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S E C R E T DEFERRED TELEPHUCH 190843Z WASHINGTON 208255 TO: PARIS.

FROM: EXFXS INFO EXDYPERS, EXD/HF, DRYCPD, CCS/CSB, DED/NOC

SUBJECT: ADMIN BEHANK NOGAME - THOMAS B. CASASIN (P)

- 1. ACCORDING TO MOC ON THOMAS B. CASASIN, RTACTION OBLIGATION TO REIMBURSE CASASIN FOR COST OF SHIPPING UP TO ONE THOUSAND
 (1000) POUNDS OF MHES FROM FRANCE TO WODUAL, EXPIRED AS OF 31
 DECEMBER 1977. ACCORDING 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 (SANDY DELONG X9487 14 APR 78); COORD: C/E/D/PERS.
 (DUTER), E/D/BF (YOW), OP/CPD (BROOKS), CCS/CSB (FOR INFO),
 DED/NOC (FOR INFO); REL: C/E/F (HORNSTEIN). CL BY 061308.

END OF MESSAGE

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TO.	OFFICE OF FEMANCE			
VIA:	CHIEF, EUR AND GONTRACT	PERSONNEL DIVISION		and the second s
FROM:	GONTRACT APPROVING OFFI SENVINY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		(Independent Contractor Contract Prolesse)	
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CONT	TINGENT OBLIGATIONS - (Not	t promised Subject but m	ay have to be met) *De:	scribe
	· /n			
COMI	TMENTS OTHER THAN THOSE D		N MADE TO SUBJECT.	•
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	CONCREMENCE		INFORMATION		WTARRE	<u> </u>
Remarks: Recommend AD/Pers approval (albeit retroactively) of the attached request from the Chief, EUR Division to extend the MOC for Thomas B. 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. Subject, now age 52, retired under CIARDS 2S 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.						
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MEMORANDUM FOR: Director of Personnel

VIA:

Deputy Director for Operations

FROM:

Chief, European Division

SUBJECT:

Request for Extension of the Services of Thomas B. GASASIN (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 meney 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 nonofficial cover as a Staff Agent. In 1972 he was converted to Career Associate status to coincide with his cover employment with UNESCO, 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 Paris Station 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 UNESCO, CASASIN requested, and the Paris Station agreed, not to renew his written Independent Contract, due for renewal 1 July 1975. However, since CASASIN is willing to meet informally

E2 IMPDET CL BY 057567

SEGRET

with the Station, the Station requests a Memorandum of Oral Commitment to be effective for the period CASASIN remains in UNESCO's 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 Paris are sufficiently valued by the Paris Station to request the continuation of CASASIN's services under a Memorandum of Oral Commitment.

4. Recommendation: Your approval is requested to continue CASASTN'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 Paris, France, to the United States.

William W. Wells Chief, European Division

CONCUR: Deputy Director for Operations	17F/ /47
APPROVED:	និង គឺគ្នា 🐡 💢 📑
H Director of Personnel	Date
DISAPPROVED:	
Director of Personnel	Date

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.

Gerald K. Hughes, Jr. Chief, Personnel Section European Division

APPROVED:

E2 IMPDET CL BY 027164 CONFIDENTIAL

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT

: Request for Voluntary Retirement -Mr. Jacques C. Richardeca 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

: Operations Career Service

: Europe Division Office/Division

Date Requested for Retirement: 28 June 1974

Age at that Date

Years of Creditable Service

Years of Agency Service Years of Qualifying Service

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

. De Felice

Director of Personnel

4. The recommendation contained in paragraph 3 is approved:

/s/ Corta I. Drowman

Deputy Director for Management and Services

CONFIDENTIAL

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MPULT CL B. 0.2668

- Return to Director of Porsonnel

- 1 Applicant
- 1 ROB Soft File 1 ROB Reader

OP/RAD/ROB/WFMadigameam/3257 (27 June 1974)

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.

SIGNED

Date

Thomas B. Casasia

EZIMPDET. CL by: 063837

OUTG NG MESSAGE SECRET DIRECTOR STAFF eryms cesz INFO: FILE CPSO/NOC 3 TO: PARIS.Y WODEEP ADMIN Y REFS: A. PARIS 56954 | IN 578647 | B. OFAT-1377, 29 MAY 74 Y NEED TO KNOW DATE WHEN CASASIN WILL CONCLUDE UNCAIRD EMPLOYMENT. SECTION I (C) NOC STATUS REPORT FORWARDED REF B STATES HE ON

THREE-YEAR EXTENSION CONTRACT WITH UNCAIRD TO END JUNE 1977. PLS

XIEURIPERS Stephen C. Ert CMG/NOC GEORGE MARLING (PHONE)

DATE:

36 MAY 75

ADVISE. EZ IMPDET.A

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S E C R E T 1310032 MAY 75 STAFF CITE PARIS 56954 TO I DIRECTOR. HODEEP ADMIN

- 1. THEMAS 8. CASASIN HAS GIVEN NOTICE THAT HE DOES NOT INTEND TO RENEW HIS CONTRACT WHICH TERMINATES 30 JUNE 1975. HE CITES HIS GROWING INVOLVEMENT AT UNCAIRD 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 KEP OPEN UNTILHE

 CONCLUDES HIS UNCAIRD EMPLOYMENT. STATION WILL HRITE

 A MOC COVERING THIS CONTINGENCY. PLEASE ADVISE YOUR CONCURRENCE.

 E-2 IMPDET

		cro. No. 210
MEMORANDUM F	Ma: Director. of Finan	
ATTENTION	: Chief, Compensati	on and Tax Division
THROUGH	: Chief, Contract Po	ersonnel Division
SUBJECT	: Tax Assessment for	r Thomas 3. CARMEIN
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MEMORANDUM FOR	Director of F	inance		
ATTENTION :	Chief, Compen	sation and	lax Division	
THROUGH :	Chief, Contra	et Personne	L Division	
SUBJECT :	Tax Assessmen	for The	mas-B. CYASTI (P)	Property Control
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E 2. IMPDET CL ST 007672

14

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 French Branch at Headquarters and, for the past 2 1/2 years, as the Station officer responsible for UNCAIRD 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 UNCAIRD, 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.

John H. Kenney Operations Officer

SECTION D

The attached Memorandum in Lieu of a Fitness Report should be read in conjunction with the NOC 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. SKOGSBERC, who prepared Section I, and George T. HEMSLEY, who prepared Section III of the NOC 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 Sovicts; 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 under-signed 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 pedod 1 January - 31 December 1973). I would rate him on these Specific Duties as he was previously rated.

/s/ Oleg Selsky
Operations Officer

CONFIDENTIAL

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<i>†</i>	Fitness Reports must be prepared w personnel and others whose duties of that a complete and realistic stateme sition of information or operations playees may jeopardize security and will be included in Section B indica	ith due regard for securit o not in themselves reveal ent of specific dulies may will not be included. On d should not be fully repo	sources of informations be reported in Section the other hand, the order on this form, I	on and methods of con on B. However, the l description of some	operation, it is no natúre, source, p cilic dúties of ce	ormally expect process or dispersion of the contract of the co
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ATTENTION	: Chief, Compensati	on and Tax Division	
THROUGH :	: Chief, Contract R	erconnel Division	
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SUBJECT :	Tax Assessment for	r / Tromas 8. CASASIII	
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ADMIN PERS

REF: DIRECTOR 599151

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 Paris Station 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.

George W. Owens Chief, Personnel Section European Division

CONCUR:

CMG/CP

19 JUL 1974

Date

E2 IMPDET CL BY 033769

CONFIDENTIAL

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CSB 74-254

26 June 1974

NEWORANDUM FOR: Chief, Retirement Affairs Division

SUSJECT:

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.

GEORGE S. POWELL
// Chief
Cover Support Branch
Cover & Commercial Staff

E2 IMPDET CL BY 063851 Sel. 36000 90% 32400 ant 22-24 K. 8000 is with 90% sule 19 50 Haller Thomas B. CASASIN 65-15 10

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27 Jan 44 CML

26 JUL 1974

MEMORANDUM FOR: Director of Porsonnel

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 Tokyo. Until his departure for Paris he served as a Branch Chief in the then SR Division. In 1962 CASASIN was assigned to Paris under non-official 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 Paris Station 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

Roosevelt

Archibald B. Roosevelt, Jr.

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.

Concur:

Deputy Director for Operations

APPROVED:

Director of Personnel

Director of Personnel

Date

Chief, European Division

27 June 1974

Date

Date

Director of Personnel

Date

7 AUG 1974

MENORANDUM FOR: Chief, Contract Personnel Division

THROUGH : CNG/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.

> George W. Owens George W. Owens Chief, Personnel Section European Division

Distribution: Original & D - Adse.

APPROVED:

/s/ Charles W. Sandman

E2 IMPDET CL BY 033769

CONFIDENTIAL

MENORANDUM PO	OR: Office of Finance		
FRON	: Administrative Allowa	ince Committee	
SURVIECT	: Fixed Allowance Amend	ment for	
	_Career_Associate,	Thomas B.	CASÁSIN
1.	Effective 28 April	1974	, to offset
dollar apprec	intion, the fixed allowan	ce for Subject	is revised by
substituting	the figure \$13,741	fo	or the figure
\$14,981			
2.	All other provisions of t	he current All	owance Committee
Addendum rema	in in full force and effe	ct.	,
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TH	ROUTH	: Chief	C, Contract	Personne	l Division		
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TO: PARIZ.					
ADMIN FINANCE HODE	EP .		uses :		

- 1. REQUEST THOMAS B. CASASIN FORWARD HAS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR SET TOWNS AS TOWN
- 2. LATEST COVER PAY STATEMENTS INDICATE INCREASE ALLOWANCE OF

 \$260.67 PER MONTH MADE IN FEB OR MARCH 73. COVER PAY OFFSET & FEB 73

 THRU 15 SEPT 73 WAS \$12.636. ANALYSIS BASED ON COVER PAY

 STATEMENTS IN HAND HOS FOR APRIL. BY YOUR 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 LIGUIDATED.
- 3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 3 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET.H

OF/CETD/D. LAWREY/TELECOORD

C/E/Shiston and Reproduction by other than the issuing office is prohibited /E 2 IMPDET

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FRON	Administrative Allow	ance Committee	
SURJECT :	Fixed Allowance Amend	dment for	
	Career Associate,	Thomas B. CAS.	ASDI
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APPROVED:			es covernment L'CRUINUAGE tracting Officer

ECRFT

E2IMPDET CL by: 026715

27 June 1973

MENURANDEM FOR: Office of Finance

IUN/Contract Personnel

SURVICT Changes in Financial Analysis Number

Personal Services of Thomas B. CASASIN (P)

OBJECT CLASS:

from Financial Analysis Number 3131-4292

HUR DIVISION BUDGET OFFICER

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	INSTRUCTIONS
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SECTION D, Items 1, 2, and	(Only in respect to Typed or Printed Name and Signature)
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DATE	Reginald M. GUNION Required M. Gunion
DATE JI January 73	Joseph 11. RILANDER
personnel and afters whose duties that a complete and realistic stater sition of information or operations certain other employees may jeopi	SPECIAL NOTE with due regard for security considerations. For example, in the case of administrative and support do not in themselves reveal sources of information and methods of operation, it is normally expected ment of specific duties may be reported in Section B. Namever, the nature, source, purpose or dispossibility in the included. On the other hand, the position titles and description of specific duties of ardize security and should not be fully reported on this form. In these cases, general statements of Section B indicating the level of responsibility.

FORM 450 OBSOLETE PREVIOUS EDITIONS

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SPECIAL !!	- 14574 - 1 144				SPECIAL (Spe		- Language 113		<u> </u>
28 Pebri	uaty 1973	· .	,		PORTING PER			12	
SECTION B			PERFORMAN	CE EV	LUATION				-
U-Unsatisfactory M-Marginal	or proposed in Sec	ounseling, t tion C. cient in som	A rating in this catego o further training, to p ie aspects. The reasons be described.	locing on	probation, to rec	oingnment o	r to separation.	Describe ac	tion tolen
P-Proficient	Performance is satis	factory De	ured results are being i	orođuse d	in the manner exp	ected.			
S-Strong	Performance & char	actenized b	y exceptional proficien	cy.					
O-Outstanding	Performance is so ex work as to warrant	rceptional in special reco	n relation to requireme gnition;	nts of the	work and in comp	parison to th	e performance o	of others doi	ng similar
			SPECIF	IC DU	TIES				
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Maintenanc in this si	e of effecti	ve BOC	status and fo	inctio	oing as a	HOMACE	officer		RATING LETTER
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PECIFIC DUTY NO							··		RATING
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PECIFIC DUTY NO	. 6								RATING LETTER
, •					•				- *
		014F5 : :							
ormance of speci articular limitation	everything about the fie duties, product ns or talents. Bas	ne emplays tivity, cas ed on you	L PERFORMANC se which influences induct on job, coope is knowledge of em to the statement w	his efforativene	ectiveness in h	is current personal t tmance du	raits or habit ring the rutin	s, and g period,	RATING LETTER
								-	

ORM 45 OBSOLETE PREVIOUS EDITION

SECRET

1. 1.

SECTION C

NARRATIVE COMMENTS

Indicate significan stronghs of weaknesses demanshated in current position keeping in proper perspective their relationship to overall performance. Serie isogéstions made for imprevenent of work performance. Guie recommendence for indicate. Comment on foreign language competence, if required for current assistant. Amplify or explain ratings given in Section 8 to provide best basis for determining future personnel action. September of performance of managerial by supervisory duties and case constitutions are set of managerial by supervisory duties and case constitutions are set of managerial by supervisory duties and case constitutions. ance of managerial or supervisory duties and cost common red on it applicable. Hearra space is needed

During the period covered by this report, subject began a new job in an upper-level, executive capacity with an international erganication. He obtained this job without BRHER LD assistance and the salary offsets approximately 40% of the total cost of this activity. This cover tob was possible because of subject's extensive, solid background in scientific journalism and his French (luency. His cover is impeccable because he is capable of a first class, professional performance on this job and he was selected for the job solely on his professional qualifications in competition with other highly-qualified persons.

A solid cover situation is useful only to the extent that it serves as a base for EXHERALD activities. Despite a full time job and unvitting superiors and co-vortiers, Subject has done a full time job for EXHERALD. He has maintained an intension dialogue with one Soviet official, frequent contact with others, and he is developing additional coviet contacts in his cover organization. He has also established initial contacts with Chinese officials and has laid the foundation, through the cover organi acton, to develop and maintain direct and long-term contact with cortain of these targets. He has been effective and ingenious in devising direct access to this difficult target and to others having access.

Subject devotes about SCI of his operational effort to the Seviet and Chinese targets. His operational reporting reflects these priorities and it is timely,

· '		
SECTION D	CERTIFICATION AND CO	MMENTS TO THE THE PART OF THE
a	BY EMPLOYEE	
1	CERTIFY THAT I HAVE SEEN SECTIONS A, B	AND C'OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
ر مئع		
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/ Joseph I. Saltsman
3	BA BEATERING VEETE	41

COMMENTS OF REVIEWING OFFICIAL

During the period under review, this BOC moved into a highly a maitive but potentially very valuable new cover situation, in which he has infinitely greater access to Soviet and Chinese targets. The NOC is also superbly equipped to handle this new position, by wirtue of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, both for the cover employer, and for the Organization as well.

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 "O"

ATE	OFFICIAL TITLE OF REVIEWING O	FFICIAL :1'	TPED OR	PRINTED NAM	E AND SIGNATURE
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		i			
•	ł <u>.</u>	:	/s/	Hugh R.	Montgomery

SECTION C

NARRATIVE COMMENTS

complete and literate. Despite his relative isolation as a NOC, 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 in a NOC situation, subject has no supervisory duties with BNHERALD 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.

SPORTON 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 the NOC, hence 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 on this NOC. 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 the NOC 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 NOC, whose ner 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, EUR France:

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 yow effectively Casasin can exploit this situation.

C/E/F

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

NOCADIMB REVIEWING OFFICER COMMENTS:

Station rator and reviewer) or "S" (as by the Station rator 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 NOCAD achinistrative and managerial responsibilities has been crompt and efficient; in this additional specific duty we rate his performance "Strong".

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

/s/ Charles J. Beckmen

1.0. APR 1973

Charles J. Beckman Chief, NOCAD/Management Branch

MEMORANDUM	FOR: Office of Finance	中的中国工作的大学的大学
FROM	: Administrative A	llowance Committee
SUBJECT	: Fixed Allowance	Amendment for
	Garcor Apecatiets	Thomas By CASASBI
1. Effectiv	ve 14 February 1973	, to offset dollar depreciation,
the fixed allowan	ce for Subject is revised	by substituting the figure \$13,656
for the figure	12, 234 . ()
·		· 1
•	r provisions of the curr	ent Allowance Committee
2. All othe	er provisions of the curr n in full force and effect	•
2. All othe	-	
2. All othe	-	UNITED STATES GOVERNMENT
2. All othe	-	UNITED STATES GOVERNMENT
2. All other	n in full force and effect.	

SECRET

EZIMPDET 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)

HUGH T. CUNNINGHAM Charman, Board of Editors

Studies in Intelligence

Distribution:

0 - Subject's Official File

1 - NOCAD/Pers

Thomas B. Casasin

Date Action Conversation Grade
15 MAY 72 Career Agent 33,260 GS-15/
7 JAN 73 API 34,971 GS 15

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 COVERNMENT
Sig...

BY

Contracting Officer

APPROVED:

Allowance Committee

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

EZIMPDET CLby 027015

The second second second second second	SEUR	El Tille I . Trans to the Martin state	e the end of
	FIELD REASSIGNMEN	T QUESTIONNAIRE	
	DO NOT COMPLETE: FOR	HEADQUARTERS USE ONLY	
Thomas B. Cas		David E. Murphy	3 Oct 73
DATE RECEIVED AT HEADQUAR	OFAT 1785	DATE RECEIVED BY CAREE SERVICE.	
	TO BE COMPLETED	BY DOLOYEE	
20 Jan 24 CS	a. YOUR CURRENT POSITION: TITLE AND CRADE. ACC. COR ABBOOR, GS 15.	Paris	S. CAVET FOR CLARENT COVER UTICA I. D
10 Sep 62 3 Apr 72	e. PROUESTED DATE OF SC. EMPECT CHECK.	IN AT HO AFTER LEAVE	E TO REPORT TO DUTY
7. NUMBER AND AGES OF DEPI	ENDENTS WHO WILL TRAVEL WITH YOU!	·	

1 day hter, aged 20 (already actually back at her university)

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

Hy two-year contract with UNCAIPD ends officially 14 Fay 1974; it is, theoretically, renewable.

LIST YOUR WAJOR DUTIES DURING CURRING TOUR field apecial note on transmitt (also attach personal cover questionnaire in accordance with CSI-F 240-8)

Have continued my spotting and assessment functions, uninly of HERAR H and TAPPLE individuals on a selected bacis but of third and fourth antionals as well. Have concentrated on two particular MERANCH targets, while assuming new cover responsibilities and managing a fairly largeecale, authentic cover property in the field of mass communication. Have also regrended to Etation investigative meeds in fields other than my own, and have maintained a continuing relationship with a high-level, well placed FKRA TH political-technical remoment personality. Have ples developed a minor, yet well-placed of the personality in the field of technical innovation and management.

Have arranged to travel to various venues of technical and scientific moetings for appropriate coverages of personalities or substance, as the case required.

10. TRAINING DESIRED

INDICATE BHAT 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.

THE PREFERENCE FOR NEXT- ASSIGNMENT	
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IN THE NO. S. ABOVE. IF YOU	HAVE MORE THAN ONE PREFERENCE, PHOTEATE YOUR CHOICE.
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comparable in access	and coverent to what we know to be the case in UniCALIED.
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	rete, to be able to continue to use the French
language operationally	y•
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E EXTEND TOUR 6 to	12 MONTHS AT CURRENT STATION TO COR 74 - Apr 75
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is a natural for c	overage of sprinary targets.
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· 20	
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	ICE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT,
AND THE STAFFING REQUIREMENTS OF ASSIGNMENT AND TRAINING.	TYOUR COMPONENT, INDICATE YOUR COMPONENT'S AFCOMMENDATION FOR HIS NEXT
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	FOR USE BY CAREER SERVICE
. APPROVED ASSIGNMENT:	, ,
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CABLE NO	DATED:
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CAREER SERVICE REPRESENTATIVE:	DATE:
	(starature)

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SECTION A. GENERAL INFORMATION	
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128609 CASASIN, Thomas B. 20 Jan 23 N CS. 7. CHICIAL POSITION TITLE 12 CASASIN, Thomas B. 20 Jan 23 N CS.	<u> 11 D</u>
Caron teconings	
10. TYPE OF APPOINTMENT 11. TYPE OF REPORT	
X CAPEER CAREER RESERVE X ANNUAL 21 MONTH REASSIGN MENT	SPECIAL
CONTRACT SPECIAL TEMPORARY 1 Jan 73-31 Dec 73 28 February 1974	,
SECTION B PERFORMANCE EVALUATION	··.
U-Unsatisfactory Performance is enacceptable. A rating in this caregory requires immediate and positive remedial across. The nature could range from counseling, to further training, to placing an probation, to reassignment or to separate. Describe or proposed in Section C.	oction taken
M— <u>Morginal</u> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and retaken or recommended should be described.	medial actions
P— <u>Proficient</u> Performance is satisfactory. Desired results are being produced in the manner expected. So Strong Performance is character and by except and profice except.	
O Optionship Perto musically nelection to requirement of the work and in comparison to the performance of others work as to worrant special recognition.	doing similar
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 performs EACH specific duty. Canader CNLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be their ability to supervise fundace a number of employees supervised). BPECIFIC DUTY NO. 8	
Maintenance of effective NOC status and functioning as a WOMACE officer in this situation.	Ó
SPECIFIC DUTY NO. 2	PATING LETTER
Exploits his natural access to Soviet personnel for operational needs.	P
BPECIFIC DUTY NO. 3	RATING LETTER
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.	ų
Brecipic DUTY NO. 4	RATING
Makes imaginative use of cover position to meet Chinese officials	LETTER
at international conferences.	S
SPECIFIC DUTY NO. 8	RATING LETTER
Operational reporting.	s
PECIFIC DUTY NO. 6	RATING
	LETTER
OVERALL PERFORMANCE IN CURRENT POSITION	
ake into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, reductivity, conduct on job cooperativeness, pertinent personal traits or Rock's, and particular limitations or talents. Based on your knowledge if 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

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CONFIDENTIAL

E-2, IMPORT CL ST 007622

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NARRATINE COMMENTS

Ingeste signif care errengets dir medalnesses demonstrated in euffert position betwen in proper perspective their relationship to operall performance. State turgestions mode for improvement of work performance. Gite recommendations for its jung turiest position. Amosty or éxplain technics given in Section B to provide best bosis for dete managerial or fuzer-viory dures and care constaurress in the lise of perialines, space, equipment extra space is needed to complete Section C, attach a separate sheet of caper.

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 NOC in Paris. 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 unvitting. 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 comewhat unique for an 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

SECTION D CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT SIGNATURE OF EMPLOYEE /s/ Thomas B. CASASIN 15 Feb 74 BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE. GIVE EXPLANATION MONTHS EMPLOYEE HAS BEEN UNDER, MY SUPERVISION DATE OFFICIAL TITLE OF BUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE /s/ Oleg N. Selsky Operations Officer for Joe Irl Saltsman BY PEVIEWIN'S 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 is 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.

12 Feb 74

OFFICIAL TITLE OF REVIEWING OFFICIAL Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE /s/ John W. Berg

CONFIDENTIAL

SECTION C - Narrative Consents (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 as an NOC, 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 NCC 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

देशकार्यक्षामुङ्गा (१८४८) वर्षे । १९४८ - १९४८ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४ - १९४४	CONFIDENTIAL	
	FITNESS REPORT - FIELD TRANSMITTAL 10	porzy
	SPECIAL NOTE	
that's complete and realistic si sition of information or opera ployees may jeopardize securi	luties do not in themselves reveal sources of information and methods of operation, is statement of specific duties may be reported in Section B. However, the nature, sou ations will not be included. On the other hand, the description of specific duties rity and should not be fully reported on this form. In these cases, general statemindicating the level of responsibility.	rce, purpose or disp
<u> </u>	INSTRUCTIONS	
	tness Report will NOT be completed by field personnel.	
SECTION A, items 2, 3, SECTION D, items 1, 2,	5, 7, and 8 1, and 3 (Only in respect to "Typed or Printed Name and Signature") •	Ped .
1. I CERTILY THAT I HAVE SECULOR FIRM SS REPORT	15 1 FU Thomas B. CASASIN	
2. I CERTIFY THAT, EXCEPT F	FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS. ALL ITEMS APPEARING ON THE TED UNDER PROVESIONS OF LUBRENT INSTRUCTIONS OR REGULATIONS.	TANTE OFFICE I
	· · · · · · · · · · · · · · · · · · ·	
DAFE	Reginald M. GUNION	· ~ For J. B
AFE	- Vices of Thomas	
	Reginald M. GUNION TYPED OR PRINTED NAVE AND SIGNATURE OF REVIEWING OF ICIAL (in proceeding)	
ONU HEA OPPULITE PREVIOUS	Reginald M. GUNION TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (IN PROUDON George T. HEMSLEY CO. Human	

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1 August 1972

MEMORANDUM FOR: Chief, Transactions & Records Branch

FROM

: Contract Personnel Division ...

SUBJECT

CASASIN, TB

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

/s/ Don H. Luctucher

Dow ii. Lucticher
Chief
Confract 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;

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/ Pow H. Inglamber

Dow H. Luctscher
Chief
Contract Personnel Division

Former Staffer (Stf Agnt)

SECRET

GROUP L. Engloded from automobic descriptation and declaration in a

		FITNESS	REPORT				UO6102	NUMBER
SECTION A	7	. 7		NERA		22° .		<u> </u>
1. NAME	(Loot)	(First)	(Middle)	4 .	TE OF BIRTH	3. BE X	4. GRADE 9. 30	· Family
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	S Office	, ,	.,		P/ĔUŘ/F	M 3310 MATE N	Paris	•
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I. DATE REPORT	. , -	-2.		- ·	PORTING PER			×.
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U-Unsatisfactory			PERFORMANO				nedial action. The nature o	<u> </u>
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Q-Outstanding		exceptional in rela		ts of the	work and in com	parison to th	re performance of others d	oing similar
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anner in which en ith supervisory re PECIPIC DUTY NO	playee perform sponsibilities A	EACH specific	duty. Consider their ability to	ONLY	offectiveness isor(indicate n	in perform umber of	ng letter which best de nance of that duty. All imployees supervised).	
· as	a WOMAC	E officer i		4				0
PECIFIC DUTY NO. Ma	Ti	ect contac	t with MHF	IARS	H persons	el.		RATING LET.TER
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	organizatio	Station requ ons.	irement fo	or ini	ormation	on indi	ividuals	·P
ECIFIC DUTY NO.	5							RATING
Оре	rational re	eporting.	,	: . :•		,		P
CIFIC DUTY NO.	• -			-				RATING LETTER
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Reviewed by OP/SPD/PPE

ECTION C	 ١.	 NARRA	TIVE	COMMEN

nesses demonstrated in current position kceping in proper perspective their relationship to tote suggestions mode for improvement at ourent position harding in proper perspective their relationship to the suggestions mode for improvement at math performance. Give recommendations for training. Common speciality of the suggestion of the s

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 French fluency and 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 trequent and meaningful contact with two MHHARSH nationals in Paris 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	CERTIF	ICATION AND COM	MENTS	
1.		BY EMPLOYEE		
10	ERTIFY THAT I HAVE	SEËN SECTIONS A, B, A	ND C OF THIS REPOR	7
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2.		BY SUPERVISOR	, 1 10	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HA	S NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXI	PLANATION
DATE	OFFICIAL TITLE OF	SUPERVISOR	TYPED OR PRINTE	O NAME AND SIGNATURE
24 March 1972	Ops Off	icer	/s/ Joe II	RL Saltzman
3.	87	REVIEWING OFFICIAL		
See Atta	ched Sheet.			
*27 March 1972	DCOS	REVIEWING OFFICIAL	/s/ Hugh Mo	name and signature
	-			

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 MHHARSHER 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 attended to BKTRUST objectives. This is probably the result of time limitations, and the NOC officer's knowledge of BKTRUST needs is lessened by his relative isolation.

As is normal in a NOC 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.

Section 3 - Comments by Reviewing Official

The career of this NOC 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 MHHARSH target; it is quite accurate that our NOC 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 the NOC 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, the NOC 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, the NOC 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.

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- 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

 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 RECEIVE UPON DATE OF HIS ACCEPTANCE BY UNCAIRD.
- 2. SHOULD CASASIN NOT BE ACCEPTED BY UNCAIRD. HQS RECOMMENDATION. SUBJECT TO STATION CONCURRENCE. UCULD BE FOR CASASIN
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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.

Attachment #2

Item 50. Offset of Income

In accordance with IN 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.

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DATE 29 MAY 7

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FROM: Office of Medical Services

SUBJ: Interim Medical Disposition

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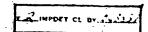
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Mr. Thomas B. Casasin

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 mories 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.



- 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.

UNITED STATES GOVERNMENT

BY /S/ Charles W. Sandman
Contracting Officer

ACCEPTED:	
Thomas B. Casasin	
Thomas B. Casasin	
WITNESS:	
· .	
APPROVED:	-

RCB/H 14

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:

- l. 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 late 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.

- (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 carned cover income based on the last report. Adjustments, if any, will be made following receipt of the yearend 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 rederal tax liability on the taxable income paid to you under paragraph three (3) above. Such income may be said 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.

- 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 Covernment regulations. You will also be authorized shipment of household effects; presently stored in Paris, France, for combination with such household offects as are prosently 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 expreent 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 internation, 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 Gövernment 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.

- (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.
- (c) You are herein authorized continued coverage under the Federal Employees' Health Denesits 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 may 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.
- II. 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.

- 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 act 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 Covernment, this contract may be terminated.
- 14. <u>Instructions</u>. 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 easons 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 1/2 1/1/2 and shall ontinue 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

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(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

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Contracting Officer

ACCEPTED:

Thomas b. Creasing

Thomas B. Casasin

WITNESS:

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FORW 11-62 1150

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 fanched to field TMH 452637

CADMIN FERS TOPSY WODEEP Thomas B. CASASIN REF: PARIS 27vol, 27 April 1972 As reported in reference, CASASIN begins his UNCAIRD job on 5 June 1972. Forwarded USC are a Curriculum, Vitae which he prepared for UNCAICD and a completed form required for an LNLUTE security clearance. Regard Al Commen Reginala M. GUNION Attachment: 1. As stated, USC Distribution: 15 Mary 73 2 63 C/EUR w/att USC 1- NeelRCG CS COPY OF STATES HOLD 11.AY 8 1972 DISPAICH SOMES AND NUMBER A May 1972 OFPA-9E019 SECRET

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relation ship to a verall performance. State suggestion's made for improvement of work performance. Give recommendations for training: Comment of work performance. Give recommendations for training: Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section 8 to provide best basis for determining further personnel action. Monner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, squipment and lynds, must be commented on, if applicable. It extra space is needed to complete Section C, otrack a separate sheet of paper.

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 French, his ability to write, his general scientific know-how and his good buisness 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 MINIARSH and TPFAST 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 TPPAST citizens. He has used this nearunique potential well.

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-

SECTION D	CERTIFICATION AND CO	OMMENTS
	BY EMPLOYEE	
,	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
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9 June 1971	/s/ Thomas B. CASASIN	i ·
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
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	Handling Officer	/s/ Francis S. Sherry
3.	BY REVIEWING OFFIC	IAL .

COMMENTS OF REVIEWING OFFICIAL

The Staticn submitted comments on Subject officer recently in OFFT-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

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 May 1971	J^28	/s Hugh Montgomery

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## 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 MHHARSH and TPFAST 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.

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The comments of the rating officer are limited to the period from Catober 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 train assigned to the local S&T and Communcial imminist target. Subject's recent activity has been very productive indeed. Subject used the excellent perential given to him by his cover to skillfully spot and assessyaccess agent candidates. As Subject's operational situation in Paris precludes making recruitment, the most promising of there candidates was placed in contact with a Station officer during social events Susject organized. At the same time, Subject continued his efforts to develop personal rela tionship with several MENAShers. The beginning of personal, as opposed to purely professional, relations with a major MUMASH target enabled him to obtain insight in to the target's beliefs and personality which was the best the Station had to dese Subject also managed to establish contact with two other MMMRSH representatives of interest. This, in one case, required almost six menths to accomplish via a combine tion of patience, skill and determination. Subject in an experienced officer. He is cost conscious and prociices good security. The Staller 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 MHMARSH targets, the Station recently recommended that he be extended in Paris. At the same time, to Station recommended that Swiget's cover be reinforced by full-time employment with

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	l pulling officer	/s/ Provois Cherry
3.	SY REVIEWING OFFICE	MAL / / MALGO MULLIPLE

COVVENTS 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 under non-official cover 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

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## 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 French, a solid and exploitable cover, and a vast range of contacts in the local community. Remetheless, 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.

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SECTION

NARRATIVE COMMENTS

Indicate significant exempts as weaknesses demonstrated in current position keeping in proper perspective their reletionship to averall performance. Since suggestions made to improvement of work performance. Give recommendations to reasoning. Comment on facility in a competence, it required for current position. Amplify or explain ratings given in Section 8 to provide best 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 massally increased the tempo of his activities and contacts. Hany agent prospects have been acreened 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 over 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					
,	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT				
DATE	SIGNATURE OF EMPLOYER					
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				
•		· ·				
OATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE				
5 June 1969	Ops Officer	/s/ Murat Natirboff				
3.	BY REVIEWING OFFIC	IAL				
COMMENTS OF REVIEWING OFFICE	AL ,					

I do not concur in this rating. I would have given the employee STEDEG 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 mysolf to PROFICIENT, however, in assessing his expluitation of that cover for operational purposes. For a fuller treatment of this staff agent's performance, suggest that reference be made to the BOC Status Report, submitted 26 May 1969, via OFFA-89925.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 June 1969	Chief of Station	/s/ David kE. Murphy

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SECTION B PERFORMANCE EVALUATION	-
positive remedial action. The nature of the action could range from counseling; to further training, probation, to reasolander or to separation. Describe action taken or proposed in Section C.  A - Adaptivity  Performance means all requirements. It is entirely satisfactory and is characterized neither by defeated in a proficient manner.  P - Proficient  S - Strong  Performance is characterized by exceptional proficiency.  O - Outstanding  Performance is a exceptional in relation to requirements of the work and in comparison to the performance is a exceptional in relation to requirements of the work and in comparison to the performance is a exceptional in relation to requirements of the work and in comparison to the performance is a exceptional in relation to requirements.	iclency nor
others doing similar work as to warrant special recognition.	
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Develops potential agent prospects in the S&T community to the point where they can be recommended as Station agent	P
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AVERALL RESEARMANCE IN CURRENT ROUTION	٠
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FORM 45 DESCRETE PREVIOUS EDITIONS.

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#### SECTION C

### NARRATIVE COMMENTS

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Since the last reporting period Subject's efforts were directed by the Station toward the spotting, developing and assessing WOLADY SAT agent candidates in terms of recruitment and inclusion in the Station's SAT spotting network.

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.

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	CERTIFY THAT I HAVE SEEN SECTIONS A, E	, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
24 Oct. 1968	/8/ Thomas B. CASASIN	
2.	BY SUPERVISOR	*
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
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1	BY REVIEWING OFFICE	AL
COMMENTS OF REVIEWING OFFICIA	· · · · · · · · · · · · · · · · · · ·	
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See attached.		,
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DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	L TYPED OR PRINTED NAME AND SIGNATURE
	Chief ofStation	/s/ David R. Murphy

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3. It is difficult to place in the proper perspective the contribution of this senior staff agent to Paris Station 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 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 leads and assessment reports to persons of operational interest in the SET 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.

/s/ David E. Murphy

ADDENDLM, 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 prefessional societies.

Having previously managed both a CS base and the principal deniedareas 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.

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## HARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position heeping in proper perspective their relationship to overall performance. Give recommendations for training. Comment of work performance. Give recommendations for training. Comment on the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the property of the prope

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 Bandquarters 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 local that help the Station achieve its local operational objectives.

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

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SECTION D	CERTIFICATION AND CO	MMENTS
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ATE	OFFICIAL TITLE OF REVIEWING OFFICIA	L TYPED OR PRINTED NAME AND SIGNATURE

THPLOYER SERIAL NUMBER FITNESS REPORT 006102 SECTION A GENERAL 2. DATE OF BIRTH · D 20 Jan. 1924 15 CASASTS Thomas 6. OFFICIAL POSITION TITLE 7. OFF DIVING OF ASSIGNA Ops Officer DDP/WE/French Parts P. CHECK (X) TYPE OF APPOINTMENT IO. CHECK (X) TYPE OF REPORT T. REASSIGNMENT SUPERVISOR CAREER . RESERVE INITIAL CAREER-PROVISIONAL (See Instructions - Section C) REAMIGNAEM TEMPLOVER ANNUAL X SPECIAL (Specify): BOTCIAL (Specifich II. DATE REPORT DUE IN'O.P. 1. REPORTING PERIOD (Fre 1 April 1964 - 2 June 1965 SECTION B PERFORMANCE EVALUATION Performance ranges from wholly inadequate to slightly less than satisfactory. A reting in this category requires positive remedial action. The nature of the action could range from counseling, to farther training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. W - Wesk A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized as thereby defictency nor P . Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. Performance is characterized by exceptional proficiency. S - Strong O - <u>Quistanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to worrant 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 ONL? effectiveness in performance at that duty. All employee with supervisory responsibilities MUST be rated on their ability to supervisor (indicare 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 0 cover. Specific DUTY No. 2 Spotting and assessment of potential operational assets to be RATING used against the targets specified under Specific Duty No. 1. 8 SPECIFIC DUTY NO. 3 Execution of operational assignments as directed by Hqs and field RATING stations concerned, whether of a KUTURK, KURTLE or KUTESK nature. RATING Specific puty No. 4 Preparation or acquisition of cover firm written material as operational information to increase his access and flexibility in furtherance of 0 Specific Duties Nos. 1 through 3. specific outvio. 3 Planning, directing and managing overseas bureau of cover firm, RATING with emphasis on exploitation of the cover to meet operational requirements. 0 SPECIFIC CUTY NO. 6 RATING OVERALL PERFORMANCE IN CURRENT POSITION rything about the amplayee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, competativeness, pertinent personal maits or habits, and particular limitations or talents. Based on your knowledge of employee's averall performance during the caring period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. 0

SECRET NARRATIVE COMMENTS SECTION C. Indicate significant strengths or wooknesses demonstrated in current position had being a property of their relationship to indicate significant strengths or wooknesses demonstrated in current position had been property to the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the commence of the overeil performance. 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During the reporting period this employee as a shaft egent 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 that he claims to be. He thus represents for KUBARK an asset who has not only solid status and access cover, but also the demonstrate capability for exploiting his cover for specific and aggressive operational undertaking 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 or efforts, in which he has devoted a traumidous 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 reams 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 add1tion 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. 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 resourcefullness in devising logical and credible SECTION D CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A. B. AND C OF THIS REPORT SIGNATURE OF EMPLOYEE /s/ Thomas B. Casasin 1 June 1965 BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION OFFICIAL TITLE OF SUPERVISOR 1 June 1965 /s/ James M. Flint Ops Officer BY REVIEWING OFFICIAL Since the Reviewing Officer in the field has not indicated his views on this Pitness Report, I would like to make a comment of my own. Without vishing to detract from enything the Supervisor has said about Subject's performance, I feel obliged to note that the ratings given him in this report are higher then 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.

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2 June 1965 Chief, External Ops /s/ Robert E. Owen Reviewing Officer

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE

Edward Ryan

24 June 65

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 explcitation of his contacts with target organizations and individuals. His command of spoken, written, and technical French 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 punctilitous 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.

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 cutaide 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 3) - No special recognition of Subject's "Outstanding" overall performance is being requested at this time.

HAIL KOS.

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FORM 45

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#### SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weakingses demonstrated in current pasition 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 best basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duries must be described, if applicable</u>.

This employee combines the relatively rare combination of a senior and broadly experienced intelligence officer under working over 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 mossures; assessment in depth of estensibly 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 employed 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 French 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 CO	MMENTS apocific Seviet targets on a
1.	BY EMPLOYEE	Europe-wido basis.
	I CERTIFY THAT I HAVE SEEN SECTIONS A, E	
DATE	SIGNATURE OF EMPLOYEE	
25 May 196h	/g/ Thomas B. CASASTN	·
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
Righteen		•
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
25 May 1964	Ops. Officer	/s/ James Flint
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25 May 196h	Cps. Officer	/a/ Robert E. Oven

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8	TO BE COMPLETED BY EMPLOYEE	
1. DATE OF BIRTH 2. GRADE	S. CURRENT POSITION TITLE AND GRADE	10 September 1962
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6. OTHER DUTY STATIONS OR FIELD BA	SES DURING GURRENT TOUR	7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS

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 clief within the station, and report in smitting on the programs of my cover development and its operational ampleheation.

S. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (ee' apecial note on Transmittel Pora)

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 liq directs. I handle all cover tasks as they appear.

.. 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 scapacity 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 one several journeymen case officers to work with me against both denied area and heat 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 Eq. 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 mechanisms propers; (3) train our personnel for the proper discharge of their back handers with 14 ties while service under such cover the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors of the factors

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.

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMEN	NT BY INSERTING NUMBERS 1. 2 AND 3 (for lat. 2nd and 3rd choice)
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DATE	CFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
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20 May 1963

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## SECREI

SECTION C

#### NARRATIVE COPPENTS

The assignment of this employee to the field under non-official cover 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 French 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.

6 August 1962

Memorandum in Lieu of Fitness Report

Subject:

My last statements concerning the performance of should be extended to cover the remainder of his service as Chief of SR/6. He de-

parted headquarters for a field assignment 31 July

1962.

QUENTIN C. JOHNSON Chief of Operations and Plans SR Division

signed

HOWARD J. OSBORN

CONCUR:

HOWARD J. OSBORN Chief, SR Division

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Chief, SR Division

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20 January 1924	CS-14	Operations Officer		
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Chief of hajor Externel Geographic Branch (ESS:-Burcponn Satellites) of large oversess station (Tokyo). As such, an responsible to Station Deputy for Operations.

Direct, names, succerving and train 25 persons, including operations and project personnel under non-official cover, under State, Army, and Air Force cover. Porsonnel are divided functionally within FI. Fr. and CI sections.

Initiate and lauren new FI, PP and CI operations uning best available independent exsets as well as assets available through foreign (sepandes) limison. Henage and applied personal operations; clearly projects or deterioration of ordivities to insure that marginal and non-productive activities are terminated. As case officer on my can operations, too.

Maintain liaison with other DS agencies. Provide operational support to other Far East estations peculiar exercised and ins USSS-Seat European operations energy and develop.

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSISSMENT IF IT DIFFERS FROM HAIT INDICATED IN ITEM NO. 5, ABOVE. IF YOU WILL WARE THAN ONE FREFERENCE, INDICATE YOUR CHOICES.

I would like a challenging assignment crorroses, again, as for first proference: I am aspecially interested in developing arross-ton-board M-PP-4I programs and assets. I am not unduly particular reference to initially up language FI-CI programs and assets. I am not unduly particular as to area, but of course would prefer an area in which Roglish or French 13 the lingua frames.

hy next choice would be to go to an eres whose language I do not know — but could learn — and which needs the requirements of the challenge stated in the first paragraph, above.

ity 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 lest choice would be reassignment directly to Resoquerters.

I would especially enjoy on assignment in which I can combine on-the-job training of other Dermineral id the direction and many great of their operational projects.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD WAYE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATI (refer to cotaleg of courses, if evallable):

Clandestine Services Kevies State Senier Officers! Course

Appropriate editional language training

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FORM NO. 202

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	NARRATIVE			
SECTION E				

Stress strengths and washings as demonstrated in current pastrion. 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 fewer personnel octions.

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 tarjet area, as well as of his "host" country; an excellent and proven degree of operational "knowledge"; the ability to write and speak includy and effectively and with apparent ease; and a very high degree of notivation and devotion to duty. He can be expected to continue his dynamic and implicative 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 adopt help to bring into even sharper focus his many talents.

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

SECTION F	CERTIFICATION AND COM	MEN 13
1.	BY EMPLOYEE	· :
1 ce	artify that I have seen Sections A, B, C,	D and E of this Report.
DATE 23 June 1960 g	SIGNATURE OF THRUCKE	emittal
2.	BY SUPERVISOR	
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23 June 1960	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED, NAME AND SIGNATURE (CLO UN 100 LOA signed on Liber Belossof) transmittal
3. 🗸	BY REVIEWING OFFICIA	
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CERTIFICATION AND COUNTRY

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^'27 April 1959	signed on transmittel	
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under conditions are	sses. It is plan organi- cited in Regulation 20-	setion policy 370. It is s	that you show for commended that you	rt lof this repo	rt to the employee exceptering
any question: If the	is is the initial report	t on the emp	loyee, it must be	completed and l	orwarded to the Office o
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SECTION C.	<del></del>		E EVALUATION	· · · · · · · · · · · · · · · · · · ·	
I. RATING ON GENERAL PE	BFORMANCE OF DUTIES				
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E. MATINGS ON PERFORMANCE OF SPECIC DUTIES	<u> </u>		•	. : : : : : : : : : : : : : : : : : : :
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Place the most important first. To not incl	l'ude ain	or or unimportant duties.		* -
b. Rete performance on each specific duty cons. c. For supervisors, ability to supervise will a	idering	ONLY effectiveness in peel a rated as a specific duty	ormance of this specif	ic duly. Teach than
The eupervise a secretary only).				
d. Compare in your mind, when possible, the	indivi	lual being, rated with oth	ers performing the sem	e duty at
e. Two individuals with the same job title	may bé	performing different dutie	i. If so, rate them o	n, daf ferèn
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SUPERVISING g. For some jobs, duties may be broken down eve	PREPAR	S CURRESPONDENCE	EVALUATES SIGNIFICATION	VCE OF DATA
and phone operation, in the case of a radio				
1 - INCOMPETENT IN THE ACRESOMANCE			IS DUTY IN AN OUTSTAND	ING MANNE
1 - INCOMPETENT IN THE PERFORMANCE 2 - BARELY ADEQUATE IN THE PERFORM			RY FEW INDIVIDUALS HOL	
DESCRIPTIVE DUTY RATING S PERFORMS THIS DUTY ACCEPTABLY		LAB JOBS	ONE I' KNOW IN THE PERF	
NUMBER 4 - PERFORMS THIS DUTY IN A COMPET		ER THIS DUTY	, , , , , , , , , , , , , , , , , , , ,	0.000
5 - PERFORMS THIS DUTY IN SUCH A THAT HE IS A DISTINCT ASSET ON		ANNER		·
** Letter out we 'As branch chief directs		1 2 2 C 1 2 1 C 1 2 1 2 1 2 2 2 2 2 2 2	<del></del>	PATING
and plans operations of denied area	1.0000	Conducts limison w	th other	NUMBER
prency.	5/6	U.S. agencies	~.'	6
Conducts operational	MATING	394C191C BUTT NO. 3		MATING
limison with local security	NUMBER			NUMBER
services.	6		· -	
seccieic outy no. 3		SPECIFIC DUTY NO. 8	,	RATING
Develops and handles agents	NUMBER	in and a part of		NUMBER
	. 6		-	
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	NCE			,
DIRECTIONS: Stress strengths and weaknesses, part	icularly	those which affect develo	pment on present job.	
Subject is an exceedingly well-equip				
intelligent, has a thorough background				
to grow in his job. His operational				
Be has the loyalty of his subordina				
visors. He is particularly effective				.8
good sense and disinterest in "fight	ting t	pe inopleme inconces	a maximum of	
cooperation and good will. If he ha				
in impatience with his subordinates,			evaluations, but	,
In an occasional unvillingness to su	ay no 1	Lib them.		
4 .				
SECTION D. SUITABILITY FOR	CURREN	T JOB IN ORGANIZATION		
IRECTIONS: Take into account here everything you	u know	bout the individualpr	oductivity, conduct in	the job.
ortinant personal characteristics or habits, speci	al deter	re'or telentaend how i		
are him with others doing similar work of about th 1 - DEFINITELY UNSUITABLE - HE SHOULD BE				ŀ
2 - OF DOUBTFUL SUITABILITY WOULD NOT				
5. A BARELY ACCEPTABLE EMPLOYEEBELOW RANT HIS SEPARATION	AVERAGE	BUT BITH NO BEATRESSES SE	IFFICIENTLY OUTSTANDING	C TO MAR.
4 . OF THE SAME SUITABILITY AS MOST PEOP				i
RATING S - A FINE EMPLOYEE - HAS SOME OUTSTAND! NUMBER S - AN UNUSUALLY STRONG PERSON IN TERMS			4710m	
7 - ERCELLED BY ONLY A. FEW IN SUITABILIT				
THIS INDIVIOUAL BETTER SUITED FOR BORK IN SOME O	THER POS	ITION IN THE ORGANIZATION	☐ ··· 🖪 ···	IF YES.
PLAIN FULLY:				i
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	· · · · ·	FILNESS REPORT (Part II) POTENTIAL					
Tarris 1		18STRUCTIONS					
FOR THE	FOR THE ADMINISTRATIVE OFFICER. Consult current instructions for completing this report.						
POR THE	PINAL SON	This report is a privileged emmunication to your supervisor, and to appropriete cereer manage					
ment an	d personne	afficials concerning the potential of the employee being rested. It is NOT to be shown to the fee research to the shown to the					
to be co	pleted onl	y after the employee has been under your supervision PR AT LFAST 90 DAYS. If less than 90 days,					
		tter the godey's has elevad. If this is the INITIAL RIPURT on the employee, however, it with be reded to the CP no later than 30 days after the due date indicated in item 8 of Section 12.11 below.					
SECTION	£.	COLORA CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL					
I. WANG							
B. OFFICE	COUNTY STORY	HARDSON JACQUES  APOR OPS OFFICER  APOR OPS OFFICER					
7. GRADE		terant out in ap					
05-1	4	1 October 1957 - 9 April 1958					
	or REPORT	rectal (Specify)					
SECTION	F	CERTIFICATION					
	<del></del>	CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED					
A. THIS C	.021-24-1-2	D. TYPED OR PRINTED WANG AND SIGNATURE OF SUPERVISOR C. SUPERVISOR'S OFFICIAL FITLE					
	. ". : - \						
27_May		OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.					
A. THÍN C		3. TYPED OR PRINTED MANE, AND BIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL					
27 May	1058	John E. Baker					
SECTION		ESTIMATE OF POTENTIAL					
1. POTENT	IAL 10 ASSL	ME GAEATAR AESFONSIBILITIES					
		ing others of his grade and type of pasignment, tate the employee's potential to assume greater					
responsit		aink in terms of the kind of responsibility encountered at the verious levels in his kind of					
Ţ-	T . MAS A	DY ABOVE THE LEVEL AT WHICH SATISPACTORY PERFORMANCE CAN BE EXPECTED EACHED THE HIGHEST LEVEL AT WHICH S'ATISPACTORY PERFORMANCE CAN BE EXPECTED					
5		G PROGRESS, BUT NEEDS WORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES					
7	S PILL	PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE QUITES WITHOUT FURTHER TRAINING					
BATING	8 - ALREA	ĎÝ. ÁŠŠUMÍNG MORE RESPONSIBILITIES THAM EXPEČĪEĎ AT MIS PRESENT LEVEL CEPTIÔNAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER					
NUMBER		RESPONSIBILITIES					
2. SUPERV	SORY POTEN	rando de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición del composición de la composición de la composición del composición de la composición de la composición de la composición de la composición de la composición del composición de la composición del composición del composición del composición del composición del composición del composición del composición del composición del composición del composic					
DIRECTION	S: Anseer	this question: iles this person the shifty to be a supervisor? Yes No If your					
answer is	YES, indica	te below your opinion or guess of the level of supervisory shility this person will reach AFTER					
		indicate your opinion by placing the number of the descriptive esting below which comes closest inion in the appropriate column. If your rating is based on observing him supervise, note your					
		" column. If based on opinion of his potential, note the rating in the "potential" column.					
DESCRIPT		VE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION					
BATIN	6	LIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION					
36inJu -		LIEVE INDIVIDUAL WOULD, BE A STRONG SUPERVISOR IN THIS SITUATION					
ACTUAL .	POTENTIAL	DESCRIPTIVE SITUATION .					
3		A SBRUP BOING THE BASIC JOB (truck drivers, stenographors, technicians or professional ape- craftets of verious kinds) where couract with install suspendence is recognized (Prof Sino) supervisor)					
3		a group of supreyisous the Divict the basic sed (Second line superpisors)					
	<del> </del>	A SECUP. THE HAY OR MAY NOT OF SUPERVISORS, SMICH IS RESPONSIBLE FOR MAJOR PLANS, CREASIFATION					
<del>, , , , , , , , , , , , , , , , , , , </del>	3	and Policy (Succetive level)					
	2	Buts contact bits (muto)att suspendants is NOT followers					
3		OUED INSCOLATE SUBDODIVETES. ACT. VETICS AND SIVEASE AND SEED CASTFUL COORDINATION					
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		elete (* 1 <i>fg</i> )					

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	Om M.				
Su	bject desorves at somet orden his experience of more responsible job in	ine wit	hin the next year or t	wo the	opportunity to radvancement to
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ATEGORY	<del></del>	CATEGORY	AN OUTSTANDING DEGREE	CATEGORY	STATÉMENT
4	1. ASLE TO SEE ANOTHER'S	5	11. HAS HIGH STANDARDS OF	5	21. to treterice in biscus-
	70107 OF VII8	1	ACCOMPLISHINGS	-	\$1005 \$176 A\$10C147E8
5.	2. CAN MARE DECISIONS OF HIS	4	12. (m000, 001 01 0AL 17)	h	22. IMPLEMENTS DECISIONS OF
4	3. HAT INSTINCTIVE	5	13. ACCEPTO RESPONSIBILITY.	4	23. 18 THOUGHTFUL OF STHERE
5	4. IS ANALYTIC IN MIS THINK-	4	14. AOUSTS HIS ERRORS .	4	24. PORED PELL WHOLE PRESSURE
4	S. STRINES CONSTANTLY FOR	. 4	15. starônos usta to apres- vision	5	25. 018Pt.478*JuD6EWE#7
4	S. LUCTS THEM TO SELE .	5	is. Dots HIR JOB OITHOUT	5	28. 13 SECURITY CONSCIOUS
4	. 7. CAU GET ALOUB DITH PEOPLE	14	IT. COMES UP TITU SOLUTIONS TO PROMISMS		27. 18 110847118
5·	8. #AS MEMORY FOR FACTS	5	18. 18 03260VAGT	5	28. w19 Chiticism 18 CON- Stauctive
4	9. SE75 THINSS DORE	5.	ID. THIMES CLEARLY	5	29. FACILISTATES SMOOTH OFERA- TION OF MIS OFFICE
j,	IO. CAN COPE OITH EMERITORIES	4	20. COUPLETES ABSTORMENTS TITHID BLLODAGE TIME		AND CONTINUOUS SUPERTI-

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	FITN SS RE	PORT (P	art I) PERFO	RMANCE	
		INSTOL	CTIONS		
FOR THE APPINISTRATIV	E CAFICER: Commult curr			this report.	** ,
FOR THE SUPERVISOR T	has report, is designed	to help you e	spress your evalua	tion of your su	bordinate and to transmi
this evaluation to yo	ur supervisor end senio with you. Completion	of the repor	Organization poli t can help you p	cy requires the repere for a d	t you inform the subords. iscussion with him of his
strengths and weaknes	ses. It is also organi	sation policy	that you show l'ar	t I of this reno	it to the employee except
under conditions spec	itted in Regulation 20-	i on the emp	ecommended that yo loyer, it must be	compléted and f	re form before completing prwarded to the Office of
l'ersonnel no later th	on 30 days after the do	to indicated	in item 8, of Sect	ion "A" below.	<u> </u>
SECTION A:		GENI		<u> </u>	
RICHARD	المستحدث المستحداث	(Middle)	2) Jena 1924		4. SERVICE DESIGNATION
Bolero Station			Area Operati		
7. GRADE 8. DATE REF	ORT DUE IN OP	9. PERIOD CO	VERLO. BY THIS REPO	RY (Inclusive d	a(**)
0S-3A		1 Octuby	2 1966 to 30	Sciitarbar 19	<i>2</i> 7
10. TYPE OF REPORT	INITIAL		141-30 Cavi 50¢		(Specify)
(Check one)	2	* * * * * * * * * * * * * * * * * * * *		<b>-</b>	15
SECTION B		CERTIFI	CATICH		
I. FOR THE RATER: THE			SHORY TO THE INDIV	IDUAL RATED. I	F NOT SHOWN, EXPLAIN WHY
"Of Completed	et Beedquarters;	subject no	eldelieve t		
A. CHECK (X) APPROPRIA	TE STATEMENTS:			<del></del>	
		THE 1801-		13 4ATEO "1" IN	C1 OR D. A MARNING LET-
X VIDUAL.		· ·	788 WAS SENT	O HIN & A COPY A	TTACHED TO THEE REPORT.
THE SEPOST BESLEC		1 0/ HTSEL /	S EVALUATE HIS	FY THAT THE BAT	E BECAUSE (Specify):
X AND PERFESSES SO	BITH THIS IMPLOYEE MY	6 6 FPENOTNE B TANDS.		_	•
B. THIS DATE	C. TYPED OR PRINTED "N	ME ANT SHAP	TURE OF SUPERVISOR		
16 Oct 1957		Edwar	A Marelins	Chief SOV B	rench Japan Statio
	FICIAL RECORD ANY SUE	STANTIAL DIFF	ERENCE OF OPINION	WITH THE SUPER	VISOR, OR ANY OTHER IN-
FORMATION, MICH BIL	L'LEAD TO À BETTER UNDE	RSTANDING OF	THIS REPORT.		· .
•	•	` ,	Control		• •
7			SAMPLE .	•	
.0					
				•	
• •	· ·		•	-	
		11-		<del></del>	NUED ON ATTACHED SHEET
	tential difference of y		he supervisor is r		
A. THIS DATE	B. TYPED OR PRINTED AND	O DOCT	Temporal NEW ING	C. DEFICIAL TITE	E OF REVIEWING OFFICIAL
23 00 757		a January		w, neg	<i>,</i>
SECTION C.	<del></del>	PERFORMANCE	EVALUATION	··	
I. RATING ON GENERAL P.E.	<del></del>				
	NLY the productivity				
	ating period. Compare r than productivity wil				in test of respons
	PERFORM DUTIES ADEQUAT				
	DEQUATE IN PERFORMANCE:			IDANCE OR TRAIN	ING. HE OFTEN FAILS TO
CARRY OU	T RESPONSIBILITIES	-			
Lance de la prosona	WOST OF HIS DUTIES ACCU DUTIES IN A COMPETENT,			. ANEA OF BEAR	7533.
MATING 5 - A FINE PE	RECRMANCE: CARRIES OUT	MANY OF HIS R	(ESPONSIBILITIES E)		
MINISTE & PERIORUS	HIS DUTIËS IN SUCH AN ( IVISOR.	UTSTANDING WA	IRNER THAT HE IS E	UALLED BY FEW	OTHER PERSONS KNOWN TO
DICIENTS:	•				i
AARACOIS; .			•		I
				•	. [
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				5	1.

2. PATINUS ON PERFORMANCE OF SP. SEC DUTIES.				
	· · · · · · · · · · · · · · · · · · ·		<del></del>	
DIRECTIONS a. State in the spaces below up to see of the	more impor	tent SPCIFIC duties	nerformed during this ca	ting period.
Place the most important first. Do not inc	lule minor	or unimportant dutie	• • • • • • • • • • • • • • • • • • • •	
b. Hate performance on each specific duty cons				
who supervise a secretary only).	` -			
d. Compare in your mind, then possible, the	individu	il being rated with	others performing the sm	m chita et e
e. Two individuals with the same job title	may be pe	rforming different du	itles. If so, rate them	m different
duties.  1. Be specific. Framples of the kind of dutie		it he estad see		
ORAL BRIEFING		SES AREA ENDPLEDGE	CONDUCTS INTERROGAT	ions
GIVING LECTURES		NEW PROGRAWS	PRECARES SUMMARIES	
CONFUCTING SEVINARS WRITING TECHNICAL REPORTS	VÄŸĀĢĒS' I	INDUSTRIAL REPORTS	TRANSLATES GERWAN DERRIEFING SOURCES	
CONDUCTING EXTERNAL LIAISON	OFERATES	RADIO	. KEEPS BOOKS	
TYPING TAKING DICTATION		TES WITH OTHER OFFICE EQULATIONS	S DRIVES TRUCK WAINTAINS AIR CONDI	TIONING
SUPERVISING	PREPARES	CORRESPONDENCE	EVALUATES SIGNIFICA	NCE OF DATA
g. For some jobs, duties may be broken down event and phone operation, in the case of a radio		il ambetajiot cousig	ers it advisable, ē.g., d	ompined get
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	7	INSTRUCTIONS	· · · · ·
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ment; and rated em to be con hold and	l personnel ployee. It poleted onl complete s	This report is a privileged communication to your supervisor, and to appropriate career man officials concerning the potential of the employee being rated. It is NOT to be shown to a recommended that you read the entire report before completing any question. This report per the employee has been under your supervision FOR AT-LEAST 90 DAYS. If less than 90 iter the 90 days has eleosed. If this is the INITIAL REPORT on the employee, however, it MU	o the st is days.
	6	rded to the CP no later than 30 days after the due date indicated in item 8 of Section "E" b	× 100.
SECTION .		GENERAL  i) (Fire) (Viddle) 2. DATE OF BIRTH 3. SEE 4. SERVICE DESIGN.	
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	ioro stat	don RENEOCO Area Operations Officer	• •.
		REPORT DUE IN OP PERIOD COVERED B' THIS REPORT (Inclusive dates)	
CS-14	<u> </u>	1 October 1956 to 30 September 1957	
	OF REPORT	thertal agassionment-supervison special (Specify)	
	k one)	Y annual acobelounent-employee	
SECTION	<del></del>	CERTIFICATION	
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		OFFICIAL: I HEVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEM  8. TYPED OR PRINTED NAME AND SIGNATURES OF REVIEWING OFFICIAL TITLE OF REVIEWING OFFI	10.
^ 16°06	ł"1957	OFFICIAL Educard Manufacs Chief SOV Branch Japan	
SECTION	G	ESTIMATE OF POTENTIAL	
		ing others of his grade and type of assignment, rate the employee's potential to assume gre	
responsib work. 7 RATING NUMBER	t - ALREA 2 - MAS R 3 - MAKIN 4 - READY 5 - WILL 6 - ALREA 7 - AN EX	THINK IN TERMS OF THE KIND OF RESPONSIBILITY ENCOUNTERED AT THE VARIOUS TEVETS IN HIS KIND ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED SEACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED OF PROBLEM OF THE BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING DY ASSUMING MOVE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL ASSUMPTION OF HIS PRESENT LEVEL ASSUMPTION OF HIS RESPONSIBILITIES.	,
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DESCRIPT RATIN NUMBE	G 2 - 8E	AVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION ELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION ELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION ELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
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3		A 48OUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)	
	3	A GROUP, THO MAY OR MAY BOT BE SUPER:15085, THICH IS RESPONSIBLE FOR MAJOR PLANS, ORBANIZAT AND POLICY (Executive level)	•••
3		THEN CONTACT DITH IMMEDIATE SUPPONDINATES IS NOT FREQUENT	
3		THEN INMEDIATE SUBDROINATES' ACTIVITIES AND DIVERSE AND BELO CAMETUL COMMOINATION	
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		OTHER (Spec -)	
		REPLACES REVIOUS EDITIONS	

FORM NO. 45 (Part II) OF FORMS 45 AND 454 BUTCH SECRET

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	<del> </del>	INSTRU	CTIONS	<del></del>		
FOR THE APPLICATION	E-OFFICER. Consult cur	rent instruction	ons for completing the	s report.		
FOR THE SUPERVISOR, T	his report is designed our supervisor end sensi	to help you er	ípress your évaluation	of your sul	onedinate and to tran	1241
note where he stands	with you. Completion	of the report	'con help you prepa	re for a di	secusation with him of	i pra
under conditions anec	sed. It is elso organi ified in Regulation 20	370. It in re	commended that you re	ed the entir	e form béfore comple	i t'i ni
lessonnel on leter the	a in the initial repoision 30 days after the di	t on the empl	oyer, it must be comp	leted and fo	orwarded to the Offic	e of
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15 November 1956	d				et Branch	
2. FOR THE REVIEWING OF				THE SUPER	VISOR, OR ANY OTHER	· N·
FORMATION, WHICH WIL	L LEAD TO A BETTER UND	ERSTANDING OF	THIS REPORT.			
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SECTION D. SUITABILITY FOR	CURREN	T JOB IN ORGANIZATION	<u> </u>	
IRECTIONS: Take into account here everything or estatent personal characteristics or habits, speciate him with others doing similar work of shout it. DEFINITELY UNSUITABLE - HE SHOULD NOT 3 - A BARELY ACCEPTABLE EMPLOYEE. BELOW RANT HIS SEPARATION. 4 - OF THE SAME SUITABILITY AS MOST PEOP STATING BELOW SHOULD NOT SAME SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY AS MOST PEOP STATING SHOULD SUITABILITY SUITABILITY AS MOST PEOP STATING SUITABILITY SUITABILITY SUITABILITY SUITA	ial defe- ne seen !   SEPARAT   MAYE ACC   AVERAGE   LE & KNO   NG   STREN   OF THE R	CLE OF EASONES and how h level,  PED  CEPTED HIM IF I HAD KNOWN W  CEUT WITH NO WEAKNESSES SU  OF IN THE ORGANIZATION  CETHS  CEOUIREMENTS OF THE ORGANIZ	e fits in with your t hat I amon mon friciently outstandin	eam. Com⊷
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SECTION	F.		CERTIFICATION	
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7	S - MAKIN 4 - READY 5 - WILL 4 - ALREA 7 - AN EX	G PROGRESS, BUT NEEDS MORE TIM FOR TRAINING IN ASSUMING GREA PROBABLY ADJUST QUICKLY TO MORE DV ASSUMING MORE RESPONSIBLÉIT	E BEFORE HE CAN BE TRAINED TER RESPONSIBILITIES E RESPONSIBLE DUTIES WITHOU IES THAN EXPECTED AT HIS PR	TO ASSUME GREATER RESPONSIBILITIES
	IŜGRY POTEN			
mnswer is SUITAILE to expres	YES, indica TPAINING, sing your o	Indicate your opinion by'placin pinion in the appropriate colum	of the level of supervisor ig the number of the descri m. If your rating is based	pervisor?
DESCRIPT RATIN NUMBE	6 2 - BI	AVE NO OPINION ON HIS SUPERVISO Lifeve individual would be a we Lifeve individual would be an a Lifeve individual would be a st	AK SUPERVISOR IN THIS KIND VERAGE SUPERVISOR IN THIS I	OF SITUATION LIND OF SITUATION
ACTUAL	POTENTIAL	,	DESCRIPTIVE SITUATIO	
2				ters, technicians or professional spe-
3		A BROUP OF SUPERVISORS BEG OF	SECT THE BASIC JOS (Second	line supervisors)
	3	L ERGUP, ONO MAY OR MAY NOT BI AND POLICY (Exocutive level)	SUPERVISORS, SHICK IS BESP	04519LE FOR WAJOR PLAYS, 246AWIEATION
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4. (92	BEALS, CONCERNING SOLERLING		<del></del>			,
to	Subject has a high sow, he tends to support bring them along the has - both tendencies eas	subord	and a normal tendency	orgy ra	ther more the	in
				·	<u> </u>	
SECTIO	NING OR OTHER DEVELOPMENTAL E	PERIENCE	FUTURE PLANS	<del></del>		
·	ine refresher training		ومصافحات كالريوا		ريب سنة. 	
2. 9016	OTHER FACTORS, INCLUDING PERS	IONAL CIRCL	INSTANCES. TO BE TAKEN 1970 A	CCOUNT IN	INDIVIDUAL'S FU	TURE ASSIGNMEN
<b>A11</b> .	normal. No limiting for	actors.				
SECTIO	· 1.	DES	CRIPTION OF INDIVIDUAL			
the wor	NS: This section is provide di literally. On the page b of each statement is a box number which lest tells how	cloware a under the	series of statements that a heading "category," Read ea	epply in such states	ome degree to mo ent and iriert	at people: To
CATEGO	INDIVIDUAL  i - APPLIES TO THE  2 - APPLIES TO INDI  3 - APPLIES TO INDI  4 - APPLIES TO INDI	INDIVIDUAL TO			E DESCRIPTION A	PPLIES TO THE
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4	2. CAN WARE DICISIONS ON MASS OWD WHEN BEED ARISES	4	12. Shows Dalginalist	3	22. IMPLEMENTS SAROLESS OF	01C131045 41- 044 F16C1463
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4	6. ENOUS UNEN TO SEER ASSISTANCE	5	16. DD15 wis job Witnews STROWG-SUPPORT	4	26. IS SECURITY	CO4 8C 1 0 V S
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#### FIELD FITNESS REPORT

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#### INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OF PERSONNEL OFFICER: Conout terrent field aministrative instructions regarding the initiation and transmittal of this report to head-quarters.

TO THE PERLO SPERVE OR: Read the entire fore before attentions to complete any item. As the supervisor she existing, directs and reviews the work of the individual, etrenaths, west nesses, and on the lob effectiveness se

covaled by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if preciscable, with his previous supervisions to make sure the epopolitis eccurate and complete: Primary responsibility rests with the current supervisor. It is assumed that, throughout the person this individual has been under your supervision, you have discharged your supervisory responsibilities be frequent discussions of his work, so that in a general sey he know where he stands.

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

#### SECTION I . DATE OF BIRTH 2. SEX 3. SERVICE DESIGNATION 20 Jan. 1924 Jacques Richardson 3. STATION DESIGNATION (Current) GS-1L USSR Base, Tokyo 7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 30 September 1955 17 February - 30 September 1955 SECTION II (To be completed by field supervisor) 2. DATE ASSUMED RESPONSIBILITY FOR POSITION 1. CURRENT POSITION Chief, USSR Rase, Tokyo 19 February 1955

- 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)
- As Chief of Operating Base:
  - Manage and direct all operations against target area, and monitor products.
  - Supervise system of development and exploitation of operational leads.
  - Supervise proper administration and support of operations, including finances.
  - Conduct or supervise effective liaison with other CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.
- P. As Senior SR Division Officer in Area:
  - 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 EOT COMPLETE FOR HEADOUARTERS USE ONLY

AUTHENTICATIO	AUTHENTICATION OF REPORT AND SIGNATURES				
1. NAME OF RATER (True)	2. HAME OF REVIEWING OFFICIAL IN FIELD (True)				
Carleton E. Swift	W. Lloyd George				
3. THIS REPORT TO THE THE RAS NOT SHOWN TO THE	ME INDIVIDUAL BEING RATED.				
DATE REPORT AUTHER. S. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS FICATED AT NOS. AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES					
7 Nov. 1955 Phyllis M. Landrum					

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SECTION IV

Abilium 18

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

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 disvided into three small blacks: this is to allow you to make fine distinctions if you so desire. Look at the statement on the left of the primary of the left of the primary of are interpreted in the left of the primary of are interpreted in the left of the primary of are interpreted in the left of the primary of the primary of the left of the primary of the primary of the left of the left of the primary of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left of the left

## STATEMENTS . CATEGORIES: APPLIES TO AN APPLIES TO AN ABOVE AVERAGE OUTSTANDING DEGREE DOES NOT APPLY APPLIES TO A LIMITED DEGREE APPLIES TO A REASONABLE DEGREE NOT OB. SERVED A. ABLE TO BEE ANOTHER'S POINT OF VIEW. B. PRACTICAL. 1. A GOOD REPORTER OF EVENTS. J. CAN MAKE DECISIONS ON HIS OWN MET ACED ARISES. 3. CAUTIOUS IN ACTION. 4. HAS INITIATIVE. S. UNEMOTIONAL. 6. ANALYTIC IN HIS THINKING. 7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS. . GETS ALONG WITH PEOPLE AT ALL BOCIAL LEVELS. . HAS SENSE OF HUMOR. IO. KNOWS WHEN TO SEER ASSISTANCE. 12. CAN GET ALONG WITH PEOPLE. 13. MEMORY FOR FACTS. 14. GETS THINGS DONE. 13. KEEPS ORIENTED TOWARD LONG TERM GOALS. 14. CAN COPE BITH EMERGENCIES. 17. HAS HIGH STANDARDS OF ACCOMPLISHMENT. 18. HAS STAMINAL CAN KEEP GOING A LONG TIME. 19. HAS BIDE RANGE OF INFORMATION. 40. SHOUS ORIGINALITY. 21. ACCEPTS RESPONSIBILITIES. 22. ADMITS HIS ERRORS. 23. RESPONDS MELL TO SUPERVISION. 24. EVEN DISPOSITION. 25. ABLE TO DO HIS JOB WITHOUT

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	-	1	T-			1	i e		T	7	1	T	<del>T</del> =	
28. CAN THINK ON HIS FEET.		<del> </del>					<u></u>	1	#=	<u> </u>			<u> </u>	
27. COMES UP WITH SOLUTIONS TO		<u> </u>	1	لبــا		L.	ـــــا	<u> </u>	1_	1	12	4		<u></u>
28. STIMULATING TO ASSOCIATES, A. "SPARE PLUG".							Ĺ			Ι.		$\geq$		
29. TOUCH MINDED.		<u> </u>										X		
30. 085ERVANT.	1									1.	Ì.	X	1	
SI. CAPABLE.						1							$\boxtimes$	
SE. CLEAR THINKING.	ļ.——	<b> </b>	1. 1	Ì			,	Ī	٠, .	Г <u></u>	·	-		X
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.											L	X		
34. EVALUATES SELF REALISTICALLY.	-	<del></del>		$\neg \Gamma$		1				,	<u> </u>	V		
35. WELL INFORMED ABOUT CURRENT	,			Ī									X	
36. DECIBERATE,	,												$\overline{\times}$ 1	
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.												X		
38. IMPLEMENTS DECISIONS REGARD. LESS OF DWN FEELINGS.	-										$\times$			
39. THOUGHTFUL OF OTHERS.													X	
40. WORKS FELL UNDER PRESSURE.												$\times$		
49 DISPLAYS JÜDGEMENT.			F	T										$\leq$
42. GIVES CREDIT WHERE CREDIT IS						$\Box$	$\Box$						XI	
43. HAS DRIVE.						$\Box$	$\Box$				$\Rightarrow$	$\times$		二
44. IS SECURITY CONSCIOUS.			$\Box$	$\Box$		I						X	$\Box$	
45. VERSATILE.			$\perp L$	I		$\perp$			$\Box$				X	
48. HIS CRITICISM IS CONSTRUCTIVE.						$\perp$	$\Box$ L		$\Box$	$\Box$			X	
47. ABLE TO INFLUENCE OTHERS.						$\perp$			$\Box$		X			
48. FACILITATES SMOOTH OPERATION - OF HIS OFFICE.					$\perp$	$\bot$			$\perp \Gamma$	$\bot \Gamma$		X	$\Gamma$	_]]
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.				$\perp$		I	Ţ			$\Box$			X	$\square$
BO. A GOOD SUPERVISOR.				$\perp$					$\Box$	$\Box$		X		$\exists 1$
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Capable operations office		broad 1	under	stan	ding	of	Sovi	et p	rob	Lens				
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8. THAT ARE HIS OUTSTANDING WEARNES	3657	<del></del>						-,						一
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C INDICATE IF YOU THINK THAT I NOLE STRENGTH OR DE	ARRESS DUTUETONS ALL. ER CONSIDERATIONS:
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D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISIONS	O BO THE TES. THY?
·	
E. SHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?	
·	•
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F. OTHER CUMMENTS (Indicate here general traits, specifi	c hebite on characteristics and commend also have in the
report but which have a bearing on effective utilizat	
	•
	•
SECT	TON VI
Read all descriptions before rating. Place "X"	in the nost appropriate box under subsections A.B.C.4D
A. DIRECTIONS: Consider only the skill with which the	C. DIRECTIONS: Based upon what he has said, his actions,
person has performed the duties of his job and rate	and any other indications, give your opinion of this
him accordingly.	person's attitude toward the organization.
1. DOES NOT PERFORM DUTIES ADÉQUATELY: HE IS	1. MAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGAN-
INCOMPETENT.	IZATION WILL DEFINITELY LEAVE THE ORGANIZATION
2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE	AT THE FIRST OPPORTUNITY. 2. MAS STRONG REGATIVE ATTITUDE TOWARD ORGANIZA-
OFTEN FAILS TO CARRY OUT RESPONSIBILITIES	TIONIBRED BY RESTRICTIONSREGARDS ORGAN-
COMPETENTLY.	IZATION AS A TEMPORARY STOP UNTIL HE CAN GET
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA-	SOMETHING DETTER.
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	THE ORGANIZATION BOTHERED BY MINOR FRUSTRA-
EFFECTIVE MANNER.	TIONS: WILL OUT IF THESE CONTINUE.
B. A FINE PERFORMANCE: CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.	4. MIS ATTITUDE TOWARD THE ORGANIZATION IS INDIF- FERENTNAS "WAIT AND SEE" ATTITUDEBOULD
COX 4. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING	LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
MANNER THAT HE IS EQUALLED BY FEW OTHER PER-	B. TENDS TO HAVE PAVORABLE ATTITUDE TOWARD ORGANI-
SONS KNOWN TO THE RATER. IS THIS INDIVIDUAL SETTER QUALIFIED FOR WORK IN SOME	ZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION, THINKS
OTHER AREAT DOO NO YES. IF YES, WHATT	IN TERMS OF A CAREER IN THE ORGANIZATION.
and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s	S. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION BARRING AN UNEXPECTED OUTSIDE
2 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A
	CAREER IN THE ORGANIZATION.
- Garage	7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGAN- 12ATIONBILL PROBABLY NEVER CONSIDER WORKING
	ANY PLACE BUT IN THE ORGANIZATION.
• •	
B. DIRECTIONS: Considering others of this person's grade	
and type of exsignment, how would you rate him on potentiality for assumption of greater responsibili-	person is making your rating, skill in job duties, conduct on the job, personal characteristics or
ties normally indicated by promotion.	habits, and epecial defects or talents.
1. MAS REACHED THE MIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.	1. DEFINITELY UNSUITABLE . HE SHOULD BE SEPARATED.
2. IS MAKING PROGRESS. BUT NEEDS MORE TIME IN	2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE AC-
PRESENT GRADE BEFORE PROMOTION TO A HIGHER	CEPTED HEM IF I HAD KNOWN WHAT I KNOW NOW.
GRADE CAN BE RECOMMENDED.  3. IS READY TO TAKE ON RESPONSIBILITIES OF THE	AVERAGE BUT WITH NO BEARNESSES SUFFICIENTLY
MENT MIGHER GRADE, BUT MAY NEED TRAINING IN	OUTSTANDING TO WARRANT HIS SEPARATION.
SOME AREAS.	4. A TYPICAL EMPLOYEE, HE DISPLAYS THE SME SUITA.
4. WILL PROBABLY ADJUST QUICKLY TO THE MORE. RESPONSIBLE DUTIES OF THE WENT HIGHER GRADE.	SILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
4: IS ALBEADY PERFORMING AT THE LEVEL OF THE HEAT	S. A FINE EMPLOYEE - HAS SOME OUTSTANDING
HIGHER GRADE.	stachetius.
d. AN ERCEPTIONAL PERSON WHO IS ONE OF THE FEB.	B. AN UNUSUALLY STRONG PERSON IN TERMS OF THE
wint.	DOC 7. ERCELLED BY ONLY A FEW IN SUITABILITY FOR SORE
\$ ⁻¹	IN THE OBGANIZATION.

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		RDER OF IMPORTANCE.	BITH & BRIEF DESCRIPTIO	N OF EACH. ONLY MINOR OUTL
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b. Assist the divi	no retro cots	operations in	rue braming of ne	and continued oper
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h. Deweller tes o	eee coetation	al amorem of the	ila brazek, inauri	ng (1) continuity of
treatment by m	alified person	mel. (2) proce	sing of intellige	noo requirements, and
(3) expeditions	BOVERESS of f	inished intelli	genes.	
o. Hultilateral li	ito din gosia	per elements of	CIA, the Covernmen	nt, and foreign IS.
8. LIST COURSES OF INSTRU				·
Hame of Course	Loca	at ion -	Length of Course	Date Completed
Counterespionage (O	TR) Washin	arton .	3 weeks	22 January 1954
CE course (advance	• • •			•
9. IN WHAT THRE OF WORK A	RE YOU PRIMARILY I	HTERESTED! I BE PE	imply interested	THE RECORDS ASSESSED.
TO THE WIND TO STREET OF WOMEN A				· · · · · · · · · · · · · · · · · · ·
sent thisre I could	spoly the vari	ous esptonere é	nd CE techniques !	t has been my respon-
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This officer is prepared for promotion and for increased responsibilit or staff duties.	108 in Commenc
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SECURITY INFORMATION

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n enterty describe this per hief, Mr. Richardson l is timely and efficien	sen's PERFORMANCE ON THE M	HAJOR DUTIES LISTED UN	DER TEH 7 ABO	ve. As Deputy Branch

His timely and afficient preparation of intalligence 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 ligison with representatives of one of the Military Services was conducted in a manner which enhanced cooperation between that S ice and this Agency.

FORM NO. 97-151

SECRE

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# SECRET SECURITY INFORMATION

Mr. Richardson's performance was notice ledge of every activity of the Branch.	on Paysent use most acticeably good by outstanding the respect to his thorough know-
ledge of every activity of the Branch.	
activities at any time. He also kept	himself thoroughly briefed on Division policies and
planning in order to give timely instr	uction and guidance to the Branch overseas stations.
13. On meat assect of represented though this ries have the Richardson has a very thorough backwould benefit substantially by learning	kground in two (2) languages, French and Japanese. He the Russian language. He is meticulous with res-
pect to his attention to details, some	times to the point of concealing the breader picture
from his view. It would be well for M	r. Michardson to direct his attention to the broad
scope of Branch activities rather than	
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GRE	
Mr. Richardson is fully qualified to a	ssume the duties of the chief Sk Division represents
tive at a field station. In order to	assume this responsibility in the most efficient
manner, it is recommended that Mr. Rich	hardson serve a minimum period of time of approximate
ly six (6) months as the assistant to t	the present chief of the field station.
	PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if
possible.	
Hr. Richardson could serve effectively	in a staff function for either Fl or PP activities.
This does not mean, however, that his p	present duties are not better suited to his qualifi-
cations.	•
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16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR	THIS PERSON?
Mr. Richardson has already been recourse	
	inded for overseas assignment in the Par East during
	inded for overseas assignment in the Far East during and command of the Japanese language, having perved
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THROUGH

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

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.

RICHARD B. EGAN

MEMORANDUM FOR:

Thomas B. CASASIM

THROUGH

Chief of Station, Paris

SUBJECT

Designation as a Participant in the Organization Retirement and

Disability System

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.

RICHARD B. EGAN

Exercise of option of participant with fifteen years of ser	vice:
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I elect	to remain	in il	ne Org	ganization	Retirement	and	Disability	System	for	the	dura-
 tion of	my emp	loymei	nt by	the Organ	ization.						
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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

	SERIA NO"(1-6)	LA	GUA	GE PR	•	Filled In)	AWA	iDS DATA	2. <b>ID NO.</b> 8707
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7. D	ATE OF TEST 46-51		8 ANNIVERSARY D	ATE	P. GRAD	£ ,	10. DATE	OF BIRTH	
	New 5, 1002	-	Age. 5	୍ ବ୍ୟୁଲ୍ଲ	1 .7	ži.	1 .	an. (4), 19	
11. 6	EASON FOR TAKING TEST		12.			- TEST	SCORES		
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5. 11	MELIGIBLE (REASON)					16. I CERTIFY T	HIS EMPLOYE	E FOR A PROFICIEN	CY AWARD CY \$ (40-45
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S-E-C-R-E-T (When filled in)

THAINING REPORT

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

L students

Student: Harriette D. Richardson (Dependent)
(wife of Jacques Richardson - SR)

Year of Birth: 192

Crrica

COUPLE OBJECTIVES - CONTENT AND METHODS - Instructors W. Ray Rackley

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 phace 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 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 asteriak.

Unsatisfactory

Satisfactory

Excellent 10

Incomplete

Mrs. Richardson was definitely a superior student. Her pronunciation was excellent and she had a solid command of the structure of French. 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 TRAINTNO: /s/4, MAY MACKLEY
Chief Instructor

26 July 1962

Esta

Experience Services

Experience Services

Experience Services

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

	(Apon history to)	K. S. 40. 4.
REPORT OF TRAINING (Forward or	AT NON-CIA FACILITY	DATE
10 : Director of Training ATIN: Fegistrar THRU: Training Officer, ER Division	J. G. Michardson CSR 6 (DD/P) 5318 X-5398	
1. INSTITUTION ATTENDED		2. DATES OF TRAINING
Renscolsor Polytechnic Inst	46	10-16 June 1962
.3. DESCRIPTION OF PROGRAM (Include list of e	courses and a copy of grades received)	* *

Technical writers' Instituto; certificate awarded

Purpose: to provide a form where technical writers from industry and government can meet to discuss and practice writing techniques under the supervision of exper-

ienced teachers. Many of the instructors have worked closely with industry as consultants on special writing problems and trainin courses for technical writing. All of them have published in the field of technical writing.

4. YOUR OPINION OF THE PROGRAM (Explain strengths and weaknesses)

This was an excellent combination of classroom prescriptions 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 expended to three-hour sessions. The contact with representatives of industry was especially useful for cross-fortilisation purposes.

3. EXPLAIN TRAINING OBJECTIVES AND WHETHER THEY WERE MET

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 (a) 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/Heports and SR/ Requirements-Targets, as well as analysts from SR 6, be permitted the encortunity to attend this same institute in future years. It is well worth the effort.

. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.

18 JUR ...:

J. G. B. C. L. . . . . .

Jacobss U. ..... Richardson

NOTE: The original will be forwarded to the Office of Personnel for inclusion. in your official for er, 2 copies will be for OTR us

SECRET

(34-45)

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II. <b>e</b>	SASON FOR TAKING TEST		12			TEST	SCORES			
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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: 5R

#### COURSE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize scnior 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 jeb. 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:

Chief Instructor

20 February 1961 Date

CONFIDENTIAL (When filled in)

#### TRAINING REPORT

Clardestine Services Review No. 31

do hours, full-time

20 November - 9 December 1960

43 students

Student: Jacques G. Richardson

Year of birth: 1924

EOD Dete: November 1949

Grade: 68-14

Office: DDP/SR/6

COURSE CEJECTIVES - CONTENT AND METHODO

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

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

ACHIEVEVERT 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 DURECTOR OF TRAINING:

13___

21 December 1960 Date

LANDSON, J. cones U.	Div	SR/5
Elaps & Seals - Basic	c Familiarizatio	) <u>n</u>
FRON	2	3 December 1954
	Flaps & Seals - Basi	Flaps & Seals - Basic Familiarization

## EVALUATION:

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

Note: This course is only for familiarization. It does not qualify student to engine in the opening of mail.

Shana

Please return three copies of this form to TSS/TD.

Distribution:

1 - OTR/Registrar

1 - TSS/TD files

SECRE?

## TSS EVALUATION

name_	Jeck Kichardson		_ Div	53	
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SUBJEC	Audio				<u> </u>
. ,				· · · · · · · · · · · · · · · · · · ·	
DATES	TRAINEÓ	FROM 20 Nov.	1954	TO3	Dec. 1054

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.

CARL S. MCOREVILLE

Please return three copies of this form to TSS/TD.

Distribution:

1 - TLO -

1 - OTR/Registrar

1 - TSS/TD files

CSA PRINTED 195

Sar-Caralla

TRAINING EVALUATION

Counterespience Course No. 20

RICHARDSON, Jacques G.

Bard Sox Dates of Cource

20 Jan. 1924 10 June 1949 GS-13 DD/P/SR-5 /F

Date of Birth E00 Grade or Rank Office

Chief of geographic branch.

Projected Assignment or Present Position

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

Fach struct is required, starting mid-way in the second week, to give a presentation before the class. This hour-leng presentation is based on a problem assignment given the student by the stuff. 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 case-hour lecture based on specific experience. The "canned" problems are selected to tost students! ability to de CE research, collate, make logical analyses, 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.

# 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 prosented. 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.

Chief Instructor, CS Course

# TRAINING EVALUATION

Is The expectat to snow this report is entructed is personally responsible for it. Although ne may aithin his discretize show it to other members of his staff, the	opinions of	the various, with no r	res the findings, observations, a s instructors during the course ofference to other facts or findin
report should never be shown to the student whom it			re complete data is available in Inc Division and may be examined
• • • • • • • • • • • • • • • • • • • •			scords and Schaduling Officer.
RICHARDSON			. , • •
STUDENT'S WE	DATE OF REP	ORT2	Hay 1950
TRAINING STATE Advanced Operations V	D1V1S10N	OPC/ YAD	GRADE 08-7
TRAINING PERIN 27 Hareh # 21 April 1950	PROJECTED A	SSIGNMENT <u>A</u>	88't Pol. Warfare Officer
1. FERECRMANCE RECORD. The following grades show the	ach leivement	of the stud	dent in class problems and examina
tions. To total possible score is proben down to indicate			•
adjectival rating is based on the following scale: 0 to 59 [scellent: 92 to 1006 Superior.	\$ Unsatisfac	70171 60 40	198 Satisfactory: 80 to 898
Tacanante de ca Tona Japanan.			•
	P011	ible Score	Achieved Score
FACTS ELI Comprehension of mission of 050		1401	<b>30</b>
C21 Comprehension of mission of UPC	•	(40)	30
(3) Comprehension of operational procedures .		(25)	16 16
til Comprehension of operational policy  13) USSR and Communicm (clandestine aspects)		(25) (20)	15
Skills the Evaluation of operational data		(30)	24
t73 Operational planning		(30)	214
isi Operational mechanics	. <b></b>	1301	23
(3) Personality analysis		(30)	21
GCI Personality manipulation		1301	16
TOTAL		13001	215
		•	10-13
Overall adjectival rating	· • • • • •		··· Satisfactory (7%)
2. TRAIT CHARACTERISTICS RECORD. The following indica	tes the vari	ous personal	lity traits as observed by the
Instructors suring the training period. The observations in			·
ing as well as his reactions to various problems and situati	ons. A scal	e of 0 to 10	) is used, 0 indicating that the
trait has not been observed, the lower numbers indicating be	low average,	and the hig	her indicating above average.
		Rating	
(2) Apility to get along and work with people		8	·
424 Azility to grasp instructions		· · · •	
(3) Emphishasm and Interest In work		· · · š	
(w) Ingustriousness		· · · 7	,
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(7) azaptability	• • • • • •	5	-
the Effectiveness		5	
(9) Stability		5	
4227 testiation		5	
122 Amility to handle and direct people			
		4	•
3. <u>Clament</u> . 170 be used only in cases of outstanding st	rengths or w	esknosses!	
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	TRAINING	EVALUATION	
tëtiona Nie die	official to show this report is entrustree is the responsible for it. Although he say, within cretism, show it to other evapors of his staff, ort showle never be shown to the student show it  RICHARDS ON	opinions of the various listed only, sith no re- ebout the studers. When the files of the training	ex the findings, observations of instructors during the course terring to other facts or finding complete data is available in the Civinion and may be examined forces and scheduling Officers.
STUDENT		DATE OF REPORT 10 AT	ril 1950
TRAINING	Course Operations	DIVISION OPC/FED	GRADE
TRAINING	20 Petruary - 17 Barch 1950	PROJECTED ASSIGNMENT ASS	't Fol. Harfare Officer
tions.	PRESCRECCE RECORD. The following grades show the The setal position score is broken down to inclicate at rating is based on the following scales: @ to 59 to 60 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to 100 to	the relative neighting o	f various factors. The oversit
		Possible Score	Achlaved Scote
	comprehension of basic principles of clansestine		28
(51	use of tradecraft lability to apply principles of clandestine operational	(50)	32
i iyi			15
(4)	astility to use operational data	(20)	14
	Planeing	•	19 17
	Fernametry analysis		42
	Adaptability to operational emergencies	•	21
•	Attention to detail	•	14
	Organization and presentation of written operation		
	material	1201	16
TOTA		(300)	218
	att asjectival rating Satisfactory (73%)		••
instructor	Trail Trakacteristics record. The following indicates caring the training period. The observations in a his reactions to various problems and situations, not seen observed, the lower numbers insicating be	clude the student's parti- A scale of 0 to 10 is u	eipation and conduct in training sed, C indicating that the
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	ability to get along and work with people	K.	
	Introdiasm and Interest in mork	·	
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	Ettestiveness		
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	Imagination		:
(12)	ability to hendle and direct people		:
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APPROVED.

FORM BO. 81-00

# TRAINING EVALUATION

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TRAINING PE	8100 9 January - February 1950	PROJECTED ASSI	CHENT Warfare	Officer
			• • •	
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	total possible score is broken doen to indicate			
	rating is based on the following scales: 0 to 59			
	90 to 1005 Superfor.	-		
	Problems	-	Possible Score	Achieved Score
(1)	Reporting of Information		(30)	20
(2)	Message Writing		· (5)	Ŀ
(3)	Interviews: Procurement of Informa		(25)	r 11k
(4)	Interviews: Personality Handling.		(25)	16
(3)	Mapping and Sketching		(30)	26
(6)	Observation and Description		(30)	. 25
	Objective Tests		•	
(7)	Intelligence Tools and Objectives	•••••	(25)	18
(8)	Reporting Mechanics	•••••	(20 <b>)</b>	15
(9)	CIA Security Regulations	• • • • • • • • •	(10)	9
(10)	USSR and Communism		(50)	31
	TOTAL		(250)	178
,	Overall adjectival rating	•••••	Sat	isfactory
		,		
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# AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM For Stall 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 hereis 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 Paris to Norton, Massachusetts, and return to Paris. 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.

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UNITED STATES GOVERNMENT

APPROVED:

Allowance Committee

## 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 1906, the Committee made the following determinations which will apply to your Agency everseas assignment in Paris. France under non-official cover. 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 Paris 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 Paris and (2) storage of your HHE. Cuarters will not be furnished your by the Government or by your cover facility during the period covered by these fixed allowances.
- (b) Exemption from Cifeet. 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 out 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. asasın

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 fance will be withheld and reported in conformance with MR 70.33 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 grove taxable compensation with this organization. If there is no after-nital or if it is insufficient, you will be required to make tax completances la conformance with hB 20-6664. Also, that fesurace together with R 30-720 covers the procedures to be followed in order to receive reimbarsement for foreign accorne taxes imposed upon you. (c) This organization will deduct from the gross payments due you an amount equivalent to an and one half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund, This amount will be defacted from the differential due you by this organization. If there is no differential as if it is insulticiset, you will be required to make direct monthly specitorities or a tiration in satisfaction of the required contributions, (d) If permanent quarters are not furnished your quarters allows cace will be granted at the modificam rate established for your post of assignment. family crates 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 Lover facility programs, such as insurance and retire; ment, may be considered items of expense to this organization, and in

Supplement to Stell Agent, Personnel Action

In view of your contemplated cover susignment, 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

respectively, and you are cotifled to receive the sulary, allowances and other benefits applicable thereto, however, coreas procedural variations

(a) The group empluments that you receive from your cover activities will be retained by you as an offset against the group empluments due you from this organization. He except as

will be followed to preserve the security of your cover position.

1. Payroll Administration. As indicated in your Staff Agent Fersonnel

Thomas U. Casasin_

incident to your status as an appointed employee.

Action, your present salary and grade are \$13,510

Thomas B. Casasin

Dear Mr. Casasin

Ellective

and GS-116

sain case may mornes you receive as a result of your participation in such programs must be returned to this organization. Whether participation in a particular cover facility program is involuntary will be never intend by this organization.

- district Cover Premium Pay. You are hereby authorized Nonstreed Cover Fremium Pay in conformance with applicable organizational assumes. For your information currently this premium pay is ten per tent of your base balary, represents additional taxable compensation to you and is applicable for that period of time you are assigned under noncofficial cover.
- 3. Equalization Allowance. You are hereby authorized an equalization allowance in accordance with applicable organization issuances.
- 4. Travel Expenses. You will be entitled to travel, transportation and storage in conformance with the regulations of this organization. HR 30-2c provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations of HR 22, whichever allows the greater amount.
- 5. Travel Penalties: You herein agree that your assignment abroad will be for a minimum of from the date of your arrival at your permanent post of duty, unless such assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result in regulatory travel penalties. HR 22-6 provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, return travel at Government expense shall not be allowed.

	AGREED:
released in writing by the knowledge that violation of	will be required to keep forever secret this Supple which you may obtain by reason hereof (unless Government from such obligation), with full such necrecy may subject you to criminal proses. Laws, dated 25 June 1948, as amended, and regulations.
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DISPATCH SECRET Chief. European Division OM V CHALIFIED OFSE FROM Chief of Station, Paris SUBJECT Admin/Personnel/Medical Reference: OFPS-10932 CASASIN's dependents took physical examinations at the American Hospital in Paris on 20 February. Since, because of his cover there could be no LNHARP 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 in France. We hope they suffice. Attachment - U/S/C via TNP As Stated Above pistribution: -3-Chief, Eur-Div w/att usc-tnp 1.30 1.1 12E CROSS REFERENCE TO 11 March 1968 OFPT-13839 HÇS FILE NUMBER CLASSIFICATION

Chief of Station, Paris

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Administrative/Fersonsel/Modical
Dependents of Thomas B. CASASIR

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

Daniel J. Laurigan

DISTRIBUTION: 3-CCS, Agis

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## SKPARATE

# BIOGRAPHIC DATA SHEET

DOB: 20 January 1924 NAME: RICHARDSON, Jacques Gabriel

GRADE: GS-14 Date of Grade 16 January 1955

Wife . MARITAL STATUS: Married DEPENDENTS:

Daug - age 11

CAREER SERVICE DESIGNATION: Daug - age 8

#### EDUCATION:

Sir George Williams College, Canada - French 1940-42

1942 1945

Trinity College, Conn. - French ( year)
Univ of Michigan - BA (1947), Oriental Civilization, Japanese

1951-52 Georgetown Univ. - International Relations

# PRIOR ORGANIZATIONAL EMPLOYMENT:

1940-41

Jacoby Photographers, Montreal, Canada - Photo Tech (part-time). T. Eaton Co., Ltd (dept store), Montreal, Canada - Salesman 1941-42

(part-time).

1943-48 Military Service, U. S. Army, 1st Lt. (1946-48, G-2 Japan).

1949 Guide Publishing Co., Baltimore, Md., County Editor of weekly

newspaper (4 months).

1949 Housing Authority of Baltimore City, Md., - Planning Admin. off-

icer (6 months).

1955-56 Seikei Univ., Tokyo, Japan - Current Affairs English Seminar Leader (part-time).

## LANGUAGE PROFICIENCY:

French - Reading and Writing - Elementary; Speaking - Pative (Oct 1960).

Japanese - Reading and Spraking - Elementary; Writing - Intermediate. French

#### MILITARY RESERVE STATUS: NONE

#### ORGANIZATIONAL TRAINING:

1950 Basic Intel 1954 Counterespionage 1950 Staff Orient 1954 Audio Surv Mgmt 1950 1954 Ops Audio Surv Eq Ops Flaps and Seals 1950 Adv Ops 1954 Intel Rptg Tech 1950 Intel Orient 1960 1950 Ops Famil 1960 Cland Serv Review

1950 1961 Mgat Course UTGA

1951 Documentation 1961 IBM Program. Orient. Course

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# RYBAT

SEPARATE COVER ATT

# BIOGRAPHIC DATA SHEET

## RICHARDSON, Jacques Gabriel

#### ORGANIZATIONAL EMPLOYMENT:

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Nov 194	9 I.O., GS-7, OPC/OPS St/FBD Area III, Hqs
Oct 195	O I.O., GS-9, OPC/FE-3/Ch, Soviet Desk, Hqs
Apr 195	I I.O., GS-11, OPC/FE/Dep Ch, FE-3, Hqs
Jan 195	Ops Off, GS-12, OSO/SR/Dep Ch, SR-5, Hqs
	June - Oct 1952, TDY Hawaii, Alaska & Pearl Harbor
	June - Jul 1953, TDY Japan and Korea
Jul 195	
Jan 195	Area Ops Off, GS-13, KUDOVE/SR/COPs/Ch, Spec Def Rec Proj, Hqs
Feb 195	Area Ops Off, GS-14, KUDOVE/SR/FE/Japan/Ch, USSR Base, Tokyo
•	Oct - Nov 1955, TDY Hong Kong, Thailand, Malaya and Burma
Mar 1950	
	Nov - Dec 1956, TDY Hong Kong and Australia
Oct 1953	
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."

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MIRION

#### 1 February 1962.

MEMORANDIN FCR: Central Cover Group/Non-official Cover

VIA

SR/35

SUBJECT

Cover requirements for Thomas B. CASASIN (P)

- 1. Infersation keyed to your format "Nonofficial Cover Request for Individual" is transmitted herewith.
- 2. SR would like to have a durable, permanent cover established for Thomas B. CISASIN 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 CISASIN to discuss cover plans and preparations with you whenever you wish. Miss Ruth Paul (ext. 3839) will serve as Headquarters case officer and will be pleased to provide any supplementary information you may require.

John Gerry Chief, SR/2

Attachment: As stated in Para 1, 2 cy

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# UNITED STATES GO. ERNMENT Memorandum

Mary E/Pers.

3 October 1967

FROU :

Registrar/OMS

subject:

Richardson, Jacques G.

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

UNITED STATES GG. CRNMENT Iemorandum

Mary E/Pers.

DATE:

3 October 1967

FROM:

Registrar/OMS

Dependents of Richardson, Jacques

No medical disposition. Dependents will be evaluated when

physicals are received.

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MEMORANDUM FOR:

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ATTENTION

Socialty Of Loca

SUBJECT

Establishment of Official Cover Backstop

REFERENCE

Form 1322, dated 9 September 1960.

1. In compliance with above reference, official cover backstopping which utilizes the the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state

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 Head-quarters status should be coordinated with this office for the determination of need for continued documentation and cover.

IS PAUL P. STEWART

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

cc: Personnel Security Division, Office of Security

## A. General Information

- (1) Thomas B. CASASIE (P). Aliases: John F. Reynolds, John R. Williams, John F. Hartin, Mr. Black, John J. Kennedy, Lt. Col. Williams, Mr. Robbins, John Raincy, Mr. Richards, Mr. Roberts. Cover development has not been previously requested.
- (2) Staff employee, G3-14, 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 Japan, not overtly affiliated with CIA (cover was Army). Spouse is aware of employee's status.
- (4) Medical status CK
- (5) Employee has had psychological assessment and technical interviews. Results presumably satisfactory.
- (6) Current covers industrial liaison officer, Army Scientific Liaison and Advisory Group. Previous cover (Nov 1954-Sep 1960): supervising foreign affairs specialist, Detachment 1, Army Property Disposal Sales Agency, APO 94, Sen Francisco. Earlier cover (Nov 1949-Nov 1954): editor, International Press Section, USIA, in Washington. All were backstopped.
- (7) New cover can be assumed at any time.
- (8) Proposed departure date overseas is roughly susser 1962, but is flexible.
- (9) SR/Support and SR/COA funds will be available to support any operational expenses and financial commitments made to the cover organization.

#### B. Biographic Information

- (1) DPCB: 20 January 1924, Baltimore, Haryland. Kele, caucasian. Married, two children (girls, 8 and 11). Current address is 312 Lamond Place, Alexandria, Virginia. Previous address was 344-C 3 chomo Harajuku, Shibwya-ku, Tokyo, Japan.
- (2) Adult dependent to accompany is wife, who resides with employee, and on whom bio data is available in the Office of Security. Both minor daughters would accompany overseas.

- (3) Educations Bi, U of Michigan; graduate work in international relations at Georgetown University.
- (4) Professional experiences part-time work during college years as apprentice and journeyman photo technicians part-time work as photo equipment salesmans newspaper assistant editor, about \$2,100 per annum; assistant to chief, planning division of housing authority of major city, \$3,100 per annum; employed since then by CIA, pay range of \$3,800 to \$13,250 per annum.
- (5) Outside interests: photography, including own processing; writing, editing non-fiction and some fiction; gardening and do-it-yourself wood and metal working; interest in mechanics and electricity; interest in organisation, management, and administrative planning; member, British Interplanetary Society; former associate member, American Astronautical Society; former member, Japan Rocket Society. Interested in sports cars and other high quality automobiles and trucks. Skiing, swimming, horseback riding, hiking, camping, alpiriam.
- (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. Cutstanding debt is mortgage on house (about \$20,500).
- (8) Previous foreign residence: Canada, 5 years; Japan, 8 years. Tourism and official travel (including war service) for shorter periods to the UK, France, Belgium, The Netherlands, West Germany, Switserland, Italy, Austria, Dermark, Japan, Korea, Okinawa, Hong Kore, Thailand, Burma, Malaya, British North Borneo, Australia, and the Philippines.
- (9) Speaks Fronch and Japanese (tested in both).

#### C. Security Considerations

- 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.
- (4) Identification of CIA connection to others: a few close friends and neighbors are aware that employee has worked for CIA since spring 1961 on detailed basis from Pentagon. Employee has been exposed to foreign intelligence services, but always under alias, and in all cases but one for short, one-time purposes. Exception: the Japanese, who know employee as John Reynolds. Turned up once in a Japanese police report as a

possible intelligence-connected person after having been accosted by a Japanese policeman in a CIA safehouse which had evidently been compromised without Station's knowledge. Government claimed no knowledge of employee's intelligence connections. Employee has one close acquaintance in proposed area of assignment who knows of employee's true connections. Acquaintance is former staffer, discreet, and who wants to protect his own reputation and status locally.

- (6) There are no other known problems bearing on security.
- (7) Employee has used overseas cover designations and Headquarters **Army Scientific Liaison and Advisory Group* and USIA for cover backstopping for non-operational purposes.
- (8) After the forthcoming tour, it is hoped that the employee will be able to continue in a non-official 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.
- (10) Theodore G. Driscoll, 722 S. Royal Street, Alexandria, Virginia.

  Pather-in-law of employee. He is not witting of Subject's CIA employment.
- (11) Insurance: WALPA and "Eisenhower" payroll-deducted insurance. Have personal policy with Massachusetta Mutual, taken out while under Army cover. Wife is beneficiary in all cases.
- (12) No Selective Service or reserve status or responsibility.

## 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 <u>outside</u> 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

Paris, France. Alternates: Brussels, Belgium; Luxeabourg; Geneva, Switzerland.

- (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 the Paris Station.
- (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) Communications channels desired

Communications will be (a) directly with Station; (b) indirectly with Station via dead-drop, S/W, accommodation addresses, cut-outs, or any combination of these, or (c) In unusual circumstances via Headquarters or third country points. It is not desired that the cover facility provide an operational communication channel.

(8) Cover Suggestions

Suitable covers might include: technical publication representative, correspondent, or editor; book or manuscript agent or publisher's representative; corporation, service, or management consultant's representative; prestige or representational agent for large firm, service, institute, or essociation. The cover vis-a-vis the target is less important than the status afforded by the cover to the eyes of the host government, i.e., a reason for being there.