



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



SECRET  
(When Filled In)

48. SERIAL NO.  
100

BIOGRAPHIC PROFILE (PART 2)

*Lochin*

DATE OF BIRTH  
Jan 1922

22. SUMMARY OF EVALUATION REPORTS FOR THE PAST TWO YEARS

[Redacted area]

24. SUMMARY OF CAREER PREFERENCE OUTLINE AND REASONING QUESTIONNAIRE

[Redacted area]

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

26. ADDITIONAL INFORMATION

1955 from Director, FBI and the DCI 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 DCI for high degree of personal competence and devotion to duty.  
Letter of Appreciation 1960 for suggestion which proposed revisions of Form 1050.  
Appreciation 1961 from Commandant, USAF Command and Staff College for fine lecture.

27. DATE REVIEWED  
20 Apr 1964

28. PROFILE REVIEWED BY  
[Signature]

PERSONAL HISTORY STATEMENT

3783

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

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? YES

SEC. 1. PERSONAL BACKGROUND

CASASIN

A. FULL NAME MR. [redacted] Telephone: [redacted] Office: NOT APPLICABLE

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

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

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

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

HOW LONG? IF A LEGAL CHANGE, GIVE PARTICULARS

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

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

BY NATURALIZATION CERTIFICATE? NOT ISSUED

AT [redacted]

HAVE YOU HAD A PREVIOUS NATIONALITY? NO

HELD BETWEEN WHAT DATES? TO ANY OTHER NATIONALITY?

GIVE PARTICULARS NOT APPLICABLE

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

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

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

LAST U.S. VISA \_\_\_\_\_  
Number Type Place of Issue Date of Issue

SEC. 2. PHYSICAL DESCRIPTION

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

SEC. 3. MARITAL STATUS.

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

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

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

NAME OF SPOUSE NOT APPLICABLE  
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, USA  
St. & No. City State Country

MILITARY SERVICE FROM 1915 TO 1919 BRANCH OF SERVICE ARMY AVIATION  
Date Date

COUNTRY USA, GT. BRITAIN DETAILS OF OTHER GOV'T SERVICE, U.S. OR FOREIGN  
NONE

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

FULL NAME ADRIENNE MARGUERITE \_\_\_\_\_  
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 BUYER LAST EMPLOYER EMPORIUM WORLD HILLY CO.

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

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

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

DL  
73452

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

1. FULL NAME HENRI ADRIEN AGE 23

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

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

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

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

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

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

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

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

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

SEC. 8. FATHER-IN-LAW

FULL NAME NOT APPLICABLE

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

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

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

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

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

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





SEC. 9. MOTHER-IN-LAW

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

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

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

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

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

SEC. 12. EDUCATION

PS #63  
 ELEMENTARY SCHOOL McDONOUGH SCH. ADDRESS BALTIMORE, MD, USA  
PIKESVILLE, MD, USA  
City State Country  
 DATES ATTENDED 1930-34-37 GRADUATE? YES  
 HIGH SCHOOL LYONS HIGH, MONTREAL, QUE, CANADA ADDRESS MONTREAL, QUE, CANADA  
City State Country  
 DATES ATTENDED 1937-1940 GRADUATE? YES  
 COLLEGE SIR GEO WILLIAMS COLL. ADDRESS MONTREAL, QUE, CANADA  
City State Country  
 DATES ATTENDED 1940-1942 DEGREE NONE  
 COLLEGE U OF MICHIGAN ADDRESS ANN ARBOR, MICH, USA  
City State Country  
 DATES ATTENDED 1945 (SEE P 13) DEGREE B.A.

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

USA ARMY 1/LT FEB 1943-OCT 1948  
Country Service Rank Dates of Service  
GHQ FEC-TOKYO, JAPAN 0-937200 HONORABLE  
Last Station Serial No. Type of Discharge  
 REMARKS: WHILE ENLISTED, SERIAL WAS 37316266

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

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

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

FROM 15 AUG 48 TO 30 SEP 48

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

(MILITARY)

FROM 1 APR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

(MILITARY)

ADDRESS CCD-GHG-FEC APO 570 POSTMASTER SAN FRANCISCO, USA  
St. & No. City State Country

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR VIAKENT MERCINA

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

YOUR DUTIES Asst chief of principal Allied press censorship bureau

REASONS FOR LEAVING CENSORSHIP SECTION ELIMINATED in Japan.

FROM 1 NOV 46 TO 31 MAR 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS CCD-GHG-FEC APO 509-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 \$ 321 PER MONTH

YOUR DUTIES Operated field censorship surveillance detachment

REASONS FOR LEAVING TRANSFERRED TO HQ IN TOKYO

FROM 15 MAR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS ARMY LANGUAGE SCHOOL (PT. SNELLING, FORT MONMOUTH, NJ)  
St. & No. City State Country

(MILITARY)

KIND OF BUSINESS CIVIL AFFAIRS THE NAME OF SUPERVISOR YUTKA MURAKATA

TITLE OF JOB RESEARCH EDITOR SALARY \$ Army PER SGT.

YOUR DUTIES REVISED ARMY MANUALS; PREPARED CIVIL AFFAIRS

REASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPAN

FROM NOV 1941 TO JUL 1947

EMPLOYING FIRM OR AGENCY V. EATON CO, LTD.

ADDRESS ST. CATHERINE ST, MONTREAL, QUE, CANADA  
St. & No. City State Country

KIND OF BUSINESS DEPT. STORE NAME OF SUPERVISOR F.T. CLAYDON

TITLE OF JOB PHOTOGRAPHIC SALESMAN SALARY \$ 80 PER WEEK

YOUR DUTIES SOLD CAMERAS AND PHOTO SUPPLIES

REASONS FOR LEAVING WAS PART-TIME JOB ACCEPTED WHILE IN COLLEGE

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

NOT APPLICABLE

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

|    |                      | Street and Number        | City       | State |
|----|----------------------|--------------------------|------------|-------|
| 1. | CAPT. GORDON WALLACE | BUS. ADD. 815-PRESIDIO   | MONTEREY   | CAL.  |
|    |                      | RES. ADD. 2160 COOLEY    | PALO ALTO  | CAL.  |
| 2. | MR. GEORGE MOORE     | BUS. ADD. 116 CALIFORNIA | BERKELEY   | CAL.  |
|    |                      | RES. ADD. 571 NORTH      | OKLAND     | CAL.  |
| 3. | MR. JOHN CHEATHAM    | BUS. ADD. 17 E. PATRICK  | FREDERICK  | MD.   |
|    |                      | RES. ADD. 101 E. CHURCH  | FREDERICK  | MD.   |
| 4. | MR. T. G. DRISCOLL   | BUS. ADD. 131 KST NW     | WASH.      | D.C.  |
|    |                      | RES. ADD. 795 S. KENAL   | ALEXANDRIA | VA.   |
| 5. | MR. R. H. KUNZMAN    | BUS. ADD. WP BUREAU      | DES MOINES | IOWA  |
|    |                      | RES. ADD.                | UNK        |       |

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

|    |                        | Street and Number         | City         | State |
|----|------------------------|---------------------------|--------------|-------|
| 1. | MR. GEORGE FINNEY      | BUS. ADD. DEPT IAF        | WASHINGTON   | DC.   |
|    |                        | RES. ADD. 2310 VALLEY DR. | ALEXANDRIA   | VA.   |
| 2. | DR. MORRIS CRANE       | BUS. ADD. BALTIMORE RD    | PHILADELPHIA | PA.   |
|    |                        | RES. ADD.                 |              |       |
| 3. | MR. BRADFORD COOMBS    | BUS. ADD. DEPT/STATE      | WASHINGTON   | DC.   |
|    |                        | RES. ADD.                 |              |       |
| 4. | MISS FLORENCE HODGKINS | BUS. ADD.                 | NONE         |       |
|    |                        | RES. ADD. 11 HARBOR       | BALTIMORE    | MD.   |
| 5. | MR. ANTHONY SAS        | BUS. ADD.                 | UNK          |       |
|    |                        | RES. ADD. 303 E 21th      | BALTIMORE    | MD.   |

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

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

SEC. 19. FINANCIAL BACKGROUND

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

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

1. NAME LEE'S INC ADDRESS 2424 EASTERN AV, BALTIMORE, MD.
2. NAME MONTGOMERY WARD ADDRESS 3412 N. ORLAND 16, CAL.
3. NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

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

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

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

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

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

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

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

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

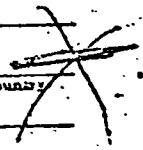
DATES: \_\_\_\_\_

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

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

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

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



SEC. 23. GENERAL QUALIFICATIONS

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

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

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

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

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.

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

PHOTOGRAPHIC PROCESSES - STRONG AMATEUR INTEREST.

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

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

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

NONE OTHER THAN DEPT OF ARMY FOR COMMISSION AS OFFICER.

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

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

SEC. 24. MISCELLANEOUS

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

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

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

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

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:  
NO

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

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

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

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

NO  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION Conc. 6 Jan. 1955 rvc

|  |               |   |   |   |
|--|---------------|---|---|---|
| 1. NAME (Last, first, middle, and surname)<br>Mr. <del>XXXXXXXXXX</del> <i>Cosser</i>  |               | 2. DATE OF BIRTH<br>20 Jan. 1924  | 3. JOURNAL ACTION NO.   | 4. DATE<br>11 Jan. 1955                             |
| This is to notify you of the following action affecting your employment:   |               |   |   |   |
| 5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)<br>PROMOTION  |               | 6. EFFECTIVE DATE<br>16 Jan 1955  | 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY<br>53 USCA 403 J  |   |
| FROM   |               | TO  |   |   |
| Area Ops Officer (Sr. Ch) EC-171-13<br>GS-0136.01-13 \$3360.00 per annum<br>8660<br>DDP/SR<br>SR/5<br>Washington, D. C.  |               | Area Ops Officer ECF-189-14<br>GS-0136.01-14 \$2600.00 per annum<br>DDP/SR<br>Far East Area<br>Japan<br>Office of the Chief<br>Tokyo, Japan |   |   |
| 12. FIELD OR DEPT'L<br><input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL   |               | 12. FIELD OR DEPT'L<br><input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL                                      |   |   |
| 13. VETERAN'S PREFERENCE<br>NONE WWII OENLA 6-PT. 10-POINT<br>DISAB OTHER<br><input checked="" type="checkbox"/>   |               | 14. POSITION CLASSIFICATION ACTION<br>NEW VICE L.A. FINAL<br>SD-FI  |   |   |
| 15. SEX<br>M   | 16. RACE<br>W | 17. APPROPRIATION<br>FROM: 5-3400-20<br>TO: 5-3400-27-015   |   | 18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)<br>Yes |
|  |               | 19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)   | 20. LEGAL RESIDENCE<br><input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED<br>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.<br><br>Subject to approved medical clearance prior to being sent overseas.<br><br>"Transfer TO Unvouchered funds FROM Vouchered funds." |               |   |   |   |
| 22. SIGNATURE AND OTHER AUTHENTICATION   |               |   |   |   |

POSTED  
JAN 17 1955

PERFORMANCE RATING:

Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

**CONFIDENTIAL**

**CENTRAL INTELLIGENCE AGENCY**

**NOTIFICATION OF PERSONNEL ACTION**

178

|   |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
|---|------|--|---|---|---------------|----------|--|--|--|--|--------------|--|--|--|-------------------------------------|--|--|--|--|-----|------|-------|-------|--|--|--|--|
| 1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME)<br><b>MR. <del>XXXXXXXXXXXX</del> <i>Carahan</i></b>   |      | 2. DATE OF BIRTH<br><b>20 Jan 1924</b>   | 3. JOURNAL OR ACTION NO.  | 4. DATE<br><b>19 Jan. 1955</b>  |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| This is to notify you of the following action affecting your employment:  |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)<br><b>PROMOTION (Assignment)*</b>  |      | 6. EFFECTIVE DATE<br><b>B.O.B.<br/>16 Jan 1955</b>   | 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY<br><b>50 USCA 403 j</b>   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| FROM  |      | TO   |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 8. POSITION TITLE<br><b>Area Ops Officer (Br. Ch) EC-171-13</b>   |      | 8. POSITION TITLE<br><b>Area Ops Officer BCF-189-14</b>  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 9. SERVICE, SERIES, GRADE, SALARY<br><b>GS-0136.01-13 \$8560.00 per annum</b>   |      | 9. SERVICE, SERIES, GRADE, SALARY<br><b>GS-0136.01-14 \$9600.00 per annum</b>                        |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 10. ORGANIZATIONAL DESIGNATIONS<br><b>DDP/SR<br/>SR/5<br/><br/>Washington, D. C.</b>  |      | 10. ORGANIZATIONAL DESIGNATIONS<br><b>DDP/SR<br/>Far East Area<br/>Japan<br/>Office of the Chief</b> |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 11. HEADQUARTERS<br><b>Washington, D. C.</b>  |      | 11. HEADQUARTERS<br><b>Tokyo, Japan</b>  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL   |      | <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL                                 |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 13. VETERAN'S PREFERENCE  |      | 14. POSITION CLASSIFICATION ACTION   |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| <table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>S-P</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table> |      | NONE   | WWII  | OTHER   | S-P           | 10-POINT |  |  |  |  | DISAB. OTHER |  |  |  | <input checked="" type="checkbox"/> |  | <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> |  |  | NEW | VICE | I. A. | REAL. |  |  |  |  |
| NONE  | WWII | OTHER  | S-P   | 10-POINT  |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
|   |      |  |   | DISAB. OTHER  |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
|   |      |  | <input checked="" type="checkbox"/>   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| NEW   | VICE | I. A.  | REAL.   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
|   |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 15. SEX<br><b>M</b>   |      | 16. RACE<br><b>W</b>   |   | 17. APPROPRIATION<br>FROM: <b>5-3400-20</b><br>TO: <b>5-3400-55-015</b> |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)<br><b>Yes</b>  |      | 19. DATE OF APPOINTMENT AFFIDAVITS (SUCCESSION ONLY)   | 20. LEGAL RESIDENCE<br><input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED<br>STATE: <b>NY</b> |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| 21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.                    |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| *This action amends Item #9, on the "from" side, on Notification dated 11 Jan. 1955, to show the correct salary, previously shown as \$8360.00 per annum.   |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| Subject to approved medical clearance prior to being sent overseas.   |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| "Transfer TO Unvouchered funds FROM Vouchered funds."   |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| <table border="1"> <tr> <td style="text-align: center; padding: 10px;"><b>FORCED</b></td> </tr> </table>  |      |  |   |   | <b>FORCED</b> |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| <b>FORCED</b>   |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |
| <p>ANCE PERFORMANCE RATING</p> <p>Duty Assistant Director</p> <p>4. PERSONNEL FOLDER COPY</p> <p>22. GRADES AND SALARIES</p>  |      |  |   |   |               |          |  |  |  |  |              |  |  |  |                                     |  |  |  |  |     |      |       |       |  |  |  |  |

|   |                                  |                     |                     |  |     |                 |             |         |
|---|----------------------------------|---------------------|---------------------|--|-----|-----------------|-------------|---------|
| 1. Positional designation   |                                  | 2. Pay roll No.     |                     | 3. Book No.                                      |     | 4. Slip No.     |             |         |
|   |                                  | 5-3400-20           |                     |  |     |                 |             |         |
| 5. Name (and title and grade number when appropriate)   |                                  | 6. Gross end salary |                     | 7. GS-13   |     | \$8360.00       |             |         |
| PAY ROLL CHANGE DATA  |                                  |                     |                     |  |     |                 |             |         |
|   | BASE PAY                         | OVERTIME            | GROSS PAY           | RET.   | TAX | BOND            | P. I. C. A. | NET PAY |
| 8. New normal   |                                  |                     |                     |  |     |                 |             |         |
| 9. Pay this period  |                                  |                     |                     |  |     |                 |             |         |
| 10. Remarks   |                                  |                     |                     | 11. Appropriation(s)                             |     | 12. Prepared by |             |         |
| 5-9990<br>PROJECT TO DCI DIRECTIVE<br>EMPLOYEE 18 MAR 1951<br>SALARY ADJUSTED TO:   |                                  |                     |                     | SR 7   |     | 42 9 Nov 54     |             |         |
| 13. Audited by  |                                  |                     |                     |  |     |                 |             |         |
| <input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase |                                  |                     |                     |  |     |                 |             |         |
| 14. Effective date  | 15. Date last increment received | 16. Old salary rate | 17. New salary rate | 18. Performance rating is satisfactory or better |     |                 |             |         |
| Jan 55  | 5 Jul 53                         | \$8360.00           | \$8560.00           |  |     |                 |             |         |
| 19. Date (fill in appropriate spaces covering LWOP)   |                                  |                     |                     |  |     |                 |             |         |
| 20. (Check appropriate boxes in case of second WOP)   |                                  |                     |                     |  |     |                 |             |         |
| 21. Initials of Clerk   |                                  |                     |                     |  |     |                 |             |         |
| OPM NO. 1125d—Revised<br>by Comp. Gen. U. S.<br>General Regulations No. 102   |                                  |                     |                     |  |     |                 |             |         |

PAY ROLL CHANGE SLIP—PERSONNEL COPY

STANDARD FORM 52  
 REQUEST FOR PERSONNEL ACTION  
 UNVOUCHERED

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

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

5. NATURE OF ACTION REQUESTED  
 A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  
**REASSIGNMENT**  
 6. EFFECTIVE DATE A. PROPOSED:  
**21 OCT 1956**  
 7. C. S. OR OTHER LEGAL AUTHORITY

8. POSITION (Specify whether establish, change grade or title, etc.)

|  |   |   |
|--|---|---|
| FROM—<br>Area Ops Officer BCF-189-14<br>GS-0135.01-14 \$10,535.00 p.a. | 9. POSITION TITLE AND NUMBER<br>10. SERVICE, GRADE, AND SALARY<br>11. ORGANIZATIONAL DESIGNATIONS<br>12. HEADQUARTERS | TO—<br>Area Ops Officer BCF-189-14<br>GS-0136.01-14 \$10,535.00 p.a.<br><br>DDP/SR<br>Far East Area<br>Japan<br>Office of the Chief<br>Tokyo, Japan |
|--|---|---|

13. FIELD OR DEPARTMENTAL  FIELD  DEPARTMENTAL (D)

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

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

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

13. VETERAN PREFERENCE  

|      |      |       |       |               |
|------|------|-------|-------|---------------|
| NONE | WWII | OTHER | 3 PT. | 10 POINT      |
|      |      |       |       | DISAB / OTHER |

 14. POSITION CLASSIFICATION ACTION  

|     |      |       |      |
|-----|------|-------|------|
| NEW | VICE | I. A. | REAL |
|-----|------|-------|------|

 SD: **DIK**

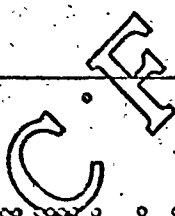
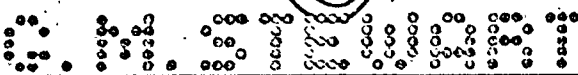
15. SEX  
 16. APPROPRIATION  
 FROM: **7-3100-55-015**  
 TO: **7-3100-55-015**  
 17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)  
**Yes**  
 18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)  
 19. LEGAL RESIDENCE  
 CLAIMED  PROVED  
 STATE:

20. STANDARD FORM 50 REMARKS  
 APPROVED BY  
**FI OFFICER SERVICE COMMAND**  
**R.A. Shuck(1600), FI/CMO**  
 DATE **2 Oct 56**  
 USED IN LIEU OF SF50  
 NOTIFICATION OF PERSONNEL ACTION

|                          |                      |                    |   |
|--------------------------|----------------------|--------------------|---|
| 21. CLEARANCES           | INITIAL OR SIGNATURE | DATE               | REMARKS:                                |
| A.                       |                      |                    | <b>POSTED</b><br><b>11 OCT 1956</b><br> |
| B. CEIL. OR PCS. CONTROL |                      | <b>11 OCT 1956</b> |   |
| C. CLASSIFICATION        |                      |                    |   |
| D. PLACEMENT OR EMPL     | <b>7475: 10-9</b>    |                    |   |
| E.                       |                      |                    |   |

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

SECRET  
(WHEN FILLED IN)

| 1. EMP. SERIAL NO.<br>506102  |      | 2. NAME<br><del>XXXXXXXXXX</del><br><i>Curran</i> |                     |     | 3. ASSIGNED ORGAN.<br>DDP/SR |  | 4. FUNDS<br>UV |          | 5. ALLOTMENT   |     |     |
|---|------|---|---------------------|-----|------------------------------|--|----------------|----------|----------------|-----|-----|
| 6. OLD SALARY RATE  |      |   |                     |     |                              | 7. NEW SALARY RATE   |                |          |                |     |     |
| GRADE   | STEP | SALARY  | LAST EFFECTIVE DATE |     |                              | GRADE  | STEP           | SALARY   | EFFECTIVE DATE |     |     |
|   |      |   | NO.                 | DA. | YR.                          |  |                |          | NO.            | DA. | YR. |
| 14  | 2    | \$10,535  | 07                  | 15  | 56                           | 14   | 3              | \$10,750 | 01             | 12  | 58  |
| TO BE COMPLETED BY THE OFFICE OF COMPTROLLER  |      |   |                     |     |                              |  |                |          |                |     |     |
| 9. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP   |      |   |                     |     |                              | 10. NUMBER OF HOURS LWOP   |                |          |                |     |     |
| IF EXCESS LEAVE LWOP, CHECK FOLLOWING:<br><input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD<br><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  | NO.                 | DA. | YR.                          | <i>LF</i><br><i>7-24-10</i><br><i>4005</i><br><br><i>J.H.</i><br><i>7MK 1/25</i> |                |          |                |     |     |
|   |      |   |                     |     |                              |  |                |          |                |     |     |
| 14. AUTHENTICATION  |      |   |                     |     |                              |  |                |          |                |     |     |
| <br><br>PERIODIC STEP INCREASE - AUTHENTICATION |      |   |                     |     |                              |  |                |          |                |     |     |

FORM NO 560a  
1 MAR 56

SECRET

PERSONNEL FOLDER (4)

S E C R E T

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

| NAME                                   | SERIAL | GRADE-STEP | OLD SALARY | NEW SALARY |
|--|--------|------------|------------|------------|
| <del>██████████</del><br><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)

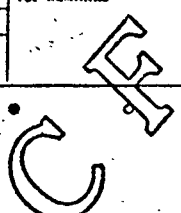
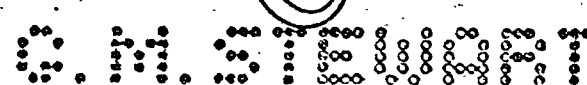
| 1. EMP. SERIAL NO.<br>506102   |      | 2. NAME<br><del>██████████</del><br><i>Carson</i> |                     |                     | 3. ASSIGNED DUTY<br>DDP/SR 8 |   | 4. FUNDS<br>UV |          | 5. ALLOTMENT   |     |     |
|--|------|---|---------------------|---------------------|------------------------------|---|----------------|----------|----------------|-----|-----|
| 6. OLD SALARY RATE   |      |   |                     |                     |                              | 7. NEW SALARY RATE                                |                |          |                |     |     |
| GRADE  | STEP | SALARY  | LAST EFFECTIVE DATE |                     |                              | GRADE   | STEP           | SALARY   | EFFECTIVE DATE |     |     |
|  |      |   | MO.                 | DA.                 | YR.                          |   |                |          | MO.            | DA. | YR. |
| .14  | 2    | \$10,535  | 07                  | 15                  | 56                           | 14  | 3              | \$10,750 | 01             | 12  | 58  |
| REMARKS  |      |   |                     |                     |                              |   |                |          |                |     |     |
| CERTIFICATION  |      |   |                     |                     |                              |   |                |          |                |     |     |
| I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY. |      |   |                     |                     |                              |   |                |          |                |     |     |
| TYPED, OR PRINTED, NAME OF SUPERVISOR<br>BELIC, GEORGE                               |      |   |                     | DATE<br>15 Jan 1958 |                              | SIGNATURE OF SUPERVISOR<br><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 |
|----|--|--------|-------|---------|------------|------------|
| DT | <del>██████████</del><br><i>Casson</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.<br>506102   |      | 2. NAME<br><del>██████████</del><br><i>Casson</i> |                     |     | 3. ASSIGNED ORGAN.<br>DDP/SR 10 |                         | 4. FUNDS<br>UV |          | 5. ALLOTMENT   |     |     |
| 6. OLD SALARY RATE   |      |   |                     |     |                                 | 7. NEW SALARY RATE      |                |          |                |     |     |
| GRADE  | STEP | SALARY  | LAST EFFECTIVE DATE |     |                                 | GRADE                   | STEP           | SALARY   | EFFECTIVE DATE |     |     |
|  |      |   | MO.                 | DA. | YR.                             |                         |                |          | MO.            | DA. | YR. |
| GS 14  | 3    | \$11,835  | 01                  | 12  | 58                              | GS 14                   | 4              | \$12,075 | 07             | 12  | 59  |
| TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER   |      |   |                     |     |                                 |                         |                |          |                |     |     |
| 8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP<br>IF EXCESS LWOP, CHECK FOLLOWING:<br><input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD<br><input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD |      |   |                     |     |                                 | 9. NUMBER OF HOURS LWOP |                |          |                |     |     |
|  |      |   |                     |     |                                 | 10. INITIALS OF CLERK   |                |          | 11. AUDITED BY |     |     |
| TO BE COMPLETED BY THE OFFICE OF PERSONNEL   |      |   |                     |     |                                 |                         |                |          |                |     |     |
| 12. PROJECTED SALARY RATE AND EFFECTIVE DATE   |      |   |                     |     |                                 | 13. REMARKS             |                |          |                |     |     |
| GRADE  | STEP | SALARY  | MO.                 | DA. | YR.                             | 4 742                   |                |          |                |     |     |
|  |      |   |                     |     |                                 |                         |                |          |                |     |     |
| 14. AUTHENTICATION   |      |   |                     |     |                                 |                         |                |          |                |     |     |
| <br>  |      |   |                     |     |                                 |                         |                |          |                |     |     |
| PERIODIC STEP INCREASE - AUTHENTICATION  |      |   |                     |     |                                 |                         |                |          |                |     |     |



ASF - 30 SEPT 1960

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

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

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

|   |                       |   |  |  |                   |   |  |   |                                  |                         |                                |         |
|---|-----------------------|---|--|--|-------------------|---|--|---|----------------------------------|-------------------------|--------------------------------|---------|
| 19. ACTION CODE<br>16   | 20. EMPLOY CODE<br>10 | 21. OFFICE CODING<br>NUMERIC: 60300<br>ALPHABETIC: SR |  | 22. STATION CODE<br>75013                              | 23. INTEGREE CODE | 24. MGRS. CODE<br>1   | 25. DATE OF BIRTH<br>MO. DA. YR.<br>01 120 124 |   | 26. DATE OF GRADE<br>MO. DA. YR. |                         | 27. DATE OF REI<br>MO. DA. YR. |         |
| 28. NTE EXPIRES<br>NO. DA. YR.  |                       | 29. SPECIAL REFERENCE                                 |  | 30. RETIREMENT DATA<br>1 - CSC<br>2 - FICA<br>3 - NONE |                   | 31. SEPARATION DATA CODE                                      |  | 32. CORRECTION/CANCELLATION DATA<br>TYPE NO. DA. YR.              |                                  | 33. SECURITY REQ. NO.   |                                | 34. SEX |
| 35. VET. PREFERENCE<br>CODE 0 - NONE<br>1 - 5 PT.<br>2 - 10 PT.   |                       | 36. SERV. COMP. DATE<br>NO. DA. YR.                   |  | 37. LONG. COMP. DATE<br>NO. DA. YR.                    |                   | 38. MIL. SERV. CREDIT/LCD<br>1 - YES<br>2 - NO                |  | 39. FEGLI / HEALTH INSURANCE<br>CODE CODE 0 - WAIVED<br>1 - YES   |                                  | 40. SOCIAL SECURITY NO. |                                |         |
| 41. PREVIOUS GOVERNMENT SERVICE DATA<br>CODE 0 - NO PREVIOUS SERVICE<br>1 - NO BREAK IN SERVICE<br>2 - BREAK IN SERVICE (LESS THAN 12 MOS)<br>3 - BREAK IN SERVICE (MORE THAN 12 MOS) |                       |   |  | 42. LEAVE CAT. CODE                                    |                   | 43. FEDERAL TAX DATA<br>FORM EXECUTED CODE NO TAX EXEMPT C-45 |  | 44. STATE TAX DATA<br>FORM EXECUTED CODE NO TAX EXEMPT STATE CODE |                                  |                         |                                |         |

EOD DATA →

SIGNATURE OR OTHER AUTHENTICATION

E. D. O. H. L. : *[Signature]* 10/22/60

6310/18/60

3040  
83  
3/20

|  |      |                          |                |                                   |      |                    |                |                |     |      |
|--|------|--------------------------|----------------|-----------------------------------|------|--------------------|----------------|----------------|-----|------|
| 1. Serial No.<br>006102  |      | 2. Name<br><i>Carson</i> |                | 3. Cost Center Number<br>60 300 V |      | 4. LWOP Hours<br>7 |                |                |     |      |
| 5. OLD SALARY RATE   |      |                          |                | 6. NEW SALARY RATE                |      |                    |                | 7. TYPE ACTION |     |      |
| Grade  | Step | Salary                   | Last Eff. Date | Grade                             | Step | Salary             | Effective Date | PSI            | LSI | ADJ. |
| GS 14  | 5    | \$13,250                 | 01/08/61       | GS 14                             | 6    | \$13,510           | 07/08/62       |                |     |      |
| 8. Remarks and Authentication  |      |                          |                |                                   |      |                    |                |                |     |      |
| <p> <input type="checkbox"/> NO EXCESS LWOP    <input type="checkbox"/> EXCESS LWOP<br/> <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD<br/> <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD         </p> <p>           29 APR 59 12 05 PM '62<br/>           FEDERAL BUREAU OF INVESTIGATION<br/>           CLERKS INITIALS    AUDITED BY:         </p> <p style="text-align: center;"> <b>PAY CHANGE NOTIFICATION</b> </p> |      |                          |                |                                   |      |                    |                |                |     |      |

Form 560  
9-61

Obsolete Previous Edition

(4-51)

SECRET  
(WHEN FILLED IN)

|  |      |                          |                     |     |                                |                         |                  |         |                |     |     |
|--|------|--------------------------|---------------------|-----|--------------------------------|-------------------------|------------------|---------|----------------|-----|-----|
| 1. EMP. SERIAL NO.<br>006102   |      | 2. NAME<br><i>Carson</i> |                     |     | 3. ASSIGNED ORGAN.<br>EDP/SR 7 |                         | 4. FUNDS<br>V-20 |         | 5. ALLOTMENT   |     |     |
| 6. OLD SALARY RATE   |      |                          |                     |     | 7. NEW SALARY RATE             |                         |                  |         |                |     |     |
| GRADE  | STEP | SALARY                   | LAST EFFECTIVE DATE |     |                                | GRADE                   | STEP             | SALARY  | EFFECTIVE DATE |     |     |
|  |      |                          | MO.                 | DA. | YA.                            |                         |                  |         | MO.            | DA. | YA. |
| 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   |                  |         | 11. AUDITED BY |     |     |
| <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD  |      |                          |                     |     |                                |                         |                  |         |                |     |     |
| <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD   |      |                          |                     |     |                                |                         |                  |         |                |     |     |
| TO BE COMPLETED BY THE OFFICE OF PERSONNEL   |      |                          |                     |     |                                |                         |                  |         |                |     |     |
| 12. TYPE OF ACTION   |      |                          |                     |     |                                | 13. REMARKS             |                  |         |                |     |     |
| <input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT  |      |                          |                     |     |                                |                         |                  |         |                |     |     |
| 14. AUTHENTICATION   |      |                          |                     |     |                                |                         |                  |         |                |     |     |
| <p style="text-align: center;">           19 APR 59 12 05 PM '62<br/>           FEDERAL BUREAU OF INVESTIGATION<br/>           CLERKS INITIALS    AUDITED BY:         </p> <p style="text-align: center;"> <b>PAY CHANGE NOTIFICATION</b> </p> |      |                          |                     |     |                                |                         |                  |         |                |     |     |

FORM 560

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

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

BAS: 16 AUG 62

SECRET  
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION   |                                   |  |                                    |                                 |   |                          |                                      |                                  |                         |                       |     |         |
|--|-----------------------------------|--|------------------------------------|---------------------------------|---|--------------------------|--------------------------------------|----------------------------------|-------------------------|-----------------------|-----|---------|
| 1. SERIAL NUMBER<br>006102   |                                   | 2. NAME (LAST-FIRST-MIDDLE)<br><i>Cassin</i> |                                    |                                 |   |                          |                                      |                                  |                         |                       |     |         |
| 3. NATURE OF PERSONNEL ACTION<br>RESIGNATION   |                                   |  |                                    |                                 | 4. EFFECTIVE DATE<br>08 04 62                   |                          | 5. CATEGORY OF EMPLOYMENT<br>REGULAR |                                  |                         |                       |     |         |
| 6. FUNDS   |                                   | 7. COST CENTER NO. CHARGEABLE                |                                    | 8. CSC OR OTHER LEGAL AUTHORITY |   |                          |                                      |                                  |                         |                       |     |         |
| X  |                                   | 3234 1000 1000                               |                                    |                                 |   |                          |                                      |                                  |                         |                       |     |         |
| 9. ORGANIZATIONAL DESIGNATIONS<br>DDP/SR<br>SR/6<br>OFFICE OF THE CHIEF  |                                   |  |                                    |                                 | 10. LOCATION OF OFFICIAL STATION<br>WASH., D.C. |                          |                                      |                                  |                         |                       |     |         |
| 11. POSITION TITLE<br>OPS OFFICER BR CH  |                                   |  |                                    |                                 | 12. POSITION NUMBER<br>0050                     |                          | 13. CAREER SERVICE DESIGNATION<br>D  |                                  |                         |                       |     |         |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.)<br>GS   |                                   |  | 15. OCCUPATIONAL SERIES<br>0136.01 |                                 | 16. GRADE AND STEP<br>14 6                      |                          | 17. SALARY OR RATE<br>13510          |                                  |                         |                       |     |         |
| 18. REMARKS  |                                   |  |                                    |                                 |   |                          |                                      |                                  |                         |                       |     |         |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL   |                                   |  |                                    |                                 |   |                          |                                      |                                  |                         |                       |     |         |
| 19. ACTION CODE<br>45  | 20. EMPLOY CODE<br>10             | 21. OFFICE CODING                            |                                    | 22. STATION CODE                | 23. INTEGREE CODE                               | 24. HOURS CODE           | 25. DATE OF BIRTH                    |                                  | 26. DATE OF GRADE       | 27. DATE OF LET       |     |         |
|  |                                   | NUMERIC                                      | ALPHABETIC                         |                                 |   |                          | MO.                                  | DA.                              | YR.                     | MO.                   | DA. | YR.     |
|  |                                   |  |                                    |                                 |   |                          | 01                                   | 20                               | 62                      |                       |     |         |
| 28. NTE EXPIRES  |                                   | 29. SPECIAL REFERENCE                        |                                    | 30. RETIREMENT DATA             |   | 31. SEPARATION DATA CODE |                                      | 32. CORRECTION/CANCELLATION DATA |                         | 33. SECURITY REG. NO. |     | 34. SER |
| MO. DA. YR.  |                                   |  |                                    | 1 - CSC<br>2 - PICA<br>3 - NONE |   | B00091                   |                                      | TYPE MO. DA. YR.                 |                         | EOD DATA              |     |         |
| 35. VET. PREFERENCE  | 36. SERV. COMP. DATE              |  | 37. LONG. COMP. DATE               |                                 | 38. CAREER CATEGORY                             |                          | 39. FEGLI / HEALTH INSURANCE         |                                  | 40. SOCIAL SECURITY NO. |                       |     |         |
| CODE   | 0 - NONE<br>1 - 5 PT<br>2 - 10 PT | MO. DA. YR.                                  | MO. DA. YR.                        | MO. DA. YR.                     | CAR<br>PROV                                     | SERV<br>TEMP             | CODE                                 | CODE                             | 0 - WAIVER<br>1 - YES   | HEALTH INS. CODE      |     |         |
| 41. PREVIOUS GOVERNMENT SERVICE DATA   |                                   | 42. LEAVE CAT.                               |                                    | 43. FEDERAL TAX DATA            |   | 44. STATE TAX DATA       |                                      |                                  |                         |                       |     |         |
| CODE   |                                   | CODE   |                                    | CODE                            |   | CODE                     |                                      |                                  |                         |                       |     |         |
| 0 - NO PREVIOUS SERVICE<br>1 - NO BREAK IN SERVICE<br>2 - BREAK IN SERVICE (LESS THAN 3 YRS)<br>3 - BREAK IN SERVICE (MORE THAN 3 YRS) |                                   | 1 - YES<br>2 - NO                            |                                    | NO TAX EXEMPTIONS               |   | FORM EXECUTED            |                                      | CODE NO TAX STATE CODE           |                         |                       |     |         |
| SIGNATURE OR OTHER AUTHENTICATION  |                                   |  |                                    |                                 |   |                          |                                      |                                  |                         | POSTED                |     |         |
|  |                                   |  |                                    |                                 |   |                          |                                      |                                  |                         | E.O. 12812            |     |         |
| LLG 8/16/62  |                                   |  |                                    |                                 |   |                          |                                      |                                  |                         | E.O. 12812            |     |         |

FORM 4-62 1150

Use Previous Edition

SECRET

FORM 1  
Issued May 1962  
GPO: 1962 O-571  
11-50702-01

(4-5)

(When Filled In)

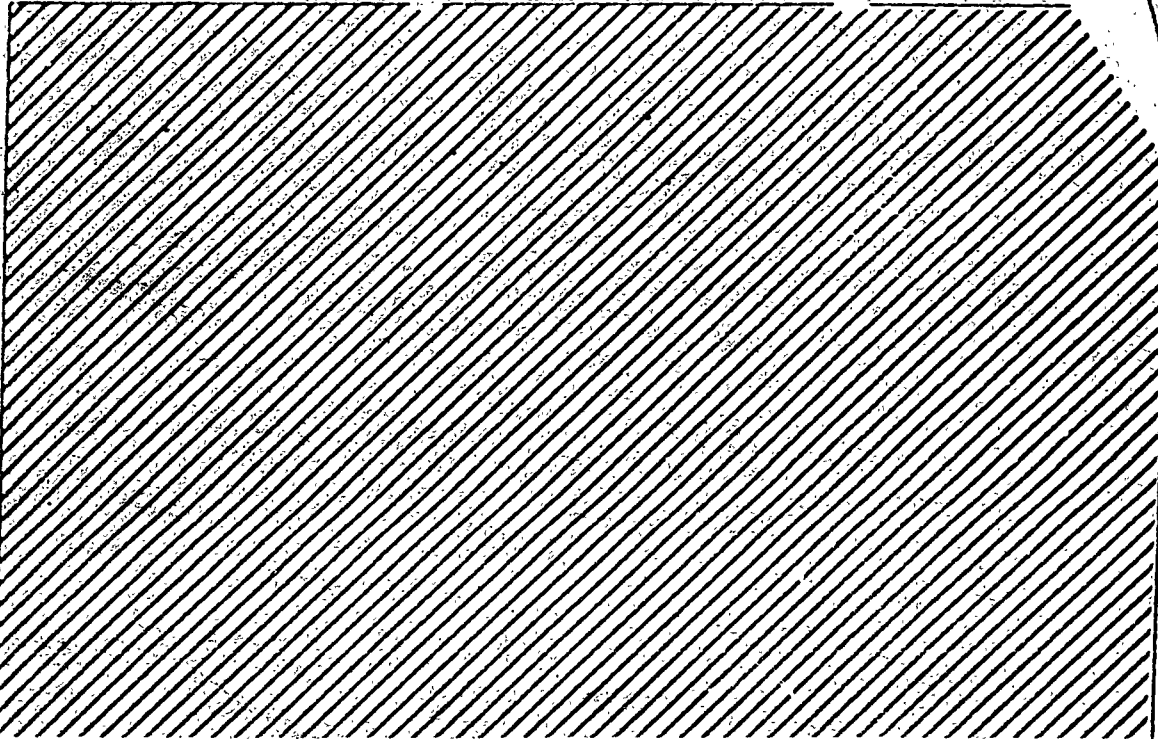


SECRET

|   |  |  |   |
|---|--|--|---|
| STANDARD FORM 52<br>PREPARED BY THE<br>U.S. CIVIL SERVICE COMMISSION<br>ANNUARY AND PERSONNEL MANUAL<br>PARTIAL, CHAPTER 31   |  | VOUCHERED TO CONFIDENTIAL  |   |
| REQUEST FOR PERSONNEL ACTION  |  |  |   |
| REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 63 and 7 unless otherwise instructed.<br>If applicable, obtain resignation and fill in separate form on reverse.   |  |  |   |
| 1. NAME (Mr., Mrs., Miss - One given name, initial(s), and surname)<br><i>MR. [REDACTED] Casariti</i>   | 2. DATE OF BIRTH<br><i>20 Jan 1924</i>   | 3. REQUEST NO.   | 4. DATE OF REQUEST<br><i>13 Dec 54</i>                      |
| 5. NATURE OF ACTION REQUESTED<br>A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)<br><b>PROMOTION</b>  |  | 6. EFFECTIVE DATE<br>A. PROPOSED:<br><i>1 Jan '55</i>  | 7. C.S. OR OTHER<br>LEGAL AUTHORITY                         |
| 8. POSITION (Specify whether establish, change grade or title, etc.)  |  | B. APPROVED<br><i>[Signature]</i><br><i>16 Dec 1954</i>  |   |
| FROM<br>Area Ops Officer (Br. Ch.) EC-171-13<br>GS-0136.01-13 \$8360.00 p.p.<br>DDP/SR<br>SP-5<br>Washington, D.C.  | 9. POSITION TITLE AND NUMBER<br>10. SERVICE, GRADE, AND SALARY<br>11. ORGANIZATIONAL DESIGNATIONS<br>12. HEADQUARTERS<br>13. FIELD OR DEPARTMENTAL | TO<br>Area Ops Officer ECF-189-14<br>GS-0136.01-14 \$9600.00 p.p.<br>DDP/SR<br>Far East Area<br>Japan<br>Office of the Chief<br>Tokyo, Japan<br>Y R53 DEPARTMENTAL           |   |
| A. REMARKS (Use reverse if necessary)<br>PERIODIC STEP INCREASE <i>1/2 Jan 55</i><br>PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. <i>\$560.00</i> <i>713</i><br><i>Memo stating why place report not necessary 7/7</i> |  |  |   |
| B. REQUESTED BY (Name and title)<br><i>Robert W. Muenster</i>   |  | D. REQUEST APPROVED BY<br><i>[Signature]</i>   |   |
| C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)<br><i>Eryllis W. Landrum Ext. 3718</i>  |  | Signature: <i>[Signature]</i><br>Title: <i>DDP/P. Admin.</i>   |   |
| 13. VETERAN PREFERENCE<br>NONE <input type="checkbox"/> WITH <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input type="checkbox"/> 10 POINT<br>DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/> |  | 14. POSITION CLASSIFICATION ACTION<br>NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/><br><i>S2:FI</i> |   |
| 15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F  | 16. RACE <input type="checkbox"/> W <input type="checkbox"/> O   | 17. APPROPRIATION<br>FROM: <i>5-3400-20</i><br>TO: <i>5-3400-55-015</i>  | 18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)<br>Yes          |
| 19. DATE OF APPOINTMENT (EXCEPTIONS ONLY)   |  | 20. LEGAL RESIDENCE<br><input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED<br>STATE:  |   |
| 21. STANDARD FORM 50 REMARKS<br><i>Effective date per [unclear] 5/1/55</i><br><i>Cons. by [unclear] 1-2-55</i><br><i>[unclear] 1-1-55</i>   |  |  |   |
| 22. CLEARANCES  | INITIAL OR SIGNATURE   | DATE   | REMARKS   |
| A.  |  |  | APPROVED BY<br>FI CAREER SERVICE BOARD<br>DATE: DEC 21 1954 |
| B. CEIL. OR POS. CONTROL  | <i>713</i>   | <i>7 Jan</i>   |   |
| C. CLASSIFICATION   | <i>MA</i>  | <i>16 Dec 54</i>   |   |
| D. PLACEMENT OR ENPL.   |  |  |   |
| E.  |  |  |   |
| F. APPROVED BY<br><i>[Signature]</i><br><i>1-2-55</i>   |  |  |   |

SECRET

SECRET  
(When Filled In)



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

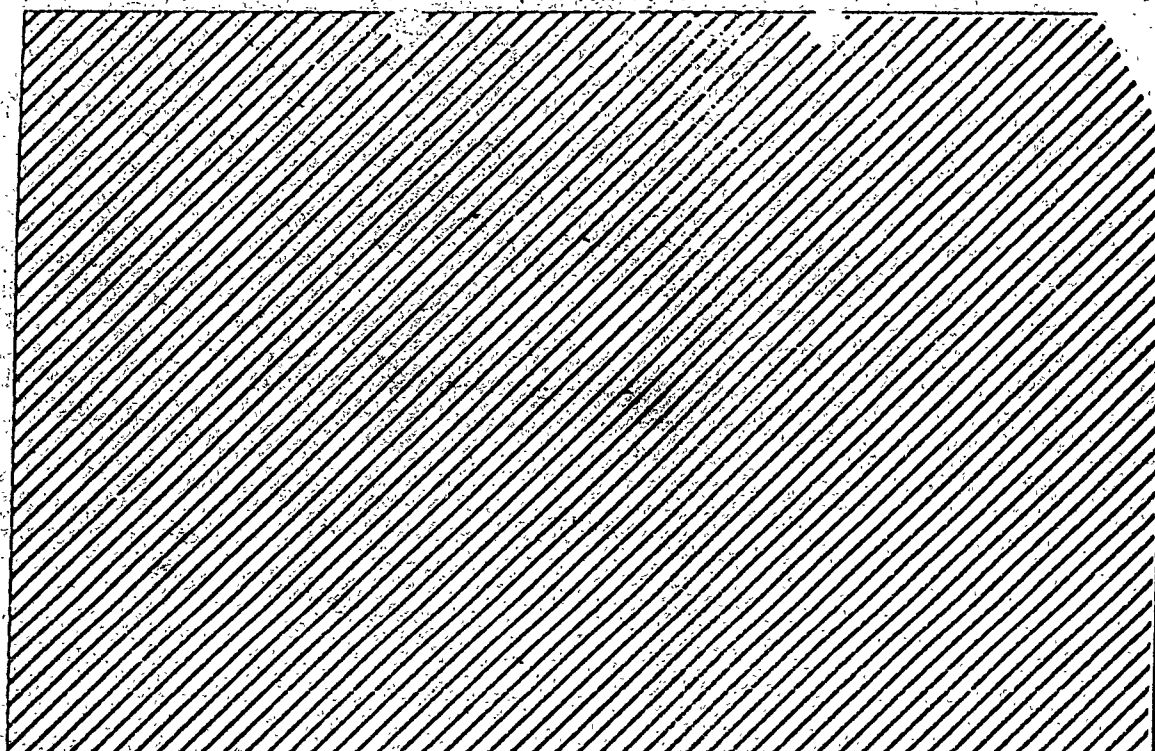
There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, ~~or death~~ incurred on 4 Feb 1958.

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

|                                       |  |
|---------------------------------------|--|
| DATE OF NOTICE<br><i>15 July 1958</i> | SIGNATURE OF BCD REPRESENTATIVE<br><i>B. D. Filice</i> |
|---------------------------------------|--|

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

(When Filled In)



|  |   |                              |
|--|---|------------------------------|
| NAME OF EMPLOYEE (Last-First-Middle)<br><del>XXXXXXXXXX</del> <i>Casarin</i> | NAME AND RELATIONSHIP TO DEPENDENT*<br><del>XXXXXXXXXX</del> <i>X</i> | CLAIM NUMBER<br><i>57-41</i> |
|--|---|------------------------------|

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

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

|                                      |   |
|--------------------------------------|---|
| DATE OF NOTICE<br><i>28 AUG 1959</i> | SIGNATURE OF BCD REPRESENTATIVE<br><i>B. DeF...</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. Vac. Prior.     |  | 5. See    |         | 6. CS - EOD   |          |                           |  |  |  |
| 006102        |    |    | <del>XXXXXXXXXXXXXXXXXXXX</del><br>CARRIS |  |      |  | 01 20 24                        |  |  | None 0<br>10 Pri-2 |  | 1 M       |         |               |          |                           |  |  |  |
| 7. SCD        |    |    | 8. CSC Reim.                              |  |      |  | 9. CSC Or Other Legal Authority |  |  | 10. Appt. Affidav. |  | 11. FEGLI |         | 12. LCD       |          | 13. MIL. SERV. CREDIT LCA |  |  |  |
| Mo Da Yr      |    |    | Yes-1<br>No-2                             |  | Code |  | Mo Da Yr                        |  |  | Yes-1<br>No-2      |  | Mo Da Yr  |         | Yes-1<br>No-2 |          | Code                      |  |  |  |

**PREVIOUS ASSIGNMENT**

|   |  |                     |      |        |                                  |  |             |                   |                          |  |  |
|---|--|---------------------|------|--------|----------------------------------|--|-------------|-------------------|--------------------------|--|--|
| 14. Organizational Designations                           |  |                     | Code |        | 15. Location Of Official Station |  |             |                   | Station Code             |  |  |
| DDP SR<br>FAR EAST AREA<br>TOKYO STATION<br>SOVIET BRANCH |  |                     |      |        | TOKYO, JAPAN                     |  |             |                   |                          |  |  |
| 16. Dept.-Field   |  | 17. Position Title  |      |        | 18. Position No.                 |  | 19. Serv.   | 20. Occup. Series |                          |  |  |
| Dept. Util. Fragn. Code                                   |  | 3 OPS OFFICER BR CH |      |        | 189                              |  | GS          | 0136.01           |                          |  |  |
| 21. Grade & Step  |  | 22. Salary Or Rate  |      | 23. SD | 24. Date Of Grade                |  | 25. PSI Due |                   | 26. Appropriation Number |  |  |
| 14 4  |  | \$ 12,990           |      | D      | 1 11 2 1 5 5                     |  | 7 1 2 1 6 1 |                   | 1134 7000 3000           |  |  |

**ACTION**

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

**PRESENT ASSIGNMENT**

|                                       |  |                       |      |        |                                  |  |             |                   |                          |  |  |
|---------------------------------------|--|-----------------------|------|--------|----------------------------------|--|-------------|-------------------|--------------------------|--|--|
| 31. Organizational Designations       |  |                       | Code |        | 32. Location Of Official Station |  |             |                   | Station Code             |  |  |
| DDP SR<br>SR 6<br>OFFICE OF THE CHIEF |  |                       |      |        | WASH., D. C.                     |  |             |                   |                          |  |  |
| 33. Dept.-Field                       |  | 34. Position Title    |      |        | 35. Position No.                 |  | 36. Serv.   | 37. Occup. Series |                          |  |  |
| Dept. Util. Fragn. Code               |  | 1 OPS OFFICER - BR CH |      |        | 50 D15                           |  | GS          | 0136.01           |                          |  |  |
| 38. Grade & Step                      |  | 39. Salary Or Rate    |      | 40. SD | 41. Date Of Grade                |  | 42. PSI Due |                   | 43. Appropriation Number |  |  |
| 14 4                                  |  | \$ 12,990             |      | D      |                                  |  |             |                   | 1234 1000 1000           |  |  |

**SOURCE OF REQUEST**

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

**CLEARANCES**

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

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

ROUTED BY  
CSPD  
10-5-60  
w/3 files  
-75



| NO INDICATION OF PERSONNEL ACTION  |  |   |  |   |  |                                      |  |
|--|--|---|--|---|--|--------------------------------------|--|
| 1. SERIAL NUMBER<br>008102   |  | 2. NAME (LAST-FIRST-MIDDLE)<br><del>XXXXXXXXXXXXXXXXXXXX</del> <i>Casarin</i> |  |   |  |                                      |  |
| 3. NATURE OF PERSONNEL ACTION<br>RESIGNATION                                   |  |   |  | 4. EFFECTIVE DATE<br>NO. DA. YR.<br>6 14 63 |  | 5. CATEGORY OF EMPLOYMENT<br>REGULAR |  |
| 6. FUNDS   |  | 7. COST-CENTER NO. CHARGEABLE   |  | 8. CSC OR OTHER LEGAL AUTHORITY             |  |                                      |  |
| <input checked="" type="checkbox"/> V TO V<br><input type="checkbox"/> CF TO V |  | <input type="checkbox"/> V TO CF<br><input type="checkbox"/> CF TO CF         |  | 3234 1000 1000                              |  |                                      |  |
| 9. ORGANIZATIONAL DESIGNATIONS   |  |   |  | 10. LOCATION OF OFFICIAL STATION            |  |                                      |  |
| 11. POSITION TITLE<br>CPS OFF CLR DR CH  |  |   |  | 12. POSITION NUMBER<br>1150                 |  | 13. CAREER SERVICE DESIGNATION<br>D  |  |
| 14. CLASSIFICATION SCHEDULE (GS, LR, etc.)<br>GS                               |  | 15. OCCUPATIONAL SERIES<br>0136.01  |  | 16. GRADE AND STEP<br>14 6                  |  | 17. SALARY OR RATE<br>13510          |  |
| 18. REMARKS  |  |   |  |   |  |                                      |  |
| SIGNATURE OR OTHER AUTHENTICATION  |  |   |  |   |  |                                      |  |

110-6609-67

(When Filled In)

|   |                                     |  |                                     |  |   |  |  |                                  |                                |
|---|-------------------------------------|--|-------------------------------------|--|---|--|--|----------------------------------|--------------------------------|
| <b>REQUEST FOR PERSONNEL ACTION</b>   |                                     |  |                                     |  |   | DATE PREPARED<br><b>9 July 1952</b>  |  |                                  |                                |
| 1. SERIAL NUMBER<br><b>006102</b>   |                                     | 2. NAME (Last-First-Middle)<br><b>[REDACTED] Casarin</b>           |                                     |  |   |  |  |                                  |                                |
| 3. NATURE OF PERSONNEL ACTION<br><b>Resignation</b>   |                                     |  |                                     | 4. EFFECTIVE DATE REQUESTED<br>MONTH DAY YEAR<br><b>05 04 62</b>                   |   | 5. CATEGORY OF EMPLOYMENT<br><b>Regular</b>                                      |  |                                  |                                |
| 6. FUNDS<br><input checked="" type="checkbox"/> X <input type="checkbox"/> V TO V <input type="checkbox"/> V TO CF  |                                     | <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF |                                     | 7. COST CENTER NO. CHARGE-ABLE<br><b>2234 1000 1000</b>                            |   | 8. LEGAL AUTHORITY (Completed by Office of Personnel)                            |  |                                  |                                |
| 9. ORGANIZATIONAL DESIGNATIONS<br><b>DDP/SR<br/>SR/6<br/>Office of the Chief</b>  |                                     |  |                                     | 10. LOCATION OF OFFICIAL STATION<br><b>Washington, D. C.</b>                       |   |  |  |                                  |                                |
| 11. POSITION TITLE<br><b>Ops Officer (Br Ch)</b>  |                                     |  |                                     | 12. POSITION NUMBER<br><b>0050</b>   |   | 13. CAREER SERVICE DESIGNATION<br><b>D</b>                                       |  |                                  |                                |
| 14. CLASSIFICATION SCHEDULE (GS, LD, etc.)<br><b>GS</b>   |                                     | 15. OCCUPATIONAL SERIES<br><b>0136.01</b>                          |                                     | 16. GRADE AND STEP<br><b>11 06</b>   |   | 17. SALARY OR RATE<br><b>1320<sup>570</sup> 13510</b>                            |  |                                  |                                |
| 18. REMARKS<br><b>Copy furnished Vouchered Payroll.</b>   |                                     |  |                                     |  |   |  |  |                                  |                                |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">           Recorded by<br/>CSPD<br/><i>[Signature]</i> </div>  |                                     |  |                                     |  |   |  |  |                                  |                                |
| 18a. SIGNATURE OF REQUESTING OFFICER<br><b>Andrew L. Busby, C/SR/PERSONNEL</b>  |                                     |  |                                     | DATE SIGNED  |   | 18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER<br><i>[Signature]</i>         |  |                                  |                                |
|   |                                     |  |                                     |  |   | DATE SIGNED<br><b>7/24/62</b>  |  |                                  |                                |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL  |                                     |  |                                     |  |   |  |  |                                  |                                |
| 19. ACTION CODE<br><b>45</b>  | 20. EMPLOY. CODE<br><b>10</b>       | 21. OFFICE CODING<br>NUMERIC ALPHABETIC<br><b>602001R</b>          |                                     | 22. STATION CODE<br><b>AS013</b>   | 23. INTEGREE CODE   | 24. MONTHS CODE  | 25. DATE OF BIRTH<br>MO. DA. YR.<br><b>10 11 20 24</b>         | 26. DATE OF GRADE<br>MO. DA. YR. | 27. DATE OF LEI<br>MO. DA. YR. |
| 28. NTE EXPIRES<br>MO. DA. YR.  |                                     | 29. RETIREMENT DATA<br>1 - CSC<br>3 - FICA<br>5 - NONE<br>CODE     |                                     | 30. SEPARATION DATA CODE<br><b>150,09,9,1</b>                                      | 32. CORRECTION/CANCELLATION DATA<br>TYPE MO. DA. YR.              |  | 33. SECURITY REQ. NO.  |                                  | 34. SER                        |
| 35. VET. PREFERENCE<br>CODE 0 - NONE<br>1 - 5 YR.<br>2 - 10 YR.   | 36. SERV. COMP. DATE<br>MO. DA. YR. |  | 37. LONG. COMP. DATE<br>MO. DA. YR. |  | 38. MIL. SERV. CREDIT/LGD<br>1 - YES<br>2 - NO                    |  | 39. FECL / HEALTH INSURANCE<br>CODE CODE 0 - WAIVER<br>1 - YES |                                  | 40. SOCIAL SECURITY NO.        |
| 41. PREVIOUS GOVERNMENT SERVICE DATA<br>CODE 0 - NO PREVIOUS SERVICE<br>1 - NO BREAK IN SERVICE<br>2 - BREAK IN SERVICE (LESS THAN 12 MOS)<br>3 - BREAK IN SERVICE (MORE THAN 12 MOS) |                                     |  | 42. LEAVE CAT. CODE                 | 43. FEDERAL TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMPTIONS<br>1 - YES<br>2 - NO |   | 44. STATE TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMPTIONS<br>1 - YES<br>2 - NO |  | 45. TAX STATE CODE               | 46. STATE CODE                 |
| 45. POSITION CONTROL-CERTIFICATION<br><b>Ag 8-15-62</b>   |                                     |  |                                     |  | 46. O.P. APPROVAL<br><i>[Signature]</i><br><b>Hermon F. Herge</b> |  |  | DATE APPROVED<br><b>7/24/62</b>  |                                |

EMPLOYEE NOTICE OF RESIGNATION

RESIGN EFFECTIVE 4 August 62 FOR THE FOLLOWING REASON:  
(Date)

*To accept private employment.*

MY LAST WORKING DAY WILL BE

*4 August 62*

DATE SIGNED

*23 July 62*

SIGNATURE OF EMPLOYEE

*Cocaine*

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

INSTRUCTIONS

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

Item 5 - "Category of Employment" should show one of the following entries:

|                       |            |            |
|-----------------------|------------|------------|
| Regular               | Summer     | 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

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

1. NAME (Last, first, middle initial) **CASASIN**  
 2. DATE OF BIRTH **20 January 1924**  
 9. RETENTION GROUP

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

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

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

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

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

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

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

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

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

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

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

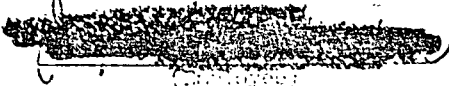
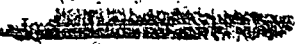
1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated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

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

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

CASASIN

WITNESS:

  
  
Lorene E. Norbeck  
Office of Personnel  
Lorene E. Norbeck

Date: 9 August 1957

SECRET

4011

9 December 1958

MEMORANDUM FOR: Secretary, CS/CSB

SUBJECT : Recommendation for Promotion to Grade GS-15 -

~~████████████████████~~ CASASIN - (1)

REFERENCE : Your memorandum dated 8 October 1958

1. The SR Division and the Chief of Station, Tokyo (FJT-1950, attached) recommend the promotion of ~~████████████████████~~ to GS-15.

2. Mr. ~~████████████████████~~ was last promoted 16 January 1955. On 17 February 1955 he arrived in Tokyo 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.

3. The very facts of Mr. ~~████████████████████~~'s youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. ~~████████████████████~~ 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.

*Charles Kates*  
CHARLES KATES  
Acting Chief, SR Division

Distribution:  
Orig & 6 - Addr

SECRET

|   |  |   |
|---|--|---|
| chief, SR<br>Chief of Station, Tokyo  |  | INFORMATION ADDRESSEE<br>Chief, YE              |
| SUBJECT<br>REDWOOD/ADMINISTRATIVE (D)<br>Promotion of <del>██████████</del> | HEADQUARTERS FILE NO.<br><del>██████████</del> | DISPATCH SYMBOL AND NO.<br>FJTT-1950<br>DATE... |

REFERENCES:

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

Baker - 2  
 Mowry - 3  
 Nelson - 4

1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on ~~██████████~~ under cover of FJTT-0601 dated 28 May 1958. Inasmuch as ~~██████████~~ was then at Headquarters on TDY, we requested that he review this fitness report and assured that in doing so he would also discuss with ~~██████████~~'s promotion, which both he and ~~██████████~~ felt was to be strongly recommended.

2. ~~██████████~~ was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss ~~██████████~~'s promotion with ~~██████████~~. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending ~~██████████~~ for promotion and find that the fitness report submitted with FJTT-0601 still reflects our current high appreciation of his abilities and progress.

20 November 1958

Distribution:  
 2 - Chief, SR  
 2 - Chief, FK

PERKINS  
 PERKINS  
 PERKINS  
 PERKINS  
 PERKINS

CONTINUED →

OFFICIAL DISPATCH

MEMORANDUM No. 360

18 June 1957

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

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

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

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

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

4. In sum, [redacted] 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 MARFLIUS

*Must show  
a measure  
of document*

SECRET

9 December 1953

MEMORANDUM FOR: Secretary, C/AS

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

REFERENCE: New memorandum dated 8 October 1953

PERSONNEL FILE: 11531 (RHS) C/AS

1. The SA Division and the Chief of Station, Tokyo (STP-1573, attached) recommend the promotion of ~~Mr. [redacted]~~ to GS-15. ①

2. Mr. ~~[redacted]~~ was last promoted 16 January 1953. On 17 February 1953 he arrived in Tokyo to serve as the senior SA officer in the 73 field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency. ①

3. The very facts of Mr. ~~[redacted]~~'s youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. That careful consideration has convinced us that not only is Mr. ~~[redacted]~~ deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and meet definite Division requirements for a senior officer at the GS-15 level. ①

CHARLES L. [redacted]  
Acting Chief, SA Division

Distributions  
Orig & 6 - Adm

Stamp

SECRET

C O P Y

FJTT-1950

TO: Chief, SR

FROM: Chief of Station, Tokyo

SUBJECT: Promotion of ~~XXXXXXXXXX~~ **CASASIN** (1)

REFERENCE: FJTW-11531 (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 ~~XXXXXXXXXX~~ under cover of FJTT-0801 dated 28 May 1958. Inasmuch as Baker was then at Headquarters on TDY, we requested that he review this fitness report and assumed that in doing so he would also discuss with Maury ~~XXXXXXXXXX~~ promotion, which both he and Nelson felt was to be strongly recommended. (1)

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

(1)

WILLIAM E. NELSON

SECRET

SECRET

CCFY  
Attachment to  
FSTA-19609

MEMORANDUM No. 350

18 June 1957

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

① = CASASIN

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

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

①  
3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider ~~██████████~~ to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. ~~██████████~~ is not without 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.

CASASIN'S

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

EDWARD MARELIUS

SECRET

1 June 1959

MEMORANDUM FOR: Chairman, CS Career Service Board

SUBJECT : Nominations for Promotion to GS-15

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

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

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

*Charles Katek*  
CHARLES KATEK  
Acting Chief, SR Division

Distribution:  
Orig & 6 Addressee w/att

## FIELD FITNESS REPORT

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

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

### INSTRUCTIONS

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

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

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to 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 is aware of the way he knows where he stands.

**FIELD REPORT**

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

Posted Pos. Control *P95* 29 NOV 1955

Reviewed By *PUB* *12/7/55*

**CASASIN**

### SECTION I

|   |  |   |
|---|--|---|
| LEAVE BLANK FOR HEADQUARTERS USE ONLY                       |  |   |
| 1. DATE OF BIRTH<br><i>20 Jan 1924</i>                      | 2. SEX<br><i>M</i>   | 3. SERVICE DESIGNATION<br><i>(1) FI, (2) FP</i> |
| 4. GRADE<br><i>GS-14</i>                                    |  |   |
| 5. STATION DESIGNATION (Current)<br><i>USSR Base, Tokyo</i> |  |   |
| 6. DUE DATE OF THIS REPORT<br><i>30 September 1955</i>      | 7. PERIOD COVERED BY THIS REPORT (Inclusive dates)<br><i>17 February - 30 September 1955</i> |   |

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

|  |  |
|--|--|
| 1. CURRENT POSITION<br><i>Chief, USSR Base, Tokyo</i> <i>0136.01</i> | 2. DATE ASSUMED RESPONSIBILITY FOR POSITION<br><i>19 February 1955</i> |
|--|--|

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

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

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

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

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

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

SECTION IV

OFFICE OF PERSONNEL

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

On the left hand side of the page below are a series of statements that apply to a small degree to most people. On the right hand side of the page are four major categories of descriptions. The scale 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 ~~that~~ 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.             | SAMPLES    |              |                | X                           |                                |                                    |                                  |
| B. PRACTICAL.                                       |            |              |                |                             |                                | X                                  |                                  |
| 1. A GOOD REPORTER OF EVENTS.                       |            |              |                |                             |                                |                                    | X                                |
| 2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.  |            |              |                |                             |                                |                                    | X                                |
| 3. CAUTIOUS IN ACTION.                              |            |              |                |                             |                                | X                                  |                                  |
| 4. HAS INITIATIVE.                                  |            |              |                |                             |                                |                                    | X                                |
| 5. UNEMOTIONAL.                                     |            |              |                |                             |                                |                                    | X                                |
| 6. ANALYTIC IN HIS THINKING.                        |            |              |                |                             |                                |                                    | X                                |
| 7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS. |            |              |                |                             |                                |                                    | X                                |
| 8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.     |            |              |                |                             |                                |                                    | X                                |
| 9. HAS SENSE OF HUMOR.                              |            |              |                |                             |                                | X                                  |                                  |
| 10. KNOWS WHEN TO SEEK ASSISTANCE.                  |            |              |                |                             |                                |                                    | X                                |
| 11. CALM.   |            |              |                |                             |                                |                                    | X                                |
| 12. CAN GET ALONG WITH PEOPLE.                      |            |              |                |                             |                                | X                                  |                                  |
| 13. MEMORY FOR FACTS.                               |            |              |                |                             |                                |                                    | X                                |
| 14. GETS THINGS DONE.                               |            |              |                |                             |                                |                                    | X                                |
| 15. KEEPS ORIENTED TOWARD LONG TERM GOALS.          |            |              |                |                             |                                |                                    | X                                |
| 16. CAN COPE WITH EMERGENCIES.                      |            |              |                |                             |                                |                                    | X                                |
| 17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.           |            |              |                |                             |                                |                                    | X                                |
| 18. HAS STAMINA; CAN KEEP GOING A LONG TIME.        |            |              |                |                             |                                | X                                  |                                  |
| 19. HAS WIDE RANGE OF INFORMATION.                  |            |              |                |                             |                                |                                    | X                                |
| 20. SHOWS ORIGINALITY.                              |            |              |                |                             |                                | X                                  |                                  |
| 21. ACCEPTS RESPONSIBILITIES.                       |            |              |                |                             |                                |                                    | X                                |
| 22. ADMITS HIS ERRORS.                              |            |              |                |                             |                                | X                                  |                                  |
| 23. RESPONDS WELL TO SUPERVISION.                   |            |              |                |                             |                                |                                    | X                                |
| 24. EVEN DISPOSITION.                               |            |              |                |                             | X                              |                                    |                                  |
| 25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.      |            |              |                |                             |                                | X                                  |                                  |





SECRET  
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SIN STRENGTH OR WEARINESS OUTWEIGHS ALL OTHER CONSIDERATIONS:  
OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, 4/22 11 07 AM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  
MAIL ROOM

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... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

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

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

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

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

SECRET

**SECRET**  
(When Filled In)

**FITNESS REPORT (Part II) POTENTIAL**

**INSTRUCTIONS**

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

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

|  |                          |  |                        |
|--|--------------------------|--|------------------------|
| <b>SECTION E. CHASASAN 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                         |                        |
| Japan 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)             | INITIAL                  | REASSIGNMENT-SUPERVISOR                            | SPECIAL (Specify)      |
| <input checked="" type="checkbox"/> ANNUAL |                          | 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. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR         | C. SUPERVISOR'S OFFICIAL TITLE          |
| 15 November 1956   | Edward M. Melius   | 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 1956   | 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. |  |               |   |
| <table border="1"> <tr><td>7</td></tr> <tr><td>RATING NUMBER</td></tr> </table>   | 7  | RATING NUMBER | 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED |
|   | 7  |               |   |
|   | RATING NUMBER  |               |   |
|   | 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED                  |               |   |
|   | 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES |               |   |
|   | 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES  |               |   |
|   | 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING                 |               |   |
| 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL   |  |               |   |
| 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES  |  |               |   |

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

|                           |   |  |
|---------------------------|---|--|
| DESCRIPTIVE RATING NUMBER | 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION          |  |
|                           | 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION |  |
|                           |   | 2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION  |
|                           |   | 3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION  |
| ACTUAL                    | POTENTIAL   | DESCRIPTIVE SITUATION  |
| 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 section. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

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

**SECTION B. CERTIFICATION**

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.                                |   |
| <input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS. | I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):    |

|   |   |   |
|---|---|---|
| B. THIS DATE<br><b>15 November 1956</b> | C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR<br><i>E. Edward Marelius</i> | D. SUPERVISOR'S OFFICIAL TITLE<br><b>Chief, Soviet Branch</b> |
|---|---|---|

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

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

Reviewed *JM 1-22-57*

CONTINUED ON ATTACHED SHEET

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

|   |  |   |
|---|--|---|
| A. THIS DATE<br><b>21 November 1956</b> | B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL<br><i>N. Lloyd Worrie</i> | C. OFFICIAL TITLE OF REVIEWING OFFICIAL<br><b>Chief of Operations</b> |
|---|--|---|

**SECTION C. JOB PERFORMANCE EVALUATION**

1. RATINGS ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

**SECRET**

(When Filled In)

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

**DIRECTIONS:**

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

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

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

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

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

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

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

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

OFFICE OF PERSONNEL

JAN 3 11 22 AM '57

**DESCRIPTIVE RATING NUMBER**

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

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

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

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

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

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

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

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

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

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

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

5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS

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

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

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

Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.

**SECRET**  
(When Filled In)

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

8. COMMENTS CONCERNING POTENTIAL .  
 Subject has a high all around potential. With respect to below, he tends to support subordinates from his own energy rather than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.  
 JUN 3 11 15 AM '57  
 MAIL ROOM

**SECTION II. FUTURE PLANS**

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

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

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

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

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

**SECRET**

# 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  
 Tokyo Station REBUCOD Area Operations Officer

7. GRADE 8. DATE REPORT DUE IN OP 9. PERIOD COVERED BY THIS REPORT (inclusive dates)  
 GS-14 1 October 1956 to 30 September 1957

10. TYPE OF REPORT (Check one) 11. INITIAL 12. REASSIGNED - SUPERVISOR 13. SPECIAL (Specify)  
 ANNUAL  REASSIGNED - 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 23 Oct 57 B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Lloyd GEORGE CCS Tokyo C. SUPERVISOR'S OFFICIAL TITLE

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 16 Oct 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Edward W. [Signature] C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief SOV Branch Japan 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.

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

RATING NUMBER: 7

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 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 **46-518 PERSONNEL**

15

4. COMMENTS CONCERNING POTENTIAL

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

Oct 20 11-50 AM '57

MAIL ROOM

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher a/o preparatory training as required.

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

No limiting factors or personal circumstances known to the rater

**SECTION I. DESCRIPTION OF INDIVIDUAL**

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

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

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

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



SECRET

(When Filled In)

*AK 57 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. <i>CASASIN</i>  |   | GENERAL   |  |
| 1. NAME<br><i>(Last)</i><br><i>(First)</i><br><i>(Middle)</i>    | 2. DATE OF BIRTH<br>20 Jan. 1924            | 3. SEX<br>M   | 4. SERVICE DESIGNATION<br>EI               |
| 5. OFFICE/DIVISION BRANCH OF ASSIGNMENT<br>Tokyo Station REDICOD |   | 6. OFFICIAL POSITION TITLE<br>Area Operations Officer                                     |  |
| 7. GRADE<br>GS-14  | 8. DATE REPORT DUE IN OP                    | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates)<br>1 October 1956 to 30 September 1957 |  |
| 10. TYPE OF REPORT (Check one)                                   | <input checked="" type="checkbox"/> INITIAL | <input checked="" type="checkbox"/> REASSIGNMENT-SUPERVISOR                               | <input type="checkbox"/> SPECIAL (Specify) |
|  | <input checked="" type="checkbox"/> ANNUAL  | <input type="checkbox"/> REASSIGNMENT-EMPLOYEE  |  |

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE: 16 Oct 1957

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

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

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

Posted Rec. Control *Ju* DATE: 7 NOV 1957

Reviewed by *OS 11/17*

CONTINUED ON ATTACHED SHEET

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

|                           |   |   |
|---------------------------|---|---|
| A. THIS DATE<br>23 Oct 57 | B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL<br><i>Lloyd George</i> | C. OFFICIAL TITLE OF REVIEWING OFFICIAL<br>COS, Tokyo |
|---------------------------|---|---|

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 | <ul style="list-style-type: none"> <li>1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.</li> <li>2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.</li> <li>3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEARNESS.</li> <li>4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.</li> <li>5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.</li> <li>6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.</li> </ul> |
|---|---|

INSERT RATING NUMBER

COMMENTS:

| 7. 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%; border: none;"> <tr> <td style="width: 33%;">ORAL BRIEFING</td> <td style="width: 33%;">HAS AND USES AREA KNOWLEDGE</td> <td style="width: 33%;">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>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   | CONDUCTS 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   | CONDUCTS 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   |               |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| <p align="right" style="font-size: small;">OFFICE OF PERSONNEL<br/>OCT 30 1 50 PM '57</p>   |   |  |               |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| <table style="width:100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <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> </td> <td style="width: 50%; vertical-align: top;"> <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> </td> </tr> </table>   |   |  |               | <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>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p>   | <p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>   |  |               |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| SPECIFIC DUTY NO. 1   | RATING NUMBER   | SPECIFIC DUTY NO. 4  | RATING NUMBER |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| Deputy to Branch Chief  | 5   | Supervising  | 4             |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| SPECIFIC DUTY NO. 2   | RATING NUMBER   | SPECIFIC DUTY NO. 5  | RATING NUMBER |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| Conducts Foreign Liaison  | 6   | Prepares correspondence and reports and handles administrative routine | 5             |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| SPECIFIC DUTY NO. 3   | RATING NUMBER   | SPECIFIC DUTY NO. 6  | RATING NUMBER |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| Prepares and Manages Projects   | 4   | Developes and handles Agents   | 5             |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| <p><b>8. 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> <table style="width:100%; border: none;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle;">7</td> <td style="width: 90%;"> <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> </td> </tr> </table> <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>  |   |  |               | 7   | <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> |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |
| 7   | <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> |  |               |   |   |                         |                 |                       |                    |                     |                             |                   |                           |               |                    |                             |                |             |        |                                |              |                  |                    |                            |             |                         |                                |

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

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

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

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

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

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

SECRET

(When Filled In)

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

10 times of 61 PERSONNEL

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 security, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.

SECTION II. FUTURE PLANS

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

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

| CATEGORY | STATEMENT   | CATEGORY | STATEMENT  | CATEGORY | STATEMENT  |
|----------|---|----------|--|----------|--|
| 4        | 1. ABLE TO SEE ANOTHER'S POINT OF VIEW            | 5        | 11. HAS HIGH STANDARDS OF ACCOMPLISHMENT               | 5        | 21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES        |
| 5        | 2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | 4        | 12. SHOWS ORIGINALITY                                  | 4        | 22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS    |
| 4        | 3. HAS INITIATIVE                                 | 5        | 13. ACCEPTS RESPONSIBILITY                             | 4        | 23. IS THOUGHTFUL OF OTHERS                            |
| 5        | 4. IS ANALYTIC IN HIS THINKING                    | 4        | 14. ADMITS HIS ERRORS                                  | 4        | 24. WORKS WELL UNDER PRESSURE                          |
| 4        | 5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS | 4        | 15. RESPONDS WELL TO SUPERVISION                       | 5        | 25. DISPLAYS JUDGMENT                                  |
| 4        | 6. KNOWS WHEN TO SEEK ASSISTANCE                  | 5        | 16. DOES HIS JOB WITHOUT STRONG SUPPORT                | 5        | 26. IS SECURITY CONSCIOUS                              |
| 4        | 7. CAN GET ALONG WITH PEOPLE                      | 4        | 17. COMES UP WITH SOLUTIONS TO PROBLEMS                | 5        | 27. IS VERSATILE                                       |
| 5        | 8. HAS MEMORY FOR FACTS                           | 5        | 18. IS OBSERVANT                                       | 5        | 28. HIS 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

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

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

|               |  |                                |
|---------------|--|--------------------------------|
| 11. THIS DATE | C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR | D. SUPERVISOR'S OFFICIAL TITLE |
| 27 May 1958   | William E. Nelson                                    |                                |

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 [Signature] 14 JUL 1958  
 Reviewed by TDD [Signature] 7/24/58

THIS REPORT HAS BEEN PREPARED UNDER CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH THE POLICY AND PROCEDURE IN ORDER TO MAKE FITNESS REPORTS AS ACCURATE 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. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL | C. OFFICIAL TITLE OF REVIEWING OFFICIAL |
| 27 May 1958  | John E. Baker  |   |

SECTION C. JOB PERFORMANCE EVALUATION

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

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

5/6  
 INSERT RATING NUMBER

COMMENTS:

SECRET  
(When Filled In)

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

**DIRECTIONS:**

- 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.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:
 

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

|                                  |  |  |
|----------------------------------|--|--|
| <b>DESCRIPTIVE RATING NUMBER</b> | 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY<br>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY<br>3 - PERFORMS THIS DUTY ACCEPTABLY<br>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER<br>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS<br>7 - 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<br>5/5 | SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies | RATING NUMBER<br>6 |
| SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.          | RATING NUMBER<br>6   | SPECIFIC DUTY NO. 5   | RATING NUMBER      |
| SPECIFIC DUTY NO. 3 Develops and handles agents   | RATING NUMBER<br>6   | SPECIFIC DUTY NO. 6   | RATING NUMBER      |

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

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

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

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

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

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

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

SECRET  
(When Filled In)

24 1959  
2/16/59

|                |                        |
|----------------|------------------------|
| FITNESS REPORT | EMPLOYEE SERIAL NUMBER |
|----------------|------------------------|

|  |                                     |   |                   |
|--|-------------------------------------|---|-------------------|
| SECTION A CASASIA GENERAL                                |                                     |   |                   |
| 1. NAME (Last) (First) (Middle)<br><del>XXXXXXXXXX</del> | 2. DATE OF BIRTH<br>20 January 1924 | 3. SEX<br>M   | 4. GRADE<br>GS-11 |
| 5. SERVICE DESIGNATION                                   | 6. OFFICIAL POSITION TITLE          | 7. OFF/DIV/BR. OF ASSIGNMENT<br>SR, Tokyo, Japan      |                   |
| 8. CAREER STAFF STATUS                                   |                                     | 9. TYPE OF REPORT                                     |                   |
| NOT ELIGIBLE   | MEMBER                              | DEFERRED  | INITIAL           |
| PENDING  | DECLINED                            | DENIED  | X ANNUAL          |
| 10. DATE REPORT DUE IN O.P.<br>31 May 1959               |                                     | 11. REPORTING PERIOD<br>From 10 Apr 58 - To 31 Mar 59 |                   |
| 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<br>Supervises and directs operational branch of some <input type="checkbox"/> persons  | RATING NO.<br>5     | SPECIFIC DUTY NO. 4<br>Case officer | RATING NO.<br>6 |               |              |                 |
| SPECIFIC DUTY NO. 2<br>Conducts operational liaison with local intelligence and security services.   | RATING NO.<br>6     | SPECIFIC DUTY NO. 5                 | RATING NO.      |               |              |                 |
| SPECIFIC DUTY NO. 3<br>Conducts liaison with U.S. military and civilian intelligence services.   | RATING NO.<br>6     | SPECIFIC DUTY NO. 6                 | RATING NO.      |               |              |                 |

|  |                     |
|--|---------------------|
| SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION  |                     |
| Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance. |                     |
| <ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>   | RATING NO.<br><br>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 OR-SERVED          | 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.

JUL 22 10 42 AM '59

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

MAIL ROOM

**SECTION F CERTIFICATION AND COMMENTS**

|  |   |  |
|--|---|--|
| 1. BY EMPLOYEE   |   |  |
| I certify that I have seen Sections A, B, C, D and E of this Report.   |   |  |
| DATE<br>27 April 1959  | SIGNATURE OF EMPLOYEE<br>signed on transmittal                  |  |
| 2. BY SUPERVISOR   |   |  |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION<br>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<br>27 April 1959  | OFFICIAL TITLE OF SUPERVISOR<br>DC Tokyo Station                | TYPED OR PRINTED NAME AND SIGNATURE<br>William Nelson<br>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<br>27 April 1959  | OFFICIAL TITLE OF REVIEWING OFFICIAL<br>C/Tokyo Station         | TYPED OR PRINTED NAME AND SIGNATURE<br>John E. Baker signed on transmittal     |

SECRET



10 JUL 1960

SECRET  
(When Filled In)

3305  
63PD

### FITNESS REPORT

EMPLOYEE SERIAL NUMBER

|  |          |   |                         |
|--|----------|---|-------------------------|
| <b>SECTION A GENERAL</b>                                       |          |   |                         |
| 1. NAME (Last) (First) (Middle)<br><b>W. J. H. H. A. H. A.</b> |          | 2. DATE OF BIRTH<br><b>20 Jan 1924</b>                            | 3. SEX<br><b>M</b>      |
| 4. GRADE<br><b>GS-14</b>                                       |          | 7. OFF/DIV/BR OF ASSIGNMENT<br><b>FE/Tokyo Sta/SR</b>             |                         |
| 5. SERVICE DESIGNATION<br><b>DI</b>                            |          | 6. OFFICIAL POSITION TITLE  |                         |
| 8. CAREER STAFF STATUS   |          | 9. TYPE OF REPORT   |                         |
| NOT ELIGIBLE   | MEMBER   | DEFERRED  | INITIAL                 |
| PENDING  | DECLINED | DENIED  | REASSIGNMENT/SUPERVISOR |
|  |          | REASSIGNMENT/EMPLOYEE   |                         |
| 10. DATE REPORT DUE IN O.P.                                    |          | 11. REPORTING PERIOD<br>From <b>1 Apr 59</b> to <b>31 July 60</b> |                         |

|  |                     |                 |                                     |               |                   |                 |
|--|---------------------|-----------------|-------------------------------------|---------------|-------------------|-----------------|
| <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<br>Chief, Soviet Branch, responsible for activities of <input type="checkbox"/> staff and <input type="checkbox"/> contract employees  |                     | RATING NO.<br>6 | SPECIFIC DUTY NO. 4<br>Case officer |               | RATING NO.<br>5/6 |                 |
| SPECIFIC DUTY NO. 2<br>Responsible for station SR planning, budgeting, and operating activities  |                     | RATING NO.<br>6 | SPECIFIC DUTY NO. 5                 |               | RATING NO.        |                 |
| SPECIFIC DUTY NO. 3<br>Representing the station at varied levels in all SR matters   |                     | RATING NO.<br>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.<br>2 - Performance meets most requirements but is deficient in one or more important respects.<br>3 - Performance clearly meets basic requirements.<br>4 - Performance clearly exceeds basic requirements.<br>5 - Performance in every important respect is superior.<br>6 - Performance in every respect is outstanding. | RATING NO.<br><b>5</b> |
|--|------------------------|

|  |                    |                   |                          |                        |              |           |
|--|--------------------|-------------------|--------------------------|------------------------|--------------|-----------|
| <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 NEEDED ARISES   |                    |                   |                          |                        |              | X         |
| DOES HIS JOB WITHOUT STRONG SUPPORT  |                    |                   |                          |                        |              | X         |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE   |                    |                   |                          |                        |              | X         |
| WRITES EFFECTIVELY   |                    |                   |                          |                        |              | X         |
| SECURITY CONSCIOUS   |                    |                   |                          |                        |              | X         |
| THINKS CLEARLY   |                    |                   |                          |                        |              | X         |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS                                      |                    |                   |                          |                        |              | X         |
| OTHER (Specify):   |                    |                   |                          |                        |              |           |

SEE SECTION "E" ON REVERSE SIDE

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made by employee for improvement of his work. Give recommendations for his promotion, if appropriate, his performance 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.

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

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

## SECTION F

## CERTIFICATION AND COMMENTS

|  |   |   |
|--|---|---|
| 1. BY EMPLOYEE   |   |   |
| I certify that I have seen Sections A, B, C, D and E of this Report.   |   |   |
| DATE   | SIGNATURE OF EMPLOYEE   |   |
| 23 June 1960   | /s/ on transmittal  |   |
| 2. BY SUPERVISOR   |   |   |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION |   |
|  |   |   |
| IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:   |   |   |
| EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS  | REPORT MADE WITHIN LAST 90 DAYS                                 |   |
| OTHER (Specify):   |   |   |
| DATE   | OFFICIAL TITLE OF SUPERVISOR                                    | TYPED OR PRINTED NAME AND SIGNATURE       |
| 23 June 1960   |   | signed on<br>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                            | TYPED OR PRINTED NAME AND SIGNATURE       |
|  | CS, Tokyo   | John Baker/s/ on transmittal              |

SECRET

1961

SECRET  
(When Filled In)

Recorded by  
GSD

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

EMPLOYEE SERIAL NUMBER

**SECTION A** **GENERAL**

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

2. DATE OF BIRTH 20 January 1924

3. SEX M

4. GRADE GS-14

5. SERVICE DESIGNATION D

6. OFFICIAL POSITION TITLE Branch Chief

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

8. CAREER STAFF STATUS

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

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

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

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

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

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

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

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

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

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

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

SEE SECTION "E" ON REVERSE SIDE

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

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

30 Nov 61

MAIL ROOM

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

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

**SECTION F CERTIFICATION AND COMMENTS**

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

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JUN 1962  
Mm

6167

6 August 1962

~~CONFIDENTIAL~~

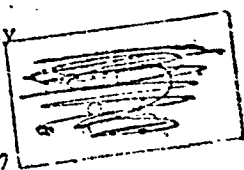
CASASIN

Memorandum in Lieu of Fitness Report

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.



*Quentin C. Johnson*  
QUENTIN C. JOHNSON  
Chief of Operations and Plans  
SR Division

CONCUR: *Howard J. Osborn*  
HOWARD J. OSBORN  
Chief, SR Division

