

CASASIN, Thomas B.

HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF RECORDS

FILE TITLE/NUMBER/VOLUME: Personnel file:
Thomas B. CASASIN (J. Richardson)

ACQUISITION DATES:

CUSTODIAL UNIT/LOCATION:

REMARKS, IF ANY:

DATE	DESCRIPTION	INITIALS
12/17/68	100-10195-10002	

B142
2869
NO PERIODS

12
12/17/68

SECRET

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER 0037039		2 NAME (LAST-FIRST-MIDDLE) UNSAVAN, THOMAS E.		PREPARED: 06/23/74	
3 NATURE OF PERSONNEL ACTION CONTRACT TERMINATION (03JH71)			4 EFFECTIVE DATE MO DA YE 06 26 74		5 CATEGORY OF EMPLOYMENT CAREER ASSOCIATE (F)
6 FUNDS		7 TO V	8 TO O	7 CAN AND NSCA 4136-4292	
9 ORGANIZATIONAL DESIGNATIONS USE DIRECTORATE CORRECTION DIVISION UNSAVAN		10 LOCATION OF OFFICIAL STATION			
11 POSITION TITLE OPERATIONS OFFICER			12 POSITION NUMBER		13 CAREER SERVICE DESIGNATION
14 CLASSIFICATION SCHEDULE (GS 18 OR)		15 OCCUPATIONAL SERIES	16 GRADE AND STEP		17 SALARY OR RATE GUG: 020363 \$ 36000 LEI: 052872
18 REMARKS ----- CONTRACT INFORMATION ----- BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITY: WASH DC CONVEY COMP: 112049 FED SERVICE COMP: 030744 TYPE OF EMPLOYMENT: CEN AND HOSP. UTILIZATION: F PLAN: PACT: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: S A/L IND: 8 S/L IND: 4 ----- CONTRACT INFORMATION ----- EFF DATE: 051572 EXPIRATION DATE: INDEFINITE ORIG CONTRACT: 051572 REFERRING OFFICE: EUR FLS REFER ORG: EUR PHONE: 7503 ----- ENTITLEMENT/ELIGIBILITY/ALLOWANCES ----- TAX STATUS: Y FLD EXMP: STATE EXMP: STATES: LEVEL: 011 PAY EXMP: Y HOUSING: A POST/EQUAL: HOME LEAV: 4 DISCOUNT: Y OFFSET CLAUSE: Y S/D GOVT: Y FUTURE PAY: Y PREMIUM PAY: N ALLOWANCE COMM: N EDUCATION: DEF INCL: 6 TAX EXEMPT: N OTHER ALLOWNS: N SEPARATION:					
NOTE: * PRECEDED BY AN ASTERISK * REFLECT CHANGED DATA					
SIGNATURE OR OTHER AUTHENTICATION					

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION				
1. SER. NUMBER		2. NAME (LAST FIRST MIDDLE)		
		CASASIN THOMAS B		
PREPARED: 06/11/72				
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
INITIAL ENTRY			05 15 72	CAREER AGENT (S)
6. FUNDS	V. TO V		V. TO G	7. FINANCIAL ANALYSIS NO. (CHARGEABLE)
	G. TO V	X	G. TO G	
			3136-1231	8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION	
DDP DIRECTORATE EUROPEAN DIVISION				
11. POSITION TITLE		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
OPS OFFICER				
14. CLASSIFICATION SCHEDULE (GS, LB, etc)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE	
(FULL TIME) GS	0136-01	15 0	DUG: 020363 LEI: 052672	
18. REMARKS				
----- STATUS INFORMATION -----				
BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01				
CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744				
TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN:				
FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:				
PAY BASIS: A A/L IND: 0 S/L IND: 4				
----- CONTRACT INFORMATION -----				
EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572				
REFERRING OFFICER: EUR PERS REFR ORG: EUR PHONE: 6913				
----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES -----				
TAX STATUS: Y FED EXMP: STATE EXMP: STATE:				
TRAVEL: CHI OPS EXPNSE: Y HOUSING: A POST/EQUAL:				
HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y				
LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMM: N EDUCATION:				
STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS: N SEPARATION:				
SIGNATURE OR OTHER AUTHENTICATION				

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: CC-7823 2. NAME (LAST, FIRST, MIDDLE): CASASIA THOMAS E. PREPARED: 10/15/73

3. NATURE OF PERSONNEL ACTION: LEGISLATIVE PAY ADJUSTMENT 4. EFFECTIVE DATE: 10/14/73 5. CATEGORY OF EMPLOYMENT: CAREER ASSOCIATE (S)

6. FUNDS: V 13 V, G 10 V, V 13 V, G 10 V 7. PAY AND BSA: 4130-424 8. CSR OR OTHER LEGAL AUTHORITY

9. ORGANIZATIONAL DESIGNATIONS: PLC DIRECTORATE, EUROPEAN DIVISION, UNSAVANT 10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE: OPS OFFICER 12. POSITION NUMBER 13. LEADER SERVICE DESIGNATION

14. CLASSIFICATION SCHEDULE (GS OR WS): GS 15. OCCUPATIONAL SERIES: 3130-01 16. GRADE AND STEP: 15 0 17. SALARY OR RATE: DUG: 020303, 36000 LEIS: 45267

18. REMARKS: STATUS INFORMATION: DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/ISR LONGEVITY COMP: 11267 FED SERVICE COMP: 030744 TYPE RETIREMENTS: CIA R-D HOSPITALIZATION: F PLANS: FEGLI: YES RESV. CIVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A S/Z INC: 0 S/Z INC: 4

CONTRACT INFORMATION: EFF DATE: 051578 EXPIRATION DATE: INDEFIN DATE ORIG CONTRACT: 051572 RELEASING OFFICER: EUR PERS REF: EUR PLNS: 7503

ENTITLEMENTS/SELECTILITIES/ALLOWANCES: TAX STAFF: Y FED EXPS: STATE EXPS: STATE: TRAVEL: CHI OPS EXPS: HOUSING: A POST/LOCAL: HOME LEAVE: 4 DIFFERENTIALS: Y OFFSET CLAUSES: Y STD GOVT: Y LEGISL PAYS: Y PREMIUM PAY: Y ALLOWANCE COMPS: N EDUCATION: STEP INCS: N OTH TAX ENCS: N OTHER ALLOWNS: N S PARATION:

ALL ITEMS PRECEDED BY AN APOSTROPHE REFLECT CHANGED DATA
SIGNATURE OR OTHER AUTHENTICATION

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(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		3. PREPARING OFFICE	
0077		CASA, THEMP		PREPARED BY: 0077	
4. NATURE OF PERSONNEL ACTION			5. EFFECTIVE DATE		6. CATEGORY OF EMPLOYMENT
REASSIGNMENT			7/21/73		CAREER ASSOCIATE (S)
7. FUNDS		8. V TO V		9. V TO G	
G TO V		A		G TO G	
10. ORGANIZATIONAL DESIGNATIONS			11. LOCATION OF OFFICIAL STATION		
FEDERAL DIRECTORATE MEMPHIS DIVISION UNSAVANT					
12. POSITION TITLE			13. POSITION NUMBER		14. CAREER SERVICE DESIGNATION
OPS BRIDGE					
15. CLASSIFICATION SCHEDULE (GS 18, etc.)		16. OCCUPATIONAL SERIES		17. GRADE AND STEP	
FULL TIME - GS		010001		19 G	
18. REMARKS		19. SALARY OR RATE			
<p>20. IF LATE: 24 HRS: 00 CITIZENSHIP: US/BIRTH LONGEVITY: 11049 FED SERVICE COMP: 00749 MILITARY: CIA 4-B HOSPITALIZATION: F PLAN: FEEL: YES PREV. CIVIL SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L LEAD: 0 S/L IND: 4</p>		<p>21. CONTRACT INFORMATION: EFF DATE: 051572 EXPIRATION DATE: NONE OR: 051572 CONTRACT: 051572 REFERRING OFFICER: MEUF PERS ACTION ORDER: 008 PROGRESS: 008</p>			
22. ENTITLEMENTS/RELIGIOUS/TITLE ALLOWANCES					
23. JAP. STAFF: Y		24. FED EXMP: -		25. STATE: -	
26. TRAVEL: 011		27. EP: 2 EXPR: Y		28. POST/EQUALS: -	
29. LEAVE: 4		30. DIFFERENTIAL: Y		31. OFFICE CLASS: Y	
32. MILITARY PAY: Y		33. PREMIUM PAY: N		34. MILITARY LEAVE: Y	
35. STEP BOND: 0		36. MIL TAX CHILD: N		37. OTHER ALLOWANCES: N	
23. INITIALS OF OFFICER BY WHOM ACTION IS TAKEN					
SIGNATURE OR OTHER AUTHENTICATION					

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(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

7. SERIAL NUMBER: 0037033		8. NAME (LAST-FIRST-MIDDLE) CASASIA THOMAS B		9. PREPARED BY 01/15/73					
10. NATURE OF PERSONNEL ACTION MISCELLANEOUS CHANGE			11. EFFECTIVE DATE 01 12 73		12. CATEGORY OF EMPLOYMENT CAREER AGENT (S)				
13. FUNDS <table border="1"> <tr> <td><input type="checkbox"/> V TO V</td> <td><input type="checkbox"/> V TO O</td> </tr> <tr> <td><input type="checkbox"/> O TO V</td> <td><input checked="" type="checkbox"/> O TO O</td> </tr> </table>		<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO O	<input type="checkbox"/> O TO V	<input checked="" type="checkbox"/> O TO O	14. PLAN AND NSCA 131-4252		15. CIO OR OTHER LEGAL AUTHORITY	
<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO O								
<input type="checkbox"/> O TO V	<input checked="" type="checkbox"/> O TO O								
16. ORGANIZATIONAL DESIGNATION EDP DIRECTORATE NSA-OFFICIAL COVER ACT DIV			17. LOCATION OF OFFICIAL STATION						
18. POSITION TITLE CPS OFFICER		19. POSITION NUMBER		20. CAREER SERVICE DESIGNATION					
21. CLASSIFICATION SCHEDULE (GS-18 44) (FULL TIME) GS		22. OCCUPATIONAL SERIES 0126.01		23. GRADE AND STEP 15 0					
24. SALARY OR RATE DLG: 020363 LEI: 052812		25. REMARKS <p>----- STATES INFORMATION ----- BIRTH DATE: 24 SEX: M MARITAL ST: CIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH CONVEYITY COMP: 112049 FEL SERVICE COMP: 030744 TYPE RETIREMENT: CIA N-C HOSPITALIZATION: F PLAN: FEGLI: YES PREV. GOV SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L INC: 8 S/L INC: 4</p> <p>----- CONTRACT INFORMATION ----- EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: NSCAL PERS REFR CAG: NCCA PHONE: 5050</p> <p>----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ----- TAX STATUS: Y FED EXPP: STATE EXPP: STATES: TRAVEL CHI: LPS EXPASE: Y POLS INC: A POST/EQUAL: HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVTS: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMP: N EDUCATION: STEP INCRS: N CTR TAX ENTL: N OTHER ALLOWNS: N SEPARATION:</p>							
26. NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA									
27. SIGNATURE OR OTHER AUTHENTICATION									

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 0037833		2. NAME (LAST FIRST MIDDLE) CASASIN THOMAS B		3. EFFECTIVE DATE 01 07 73		4. CATEGORY OF EMPLOYEE CAREER AGENT (S)	
5. NATURE OF PERSONNEL ACTION LEGISLATIVE PAY ADJUSTMENT				6. FAN AND NCA 111-4292		7. CC OF OTHER LEGAL AUTHORITY	
8. FUNDS		9. TO V		10. TO O		11. TO O	
		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
9. ORGANIZATIONAL DESIGNATIONS LDP DIRECTORATE ACA-OFFICIAL COVER ACT DIV				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE CPS OFFICER				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) (FULL TIME) GS		15. OCCUPATIONAL SERIES C136.01		16. GRADE AND STEP 15 0		17. SALARY OR RATE DCG: 020363 * 34971 LE: C52872	
18. REMARKS <p align="center">----- STATUS INFORMATION -----</p> <p>BIRTH DATE: 24 SEX: P MARITAL ST: CIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: C30744 TYPE RETIREMENT: CIA R-E PCSPITALIZATION: F PLAN: FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L INC: 8 S/L INC: 4</p> <p align="center">----- CONTRACT INFORMATION -----</p> <p>EFF DATE: 051572 EXPIRATION DATE: INDEFN LATE CRIG CONTRACT: 051572 REFERRING OFFICER: NCCAL PERS FEFR CRG: NCCA PHONE: 5050</p> <p align="center">----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES -----</p> <p>TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: CH CPS EXPNSE: Y PCSING: A POST/EQUAL: FLME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y SIC CLVT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMP: N EDUCATION: STEP INCRS: A CTH TAX ENTL: A OTHER ALLOWNS: N SEPARATION:</p>							
NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA							
SIGNATURE OR OTHER AUTHENTICATION							

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(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 00574		2. NAME (LAST-FIRST-MIDDLE) CASTON, THOMAS R.		PREPARED: 11/03/72	
3. NATURE OF PERSONNEL ACTION MISCELLANEOUS CHANGE			4. EFFECTIVE DATE NO. DA. YR. 11 01 72		5. CATEGORY OF EMPLOYMENT CAREER AGENT (CS)
6. FUNDS		7. PAY AND NSCA 3131-4292	8. CSC OR OTHER LEGAL AUTHORITY		
9. ORGANIZATIONAL DESIGNATIONS DDP DIRECTORATE NON-OFFICIAL COVER ACT DIV			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE IPS OFFICER			12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS OR W-1) (FULL TIME) GS		15. OCCUPATIONAL SERIES 0156-01	16. GRADE AND STEP 15 0	17. SALARY OR RATE DOG: 020363 \$ 33260 LEI: 052872	
18. REMARKS STATUS: INF. PATTCK BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN: REGU: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 3 S/L IND: 4 ----- CONTRACT INFORMATION ----- EPI DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: N CAD PERS FLEP GRC: NOCA PHONE: 5050 ----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ----- TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: CH OPS EXPNSE: Y HOUSING: A POST/EQUAL: HUMP LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y SID GOVT: Y LEGAL PAY: Y PREMIUM PAY: N ALLOWANCE COMP: N EDUCATION: STEP INCS: N OTH TAX ENIL: N OTHER ALLOWNS: N SEPARATION:					
NOTES: ITEMS PRECEDED BY AN ASTERISK * REFLECT CHANGED DATA					
SIGNATURE OR OTHER AUTHENTICATION					

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(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER: 0037833 2 NAME (LAST-FIRST-MIDDLE): CASASIN THOMAS B PREPARED: 09/29/72

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT 4 EFFECTIVE DATE: 09 20 72 5 CATEGORY OF EMPLOYMENT: CAREER AGENT (S)

6 FUNDS: V TO V, V TO O, O TO V, O TO O (X) 7 FINANCIAL ANALYSIS NO. CHARGABLE: *3131-4292 8: C/C OF OTHER LEGAL AUTHORITY

9 ORGANIZATIONAL DESIGNATIONS: *DDP DIRECTORATE 10 LOCATION OF OFFICE/STATION

11 POSITION TITLE: OPS OFFICER 12 POSITION NUMBER 13 CAREER SERVICE DESIGNATION

14 CLASSIFICATION SCHEDULE (GS, LB, etc.): (FULL TIME) GS 15 OCCUPATIONAL SERIES: 0136.01 16 GRADE AND STEP: 15 0 17 SALARY OR RATE: \$ 33260 OOG: 020363 LEI: 052872

18 REMARKS: STATUS INFORMATION BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN: FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 3 S/L IND: 4

CONTRACT INFORMATION EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: *NOCAD PERS REFR ORG: *NOCA PHONE: *5050

ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES TAX STAFF: Y FED EXMP: STATE: TRAVEL: CHI OPS EXPNSE: Y HOUSING: A POST/EQUAL: HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMM: N EDUCATION: STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS: N SEPARATION:

NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA

SIGNATURE OR OTHER AUTHENTICATION

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Box A

1437

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FRP:

DEFERRED TELEPOUCH

CONF: IP/DP-11 INFO: FILE, RF, (13/P)

78 0582111

PAGE 001

TOT: 190843Z APR 78

WASHINGTON 208255

SECRET

DEFERRED TELEPOUCH 190843Z WASHINGTON 208255

TO: [REDACTED]

FROM: E/F/S INFO E/D/PERS, E/D/HF, OP/CPD, CCS/CSB, OED/NOC

SUBJECT: ADMIN BEHAWK WOGAME - THOMAS H. CASASIN (P)

1. ACCORDING TO MOC ON THOMAS H. CASASIN, RTACTION OBLIGATION TO REIMBURSE CASASIN FOR COST OF SHIPPING UP TO ONE THOUSAND (1000) POUNDS OF MHE FROM [REDACTED] TO WODUAL, EXPIRED AS OF 31 DECEMBER 1977. ALL OTHER COMMITMENTS, INCLUDING EXTENSION OF CASASIN'S SERVICES UNDER MOC, EXPIRED 31 DEC 77 ALSO.

2. FYI: UNSAVANT PROJECT FOR CASASIN WAS TERMINATED AT END OF FY 76 REPEAT FY 76. PROJECT FILE BEING CLOSED AS ALL ASPECTS OF THIS CASE TERMIN ATD.

3. FILE: 029-006-252/2; 201-0933259. E2 IMPDET.>
ORIG: E/F/S [REDACTED] (9487 14 APR 78); COORD: C/E/D/PERS [REDACTED], E/D/HF [REDACTED] OP/CPD [REDACTED] CCS/CSB (FOR INFO), OED/NOC (FOR INFO); REL: C/E/F [REDACTED] CL BY 061308.

END OF MESSAGE

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MEMORANDUM OF ORAL COMMITMENT

DATE 28 May 1977

TO: OFFICE OF FINANCE

VIA: CHIEF, EUR AND CONTRACT PERSONNEL DIVISION

FROM: CONTRACT APPROVING OFFICER, PARIS

~~XXXXXXXXXXXXXXXXXXXX~~

(Independent Contractor)

SUBJECT: ENGAGEMENT OF ~~XXXXXXXXXXXX~~ (Contract Employee)

1. **TERM AND ACTIVITY CHARGE** - Subject individual has been engaged under oral contract for use under Activity ~~XXXXXXXXXXXX~~, effective 1 July 1975 ~~XXXXXXXXXXXX~~ until ~~XXXXXXXXXXXX~~ obligation is ~~XXXXXXXXXXXX~~ ~~XXXXXXXXXXXX~~ completed DOT NOT TO EXCEED 31 December 1977 ~~XXXXXXXXXXXX~~
2. **SECURITY APPROVAL** - The appropriate security approval for subject's use has been obtained. Type (former Career dated ~~XXXXXXXXXXXX~~) - Associate
3. **CITIZENSHIP** - Subject (is) (is not) a WODUAL Citizen.
4. **COMPENSATION** - Subject will be paid nothing per in currency. Describe any other compensation in the nature of bonus commitments, gifts, loans, currency conversions or other
5. **TAXES** - Explain method of collection when appropriate FLAT RATE (N/A, FR 20-18d applies, to be determined by Headquarters)
6. **QUARTERS AND/OR SUBSISTENCE** - Quarters Allowance N/A per
Subsistence Allowance per
7. **OPERATIONAL EXPENSES** - N/A
 - a. Travel expenses (will) (will not) be reimbursed. Fixed Payment
Regular Accountings Allowance of per
 - b. Other operational expenses (will) (will not) be reimbursed.
Type Expense ; Method of Accounting
Type Expense ; Method of Accounting
Type Expense ; Method of Accounting
8. **OTHER COMMITMENTS** - *Describe GENERALD WILL reimburse CASASIN for costs of shipment of up to 1000 (one thousand) bottles of wine at the completion of cover employment from Paris, France to ~~XXXXXXXXXXXX~~, (Scheduled for 31 May 1977)
9. **CONTINGENT OBLIGATIONS** - (Not promised Subject but may have to be met) *Describe

NO COMMITMENTS OTHER THAN THOSE DESCRIBED ABOVE HAVE BEEN MADE TO SUBJECT.

REVIEW
Special Contracting Officer

SIGNED:
APPROVED:
Field Contracting Officer

*Certain special benefits or commitments require prior Headquarters approval i.e., leave, retirement, death, disability, missing in action, resettlement, escrow accounts, citizenship assistance, emergency assistance, bonus payments, and other unusual items.

- DISTRIBUTION:-
- Orig & 2 - Headquarters
 - 1 - Station Finance
 - 1 - Subject File

SECRET

SENDER WILL CHECK CLASSIFICATION		TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	D/Pers/SP	23 FEB 1976	RM
2			
3	AD/Pers	25 FEB 1976	RM
4	C/CPD		
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	RECOMMENDATION
		<input type="checkbox"/>	FILE
		<input type="checkbox"/>	RETURN
		<input type="checkbox"/>	INFORMATION
		<input type="checkbox"/>	SIGNATURE
<p>Remarks: Recommend AD/Pers approval (albeit retroactively) of the attached request from the Chief, EUR Division to extend the MOC for Thomas R. CASASIN (F) as an independent contractor without compensation beginning 1 July 1975. The only benefit payable under the MOC will be a taxable payment for the shipment in 1977 of 1,000 lbs., of personal effects from Paris to the United States.</p> <p>Subject, now age 52, retired under CIARDS 28 June 1974 as a GS-15 (Step 10) career associate. On 24 June 1974, D/Pers approved a request to engage him as an independent contractor for a one-year period beginning 1 July 1974 at an annual fee of \$5,000.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
C/CPD, 5 E 67, Hqtrs			7841 23 Feb 76
UNCLASSIFIED	CONFIDENTIAL	SECRET	

SECRET

76-0561

76-376

89 JAN 1976

MEMORANDUM FOR: Director of Personnel
VIA: Deputy Director for Operations
FROM: Chief, European Division
SUBJECT: Request for Extension of the Services of
Thomas B. CASASIN (P), Retired Annuitant,
under a Memorandum of Oral Commitment

1. Action Requested: Your approval is requested to extend the services of Thomas B. CASASIN (P) under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977. The only compensation to CASASIN would be money equivalent to shipment costs for a maximum of 1,000 pounds of personal effects from Paris, France, to the United States. Since CASASIN is an Independent Contractor, the amount of money given CASASIN will be considered taxable income for tax year 1977.
2. Basic Data and Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. Twelve years of this period were spent as a Staff Employee, seven of which were at Headquarters and five years, 1955-1960, were spent in Tokyo. In 1962 CASASIN was assigned to Paris under [redacted] as a Staff Agent. In 1972 he was converted to Career Associate status to coincide with his cover employment with [redacted] a position he attained on his own initiative. CASASIN retired as a GS-15, Step 10, on 30 June 1974 and with proper Headquarters approvals was utilized by [redacted] as an Independent Contractor, effective 1 July 1974. His compensation was in accordance with the 90 percent provision of HR 20-13 a(1)(c) (1).
3. Staff Position: Due to his growing employment involvement at [redacted] CASASIN requested, and the [redacted] agreed, not to renew his written Independent Contract, due for renewal 1 July 1975. However, since CASASIN is willing to meet informally

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E2 IMPDET
CL BY 057567

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with the Station, the Station requests a Memorandum of Oral Commitment to be effective for the period CASASIN remains in [redacted] employ, which is expected to terminate in 1977. CASASIN's experience as an Operations Officer and, specifically, experience and operational contacts derived through his present employment position in [redacted] are sufficiently valued by the [redacted] to request the continuation of CASASIN's services under a Memorandum of Oral Commitment.

4. Recommendation: Your approval is requested to continue CASASIN's services under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977 with total compensation being money equivalent to the cost of shipping a maximum of 1,000 pounds of personal effects from [redacted] to the United States.

W. W. Wells
William W. Wells
Chief, European Division

[redacted]
Deputy Director for Operations

17 Feb 1976
Date

APPROVED: *C*

25 FEB 1976

Date

DISAPPROVED:

Director of Personnel

Date

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CONFIDENTIAL

MEMORANDUM FOR: Chief, Contract Personnel Division
THROUGH : Career Management Group,
Contract Personnel Branch
SUBJECT : Thomas B. CASASIN (P)
Termination of contract

This is to advise you that Thomas B. CASASIN'S (P)
contract expired 30 June 1975. It is requested that CASASIN'S
contract be terminated effective that date.

[Redacted]
Chief, Personnel Section
European Division

APPROVED: [Redacted]

Special Contracting Group

E2 IMPDET
CL BY 027164

CONFIDENTIAL

CONFIDENTIAL

28 JUN 1974

MEMORANDUM FOR : Deputy Director for Management and Services
SUBJECT : Request for Voluntary Retirement -
Mr. Jacques C. Richardson
Casasin, Thomas B.

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-15 Equiv. Position : Career Associate
Career Service : Operations
Office/Division : Europe Division
Date Requested for Retirement: 28 June 1974
Age at that Date : 50
Years of Creditable Service : 30
Years of Agency Service : 24
Years of Qualifying Service : 19

3. The applicant's Career Service and the CIA Retirement Board recommended that the request be approved. I endorse these recommendations.

B. De Felice

Director of Personnel

4. The recommendation contained in paragraph 3 is approved:

Deputy Director for Management and Services

Date

CONFIDENTIAL

Distribution

- 0 - Return to Director of Personnel**
- 2 - DD/M&S**
- 1 - D/Pers**
- 1 - Applicant**
- 1 - OPF**
- 1 - ROB Soft File**
- 1 - ROB Reader**

OP/RAD/ROB/ [redacted] am/3257 (27 June 1974)

SECRET

**CERTIFICATION BY THOMAS B. CASASIN
CAREER ASSOCIATE, AS TO EXPENDITURES OF
ADMINISTRATIVE ALLOWANCE**

I certify that the Administrative Allowance payments made to me in accordance with the provisions of the Addendum to the Agency contract dated 5 August 1972 and any amendments and extensions thereto have, to the best of my knowledge and belief, been used substantially for the purpose for which provided and have not accrued to my personal advantage or enrichment.

2. 1973

SIGNED

Date

Thomas B. Casasin

E2IMPDET.
CL by: 063837

OUTG NG MESSAGE

AGE: 0 0 0 0 0 0 0 0
 SPECIAL CENTER & USE ONLY
 CEN ALP FOC TPC INFO DCI

PAGE 1 OF 1

CLASSIFICATION
SECRET
 MESSAGE HANDLING INSTRUCTIONS

STAFF

162304Z

DIRECTOR

696231

CONF: *EUR 4* INFO: FILE *emp/noc 3 emp/ns ces 2*

0 INDEX DISSEM BY: *183*
 0 NO INDEX
 0 RETURN TO PER
 0 OF FILES: 8

TO:

MODEEP ADMIN Y

REFS: A.
 B.

NEED TO KNOW DATE WHEN CASASIN WILL CONCLUDE EMPLOYMENT.
 SECTION I (C) NOC STATUS REPORT FORWARDED REF B STATES HE ON
 THREE-YEAR EXTENSION CONTRACT WITH TO END JUNE 1977. PLS
 ADVISE. E2 IMPDET. H

~~X~~/EUR/PERS
 CMG/NOC
 E/NOC
 E/BF

DATE: 16 MAY 75
 ORIG:
 UNIT:
 EXT: 9487

RELEASING OFFICER:

CLASSIFICATION: **SECRET** REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED AUTHENTICATING OFFICER: AC7E/F
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STAFF

ACTION UNIT

EIR

ACTION #

1	RF	FILE	VR	CS2	CM6/MS3	1	4
2				OP2	OF2, CM6/MS	3	3
3						3	6

T 011629

EJA530

PAGE 01-01

IN 578647

TOR 131043Z MAY 75

56954

SECRET 131003Z MAY 75 STAFF

CITE [] 56954

TO: DIRECTOR,

WODEEP ADMIN

1. THOMAS B. CASASIN HAS GIVEN NOTICE THAT HE DOES NOT INTEND TO RENEW HIS CONTRACT WHICH TERMINATES 30 JUNE 1975. HE CITES HIS GROWING INVOLVEMENT AT [] AS THE REASON.

2. HE HAS AGREED TO FUTURE MEETINGS WITH STATION OFFICERS ON AN INFORMAL BASIS. FOR HIS CONTINUING COOPERATION HE ASKS ONLY THAT HIS ENTITLEMENT FOR SHIPMENT OF HEE TO THE U.S. BE KEPT OPEN UNTIL HE CONCLUDES HIS [] EMPLOYMENT. STATION WILL WRITE A MOC COVERING THIS CONTINGENCY. PLEASE ADVISE YOUR CONCURRENCE.

E-2 IMPDET

SECRET

SECRET

DATE: 20 May 1975

GTC NO. 210


MEMORANDUM FOR: Director of Finance
ATTENTION : Chief, Compensation and Tax Division
THROUGH : Chief, Contract Personnel Division
SUBJECT : Tax Assessment for Thomas B. CAMSIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Twenty-three and seven-tenths (23.7) per cent	1 May 1975	

2. This is a rev/and assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:


Executive Secretary
Covert Tax Board

CONTRACT APPROVAL:

/s/ 

Chief, Contract Personnel Division

22 MAY 1975

Date

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SECRET

SECRET

DATE: 25 December 1974

CTC NO. 212

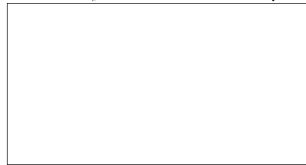
MEMORANDUM FOR: Director of Finance
ATTENTION : Chief, Compensation and Tax Division
THROUGH : Chief, Contract Personnel Division
SUBJECT : Tax Assessment for Thomas B. GUSTIN (T)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.


<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Twelve and nine-tenths (12.9)	1 December 1974	1975

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:



CONTRACT APPROVAL:


Chief, Contract Personnel Division

26 DEC 1974

Date

DISTRIBUTION: Orig - Addressee; 1 Copy - CPD; 1 Copy - CCS/CSB; 1 Copy - CHRCNO; 1 Copy - CCS/RR.

SECRET

FORM 2643 USE PREVIOUS EDITIONS

11-4-73
E-2 IMPDET CL BY 007a22

2 - CPD Copy

OFAT-1492
6 Aug 74

CONFIDENTIAL

FITNESS REPORT		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
SECTION A GENERAL INFORMATION					
1. EMPLOYEE NUMBER	2. NAME (last, first, middle)		3. DATE OF BIRTH	4. SEX	5. GRADE & SD
	CASASIN, Thomas B. (P)		20 Jun 74	M	GS-15 D
7. OFFICIAL POSITION TITLE			8. OFF. DIV. OR ASSIGNMENT	9. CURRENT STATION	
Career Associate - Ops Officer			DDO/EUR	Paris	
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL
			12. REPORTING PERIOD (From-to)	13. DATE REPORT DUE IN O.P.	
			1 January 74-30 June 74		
SECTION B PERFORMANCE EVALUATION					
<p>U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S—Strong Performance is characterized by exceptional proficiency.</p> <p>O—Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).					
SPECIFIC DUTY NO. 1					RATING LETTER
SEE ATTACHED MEMORANDUM IN LIEU.					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER

C O N F I D E N T I A L

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : Thomas B. CASASIN

PERIOD COVERED: January - June 1974

Although I have been the Station case officer for Subject only since January 1974, I have been acquainted with his performance for the Station for the past 5 1/2 years through my assignment in the [redacted] at Headquarters and, for the past 2 1/2 years, as the Station officer responsible for [redacted] operations. I have always considered CASASIN to be a highly skilled, experienced senior case officer thoroughly devoted to the work of BKHERALD. He is becoming increasingly effective in his present cover position at [redacted] operating against both Soviet and PRC targets, and I am delighted that he has agreed to continue his cooperation with the Station as a field agent following his retirement from BKHERALD effective 30 June 1974. CASASIN can look back with pride over his years of service with BKHERALD but he can also look forward to additional years of highly useful, productive work for Paris Station.

CASASIN's attitude can best be summed up by a comment on my first operational meeting with him following his official retirement. He instinctively went immediately to a discussion of operations, not of retirement. I am confident that CASASIN will continue to be a highly motivated, effective asset of Paris Station, and I wish him well.

[redacted]
Operations Officer

C O N F I D E N T I A L

C O N F I D E N T I A L

SECTION D

The attached Memorandum in Lieu of a Fitness Report should be read in conjunction with the [] Status Report on Subject for the period ending 31 March 1974; these reports overlap somewhat in the period covered. As has been indicated by both Russell N. SKOGSBERG, who prepared Section I, and George T. HEMSLEY, who prepared Section III of the [] Status Report, Subject is an impressive officer who has developed superb cover for himself but who has been only reasonably effective in identifying, developing and turning over useful access agents to the Station. While endorsing the general thrust of the Memorandum in Lieu of a Fitness Report, the undersigned also feels that Subject should bring a sharper focus to bear on developing in-depth relationships with those persons who have the potential of becoming quality access agents to priority targets. Subject meets and knows many people in his milieu, including Soviets; he reports in considerable volume on these contacts. We encourage him to concentrate on a few of these contacts and to plumb them to their depths. The undersigned joins SKOGSBERG in wishing Subject well and in paying recognition to his motivation and his attitude.

Subject's Specific Duties remained essentially as described in his previous Fitness Report (for the period 1 January - 31 December 1973). I would rate him on these Specific Duties as he was previously rated.

[]

Operations Officer

C O N F I D E N T I A L

CONFIDENTIAL

FITNESS REPORT - FIELD TRANSMITTAL

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel:

SECTION A, items 2, 3, 7, and 8.

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE 6 Aug 74	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym) Thomas B. CASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym) Edwin E. HERRICK for Russell N. SKOGBERG	
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym) Edward J. HEROSIAN	

FORM 45A OBSOLETE PREVIOUS EDITIONS 3-73

CONFIDENTIAL

E 2, IMPDET CL BY 007622

(04-47)

SECRET

DATE: 23 July 1974

CTC NO. 110

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax Assessment for THOMAS B. CASASIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Eighteen and seven-tenths (18.7)	23 June 1974	1974

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:



CONTRACT APPROVAL:

25 JUL 1974

Chief, Contract Personnel Division

Date

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2			<i>CME/MJS</i>	<i>STATION COPY</i>
3				

T 431289 EIA505 PAGE 01-01 IN 365718

TOR12012352 SEP 74 51247

SECRET 201107Z SEP 74 STAFF

CITE 51247 (HENSLEY ACTING)

TO: DIRECTOR,

ADMIN PERS

REF: DIRECTOR 599151

EDWIN E. HAURONIC WITNESSED SIGNING OF CASASIN'S
CONTRACT, E2 IMPDET.

auth

SECRET

CONFIDENTIAL

MEMORANDUM FOR: Chief, Contract Personnel Division
THROUGH : CMG/CP
SUBJECT : Inclusion of HHE shipment in contract for
Independent Contractor, Thomas B. CASASIN (P)

1. It is requested that the new contract for Thomas B. CASASIN (P) include shipment of HHE for him and his dependents and POV as well as storage of household effects.

2. CASASIN retired from the Agency 28 June 1974, and by regulation is entitled to movement of HHE up to one year. An extension of an additional six months can be requested, but beyond that CASASIN would not be covered.

3. EUR has been granted approval to hire CASASIN under a [redacted] project. His cover job contract has been approved until May 1977, at which time he plans to return to the United States.

4. Therefore, EUR recommends his contract include the benefits of shipment of HHE, POV, and storage of goods to his place of legal residence upon the successful completion of his services.

[redacted]
Chief, Personnel Section
European Division

CONCUR:

[redacted]
CNI
lu

19 JUL 1974
Date

E2 IMPDET
CL BY 033769

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UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

CCS/CSB GH-43 Hqs.

EXTENSION

5029

NO

CSB 74-254

DATE

27 June 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

1. OP/CPD
5E-69 Hqs.

This individual is being retained as an independent contractor after retirement.

U
Geo. P.

SECRET

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USE ONLY

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SECRET

CSB 74-254


26 June 1974

MEMORANDUM FOR: Chief, Retirement Affairs Division

SUBJECT: Mr. Jacques G. Richardson

1. This is to advise you that Mr. Richardson will be placed under the covert annuity plan administered by the Cover and Commercial Staff effective upon his retirement in June 1974. He has also been placed under the Combined Group Investments (C.G.I.) plan for hospitalization insurance.

2. All future correspondence with Mr. Richardson will be handled through the Cover and Commercial Staff.


// Chief
Cover Support Branch
Cover & Commercial Staff

E2 IMPDET
CL BY 063851

SECRET

~~Jacques~~
Richardson

Sal. 36000

90% 32400

Limit 22-24 K.

8000 is
with 90% rule

09/50



Thomas B. CASASIN GS-15¹⁰

22,332 annuity per annum

36,000 current salary GS-15¹⁰
3,600 less 10%
32,400
22,332 less annuity
10,068

Annuity figure from , ROB,
27 Jan 74
CND

SECRET

Doc 74-3122

26 JUN 1974

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Operations

SUBJECT : Request for Approval to Utilize
Thomas B. CASASIN (P) as an Independent
Contractor

REFERENCE : DD/P 6-1818, 2 May 1966

1. Action Requested: The European Division requests approval to utilize Thomas B. CASASIN (P) as an Independent Contractor subject to the terms regarding employment of annuitants as set forth in the reference. CASASIN has just opted for retirement under the Agency Retirement Program effective 28 June 1974.

2. Basic Data or Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. He held several positions in Headquarters and from February 1955 until October 1960 served in [redacted]. Until his departure for [redacted] he served as a Branch Chief in the then SR Division. In 1962 CASASIN was assigned to [redacted] under [redacted] cover as a Staff Agent to work on the Soviet target. He remained a Staff Agent until his conversion to Career Associate status in 1972.

3. Staff Position: In 1972, with [redacted] approval, CASASIN on his own initiative obtained an editorial position with IDENTITY. This cover job affords him the unique opportunity to establish and maintain contact and access to a variety of target personalities. Despite a heavy cover load, he has been able to make useful operational contributions

E2 IMPDET
CL BY 055747

SECRET

SECRET

to the overall Station effort against the Soviet Bloc and more recently, the PRC target. His current appointment with IDENTITY has recently been extended until 31 May 1977. We would like to continue to utilize CASASIN's professional talents and his natural sustained access to priority targets in IDENTITY. CASASIN will retire at the GS-15 step 10 level. In accordance with Agency regulations CASASIN's proposed gross annual contract salary of \$8,000 plus his annuity will not exceed ninety percent of his salary at the time of retirement.

4. Recommendation: It is requested that approval be granted to employ Thomas B. CASASIN (P) as an Independent Contractor.

Roosevelt

Archibald B. Roosevelt, Jr.
Chief, European Division

COM [redacted]
Dep [redacted] rations

27 July 1974
Date

APPROVED:
[redacted]
Director of Personnel

27 June 74
Date

DISAPPROVED:

Director of Personnel

Date


SECRET

CONFIDENTIAL


7 AUG 1974

MEMORANDUM FOR: Chief, Contract Personnel Division
THROUGH : OAG/CP
SUBJECT : Termination of Contract for Thomas B.
CASASIN (P)

This is to inform you that Career Associate Thomas
B. CASASIN (P) retired from the Agency on 28 June 1974.
His contract is terminated effective as of that date.


Chief, Personnel Section
European Division

Distribution:
Original & ① - Adse.

APPROVED:


E2 IMPDET
CL BY 033769

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MEMORANDUM FOR: Office of Finance
FROM : Administrative Allowance Committee
SUBJECT : Fixed Allowance Amendment for
Career Associate, Thomas B. CASASIN

1. Effective 28 April 1974, to offset dollar appreciation, the fixed allowance for Subject is revised by substituting the figure \$13,741 for the figure \$14,981.
2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

APPROVED:

[Redacted Signature]

61 Allowance Committee

[Redacted Signature]

SECRET

E2IMPDET
CL by: 063837

SECRET

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM
FOR Career Associate, Thomas B. CASASIN

Mr. Thomas B. Casasin

Mr. Casasin

Effective the day following your departure from [redacted]
(for home leave, paragraph (A) entitled "Fixed Allowance" of your current
Allowance Committee Addendum (as amended) is hereby (further) amended:

1) By substituting the figure 86,877 for the figure
913,741; and

2) By extending the period covered through the day prior to your
PCS return to [redacted] following home leave.

All other provisions of your Allowance Committee Addendum (as
amended) remain in full force and effect.

UNITED STATES GOVERNMENT

BY _____
Contracting Officer

APPROVED:

Allowance Committee

SECRET
CL BY: 036037

SECRET

SECRET

DATE: 14 November 1973

CTC NO. 210

MEMORANDUM FOR: Director of Finance
ATTENTION : Chief, Compensation and Tax Division
THROUGH : Chief, Contract Personnel Division
SUBJECT : Tax assessment for Thomas R. CASASIN (P)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. An acknowledged Letter of Tax Instruction _____ forwarded. The _____ advised of this assessment. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Twenty-eight and seven-tenths (28.7)	9 December 1973	1974

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

Executive Secretary
Covert Tax Board

CONTRACT APPROVAL:

Chief, Contract Personnel Division

16 NOV
1973

Date

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(11-4-21)

ES. IMPDET CL BY: 007622

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2				
3				

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PAGE 1 OF 1

CONFIDENTIAL

STAFF

DATE TIME GROUP 112330Z

SITE DIRECTOR

MESSAGE REFERENCE NUMBER 415807

CONF: EUR8 INFO: FILE DF2 CMB/NOV4 CCS2

0 INDEX DISSEM BY: 47
 0 NO INDEX
 0 RETURN TO PER
 0 OF FILES

TO: []

ADMIN FINANCE WODEEP

1. REQUEST THOMAS B. CASASIN FORWARD HQS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR FEB & MARCH 73.
2. LATEST COVER PAY STATEMENTS INDICATE INCREASE ALLOWANCE OF \$260.67 PER MONTH MADE IN FEB OR MARCH 73. COVER PAY OFFSET 1 FEB 73 THRU 15 SEPT 73 WAS \$12,631.28. ANALYSIS BASED ON COVER PAY STATEMENTS IN HAND HQS FOR APRIL, MAY & JUNE 73 EXTENDED THRU 15 SEPT 73 INDICATES OFFSET SHOULD HAVE BEEN \$14,307.57, WHICH RESULTS IN REFUND DUE FROM CASASIN OF \$1,676.29. NET PAY DUE NOW \$787.87 PER PAY PERIOD. ALL NET PAY DUE CASASIN WILL BE WITHHELD UNTIL REFUND DUE - \$1,676.29 IS LIQUIDATED.
3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 2 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET.H

DATE: 11 OCT 73
 ORIG: []
 UNIT: E/BF
 EXT: 86657

OF/C&TD/D. LAUREY/TELECOORD

C/E/SS [] C/E/E []

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SECRET


MEMORANDUM FOR: Office of Finance
FROM : Administrative Allowance Committee
SUBJECT : Fixed Allowance Amendment for
Career Associate, Thomas B. CASASIN

1. Effective 1 July 1975, to offset dollar depreciation, the fixed allowance for Subject is revised by substituting the figure \$14,981 for the figure \$13,454.
2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT


Contracting Officer

APPROVED:


for Allowance Committee

SECRET

E2IMPDET
CL by: 026715

SECRET

27 June 1973

MEMORANDUM FOR: Office of Finance
FROM : EUR/Contract Personnel
SUBJECT : Changes in Financial Analysis Number
Personal Services of Thomas B. CASASIN (P)
OBJECT CLASS: _____

It is requested that the cost of personal services for subject
Career Agent
~~XXXXXXXXXXXX~~ be changed, effective the pay period beginning
1 July 1973 from Financial Analysis Number 3131-4292
to 4136-4292 (UNSAVANT)

EUR DIVISION BUDGET OFFICER

py

ATTACHED:

Special Contracting Officer

SECRET

SECRET

~~SECRET~~ TRANSMITTAL - FITNESS REPORT *Case Closed*

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:
SECTION A, Items 1, 6, and 7
SECTION D, Items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT DATE: TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE
Thomas F. Casasin
Thomas F. CASASIN

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS

DATE: TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym)
Reginald M. GUNION *Reginald M. Gunion*

DATE: TYPED OR PRINTED NAME AND SIGNATURE OF RECEIVING OFFICIAL (in pseudonym)
Joseph H. Rillander
Joseph H. RILLANDER

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL						
1. NAME (Last) (First) (Middle) CASASIN, Thomas B.			2. DATE OF BIRTH 20 Jan 24	3. SEX H	4. GRADE CS-15	5. SD D
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION Paris		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P. 26 February 1973			12. REPORTING PERIOD (From - To) 1 February - 31 December 1972			
SECTION B PERFORMANCE EVALUATION						
U-Unsatisfactory		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.				
M-Marginal		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.				
P-Proficient		Performance is satisfactory. Desired results are being produced in the manner expected.				
S-Strong		Performance is characterized by exceptional proficiency.				
O-Outstanding		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).						
SPECIFIC DUTY NO. 1		Maintenance of effective <input type="text"/> and functioning as a WOMACE officer in this situation				RATING LETTER O
SPECIFIC DUTY NO. 2		Maintains direct long-term contact with CKPOLAR personnel and exploits these contacts for operational objectives.				RATING LETTER O
SPECIFIC DUTY NO. 3		Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station				RATING LETTER S
SPECIFIC DUTY NO. 4		Responds to Station requirement for information on individuals or organizations				RATING LETTER S
SPECIFIC DUTY NO. 5		Operational reporting				RATING LETTER S
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S

SECRET

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Honesty of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>During the period covered by this report, subject began a new job in an upper-level, executive capacity with [redacted]</p> <p>[redacted]</p> <p>A solid cover situation is useful only to the extent that it serves as a base for BUKERALD activities. [redacted]</p> <p>[redacted] Subject has done a full time job for BUKERALD. He has maintained an intensive dialogue with one Soviet official, frequent contact with others, and he is developing additional Soviet contacts in his [redacted]</p> <p>[redacted] He has also established initial contacts with Chinese officials and has laid the foundation, through the cover organization, to develop and maintain direct and long-term contact with certain of these targets. He has been effective and ingenious in devising direct access to this difficult target and to others having access.</p> <p>Subject devotes about 50% of his operational effort to the Soviet and Chinese targets. His operational reporting reflects these priorities and it is timely.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
		/s/ [redacted]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>During the period under review, this SOC moved into a highly sensitive but potentially very valuable new cover situation, in which he has infinitely greater access to Soviet and Chinese targets. The [redacted] is also superbly equipped to handle this new position, by virtue of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, [redacted] and for the Organization as well.</p> <p>With respect to the specific duties set forth in the first section of this report, this reviewer would not have rated specific duty number two at the "0"</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
		/s/ Hugh R. Montgomery	

SECRET

SECRET

- 2 -

SECTION C NARRATIVE COMMENTS

complete and literate. Despite his relative isolation [redacted] he is well aware of priority objectives, concentrates his efforts in these areas and does not waste time on operationally marginal activities.

As is normal [redacted] subject has no supervisory duties with BISHERALD personnel but his cover job provides supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

SECTION D (cont'd) REVIEWING OFFICIAL

level; in point of fact, it would, in the writer's opinion, merit a solid "S", but no more. Recognizing that such ratings are perforce subjective, and that the rating officer has a closer, almost daily experience factor, nonetheless, the reviewer simply does not believe that the written record of the NOC's accomplishments on the specific targets will support an "O" rating at this time. Even accepting the limitations which the cover situation imposes upon [redacted] he has still not performed in a manner which would correspond to the literal definition of "O".

Other than this divergency, the reviewer shares the laudatory comments set forth in the narrative [redacted] He is all the things the rater has stated and more: highly intelligent, versatile, linguistically extremely well qualified, and professionally experienced in his cover role. He has begun very well to utilize this new cover position on the Organization's behalf, and it is quite accurate to note that [redacted] landed this particular plum (in terms of competition for the cover vacancy) solely on the basis of his own demonstrated talents in the cover context.

In sum, this is an experienced, effective [redacted] whose new cover affords him an expanded natural access to a host of the Station's primary targets; he has begun to exploit this access in a sound, logical fashion, and the period ahead should further document the utility of his key situation to our operational programs. In fairness to all concerned, it is simply too early in this new position to attempt a definitive judgment of the depth of access which can be derived from it.

Comments by Chief, [redacted]

Although concurring with an overall rating of "S", I consider the "O" ratings for specific duties numbers one and two to be somewhat high and I recommend an "S" for both. Casasin certainly has maintained his cover and we anticipate he will be able to preserve it in his new job. He has just begun to initiate contacts with Soviet personnel of operational interest and it remains to be seen how effectively Casasin can exploit this situation.

[redacted]
C/E/P

SECRET

SECRET

ATTACHMENT - FITNESS REPORT - Thomas B. CASASIN (P)

REVIEWING OFFICER COMMENTS:

Whether Specific Duty No. 1 is rated "O" (as by the Station rater and reviewer) or "S" (as by the EUR Division reviewer), the fact remains that CASASIN is melding his overt life and operational activity against a primary Station target with a degree of success not often achieved by Agency officers.

CASASIN's response to requirements based in [] administrative and managerial responsibilities has been prompt and efficient; in this additional specific duty we rate his performance "Strong".

In view of his initiative and competence in a demanding and sensitive [] assignment, [] agrees with CASASIN's overall performance rating of "Strong".

/s/ Charles J. Beckman

Charles J. Beckman
Chief, NOCAD/Management Branch

10 APR 1973

Date

SECRET

SECRET

MEMORANDUM FOR: Office of Finance

FROM : Administrative Allowance Committee

SUBJECT : Fixed Allowance Amendment for

~~Career Associate, Thomas B. CASSEN~~

1. Effective 14 February 1973, to offset dollar depreciation,
the fixed allowance for Subject is revised by substituting the figure 813,694
for the figure 812,234. ()

2. All other provisions of the current Allowance Committee
Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

B

Contracting Office

APPROVED:

Allowance Committee

SECRET

E3IMPDET
CLby 026715

MEMORANDUM FOR: Official Personnel File


SUBJECT : Richardson, Jacques F.
CASASIN, T. B.

1. Studies in Intelligence is the Agency's quarterly professional journal. It publishes a wide variety of unique material—historical, analytical, technical, etc.—on all aspects of intelligence both as a profession and as a function of national security and foreign policy. Employees whose writings are accepted for publication make a valuable contribution to the Agency's work which ought to be reflected in their official files.

2. Accordingly, the Board of Editors wishes to record the fact that Studies in Intelligence has published the following material submitted by Mr. Richardson:

Article: "What to Do with Defectors" - Vol. V, No. 4 (Fall 1961)

Letter to the Editor - Vol. IX, No. 4 (Fall 1965)


Chairman, Board of Editors
Studies in Intelligence

Distribution:

0 - Subject's Official File

1 -  Pers

Thomas B. Casasin

<u>Date</u>	<u>Action</u>	<u>Compensation</u>	<u>Grade</u>
15 MAY 72	Career Agent	33,260	GS-15/
7 JAN 73	LPI	34,971	GS-15

SECRET

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM
For Career Agent, Thomas B. CASASIN

Mr. Thomas B. Casasia

Dear Mr. Casasia:

Effective 7 September 1972, paragraph (A) entitled "Fixed Allowance" of your Allowance Committee Addendum dated 18 April 1972, is amended by substituting the figure \$12,234 for the figure \$11,769 to reflect your total HHE storage cost.

All other provisions of your Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

SIC...

BY _____

Contracting Officer

APPROVED:

Allowance Committee

18 DEC 1972

Note: CASASIN was converted from Staff Agent to Career Agent status, effective 15 May 1972. The conversion does not affect any provisions of his Allowance Committee Addendum dated 18 April 1972.

EZIMPDET
CLby 027015

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY		
NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from item 5-1)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)	
Thomas B. Casasin	26 Sept 73	David E. Murphy	3 Oct 73	
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:		
20 Oct 73	OFAT4785			
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH	2. SERVICE DESIGNATION	3. YOUR CURRENT POSITION: TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
20 Jan 24	CS	AC, Car Assoc, GS15		
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
10 Sep 62 3 Apr 72	a/a 15 May 1974	a/a 25 May 1974	same	
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:				
1 daughter, aged 20 (already actually back at her university)				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
My two-year contract with [redacted] ends officially 14 May 1974; it is, theoretically, renewable.				
9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (use special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8)				
<p>Have continued my spotting and assessment functions, mainly of MEMBERS and TAPPING individuals on a selected basis but of third and fourth nationals as well. Have concentrated on two particular MEMBERS targets, while assuming new cover responsibilities and managing a fairly large-scale, authentic cover property in the field of mass communication. Have also responded to Station investigative needs in fields other than my own, and have maintained a continuing relationship with a high-level, well placed MEMBERS political-technical management personality. Have also developed a minor, yet well-placed MEMBERS personality in the field of technical innovation and management.</p> <p>Have arranged to travel to various venues of technical and scientific meetings for appropriate coverages of personalities or substance, as the case required.</p>				
10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS				
I believe that there is none indicated at the present time, especially in view of the time and schedule demanded by my cover functions.				

SECRET

10. PREFERENCE FOR NEXT ASSIGNMENT:

118. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I think that in view of the difficulty of obtaining, through legitimate means, the kind of cover assignment I have at the present time, I should stay where I am.

Hevin said that, headquarters may wish to give consideration to my moving to a position analogous to the one I have in another organization which is comparable in access and cover to what we know to be the case in [redacted]

I would like, at any rate, to be able to continue to use the [redacted] language operationally.

119. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR 6 to 12 MONTHS AT CURRENT STATION TO Oct 74 - Apr 75 (DATE)

BE ASSIGNED TO HONORS LEAVE TOUR OF DUTY. INDICATE YOUR CHOICE OF DEVISION, STAFF OR OFFICE.
1ST CHOICE KA/USA 2ND CHOICE NY 3RD CHOICE 203

BE ASSIGNED TO [redacted] LD STATION. INDICATE GEOGRAPHIC AREA OR [redacted]
1ST CHOICE [redacted] 2ND CHOICE [redacted] 3RD CHOICE [redacted]

RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Station recommends approval of extension. If CASASIN retains present, excellent cover with [redacted], it is a natural for coverage of primary targets.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Hqs approves home leave in April 1974 and new tour.

DATE 13 April TITLE Personnel Officer SIGNATURE [redacted]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT: Home leave in April 1974 followed by a new tour.

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 3443 DATED: 13 Feb 1974
CABLE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE: _____ DATE _____
(SIGNATURE)

CONFIDENTIAL

OFAT-1110 7
19 Feb 74

FITNESS REPORT		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
SECTION A. GENERAL INFORMATION					
1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SO
128609	CASASIN, Thomas B.	20 Jan 23	M	GS-15	D
7. OFFICIAL POSITION TITLE		8. OFF DIV/BR OF ASSIGNMENT	9. CURRENT STATION		
Career Associate		DDO/EUR			
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL
12. REPORTING PERIOD (From-to)			13. DATE REPORT DUE IN O.P.		
1 Jan 73-31 Dec 73			28 February 1974		
SECTION B. PERFORMANCE EVALUATION					
<p>U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S—Strong Performance is characterized by exceptional proficiency.</p> <p>O—Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).					
SPECIFIC DUTY NO. 1					RATING LETTER
Maintenance of effective [redacted] and functioning as a WOMACE officer in this situation.					O
SPECIFIC DUTY NO. 2					RATING LETTER
Exploits his natural access to Soviet personnel for operational needs.					P
SPECIFIC DUTY NO. 3					RATING LETTER
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.					P
SPECIFIC DUTY NO. 4					RATING LETTER
Makes imaginative use of cover position to meet Chinese officials at international conferences.					S
SPECIFIC DUTY NO. 5					RATING LETTER
Operational reporting.					S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or skills, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					P

CONFIDENTIAL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training, comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report, Subject has settled into his new cover job as an upper-level executive in an international organization. This salary offsets approximately 40% of the cost of maintaining this [redacted]. His cover is, however, excellent for other than financial reasons: Subject's experience and skills are such that he is admirably qualified to perform the job and is doing outstanding work in the eyes of his peers and supervisors, all of whom are unwitting. More importantly, it places him in a situation where he has normal, daily contact with numerous Soviet officials and by skillful use of his cover job he concocts logical reasons for contacting Chinese officials to whom he does not have natural access. In addition to direct contact to target individuals, Subject uses his position to spot and assess co-workers having access to Station targets.

The area of Subject's performance most in need of strengthening is follow-up development of operational targets. His cover situation is somewhat unique for a NOC in that it puts him in daily contact with his priority target group: Soviet officials and other potential agents having direct access to Soviet officials. This access is not fully exploited. He should make a concerted effort to expand social and/or business contacts with the four or five Soviet officials who work in close proximity to him and to seek out and assess eight or ten third

//continued//

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 15 Feb 74	SIGNATURE OF EMPLOYEE /s/ Thomas B. CASASIN	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I concur with the supervisor's letter ratings and with the substance of his narrative comments. Put as simply as possible, Subject has done an outstanding job in establishing superb access cover; it now remains for him and the Station to exploit it operationally. On the basis of his ability during the reporting period to establish meaningful relationships with target Soviets or to spot and assess leads to potential agents who can, Subject's retention in this assignment would not be justified in terms of costs. The 40% rebate does make this effort entirely defensible, however, but Subject should understand that we expect more concrete results now that his cover position has been solidified.		
DATE 12 Feb 74	OFFICIAL TITLE OF REVIEWING OFFICIAL Deputy Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE

CONFIDENTIAL

SECTION C - Narrative Comments (continued)

country nationals who work in the same offices as these Soviet officials. The objective is more first hand reporting by Subject on Soviet officials and assessment reports on several of his co-workers who can be selected and recruited (based on his assessment reports) by other case officers to serve as access agents to Soviet officials.

Despite long service [] Subject's knowledge of and responsiveness to Organization priorities and requirements has not weakened. He concentrates on priority targets and his operational reporting is complete, on target and highly literate.

As is normal in an [] position, Subject has no supervisory duties over Organization personnel although his cover job does include supervisory responsibilities. Subject is meticulous in his presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

CONFIDENTIAL

CONFIDENTIAL

FITNESS REPORT - FIELD TRANSMITTAL

20 Jan 74

SPECIAL NOTE:

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel.

SECTION A, items 2, 3, 7, and 8

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SLEN THIS FITNESS REPORT	DATE 15 II 74	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym) Thomas B. Casasin Thomas B. CASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym) Reginald M. GUNION	
DATE 12 Feb 74	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym) George T. HEMSLEY	

FORM 45A OBSOLETE PREVIOUS EDITIONS

CONFIDENTIAL

E-2, IMPDET CL. BY: 007622

(04-47)

SECRET

1 August 1972

MEMORANDUM FOR: Chief, Transactions & Records Branch

FROM : Contract Personnel Division

SUBJECT : ~~XXXXXXXXXX~~ CASASIN, TB

Contact C/CPD prior to servicing any request for verification of Agency service.

/s/ Don H. Luetscher

Don H. Luetscher
Chief
Contract Personnel Division

NOTE: Subject converted from Staff Agent status to Career Agent status effective 15 May 1972; this should be placed in his terminated Staff Agent file.

SECRET

GROUP I - Excluded from automatic downgrading and declassification.

SECRET

1 August 1972

MEMORANDUM FOR: Chief, Insurance Branch/BSD/OP

This is to advise that Thomas B. CASASIN (P) has been employed under an Agency personal services contract effective 15 May 1972. The contract authorizes participation in Civil Service Retirement, FEGLI and Federal Health Insurance.

Subject's contract is the administrative responsibility of DDP/EUR.

/s/ Dow H. Luetscher

Dow H. Luetscher
Chief

Contract Personnel Division

Former Staffer (Stf Agnt)

SECRET

GROUP 1 - Excluded from automatic downgrading and declassification

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 006102	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) CASASIN Thomas B.			2. DATE OF BIRTH 20 Jan 24	3. SEX M	4. GRADE GS-15	5. SO D	
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF DIV OR OF ASSIGNMENT DDP/EUR/F		8. CURRENT STATION		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER				<input type="checkbox"/> INITIAL			
<input type="checkbox"/> RESERVE				<input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> TEMPORARY				<input checked="" type="checkbox"/> ANNUAL			
CAREER PROVISIONAL (See Instructions - Section C)				REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 March 1972				12. REPORTING PERIOD (From - to) 1 April 71 - 31 March 1972			
SECTION B PERFORMANCE EVALUATION							
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).							
SPECIFIC DUTY NO. 1 Maintenance of effective status and functioning as a WOMACE officer in this situation.						RATING LETTER O	
SPECIFIC DUTY NO. 2 Maintains direct contact with MHARSH personnel.						RATING LETTER S	
SPECIFIC DUTY NO. 3 Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Responds to Station requirement for information on individuals or organizations.						RATING LETTER P	
SPECIFIC DUTY NO. 5 Operational reporting.						RATING LETTER P	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Monitor performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds. Do not be concerned if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report subject's job with a scientific publication was terminated for economy reasons. He has now, by his own efforts and with no BKTRUST help, obtained a similar position (as of mid-March the contract has not been signed but it is almost certain that he has the job) with an international organization. The job is at a professional level with a salary that will offset approximately 40% of the total cost of this activity. His [redacted] background in scientific journalism were instrumental in obtaining this job. Subject's operational security is good and all indications are that his cover security is superb.

Despite a full time cover job, and completely unwitting employer, subject has maintained a high output for BKTRUST. He has maintained frequent and meaningful contact with two MHHARSH nationals [redacted] and with an MHHARSH couple in another European city. The flow of spotting reports is equal in number and quality to those produced when his cover work was less demanding. One person spotted and assessed by subject was successfully recruited by an "inside" case officer. Subject's cover situation precludes the possibility of his recruiting.

/continued/

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

/s/ Thomas B. CASASIN

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

24 March 1972

OFFICIAL TITLE OF SUPERVISOR

Ops Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ [redacted]

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached Sheet.

DATE

27 March 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

DCOS

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Hugh Montgomery

SECRET

SECRET

SECTION C NARRATIVE (continued)

It has been noted in past fitness reports that subject was weak in long-range, operational development of a target. The ease and probable success of an extended development is a function of the personalities involved. During this reporting period subject has conducted a sustained development of an MHHASHER despite their different ages and divergent personalities thus demonstrating improvement in this area.

It some times appears that subject's reporting could be more precise and more closely attuned to BKTRUST objectives. This is probably the result of time limitations, and the [redacted] officer's knowledge of BKTRUST needs is lessened by his relative isolation.

As is normal [redacted] situation, subject has no supervisory duties with BKTRUST personnel. His cover job provided supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest.

SECRET

SECRET

Section 3 - Comments by Reviewing Official

The career of this [] officer has reached a crucial juncture; if, as we currently anticipate, he succeeds in landing the position for which he appears to have the inside track, he will gain access to an institution and its employees which could prove to be invaluable. His new function will permit the widest possible access to a variety of targets, and with careful guidance, his utility as a spotter and assessor should improve very substantially.

The report notes that this officer has conducted a lengthy dialogue with an MIHARSH target; it is quite accurate that our [] has handled himself well in a situation where disparity in age and background renders the relationship somewhat incongruous. Nonetheless, accuracy requires that we record that the NOC's interlocutor has obviously not maintained this ongoing relationship solely for altruistic motives, and has, in point of fact, on one occasion suggested that [] might wish to "help" him in the preparation of restricted distribution reports on the local situation, even though the particular topic was in itself totally innocuous. For these reasons we continue to monitor this relationship with great care, particularly since we simply cannot assess its longer range viability and the direction it is likely to take.

In sum, [] has done the best he could under somewhat trying circumstances, exacerbated by the severe economic problems of his erstwhile employer, which led to the NOC's being separated from that position at the end of last year. Through his own efforts, [] learned of the vacancy for which he has applied, and by assiduous and discriminating manipulation of his extensive connections on the local scene, has managed to maneuver himself into becoming the leading candidate for the post. If he is accepted for this position, his value to the Organization will unquestionably increase by a quantum leap, and we are consequently optimistic concerning his future ability to make an impressive contribution to Organizational goals on the local scene.

SECRET

SIG: [REDACTED]
 REF: 9235
 TY: E/F/X
 DATE: 1 June 1972

MESSAGE FORM
 TOTAL COPIES: 13-1
SECRET

ROUTING AND/OR INITIALS - FILL IN BY	
1	5
2	6
3	7
4	8

CABLE SECRETARIAT DISSEMINATION

INDEX NO-INDEX RETURN TO _____ BRANCH FILE RID

BY: 43 PER: [REDACTED] FILE IN CS FILE NO. _____

CONF: [REDACTED] FILE NO: [REDACTED] [REDACTED]

(classification) (date and time filed) (reference number)

SECRET

CITE DIRECTOR

5 JUN 72 23 10z

72749727

TO [REDACTED]

RYBAT ADMIN PERS TOPSY WODEEP WOGAME

REF: DIRECTOR 271979

1. HQ INSTRUCTED CASASIN THAT IF [REDACTED] RAISES WITH HIM QUESTION OF FRG "NO RECORD" RESPONSE TO [REDACTED] QUERY RE HIS FEDERAL EMPLOYMENT, HE SHOULD REFER [REDACTED] TO IDEN. CASASIN SHOULD SAY HE CONSULTED IDEN ON RECENT VISIT RE HIS ACCRUED SERVICE CREDITS WITH VIEW TO WITHDRAWING THEIR CASH VALUE SINCE HE DOES NOT INTEND REENTER U.S. GOVT SERVICE. CASASIN SHOULD SAY IDEN CHECKED AND ACKNOWLEDGED CASASIN'S PREVIOUS SERVICE AND CAN VERIFY SAME TO [REDACTED]. ADVISE HDO IF CASSASIN USES ABOVE AND IDEN WILL BE ALERTED.
2. ~~XX~~
3. NO FILE.

END OF MESSAGE

E/COV [REDACTED]
 NOC/CS [REDACTED]
 CCS/CSB [REDACTED]

[REDACTED]

[REDACTED]

C/EUR/SS

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

CCCP-1
 Excluded from automatic
 downgrading and
 declassification

AC/E/F/V
 AUTHENTICATING OFFICER

E/F/X
E/S
ES MAY 1972

SECRET

CLASSIFICATION: UNCLASSIFIED CONFIDENTIAL SECRET

PER: _____ FILE NO. _____

FILE NO. _____

(CLASSIFICATION) (DATE AND BY WHOM) (AUTHORITY)

SECRET

20 MAY 72 23 00Z

CITE/DIRECTOR 71970
7/999

RYSAT ADMIN PERS TOPSY UODEEP UOGAME

REF: [] 27961 (IN 597183)

1. UNITED STATES CIVIL SERVICE COMMISSION BACKGROUND INVESTIGATION CASASIN HAS BEEN CANCELLED.

2. ALSO TAKING MEASURES BACKSTOP PRIOR EMPLOYMENT. BUT REGRET IT NOT POSSIBLE BACKSTOP WITH FEDERAL RECORDS CENTER. IF [] QUERIES FRC ITS RESPONSE WILL BE "NO RECORD."

3. IF [] QUERIES SKOGSBERG DELEGATION RE [] RESPONSE, PRESUME SKOGSBERG CAN ARRANGE REPLY THAT [] "ERROR" BECAUSE CSC INVESTIGATION CONSISTENT CASASIN'S CURRICULUM VITAE.

4. NO FILE.

END OF MESSAGE

E/COV [] (IN DRAFT)

OS/OSD/SAB [] TELECORD

OC/CS [] TELECORD

CS/ []

D C/EUR

COORDINATING OFFICERS

RELEASING OFFICER

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

AUTHENTICATING OFFICER

RELEASING OFFICE IS PROHIBITED

COPY NO.

ORIG: [redacted] *U-1*

MESSAGE FROM TOTAL COPIES: *16-2*

ROUTING AND/OR INITIALS - BEEN BY

SECRET

DATE: 5 APRIL 1972

CABLE SECRETARIAT DISSEMINATION BY: *48* PER [redacted]

INDEX NO INDEX RETURN TO [redacted] BRANCH FILE RID

FILE IN CS FILE NO. [redacted]

CONF: *ELR6* FILE VR. *NOAD3, OR2, CCS2,*

(classification) (date and time class) (ref) (reference number) (pic)

SECRET

CITE DIRECTOR

TO [redacted]

01072 (1) 002

252752 7

ADMIN TOPSY WUDEEP

1. FOLLOWING IS STATUS REPORT ON TALKS WITH CASASIN RE CONVERSION TO CAREER AGENT:

A. PROCESSING FOR CONVERSION DISCUSSED AT LENGTH WITH CASASIN AND HE AGREEABLE TO TERMS AND CONDITIONS OF CONTRACT, WHICH NOW IN PROCESS. CONTRACT WILL BE FORWARDED WHEN RECEIVED.

B. IN ORDER CONVERT CASASIN TO CAREER AGENT IT NECESSARY ~~TO~~ ALLOW HIM RETAIN PORTION OF COVER SALARY IN LIEU OF 10% LOSS OF STAFF STATUS PAY AND TO MOVE HIM FROM GS-15/8 TO 15/10 LEVEL. ABOVE WILL BE SPELLED OUT FULLY IN CONTRACT.

C. CASASIN WILL BE TRANSFERRED TO [redacted] UPON DATE OF HIS ACCEPTANCE BY [redacted]

2. SHOULD CASASIN NOT BE ACCEPTED BY [redacted] HQS RECOMMENDATION, SUBJECT TO STATION CONCURRENCE, WOULD BE FOR CASASIN TO REMAIN PARIS AS STAFF AGENT FOR RELATIVELY BRIEF PERIOD TO COMPLETE CURRENT OPS ASSIGNMENTS. FOLLOWING THIS PERIOD CASASIN WOULD BE ~~RETURNED HQS FOR REASSIGNMENT~~. REQUEST STATION COMMENT.

5
4
3
2
1

[Signature]

RELEASING OFFICER

COORDINATING OFFICERS
SECRET

RECEIVED
APR 11 1972

AUTHENTICATING OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

COPI NO.

MESSAGE FORM
TOTAL COPIES:

INITIALS AND SIGNATURES - SLEN BY

SECRET

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

TABLE SECRETARIAT DISSEMINATION
INDEX NO INDEX RETURN TO _____ BRANCH FILE RID
FILE IN CS FILE NO. _____

CONFIDENTIAL FILE VR. _____

(classification) (date and time filed) (date) (page)

SECRET

PAGE TWO

CITE DIRECTOR

252758

3. IF CASASIN ACCEPTED BY [Redacted] WDCG WDCG WOULD LIKE

CASASIN TDY HQS AREA FOR ADDITIONAL TWO OR THREE DAYS TRAINING.
CASASIN PLANS RETURN WOCORK FOR DAUGHTER'S GRADUATION FIRST WEEK
JUNE. THIS WOULD BE THE BEST OPPORTUNITY COVER-UP FOR
CASASIN TDY HQS AREA.

END OF MESSAGE

E/F/X

E/PER

E/COV

NOCAD/CADRE J. KINSCHI (TELECOORD)

DC/NO

E/SS

[Redacted]
E/COPS

COORDINATING OFFICERS

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

AUTHENTICATING OFFICER

RELEASING OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

COPY NO.

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Attachment #1

Item 44. Operational Expenses

Reimbursement for payment of fringe benefit programs of cover organization (including retirement, health, and life insurance) when it is determined by the Agency that membership therein is necessary for cover and/or security.

SECRET

Attachment #2

Item 50. Offset of Income

In accordance with IIN 20-129(2b), CASASIN will initially be permitted to retain \$1449 of his cover income without offset. Upon successful completion of three years service under this contract, the offset will be further reduced by \$551, which totals \$2000.

SECRET

PERSONNEL PROFILE (PART I)

NAME: **James B. (2)** DOB: **20 Nov 1919**

MARITAL STATUS: **Married** GRADE: **15** RELEASE DATE: **1950**

STATE: **Illinois** SOCIAL SECURITY: **7-3-292-2950** NATURALIZATION: **1950**

STATE: **Ill 1954** STATE: **Ill 1952** FCS: **C/S** FCS: **C/S**

RESERVE STATUS: **Y** ACTIVE DUTY: **None** RELEASE: **None** TO BE RETIRED: **None**

ASSESSMENT DATE: **None** PROFESSIONAL TEST DATE: **None** LANGUAGE APPLICABLE TEST DATE: **None**

13. AGENCY EMPLOYMENT

1943-49 **Military Service, US Army, 2nd Lt. - Civil Conservatory Officer, Japanese Instructor - Instructor, Liaison Officer**

1949 **Quinn Publishing Co, Publisher, Ill - County Editor of Weekly paper**

1949 **Chicago Housing Authority, Ill - Administrative Officer**

1949 **University College, Conn - French**

1949 **San Diego Maritime College, San Diego, Calif - French**

1949 **Univ of Wisconsin, Univ Camp, Wisconsin - (1947), Oriental Civilization, Japanese**

1951-52 **Georgetown Univ Graduate School - International Relations**

17. FOREIGN LANGUAGE ACQUISITION

French - R, P, S, U, High; II, Inter (Mar 1950), Trans & Interp Aug 1957

Japanese - P, S, U, Inter (Mar 1950), R, W, High; Trans & Interp Aug 1957

Language Proficiency Date Tested:

18. AGENCY SPONSORED TRAINING

1949-50	UNRA	1950	Trans & Interp	1960	Total Train
1950	Intnl Orient	1951	Audio Story Equip	1962	Tech Writer's Inst
1950	Cps	1954	Steps - Stals		French
1950	Cps Train	1959	Cross Story Review		

19. CIA EMPLOYMENT (FROM 1949 TO PRESENT) (Principal Assignments, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE	OFFICE	GRADE	ORGANIZATION & SPECIAL TITLE (If any)	LOCATION
Nov 1949	T.O.	C132.01	7	CPS/INT/STC/SELICT	Ill
Oct 1950	" "	C132.01	9	" "	"
Jan 1951	" "	C132.01	11	" "	"
Jul 1951	Cps Off	C132.01	11	" "	"
Jul 1951	" "	C132.01	11	" "	"
Feb 1952	Intnl Cps Off	C132.01	11	" "	"
Jan 1953	" "	C132.01	11	" "	"
Oct 1953	Cps Off	C132.01	11	" "	"
Oct 1953	" "	C132.01	11	" "	"
Feb 1953	" "	C132.01	13	" "	"
Oct 1953	" "	C132.01	13	" "	"
Mar 1954	" "	C132.01	15	" "	"
Feb 1967	" "	0136.01	15	DDP/EUR/FF/CenReg	"

20. DATE REVIEWED: **20 Apr 1967**

21. PROFILE REVIEWED BY: **rmh**

22. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE: **None**

CONFIDENTIAL
(When Filled In)

DATE 29 MAR 72

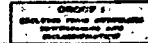
TO 418-1/Hqs
FROM: Office of Medical Services
SUBJ: Interim Medical Disposition

This is to advise that the medical processing
is incomplete awaiting receipt of supplemental medical information or completion of
corrective medical action. Final medical disposition will be issued when this
matter is resolved.

Glenn V. 6322

FORM 2997
7-68

CONFIDENTIAL



(4-26)

SECRET

CONTRACT INFORMATION AND CHECK LIST		CASE OFFICER	DIVISION
INSTRUCTIONS: (See HR 10-53 and HR 10-1000-1 for guidance. Copy to all offices receiving this form. Items are not to be changed. Retain original and TPO copies for preparation of contract.)		TELEPHONE EXTENSION 0269	DATE 27 March 1972
SECTION I GENERAL			
1. NAME <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> TEMP Thomas B. CASASIN	2A. PROJECT	3. ALLOTMENT NO. 2131-0115	4. SLOT NO.
5. PREVIOUS CIA PSEUDONYM OR ALIASES	2B. PERMANENT STATION	3A. FUNDS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.) Bio attached		
7. SECURITY CLEARANCE (Type and date) In process	7A. MEDICAL CLEARANCE <input checked="" type="checkbox"/> OBTAINED <input checked="" type="checkbox"/> INITIATED <input type="checkbox"/> NOT OBT'D.	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E. "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E. REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Career agent		
SECTION II PERSONAL DATA			
11. CITIZENSHIP USA	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE 48	14. DATE OF BIRTH (Month, day, year) January 20, 1924
15. LEGAL RESIDENCE (City and state or country) Alexandria, Va.		16. CURRENT RESIDENCE (City and state or country) Paris, France	
17. MARITAL STATUS (Check as appropriate) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input checked="" type="checkbox"/> DIVORCED			
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Daughter - 18		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP	
SECTION III U.S. MILITARY STATUS			
20. RESERVE No	21. VETERAN Yes	22. IF RETIRED AS AN OFFICER CHECK ONE. <input type="checkbox"/> RETIRED REGULAR <input type="checkbox"/> RETIRED RESERVIST	
23. BRANCH OF SERVICE U.S. Army	24. RANK OR GRADE 1st Lt.	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT TO BE OBTAINED BY CIA <input type="checkbox"/> YES <input type="checkbox"/> NO
SECTION IV COMPENSATION			
27. BASIC SALARY GS-15/10 \$33,260	28. POST DIFFERENTIAL NA	29. COVER (Breakdown, if any)	30. FEDERAL TAXES <input checked="" type="checkbox"/> GOVT TAX DOCUMENTATION - BY AGENCY <input type="checkbox"/> TAX DOCUMENTATION BY ESTABLISHED COVER <input checked="" type="checkbox"/> AGENCY TAX COMMITTEE CASE
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO U.S. CITIZENS AND RESIDENT ALIENS)			
31. QUARTERS Yes	32. POST Yes	33. OTHER all standard allowances	
34. COVER (Breakdown, if any) To be determined			
SECTION VI TRAVEL			
35. TYPES <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> DOMESTIC OPERATIONAL <input checked="" type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
37. MHE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	37A. MHE TO BE STORED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH DAUGHTER - USA - []			
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			
SECTION VII OPERATIONAL EXPENSES			
42. PURCHASE OF INFORMATION Yes	43. ENTERTAINMENT Yes	44. OTHER See Att. #1	
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			

CONTRACT INFORMATION AND CHECK LIST (CONTINUED) <small>NOTE: SEE INSTRUCTIONS ON FIRST SHEET.</small>	CASE OFFICER	DIVISION
	9269	EUR/F
	DATE	27 March 1972

SECTION VIII OTHER BENEFITS

48. BENEFITS (See HR 20-44, HR 20-42, HR 20-7, HR 20-33, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All normal benefits for career agent. Reimbursement for foreign taxes.

SECTION IX COVER ACTIVITY

47. STATUS (Check) PROPOSED ESTABLISHED

48. TYPE (Check) PROPRIETARY CULTURAL COMMERCIAL TOURIST

SUBSIDIZED EDUCATIONAL OFFICIAL OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS

YES NO COMPLETE PARTIAL

SECTION X OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)

TOTAL PARTIAL NONE See Att. #2

SECTION XI TERM

51. DURATION Indef. DAYS MONTHS YEARS

52. EFFECTIVE DATE

53. RENEWABLE YES NO

54. TERMINATION NOTICE (Number of days) 90

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION YES NO

SECTION XII FUNCTION

56. PRIMARY FUNCTION

Operations Officer

SECTION XIII DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

Spotting, assessment and recruitment of potential operational assets

SECTION XIV QUALIFICATIONS

58. EXPERIENCE

Subject has been associated with CIA for over 20 years as an operations officer.

SECTION XV EDUCATION

(Check highest level attained)

GRADE SCHOOL	HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE
BUSINESS SCHOOL GRADUATE	COMMERCIAL SCHOOL GRADUATE	
COLLEGE (No degree)	COLLEGE DEGREE	<input checked="" type="checkbox"/> POST GRADUATE
		MA PHD

60. LANGUAGE COMPETENCY

LANGUAGE	SPEAK			WRITE			READ		
	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR
	XX			XX			XXX		
		XX			XX			XX	

61. INDIVIDUAL'S COUNTRY OF ORIGIN

U.S.

62. AREA KNOWLEDGE

SECTION XVI EMPLOYMENT PRIOR TO CIA

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

Guide Publishing Company, Baltimore, Md. - County Editor - 1949
 Baltimore Housing Authority, Md. - Admin Officer - 1949

SECTION XVII ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

Authorize advance shipment of HHE presently stored [redacted] to U.S.A. for combining with present HHE in U.S. storage.

APPROVAL

DATE: 27 March 1972

TYPED NAME & SIGNATURE OF REQUESTING OPERAT. [redacted]

TYPED NAME & SIGNATURE OF CONTRACT APPROVING [redacted]

SECRET

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an Independent Contractor to render professional services of a confidential nature under the following terms and conditions:

1. Fee. For professional services rendered hereunder, you will be paid a fee calculated at the rate of \$8,000 per annum. Payments will be made as requested by you in writing in a manner acceptable to the Government.

2. Taxes. As an Independent Contractor, monies paid you under paragraph one (1) above constitute taxable income for Federal tax purposes and you must satisfy your Federal tax liability thereon. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Board or this organization is authorized to make certain determinations and establish procedures (including tax withholdings) which will result in the full satisfaction of your Federal income and Social Security tax obligations. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

3. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you and your dependents to and from your permanent post of assignment and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable organization policies and procedures. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and when authorized for you alone while on temporary duty away from your permanent post of assignment. Upon your satisfactory completion of services hereunder, you will be authorized transportation expenses for you, your dependents and your household and personal effects to your recorded permanent place of legal residence in the United States. All travel, transportation and per diem provided for under this paragraph must be properly authorized and expenses incurred herewith are subject to payment and accounting in substantial compliance with Government regulations or your cover facility, whichever is directed by the Government.

4. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in substantial compliance with applicable Government regulations.

5. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

6. Execution of Documents. If, during your utilization hereunder, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by this organization to evidence this relationship.

SECRET

SECRET

SECRET

7. **Status.** Your legal status under this agreement is that of an Independent Contractor. Nothing contained herein shall be construed as implying the creation of an employee-employer relationship.

8. **Requirements.** Requirements levied upon you by this organization hereunder are a part of this contract provided they are not inconsistent with the terms hereof.

9. **Unauthorized Commitments.** No promises or commitments pertaining to rights, privileges or negotiated benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

10. **Secrecy.** By virtue of personal knowledge acquired during this and any previous association, you will become privy to employees, associates, plans, programs, methods and the like of this organization, in particular, and the U. S. Intelligence Community, in general. As a direct consequence of this knowledge, you agree to keep forever secret all classified information so obtained; to refrain from presenting a paper, writing for publication; making a speech through any media or forum, or other public statement on the subject of intelligence, factual or fictional, without prior authorization by the Government. Violation of such secrecy may subject you to criminal prosecution under the espionage laws of the U. S. and other applicable laws and regulations.

11. **Term.** This contract is effective as of 1 July 1974, and shall continue thereafter for a period of one (1) year unless sooner terminated upon fifteen (15) days' actual notice by either party hereto. Termination or expiration of this agreement will not release you from the provisions of paragraph ten (10) above and any secrecy oath you may be required to take.

UNITED STATES GOVERNMENT



ACCEPTED:

Thomas E. Casasin
Thomas E. Casasin

WITNESS:

APPROVED:

RCB/jff
28 June 74

SECRET

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you for your services as a Career Agent under the following terms and conditions:

1. Status. Your status is that of a Government employee under contract and, as such, your rights and benefits are governed by the provisions of this agreement. It is specifically understood that you are not entitled to rights and benefits pertaining to appointed staff status, except as provided herein.

2. Cover. In the performance of your services hereunder, you will act under cover suitable to conceal your relationship with the Government. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction of terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

3. Compensation. In full consideration for your services as a Career Agent, and subject to the provisions set forth in paragraph four (4) below, you are guaranteed payment of a basic salary of \$33,260 per annum, the equivalent of a GS-15/10. In addition, you are herein authorized legislative salary adjustments and a post differential in substantial conformance with rules and regulations applicable to Government appointed personnel. Your Federal Tax liability, benefits, retirement and the like shall be based upon said basic salary.

4. Disposition of Cover Emoluments.

(a) Earned Cover Income.

(1) Earned cover income is herein defined as income (including benefits in kind) received by you from your cover activities, which income does not have as its source the Government (this organization) or for which reimbursement from the Government has not nor will be sought by the cover activity.

(2) Earned cover income in an amount initially computed at the rate of \$1449 per annum may be retained by you in addition to your basic contractual salary for the first three consecutive years of successful service hereunder; thereafter, at the rate of \$2000 per annum.

(3) Earned cover income in excess of that set out in subparagraph two (2) above will be offset and thereby reduce your basic contractual salary by a like amount.

SECRET

(4) You will initially report to this organization, upon assumption of cover status and thereafter on an annual basis, your rate of cover compensation. Any changes during the year will also be reported. This organization will pay your basic contractual salary (initially \$33,260) until such time as reports indicate cover income in excess of that set out in sub-paragraph two (2) above. You will thereafter be paid at your full rate of compensation less anticipated earned cover income based on the last report. Adjustments, if any, will be made following receipt of the year-end report. Failure to timely submit reports may result in a delay or suspension of contractual payments due you hereunder.

(b) Other Cover Emoluments. With the exception of earned cover income, emoluments (including benefits in kind) received from or through your cover activities are the property of the Government and will be disposed of at such times and in such a manner as the Government may prescribe.

5. Taxes. (a) As an employee of the Government, you must satisfy your Federal tax liability on the taxable income paid to you under paragraph three (3) above. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

(b) You will not be required to bear the expense of foreign taxes on income paid or guaranteed you by the Government under paragraph three (3) above. You will be reimbursed for such foreign taxes paid by you, consistent with your cover.

6. Allowances. You will be entitled to: (a) Living quarters allowances in conformance with regulations of this organization applicable to its appointed personnel. In the event you are furnished quarters by your cover facility or the Government you will not be entitled to the living quarters allowances herein indicated.

(b) Cost-of-living allowances in conformance with applicable regulations of this organization including, but not limited to, a post allowance or, if applicable, an equalization allowance in lieu thereof, a supplementary post allowance, a transfer allowance, a home service transfer allowance and a separation allowance.

7. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you, your dependents, your household effects and your personal automobile to and from your permanent post of assignment, and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable Government regulations. You will also be authorized shipment of household effects, presently stored in Paris, France, for combination with such household effects as are presently in storage within continental United States. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and, when authorized, for you alone while on temporary duty away from your permanent post of assignment. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

8. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including but not limited to payment of fringe benefit program costs, of your cover organization (including retirement, health and life insurance) when it is determined by this organization that membership therein is necessary for cover and/or security, also entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

9. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government or your cover facility to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

10. Benefits. (a) By virtue of your employment relationship with the Government hereunder, you are entitled to coverage under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by this organization in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick, annual, and home leave (including travel expenses incident thereto) equal to and subject to the same rules and regulations applicable to Government-appointed employees. Annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government or cover officials. All accrued but unused leave credited to your account under previous employment with the United States Government will be transferred to the leave account established for you under this agreement.

(c) You will be entitled to the continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act.

SECRET

(d) Your participation in the Retirement and Disability System of this Organization is preserved by virtue of your transfer without a break in service from a position of employment wherein qualification for such status was achieved. Contributions into the Retirement and Disability Fund will be deducted from the basic compensation due you hereunder.

(e) You are herein authorized continued coverage under the Federal Employees' Health Benefits Act. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(f) You are herein authorized continued coverage under the Federal Employees' Group Life Insurance Act unless you have previously executed a written waiver of said coverage. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(g) (1) This organization is authorized to pay the cost of necessary hospitalization and related travel expenses for illness or injury incurred by a United States citizen full-time Contract Employee in the line of duty while abroad.

(2) This organization may pay certain necessary costs of hospitalization and related travel expenses for illness or injury incurred by the dependents of a United States citizen full-time Contract Employee permanently assigned abroad, while they are located abroad.

It is understood and agreed that the eligibility and extent of the participation by you and your dependents in the above medical programs will be in conformance with the rules, regulations, and policies of this organization in effect at the time an illness or injury is incurred, that all claims will be submitted only to this organization and that adjudication of such claims by this organization shall be final and conclusive.

(h) You will be entitled to claim reimbursement for loss of personal property pursuant to applicable Government regulations.

11. Offset. Emoluments (including benefits in kind) received from or through your cover activities are the property of the U. S. Government. Procedurally, such emoluments will be offset against amounts due you under this agreement and are acknowledged to be payment by the Government hereunder and for federal income tax purposes. If cover emoluments exceed those due you under this contract, you will dispose of the excess amount in conformance with governmental instructions.

SECRET

12. Execution of Documents. If, in the performance of services under this contract, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

13. Secrecy. (a) You will be required to keep forever secret this contract and all classified information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws of the United States and other applicable laws and regulations.

(b) In the event you marry or remarry during the term of this contract, you agree to advise this organization at least one hundred twenty (120) days in advance of such contemplated marriage, or otherwise as soon as known, and to furnish such personal history data on your prospective spouse as may be required by this organization. You understand and agree that should this organization determine that your marriage would limit or otherwise impair your usefulness to the Government, this contract may be terminated.

14. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

15. Reassignments. During your period of service under this agreement, it may be necessary for this organization to terminate an assignment for reasons beyond your control. In such event, you will be given every consideration for other assignments appropriate to Career Agents.

16. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government. Specifically, you herein acknowledge that this organization makes no commitment, either express or implied, that appointed employment status will be offered you at the conclusion of or during your period of contractual service.

17. Term. This contract is effective as of 15 May 1952 and shall continue thereafter for an indefinite period unless sooner terminated:

(a) Upon ninety (90) days' actual notice by either party hereto,

(b) Upon actual notice to you in the event the results of an initially required medical examination are determined by this organization to be unsatisfactory, or

SECRET

(c) Without prior notice by the Government, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

/s/ Don H. [unclear]

BY _____
Contracting Officer

ACCEPTED:

Thomas B. Casasin
Thomas B. Casasin

WITNESS:

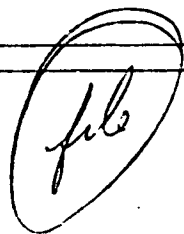
Matthew B. [unclear]

APPROVED:

RCB/ [unclear]
4/5/72

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE) CASASIN THOMAS D		PREPARED BY: 05/11/72	
3 NATURE OF PERSONNEL ACTION INITIAL ENTRY			4 EFFECTIVE DATE MO DA YR 05 15 72		5 CATEGORY OF EMPLOYMENT CAREER AGENT (S)
6 FUNDS		7 FINANCIAL ANALYSIS NO. CHARGEABLE	8 CSC OR OTHER LEGAL AUTHORITY		
9 ORGANIZATIONAL DESIGNATIONS DDP DIRECTORATE EUROPEAN DIVISION		10 LOCATION OF OFFICIAL STATION 5136-1231			
11 POSITION TITLE OPS OFFICER		12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION		
14 CLASSIFICATION SCHEDULE (GS, LR, etc.) (FULL TIME) GS		15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 15 0	17 SALARY OR RATE DOB: 02036 33260 LEI: 02407	
18 REMARKS					
<p>----- STATUS INFORMATION -----</p> <p>BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN: FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 3 S/L IND: 4</p> <p>----- CONTRACT INFORMATION -----</p> <p>EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: EUR PERS REFER ORG: EUR PHONE: 6913</p> <p>----- ENTITLEMENTS/ELIGIBILITIES/ALLCHANGES -----</p> <p>TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: CHI OPS EXPENSE: Y HOUSING: A POST/EQUAL: HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSES: Y STD GOVT: Y LEAVE PAY: Y PREMIUM PAY: N ALLOWANCE COMB: N EDUCATION: STEP INCRS: N OTH TAX RATE: N OTHER ALLOWNS: N SEPARATION:</p>					
SIGNATURE OR OTHER AUTHENTICATION					
					

SECRET
(When Filled In)

BBQ: 01 JAN 71

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 008102		2. NAME (LAST FIRST MIDDLE) CASASIN THOMAS B	
3. NATURE OF PERSONNEL ACTION EXTENSION OF PRA NET: 24 FEBRUARY 1971		4. EFFECTIVE DATE MO: 02 DAY: 25 YEAR: 71	5. CATEGORY OF EMPLOYMENT REGULAR
A. FUNDS	V TO V	V TO CF	7. Finance Analysis No. Chargeable 1136 1231 0000
	CF TO V	CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE OPS OFFICER		12. POS. NO. NUMBER 0668	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 15 7	17. SALARY OR RATE 29099
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

SECRET
(When Filled In)

EDG: 17 AUG 70

NOTIFICATION OF PERSONNEL ACTION

CB

1. SERIAL NUMBER 000102		2. NAME (LAST-FIRST-MIDDLE) CASASIN THOMAS B			
3. NATURE OF PERSONNEL ACTION EXTENSION OF PRA NTEL 24 FEBRUARY 1971			4. EFFECTIVE DATE MO DA YR 07 20 70		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V X		V TO CF CF TO CF		7. Financial And/or No. Chargeable 8. CSC OR OTHER LEGAL AUTHORITY 1136 1231 0000 50 USC 400 J	
9. ORGANIZATIONAL DESIGNATIONS DOP/EUR FOREIGN FIELD				10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0688		13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GSA OR AFM) GS		15. OCCUPATIONAL CLASS 0136.01		16. GRADE AND STEP 15 7	
17. SALARY OR RATE 27463					
18. REMARKS					
SIGNATURE OR OTHER AUTHENTICATION					

FORM 560 1150 Use Previous Edition

SECRET

SECRET
Excluded from automatic
downgrading and
declassification
(4-51)
(When Filled In)

10 MAR 69

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 CENTRAL NUMBER 005102		2 NAME (LAST FIRST MIDDLE) CASASIN THOMAS B	
3 NATURE OF PERSONNEL ACTION EXTENSION OF PRA NTE: 24 FEB. 1970		4 EFFECTIVE DATE MO DAY YR 02 23 69	5 CATEGORY OF EMPLOYMENT REGULAR
6 FUNDS	V TO V	V TO CF	7 Functional Analysis No. Chargeable 9136 1231 000
	CF TO V	CF TO CF	
9 ORGANIZATIONAL DESIGNATIONS DDP TUR FOREIGN FIELD		10 LOCATION OF OFFICIAL STATION	
11 POSITION NUMBER OPS OFFICER		12 GRADE AND STEP 1668	13 SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15 OCCUPATIONAL SYMBOL 0136.01	16 GRADE AND STEP 15 7	17 SALARY OR RATE 23734
18 REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
006102		CASASIN THOMAS B							
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT			02 26 67		REGULAR				
6. FUNDS		7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY						
<table border="1"> <tr> <td>V TO V</td> <td>V TO CF</td> </tr> <tr> <td>CF TO V</td> <td>CF TO CF</td> </tr> </table>		V TO V	V TO CF	CF TO V	CF TO CF	7136 1231 0000	50 USC 403 J		
V TO V	V TO CF								
CF TO V	CF TO CF								
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION						
DDP/EUR FOREIGN FIELD									
11. POSITION TITLE			12. POSITION NUMBER	13. SERVICE DESIGNATION					
OP3 OFFICER			0113	D					
14. CLASSIFICATION (SCHEDULE 155, 158, 160)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE					
GS		0136.01	15 6	20585					
18. REMARKS									
SIGNATURE OR OTHER AUTHENTICATION									

1040 1150
5 66

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GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

SECRET
(When Filled In)

17 APR 66

NOTIFICATION OF PERSONNEL ACTION

OCB

1. SERIAL NUMBER 006102	2. NAME (LAST-FIRST-MIDDLE) CASASIN THOMAS B
-----------------------------------	--

3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	4. EFFECTIVE DATE MO DA YR 04 10 66	5. CATEGORY OF EMPLOYMENT REGULAR
--	--	---

6. FUNDS	7. COST CENTER NO. CHARGEABLE 6136 1231 0000	8. CSC OR OTHER LEGAL AUTHORITY SECTION 203 P.L. 88-643
----------	--	---

9. ORGANIZATIONAL DESIGNATION DUP/VE FOREIGN FIELD PARIS STATION	10. LOCATION OF OFFICIAL STATION PARIS, FRANCE
--	--

11. POSITION TITLE OPS OFFICER	12. POSITION NUMBER 0885	13. SERVICE DESIGNATION D
--	------------------------------------	-------------------------------------

14. CLASSIFICATION SYMBOL (AS OR GS) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 15 5	17. SALARY OR RATE 18415
---	---	-----------------------------------	------------------------------------

18. REMARKS
EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION.

SIGNATURE OR OTHER AUTHENTICATION

SECRET

AMENDMENT TO
SUPPLEMENT TO STAFF AGENT PERSONNEL ACTION
FOR THOMAS B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Reference is made to your Staff Agent Supplement, effective 5 August 1962.

Effective 27 September 1965, all reference to income is deleted from that supplement and the following provision is substituted:

Taxes. As an appointed employee of the Government you must satisfy your Federal income tax liability on taxable income paid to you. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on income directly received as a result of your Federal employment. Such determinations and procedures constitute an integral part of your Staff Agent administration.

UNITED STATES GOVERNMENT

BY _____

Personnel Officer

Copy furnished to field
Tmt 852 637

17 Mar 66
P.T.

CLASSIFICATION SECRET		TELETYPE SECTION
TO: Chief, EUROPEAN Division		NO. OF PAGES: 1
FROM: Chief of Station, [redacted]		DATE: [redacted]
SUBJECT: ADMINSERS TORSY WODEP Thomas B. CASASIN		FILE NO. [redacted]
REF: [redacted] 2701, 27 April 1972		
<p>As reported in reference, CASASIN begins his [redacted] job on 5 June 1972. Forwarded USC and a Curriculum Vitae which he prepared for [redacted] and a completed form required for an LNLUTE security clearance.</p>		
[redacted]		
<p>Attachment: 1. As stated, USC Distribution: 2 - C/EUR w/att USC 1 - DCC/RCG</p>		
CS COPY		
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	OEPA-9E019	MAY 8 1972
	CLASSIFICATION	4 May 1972
	SECRET	GENERAL

*file
Bio-Security*

sk. dwd by [redacted] 15 May 72

CURRICULUM VITAE

Please complete this form in English or French. It is in your own interest that your answers are complete, accurate, and clearly presented. They should be typed or printed on this form; only if additional space is required for certain items should separate sheets of the same size be used, with clear reference to relevant numbers.

Veuillez remplir ce formulaire en anglais ou en français. Il est de votre propre intérêt que vos réponses soient complètes, précises et claires. Elles doivent être tapées à la machine ou imprimées sur le formulaire; sauf si, dans certains cas, il est nécessaire d'utiliser des feuilles supplémentaires de même format, avec indication précise du paragraphe.

1. Family name (Surname) - Nom de famille RICHARDSON		First name(s) - Prénoms Jacques Gabriel		Maiden name - Nom de jeune fille	
2. Permanent address - Domicile permanent				Telephone	
3. Mailing address - Adresse postale (if different from (Si elle diffère de la précédente))				Telephone	
4. A) Date of birth - Date de naissance day/jour: 20, month/mois: I, year/année: 1924		B) Country and place of birth - Pays et lieu de naissance USA, Baltimore, Maryland		C) Sex - Sexe M	D) Marital status - Etat civil Divorced
5. A) Citizenship at birth - Nationalité à la naissance USA		B) Present citizenship (since) - Nationalité actuelle (depuis) USA			
C) Have you ever applied for citizenship in your present country? - Avez-vous entrepris des démarches officielles pour fins de changer votre nationalité actuelle? No					
6. Give the following information about persons fully dependent upon you for financial support. Donnez les renseignements suivants sur les personnes qui sont, financièrement, entièrement à votre charge.					
Name of dependant - Nom de la personne à charge		Date of birth - Date de naissance	Relationship - Degré de parenté	Name of dependant - Nom de la personne à charge	
7. List any of your relatives employed by the United Nations or its Specialized Agencies. Donnez les noms de ceux de vos parents qui sont employés par les Nations Unies ou une des Institutions spécialisées.					
Name - Nom		Relationship - Degré de parenté		Name of international organization - Nom de l'organisation internationale	
8. Would you object to serving in any part of the world? If so, indicate which. Avez-vous des objections à travailler dans certaines parties du monde? Si oui, indiquez lesquelles. No				9. Would you accept employment for a period of: Accepteriez-vous un emploi d'une durée de: Up to 6 months - moins de 6 mois 6 months to 1 year - 6 mois à un an more than 1 year - plus d'un an No No Yes	
10. How much notice would you require to report for work? Dans quel délai pourriez-vous entrer en fonctions? One month					
11. If employed, you will be required to pass a medical examination. Have you any disabilities which might limit your prospective field of work or preclude your undertaking any necessary travel by air? En cas d'engagement un examen médical est nécessaire. Avez-vous une infirmité quelconque susceptible de restreindre vos activités professionnelles ou de vous interdire tout voyage par avion que vous pourriez être appelé à effectuer? No					
12. For what type of work or for which specific post do you wish to be considered? - Quel genre d'emploi ou quel poste précis vous intéresse? Scientific-technical publications					

EDUCATION - ETUDES - List all schools, colleges, and universities, including in-service training, which have led to the granting of a diploma, degree, or license. Indiquer les établissements d'enseignement que vous avez fréquentés depuis l'âge de 14 ans. Mentionnez également les stages de perfectionnement ayant abouti à l'obtention d'un diplôme.

Name, place and country Nom, adresse et pays	Years attended Années d'études		Degrees, diplomas, etc. (in original language) Diplômes, licences, etc. (en langue originale) Mentionner les matières principales	Date obtained Date d'obtention
	From	To		
		Jun 40	Diploma	1940
	USA	Feb 42	BA	1942
	USA	1951-2	None	
	USA	Jun 62	Certificate	1962

14. The professional societies to which you belong and your activities in public or international affairs.
Énumérez les associations professionnelles dont vous êtes membre; vos activités publiques et internationales.
 International Council for the Advancement of Science, Member; Humboldt Society, Fellow; Society of Technical Publishers and Writers, Senior member; International Science Writers Association, Member; The Glaciological Society, Member; Association des Journalistes Scientifiques, Membre Associé; and others

15. List, but do not attach, your significant publications, include publisher and date and place of publication.
Énumérez, mais ne les joindre, tous travaux importants que vous avez publiés. Indiquez le nom de l'éditeur, le titre et la date de publication.
 Numerous articles, Science and Technology, Space/Aeronautics, Electro-Technology, 1963-9; numerous articles, Science Journal, 1969-70; numerous articles, book reviews, Atomes and La Recherche, 1969-present; numerous articles, Innovation and Search, 1969-present; Journal of Medical Engineering & Electronics, 1965; numerous articles in Nature 'News and Views', 1970-present; articles in Purchasing and Marketing Industry, 1963-9; editorial work for Unesco Impact, 1970; planned June 1971 issue on chemistry of Unesco Courier; article on American oceanology in Sciences & Avenir, August 1970, and others

16. LANGUAGES - LANGUES	A) Mother tongue; Langue maternelle: English															
	B) Other languages Autres langues															
	Ability to - Aptitude à															
	Speak - Parler				Write - Écrire				Read - Lire				Understand - Comprendre			
	Excellent	Good	Possible	Poor	Excellent	Good	Possible	Poor	Excellent	Good	Possible	Poor	Excellent	Good	Possible	Poor
French	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C) In which languages are you able to teach? Dans quelles langues pouvez-vous enseigner?
 English and French

17. CLERICAL SKILLS - STENO-DACTYLOGRAPHIE			18. MECHANICAL SKILLS - MÉCANOGRAPHIE		
Indicate speech in words per minute, after verification on non-commercial texts. Indiquer les vitesses en mots-minute après vérification des vitesses sur textes non-commerciaux.			List any special skills you possess and office machines you can use. Énumérez vos compétences techniques et les machines de bureau que vous avez, selon le cas.		
Language - Langues	Shorthand - Sténo	Typing - Dactyle	Can use all office equipment, including some IBM and ICL computers (2, 2.5, and 3d generations)		
English - anglais					
French - français					
Spanish - espagnol					
(Other - autres)					

19. EMPLOYMENT RECORD ANTÉCÉDENTS PROFESSIONNELS	Starting with your present position list in reverse order every employment during at least the past ten years. Énumérez, en commençant par le plus récent, tous les emplois que vous avez exercés au cours des dix dernières années au moins.
A. PRESENT POSITION - POSTE ACTUEL Dates of employment - Durée d'emploi From: October 1 1970 To: Present De: A: Ce jour	Description of job, duties (underline the main point), include number and type of subordinates. Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.
Annual salary - Traitement annuel Starting: 78,000 Present: 85,450 De début: Actuel:	<div style="border: 1px solid black; height: 200px;"></div>
Exact title of your position and place of work Titre exact de votre poste et lieu d'activité	
Name of employer - Nom de l'employeur	
Type of work Genre d'activité: Scientific publishers, consultants	
Name and title of your immediate supervisor Nom et titre de votre supérieur direct: PRESIDENT	and type of subordinates. Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.
Reason for wishing to leave - Pourquoi désirez-vous changer d'emploi? would like to have my week-ends free	
B. PREVIOUS POSITION - POSTE ANTERIEUR Dates of employment - Durée d'emploi From: January 1 1969 To: Present (concurr.) De: A:	<div style="border: 1px solid black; height: 200px;"></div>
Annual salary - Traitement annuel Starting: 55,000 plus Final: 59,000 plus De début: comm. A la fin: comm.	
Exact title of your position and place of work Titre exact de votre poste et lieu d'activité	
Name of employer - Nom de l'employeur	
Type of work Genre d'activité: Managing overseas publishing co.	and type of subordinates. Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.
Name and title of your immediate supervisor Nom et titre de votre supérieur direct: Executive Director	
Reason for leaving Cause de départ: would prefer to remain as consultant	
C. PREVIOUS POSITION - POSTE ANTERIEUR Dates of employment - Durée d'emploi From: February 1968 To: June 1969 De: A:	<div style="border: 1px solid black; height: 200px;"></div>
Annual salary - Traitement annuel Starting: \$19,500 + profit Final: \$21,000 + prof De début: A la fin:	
Exact title of your position and place of work Titre exact de votre poste et lieu d'activité	
Name of employer - Nom de l'employeur	
Type of work Genre d'activité: Applied technology periodical press	Name and title of your immediate supervisor Nom et titre de votre supérieur direct: TECHNIQUE
Reason for leaving Cause de départ: tired of routine; wanted new challenges	

D. PREVIOUS POSITIONS - POSTE ANTERIEUR

Period of employment - Durée d'emploi
 From: May 1962 To: February 1968

Annual salary - Traitement annuel
 Starting \$10,000 • profits final: \$19,500 • profits
 De début A la fin

Exact title of your position and place of work
 Titre exact de votre poste et lieu d'affectation

Name of employer - Nom de l'employeur

Type of work
 Genre d'activité: Specialized periodical press

Name and title of your immediate supervisor
 Nom et titre de votre supérieur direct: Exec Vice Pres (deceased)

Reason for leaving
 Cause de départ: Promotion

E. If applicable, give here a brief resumé of employment(s) held before those covered above.
 Si vous le jugez utile, résumez ici vos divers emplois antérieurs.

1960-2 Free-lance technical editor, various publishing houses, New York
 1960-2 Supervizing Technical Editor, [redacted]
 1955-60 Supervising Foreign Affairs Specialist, [redacted]
 1950-4 Regional Editor, [redacted]
 1949 Reporter, then associate editor, weekly newspaper chain, Baltimore.

19. REFERENCES: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat names listed in item 19.
RÉFÉRENCES: Indiquez trois personnes (parents et alliés exclus) pouvant donner sur vous des renseignements d'ordre moral et professionnel. Ne répétez pas de noms déjà cités dans le case 19.

Name - Nom	Full address - Adresse complète	Profession
		Civil servant
		Journalist
		Educator

20. Have you any objection to our making enquiries of your present employer?
 Voyez-vous quelque inconvénient à ce que nous prenons des renseignements auprès de votre employeur actuel? yes / oui no / non

21. State briefly any other relevant facts. Include information regarding any residence or travel outside the country of which you are a citizen.
 Énoncez brièvement tout autre renseignement d'ordre moral et professionnel. Donnez également des précisions sur toute période de résidence ou de voyage à l'étranger.

Foreign residence: [redacted]

22. I certify that the statements made by me in answer to the foregoing questions are true and complete. I understand that willful misrepresentation renders me liable to dismissal, if employed.
 Je certifie que les réponses que j'ai faites aux questions ci-dessus sont complètes et exactes. Je reconnais qu'en donnant sciemment une indication inexacte, je me rendrais passible de licenciement, si on me ré-engage.

Signature: *Stephen H. Wickert* Date: November 30, 1971

23. You may be requested to supply documentary evidence in support of the above statements. Do not, however, send any such evidence unless asked to do so by Unesco.
 Il pourra vous être demandé de fournir des pièces justificatives à l'appui des déclarations faites ci-dessus. Ces pièces ne devront être envoyées qu'à la demande expresse de l'Unesco.

Receipt of this form is not ordinarily acknowledged but your application will be carefully examined and Unesco will, if need be, get into touch with you.
 La règle générale, l'Unesco ne confirme pas les demandes d'emploi plus de deux ans après réception.

**IDENTIFICATION AND PERSONNEL DATA
FOR EMPLOYMENT OF UNITED STATES CITIZEN**

INSTRUCTIONS.—Prepare in quadruplicate. All sections must be completed. Write "None" when applicable. Type or print answers. If space not adequate for complete answers continue under item 11, and attach a supplemental sheet to this form if necessary. All addresses must show street number, street, city, and State.

<p>1. NAME (Last, first, middle) ROEBARSON, Frances G.</p>	<p>5. DESCRIPTION OF COMPLEXION <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">HEIGHT</td> <td style="width: 25%;">WEIGHT</td> <td style="width: 25%;">COMPLEXION</td> <td style="width: 25%;">COMPLEXION</td> </tr> <tr> <td>178 cm</td> <td>72 kg</td> <td>Brown</td> <td>Black</td> </tr> </table>	HEIGHT	WEIGHT	COMPLEXION	COMPLEXION	178 cm	72 kg	Brown	Black
HEIGHT	WEIGHT	COMPLEXION	COMPLEXION						
178 cm	72 kg	Brown	Black						
<p>2. OTHER NAMES USED (Maiden name, married name, former misspellings, former names changed legally, or nickname, alias, or names, etc. Specify which, and show dates used)</p>	<p>6. MARITAL STATUS (Check one)</p> <p><input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWER</p>								
<p>3. PRESENT ADDRESS AND LENGTH OF RESIDENCE THERE</p>	<p>7. BIRTH DATE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DAY</td> <td>MONTH</td> <td>YEAR</td> </tr> <tr> <td>20</td> <td>Jan</td> <td>24</td> </tr> </table>	DAY	MONTH	YEAR	20	Jan	24		
DAY	MONTH	YEAR							
20	Jan	24							
<p>8. BIRTHPLACE (City, county, State, and country)</p> <p>Baltimore, Maryland</p>									

4. DATES AND PLACES OF RESIDENCE (Go back 25 years. Continue under item 11 on other side if necessary.)

FROM	TO	NUMBER AND STREET	CITY	STATE

<p>9. UNITED STATES CITIZENSHIP. INDICATE WHETHER:</p> <p>(A) BY BIRTH <input checked="" type="checkbox"/> (C) NATURALIZATION <input type="checkbox"/></p> <p>(D) DERIVATIVE <input type="checkbox"/> PETITION NO. _____</p> <p>DATE _____ DATE _____</p> <p>CERTIFICATE NO. _____ CERTIFICATE NO. _____</p> <p>PLACE _____ PLACE _____</p>	<p>10. SOCIAL SECURITY NO. _____</p> <p>11. MILITARY SERVICE (Past or present)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>SERIAL NO.</th> <th>BRANCH</th> <th>FROM (Yr.)</th> <th>TO (Yr.)</th> <th>TYPE OF DCSM</th> </tr> <tr> <td colspan="5" style="height: 40px;"> </td> </tr> </table>	SERIAL NO.	BRANCH	FROM (Yr.)	TO (Yr.)	TYPE OF DCSM					
SERIAL NO.	BRANCH	FROM (Yr.)	TO (Yr.)	TYPE OF DCSM							

12. EDUCATION (All schools above elementary)

NAME OF SCHOOL	ADDRESS	FROM (Year)	TO (Year)	DEGREES
				<p>DEPT</p> <p>BA</p> <p>—</p> <p>Certif</p>

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11-R-0
Page 1203

13. EMPLOYMENT (For ALL employments date beginning with your present employment. Show ALL dates and addresses when unemployed. Name under each employment if different from name now used.)

FROM	TO	NAME OF EMPLOYER (Firm or agency) ADDRESS (if not same as above)	TYPE OF WORK	ADDRESS (if not same as above)	REASON FOR LEAVING
1970	Present				To accept Linaco app
1960	Present				ditto
1962	1969				To join Tech- nology Comm
1960	1962				To reenter priv industry
1955	1960				Contract expiration
1950	1954				To accept o'soug agmt
1949	1949				To accept better job
1948	1949				To accept better job

14. FOREIGN COUNTRIES VISITED (SINCE 1930) (Exclusion of military service)

COUNTRY	DATE LEFT USA	DATE RETURNED USA	PURPOSE
			Military service ditto USIA activities Civil service Tourism Business, tourism

15. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY U.S.A. OR ANY COMMUNIST OR FASCIST ORGANIZATION?

16. IF YOUR ANSWER TO QUESTION 15 OR 16 ABOVE IS "YES," HAVE YOU EVER BEEN A MEMBER IN ANY FORMER OR DOMESTIC ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHOSE PURPOSE IS TO: (A) COMMUNIST OR SOCIALIST; OR (B) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (C) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (D) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (E) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (F) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (G) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (H) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (I) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (J) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (K) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (L) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (M) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (N) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (O) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (P) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (Q) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (R) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (S) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (T) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (U) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (V) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (W) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (X) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (Y) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT; OR (Z) TO SECURE THE ABOLITION OF FEDERAL GOVERNMENT.

17. IF YOUR ANSWER TO QUESTION 15 OR 16 ABOVE IS "YES," STATE THE NAMES OF ALL SUCH ORGANIZATIONS, ASSOCIATIONS, MOVEMENTS, GROUPS, OR COMBINATIONS OF PERSONS, DATES OF MEMBERSHIP, AND OFFICES HELD, IN QUESTION 15 OR ON A SEPARATE SHEET TO BE ATTACHED TO AND MADE A PART OF THIS FORM. GIVE COMPLETE DETAILS ON YOUR ACTIVITIES THEREIN AND MAKE ANY EXPLANATION YOU DESIRE REGARDING YOUR MEMBERSHIP OR ACTIVITIES.

<u>NAME</u>	<u>ADDRESS</u>	<u>FROM</u>	<u>TO</u>	<u>OFFICE HELD</u>

18. MEMBERSHIP IN OTHER ORGANIZATIONS (List all organizations in which you are now a member or have been a member, except those which show religious or political affiliations.)

<u>NAME</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>OFFICE HELD</u>
		Professional	1955	present	Fellow
		"	1958	present	Senior Member
		"	1955	present	Member
		Social	1962	present	Member

19. RELATIVES (Parents, spouse, divorced spouse, children, brothers, and sisters, living or dead. Name of spouse should include maiden name and any other names by previous marriage. If person is dead, so state under "address" and enter other information as of time of death.)

<u>RELATION</u>	<u>NAME IN FULL</u>	<u>YEAR OF BIRTH</u>	<u>ADDRESS</u>	<u>COUNTRY OF BIRTH</u>	<u>PRESENT COUNTRY</u>
				USA	USA
				USA	USA

1. NAME (Last, first, middle initial, and full name of person, relative, or employer who are well acquainted with you.)

Empty box for name entry.

21. HAVE YOU EVER BEEN ARRESTED, TAKEN INTO CUSTODY, HELD FOR INVESTIGATION OR QUESTIONING, OR CHARGED BY ANY LAW ENFORCEMENT AUTHORITY? (You may omit: (1) Traffic violations for which you paid a fine of \$10 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.)

(ANSWER "YES" OR "NO")

22. WHILE IN THE MILITARY SERVICE WERE YOU EVER ARRESTED FOR AN OFFENSE WHICH RESULTED IN A TRIAL BY DICK COURT OR BY SUMMARY, SPECIAL OR GENERAL COURT-MARTIAL?

(ANSWER "YES" OR "NO")

IF YOUR ANSWER TO 21 OR 22 IS "YES," GIVE DETAILS IN ITEM 23, SHOWING FOR EACH INCIDENT: (1) DATE, (2) CHARGE, (3) PLACE, (4) LAW ENFORCING AUTHORITY OR TYPE OF COURT OR COURT-MARTIAL, AND (5) ACTION TAKEN.

23. SPACE FOR CONTINUING ANSWERS TO QUESTIONS (Show item numbers to which answers apply. Attach a separate sheet if there is not enough space here.)

Large empty space for providing details of incidents.

CERTIFICATION

NOTE: The original copy must be signed by the person named in item 1 on this form. I certify that the above information is correct and complete to the best of my knowledge and belief.

May 1 1972 (DATE)

Handwritten signature: Charles B. Richardson

SIGNATURE (Sign original only)

SECRET

(When Filled In)

OT 9m

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				006102			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SO	
CASASIN, Thomas B.		20 Jan 24		M	GS-13	D	
6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Off				DDP/EUR			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From: to:)			
31 May 1971				1 April 1970 to 31 March 1971			
SECTION B PERFORMANCE EVALUATION							
U-Unsatisfactory		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Proficient		Performance is satisfactory. Desired results are being produced in the manner expected.					
S-Strong		Performance is characterized by exceptional proficiency.					
O-Outstanding		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Gained full-time employment as a senior executive of [redacted] for the purpose of further developing access to Station targets and appreciably lowering the overall cost of the operations in which he is involved.						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Uses his cover to gain access to MHHARSH personnel and spot leads on eventual access and support-type assets directed against the local MHHARSH and TFFAST targets.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Develops and assesses MHHARSH officials with whom he has made contact as well as access prospects to the local MHHARSH and TFFAST targets.						P	
SPECIFIC DUTY NO. 4						RATING LETTER	
Responds to various Station requirements including investigative work.						S	
SPECIFIC DUTY NO. 5						RATING LETTER	
Reports on the above activities.						P	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>During the period under review, Subject managed to gain full-time employment as a senior executive of an HBSPRITE government subsidized scientific publication at a time of economic slowdown when jobs were not easy to get. He did this without help from Headquarters or the Station. Such an achievement is a tribute to Subject's fluency in [] his ability to write, his general scientific know-how and his good business sense. Over half of his salary therefore is now paid by this company. In converting to full-time employment, a major adjustment, Subject's contribution to the Station operations in the MHHARSH and TFFAST fields against which he is targetted temporarily decreased somewhat. Subject continued, however, to maintain contact with three local MHHARSH officials and initiated contact with three others. He also continued to search for new leads to personalities in the priority areas assigned to him. Subject has the capability to call on local scientists or technicians of just about any nationality with the possible exception of TFFAST citizens. He has used this near-unique potential well.</p> <p>Subject has had occasional difficulty switching from "professional" or intellectual subjects in his development of MHHARSH personalities or access prospects to more down-to-earth interests necessary --con't--</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
9 June 1971	/s/ Thomas B. CASASIN		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
18 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
	Handling Officer	[]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>The Station submitted comments on Subject officer recently in OPFT-16549 (8 April 1971), to which we should add that Subject has, largely on his own merits, acquired a solid and potentially highly useful cover employment. However, this new employment will demand a very substantial amount of time and energy from Subject, and the unanswerable question at the moment relates to his availability for Organizational tasks. We shall need additional time and careful working with this officer to determine the answer, since the fiscal outlay from the Organization to support his continued stay in Paris is still quite</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 May 1971	JQS	/s/ Hugh Montgomery	

SECRET

S E C R E T

- 2 -

FITNESS REPORT

Section C (continued)

to the development of human relations. His forte is therefore more in the field of spotting and making operational contacts than in that of more than short-range operational development. Subject's operational situation makes it impossible for him to attempt recruitments. Thus, his very real achievements are not by essence of the spectacular variety.

Subject's reporting has been satisfactory and continue to be copious. He could, however, further improve the selectivity of the leads provided the Station and make more of an effort to "digest" the information contained in his reports.

Although Subject has, at present, no supervisory function, he has repeatedly requested such a responsibility. He is careful with operational expenses and has exercised good security.

During the period under review, additional efforts have been made to make full use of Subject's potential and integrate him further in the work of the station component with which he works. He is a particularly valuable asset for the Station programs directed against the local MHARSH and TFFAST targets.

Section D (continued)

substantial. In a word, is it worth it? We do not yet know, although our initial impressions are favorable.

On the fitness report itself, this rater would have preferred an "S" rating for specific duty number one; Subject may ultimately deserve an "O", but it does not seem warranted at the present time. Moreover, I believe the overall rating would more properly have been in the higher range of the "P" category, rather than "S", but it is of course a subjective judgment of the rating officer, who is more intimately and directly involved with Subject on a frequent basis.

In sum, the cover is superb, and only time will reveal to what extent the cover requirements permit a full measure on behalf of the Organization. We are following this aspect closely and will be commenting upon it subsequently as we gain experience and knowledge.

S E C R E T

FITNESS REPORT

SECTION A: GENERAL			
1. NAME: (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEA
		20 Jan 1924	M
4. GRADE		5. SS	
		GS-15 D	
6. OFFICIAL POSITION TITLE		7. OFF/DIV/HR OF ASSIGNMENT & CURRENT STATION	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions in Section C)		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> SPECIAL (Specify):	
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From to)	
		1 April 1969 - 31 March 1970	
SECTION B: PERFORMANCE EVALUATION			
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by expertise or proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of other doing similar work as to warrant special recognition.</p>			
SPECIFIC DUTIES			
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).			
SPECIFIC DUTY NO. 1			RATING LETTER
Established and maintains a legitimate [redacted] representation for the purpose of developing natural access to Station targets.			S
SPECIFIC DUTY NO. 2			RATING LETTER
Uses his cover to develop leads on eventual access or support type assets to be used by the Station against the local MMHARSH target.			S
SPECIFIC DUTY NO. 3			RATING LETTER
Responds to various Station requirements including investigative work.			S
SPECIFIC DUTY NO. 4			RATING LETTER
Initiates contact with selected local MMHARSH targets and undertakes to develop sufficient rapport with them to provide operational assessments.			S
SPECIFIC DUTY NO. 5			RATING LETTER
			-
SPECIFIC DUTY NO. 6			RATING LETTER
			-
OVERALL PERFORMANCE IN CURRENT POSITION			
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.			RATING LETTER
			S

NUMERATIVE COMMENTS

Indicate significant strengths of the assessee demonstrated in current position keeping in proper perspective their relation to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Mention of performance of managerial or supervisory duties and last review only in the case of personnel space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

The comments of the rating officer are limited to the period from October 1969 to March 1970 during which he worked with Subject. The previous rating officer has added his comments to allow coverage of the total indicated period from April 1969 to March 1970. During this period Subject was integrated in a new team assigned to the local [redacted] MHWARSH target. Subject's recent activity has been very productive indeed. Subject used the excellent potential given to him by his cover to skillfully spot and assess access agent candidates. As Subject's operational situation in Paris precludes making recruitment, the most promising of these candidates was placed in contact with a Station officer during social events Subject organized. At the same time, Subject continued his efforts to develop personal relationship with several MHWARSHers. The beginning of personal, as opposed to purely professional, relations with a major MHWARSH target enabled him to obtain insight into the target's beliefs and personality which was the best the Station had to date. Subject also managed to establish contact with two other MHWARSH representatives of interest. This, in one case, required almost six months to accomplish via a combination of patience, skill and determination. Subject is an experienced officer. He is self-conscious and practices good security. The Station has no other agent with the necessary scientific and editorial know-how, fluent French and local knowledge to replace Subject. In view of this and the recent progress made by Subject in response to very specific requirements and his willingness to try to establish personal and, hopefully, social relations with access prospects and MHWARSH targets, the Station recently recommended that he be extended. [redacted] At the same time, the Station recommended that Subject's cover be reinforced by full-time employment with Subject's current MOWAW part-time employer.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
	[redacted]

2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	Station Officer	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As previous Station correspondence and fitness reports will reflect, this officer has been the subject of varying evaluations and projections in recent years. In fairness to him, however, it is equally true that an officer [redacted] reflects, in the level and quality of his performance, the amount and type of guidance, direction and push he receives from the responsible inside case officer. Making allowances for these variables, this officer's past record has not been impressive; however, it is also correct to note that he has improved substantially during the latter part of the period under review, and that if the Station can work out some fiscal arrangement which will reduce the heavy financial input

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 May 1970	BOSS	Hugh Montgomery

SECRET

Section D3 continued

from the Organization, his continued presence at this Station definitely appears to be warranted for a sufficient period to reach more definite conclusions concerning the level of sustained performance over a somewhat longer period than that reflected by this report.

On balance, we are pleased that this officer has responded so well to greater case officer direction and that he has undertaken somewhat more aggressive efforts to expand his range of contacts in immediate proximity to the primary Station targets. This officer does bring many talents to bear on his operational activity: he has absolutely fluent [redacted] a solid and exploitable cover, and a vast range of contacts in the local community. Nonetheless, it will require additional time to explore these contacts in depth, select those which appear to be operationally viable, and pursue them actively either to the point of recruitment by another officer or elimination from further development, for whatever reason.

In sum, in spite of the recognized and commendable improvement in this officer's performance during the period under review, the reviewer submits that the letter grade for specific duties 2 and 4 would more properly have been a "P", and that the overall rating, at this point, would more accurately be set at a level between "P" and "S", probably closer to the former than the latter.

This reviewing comment has been read by the officers who prepared the Fitness Report.

SECRET

SECRET

(When Filled In)

(P) / [Signature]

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				008102	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
CABASIN, Thomas B			20 Jan 1924	M	GS-13 D
5. OFFICIAL POSITION TITLE			7. OFF/DIV/SR OF ASSIGNMENT		
Ops Officer			BDP/EUR		
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify)		
10. CHECK (X) TYPE OF REPORT			11. DATE REPORT DUE IN O.P.		
<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE			12. REPORTING PERIOD (From - to)		
			1 October 1968 - 31 March 1969		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).					
SPECIFIC DUTY NO. 1					RATING LETTER
Establishes and maintains a legitimate representation for the purpose of developing natural access to Station targets.					S
SPECIFIC DUTY NO. 2					RATING LETTER
Develops cover pretexts to meet WOLADY and third national of operational interest in the					S
SPECIFIC DUTY NO. 3					RATING LETTER
Responds to Station ad-hoc requirements on the local internal target.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Develops potential agent prospects in the the point where they can be recommended as Station agent candidates.					P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

GROUP 1 Excluded from automatic downgrading and declassification

SECRET

SECTION C

NARRATIVE COMMENTS

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

During this reporting period subject had very markedly increased the tempo of his activities and contacts. Many agent prospects have been screened and contacts were established with people of interest to several elements of the Station. Subject is particularly thorough and outstanding on specific investigations where he utilized cover in a skillful and imaginative way. He has improved in terms of people development but in this respect he is still best with people in a professionally related context rather than a contrived social context. As mentioned in the previous report subject's cover assignment does not allow him to make recruitments. Subject has a high degree of cost consciousness and does not exercise any supervisory responsibilities.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
11 June 1969	/s/ Thomas B. CASASIN	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 June 1969	Ops Officer	[Redacted]
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I do not concur in this rating. I would have given the employee STRONG in the performance of his cover responsibilities, that is to say in the manner in which he has created and expanded his cover. I would have restricted myself to PROFICIENT, however, in assessing his exploitation of that cover for operational purposes. For a fuller treatment of this staff agent's performance, suggest that reference be made to the [Redacted] submitted 26 May 1969, via OFPA-89925.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 JUNE 1969	Chief of Station	/s/ David R.E. Murphy

SECRET

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYER SERIAL NUMBER		
					00C102		
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SO	
CASASIN Thomas B.		20 Jan 1924		M	GS-15	DI	
6. OFFICIAL POSITION TITLE					7. OFF/DIV/BR OF ASSIGNMENT & CURRENT STATION		
One Officer					DDP/EUR		
8. CHECK (X) TYPE OF APPOINTMENT					10. CHECK (X)		
CAREER			RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)				ANNUAL		REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):					SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.					12. REPORTING PERIOD (From - to)		
					1 April 1967 - 31 March 1968		
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Establishes and maintains a legitimate representation for the purpose of developing natural access to station targets.						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Develops cover pretexts to meet WOLADY and third national of operational interest in the						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Responds to station ad-hoc requirements on the local internal target.						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Develops potential agent prospects in the to the point where they can be recommended as station agent candidates.						P	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

SECRET

(When Filled In)

SECTION C NARRATIVE COMMENTS

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

Since the last reporting period Subject's efforts were directed by the Station toward the spotting, developing and assessing WOLADY S&T agent candidates in terms of recruitment and inclusion in the Station's [redacted]

Subject has done thorough and at times imaginative spade work in this field despite the fact that the mission was not as successful as anticipated. Recent progress however would indicate that the next reporting period would be more productive.

Subject continues to respond to ad-hoc specific assignments in an exemplary manner.

Because of the nature of his cover assignment Subject is not authorized to make recruitments.

Subject has a high degree of cost consciousness. He does not exercise any supervisory responsibilities under his cover assignment.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE: 24 Oct. 1968 SIGNATURE OF EMPLOYEE: /s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:

DATE: 24 Oct. 1968 OFFICIAL TITLE OF SUPERVISOR: Ops Officer TYPED OR PRINTED NAME AND SIGNATURE: [redacted]

1. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached.

DATE: OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief of Station TYPED OR PRINTED NAME AND SIGNATURE: [redacted]

SECRET

SECRET

3. It is difficult to place in the proper perspective the contribution of this senior staff agent to [redacted] operations. On the one hand, Subject has established superb cover in the scientific and technical field which should have afforded him virtually unlimited access to persons of interest to us, both Soviet and potential access agents. In evaluating the manner in which the employee set up and managed this cover, I would tend to agree with his comments to the fitness report on the heavy demands on him although these comments are somewhat overdrawn.

The principal difficulty has been the time it has taken to relate the cover potential to the specific operational requirements of the Station. We have not received from CASASIN as many leads and assessment reports to persons of operational interest in the S&T field as we think he could have produced. It may be that the earlier listing of the project (viewed as a regional undertaking) contributed to this.

Recently we have noted significant improvement in that we have received responses to requests we have made for assessment and development of potential access agents within a cover context. We hope, therefore, that this last year of CASASIN's stay will be the most productive ever. It is unfortunate that the cover must end because of the cover company's decisions over which we had no control.

[redacted]

SECRET

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ADDENDUM, Form 45 (Fitness Report), for period March 67-March 68.

Section D

As the individual being rated, I would like to add some remarks to those prepared by the rating officer.

The assignment I have includes managerial responsibilities which (a) are essential to the continued existence and security of the cover mechanism as a vehicle for operational exploitation, and (b) are not necessarily visible to those "on the inside."

In the case of (a), I must engage in a constant orchestration of the cover and the facilities it offers. This means maintaining a managerial equilibrium to insure that cover work will not become, of itself, so demanding that it negates the cover's utility to the CS. In effect, the top officers and middle managers of the cover corporation (who are not cleared and witting) have to be satisfied that their demands are met (or cannot be), or else manipulated in order to neutralize or reject their demands. After all, the cover position is to them a legitimate, normal, workaday post in their firm. What work is done at their bidding, it follows, must be accomplished according to the high standards of thoroughness and accuracy which they have set.

In the case of (b) -- which derives from (a) -- and can prove to be so demanding that the needs of the CS could no longer be served, the incumbent is required to manage a span of human contacts at several levels in order to preserve his cover position and enhance its value to the CS. This means planning, directing and managing the work of multinational, multicultural teams of technical correspondents, as well as meetings and negotiations to improve the [cover firm's] relations with similarly widespread individuals at the levels of editor-in-chief, publisher, corporate vice-president, president, and chairman of the board. These levels are scattered not only through industry, but have their analogs as well in government, higher education, and professional societies.

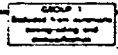
Having previously managed both a CS base and the principal denied-areas operating component of a major field Station, I can report quite honestly that my present managerial responsibilities exceed the former -- despite the apparent lack of "supervisory responsibilities" in my present position.

SECRET

SECRET
(When Filled In)

Handwritten initials and scribbles

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				000102	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN, Thomas B. (SA)		20 Jan 24	M	GS-15	D
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION	
One Officer			D-1/2/3/4/5/6/7/8/9/10/11/12/13/14/15/16/17/18/19/20		
9. CHECK (X) TYPE OF APPOINTMENT					
CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR	
			XXX ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 April 1956 - 31 March 1967		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).					
SPECIFIC DUTY NO. 1				RATING LETTER	
Establishes and maintains a legitimate representation for the purpose of developing natural access to Soviet S&T personnel.				S	
SPECIFIC DUTY NO. 2				RATING LETTER	
Develops cover pretexts to meet, assess, and recommend as agent candidates MOLADY and Third Nationals in the HEMPAIRY				S	
SPECIFIC DUTY NO. 3				RATING LETTER	
Contacts and develops local Soviet Bloc personnel.				S	
SPECIFIC DUTY NO. 4				RATING LETTER	
Develops cover pretexts to attend selected scientific conferences.				S	
SPECIFIC DUTY NO. 5				RATING LETTER	
Responds to local Station adhoc operational requirements.				S	
SPECIFIC DUTY NO. 6				RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S



SECRET

(When Filled In)

SECTION C NARRATIVE COMMENTS

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

Subject continues to maintain a secure effective cover mechanism. In this reporting period the whole thrust and objectives of this cover facility have been changed from pursuit of targets designated by Headquarters at international conferences to pursuit of the local Soviet presence. This has caused a major readjustment and Subject is now beginning to produce the type of leads that help the Station achieve its local operational objectives.

Subject continues to show a well organized methodical approach to his cover and operational tasks.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
2 August 1967	Cps Officer	
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I rarely see the written product of this employee's efforts and know little of his work except as I am informed of it by his supervisor in the Station. I have the impression, however, that the employee is responding to his supervisor's guidance and is not by any means simply drifting along paths indicated by his cover work, which can be a temptation when an employee has, as is true in this case, rather limited contact with his colleagues who work under official cover on the same target. I thus concur in the evaluation on the basis of limited knowledge.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
August 1967	Cps Officer	/s/Robert N. Gwon

SECRET

SECRET
(When Filled In)

mg
one

FITNESS REPORT						EMPLOYEE SERIAL NUMBER		
						006102		
SECTION A GENERAL								
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD		
CASABIN Thomas B.			20 Jan. 1924	M	15	D		
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT					8. CURRENT STATION
Ops Officer			DDP/WE/					
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify)				SPECIAL (Specify)				
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - To)				
				1 April 1964 - 2 June 1965				
SECTION B PERFORMANCE EVALUATION								
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized by minor deficiency not excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>								
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).								
SPECIFIC DUTY NO. 1 Contact, cultivation and assessment of, and collection of biographic and operational intelligence on Soviet scientific and technical targets, and on other Soviets and other nationalities to whom he has access through his cover.						RATING LETTER		
						O		
SPECIFIC DUTY NO. 2 Spotting and assessment of potential operational assets to be used against the targets specified under Specific Duty No. 1.						RATING LETTER		
						S		
SPECIFIC DUTY NO. 3 Execution of operational assignments as directed by Hqs and field stations concerned, whether of a KUTURE, KUTULE or KUTESK nature.						RATING LETTER		
						O		
SPECIFIC DUTY NO. 4 Preparation or acquisition of cover firm written material as operational information to increase his access and flexibility in furtherance of Specific Duties Nos. 1 through 3.						RATING LETTER		
						O		
SPECIFIC DUTY NO. 5 Planning, directing and managing overseas bureau of cover firm, with emphasis on exploitation of the cover to meet operational requirements.						RATING LETTER		
						O		
SPECIFIC DUTY NO. 6						RATING LETTER		
OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER		
						O		

SECRET

OFFICE OF PERSONNEL

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position & their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. During the reporting period this employee as a staff agent has continued the solidification of his cover and the expansion of his operational activity within his cover to a point where he represents as deeply buried a staff officer as can be found in anyone with his past organizational background. From the point of view of the host country authorities he appears to be completely legitimate. From the more important point of view of his targets, he also apparently has been accepted, and not through a lack of opportunity for scrutiny, for what he claims to be. He thus represents for KUBARK an asset who has not only solid status and access cover, but also the demonstrated capability for exploiting his cover for specific and aggressive operational undertakings.</p> <p>As has been stated in past fitness reports, his present capability directly and openly to approach operational targets through the vehicle of his cover is the result of his own efforts, in which he has devoted a tremendous amount of work not only to establish and enhance the foundations of the cover, which requires a considerable amount of work for the cover company, but to devise and exploit ways and means by which the cover activity may be applied directly to operational tasks and programs. In addition to operational activity in his country of assignment, he has also been used in Hqs-directed activity in other countries, usually involving direct contact with target individuals, and in addition he has contributed greatly to the acquisition of operational information for the use of Hqs components in their overall approach to Soviet scientific and technical targets.</p> <p>It would be difficult to fault this employee with respect to energy, professional skills, and mental capacity. He is a keen student of his operational environment and very skillful in analyzing the possibilities it offers for application toward operational objectives. He shows considerable resourcefulness in devising logical and credible</p>			
(continued)			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
1 June 1965	/s/ Thomas B. Casasin		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
1 June 1965	Ops Officer		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Since the Reviewing Officer in the field has not indicated his views on this Fitness Report, I would like to make a comment of my own. Without wishing to detract from anything the Supervisor has said about Subject's performance, I feel obliged to note that the ratings given him in this report are higher than those given, for example, to any Branch Chief in this Division, and, as such, are inconsistent with the grading pattern of the Division as a whole.</p>			
2 June 1965 Chief, External Ops /s/ Robert E. Owen Reviewing Officer			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 June 65	DC/MS	Edward Ryan	

SECRET

SECTION C continued

Thomas B. CASASIN

approaches to operational problems and personalities, and expends considerable effort in maintaining a level of specialized knowledge sufficient to backstop his cover and to ensure the maximum exploitation of his contacts with target organizations and individuals. His command of spoken, written, and technical [] is excellent.

From the point of view of supervision, this employee in his present position requires guidance only insofar as to identify specific targets and for him to protect himself in situations where he does not have, by virtue of his not having access to official files, specialized information. Otherwise, he requires no supervision other than the periodic provision of policy and operational directives.

This employee has always been conscious and punctilious in his preparation of operational and administrative reports, including financial accountings, and his reporting in general, despite the burdens imposed by the necessity for minimizing the risks inherent in the lack of access to classified storage, leaves nothing to be desired.

Other than the funds for operational activities, this employee currently has no responsibility for the programming and use of personnel, space, equipment, and funds.

With respect to dedication to his job, this employee has practically speaking single-handedly built his present cover/operational position despite a number of negative factors inherent to his situation such as relative isolation, meager opportunity for contact with his professional group, and expensive area of assignment, and an exposed cover situation where the necessity for living cover is compounded by the necessity of avoiding mistakes which might jeopardize cover. His dedication to and enthusiasm for accepting the challenge of this assignment, and his willingness to continue on in it, deserve particular mention, particularly since he would perhaps justifiably feel that his present assignment may leave him outside the mainstream of competitive organization progression.

This employee's health and family situations leave nothing to be desired, as his proven mobility in the execution of operational assignments attests.

It should further be noted that with respect to the problem endemic to deep-cover assignments of allocation of time between cover work and operational activity, this employee comes very close to the happy norm of making cover work complement operational work, and making operational work contribute where possible to the enhancement of cover.

While this employee's assignment to date has essentially been a one-man show, it is recommended that serious consideration be given to expanding the operational complex which he has created in order to capitalize on his experience, the work he has put in to date, and his own management capabilities.

*(Section B) - No special recognition of Subject's "Outstanding" overall performance is being requested at this time.

MAIL ROOM

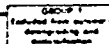
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OFFICE OF PERSONNEL

SECRET
(When Filled In)

EG

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
				006102		
SECTION A GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN Thomas B.			20 Jan 1924	M	OS-15	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATION			
Ops. Officer			DDP/WE			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X)			
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From to)			
31 May 1964			1 April 1963 - 31 March 1964			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).						
SPECIFIC DUTY NO. 1					RATING LETTER	
Finding, cultivating unwittingly and assessing new target personalities among Soviet scientists, engineers and other technical specialists.					S	
SPECIFIC DUTY NO. 2					RATING LETTER	
Continuing the assessment and unwitting development of established targets in the same category.					S	
SPECIFIC DUTY NO. 3					RATING LETTER	
Development of similar leads on target personalities from other denied areas; making recruitments outside base country.					S	
SPECIFIC DUTY NO. 4					RATING LETTER	
Development and assessment of technical personalities of interest to Station's internal (domestic) programs.					S	
SPECIFIC DUTY NO. 5					RATING LETTER	
Managing and directing cover company's foreign bureau and its assets to strengthen own cover and diversify access for KUTUEB, KUWOLF and KUDESE purposes.					O	
SPECIFIC DUTY NO. 6					RATING LETTER	
Researching, writing and editing own and others' material published by cover company to strengthen cover and diversify access for KUDOVE operational purposes.					O	
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER
						S



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

This employee combines the relatively rare combination of a senior and broadly experienced intelligence officer under working cover providing both long-term status in his country of residence (and in Europe in general) and access for a variety of operational functions; including spotting, assessing, contact with Soviet bloc nationals of specific interest, investigative measures, assessment in depth of ostensibly cover-company hired persons, and attendance at a broad range of national and international specialized meetings. Development of the capability operationally to exploit his cover has been the achievement of the employee himself. In so doing he has at the same time achieved genuine acceptance by his cover company associates (most of whom are unwitting) and his colleagues in his cover profession and related professions.

In undertaking operational tasks this employee has consistently shown initiative, imagination, security consciousness, and application of both operational and substantive background to the problem at hand. He has put a conscious effort into improving his already excellent command of the [redacted] language, and his grasp of a variety of specialized scientific and technical fields has been achieved basically as a result of his own efforts.

His management of operational reporting, finances, and the administrative problems connected with his cover status has been exemplary.

It should be noted that during the reporting period, this employee has not had the benefit at all times of specific pinpointed operational direction. As of the end of the reporting period, Headquarters assumed control of his activities against

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE specific Soviet targets on a Europe-wide basis.

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 25 May 1964 SIGNATURE OF EMPLOYEE /s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE 25 May 1964 OFFICIAL TITLE OF SUPERVISOR Ops. Officer TYPED OR PRINTED NAME AND SIGNATURE [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

[Empty space for comments of reviewing official]

DATE 25 May 1964 OFFICIAL TITLE OF REVIEWING OFFICIAL Cpa. Officer TYPED OR PRINTED NAME AND SIGNATURE /s/ Robert E. Owen

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (true)	DATE (from item 5-1)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)
Thomas H. CASISIN	9 Dec 1963		27 Dec 1963
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:			DATE

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION-TITLE AND GRADE	7a. DATE OF PCS ARRIVAL IN FIELD
			10 September 1962
5. SERVICE DESIGNATION (as known)		4. CURRENT POSITION-TITLE AND GRADE	7b. EXPECTED DATE OF DEPARTURE FROM FIELD
25 Jan 1924 GS-15		Operations Officer, OSWFS	September 1965
6. OTHER DUTY STATIONS OR FIELD BASES ON TOUR		7c. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS	

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

Staff agent assigned to a major overseas station, exploiting the cover provided by a major firm of technical periodical publishers. I take my instructions from a section chief within the station, and report in writing on the progress of my cover development and its operational exploitation.

For operational reasons, I develop and assess operational leads in the FI, CI and CA areas, principally against denied area targets. I also handle local investigations and such cases as the station determines will fit into my cover, or which I can otherwise handle in alias. I travel to other field stations to handle such tasks as they request or Hq directs. I handle all cover tasks as they appear.

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I would like to continue to serve essentially in the same capacity as described above, although I would like eventually to add more supervisory and managerial functions to my responsibilities. I would like to expand the operating base provided by the cover organization by taking on several journeyman case officers to work with me against both denied area and host country targets, and to make the cover facility and the access it provides of more versatile use to both the station and to KUDOVE as a whole.

My second choice would be to return to Hq, and use the knowledge and experience I have gained in my present job to (1) select staff personnel who will be placed in non-official cover, (2) select the cover mechanics program, (3) train our personnel for the proper discharge of their total responsibilities while serving under such cover.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

The completion of work toward a master's or doctor's degree in the physical or life sciences, or in the management/administration of the sciences and their personnel.

SECRET

D. PREFERENCE FOR NEXT ASSIGNMENT (continued)

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:

RETURN TO MY CURRENT STATION, after a one-year extension of my present tour

BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY, WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS. INDICATE CHOICE OF COMPONENT:
1ST CHOICE OTR 2ND CHOICE Lower Group 3RD CHOICE Office/Personnel

BE ASSIGNED TO ANOTHER FIELD STATION, WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:
1ST CHOICE _____

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? INDICATE NUMBER OF WORK DAYS 25

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:
Wife, will be _____ two daughters, _____

11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT:
Next post should have high school facilities available in French or in English.

12. SIGNATURE: COMPLETE ITEM NO. S-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Chief, External concurs in subject's wish for one year extension and return for second tour after home leave in the fall of 1965. However, subject's wish as expressed in 9.A. of having case officers working under him is not feasible at this time.

14. SIGNATURE: COMPLETE ITEM NO. S-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

Recommend Home Leave and return for another tour.

SR Concurs.

16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER: _____
DATE: 6 February 1964

FOR USE OF CAREER SERVICE

17. EMPLOYEE HAS HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT

18. REFERENCE DISPATCH NO. CEPS-7775 CABLE NO. _____

19. _____ 20. SIGNATURE: LS

21. TITLE: Secy, AS (Genl Panel) 22. DATE: 26 Feb 64

23. COMMENTS:
Approved extension of present tour to Sep 1965, home leave, and second tour.

SECRET

SECRET
(When Filled In)

CH 9

FITNESS REPORT <i>CASASIN</i>				EMPLOYEE SERIAL NUMBER 037367	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
6. OFFICIAL POSITION TITLE Ops Officer		20 Jan 1924	M	GS-15	D
9. CHECK (X) TYPE OF APPOINTMENT		7. OFF. DIV./BR. OF ASSIGNMENT		8. CURRENT STATION	
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		10. CHECK (X) TYPE OF REPORT		<input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE	
CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P. 31 May 1963		12. REPORTING PERIOD (From to) 10 September 1962 - 31 March 1963			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).					
SPECIFIC DUTY NO. 1					RATING LETTER
Establishment and maintenance of cover as a genuine working member of his profession.					O
SPECIFIC DUTY NO. 2					RATING LETTER
Spotting and assessing persons of operational interest to and to other stations.					S
SPECIFIC DUTY NO. 3					RATING LETTER
Investigating of organizations and phenomena of operational interest to the station.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Collection of positive and operational information using his cover for entree.					S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C **NARRATIVE COMMENTS**

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

See attached sheet.

SECTION D **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 15 May 1963	SIGNATURE OF EMPLOYEE 	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 6 1/2 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 15 May 1963	OFFICIAL TITLE OF SUPERVISOR <i>Operations Officer</i>	TYPED OR PRINTED NAME AND SIGNATURE
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL See attached sheet		
DATE 20 May 1963	OFFICIAL TITLE OF REVIEWING OFFICIAL OPS Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ Edward Ryan

SECRET

SECRET

SECTION C

NARRATIVE COMMENTS

The assignment of this employee to the field [redacted] was designed to compensate for the loss of an employee in an official cover slot which was out from the Station's ODACID allotment of personnel positions.

During the reporting period this employee has accomplished with success the convincing establishment of his cover in a complex milieu, and has been accepted as legitimate by his professional colleagues, the persons whom he meets under cover, and the French authorities. It should be noted that his ability to assume his cover has been largely the result of his own efforts over a period of years to acquire and maintain a familiarity with the general scientific field.

During the reporting period he has developed a wide circle of contacts in the scientific and journalistic fields and applies a long background in a variety of assignments in KUDOVE to the determination and assessment of operational potential among these contacts. At the same time his cover organization, in which only four persons are witting of his actual status, has shown itself to be more than satisfied with his performance of his cover duties.

This employee requires a minimum of detailed operational supervision; it is necessary in specific cases only to indicate the operational or informational objectives.

From the point of view of administrative support, his attention to detail and meticulousness reduce the problems of his support by the Station to a minimum.

This employee uses the French language continuously, and his facility is such as to permit him to handle himself excellently in a broad range of complex technical subjects. He has in addition undertaken specialized [redacted] language training to develop this capability further. His operational reporting is excellent both with regard to clarity and pertinence.

In the immediate future he will be assigned case work, for the most part in fields where it will complement, and be complemented by, his independent operational activities and cover work.

SECRET

6 August 1962

Memorandum in Lieu of Fitness Report

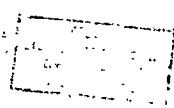
Subject: ~~████████████████████~~
Osborn

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

QUENTIN C. JOHNSON
Chief of Operations and Plans
SR Division

CONCUR: ^{signed}
HOWARD J. OSBORN

HOWARD J. OSBORN
Chief, SR Division



SECRET
(When Filled In)

Recorded by
CSD

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
SECTION A GENERAL							
1. NAME <i>[Redacted]</i>		2. DATE OF BIRTH 20 January 1924		3. SEX M		4. GRADE GS-14	
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE Branch Chief		7. OFF/DIV/BR OF ASSIGNMENT OC/SR/6			
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL	
PENDING		DECLINED		DENIED		X ANNUAL	
REASSIGNMENT/SUPERVISOR		REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From July 1960 - To October 61		SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Supervises large functional branch of <i>[Redacted]</i> staff and <i>[Redacted]</i> 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 resettlement.		RATING NO. 5	
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"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 						RATING NO. 5	
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
						5 - Outstanding degree	
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING	
						1	2
GETS THINGS DONE							
RESOURCEFUL							
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

SECRET
(When Filled In)

OFFICE G. O.

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

NOV 14 1961

MAIL ROOM

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE 9 November 1961 SIGNATURE OF EMPLOYEE ██████████

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: Twelve
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):

DATE 9 November 1961 OFFICIAL TITLE OF SUPERVISOR SR/Chief of Plans and Operations
TYPED OR PRINTED NAME AND SIGNATURE

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE 21 NOV 1961 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, SR Division
TYPED OR PRINTED NAME AND SIGNATURE JOHN M. MAURY

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (If true)	DATE (from item 1)	NAME OF SUPERVISOR (If true)	DATE (from item 2)
[REDACTED]	9/15/55	John Baker	
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:			DATE
Andrew L. Busby			6/30/60
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE	
20 January 1924	GS-14	Operations Officer	
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		
DI	Tokyo, Japan		
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7. EXPECTED DATE OF DEPARTURE
			15 June 1960
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
Chief of Major External Geographic Branch (USSR-European Satellites) of large overseas station (Tokyo). As such, am responsible to Station Deputy for Operations.			
Direct, manage, supervise and train [REDACTED] including operations and project personnel under [REDACTED]. Personnel are divided functionally within FI, PP, and CI sections.			
Initiate and launch new FI, PP and CI operations using best available independent assets as well as assets available through [REDACTED]. Manage and exploit personnel operations; observe progress or deterioration of activities to insure that marginal and non-productive activities are terminated. As case officer on my own operations, too.			
Maintain liaison with other US agencies. Provide operational support to other Far East stations needing specialized aid as USSR-East European operations source and develop.			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.			
I would like a challenging assignment overseas, again, as my first preference. I am especially interested in developing across-the-board FI-PP-CI programs "from scratch," with particular reference to building up long-term FI-CI programs and assets. I am not unduly particular as to area, but of course would prefer an area in which English or [REDACTED]			
My next choice would be to go to an area whose language I do not know -- but could learn -- and which meets the requirements of the challenge stated in the first paragraph, above.			
My next choice would be to return to Japan, where I could use my Japanese knowledge.			
My next choice would be an assignment to a special training course at the national intelligence level.			
My last choice would be reassignment directly to Headquarters.			
I would especially enjoy an assignment in which I can combine on-the-job training of other personnel with the direction and management of their operational programs.			
B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):			
Clandestine Services Review			
[REDACTED] Senior Officers' Course			
Appropriate additional language training			
Outside advanced graduate work in international relations.			

SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:

RETURN TO MY CURRENT STATION BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY

BE ASSIGNED TO ANOTHER FIELD STATION

WITH RESPECT TO A POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE YOUR 1ST, 2ND AND 3RD CHOICE FOR GEOGRAPHIC AREA OR SPECIFIC STATION:

1ST CHOICE: Western Europe

2ND CHOICE: Eastern Europe, Africa, or Near East

3RD CHOICE: Latin America, Southeast Asia

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?
10 weeks, including possible TDY INDICATE NUMBER OF WORK DAYS 60

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

Wife:

Daughters:

12. SIGNATURE: COMPLETE ITEM NO. 3-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.
TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

14. SIGNATURE: COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.
TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

To be assigned as Chief, SR/6

16. NAME OF SUPERVISOR <u>Andrew L. Busby</u>	SIGNATURE:
TITLE: <u>Chief, SR/Personnel</u>	DATE: <u>30 June 1960</u>
17. REMARKS (additional comment)	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
<i>Cream</i>							
SECTION A GENERAL							
1. NAME (First) (Middle) (Last)		2. DATE OF BIRTH		3. SEX		4. GRADE	
██████████		20 Jan 1924		M		GS-14	
5. SERVICE DESIGNATION				6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	
DI						78 Tokyo 36/SR	
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL	
PENDING		DECLINED		DENIED		X ANNUAL	
						X REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD		SPECIAL (Specify)		
			1 Apr 59				
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		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.	
Chief, Soviet Branch, responsible for activities of 26 staff and 6 contract employees		6		Case officer		5/8	
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5		RATING NO.	
Responsible for station SR planning, budgeting, and operating activities		6					
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.	
Representing the station at varied levels in all SR matters		6					
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">5</div>
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
						5 - Outstanding degree	
CHARACTERISTICS				NOT APPLICABLE		NOT OBSERVED	
						RATING	
						1 2 3 4 5	
GETS THINGS DONE						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							

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS 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 of his "host" country; an excellent and proven degree of operational "know-how"; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty. He can be expected to continue his dynamic and imaginative pursuit of a most difficult target. It is my opinion that this officer has great potential and is ready for increased responsibilities which would involve the promotion for which he has been recommended. As for training, a good managerial course might help to bring into even sharper focus his many talents.

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
23 June 1960	[Signature] 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		John W. Baker 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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	COO, Tokyo	John Baker/a/ on transmittal

SECRET

SECRET
(When Filled In)

6114/57

FITNESS REPORT						EMPLOYEE SERIAL NUMBER
SECTION A GENERAL						
1. NAME <i>Wagner</i>		2. DATE OF BIRTH		3. SEX M	4. GRADE GS-14	
5. SERVICE DESIGNATION			6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	
8. CAREER STAFF STATUS			9. TYPE OF			
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" 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		
10. DATE REPORT DUE IN O.P. 31 May 1959		11. REPORTING PERIOD 10 Apr 58 - 31 Mar 59		12. SPECIAL (Specify)		
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent
5 - Excellent		6 - Superior		7 - Outstanding		
SPECIFIC DUTY NO. 1 Supervises and directs operational branch of some 17 persons		RATING NO. 5	SPECIFIC DUTY NO. 4 Case officer		RATING NO. 6	
SPECIFIC DUTY NO. 2 Conducts operational liaison with local intelligence and security services.		RATING NO. 6	SPECIFIC DUTY NO. 5		RATING NO.	
SPECIFIC DUTY NO. 3 Conducts liaison with U.S. military and civilian intelligence services		RATING NO. 6	SPECIFIC DUTY NO. 6		RATING NO.	
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"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 						RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree
5 - Outstanding degree						
CHARACTERISTICS				NOT APPL. CABLE	NOT OBSERVED	RATING
				1	2	3
				4	5	
GETS THINGS DONE						
RESOURCEFUL						
ACCEPTS RESPONSIBILITIES						
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						
DOES HIS JOB WITHOUT STRONG SUPPORT						
FACILITATES SMOOTH OPERATION OF HIS OFFICE						
WRITES EFFECTIVELY						
SECURITY CONSCIOUS						
THINKS CLEARLY						
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS.						
OTHER (Specify):						
SEE SECTION "E" ON REVERSE SIDE						

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE
27 April 1959

SIGNATURE OF EMPLOYEE
signed on transmittal

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
22

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE
27 April 1959

OFFICIAL TITLE OF SUPERVISOR
DC Tokyo Station

TYPED OR PRINTED NAME AND SIGNATURE
William Halson
signed on transmittal

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

27 April 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL
C/Tokyo Station

TYPED OR PRINTED NAME AND SIGNATURE
John F. Baker signed on transmittal

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. SERVICE DESIGNATION
5. OFFICE DIVISION BRANCH OR ASSIGNMENT 6. OFFICIAL POSITION TITLE
7. GRADE 8. DATE REPORT DUE IN OF 9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
10. TYPE OF REPORT (Check one) INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify)
ANNUAL REASSIGNMENT-EMPLOYEE Promotion

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.
THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

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

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

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

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 WEARINESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

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	WAS 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

8. 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.

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

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 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)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "2" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON JACQUES	20 Jan 1924	M	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
FN, TOKYO, JAPAN	Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
OS-34		1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNED SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNED 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? 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.

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 specialties of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATE 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 (If)

SECRET

(When Filled In)

2. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION <p align="center">10 months</p>					
4. COMMENTS CONCERNING POTENTIAL His potential for advancement is excellent. He has the right blend of occasional know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.					
SECTION II. FUTURE PLANS					
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 <p align="center">None</p>					
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	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. VORAS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
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 ALLOCABLE TIME LIMITS		30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

SP FILE

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.

SECTION A: GENERAL
1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. SERVICE DESIGNATION
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE
7. GRADE 8. DATE REPORT DUE (IN OP) 9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
10. TYPE OF REPORT (Check one) INITIAL X REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE SPECIAL (Specify)

SECTION B: CERTIFICATION
1. FOR THE RATED: THIS REPORT HAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.
A. CHECK (X) APPROPRIATE STATEMENTS:

B. THIS DATE 16 Oct 1957 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Edward M... D. SUPERVISOR'S OFFICIAL TITLE Chief SOV Branch

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

A. THIS DATE 23 OCT 57 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Lloyd GEORGE C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS

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 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	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

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>DESCRIPTIVE RATING NUMBER</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>
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SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Deputy to Branch Chief	5	Supervising	A
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 3	RATING NUMBER
Conducts Foreign Liaison	6	Prepares correspondence and reports and handles administrative routine	6
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Prepares and handles Projects	4	Developes and handles Agents	5

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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>
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RATING NUMBER

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

SECRET

(When Filled In)

FI. ESS 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 CF 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
RICHARDSON Jacques 20 Jan. 1924 M DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE
Area Operations Officer
7. GRADE 8. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14 1 October 1956 to 30 September 1957
10. TYPE OF REPORT (Check one) INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify)
ANNUAL REASSIGNMENT-EMPLOYEE

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED
A. THIS DATE 25 OCT 57 B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Lloyd GEORGE
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCES IN ATTACHED MEMO.
A. THIS DATE 15 Oct 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Edward M. ... C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief SOV Branch

SECTION G.

ESTIMATE OF POTENTIAL

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

2. SUPERVISORY POTENTIAL

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

Table with columns: DESCRIPTIVE RATING NUMBER, ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory situations like 'A GROUP DOING THE BASIC JOB', 'A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB', etc.

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION	15				
4. COMMENTS CONCERNING POTENTIAL					
<p>Subject is well suited for this business and the business for him. He should progress steadily to positions of great responsibility.</p>					
SECTION II. FUTURE PLANS					
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL					
<p>Normal refresher a/o preparatory training as required.</p>					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS					
<p>No limiting factors or personal circumstances known to the rater</p>					
SECTION I. DESCRIPTION OF INDIVIDUAL					
<p>DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.</p>					
<p> X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE </p>					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
A	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	A	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
A	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	A	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	A	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	A	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	A	15. RESPONDS WELL TO SUPERVISION	A	25. DISPLAYS JUDGEMENT
A	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	A	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	A	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	A	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH ENERGY	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET
(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 question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

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

SECTION B: CERTIFICATION	
1. FOR THE RATER: THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:	
A. CHECK (X) APPROPRIATE STATEMENTS:	
<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" OR "C" OR "D," A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE 15 November 1956	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR EDWARD MARELIUS	D. SUPERVISOR'S OFFICIAL TITLE Chief, Soviet Branch
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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.

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 21 November 1956	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL W. LLOYD GEORGE	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Operations
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SECTION C: JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS:

SECRET

(When Filled In)

RATING ON PERFORMANCE OF SPECIFIC DUTIES						
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For Supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table style="width:100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING </td> <td style="width: 33%; vertical-align: top;"> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE </td> <td style="width: 33%; vertical-align: top;"> CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING 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 GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE	CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA
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<table style="width:100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB </td> <td style="width: 50%; vertical-align: top;"> 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY </td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	
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SPECIFIC DUTY NO. 1 Deputy to Branch Chief	RATING NUMBER 5	SPECIFIC DUTY NO. 4 Supervising	RATING NUMBER 4			
SPECIFIC DUTY NO. 2 Conducts Foreign Liaison	RATING NUMBER 6	SPECIFIC DUTY NO. 5 Prepares correspondence and reports	RATING NUMBER 6			
SPECIFIC DUTY NO. 3 Prepares and manages projects	RATING NUMBER 4	SPECIFIC DUTY NO. 6 Handles admin routines	RATING NUMBER 4			
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p style="margin-left: 40px;">Subject has really superb natural equipment for work in this Organization in terms of mental capacity, psychological bent and affinity for the things and people he comes against. He tops this off with industry and language ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence.</p>						
<p align="center">SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>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.</p> <table style="width:100%; border: none;"> <tr> <td style="width: 5%; text-align: center; vertical-align: middle;">7</td> <td style="width: 95%;"> 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION </td> </tr> </table> <p>RATING NUMBER</p>				7	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION	
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<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p> <p style="margin-left: 40px;">Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.</p>						

SECRET

(When Filled In)

FI. LNESS 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 portion. 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 RATING on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "C" below.

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON JACQUES		M	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
		Area Operations Officer	
7. [Redacted]	8. 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	

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
15 November 1956	EDWARD MARELIUS	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

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
INSTRUCTIONS: 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.	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">7</div> RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES
2. SUPERVISORY POTENTIAL	
INSTRUCTIONS: 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) WHEN 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)
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)

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION	Six				
4. COMMENTS CONCERNING POTENTIAL:					
<p>Subject has a high all around potential. With respect to supervision, below, he tends to support subordinates from his own energy rather more than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.</p>					
SECTION N. FUTURE PLANS					
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL					
<p>Routine refresher training as appropriate.</p>					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS					
<p>All normal. No limiting factors.</p>					
SECTION I. DESCRIPTION OF INDIVIDUAL					
<p>DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.</p>					
<p>X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE</p> <p>2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE</p> <p>3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE</p> <p>4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE</p> <p>5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p>					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS HUNGER FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN Cope WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRAIN AND CONTINUOUS SUPERVISION

SECRET

SECRET
(When Filled In)

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 sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY		1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
Jacques Richardson		20 Jan. 1924	M	DI
4. GRADE	5. STATION DESIGNATION (Current)			
GS-14				
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
30 September 1955	17 February - 30 September 1955			

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief,	19 February 1955
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	
A. As Chief of Operating Base: 1. Manage and direct all operations against target area, and monitor products. 2. Supervise system of development and exploitation of operational leads. 3. Supervise proper administration and support of operations, including finances. 4. Conduct or supervise effective liaison with other CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.	
B. As Senior SR Division Officer in Area: 1. Consult with or advise other CIA and non-CIA units on target area, government, and IS characteristics. 2. Make available to other CIA and non-CIA 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)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
Carleton E. Swift	W. Lloyd George
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.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
7 Nov. 1955	

DO COMPLETE - FOR HEADQUARTERS USE ONLY

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(When Filled In)

SECTION IV

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

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(When Filled In)

C. INDICATE IF YOU THINK THAT SINGLE STRENGTH OR WEAKNESS OUTWEIGNS ALL OTHER CONSIDERATIONS:

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

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 ORGANIZATION... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRRKED BY RESTRICTIONS... REGARDS ORGANIZATION 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

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT				
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>				
1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
Richardson	Jacques	10.	GS-23	Area Ops. Officer GS-PT
4. OFFICE	STAFF OR DIVISION	BRANCH	<input type="checkbox"/> HEADQ.	<input type="checkbox"/> FIELD. IF FIELD, SPECIFY STATION
DDP	SR		<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT From To		6. TYPE OF REPORT		
18 July 1953 17 July 1954		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		
<i>Items 7 through 10 will be completed by the person evaluated</i>				
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.				
<u>18 July 53 - 31 Jan 54</u>				
a. Manage and direct the activities of an overseas operating branch.				
b. Assist the division chief of operations in the planning of new and continued oper'ns.				
c. Assist the division chief in personnel programming in support of branch and field station activities.				
<u>1 Feb 54 - 17 Jul 54</u>				
a. Establish new domestic activities branch.				
b. Develop and manage operational program of this branch, insuring (1) continuity of treatment by qualified personnel, (2) processing of intelligence requirements, and (3) expeditious movement of finished intelligence.				
c. Multilateral liaison with other elements of CIA, the Government, and foreign IS.				
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.				
Name of Course	Location	Length of Course	Date Completed	
Counterespionage (CTR)	Washington	3 weeks	22 January 1954	
(In addition to the duties indicated in §7 above, I also give a 3-hour lecture at the CE course (advanced phase) approximately every six weeks.)				
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am primarily interested in a foreign assignment where I could apply the various espionage and CE techniques it has been my responsibility to manage and plan for in recent years. <small>IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).</small> My work at headquarters has become somewhat narrowing in that I am losing language abilities and opportunity for direct contact with foreigners.				
10.		<div style="display: flex; justify-content: space-between;"> <div> <p>3 July 1954</p> <p>DATE</p> </div> <div>  <p>SIGNATURE</p> </div> </div>		
<i>Items 11 through 18 will be completed by Supervisor</i>				
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.				
Richardson is a superior officer in the performance of his duties. He is efficient, precise, and energetic, and brings considerable imagination and foresight to the operational problems confronting him. His concept of staff organization and responsibility is of a high caliber. In handling personnel, he is perceptive and serious, and his judgment and motivation are of the highest quality.				

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SECURITY INFORMATION

22. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING? This officer has been outstanding as a staff officer. He is unusually talented in his balancing of jurisdictional equities. This ability reflects a broad competence, however, and should not be construed so as to limit his future duties.
23. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? This officer's devotion to his duties and professional convictions sometimes inclines him toward inflexible declarations of position. This fault, a minor one in officers of considerable potential, will be corrected by increased responsibility and experience.
24. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. This officer is prepared for promotion and for increased responsibilities in command or staff duties.
25. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.) Richardson is presently well placed. See below.
26. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? Tradecraft training and a field assignment. Both are planned in the next six months.
27. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
28. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20. <p>27 July 54 _____ DATE</p> <p>21 July 54 _____ DATE</p> <p>_____ OFFICIAL</p>
29. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

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PERSONNEL EVALUATION REPORT											
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>											
1. NAME (LAST) (FIRST) (MIDDLE) Richardson	2. GRADE GS-13	3. POSITION TITLE Intelligence Branch Chief									
4. OFFICE Intelligence Division	5. DIVISION Intelligence	6. BRANCH Intelligence	7. FIELD STATION <input checked="" type="checkbox"/> FIELD								
8. PERIOD COVERED BY REPORT From 10-1-53 To 10-1-53		9. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Reassignment of Supervisor									
<i>Items 7 through 10 will be completed by the person evaluated</i>											
<p>7. MAJOR DUTIES: a. Supervise and manage a foreign geographic branch, this includes a total of 51 authorized personnel at HQ and in the field stations. b. Direct and coordinate all project development. c. Detect and explore potential operational leads. d. Coordinate intra-division activities with appropriate branches, inter-division activities with appropriate divisions, senior staffs, and elements outside D/P and CIA. e. Determine the suitability of new personnel, continued employment and rotation of incumbent personnel, and make available incumbent personnel on loan basis to other divisions etc. f. Apportion the operational and administrative workloads within the branch sections and desks, and their personnel. g. Adapt changing field situations and problems to the organization and operation of the branch, making the branch best serve the needs of the field stations. h. Review continuously all requirements imposed on the branch, and transmit them clearly to the field.</p>											
<p>8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; font-size: x-small;">Name of Course</th> <th style="width: 30%; font-size: x-small;">Location</th> <th style="width: 20%; font-size: x-small;">Length of Course</th> <th style="width: 20%; font-size: x-small;">Date Completed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="padding: 5px;">None (I was overseas part of the time covered by this report).</td> </tr> </tbody> </table>				Name of Course	Location	Length of Course	Date Completed	None (I was overseas part of the time covered by this report).			
Name of Course	Location	Length of Course	Date Completed								
None (I was overseas part of the time covered by this report).											
<p>9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am principally interested in the building and successful operation of American intelligence abroad, both in theory and in practice. The only responsibilities of a branch chief do not enable him to be a purely operational individual. If it were possible to carry less of an administrative load, I would enjoy devoting all of my time to the refinement of the intelligence process and its techniques in my area of concern.</p>											
<p>10. 22 October 1953</p> <p align="center">DATE SIGNATURE</p>											
<i>Items 11 through 13 will be completed by Supervisor</i>											
<p>11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.</p> <p>During this period Mr. Richardson was promoted from Deputy Branch Chief to Branch Chief, in recognition of his extremely good performance. Not enough time has elapsed to be able to evaluate him fully on all aspects of his new position. However, his handling of the branch has been unusually good from a management point of view and there is every reason to believe that in the planning and direction of operational activities the same high standard will prevail.</p>											

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12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

He is a good organizer and a good leader. He is methodical and thorough in his planning and supervision of substantive activities, while at the same time he maintains close and sympathetic relations with his subordinates. His knowledge of them and of their personalities and problems is outstanding.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

He should continue to develop his knowledge of operations and operational procedures.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

He is well equipped to advance through increasing levels of responsibility.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Well placed at present.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Assignment to a field position in the not-too-distant future.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

26 October 1953

DATE

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in

26 October 1953

DATE

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
RICHARDSON,	Jacques	G.	GS-12	I.O. (Dep. Chief)
4. OFFICE	STAFF OR DIVISION	BRANCH	<input checked="" type="checkbox"/> DEPT. FIELD	IF FIELD, SPECIFY STATION
DDP	SR	SR-5 Far East	<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT From 2-18-52 To 2-18-53		6. TYPE OF REPORT		
		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. Assist the Branch Chief in management of the Branch and its overseas stations at present, I act as Branch Chief about 25%-30% of the year. Supervise the planning and preparation for approval of all basic plans, programs, and projects. This involves thorough discussion with each of seven (7) desk chiefs of the purposes and procedures for accomplishing any single mission under any given project, including target analysis (whether PI or PP), preparation of intelligence annexes, logistic and fiscal requirements, specific personnel needs, etc. Am responsible for working directly with the Division's Intelligence Branch for control of requirements, ops intelligence, and reports. Am responsible for maintaining liaison with appropriate staffs and other Divisions who must coordinate any action or document. Assist or direct, as required, specific mission planning at overseas stations on TDY. Supervise preparation of all periodic reports; interview candidate empl's.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
International Politics, Graduate School 102		4 months; 3 hours' credit	5 June 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

I am primarily interested in the conception, planning, and operational management of PI and PP activities, and ops policy and control. This differs from my present assignment essentially in that a Branch Chief or his Deputy becomes so involved in administrative detail that he cannot always give his undivided attention to project management and agent handling problems. Otherwise, I feel that my background and experience qualify me for the functions I aspire to perform.

10.

7 February 1953

DATE

SIGNATURE

Items 11 through 13 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. As Deputy Branch Chief, Mr. Richardson has performed his duties, taken as a whole, in a superior manner. His timely and efficient preparation of intelligence annexes, logistic and fiscal requirements and reports has been particularly outstanding. During three to four months of the past year, Mr. Richardson has acted as Branch Chief. The review of Branch operations under Mr. Richardson's direction, during the writer's absence, indicated his complete competence in supervising Branch activities. His supervision of the planning and preparation for approval of basic plans and projects of the seven (7) desk chiefs has been superior. Mr. Richardson also participated in the planning and dispatch of a difficult operational mission, acting in the capacity of Senior Case Officer. On this mission his liaison with representatives of one of the was conducted in a manner which enhanced cooperation between that Service and this Agency.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?	Mr. Richardson's performance was noticeably outstanding with respect to his thorough knowledge of every activity of the Branch. He was in position to assume direction of Branch activities at any time. He also kept himself thoroughly briefed on Division policies and planning in order to give timely instruction and guidance to the Branch overseas stations.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?	Mr. Richardson has a very thorough background in two (2) languages, [redacted] He would benefit substantially by learning the Russian language. He is meticulous with respect to his attention to details, sometimes to the point of concealing the broader picture from his view. It would be well for Mr. Richardson to direct his attention to the broad scope of Branch activities rather than to concentrate on its details.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.	Mr. Richardson is fully qualified to assume the duties of the chief SE Division representative at a field station. In order to assume this responsibility in the most efficient manner, it is recommended that Mr. Richardson serve a minimum period of time of approximately six (6) months as the assistant to the present chief of the field station.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)	Mr. Richardson could serve effectively in a staff function for either FI or PP activities. This does not mean, however, that his present duties are not better suited to his qualifications.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?	Mr. Richardson has already been recommended for overseas assignment in the Far East during the past year. He has area knowledge and command of the [redacted] language, having served in [redacted] previously with [redacted]. His duties at Headquarters have been so pressing that his departure for overseas assignment is being delayed until an adequate replacement may be trained.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
	<p><i>March 31 1953</i> DATE</p>
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)	<p><i>March 30 1953</i> DATE</p>
20. COMMENTS: (if necessary, may be continued on reverse side of cover sheet.)	

SECRET

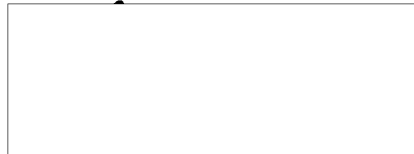
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(When Filled In)

CS-15
WE

20 April 1966

MEMORANDUM FOR: **Thomas B. CASASIN (SA)**
THROUGH : **Chief of Station, Paris**
SUBJECT : **Notification of Designation as a Participant in the Organization Retirement and Disability System**
REFERENCE : **Book Dispatch 5096, dated 12 August 1965**

Recent correspondence on the above subject informed you that I had determined that you met the criteria specified in the applicable regulation for designation as a participant in the Organization Retirement and Disability System. On the basis of this determination and your recently executed election to remain in the System, your designation as a participant was made effective **10 April 1966**.



SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET
(When Filled In)

28 February 1966

WE
15

MEMORANDUM FOR: Thomas B. CASABIAN (SA)

THROUGH : Chief of Station, Paris

SUBJECT : Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5096 dated 12 August 1965

1. Based on a review of your record and the recommendations of the Head of your Career Service and of the Organization Retirement Board, I have determined that you meet the criteria for designation as a participant in the Organization Retirement and Disability System.

2. The regulation governing this retirement system provides that "Any participant who has completed fifteen years of service with the Organization and whose career at that time is adjudged by the Director of Personnel to be qualifying for the system may elect to remain a participant in the system for the duration of his employment by the Organization and such election shall not be subject to review or approval by the Director." Since you have already completed fifteen years of service with the Organization, your right to this election vests upon your designation as a participant and must be exercised immediately.

3. If you should elect not to remain a participant in the system, you will be continued under the Civil Service Retirement System. Once your election has been made, you do not have the privilege of changing it at some later date.

4. It is requested that you indicate your election by checking in the appropriate box and signing below. The original of this memorandum should be returned to Headquarters as soon as possible.

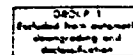
Exercise of option of participant with fifteen years of service:

- I elect to remain in the Organization Retirement and Disability System for the duration of my employment by the Organization.
- I elect NOT to remain a participant in the Organization Retirement and Disability System for the duration of my employment by the Organization.

Signature

Date

SECRET



SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6)		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO.
05702						8707
3. NAME (7-24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (23-37)
Richardson, Jacques G.				54		257
7. DATE OF TEST (40-51)		8. ANNIVERSARY DATE		9. GRADE	10. C	
Feb. 14, 1967		Feb. 14, 1967		3A	Jan. 20, 1968	
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		H	I	H	H	H
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)	B		
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00 (40-45)		
				SIGNATURE		DATE
				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
REMARKS				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

FORM 1273
5-60

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EDITIONS

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(10-45)

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SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA						
1. PERSONNEL SERIAL NO. (1-6) 66102		2. LD NO. 6787			3. NAME (7-24) LAST Richardson, Jacques G.	
3. NAME (7-24) LAST Richardson, Jacques G.		4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27) 370		
7. DATE OF TEST 46-51 Nov. 5, 1962		8. ANNIVERSARY DATE Apr. 6, 1962	9. GRADE 3A	10. DATE OF BIRTH Jan. 20, 1928		
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (24)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	
ESTABLISH SKILL LEVEL		UNDERSTANDING (38)				
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED, (D) OR VOLUNTARY (V)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)			
15. INELIGIBLE (REASON) Award disapproved by CS Board			16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD (40-45)			
REMARKS			SIGNATURE		DATE	
			17. I CERTIFY THAT FUNDS ARE AVAILABLE			
			OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.	
			SIGNATURE			

FORM 1273
5-60

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(10-45)

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S-E-C-R-E-T
(When filled in)

TRAINING REPORT

Basic Reading, Speaking, Writing-II
100 hours, part-time, 9 Apr 62 - 15 Jun 62

1 students

Student: (wife of Jacques Richardson - SR)
EOD Date: CP3001

Year of Birth:
Office:

COURSE OBJECTIVES - CONTENT AND METHODS - Instructor:

This is the second phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of this course is to provide a thorough grounding for the student who has previously had either a reading course in French or an insufficient introduction to the language. The major objectives of this phase of the course are to develop an ability: (1) to distinguish and pronounce satisfactorily all the sounds of the language; (2) to use effectively a modest stock of French sentences and expressions; (3) to comprehend normal-speed spoken French in a variety of everyday non-technical situations; (4) to begin to read and write basic French, applying the spoken vocabulary and grammatical material previously learned.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

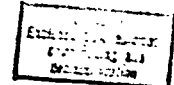
<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>	<u>Incomplete</u>
	3	1*	

 was definitely a superior student. Her pronunciation was excellent and she had a solid command of the structure of . She was somewhat hesitant in new language situations, but she more than made up for this through diligent and profitable laboratory and home preparation.

FOR THE DIRECTOR OF TRAINING:

26 July 1962
Date

S-E-C-R-E-T
(When filled in)



SECRET
(When Filled In)

RS/4

REPORT OF TRAINING AT NON-CIA FACILITY (Forward original and 2)		DATE
TO: Director of Training	FROM: J. G. Richardson	
ATTN: Registrar		
THRU: Training Officer, SR Division	DLB I-5098	
1. INSTITUTION ATTENDED		2. DATES OF TRAINING
		10-16 June 1962
3. DESCRIPTION OF PROGRAM (Include list of courses and a copy of grades received)		
<p>Technical Writers' Institute; certificate awarded</p> <p>Purpose: to provide a forum where technical writers from industry and government can meet to discuss and practice writing techniques under the supervision of experienced teachers. Many of the instructors have worked closely with industry as consultants on special writing problems and training courses for technical writing. All of them have published in the field of technical writing.</p>		
4. YOUR OPINION OF THE PROGRAM (Explain strengths and weaknesses)		
<p>This was an excellent combination of classroom presentations and writing laboratories. Almost all guest speakers had a useful message to deliver. The writing encouraged is of the tight-language, pure English variety, in the three categories of informative, directive, and persuasive writing. The schedule was full, although I believe it could have been fuller. The five 2-hour workshops should be expanded to three-hour sessions. The contact with representatives of industry was especially useful for cross-fertilisation purposes.</p>		
5. EXPLAIN TRAINING OBJECTIVES AND WHETHER THEY WERE MET		
<p>Four our purposes, the training objectives were (a) to see that our writing techniques in the reporting field compare favorably with those in industry, (b) to meet and become known by persons throughout the nation in the technical writing field, and (c) to learn new techniques in the field of communicating technical, scientific and engineering concepts, processes, and general information. All three objectives were met. I recommend that officers from SR/Reports and SR/Requirements-Targets, as well as analysts from SR 6, be permitted the opportunity to attend this same institute in future years. It is well worth the effort.</p>		
6. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.		
18 JUN 1962	J. G. Richardson	
	James O. Richardson	
NOTE: The original will be forwarded to the Office of Personnel for inclusion. In your official file, 2 copies will be for CTR us		

SECRET

(When Filled In)

1. PERSONNEL SERIAL NO. (1-6)		LANGUAGE PROFICIENCY AND AWARDS DATA				2. LD NO.
500100						0003
3. NAME (7 24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
Richardson, Jacques G.						700
7. DATE OF TEST 40-51		8. ANNIVERSARY DATE		9. GRADE	10. DATE OF BIRTH	
Dec. 27, 1960		Aug. 6, 1901		TS	Jan. 20, 1904	
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		I	I	3	3	3
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)			
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-43)		
				SIGNATURE		DATE
REMARKS				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
*3 yrs. Main. (2 yrs. 4 old scale, 1 yr. 6 new scale)				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

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1. PERSONNEL SERIAL NO. (1-6)		LANGUAGE PROFICIENCY AND AWARDS DATA				2. LD NO.
500100						0003
3. NAME (7 24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
Richardson, Jacques G.						700
7. DATE OF TEST 40-51		8. ANNIVERSARY DATE		9. GRADE	10. DATE OF BIRTH	
Dec. 27, 1960		Aug. 6, 1901		TS	Jan. 20, 1904	
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		I	I	3	3	3
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)			
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-45)		
				SIGNATURE		DATE
REMARKS				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
*3 yrs. Main. (2 yrs. 4 old scale, 1 yr. 6 new scale)				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

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TRAINING REPORT

MANAGEMENT COURSE NO. 64

40 hours, part-time

18 students

Student: Jacques Richardson

Year of birth: 1924

EOD Date: September 1956

Grade: 14

Office: SR


COURSE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize senior line and staff managers with both the theory and the practical problems of management in CIA. The underlying assumption of the course is that management development is a process of growth on the job. The course, however, enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions, exchange ideas with managers from other components, and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. These subjects are related as closely as possible to the activities of the class members.

The content of the course is developed through lectures, case and group discussions, filmed presentations, and problem-solving exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING: 

20 February 1961
Date

CONFIDENTIAL
(When filled in)

SECRET

TRAINING REPORT

Clandestine Services Review No. 31
60 hours, full-time 28 November - 9 December 1960 43 students

Student: Jacques G. Richardson Year of birth: 1924
EOD Date: November 1949 Grade: GS-14 Office: DDP/SR/6

COURSE OBJECTIVES - CONTENT AND METHOD

This course aims to develop in the Clandestine Services officers, and others, recently returned from the field an up-to-date awareness of the role of CIA in the United States intelligence community, the relations of the ID/I area with the CS and the support available from the offices of the DD/S. Recently this course has been designated as an alternate prerequisite for CIA officers nominated for certain external training.

The course is presented by lectures given by CIA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

ACHIEVEMENT RECORD

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course. This student was conscientious and regular in attendance.

FOR THE DIRECTOR OF TRAINING

[Redacted Signature]

CHIEF INSTRUCTOR

21 December 1960
Date

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TSS EVALUATION

NAME RICHARDSON, James G. Div. SR/5

SUBJECT [redacted] Basic Familiarization

DATES TRAINED FROM 2 TO 3 December 1954

EVALUATION:

Did good work. Appears to have a good understanding of the basic principles involved. His attitude in class reflected his interest in the work.

Note: This course is only for familiarization. It does not qualify student [redacted]



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 - 1 - OTR/Registrar
 - 1 - TSS/TD files

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TSS EVALUATION

NAME Jack Richardson Div. SR

SUBJECT Audio

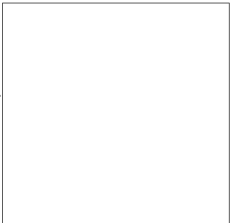
DATES TRAINED FROM 22 Nov. 1954 TO 3 Dec. 1954

EVALUATION: Although lacking a background in electronics, Mr. Richardson was able to grasp the instructions given and correctly interpret it. I feel that Mr. Richardson would be able to correctly evaluate audio opportunities and to equip and direct such an operation with the exception of the telephone tap. Mr. Richardson is not qualified to perform maintenance on the equipment.



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TRAINING EVALUATION

Counterespionage Course No. 20

<u>RICHARDSON, Jacques G.</u>		Male	4-22 January 1954
Law		Sex	Dates of Course
<u>20 Jan. 1924</u>	<u>10 June 1949</u>	GS-13	DD/P/SR-5 <u>(E)</u>
Date of Birth	EOB	Grade or Rank	Office

Chief of geographic branch.
Projected Assignment or Present Position

The Counterespionage Course is a specialized course of three weeks' duration designed to expose the student to CE principles and practices and to indoctrinate him therein. The course is conducted on a seminar, round-table basis. Emphasis is placed on student participation during staff and guest lectures. Ample time is allotted for reading the extensive material provided.

Each student is required, starting mid-way in the second week, to give a presentation before the class. This hour-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or headquarters experience in CE or a related field; such a student is permitted to give a one-hour lecture based on specific experience. The "canned" problems are selected to test students' ability to do CE research, collate, make logical analysis, and present ideas effectively to a seminar group.

This evaluation is based primarily on the student presentation, and to a lesser degree on participation in seminar discussions when conducted by the staff.

~~SECRET~~

SECRET

RICHARDSON, Jacques G.

1. Mr. Richardson ranked first in a strong group. He applied himself effectively throughout the course. His seminar contributions aided materially. He drew freely on a sound operational background and was by all odds the top student.

2. Student Presentation: Mr. Richardson presented a case with which he was familiar from his own experience. It was a first-rate performance. The material was very well organized and crisply presented. So effective in fact, that Mr. Richardson will be called upon to give the same discussion in subsequent CE courses.

3. In my opinion Mr. Richardson is fully qualified to act as senior CE officer.

[Redacted]
Chief Instructor, CE Course

SECRET

SECRET

TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion, show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

RICHARDSON

STUDENT'S NAME [REDACTED] DATE OF REPORT 2 May 1950
TRAINING COURSE Advanced Operations V DIVISION OPC/YAD GRADE OS-7
TRAINING PERIOD 27 March - 21 April 1950 PROJECTED ASSIGNMENT Agn's Pol. Warfare Officer.

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% Unsatisfactory; 60 to 79% Satisfactory; 80 to 89% Excellent; 90 to 100% Superior.

Table with 3 columns: FACTS/SKILLS, Possible score, and Achieved score. Rows include items like 'Comprehension of mission of OSO', 'Operational planning', and 'Personality manipulation'.

Overall adjectival rating Satisfactory (75)

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

Table with 2 columns: Trait description and Rating. Traits include 'Ability to get along and work with people', 'Ability to grasp instructions', 'Enthusiasm and interest in work', etc.

3. COMMENT. (To be used only in cases of outstanding strengths or weaknesses)

APPROVED: [Signature] CHIEF, STS
REVIEWED: [Signature] CHIEF, TAD

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TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion, show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME Richardson DATE OF REPORT 10 April 1950

TRAINING COURSE Operations DIVISION OFC/PED GRADE 7

TRAINING PERIOD 20 February - 17 March 1950 PROJECTED ASSIGNMENT Asst's Pol. Warfare Officer

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scales: 0 to 49% Unsatisfactory; 50 to 79% Satisfactory; 80 to 89% Excellent; 90 to 100% Superior.

	Possible Score	Achieved Score
(1) Comprehension of basic principles of clandestine operations	140	28
(2) Use of tradecraft (ability to apply principles of clandestine operations)	150	32
(3) Ability to evaluate operational data	120	15
(4) Ability to use operational data	120	14
(5) Planning	130	19
(6) Personality analysis	120	17
(7) Personality manipulation	150	42
(8) Adaptability to operational emergencies	130	21
(9) Attention to detail	120	14
(10) Organization and presentation of written operational material	120	16
TOTAL	1300	218
Overall adjectival rating	Satisfactory (73%)	

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

	Rating
(1) ability to get along and work with people	7
(2) ability to grasp instructions	6
(3) enthusiasm and interest in work	6
(4) industriousness	5
(5) practical intelligence	6
(6) astuteness	5
(7) adaptability	6
(8) effectiveness	6
(9) stability	6
(10) initiative	5
(11) imagination	6
(12) ability to handle and direct people	7

3. Comments. To be used only in cases of outstanding strengths or weaknesses.

CHIEF INSTRUCTOR

APPROVED: [Signature]

REVIEWED: [Signature]

SECRET

TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME RICHARDSON
TRAINING COURSE Staff Orientation V
TRAINING PERIOD 9 January - 9 February 1950

DATE OF REPORT 10 February 1950
DIVISION OPC/FBD GRADE GS-7
PROJECTED ASSIGNMENT Assistant Political Warfare Officer

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% unsatisfactory; 60 to 79% satisfactory; 80 to 89% excellent; 90 to 100% superior.

	Possible Score	Achieved Score
<u>Problems</u>		
(1) Reporting of Information.....	(30)	20
(2) Message Writing.....	(5)	4
(3) Interviews: Procurement of Information.....	(25)	14
(4) Interviews: Personality Handling.....	(25)	16
(5) Mapping and Sketching.....	(30)	26
(6) Observation and Description.....	(30)	25
<u>Objective Tests</u>		
(7) Intelligence Tools and Objectives.....	(25)	18
(8) Reporting Mechanics.....	(20)	15
(9) CIA Security Regulations.....	(10)	9
(10) USSR and Communism.....	(50)	31
TOTAL	(250)	178

Overall adjectival rating..... Satisfactory

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, the higher indicating above average.

	Rating
(1) Ability to get along and work with people	6
(2) Ability to grasp instructions	5
(3) Enthusiasm and interest in work	7
(4) Industriousness	7
(5) Practical intelligence	7
(6) Astuteness	7
(7) Adaptability	5
(8) Effectiveness	7
(9) Stability	8
(10) Initiative	6
(11) Imagination	0
(12) Ability to handle and direct people	6

3. COMMENT. (To be used only in cases of outstanding strengths and weaknesses.)

CHIEF INSTRUCTOR

APPROVED. _____
REVIEWED. _____

SECRET

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM
For Staff Agent, (Thomas B. CASASIN)

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Effective 25 May 1970, your current Allowance Committee Addendum, as amended, is further amended by substituting the following for sub-paragraph (B) entitled "Other Allowance Entitlements":

(B) One-Time Payment. You are herein authorized a one-time, non-taxable Agency payment of \$235 in lieu of your entitlement to reimbursement for the round-trip educational travel of your daughter from [redacted]

[redacted] Payment of this amount will be by deposit to your bank account. This payment and the fixed allowances as set out in subparagraph (A) above are in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations.

All other provisions of your Allowance Addendum, as amended, remain in full force and effect.

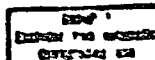
UNITED STATES GOVERNMENT

BY _____
Contracting Officer

APPROVED:

Allowance Committee

SECRET



SECRET

ADDENDUM TO STAFF AGENT SUPPLEMENT
For Thomas B. CASASIN, Effective 5 August 1962

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The Agency Allowance Committee is authorized to modify the entitlements of a Staff Agent for cover, operational or security reasons. Based upon that authority, on 7 June 1962, the Committee made the following determinations which will apply to your Agency overseas assignment in [redacted] under [redacted]. These determinations supersede and modify any provisions of your present Staff Agent Supplement which conflict therewith:

(a) Fixed Allowance. Effective the day of your return to [redacted] you are herein authorized a non-accountable, non-taxable fixed allowance calculated at the rate of \$7,580 for the following year, i.e., for a one year period. If required, advances may be granted by an Agency authorizing official. This fixed allowance is in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations. Agency fixed allowances are also in lieu of entitlements to (1) reimbursement for the overseas operational use of your POV and common carriers in and around [redacted] and (2) storage of your HHE. Quarters will not be furnished you by the Government or by your cover facility during the period covered by these fixed allowances.

(b) Exemption from Offset. During this one year period of your overseas assignment, you are herein authorized to retain, without offset, the housing and cost-of-living allowances of your cover facility.

(c) Requirement of Certification. You agree to certify, when requested, that payments made to you as set forth herein have been expended for the purpose for which made and have not accrued to your personal advantage or enrichment. You will repay any amount for which you cannot provide such a certification. You understand that you are not required to make financial accountings for amounts received under (a) above.

UNITED STATES GOVERNMENT

BY _____

APPROVED:

Allowance Committee

ACKNOWLEDGED:

Thomas B. Casasin

Supplement to Staff Agent Personnel Action

For Thomas B. Casasin Effective 5 AUG 1957

Mr. Thomas B. Casasin

Dear Mr. Casasin:

In view of your contemplated cover assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are \$13,510 and GS-316 respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain procedural variations will be followed to preserve the security of your cover position.

(a) The gross emoluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If, except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with HR 20-33 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility, will equal the tax withholdings normally made from your gross taxable compensation with this organization. If there is no differential or if it is insufficient, you will be required to make tax remittances in conformance with HR 20-661-1. Also, that ressource together with R 30-720 covers the procedures to be followed in order to receive reimbursement for foreign income taxes imposed upon you.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one-half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions.

(d) If permanent quarters are not furnished, your quarters allowance will be granted at the maximum rate established for your post of assignment, family status and grade. No accounting for this allowance will be required.

If your position requires that you make contribution to the Social Security Fund, such contributions will be at your expense. However, involuntary contributions for cover facility programs, such as insurance and retirement, may be considered items of expense to this organization, and in

SECRET

CONTRACT INFORMATION AND CHECK LIST				CASE OFFICER	DIVISION
INSTRUCTION: Use R 20-1000 and R 20-1002 for guidance. Complete all steps, inserting "NA" when steps do not apply. Please forward original and two copies for preparation of contract.		TELEPHONE EXTENSION FOR CONTACT INFO		DATE 7 July 1964	
SECTION I GENERAL					
1. NAME <input type="checkbox"/> PSEUDO <input type="checkbox"/> TRUE Thomas B. CALASIE		2A. PROJECT HA		3. ALLOTMENT NO. 3254-12.0-1000	
5. PREVIOUS CIA PSEUDONYM OR ALIASES		2B. PERMANENT STATION		4. SLOT NO. 2-0	
				3A. FUNDS F US	
		6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.) Staff Employee since 1949			
7. SECURITY CLEARANCE (Type and date) SI		2A. MEDICAL CLEARANCE <input type="checkbox"/> OBTAINED <input checked="" type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D.		9. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
8. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent			
SECTION II PERSONAL DATA					
11. CITIZENSHIP U.S.		12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO		13. AGE 30	14. DATE OF BIRTH (Month, day, year) January 20, 1924
15. LEGAL RESIDENCE (City and state or country) Alexandria, Virginia			16. CURRENT RESIDENCE (City and state or country) Alexandria, Virginia		
17. MARITAL STATUS (Check as appropriate) <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED					
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Three - Wife, [] Daughter [] Daughter []			19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP:		
SECTION III U.S. MILITARY STATUS					
20. RESERVE NA		21. VETERAN Yes		22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
23. BRANCH OF SERVICE U. S. ARMY		24. RANK OR GRADE		25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
				26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION IV COMPENSATION					
27. BASIC SALARY Pay entitlements equating to GS-14 (step 5) including premium pay		28. POST DIFFERENTIAL		29. COVER (Breakdown, if any)	
				30. FEDERAL TAX WITHHOLDING COVER CIA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)					
31. QUARTERS In accordance with regulations		32. POST with regulations		33. OTHER	
34. COVER (Breakdown, if any)					
SECTION VI TRAVEL					
35. TYPES <input checked="" type="checkbox"/> OPS <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL				36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
37. HME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		37A. HME TO BE STORED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		38. PERSONAL VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
				39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH Wife, U. S. Citizen, ag [] Daughter, U. S. Citizen [] Daughter, U. S. Citizen []					
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input checked="" type="checkbox"/> COVER POLICIES AND PROCEDURES					
SECTION VII OPERATIONAL EXPENSES					
42. PURCHASE OF INFORMATION As authorized		43. ENTERTAINMENT As authorized		44. OTHER As authorized	
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH					

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)		CLASS OFFICER 	DIVISION 								
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.		DATE 	7 July 1962								
SECTION VIII OTHER BENEFITS <i>call in Section 1502</i>											
46. BENEFITS (See R 20-813, R 20-820, R 20-870, R 20-1000, and HB 20-820-1, HB 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)											
All Staff Employee Benefits											
SECTION IX COVER ACTIVITY											
47. STATUS (Check)	<input type="checkbox"/> PROPOSED <input checked="" type="checkbox"/> ESTABLISHED	48. TYPE (Check)	<input type="checkbox"/> PROPRIETARY <input type="checkbox"/> SUBSIDIZED <input type="checkbox"/> CULTURAL <input type="checkbox"/> EDUCATIONAL <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> MILITARY <input type="checkbox"/> TRAVEL								
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS RA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL											
SECTION X OFFSET OF INCOME											
50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE											
SECTION XI TERM											
51. DURATION	52. EFFECTIVE DATE	53. RENEWABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO									
DAYS MONTHS YEARS											
54. TERMINATION NOTICE (Number of days)		55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION <input type="checkbox"/> YES <input type="checkbox"/> NO									
SECTION XII FUNCTION											
56. PRIMARY FUNCTION (CI, FI, PP, other) FI and CA											
SECTION XIII DUTIES											
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED Handling and supervision of field agents already recruited. Spotting, assessment and development of agent candidates or projects. Recruitment of agent candidates outside France when necessary. Clandestine support of own and other station operations.											
SECTION XIV QUALIFICATIONS											
58. EXPERIENCE Photographic equipment salesman Newspaper assistant EDITOR editor Assistant to planning division of housing authority of a major city Operations Officer for past 12 years											
59. EDUCATION (Check Highest Level Attained)											
		GRADE SCHOOL	HIGH SCHOOL GRADUATE								
		BUSINESS SCHOOL GRADUATE	COMMERCIAL SCHOOL GRADUATE								
		COLLEGE (No degree)	COLLEGE DEGREE								
			POST GRADUATE								
			MA PHD								
60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)											
LANGUAGE		SPEAK			WRITE			READ			61. INDIVIDUAL'S COUNTRY OF ORIGIN USA
		FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	
			X			X			X		
			X			X			X		
62. AREA KNOWLEDGE Western Europe thru residence, study and travel											
SECTION XV EMPLOYMENT PRIOR TO CIA											
63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING Newspaper assistant editor - \$2,100 Assistant to planning division of housing authority \$3,100											
SECTION XVI ADDITIONAL INFORMATION											
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)											
<input type="checkbox"/> DND											
APPROVAL											
DATE	TYPED NAME & SIGNATURE OF REQUESTING OPERATING OFFICIAL	DATE	TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER								

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) RICHARDSON, Jacques G. (Dependents)		3 April 1968
3. POSITION TITLE Staff Agent		4. GRADE GS-15
5. OFFICE, DIVISION, BRANCH DDP/EUR		6. EMPLOYEE'S EXT. 6913
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> HQV/TDY	<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT Home leave & return to Station
<input type="checkbox"/> ENTRANCE ON DUTY	<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT	
<input type="checkbox"/> TDY STANDBY	RTD October 1967	STATION
<input type="checkbox"/> SPECIAL TRAINING	NOV/TDY	NOV/TDY
<input type="checkbox"/> ANNUAL	PCS	TYPE OF COVER
<input type="checkbox"/> RETURN TO DUTY	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 97) ATTACHED	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 97) ATTACHED
<input type="checkbox"/> FITNESS FOR DUTY	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 97) ATTACHED	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 97) ATTACHED
<input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> RETURN FROM OVERSEAS	RTA
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		STATION
<input checked="" type="checkbox"/> YES	9. REQUESTING OFFICER	
<input type="checkbox"/> NO	SIGNATURE	
ROOM NO. & BUILDING 4 B 01		F/PERS EXT. 6913

10. COMMENTS	
MEDICALLY QUALIFIED FOR PROPOSED PCS	
Medical statements from a private physician is attached.	
11. REPORT OF EVALUATION	
SPERRY PRESTON	
DATE 69 21 74	SIGNATURE FOR CHIEF OF MEDICAL STAFF

DISPATCH		CLASSIFICATION S E C R E T	PROCESSING ACTION
TO	Chief, European Division		MARKED FOR INDEXING
INFO			NO INDEXING REQUIRED
FROM	Chief of Station, [redacted] <i>(27M)</i>		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Admin/Personnel/Medical Dependents of Thomas B. CASASIN <i>Staff Agent</i>		MICROFILM
ACTION REQUIRED: REFERENCES			
<p>Reference: OFPS-10932</p> <p>CASASIN's dependents took physical examinations at the American Hospital [redacted] on 20 February. Since, because of his cover there could be no LNIARP connection, CASASIN's dependents made arrangements for their physicals as private citizens, on the pretense that they required statements that they were in good health in order to obtain insurance. Obviously, forms 88 were not prepared; the attached certificates of good health and freedom from contagious disease are all that is normally given to private individuals [redacted] We hope they suffice.</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px auto;"></div> <p>Attachment - U/S/C via TNP As Stated Above</p> <p>Distribution: 3-Chief, Eur-Div w/att usc-tnp</p> <p style="text-align: right;"><i>Attache + copy of w/254 and 255 16 p. 1/2</i></p>			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
[redacted]	OFPT-13839	11 March 1968	
	CLASSIFICATION S E C R E T	HQS FILE NUMBER	

SECRET

Chief of Station, [redacted]

Chief, EUR
Administrative/Personnel/Medical
Dependents of Thomas B. CASASIN

The Office of Medical Services has advised that Thomas B. CASASIN's dependents did not take physical examinations prior to their PCS return [redacted]. So that CASASIN's dependents may be fully covered under the Overseas Medical Program, it is essential that arrangements be made for their physicals to be taken in the field and the results forwarded to Headquarters as soon as possible.

[redacted]

DISTRIBUTION:
3-CCS, [redacted]

20 OCT 1967

OYPS-10932

SECRET

1-E/REG
1-E/PERS
1-CMS
1-E/F

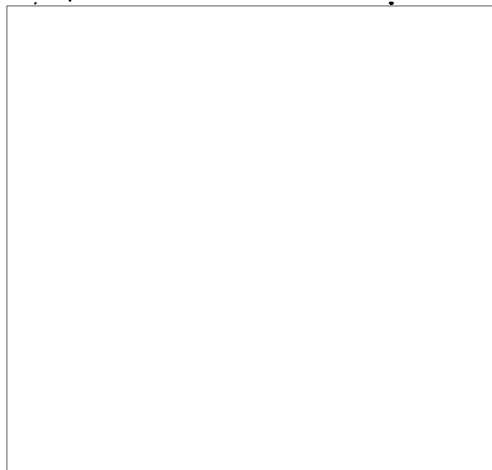
[redacted]

221

6913

CMS

C/E/F



SECRET
(When Filled In)

OFFICIAL USE ONLY (unit filled in)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I BIOGRAPHIC AND POSITION DATA

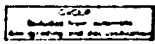
1 EMP SER NO 006102	2 NAME (Last First Middle) CASASIN THOMAS B (P)	3 SEX M	4 DATE OF BIRTH 01/20/24	5. SCHEDULE/GRADE/STEP GS-13-06
6 SS D	7 POSITION/TITLE CRS OFFICER	8 OFFICE OF ASSIGNMENT WE	9 LOCATION (Country, City)	

SECTION II AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
	TDY-60	50/07/01	50/09/01
	TDY-60	52/07/01	52/10/01
	TDY-60	53/06/01	53/07/01
	PCS-VV	55/02/17	60/06/24

SECTION III EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
BACH	LINGUISTICS, GENERAL	PUGH UNIV.	45



CONFIDENTIAL
(When Filled In)

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave of government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) RICHARDSON (First) JALIVES (M. Initial) G SOCIAL SECURITY NUMBER [Redacted]

1. RESIDENCE DATA
PLACE OF RESIDENCE WHEN INITIALLY APPOINTED [Redacted] LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad) [Redacted]
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE [Redacted] HOME LEASE AGREEMENT [Redacted]

2. MARITAL STATUS (Check one)
 SINGLE MARRIED SEPARATED DIVORCED WIDOWED ANNULLED
IF MARRIED, PLACE OF MARRIAGE [Redacted] DATE OF MARRIAGE [Redacted]
IF DIVORCED, PLACE OF DIVORCE DECREE [Redacted] DATE OF DECREE [Redacted]
IF WIDOWED, PLACE SPOUSE DIED [Redacted] DATE SPOUSE DIED [Redacted]
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S) [Redacted]

3. MEMBERS OF FAMILY
NAME OF SPOUSE [Redacted] ADDRESS [Redacted] TELEPHONE NO. [Redacted]
NAMES OF CHILDREN [Redacted] ADDRESS SAME SEX F DATE OF BIRTH [Redacted]
NAME OF FATHER (Or male custodian) [Redacted] ADDRESS [Redacted] TELEPHONE NO. [Redacted]
NAME OF MOTHER (Or female guardian) DECEASED
WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. NONE

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY
NAME (Mr., Mrs., Miss) [Redacted] (Last-First-Middle) [Redacted] RELATIONSHIP MOTHER IN LAW
HOME ADDRESS (No., Street, City, Zone, State) [Redacted] HOME TELEPHONE NUMBER [Redacted]
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE [Redacted] BUSINESS TELEPHONE & EXTENSION [Redacted]

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.) YES NO
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) YES NO
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.) YES NO

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please so state in item 6 on the reverse side of this form.

CONTINUED ON REVERSE SIDE
CURRENT RESIDENCE AND DEPENDENCY REPORT

CONFIDENTIAL
(When Filled In)

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

JACQUES G. RICHARDSON

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? YES NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? YES NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? YES NO. (If "Yes", who possess the power of attorney?)

WIFE HAS IN POSSESSION

ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT *Washington, D.C.* DATE *31 July 62* SIGNATURE *Jacques G. Richardson*

CONFIDENTIAL

~~SECRET~~

RYBAT

SEPARATE COVER ATT:

BIOGRAPHIC DATA SHEET

NAME: RICHARDSON, Jacques Gabriel **DOB:** 20 January 1924

GRADE: GS-14 **Date of Grade** 16 January 1955

MARITAL STATUS: Married

DEPENDENTS: Wife

Daug -

CAREER SERVICE DESIGNATION: D

Daug -

EDUCATION:

PRIOR ORGANIZATIONAL EMPLOYMENT:

LANGUAGE PROFICIENCY:

- Reading and Writing - Elementary; Speaking - Native (Oct 1960).
- Reading and Speaking - Elementary; Writing - Intermediate.

MILITARY RESERVE STATUS: NONE

ORGANIZATIONAL TRAINING:

RYBAT

SECRET

RYBAT

SEPARATE COVER ATT:

BIOGRAPHIC DATA SHEET

RICHARDSON, Jacques Gabriel

ORGANIZATIONAL EMPLOYMENT:

Nov 1949
Oct 1950
Apr 1951
Jan 1952

Jul 1953
Jan 1954
Feb 1955

Mar 1956

Oct 1957
Oct 1960

PERSONNEL EVALUATION:

Fitness Report, 10 April 1958 - 31 March 1959 "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." Fitness Report, 1 April 1959 - 24 June 1960 "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 of 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." Fitness Report, July 1960 - October 1961 "Subject supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well."

RYBAT

SECRET

1 February 1962

SR/SS
M. J. RIBER

MEMORANDUM FOR: Central Cover Group [redacted]
VIA : SR/SS
SUBJECT : Cover requirements for Thomas B. CASASIN (P)

1. Information keyed to your format [redacted] Request for Individual* is transmitted herewith.

2. SR would like to have a durable, permanent cover established for Thomas B. CASASIN as quickly as possible. CASASIN is presently a staff employee in Headquarters. He will be available to develop and undertake cover preparations as soon as Cover Group has completed the necessary arrangements.

3. It will be convenient for CASASIN to discuss cover plans and preparations with you whenever you wish. [redacted] (ext. 3839) will serve as Headquarters case officer and will be pleased to provide any supplementary information you may require.

[redacted]
Chief, SR/2

Attachment:
As stated in Para 1, 2 cy

SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (4)					2. LD NO.			
LANGUAGE PROFICIENCY AND AWARDS DATA								
3. NAME (7-24) LAST Richardson, Jackson G.		FIRST G.	MIDDLE	4. OFFICE OR DIVISION AR	5. LANGUAGE	6. LANG. CODE (25-27) 379		
7. DATE OF TEST (40-51) Mar. 5, 1960		8. ANNIVERSARY DATE Mar. 5, 1960		9. GRADE 14	10. DATE OF BIRTH Jan. 20, 1934			
11. REASON FOR TAKING TEST		12. TEST SCORES						
1. APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)		
ESTABLISH SALT LEVEL					I	I		
13. ELIGIBILITY (39)		14. TYPE OF AWARD						
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)		
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)				
NA			HIGH (H)					
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00 (40-45)				
REMARKS				SIGNATURE		DATE		
				17. I CERTIFY THAT FUNDS ARE AVAILABLE				
				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.		
				SIGNATURE				

FORM 1273
3-60

OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

TLO COPY

UNITED STATES GOVERNMENT

Memorandum

TO : Mary
E/Pers.

FROM : Registrar/OMS

SUBJECT: Richardson, Jacques G.

DATE: 3 October 1967

Subject has been evaluated by OMS and found to be qualified
for proposed assignment.

[Redacted Signature]

ASSISTANT REGISTRAR

UNITED STATES GOVERNMENT

Memorandum

TO : Mary
E/Pers.

FROM : Registrar/OMS

SUBJECT: Dependents of Richardson, Jacques

DATE: 3 October 1967

No medical disposition. Dependents will be evaluated when
physicals are received.

[Redacted Signature]

ASSISTANT REGISTRAR

SECRET

13 September 1960
File No. 1188

MEMORANDUM FOR: Chief, IS
ATTENTION : Security Officer
SUBJECT : [REDACTED] Cover Backstop
REFERENCE : Page 1322, dated 9 September 1960.

1. In compliance with above reference, official cover backstopping which utilizes the [REDACTED]

has been established for the above-named individual. All information concerning this cover arrangement is available in the Official Cover and Liaison Section, CCD.

2. It is requested that OCL/CCD be notified when this cover arrangement is no longer required. Any changes in the Subject's Headquarters status should be coordinated with this office for the determination of need for continued documentation and cover.

3. Subject has been issued Unit ID Card No. [REDACTED] for domestic use only. In accordance with arrangements made with Offices of Security and Personnel, the above documentation will be picked up by a CPB representative for any individual making a FCS move from Headquarters or an overseas TDY trip. In the case of the FCS traveler, CPB will return this documentation to OCL/CCD for disposition. For the TDY traveler, this documentation will be retained by CPB and returned to the TDY traveler upon completion of the trip. In the event of a resignation from the Agency, OCL/CCD will obtain the documentation from the employee at the time of the employee's debriefing conference.

/S/ PAUL P. STEWART

JOSEPH M. ADAMS
Chief, Official Cover & Liaison, CCD



cc: Personnel Security Division,
Office of Security

SECRET

A. General Information

(1) 

(2) Staff employee, GS-14, Step 5; total compensation under cover should be publicly within range of current actual compensation.

(3) Employee: fully cleared; wife previously had CSA for contract work in  not overtly affiliated with CIA  Spouse is aware of employee's status.

(4) Medical status OK

(5) Employee has had psychological assessment and technical interviews. Results presumably satisfactory.

(6) 

(7) New cover can be assumed at any time.

(8) Proposed departure date overseas is roughly summer 1962, but is flexible.

(9) SR/Support and SR/OCA funds will be available to support any operational expenses and financial commitments made to the cover organization.

B. Biographic Information

(1) 
(2) 

SECRET

(3)

(4)

(5)



(6) Objective personality evaluation: An exceedingly well-equipped operations officer, combining an excellent knowledge of the target area and of the base country with proven operational know-how and a mature, dynamic, self-confident personality. Has a great facility to express himself in writing and orally. Very effective in dealing with people on various levels, poised and businesslike.

(7) Financial status: almost wholly dependent upon job income. Outstanding debt is mortgage on house

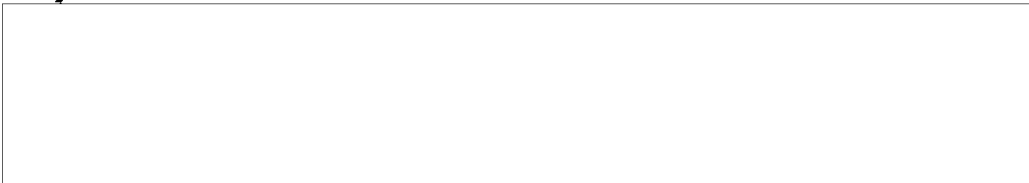


C. Security Considerations

(1) Employed by CIA 12 years and two months. Security approval is TOP SECRET dated 10 June 1949.

(2) Employee will know specifically of CIA interest.

(3) Employee has had normal staff employee access to CIA buildings.



SECRET

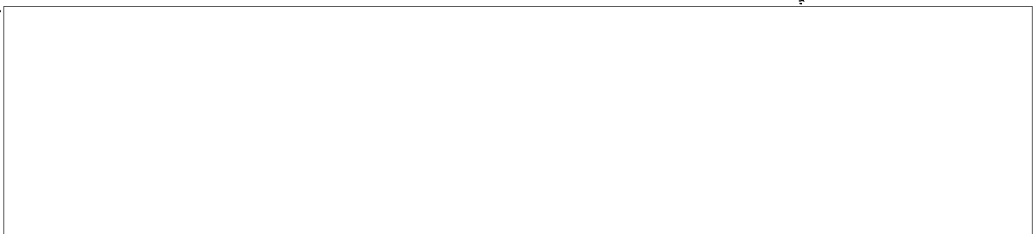


(6) There are no other known problems bearing on security.



(8) After the forthcoming tour, it is hoped that the employee will be able to continue in a [redacted] cover capacity, or convert to the most appropriate official cover dictated by operational and administrative planning needs.

(9) This is a request for permanent cover.



D. Operational Information

(1) Type of Operation

FI-CA management of large group of agents earlier recruited by others for REDWOOD purposes, including termination of marginal assets.

Spotting, assessment, and reporting potential new recruits.

Recruitment of agent-candidates outside the country of assignment when necessary.

Clandestine support and communications of own and others' operations.

Other tasks set out by Station, within cover and time-available capability.

(2) Location



SECRET

-4-

(3) Employee should be relatively free to travel on short trips to nearby countries of Western and Middle Europe. Times and intervals will probably be dictated by

(4) Special groups the employee should be able to contact

Although it is not essential, it would be desirable if the employee's cover permitted him to initiate and maintain contacts in the scientific, technological, commercial and engineering fields.

(5) Income directly attributable to cover should be in the range of \$10,000 per annum, with supplementary income attributable to commissions, retainers, piece work fees, personal resources, etc.

(6) Employee should be able to devote upward of 30 hours per week to operational duties.

(7)

(8)

SECRET