposes only):

15. REEMPLOYMENT RIGHTS

☐ YES ☐ NO

16. RETENTION RIGHTS

☐ YES ☐ NO

17. EXPIRATION DATE OF RETENTION RIGHTS

CONFIDENTIAL  
(When Filled In)

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:

[Redacted Signature Box]

Office of Personnel

[Redacted Signature Box]

Date: 9 August 1957

SECRET

9 December 1958

MEMORANDUM FOR: Secretary, CS/CSB

SUBJECT : Recommendation for Promotion to Grade GS-15 -

~~XXXXXXXXXXXXXXXXXXXX~~ CASASIN - (1)

REFERENCE : Your memorandum dated 8 October 1958

1. The SR Division and the Chief of Station, [ ] (FJTT-1950, attached) recommend the promotion of ~~XXXXXXXXXXXXXXXXXXXX~~ to GS-15. (1)

2. Mr. ~~XXXXXXXXXXXX~~ was last promoted 16 January 1955. On 17 February 1955 he arrived [ ] to serve 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. (1)

3. The very facts of Mr. ~~XXXXXXXXXXXX~~'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, [ ] to hold until this time a recommendation for his promotion which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. ~~XXXXXXXXXXXX~~ 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 Katten*  
CHARLES KATTEN  
Acting Chief, SR Division

Distribution:  
Orig & 6 - Addr

SECRET

Chief, SR		Chief, YB	
Chief of Station, <span style="border: 1px solid black; padding: 0 20px;"> </span>			
SUBJECT REDWOOD/ADMINISTRATIVE (7) Promotion of <del>XXXXXXXXXX</del> ...		HEADQUARTERS FILE NO.  <i>C. Nelson</i>	DISPATCH SYMBOL AND NO. FJTT-1950 DATE <span style="border: 1px solid black; padding: 0 20px;"> </span>
REFERENCES			
FJTT-11531 (RYBAT), dated 11 October 1957 ACTION REQUIRED: See paragraph 2			
<p>1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on <del>XXXXXXXXXX</del> under cover of <span style="border: 1px solid black; padding: 0 20px;"> </span> dated 28 May 1958. Inasmuch as <del>XXXXXXXXXX</del> 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 <del>XXXXXXXXXX</del> his promotion, which both he and <del>XXXXXXXXXX</del> felt was to be strongly recommended.</p> <p>2. <del>XXXXXXXXXX</del> was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss <del>XXXXXXXXXX</del>'s promotion with <del>XXXXXXXXXX</del>. 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 <del>XXXXXXXXXX</del> for promotion and find that the fitness report submitted with <span style="border: 1px solid black; padding: 0 20px;"> </span> still reflects our current high appreciation of his abilities and progress.</p>			
<p>20 November 1958</p> <p>Distribution:            2 - Chief, SR            2 - Chief, FK</p> <div style="float: right; text-align: right;">             [ ] CONTINUED →           </div>			
OFFICIAL DISPATCH			
FORM NO. 53 TEST 1 SEP 58		CLASSIFICATION <span style="border: 1px solid black; padding: 5px; display: inline-block;"> </span>	

*Baker - 2*  
*Moury - 3*  
*Nelson - 4*

*Per 15/Per*  
*Per*

MEMORANDUM No. 360

18 June 1957

TO : Chief of Station  
FROM : Chief, Soviet Branch  
SUBJECT: [REDACTED] - Recommendation for Promotion  
[REDACTED] CASASIN

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

*Thru  
Trough  
of memo  
document*

SECRET

SECRET

9 December 1953

MEMORANDUM FOR: Secretary, C/CS

SUBJECT: Recommendation for Promotion to Grade GS-15

Chief of Station

CASASIN - ①

REFERENCE: New memorandum dated 8 October 1953

ATTENTION: AFM-11531 (RMT) C/CS

1. The GS Division and the Chief of Station, [redacted] attached) recommend the promotion of [redacted] to GS-15.

2. Mr. [redacted] was last promoted 16 January 1953. On 17 February 1953 he arrived [redacted] to serve as the senior GS officer in the FS field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency. [redacted] ①

3. The very facts of Mr. [redacted]'s youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, [redacted] to hold until this time a recommendation for his promotion which was submitted in June 1952. That careful consideration has convinced us that not only is Mr. [redacted] deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and meet definite Division requirements for a senior officer at the GS-15 level. ①

CHARLES L. [redacted]  
Acting Chief, GS Division

Distributions  
Orig & 6 - AFM

SECRET

14-00000

~~SECRET~~

C O P Y

FJTT-1950

TO: Chief, SR

FROM: Chief of Station, [ ]

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

REFERENCE: [ ] (RYBAT) dated 11 Oct 1957

25 November 1958

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

WILLIAM E. NELSON

~~SECRET~~

SECRET

CCFY  
Attachment to  

MEMORANDUM No. 350

18 June 1957

TO: Chief of Station

FROM: Chief, Soviet Branch  
CASASIN

SUBJECT: ~~REDACTED~~ Recommendation for Promotion

(1) = CASASIN

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

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.

[REDACTED]

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 ~~James H. [redacted]~~ Chief, Soviet Branch, [redacted] to GS-15. I concur also in the attached recommendation for the promotion of ~~James H. [redacted]~~ prepared by the Chief of Base, Berlin. *CIA office*

CASASIN'S 2. The Chief of Station, [redacted] and I recommended ~~James H. [redacted]~~'s promotion in December 1953. This earlier recommendation presented the personal qualities of Mr. ~~James H. [redacted]~~. I wish simply to point out at this time that since early 1954, Mr. ~~James H. [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

Distribution:  
Orig & 6 Addressee w/att

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# FIELD FITNESS REPORT

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

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

## INSTRUCTIONS

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

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

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

**FIELD REPORT**

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING REVIEWED BY YOU

Posted Pos. Control **P95** 29 NOV 1955

Reviewed by **P95** 12/7/55

**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-12	5. STATION DESIGNATION (Current) USSR Base, [ ]	SR 809		
6. DUE DATE OF THIS REPORT 30 September 1955	7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 17 February - 30 September 1955			

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

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

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

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. [ ]	2. NAME OF REVIEWING OFFICIAL IN FIELD (True) W. Lloyd Jones
3. THIS REPORT WAS [ ] 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 [ ]

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. 1. 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 high degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each 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 you have the definite opinion that the description is not at all suited to the individual.

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

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Value  
(When Filled In)

[illegible]

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(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SIGN STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER	CONSIDERATIONS: OFFICE OF PERSONNEL
D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. IF YES, <u>11/22 11 07 AM '55</u>	
E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL? <span style="float: right;">MAIL ROOM</span>	
F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):	

**SECTION VI**

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

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

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

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

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

- ☐ 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- ☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- ☐ 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- ☐ 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION... THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- ☒ 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BARKING 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.

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

<b>SECTION E. CHASASIAN GENERAL</b>			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[REDACTED]	20 Jan. 1924	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Station (REDWOOD)		Area Operations Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14		1 October 1955 to 30 September 1956	
10. TYPE OF REPORT (Check one)	11. REASSIGNMENT-SUPERVISOR SPECIAL (Specify)		
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

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

<b>SECTION G. ESTIMATE OF POTENTIAL</b>	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
7	<ul style="list-style-type: none"> <li>1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</li> <li>2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED</li> <li>3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES</li> <li>4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES</li> <li>5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING</li> <li>6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL</li> <li>7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES</li> </ul>

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

DESCRIPTIVE RATING NUMBER		0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION		
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION		
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION		
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICE (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE 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 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.

SECTION A. <b>CASASIN</b> GENERAL			
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>Station (REDWOOD)</b>		6. OFFICIAL POSITION TITLE <b>Area Operations Officer</b>	
7. GRADE <b>GS-14</b>	8. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>1 October 1955 to 30 September 1956</b>		
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)			

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "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 **15 November 1956** C. **15 November 1956** D. SUPERVISOR'S OFFICIAL TITLE  
**Chief, Soviet Branch**

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.

EX	DATE
<b>R</b>	<b>19 JAN 1957</b>
Posted Post. In	
Reviewed by	<b>1-22-57</b>

☐ CONTINUED ON ATTACHED SHEET

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

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

## SECTION C. JOB PERFORMANCE EVALUATION

1. RATINGS ON GENERAL PERFORMANCE OF DUTIES

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

6 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF 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																											
<p><b>DIRECTIONS:</b></p> <p>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.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>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).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>MAIL ROOM</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> </table> <p>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.</p>				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
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	MAIL ROOM																									
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SUPERVISING	PREPARES CORRESPONDENCE	MAINTAINS AIR CONDITIONING																									
<p><b>DESCRIPTIVE RATING NUMBER</b></p> <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				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															
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																										
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5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB																											
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER																								
Deputy to Branch Chief	5	Supervising	4																								
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER																								
Conducts Foreign Liaison	6	Prepares correspondence and reports	6																								
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER																								
Prepares and manages projects	4	Handles admin routine	4																								
<p><b>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b></p> <p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>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.</p>																											
<p><b>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</b></p> <p><b>DIRECTIONS:</b> 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.</p> <table border="0"> <tr> <td rowspan="7">7</td> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table> <p><b>RATING NUMBER</b></p> <p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY: Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.</p>				7	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED	2 - OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW	3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																
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SECRET

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF THIS THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION	OFFICE OF PERSONNEL				
31x					
6. COMMENTS CONCERNING POTENTIAL					
<p>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.</p> <p style="text-align: right;">JUN 3 11 15 AM '57 MAIL ROOM</p>					
SECTION II. FUTURE PLANS					
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL					
<p>Routine refresher training as appropriate.</p>					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS					
<p>All normal. No limiting factors.</p>					
SECTION I. DESCRIPTION OF INDIVIDUAL					
<p>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.</p> <p>X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>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</p>					
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 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. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

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

## **SECTION E.**

### **GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[REDACTED]	20 Jan. 1924	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Station REBECOD		Area Operations Officer	
7. GRADE	8. PERIOD COVERED BY THIS REPORT (inclusive dates)		
GS-14	1 October 1956 to 30 September 1957		
10. TYPE OF REPORT (Check one)	11. SPECIAL (Specify)		
<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR		
<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

## **SECTION F.**

### **CERTIFICATION**

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
23 Oct 57	Lloyd GEORGE	CCS
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED MY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
16 Oct 1957		Chief SOV Branch Station

## **SECTION G.**

### **ESTIMATE OF POTENTIAL**

#### **1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES**

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

7 RATING NUMBER	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? ☐ 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.

- DESCRIPTIVE RATING NUMBER**
- 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
  - 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
  - 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
  - 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

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

# SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE (EMPLOYEE) HAS BEEN UNDER YOUR SUPERVISION **15** **40-51 PERSONNEL**

## 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 &/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
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5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION



SECRET

(When Filled In)

H. J. VERO.

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

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

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

SECTION B. CERTIFICATION	
1. FOR THE RATER: THIS REPORT <input type="checkbox"/> WAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.	
Completed at Headquarters; subject not available (Copy sent to field).	

A. CHECK (X) APPROPRIATE STATEMENTS:	
<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "E" OR "D", A WARNING LETTER HAS BEEN 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	C. TYPED OR PRINTED NAME
16 Oct 1957	Chief SOV Branch Station

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

DATE 7 NOV 1957
Posted Per. Card
Reviewed by COS 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	B. TYPED OR PRINTED NAME OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
23 OCT 57	Lloyd George	COS, [REDACTED]

## SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

**SECRET**  
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p><b>DIRECTIONS:</b></p> <p>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.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>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.</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table style="width:100%; font-size: small;"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>IDENTIFYING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>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.</p>				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	IDENTIFYING 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
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TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p align="right" style="font-size: x-small;">MAIL ROOM</p>																											
<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>																									
<p>SPECIFIC DUTY NO. 1</p>	<p>RATING NUMBER</p>	<p>SPECIFIC DUTY NO. 4</p>	<p>RATING NUMBER</p>																								
<p>Deputy to Branch Chief</p>	<p>5</p>	<p>Supervising</p>	<p>4</p>																								
<p>SPECIFIC DUTY NO. 2</p>	<p>RATING NUMBER</p>	<p>SPECIFIC DUTY NO. 5</p>	<p>RATING NUMBER</p>																								
<p>Conducts Foreign Liaison</p>	<p>6</p>	<p>Prepares correspondence and reports and handles administrative routine</p>	<p>5</p>																								
<p>SPECIFIC DUTY NO. 3</p>	<p>RATING NUMBER</p>	<p>SPECIFIC DUTY NO. 6</p>	<p>RATING NUMBER</p>																								
<p>Prepares and Manages Projects</p>	<p>4</p>	<p>Developes and handles Agents</p>	<p>5</p>																								
<p><b>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b></p> <p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>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.</p>																											
<p align="center"><b>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</b></p> <p><b>DIRECTIONS:</b> 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.</p>																											
<p><b>RATING NUMBER</b></p>	<p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																										
<p>7</p>	<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>																										

**SECRET**

(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 "2" below.

## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WILLIAM E. NELSON	20 Jan 1924	M	DI
5. OFFICE/DIVISION/STATION OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
ES, JAPAN	Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-11		1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	11. SPECIAL (Specify)		
ANNUAL	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? ☒ 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.

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)		

SECRET

(When Filled In)

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 wider scope than he now holds. Although his advancement has been rapid for his age, his maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.					
SECTION II. FUTURE PLANS					
5. 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.					
6. 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.					
<p>             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           </p>					
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 RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. BOWS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERIOR VISION	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 CRITICISM IS 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

SECRET

SECRET  
(When Filled In)

SK 8.

# 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. GENERAL			
1. NAME (Last) (First) (Middle) <b>0 ASISIN</b>	2. DATE OF BIRTH <b>20 Jan 1924</b>	3. SEX <b>M</b>	4. SERVICE DESIGNATION <b>DI</b>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>FE, JAPAN</b>		6. OFFICIAL POSITION TITLE <b>Area Ops Officer</b>	
7. GRADE <b>GS-14</b>	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>1 October 1957 - 9 April 1958</b>	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	<b>Promotion</b>

SECTION B. CERTIFICATION	
1. FOR THE RATER: THIS REPORT <input checked="" type="checkbox"/> HAS <input type="checkbox"/> 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 HAS BEEN 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):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	
B. THIS DATE <b>27 May 1958</b>	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <b>William E. Nelson</b>
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	DATE
Posted Pos. Control	<b>14 JUL 1958</b>
Reviewed by TUD	<b>7/24/58</b>

THIS REPORT HAS BEEN PREPARED UNDER CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH THE ARMY'S POLICY IN ORDER TO MAKE FITNESS REPORTS AS REALISTIC AND INFORMATIVE 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>27 May 1958</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <b>John E. Baker</b>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
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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.

5/6 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF 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																											
<p><b>DIRECTIONS:</b></p> <p>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.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>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).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>MAIL ROOMS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>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.</p>				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 CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	MAIL ROOMS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
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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																									
<table border="0"> <tr> <td rowspan="5">DESCRIPTIVE RATING NUMBER</td> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td rowspan="5">8 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> </tr> <tr> <td>6 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> <td></td> </tr> </table>				DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	8 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	2 - BARELY ADEQUATE 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	6 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																
DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	8 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS																									
	2 - BARELY ADEQUATE 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																										
6 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																											
SPECIFIC DUTY NO. 1 As branch chief directs and plans operations of denied area branch.		RATING NUMBER 5/5																									
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.		RATING NUMBER 6																									
SPECIFIC DUTY NO. 3 Develops and handles agents		RATING NUMBER 6																									
SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies		RATING NUMBER 6																									
SPECIFIC DUTY NO. 5		RATING NUMBER																									
SPECIFIC DUTY NO. 6		RATING NUMBER																									
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																											
<p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>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.</p>																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																											
<p><b>DIRECTIONS:</b> 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.</p> <p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																											
<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>																											

SECRET

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER <i>24 052</i>				
<b>SECTION A - GENERAL</b>								
1. NAME (Last) (First) (Middle) <i>CASASIN</i>			2. DATE OF BIRTH 20 January 1924	3. SEX M	4. GRADE GS-11			
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT SR, <i>100</i>				
8. CAREER STAFF STATUS			9. TYPE OF REPORT					
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P. 31 May 1959		11. REPORTING PERIOD From 10 Apr 58 - 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 <input type="checkbox"/> 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. 5			
<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.

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.

## SECTION F

## CERTIFICATION AND COMMENTS

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

SECRET



10 JUL  
1960SECRET  
(When Filled In)

BUC

63PD

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

## SECTION A GENERAL

1. NAME (Last) (First) (Middle) <b>[REDACTED]</b>			2. DATE OF BIRTH 20 Jan 1924		3. SEX M	4. GRADE GS-14
5. SERVICE DESIGNATION DI		6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT FE/ [REDACTED] /SR	
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL
PENDING		DECLINED		DENIED		ANNUAL
				REASSIGNMENT/SUPERVISOR		
				REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD From 1 Apr 59 to 31 Jan 60			
12. 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 [ ] staff and [ ] 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. 3 [REDACTED]		RATING NO.	
SPECIFIC DUTY NO. 3 Representing the station at varied levels in all SR matters		RATING NO. 6	SPECIFIC DUTY NO. 6 [REDACTED]		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.
- 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.  
5

## SECTION D DESCRIPTION OF THE EMPLOYEE

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

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

SEE SECTION "E" ON REVERSE SIDE

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

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

## SECTION F

## CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 23 June 1960	SIGNATURE OF EMPLOYEE <del>John Baker</del> /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 23 June 1960	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE signed on Adair 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 SS [ ]	TYPED OR PRINTED NAME AND SIGNATURE John Baker/s/ on transmittal

SECRET

160  
1961SECRET  
(When Filled In)Recorded by  
CSPD

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
SECTION A PERSONAL DATA						GENERAL	
1. NAME <i>Mr. J. Casarin</i>		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				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> INITIAL <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED <input checked="" type="checkbox"/> ANNUAL				<input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From July 1960 to October 61		12. 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 Supervises large functional branch of <input type="text"/> staff and <input type="text"/> contract personnel.		RATING NO. 5	SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.		RATING NO. 6		
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.		RATING NO. 5	SPECIFIC DUTY NO. 5 Prepares and presents briefings.		RATING NO. 6		
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.		RATING NO. 5	SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their		RATING NO. 5		
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION <i>resettlement.</i>							
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. 5	
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree    2 - Limited degree    3 - Normal degree    4 - Above average degree    5 - Outstanding degree							
CHARACTERISTICS					NOT APPLI- CABLE	NOT OB- SERVED	RATING 1 2 3 4 5
GETS THINGS DONE							
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NECD 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.

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

9 November 1961

SIGNATURE OF EMPLOYEE

[REDACTED]

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

Twelve

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

9 November 1961

OFFICIAL TITLE OF SUPERVISOR

SR/Chief of Plans and Operation

TY

[REDACTED]

3.

BY REVIEWING OFFICIAL

X

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME 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 SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

21 NOV 1961

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, SR Division

TYPED OR PRINTED NAME AND SIGNATURE

JOHN M. MAURY

SECRET

SECRET

JUN  
1962  
mm

6167


6 August 1962

~~CONFIDENTIAL~~  
Memorandum in Lieu of Fitness Report


CASASIN

Subject: ~~CONFIDENTIAL~~

*Casasin* My last statements concerning the performance of ~~CONFIDENTIAL~~ should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.

  
Chief of Operations and Plans  
SR Division

CONCUR:

  
Chief, SR Division

610-1 Casarin

6 August 1962

Memorandum in Lieu of Fitness Report

Subject:

My last statements concerning the performance of [redacted] should be extended to cover the remainder of his service as Chief of SR/3. He departed headquarters for a field assignment 31 July 1962.

[redacted]  
Chief of Operations and Plans  
SR Division

CONCUR:

[redacted]  
Chief, SR Division