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Director of Personnel

MEMORANDUM FOR:

76-376

CE JAN 1978

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
e de la companya de l	
extend the servi dum of Oral Comm 1977. The only lent to shipment effects from is an Independen will be considered  2. Basic Da has been er of this period we were at Headquar In 1962 ( as a Staff Associate status a position retired as a GS-1 Headquarters appr pendent Contractor	Requested: Your approval is requested to ces of Thomas B. CASASIN (P) under a Memoran- itment for the period 1 July 1975 to 31 December compensation to CASASIN would be money equiva- costs for a maximum of 1,000 pounds of personal to the United States. Since CASASIN to the United States. Since CASASIN ed taxable income for tax year 1977.  The provided by the Agency since 1949. Twelve years are spent as a Staff Employee, seven of which ters and five years, 1955-1960, were spent in CASASIN was assigned to under Agent. In 1972 he was converted to Career to coincide with his cover employment with on he attained on his own initiative. CASASIN 15, Step 10, on 30 June 1974 and with proper rovals was utilized by as an Independent effective 1 July 1974. His compensation was the the 90 percent provision of HR 20-13 a(1)

3. Staff Position: Due to his growing employment involvement at CASASIN requested, and the 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 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 \_\_\_\_\_ are sufficiently valued by the \_\_\_\_\_ to request the continuation of CASASIN's services under a Memorandum of Oral Commitment.

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

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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.

Chief, Personnel Section European Division

APPROVED Special Control of Control

E2 IMPDET CL BY 027164 CONFIDENTIAL

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ا عالم بر ال	Office/Divis	ion		rope Divisio	<b>n</b> ` .
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		,	A	Director of	Personnel
	4. The reco	mmendatio	n contained	ln paragraph	3 is approved
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	ty Director fo				Date

- Return to Director of Personnel

- 1 D/Pers 1 Applicant 1 OPP
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### 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

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THROUGH	: Chief, Contract				
SUBJECT	: Tax Assessment	for The	ass 3. CAUUSI		
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MEMORANDIM FOR: Director of Finance		
ATTENTION : Chief, Compensatio	n and Tax Division	
THROUGH : Chief, Contract Pe	rsonnel Division	
SUBJECT : Tax Assessment for	Thomas B. C. SASTIL GY	gir son i with
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E.Z. IMPDET CL ST 007622

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#### MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : Thomas B. CAFASIN

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

Operations Officer

CONFIDENTIAL

#### SECTION D

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

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

Operations Officer

CONFIDENTIAL

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	FITHESS REPORT - FIELD TRANSMITTAL
that a complete and realist sitian of information or op ployees may jeopardize se	SPECIAL NOTE.  Spared with due regard for security considerations. For example, in the case of administrative and supered with due regard for security considerations. For example, in the case of administrative and supered devices devices of information and methods of operation, it is normally experiented to specific duties may be reported in Section B. However, the nature, source, purpose or discriptions will not be included. On the other hand, the description of specific duties of certain other curity and should not be fully reported on this form. In these cases, general statements of specific distributions are reported in the specific distributions.
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SECTION A, items 2, SECTION D, items 1,	2, and 3 (Only in respect to "Typed or Printed Name and Signature")
including Sec	
2. I CERTIFY THAT, INCEP REPORT HAVE BEEN COMP	T FOR FEIRS CMITTED UNDER THE ABOVE INSTRUCTIONS, ALL FEIRS APPEARING ON THE ATTACHED FITS LETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.
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ATTENTION	Chief, C	Compensation	and Tax Division	on in the Tolerand	
THROUGH	: Chief,	Soutract Pers	onnel Division	36	
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S E C R E T

Section 2

MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH : C

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. GASASIN (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 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.

Chief, Personnel Section
European Division

CONCUR:

19 JUL 1974

Date

E2 IMPDET CL BY 033769

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SUBJECT. N	Ophoid)			ु (क्रूब) इ.स.				RD SHI				
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CSB 74-254

26 June 1974

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27 Jan 14 CMS

26 JU: 1974

MEMORANDUM FOR: Director of Personnel

THROUGH Deputy Director for Operations

SUBJECT

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

Contractor "

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,
has been employed by the Agency since 1949. He held
several positions in Headquarters and from February 1955
until October 1960 served in Until his departure for
he served as a Branch Chief in the then SR Division.
In 1962 CASASIN was assigned to under
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 approval, CASASIN on his own initiative obtained an editorial position with IDENTITY. This cover job affords him the unique opportunity to establish and maintain contact and access to a variety of target personalities. Despite a heavy cover load, he has been able to make useful operational contributions

E2 IMPDET CL BY 055747

SECRET

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.

	Cniei, European Division
COI Fations	27 July 1974
APPROVED:	27 June · Ty Date
DISAPPROVED:	
Director of Personnel	Date

7 AUG 1974

NEWORANDUM FOR: Chief, Contract Personnel Division

THROUGH : CHG/CP

SUBJECT : Termination of Contract for Thomas B.

CASASIN (P)

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

Chief, Personnel Section European Division

Distribution: Original & 1 - Adse.

APPROVED:

Notice water of

EZ IMPDET CL BY 033769

CONSIDENTIAL

MENORANDI	M FOR: Office	of Finance			
FROM	: Adminis	trative Allowa	nce Committe		
SUBJECT		llowance Amend		CASASIN_	
	1. Effective_	28 April	1974		to offset
dollar ap	preciation, the	fixed allowan	ce for Subjec	t is revise	ed by
substitut	ing the figure_	\$13,741	· , .· .	for the figu	ire
\$14,	981				
	2. All other pr	ovisions of t	he current Al	lowance Com	mittee
Addendum	remain in full f	orce and effe	ct.	•	•
		make the second of the	UNITED STA	TES COVERNA	ENT
APPROVED:			1		
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E2IMPDET CL by: 063837 SEGRET

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			6 - 2 - 1	November
		Ç	IC NO.	210
MEMORANDUM FOR: Di	rector of Finance			
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ATTENTION : Ch	ief, Compensation and	Tax Divisi	on' .	
THROUGH : Ch	ief, Contract Personne	l Division		
SUBJECT : Tax	x assessment forT	hones R	CASASIN	<u>(p)</u>
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ADMIN FINANCE WOD	EEP				

- 1. REQUEST THOMAS B. CASASIN FORWARD HAS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR SET TOWARD LAST ASABEL TO SET TOWARD
- 3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 2 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET.H

DATE: 11 OCT 73		
UNIT: E/8F		•
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E2IMPDET CL by: 026715

27 June 1973

MENTRANDRA 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

INSTRUCTION

The following Items of the Fitness Report will NOT be completed by field personnel proving the report for transmittal to Hoodquarters.

SECTION A: Items 1, 6; and 7

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

I. L CERTIFY THAT I MAYE SEEN DATE.

This FITNESS REPORT

THOMAS R. CASASIN

2. I CERTIFY THAT, EXCLPT FOR ITEMS O'SITTED UNDER THE ADOVE INSTRUCTIONS ALL SEEM APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER THE ADOVE INSTRUCTIONS ON SIGNATURES OF SUPERVISOR (In presidenty)

DATE

TYPED OR PRINTED NAME AND SIGNATURE OF RESIDENCE (In presidenty)

JOSEPH II. RILANDER

SPECIAL NOTE

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

4-02 450 ODSOLETE PREVIOUS EDITION

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SECTION C	NARRATIVE COMMEN	
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for BEHERALD activiti Subje maintained as intensi with others, and he i	on is useful only to the extenses.  ct has done a full time job for a developing additional Soviet of also established initial contradation, through the cover organical cover	r BKHKRALD. He has ficial, frequent contact contacts in his acts with Chinese officials
maintain direct and 1	vig-tem contact with certain c genious in devising direct acce	of these targets. We has
Subject dayotes about targets. His operation	SCI of his operational effort mal reporting reflects these p	to the Seviet and Chinese riorities and it is timely;
SECTION D	CERTIFICATION AND COMM	ENTS A TO THE TOTAL TOTAL TO THE TOTAL TO TH
ì, ·	BY EMPLOYEE	
	ERTIFY THAT I HAVE SEEN SECTIONS A. B. AN	D C'OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
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MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO E	MPLOYEE, GIVE EXPLANATION
OATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
		/ <b>S.</b>
	BY REVIEWING OFFICIAL	
potentially very valu greater access to Sov to handle this new po- competence and substa- our judgment, do a fi	er review, this SOC moved into able new cover situation, in w iet and Chinese targets. The sition, by virtue of previous o ative knowledge of the field o	nich he has infinitely is also superbly equipped experience, linguistic
	pecific duties set forth in the would not have rated specific	
PATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	1 YPED OR PRINTED NAME AND SIGNATURE
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SECTION C

NARRATIVE COMMENTS

complete and literate. Despite his relative isolation 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 subject has no supervisory duties with bideralD 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.	
SPECION 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 heas 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 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 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 whose nercover 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.	
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 recommendated in the solution of the specific duties numbers one and two to be somewhat high and I recommendated in the solution of the specific duties numbers one and two to be somewhat high and I recommendated in the solution of the specific duties and it is specifically 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 the specific duties of the solution of the specific duties are specific duties of the specific duties of the specific duties numbers one and two to be somewhat high and I recommendate himself and I recommendat	
C/E/P	

ATTACHM	ENT - FITN	RSS REPORT	- Thomas	B. CASASII	i (P)	
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MEMORANDUM	FOR: Office of Finan	ice
FROM	: Administrative	Allowance Committee
SUBJECT	: Fixed Allowance	ce Amendment for
	Gareer Accord	ite, Thomas B, CASASDI
1. Effectiv	e 14 Yebruary 197	, to offset dollar depreciation,
the fixed allowance	ce for Subject is revis	sed by substituting the figure \$13,654
for the figure	12, 234	<b>)</b>
2. All othe	r provisions of the cu	arrent Allowance Committee
್ಷ್ಯ Addendum remain	in full force and effe	ect.
·		UNITED STATES GOVERNMENT
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		B COMPRESSION OF THE PARTY OF T
APPROVED:		B Commenting officer

EZIMPDET CLby 026715

MEMORANDUM FOR: Official Person	inel File
SUBJECT :	
CASASIN	<b>16.6</b>
It publishes a wide variety of unique mete. —on all aspects of intelligence by national security and foreign policy.	Agency's quarterly professional journal, naterial—historical, analytical, technical, has a profession and as a function of Employees whose writings are accepted button to the Agency's work which ought
Studies in Intelligence has published th	ors wishes to record the fact that the following material submitted by tors" - Vol. V. No. 4 (Fall 1961)
Letter to the Editor - Vol. IX. N	ю. 4 (Fall 1965)
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	Charman, Board of Editors Studies in Intelligence
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# 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 CAPOET Agent, Thomas B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasia:

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

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

UNITED STATES GOVERNMENT
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

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Inving said that, headquarters may wish to live consideration to my moving to a position analogous to the one I have in snother or misation which is comparable in access and coverent to what we know to be the case in I would like, at any rate, to be able to continue to use the language operationally.	
118. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1. 2. 8.3 (for Zot. 2nd. and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YO TOUR.    EXTEND TOUR	
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TO BE COMPLETED BY FIELD STATION	
12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:	
Station recordends approval of entension. If CASASIN retains	
present, excellent cover with	
is a matural for coverage of sprimary targets.	
	-
TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE	
13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, and the staffing requirements of your component, indicate your component's afcommendation for his next assignment and training.	
Hes approves home leave in April 1974 and new tour.	
DATE 19 19871 TITLE Proposition 1 OFFIGNATURE	
FOR USE BY CAREER SERVICE	
4. APPROVED ASSIGNMENT:	l
S. EMPLOYEE NOTIFIED BY DISPATCH NO. 1945 DATED: DATED: 100 DATED:	
CABLE NO. DATED:	ı
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CAREER SERVICE REPRESENTATIVE:	
(secrative)	

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SECTION A. GENERAL INFORMATION	
	ADE & SO
128609 CASASIN, Thomas B. N GS-	14 D
Career Associate DDO/EUR	
10. TYPE OF APPOINTMENT	
CAREER 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 symediate and positive remedial across. The nature could range from counseling, to further training, to piacing an probation, to reassignment or to separation. Describe or proposed in Section C.  M-Marginal  Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and re-	oction token
P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.  S-Strong Performance is character and profice ency.	٠
O Optionaling Perio mulker is to executable in relation to requirements 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 EACM specific duty. Consider CNLY effectiveness in performance of that duty. All employees with supervisory responsabilities MUST be heir ability to supervise_jundicate number of employees supervised).  BRACIFIC DUTY NO. §	
Maintenance of effective and functioning as a WOMACE officer in this situation.	Ó
Exploits his natural access to Soviet personnel for operational needs.	RATING CETTER P
PECIFIC DUTY NO. 3	RATING
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.	LETTER
PECIFIC DUTY NO. 4	RATING
Makes imaginative use of cover position to meet Chinese officials	LETTER
at international conferences.	S
PECIFIC DUTY NO. 5	RATING LETTER
Operational reporting.	s
PECIFIC DUTY NO. 6	RATING
	LETTER
OVERALL PERFORMANCE IN CURRENT POSITION	
the into account everything about the employee which influences his efficiences in his current position such as performance of specific duties, adultivity, conduct on job cooperativeness, pertinent personal traits or notify, and perfocular limitations or talents. Based on your knowledge employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which mast accumillely reflects his level of performance.	RATING CETTER P
M 45N	(4)

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SICION C	NARRAIN'S COMMENTS
Indicate significant strengths are weakness suggestions made for improvement of the turient position. Amobile or explain test managerial or successiony duties and co	tes demantrated in evitant passion keeping in proper perspective their relationship to everall performance. State with performance for perspective their relationship to everall performance for perspective their perspective for their properties of the perspective for their perspective for their perspective for their perspective of performance of an experimental for their perspective for their p
his new cover job a organization. This maintaining this cher than financia that he is admirable standing work in the unvitting. More imnormal, daily conta of his cover job he officials to whom he direct contact to t	od covered by this report, Subject has settled into as an upper-level executive in an international salary offsets approximately 40% of the cost of lis cover is, however, excellent for executive and skills are such y qualified to perform the job and is doing out eyes of his peers and supervisors, all of whom are portantly, it places him in a situation where he has concocts logical reasons for contacting Chinese e does not have natural access. In addition to arget individuals, Subject uses his position to spoters having access to Station targets.
The area of Subj follow-up developme comewhat unique for priority target gro having direct acces exploited. He shou	ect's performance most in need of strengthening is nt of operational targets. His cover situation is an NOC in that it puts him in daily contact with his up: Soviet officials and other potential agents s to Soviet officials. This access is not fully ld make a concerted effort to expand social and/or ith the four or five Soviet officials who work in
close proximity to	him and to seek out and assess eight or ten third
close proximity to SECTION D I.	him and to seek out and assess eight or ten third //continued//
SECTION D	him and to seek out and assess eight or ten third //continued// CERTIFICATION AND COMMENTS
SECTION D	him and to seek out and assess eight or ten third //continued// CERTIFICATION AND COMMENTS  BY EMPLOYEE
SECTION D  1	him and to seek out and assess eight or ten third  //continued//  CERTIFICATION AND COMMENTS  BY EMPLOYEE  (THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
SECTION D  I.	him and to seek out and assess eight or ten third  //continued//  CERTIFICATION AND COMMENTS  BY EMPLOYEE  THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT  SIGNATURE OF EMPLOYEE  /s/ Thomas B. CASASIN
SECTION D  1.  1. CERTIFY  DATE  15 Feb 74  2.  MONTHS EMPLOYEE HAS BEEN	him and to seek out and assess eight or ten third  //continued//  CERTIFICATION AND COMMENTS  BY EMPLOYEE  / THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT  SIGNATURE OF EMPLOYEE  / S/ Thomas B. CASASIN  BY SUPERVISOR
SECTION D  1.	him and to seek out and assess eight or ten third  //continued//  CERTIFICATION AND COMMENTS  BY EMPLOYEE  THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT  SIGNATURE OF EMPLOYEE  /s/ Thomas B. CASASIN  BY SUPERVISOR  IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION  OFFICIAL TITLE OF SUPERVISOR  TYPED OR PRINTED NAME AND SIGNATURE  Operations Officer
SECTION D  1.	him and to seek out and assess eight or ten third  //continued//  CERTIFICATION AND COMMENTS  BY EMPLOYEE  / THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT  SIGNATURE OF EMPLOYEE  / S/ Thomas B. CASASIN  BY SUPERVISOR  IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION  OFFICIAL TITLE OF SUPERVISOR  TYPED OR PRINTED NAME AND SIGNATURE
SECTION D  1.  1. CERTIFY DATE 15 Feb 74  2.  MONTH'S EMPLOYEE HAS BEEN UNDER MY SUPERVISION  DATE  3  COMMENTS OF REVIEWING OFFICIAL  I concur with the of his narrative com an outstanding job if for him and the Stath his ability during trelationships with the potential agents who not be justified in entirely defensible.	him and to seek out and assess eight or ten third  //continued//  CERTIFICATION AND COMMENTS  BY EMPLOYEE  THAT I HAVE SEEN SECTIONS A, 8, AND C OF THIS REPORT  SIGNATURE OF EMPLOYEE  /s/ Thomas B. CASASIN  BY SUPERVISOR  IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE. GIVE EXPLANATION  OFFICIAL TITLE OF SUPERVISOR  TYPED OR PRINTED NAME AND SIGNATURE  Operations Officer

Deputy Chief of Station

12 Feb 74

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

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

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that a complete c sition of informat ployees may jeen	hers whose duties and realistic states ion or operations	do not in themselv nent of specific du will not be inclu nd should not be	or security consideral es reveal sources of it ties may be reported ded. On the other to fully reported on this responsibility.	Hormation and m in Section B. How and the descript	ethods of opera vever, the natur	ition, it is normall e, source, purpos duties of cortain	y expected e or dispo-
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1 August 1972

Contact C/CPD prior to servicing any request for verification of Agency service.	FROM		Contract P	ersonn	ol Div	don			
	SUBJECT			-		CAS	ASIA	, 7	-
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	M Agency service.				-,				·. *

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;

Aug				

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

Contract Personnel Division

Former Staffer (Stf Agnt)

SECRET

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		EMPLOYEE SERIAL	NUMBER
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o official Position firls Ops Officer	DDP/EUR/F	SIGNMENT S. CURRENT BYAT	OM
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ECTION B PERFORMANCE	E EVALUATION		. ,
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M-Marginal Performance is deficient in some aspects. The regions taken or recommended should be described.	for assigning this rating show	eld be stated in Section C and cem	redial actions
P-Proficient Performance is satisfactory. Desired results are being p	roduced in the manner expe	ited.	
5-Strong Performance is characterized by exceptional proficient	•		
O-Outstanding Performance is so except and in relation to requiremen work as to warrant special recognition.	ts of the work and in compa	rison to the performance of others	doing similar
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ist up to six of the most important specific duties performed duri anner in which employee performs EACH specific duty. Conside ith supervisory responsibilities MUST be rated on their ability to PECIFIC DUTY NO. 1	ONLY offectiveness in	s performance of that duty. A	I RATING
Maintenance of effective states as a WOMACE officer in this situ	us and functioniation.	ng	LETTE
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ECCIPIC DUTY NO. 2	erroman omeganis i kale Sinterioria		RATING LET.TER
Maintains direct contact with MHF	IARSH personne	1.	s
ECIPIC DUTYING. 3	•		RATING
Provides spotting reports on wide			
up with additional meetings when i	ndividual is of a	pecial interest	
to Station,			<u> </u>
ECIPIC DUTY NO. 4	•		RATING
Responds to Station requirement for	or information o	n individuals	
or organizations.			P
ECIFIC DUTY NO. 8			RATING
ECIFIC DOLF NO. B	,		LETTER
Operational reporting.	:		P
ECIFIC DUTY NO. 6	-	t	RATING
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		10057	
OVERALL PERFORMANCE	E IN CURRENT POSI	TION 🥳	1 64714:-
he into account everything about the employee which influences mance of specific duties, productivity, conduct on job, cooper ticular limitations or tolents. Based on your knowledge of emp ce the letter in the rating box corresponding to the statement wh	ativeness, pertinent pe layee's overall perform	rsonal traits or habits, and cance during the rating period	RATING
		9 1	S

Reviewed by OP/SPD/PPE

SECTION C	NARRATIVE COMMI	E M T C
overall performance. State bug an foreign language comperence bases for determining future, per in the use of personnel, wase, Section C, attack a separate sh	ge éstans mode for improvement et werk perte , it required for eurient position. Amplify e sannel oction. Morner place stromance of Ma equipment and further may be gournessed de err at paper.	tion Leeping in proper perspective their relationship or monce. Give recommendations for training. Common prices of the recommendations has provided been in agreement to provide been in agreement to provide been in agreement to provide the second corrections in a second to complete the property of the
During the p	eriod covered by this report	gubject's job with a scientific
		reasons. He has now, by his
		obtained a similar position ( as
of mid-Marc	the contract has not been	signed but it is almost certain
		organization. The job is at a
professional	level with a salary that will	offset approximately 40% of the
	this activity. His	background in scientitic
journalism	vere instrumental in obtainin	g this job. Subject's operational
security is g	good and all indications are t	hat his cover security is superb.
Despite a tu	Il time cover job, and comple	stely unwitting employer, subject
		ST. He has maintained trequent
	tul contact with two MHHARS	
		ty. The flow of spotting reperts
		roduced when his cover work was
•	ing. One person spotted and	
		e officer. Subject's cover situation
	e possibility of his recruiting	
		/continued/
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ECTION D	CERTIFICATION AND COM	MENTS
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	BY SUPERVISOR	
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24 March 1972	Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE
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TE TE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
*27 March 1972	DCOS .	/c/ Unah Mant
		/s/ Hugh Montgomery

## 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 officer's knowledge of BKTRUST needs is lessened by his relative isolation.

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

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

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	A. PROCESSING FOR CONVERSION DISCUSSED AT LENGTH WITH	
·	CASASIN AND HE AGREEABLE TO TERMS AND CONDITIONS OF CONTRACT.	
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	UNICH NOU IN PROCESS. CONTRACT WILL BE FORWARDED WHEN RECEIVED.	
	B. IN ORDER CONVERT CASASIN TO CAREER AGENT IT NECESSARY	
	TO ALLOW HIM RETAIN PORTION OF COVER SALARY IN LIEU OF 10% LOSS	
	OF STAFF STATUS PAY AND TO MOVE HIM FROM GS-15/8 TO 15/10 LEVEL.	
	ABOVE WILL BE SPELLED OUT FULLY IN CONTRACT.	
	C. CASASIN WILL BE TRANSFERRED TO UPON DATE	
	OF HIS ACCEPTANCE BY	
•	2. SHOULD CASASIN NOT BE ACCEPTED BY HQS RECOM-	
	MENDATION, SUBJECT TO STATION CONCURRENCE, UGULD BE FOR CASASIN	
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REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

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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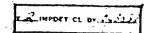
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Mr. Thomas B. Casasin

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 organisation 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.

ACCEPTED:

Thomas B. Casasin

WITNESS:

APPROVED:

RCB/Att 14

Mr. Thomas B. Casasia

Dear Nir. Cassoin:

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 \$13,260) 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 heroin 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 nost 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 with 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 monles of the U.S. Covernment, 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 amployment 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 1/12 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.

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#### 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

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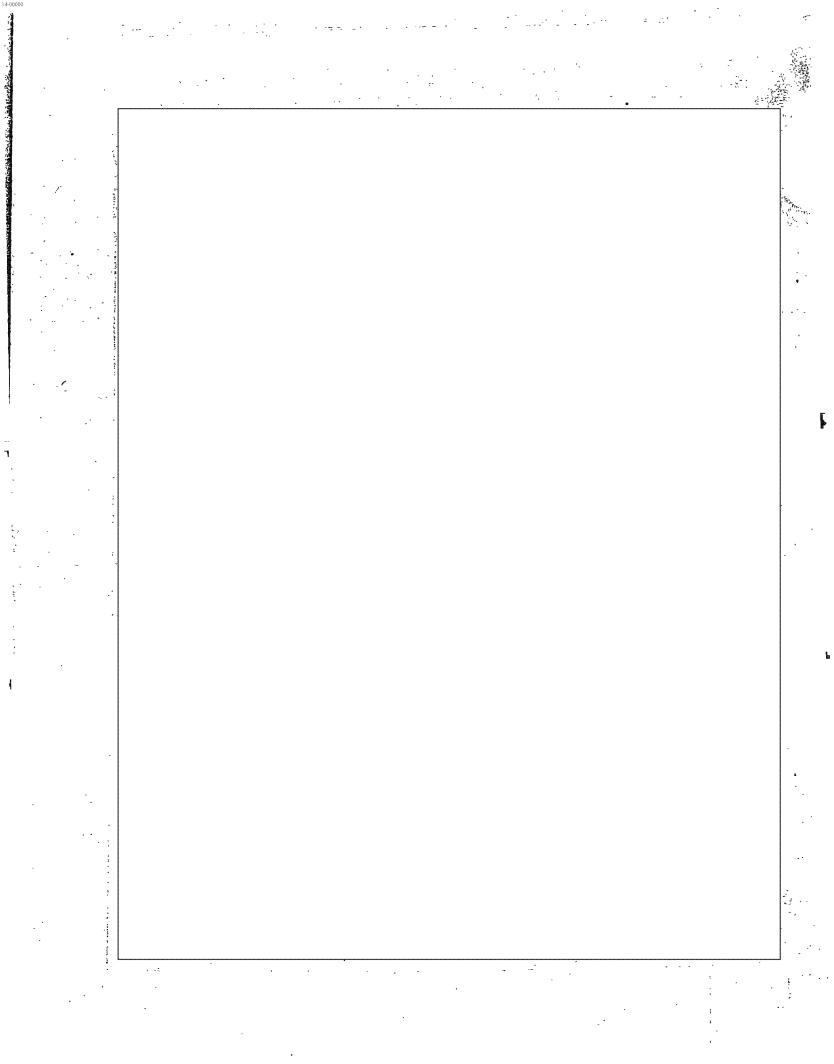
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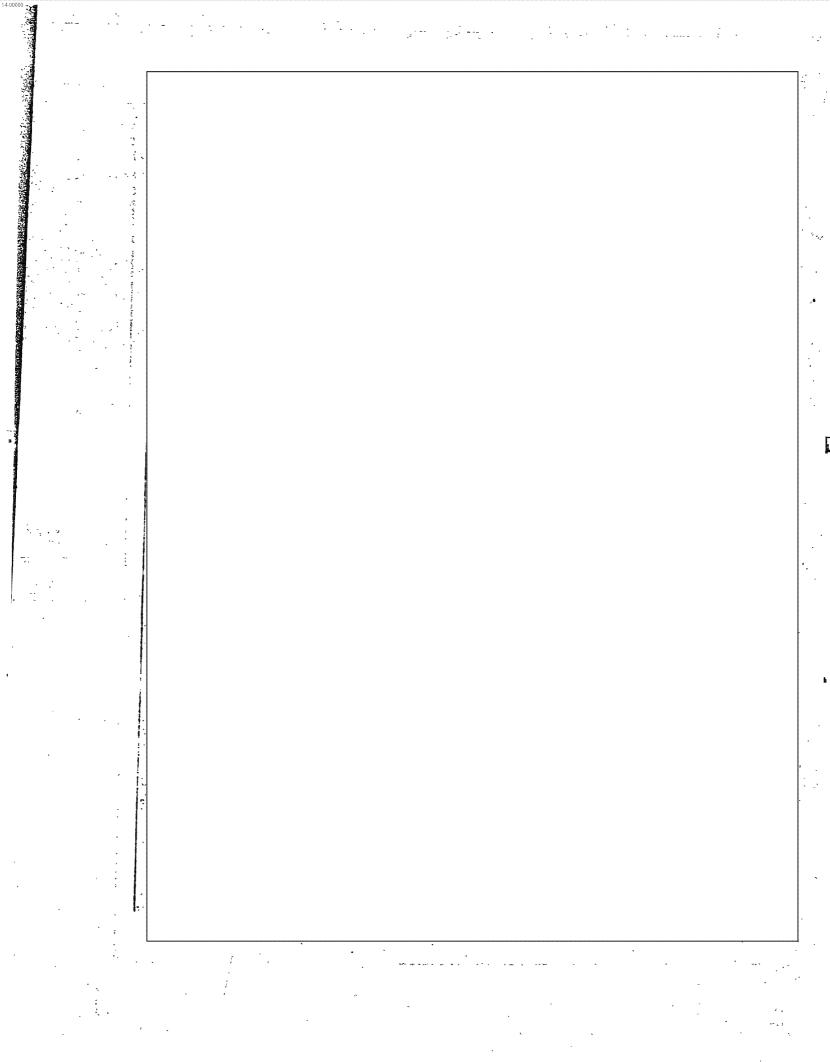
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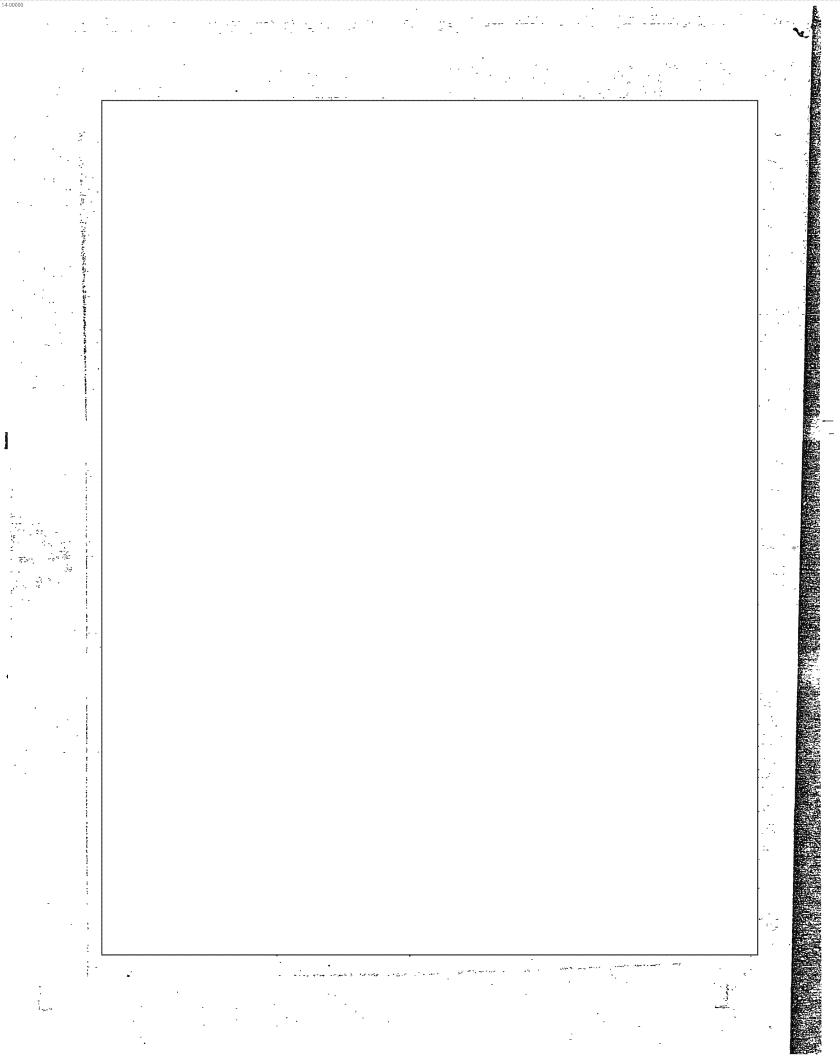
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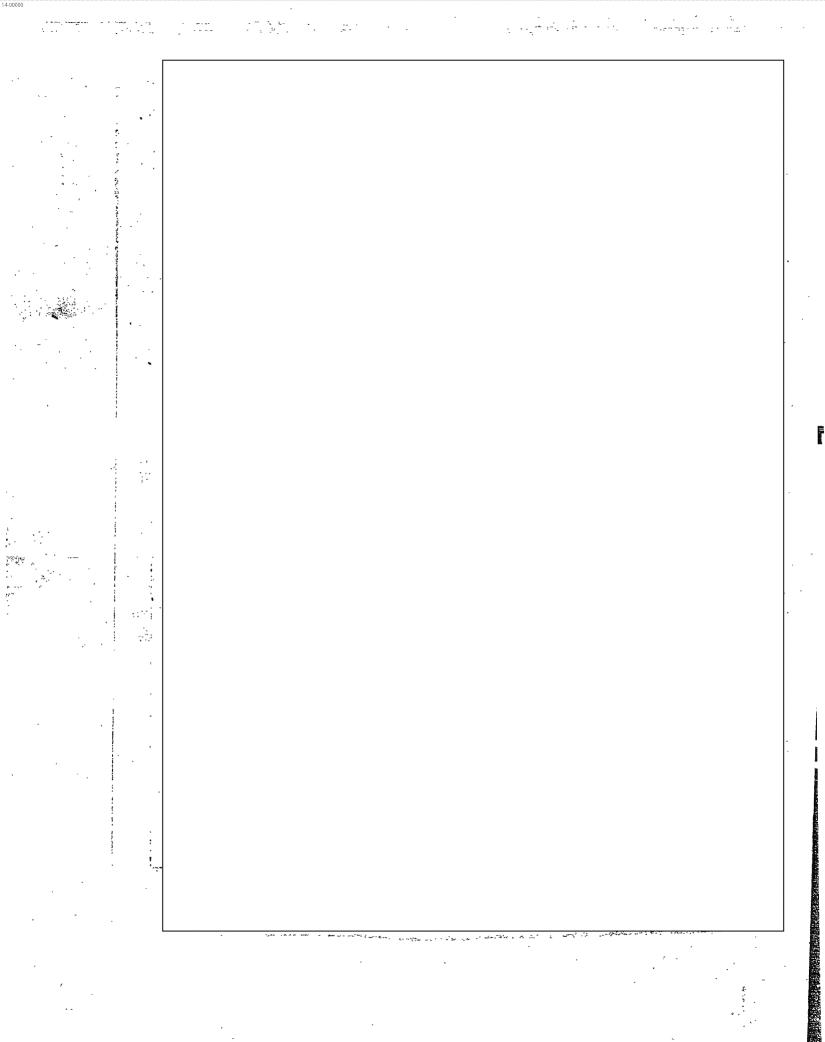
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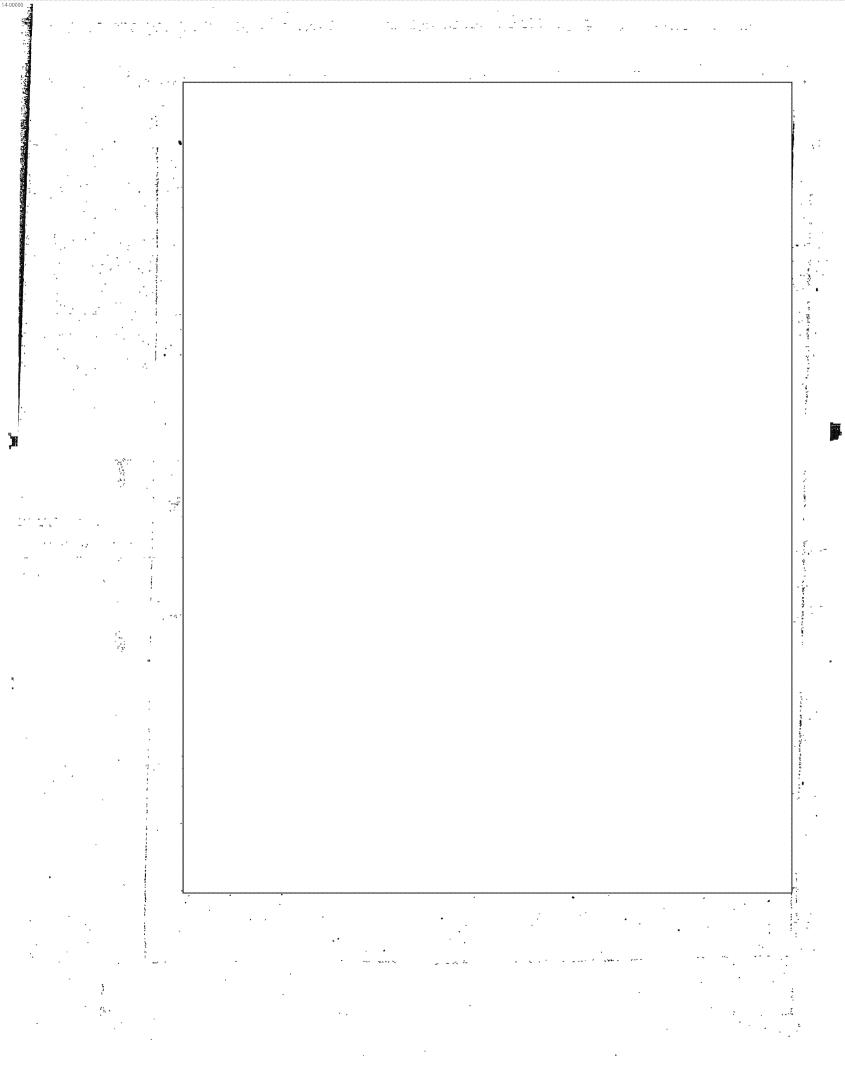


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#### PITNESS REPORT

### 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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#### 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 a solid and exploitable cover, and a vast range of contacts in the local community. It can be solid and 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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FCTION C.	-:		

NARRATIVE COMMENTS

Indicate significant strengths at weaknesses demonstrated in current position heaping in proper perspective their relationship to overall performance. Store suggestions made for improvement of work performance. Give recummentations on teaming, Comment on facility is appointed to the required for current position. Amplify or employ a significant in Section 6 he provide best 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 cover in a skillful and imaginative way. He has improved in terms of people development but in this respect he is still best with people in a professionally related contact 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 C	OWNER 12
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	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYER	
11 June 1969	/s/ Thomas B. CASASI	N · ·
2.	BY SUPERVISOR	
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5 June 1969	Ops Officer	
3.	BY REVIEWING OFFIC	IAL
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It is difficult to place in the proper perspective the contribution of this senior staff agent to 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 settlement 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.

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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FITNESS REPORT					cion	
SECTION A G	ENERA		-	UU	G102	
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CASASIN, Thomas B. (	SAI		18	GJ-15	ما	
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CAREE-PROVISIONAL (See Instructions - Section C)	KXX					EMPLOYEE
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SECTION B PERFORMAN	CE EVA	LUATION	<del></del>			
W - <u>Weak</u> Performance ranges from wholly inadequate to positive remedial action. The nature of the a	ction cou	ld range from	counseling	, to further (	raining, to	ry requires placing on
probation, to reassignment or to separation,  A - <u>Adequate</u> Performance meets all requirements. It is en					,	ency not
excellence.  P - Proficiant Performance is more than satisfactory. Desir	ad rasile	s ara baine es	oducatia:	a ozoficiane	mannet.	•
5 - Strong Performance is characterized by exceptional		• .				
O - Outstanding Performance is so exceptional in relation to reachers doing similar work as to warrant specific			k and in co	mparison ta	the perform	nance of
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List up to six of the most important specific duties performed du manner in which employee performs EACH specific duty. Considually with supervisory responsibilities MUST barrated on their ability	der ONLY	effectiveness	in perform	nance of the	t duty. All	omployees
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PECIFIC DUTY NO. 8						RATING LETTER
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PECIFIC DUTY NO. 8						RATING
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OVERALL PERFORMAN	CE IN C	URRENT PO	SITION	-	,	L
*						RATING LETTER
ake into account everything about the employee which influence ormance of specific duties, productivity, conduct on job, coa- articular limitations or talents. Based on your knowledge of er loce the letter in the rating box corresponding to the statement v	mployee's	ss, perment overall perk	personal Emonce di	traits or hab wing the rat	its, and ing period,	
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FORM 45 OBSOLETE PREVIOUS EDITIONS

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#### NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position heeping in proper perspective their relationship to overell pertormance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on their spiritual comment of the commentations for training of performance of managerial or supervisory duties must be described, if applicable.

Subject continues to maintain a secure effective cover mechanism. In this reporting period the whole thrust and objectives of this cover facility have been changed from pursuit of targets designated by 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.

SECTION D		
•	CERTIFICATION AND COM	MENTS
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CWPLOYEE SERIAL NUMBER FITNESS REPORT 006102 SECTION A GENERAL A. DATE OF BIRTH T D . 19 15 CASASIN Thomas 6. OFFICIAL POSITION TITLE RESIGNMENT B. Ops Officer DDP/WE/ P. CHECK (X) TYPE OF APPOINTMENT IO. CHECK (X CAREER REBERVE MEASSIGNMENT BUPERVISOR INSTIAL CAREER-PROVISIONAL (See Instructions - Section C) ARABBIGHMENT EMPLOYEE AMNUAL X BPECIAL (Specify) BORCIAL (Some Mark II. DATE REPORT DUE IN'O.P. A. REPORTING PERIOD (Fre 1 April 1964 - 2 June 1965 SECTION B PERFORMANCE EVALUATION Performance ranges from whally 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 - Week A - Adequate Performance meets off requirements. It is entirely satisfactory and is characterized as thereby defictency nor excellence. 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 of that duty. All employee with supervisory responsibilities MUST be rated on their ability to supervisor (indicare number of employees expervised). 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 KUTURE, 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 J. 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 duries, productivity, conduct on job, comperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the caring period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of parformance. 0

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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 second lent.

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

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ECTION B				PERFORMANO					r	
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FORM 45

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# SECRET (MARA ELLIPORTA) NARRATIVE COMMENTS

SECTION C

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tin	agination, socurive background to salready excelle socialized socientinis own efforts.	the problem at hand. He has not command of the lamific and technical fields has	put a conscious effort into improving guage, and his grasp of a variety of been achieved basically as a result
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6. OTHER DUTY STATIONS OR FIELD BASE	S D OF TOUR	7€. €	APECTED DATE OF ARRI	VAL
B. WRITE A DESCRIPTION OF YOUR MAJOR	DUTIES DUNING THE CURRENT TOUR OF DUTY (4	es apecial no	to on Transmittel Po	(0):

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 ampleheasure.

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 if 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.

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

I would like to continue to serve essentially in the same 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 mechanism propers; (3) train our personnel for the proper discharge of their both half the properties will be selected as a line of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of the factor of t

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.

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B. PREFERENCE FOR MERT 1.455   Charles	n sed )
C. INDICATE YOUR PREFERENCE FOR NEXT	ASSIGNATIVE BY INSERTING NUMBERS 1, 2 AND 3 (for jet, 2nd and 3rd choice)
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Chief, External conc	are in subject's wish for one year extension and
return for second tour after h	one leave in the fall of 1965. However, subject's
	eving case officers working under him is not feasible
at this time.	
14. SIGNATURE: COMPLETE ITEM NO. 5-2. TRAN	SMITTAL SHEET. TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.
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FORM 45 OBSOLETE PREVIOUS EDITIONS

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#### SECREI

SECTION C

#### NARRATIVE COMPENTS

The assignment of this employee to the field 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 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.

Memorandum in Lieu of Fitness Report

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

Chief of Operations and Plans SR Division

CONCUR: Chief, SR Division

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Mr. Shpervises a very large and key branch engaged in a wide

variety of activities, a difficult job which he does well.

SECTION F CERTIFICATION AND COMMENTS BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this Report. 9 November 1961 BY TUPERVISOR NOT BEEN SHOWN TO EMPLOYEE; GIVE EXPLANATION MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION ." IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYEE UNDER MY SUPERVISION LESS THAN SO DAYS REPORT MADE WITHIN LAST 90 DAYS OTHER (Specify): OFFICIAL TITLE OF SUPERVISOR 9 November 1961 SR/Chief of Plans and Operations BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

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ECTION C.		B PERFORMANC	F FVALUATION		P4PP4	topidiji	
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E. RATINGS ON PERFORMANCE OF SP. IC DUTIES			-	
DIRECTIONS:		serious SPECIFIC during co		tine marind
Place the most important first. Do not inc	l'ule min	or or unimportant duties.		
b. Rate performance on each specific duty cons	idering (	MAY effectiveness in per	formance of this speci	fie duty.
who aupervise a acceptary only.	alwaya b	rated as a specific duty	(do not tate as super	visors thos
d. Compare in your mind, when possible, the	individ	ual being rated with oth	here performing the se	me duty at
aimiles lavel of cashon whillow	,	· · · · · · · · · · · · · · · · · · ·		
e. Two individuals with the same job title	may be t	erforming different dutie	rs. If so, rate them	on dilleten
f. Be specific. Framples of the kind of duties	s. that m	ght be rated are:		
ORAL BRIEFING	HAS AND	USES AREA ENOULEDGE	CONDUCTS INTERNOGA	
GIVING LECTURES		S NEW PROGRAMS	PREPARES SUNTARIES TRAVSLATES GÉRMAN	
CONDUCTING SIMINARS WRITING TECHNICAL REPORTS	WANAGES	STATESTAL RECORDS	SECRETARING SOURCES	
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g. For some jobs, duties may be broken down eve	n furthe	r if supervisor considers	it advisable. e. g.	contined ke
and phone operation, in the case of a radio	operator	•		} ~ <b>~</b>
		A DESCRIPTION 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 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		0 to 0' maning #
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RATING B - PERFORMS THIS OUTY ACCEPTABLY			ONE I KNOW IN THE PER	FORWANCE OF
NUMBER 4 - PERFORMS THIS DUTY IN A COMPET 9 - PERFORMS THIS DUTY IN SUCH A			• • •	
THAT HE IS A DISTINCT ASSET ON	H 18 JOB			
erterre pure no. 'As branch chief directe	RATING	178C+++C DUTY 40. 4"		RATING
and plans operations of denied area		Conducts limison w	dth other	NUMBER
branch.	5/6	U.S. agencies	~*	6
***************** Conducts operational		SPECIFIC BUTT NO. B		BATING
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Develops and handles agents			• ,	1
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. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	NC E			,
DIRECTIONS: Stress strengths and weaknesses, part	icularly	those which affect devel	opment on present job.	
Subject is an exceedingly well-equi				
intelligent, has a thorough backgro				
to grow in his job. His operationa	l plan	ling and execution	is usually impeco	able.
Be has the loyalty of his subordina				
Visors. He is particularly effecti				
good sense and disinterest in "figh				
cooperation and good will. If he ha				
in impatience with his subordinates			e datine from a but	t i
in an occasional unwillingness to s	ay no t	b them.		
SECTION D. SUITABILITY FOR	CHOOSE	7 JOS IN ORGANIZATION		
<del></del>				
IRECTIONS: Take into account here everything yearstanent personal characteristics or habits, speci	ou know e	bout the individualp	roductivity, conduct to	n the job.
ere him with others doing similar work of about the	1e same	evel.	HE FILE IN WICH YOUR	
1 . DEFINITELY UNSUITABLE . HE SHOULD BE	SEPARAT	fo	•	
2 - OF DOUBTFUL SUITABILITY WOULD NOT  5. A BARELY ACCEPTABLE EMPLOYEEBELOW				
J. A BARELY ACCEPTABLE EMPLOYEEBELON  BANT HIS SEPARATION	AAFMAGE	BUT BITS NO BEATRESSES 3	OSSICIEMILY OUTLANDIA	C 10 PAR-
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POR THE	ADENTSTRA	IVE COFFICER. Consult current instructions for completing this separts.							
ment an reted es to be co hold and	d personnel ployee. It mpleted onl complete	This report is a privileged communication to your supervisor, and to appropriete career manager officials concerning the potential of the employee being rated. It is NOT to be shown to the is recommended that you read the chitre report in a privation any question. This report is y after the employee has been under your supervision POR AT LFAST 99 DAYS. If less than 90 days, iter the 60 days has eleved. If this is the NOTAR RIPLARY on the employee, however, it imust be used to the CT no later than 30 days after the due date indirected is item 8-of Section Taybelow.							
SECTION	<b>(.</b>	GENERAL							
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B. 0/FIC		Area Ops Officer							
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INSTRUCTIONS
TO THE PIRTO AMINISTRATIVE OF PERSONNE OFFICER: Con- sult current field administrative lastractions regarding all has been under your supervision for fees than the initiation and transmittal of this report to be define supervisors to make sure the report to each and complete: Primary responsibility rest eith to
TO THE PIRLO SPECTED: Read the entire form before current supervisor. It is assumed that, throughout the affection to complete any item. As the supervisor who period this individual has been under your supervision as it is a supervisor who period this individual, you have discharged your supervisory responsibility you have primary responsibility for evaluating this be frequent discussions of his work, so that in a going the many where he stands.
IT IS OPTIONAL PHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED
SECTION 1
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4. GRADE S. STATION DESIGNATION (Current)
GS-14 GS-14
6. DUE DATE OF THIS REPORT 7. PERSOD COVERED BY THIS REPORT (Inclusive dates)
30 September 1955 17 February - 30 September 1955
SECTION 11 (To be coepleted by field supervisor)  1. CURRENT POSITION  2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief. 19 February 1955
3. STATE THE SPECIFIC ASSIGNMENTS OF TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)
A. As Chief of Operating Base:  1. Manage and direct all operations against target area, and monitor products.  2. Supervise system of development and exploitation of operational leads.  3. Supervise proper administration and support of operations, including finances to Conduct or supervise effective liaison with other CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.
<ul> <li>P. As Senior SR Division Officer in Area:</li> <li>1. Consult with or advise other CIA and non-CIA units on target area, government and IS characteristics.</li> <li>2. Make available to other CIA and non-CIA units area specialists, as required.</li> </ul>
SECTION 111 (To be completed at headquarters only)
DO FOT COMPLETE - FOR HEADQUARTERS USE ONLY
AUTHENTICATION OF REPORT AND SIGNATURES
1. NAME OF RATER (True)
9. THIS REPORT AUTHER - 9. RAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS FICATED AT NAS. AUTHORIZED TO AUTHERTICATE FITNISS REPORT AND SIGNATURES  AUTHORIZED TO AUTHORIZED TO AUTHERTICATE FITNISS REPORT AND SIGNATURES
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SECTION IV

Stylium ty

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

on the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is distinct the state of the page are four major categories of descriptions. The scale within each category is distinct for the state of the page of the category of the right which best tolls him much the statement applies to the person you are retrieved. Placing an "X" in the "Not Observed" catum means you have no opinion on whether a phrage applies to an individual. Placing on "X" in the Does Not Apply "column means that you have the definite opinion that the description is not at all suited to the individual.

#### STATEMENTS . CATEGORIES: APPLIES TO A LIMITED DEGREE APPLIES TO AN APPLIES TO AN ABOVE AVERAGE OUTSTANDING DEGREE DOES NOT APPLY APPLIES TO A NOT OB. SERVED DECHES-A. ABLE TO BEE ANOTHER'S POINT OF VILE. B. PRACTICAL. . A GOOD REPORTER OF EVENTS. P. CAN MAKE DECISIONS ON HIS OWN THEY ACED ADISES. 3. CAUTIOUS IN ACTION. 4. HAS IMITIATIVE. S. UNEWOTIONAL. 6. ANALYTIC IN HIS THINKING. 7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS. . GETS ALONG BITH PEOPLE AT ALL · BOCIAL LEVELS. S. HAS SENSE OF HUMOR. IO. KNOWS WHEN TO SEER ASSISTANCE. 12. CAN GET 4LONG BITH PEOPLE. IB. MEMORY FOR FACTS. 14. GETS THINGS DONE. 18. KEEPS ORIENTED TOBARD LONG TERM GOALS. 14. CAN COPE BITH EMERGENCIES. 17. NAS HIGH STANDARDS OF ACCOMPLISHMENT. 18. MAS STAMINAL CAN KEEP GOING A LONG TIME. 19. HAS DIDE RANGE OF INFORMATION. .O. SHORS ORIGINALITY. 21. ACCEPTS RESPONSIBILITIES. 22. ADMITS HIS ERRORS. 29. RESPONDS MELL TO SUPERVISION. 24. EVES DISPOSITION. 25. ABLE TO 00 HIS JOB BITHOUT

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E. SHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?	
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report but which have a bearing on effective utilizet	
SECT	ION 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 ADEQUATELY: HE IS	1. HAS AN ANYAGONISTIC ATTITUDE TOWARD THE ORGAN-
14COMPETENT.	IZATION WILL DEFINITELY LEAVE THE ORGANIZATION
# 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	TION I PATO BY RESTRICTIONS REGARDS ORGAN-
COMPETENTLY.	IZATION AS A TEMPORARY STOP UNTIL HE CAN GET
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA- BIONALLY REVEALS SOME AREA OF TEAKNESS.	SOMETHING BETTER.  9. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	THE ORGANIZATION. BOTHERED BY MINOR FRUSTRA-
EFFECTIVE MANNER.	TIONS: WILL OUIT IF THESE CONTINUE.
RESPONSIBILITIES EXCEPTIONALLY WELL.	FERENT NAS "WAIT AND SEE" ATTITUDE WOULD
GOOK 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING	LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
MANNER THAT HE IS EQUALLED BY FEW OTHER PER-	8. TENDS TO MAYE PAVORABLE ATTITUDE TOWARD ORGANI- ZATION MAKES ALLOWANCES FOR RESTRICTIONS
SONS KNOWN TO THE RATER. IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME	IMPOSED BY WORKING FOR ORGANIZATION THINKS
OTHER AREAS (200 RO TES. IF YES. WHATT	IN TERMS OF A CAREER IN THE ORGANIZATION.
والمنافق المنافق S. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION BARRING AN UNEXPECTED OUTSIDE	
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	CAREER IN THE ORGANIZATION.  7. MAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGAN-
	IZATION . BILL PROBABLY NEVER CONSIDER WORKING
	ANY PLACE BUT IN THE ORGANIZATION.
• •	
B. DIRECTIONS: Considering others of this person's grade	
and type of essignment, 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 apecial defects or talents.
1. MAS REACHED THE MIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.	1. DEFINITELY UNSUITABLE . HE SHOULD BE BEPARATED.
2. IS MAKING PROGRESS. BUT NEEDS MORE TIME IN	2. OF DOUBTFUL BUITABILITY WOULD AOT HAVE AC-
PRESENT GRADE BEFORE PROMOTION TO A HIGHER	CEPTED MINE IF I HAD KNOWN WHAT I KNOW NOW.
GRADE CAN BE RECOMMENDED.  3. IS READY TO TAKE ON RESPONSIBILITIES OF THE	AVENAGE BUT BITH NO BEARNESSES SUFFICIENTLY
MEXT MIGHER GRADE, BUT MAY NEED TRAINING IN	OUTSTANDING TO WARRANT HIS SEPARATION.
SOME AREAS.	8: A TYPICAL EMPLOYEE, NE DISPLAYS THE SAME SUITA- BILITY AS MOST OF THE PEOPLE I KNOW IN THE
4. WILL PROBABLY ADJUST QUICKLY TO THE MORE.	ORGANIZATION.
8: IS ALBEADY PERFORMING AT THE LEVEL OF THE NEXT	8. A FINE EMPLOYEE - HAS SOME OUTSTANDING
HIGHER GRADE.	STRENGTHS.
8. AN ENCEPTIONAL PERSON WHO IS ONE OF THE FEB	REQUIREMENTS OF THE ORGANIZATION.
MENT.	TOOC 7. ERCELLED BY ONLY A FEW IN SUITABILITY FOR BORK
	IN THE OBGANIZATION.

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18 July 1953 17	1.3.333	Reassignment	Reassignme	ent of Supervisor
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b. Assist the div	o letto cols.	? operations in t	ie planning of ne	wani continued oper
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station activit				-
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o. Multilateral Li	alsos with of	har elements of (	IA. the Covernme	at, and foreign 13.
8. LIST COURSES OF INSTRI				
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9. IN MHAT TYPE OF WORK A	RE TOO PHIMARILY	INTERESTED! I SEE DE	marily interests	i ir a foreign assign
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tone Il through 18 will.	be completed by S	upervisor		
. BAIEFLY DESCRIBE THIS				
is a.	superior offi	icer in the perfor	rance of his dut	ies. He is efficient
precise, and energe	tic, and brin	gs considerable :	l bas acitsatiyan	oresight to the
operational problem	s confronting	him. His concer	ot of staff organ	isation and
responsibility is o	T a high cali	ber. In hamiling	personnel, he i	s perceptive and seri
and his judgment an	d motivation	are of the highes	e geally.	
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( NO. 37-151		SECRET		(Over)

## SECRET SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT	JOS MOST HOTICEASEN GOOD ON OU	TSTANDINGE
This efficer has been outstending as a his balancing of jurisdictional equities. however, and should not be construed so as	This ability reflects a	broad competence,
13. Cm WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENT	TRATE EFFORT FOR SELF IMPROVEME	117
This officer's devotion to his duties as him toward inflexible declarations of positions identified by corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corrected to the corre	ion. This fault, a min	or one in officers of
in comment on this Person's ability to handle greater respo		•
This officer is prepared for promotion a or staff duties.	nd for increased respon	ibilities in command
9. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S Q	UALIFICATIONS? IRecommend appro	priate reassignment, if
is presently well placed. So	a balast.	
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Tred balacanor of 35 and 10 floor treft	ons. b. Direct and coordinate all project dov
de cottetto ede amountate because d	porational loads. d. Coordinate intra-divis
ion activities with appropriate branches, i	num-civision activities with appropriate ide DIVP and CIA. e. Determine the suitabili
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while transfer transfer of the bade and	ther divisions etc. 1. Apportion the opera-
timal and administrative and tour pages to c	Lio tranch sections and deaks, and their per-
amnet, or their charter that estimates	and problems to the organisation and opera-
tion of the branch, raking the branch bost	one in produce to the Cald stations to
Review continuously all requirements impossed	i on the branch, and transmit their clearly to
	koko ada
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT F	FR100.
Name of Course . togation	Length of Course Cate Completed
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9. IN WHAT TYPE OF WICH ARE BOU PRINGBLY INTERESTEDT	n principally interested in the building and a shread, both in theory and in ractice.
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Ty time to the refinement of the intelligence	percess and its techniques in my area of
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22 October 1953	• • • • • • • • • • • • • • • • • • • •
CATE	SIGNATURE
Items II through 18 will be rempleted by Supervisor	
1. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJO	
	emoted from vepuly branch Citef to
Branch Chief, in recognition of his extr	emoly good performance. Not enough time
	ully on all aspects of his new position.
ilonover, his headling of the treach has	
point of view and there is every reason	
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## SECRET SECURITY INFORMATION

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SECRET SECURITY INFORMATION

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	PERSONNEL	EVALUATIO	N REPORT			
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5. PERIOD COVERED BY REPORT		A		VIELD 1		
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Items 7 through 10 will be						
Assist the Branch Chic sent, I act as Branch	ef in management of Chief about 25%-30	f the Branc % of the y	h and its or ear. Supervi	<i>t</i> erseas s lse the p	tations     ; lanning and p	at pro-
tion for approval of	all basic plans, pr	rograms, ar	d projects.	This inv	olves thoroug	-aib d
cussion with each of a	seven (7) dosk chie	is of the	purposes and	l procedu	res for accom	plish-
ing any single rission	n under any given p	roject, in	cluding tare	get analy	eis (whathar	M or
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maintaining liaison wi	ith appropriate sta	ffs and ot	her Division	s who min	nt coordinate	any
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and PP Activities and	ESTAT SOFT TAY LATE TO DE	OUANT PCATIONS	STAPTITUDE, KNO	WLEDGE, SKI	LEST.	. 1
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DATE Items 11 through 18 will be c	and the Connection	·		SIGNATURE	and 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 of the state of the state of the state of the state of the state of the state of t	
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	has performed his duty preparation of i	uties, tak ntelligene	en as a whol e annexes, l	e, in a : ogistic :	superior mann and fiscal re	or. quire
ast year.	has acted as Br					
Jerld	Jon, during the wr	iter's abs	ance, inlica	tod his	complete comp	etence
n supervising Branch a	ctivities. Ilio su	pervision (	of the plann	ing and p	preparation f	or ap
roval of basic plans a	nd projects of the pated in the plann	seven (7)	desk chiefs	has been	superior.	Mr.
ion, acting in the cap epresentatives of one coperation between tha	acity of Semior Car	se Officer	omiveted i	ission hi n a manne	is lisison vi er which enha	th nced
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### SECRET SECURITY INFORMATION

performance was noticeably outstanding with respect to his thorough leading of every activity of the Branch: He was in position to assume direction of Branch:	
Hedge of every activity of the Branch. He was in position to assume direction of Branch.	ao-
	ìch
activities at any time. He also kept himself thoroughly briefed on Division policies	
planning in order to give timely instruction and guidance to the Branch overseas stats	ona.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT, FOR SELF EMPROVEMENTY.	
has a very thorough background in two (2) languages,	He
would benefit sub tantially by learning the Russian language. He is meticulous with a	<b>103</b>
poet to his attention to details, sometimes to the point of concealing the broader pic	turo
from his view. It would be well for to direct his attention to the bro	
scope of Branch activities rather than to concentrate on its details.	
14. COMMENT ON THIS PERSON'S ABILITY TO MANOLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.	
is fully qualified to assume the duties of the chief SF Division repres	onta-
tive at a field station. In order to assume this responsibility in the most efficient	
manner, it is recommended that serve a minimum period of time of approx	
ly six (6) months as the assistant to the present chief of the field station.	
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reass) geneent, I	f
possible.)	
ould serve effectively in a staff function for either Fl or PP activit	188.
This does not mean, however, that his present duties are not better suited to his qual	LII-
cations.	-
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16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?	
has already been recommended for overseas assignment in the Par East du	
the past year. He has area knowledge and command of the language, having serv	rea
in previously with His duties at Headquarters have been	
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pressing that his departure for overseas assignment is being delayed until an adequate	80
pressing that his departure for overseas assignment is being delayed until an adequate	80
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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.

SECRET

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	28 Pebruary 1966
MEMORANDUM FOR: Thomas	a B. CASABIN (SA)
THROUGH : Chief	of Station,
	ation as a Participant in the Organization Retirement and bility System
REFERENCE : Book I	Dispatch 5096 dated 12 August 1965
Service and of the Organization	our record and the recommendations of the Head of your Caree Retirement Board, I have determined that you meet the criteri in the Organization Retirement and Disability System.
has completed fifteen years of ser adjudged by the Director of Per- participant in the system for the election shall not be subject to a completed fifteen years of service	g this retirement system provides that "Any participant wherevice with the Organization and whose career at that time is sonnel to be qualifying for the system may elect to remain e duration of his employment by the Organization and succeeding or approval by the Director." Since you have alread e with the Organization, your right to this election vests upon and must be exercised immediately.
	to remain a participant in the system, you will be continued ment System. Once your election has been made, you do no t at some later date.
4. It is requested that you signing below. The original of as possible.	indicate your election by checking in the appropriate box and this memorandum should be returned to Headquarters as soon
**************************************	
• ,	
Exercise of option of participant	with fifteen years of service:
I elect to remain in the C tion of my employment b	Organization Retirement and Disability System for the dura- by the Organization.
	participant in the Organization Retirement and Disability of my employment by the Organization.
Signature	Date

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CONFIDENTIAL (When filled in)

### TRAINING REPORT

MANAGEMEN'	COURSE NO. 64		· · · · · · · · · · · · · · · · · · ·
40 hours,	part-time		18 students
Student:			Year of birth:
EOD Date:	September 1956	Grade: 14	Office: 50
			*

COURGE 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:	20 February 1961
•	•

CONFIDENTIAL (When filled in)

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### TRANSPORT PRINCE

co hours, full-time	20 November - 9 De	cember 1960	43 students
Student:		Yeur of	birth
EOD Dote: November 1949	Grade: <b>GS-14</b>		Office: DDP/SB/6
COURSE CELECTIVES - CONT	ent and pathoec	• •	
others, recently returned role of CIA in the United the LD/I eres with the Ci the LD/S. Recently this requisite for CIA officer	i States intelligated and the support available for certal course has been dealgren nominated for certal ted by lectures given the missions, function is usually followed by of the students time.	eto-free man comminity, the leble from the mated an en al din external to ty CIA offici- me, programs, y a short ques e is scheduled	erecs of the e relations of e offices of literate pre- raining. fals who are end cervices stion period.
achievement rocord,			••
This is a certificat evaluate student achievem and regular in attendance	ert in the course. To		
FOR THE DIRECTOR OF TRAIN	IEC GRIEF TRESTED	7	21 December 1960 Date

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principles involved. His				•
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Note: This course is only	Ly for fami	licrizatio	n. It	does not
qualify student		••••		
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Please return three copies of this form to TSS/TD.

Distribution: 1 - TLO 1 - OTR/Registrar 1 - TSS/TD files

NAME	Divo SR
Tannaansetoneenntaansetoneenntaansetoneenntaansetoneennta	
SUBJECT Audio	
DATES TRAINED	FROM 29 Nov. 1954 TO 3 Dec. 1954
. EVALUATION: Although	lacking a background in electronics,
was able to grasp the i	nstructions given and correctly interpret it. I
feel that	would be able to correctly evaluate audio
opportunities and to eq	uip and direct such an operation with the exception
of the telephone tap.	is not qualified to perform
maintenance on the equip	pment.
	- <u>-</u> .
•	
	·
Please return three copi	ies of this form to TSS/TD.

Distribution:
1 - TLO
1 - OTR/Registrar
1 - TSS/TD files

TRAIDING EVALUATION Counterespiencie Course No.

4-22 January 1954 Dates of Cource 10 June 1949 DD/P/3R-5/F <u>GS-13</u> Date of Birth Grade or Rank

Chief of geographic branch.

Projected Assignment or Present Position

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

Each student is required, starting mid-way in the second week, to give a presentation before the class. This hour-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or hendquarters experience in CE or a related field; such a student is permitted to give a cna-hour lecture based on specific experience. The "canned" problems are selected to tost students! ability to do 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 whon conducted by the staff.

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1.		ranked f	irst in a	strong ,	Lom.	He applied
himself of	ffectively thr	oughout t	he course.	Eis s	scinar o	ontribu <b>ti</b> o
aided mate	orially. He d	rew freel	y on a sou	und opera	Lional	background
and was by	rall odds the	top stud	ent.			•
2. <u>s</u>	tudent Presen	tation:	•	pre	sented	a case wit
which he w	as familiar f	rom his o	⊌n experie	nce. It	was a	first-rate
performanc	e. The mater	ial was v	ery well o	rganiced	and cr	isply pro-
sented. S	o effective i	n fact, th	ha t		will b	e called
upon to gi	ve the same di	iscussion	in subseq	uent CE	courses	•
3. Ļ	n my opinion		is f	ully qua	lified	to act as
senior CE	officer.			÷	•	-
	•					•
		•				
			Chie	î Înstr	etor, C	S Course

## TRAINING EVALUATION

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personally responsible for it. Attnough ne may mithin		t the worlous	Instructors during the co	ouf sè
Als discretize show to to other members of his staff, the		•	férence to other facts or	
report should rever be shown to the student whom it			complete data is sysilab	
CONCORNS.			ig Division and may be esa	
	after cont	icting the Rec	ords and Schaduling Offic	ef.
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STUDENT'S WE I	_ · DATE OF RE	PORT 2	1950 Tay 1950	)
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TRAINING COLORS: Advanced Operations V	_ DIVISION	OPC/ FRO	GRADE 08-7	
	-		e's Pol. Verfare Of	M aar.
TRAINING TERISS 27 Hareh - 21 April 1950	_ PROJECTED A	SSIGNMENT AN	A. P. LOT P. HITTERA AND	
1. FERFORMANCE RECORD. The following grades show t	the achlavement	of the stude	nt in class problems and	evamina.
tions. The total possible score is broken down to indica		•	₩ *	
adjectival rating is based on the following scale: O to			•	
Excellent: 92 to 100% Superior.	***************************************	, , ,	2 "	=
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	Poss	lble Score	· Achieved Score	
FACTS 421 Comprehension of mission of 050		(40)	<b>30</b>	
(2) Comprehension of mission of UPC		(40)	30	
131 Comprehension of operational procedures	• •	(25)	16	
tel Comprehension of operational policy		1251	16	*
193 USSR and Communicm (clandestine aspects)	•	(20)	15	
Skills (5) Evaluation of operational data		(30)	24	
t?} Operational planning		(30)	24	
isi Operational mechanics		1301	23	
til. Personality analysis		(30)	žĺ	•
GCI Personality manipulation		1301	16	
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TOTAL		(300)	215	
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Overall adjectival exting			· · Satisfactory (	<p th=""  <=""></p>
2- TRAIT CHARACTERISTICS RECORD. The following Indi		ous nessonali	to tealty as chasewar by	+ ha
instructors suring the training period. The observations		•		
ing as well as his reactions to various problems and situa				
trait has not been observed, the lower numbers indicating				
- 4		•		•
		Rating		
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(2) ability to grasp instructions		٠. ٤		
(3) Emthúslasm and Interest In work		6	•	
(*) locustriousness		7 ′		
191 Practical Intelligence		٠ . ﴿		
(E# Astutemess		• • • •		
(7) scaptability		٠. ﴿		
(6) Effectiveness		٠. ﴿	•	
191 Stability		· · · · · · · · · · · · · · · · · · ·	•	
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413) tempination				
121 Ability to handle and direct people				
3. Clauses. It's be used only in cases of outstanding	strengths or e	eshnessesi		
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TRAINING	EVALUATION	
1. The official to whom this report is entrusted in personally resemble for it. Although he may, within his discretion, snow it to other sembers of his staff, the recort showld never be snown to the student whom it concerns.	opinions of the surious i listed only, dith no refe etout the studeric more the fites of the Training	the findings, observations an extractors during the course rence to other facts or finding conflete data is available in Civision and may be examined res and scheduling Officer.
STUDENT'S NAME	DATE OF REPORT 10 ATE	11 1950
TRAINING CICESS Operations	DIVISION OPC/FED	GRADE 7
TRAINING METER 20 Petruary - 17 Barch 1950	PROJECTED ASSIGNMENT ABO	t Fol. Harfare Officer
1. PERFORMANCE RECORD. The following grades about the tions. The tetal possible score is broken down to invicate adjectival rather is based on the following scales: Q to secolioms: 62 to 1006 Superior.	e the relative seighting of	various factors. The oversit
* * * *	fossible score	Achlaved Score
(1) Comprehension of basic principles of clansestine		26
t2) use 2" tradecraft tability to apply principles 2" clandestine operational	(50)	32
the ability to evaluate operational data	•	15
(w) asiming to use operational data	(20)	14
(5) Planeing	· ,	19
(6) Feramoticy analysis		17 42
til Personality manipulation		21
[8] Adeptivibility to operational emergencies	· · · · · · · · · · · · · · · · · · ·	14
1101 Organization and presentation of written operation		
material	•	16
<b>'</b>	Marie (MIXIX)	218
Cveratt asjectival rating Satisfactory (73%)	£300F	**************************************
2. Trait Indicates STICS RECORD. The following ladic instructors coring the training period. The observations is as well as his reactions to various problems and situations trait has not seen observed, the lower numbers indicating be	nclude the student's partici . A scale of 0 to 10 is use slow average, and the Pigner	pation and conduct in training d, C indicating that the
(1) abitics to got along and work with people	Retini	
123 abitity to grasp instructions	6	
(j) intradiasm and interest in work		•
(%) incustriousness		
(5) Practical Intelligence	R	
(5) 4statemess		
(7) Adoptability		
thi stability		-
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(12) ability to handle and direct people		•
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## TRAINING EVALUATION

1. The official to main this report is entrusted is personally responsible for it, stragign he may mithin his discretion show it to other nemices of his staff, the report should never be shown to the student whom it concerns.	oninions of the use listed only, with a secut the student.	lous Instructor à reference to more complete sining pielsion	ings, observations, a during the course other fects or find data is swallible in and may be examined the dufficer.
STUCENT'S TAN	DATE OF REPORT 10	February 19	50
TRAINING COUPSE Staff Orientation V	DIVISION OPC/F	Assistant	GRADE (\$-7 Political
TRAINING PERIOD & January 1950	PROJECTED ASSIGNMEN	Warfare C	fficer
1. PERFORMANCE RECORD. The following grades show the tions. The total possible score is broken down to indicate	the relative meight	ing of verious f	ectori. The overal
edjectivel rating is based on the following scales: 0 to 59 Excellents 90 to 1008 Superjor.	\$ Unestlafactory: 60	to 798 Satisfac	tory; 80 to 895
Problems		sible Score	Achieved Score
(1) Reporting of Information		(30)	20 L
(3) Interviews: Procurement of Information		(25 <b>)</b>	• 14
(h) Interviews: Personality Handling.		(25)	16
(5) Mapping and Sketching		(30)	26 25
(6) Observation and Description  Chjective Tests		(30)	25
(7) Intelligence Tools and Objectives		(25)	18
(8) Reporting Mechanics		(20)	15
(9) CIA Security Regulations		(10)	9
(10) USSR and Communism		(50)	31
TOTAL		(250)	178
2. TRAIT CHARACTERISTICS RECORD. The following indice instructors during the training period. The observations in ing as well as his reactions to various problems and situativelt has not been observed, the lower numbers indicating be	clude the student's p ons. A scale of O to low average, the high	articipation and 10 is used, 0 er indicating a	d conduct in train- indicating that the
(1) Ability to get along and work with people	<u>.</u>	Ating O	
(2) Ability to greep instructions		5 .	
131 Enthusiasm and interest in work		7	-
(4) industriousness		7	-
15) Practical Intelligence		7	
(5) Astuteness		7	
(8) Effectiveness		5 7	
193 Stability		8	
tlo; initiative		6 .	
illi imagination		o ·	
[12] ability to handle and direct people		6	
3. COMMENT. ITO be used only in cases of outstanding s	trongths and weakness		
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	C P	TEN INSTRUCTION	
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### AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM For Stall Agent, (Thomas B. CASASIN)

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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 authorised a one-
	time, non-taxable Agency payment of \$235 in lieu of
*** : - *	your entitlement to reinibursement for the round-trip
-	educational travel of your daughter from
	Payment of this
	amount will be by deposit to your bank account. This
	payment and the fixed allowances as set out in sub-
	paragraph (A) above are in lieu of your Agency over-
•	Boas 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 ot	her provisions of your Allowance Addendum, as amended

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

BY Contracting Officer		•	,	UNITED STATES GOVERNMENT
		-		

APPROYED:

Allowance Committee

SEURET

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

Mr. Thomas B. Casasin Dear Mr. Casasia: The Agency Allowance Committee is authorized to modify the entitlements of a Smill Agent for cover, ope ational or security reasons. Based upon that authority, on 7 June 1906, the Committee made the following determinations which will apply to your Agency overseas assignment in These determinations supersede and modify any provisions of your present Staff Agent Supplement which conflict therewith: (a) Fixed Allowance. Iffective the day of your return to 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 and (2) storage of your HHE. POV and common carriers in and around Quarters will not be furnished you by the Government or by your cover facility during the period covered by these fixed allowances. (b) Exemption from Cifset. 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 Cortification. You agree to certify, when requested, that payments made to ou 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 APPROVED: Allowance Committee ACKNOWLEDGED:

Thomas b. Casasin

Action, your present balary and grade are \$13,520 and GS. 11.0 respectively, and you are cotifled to receive the solary, allowances and other benefits applicable thereto, however, coreain procedural variations will be followed to preserve the security of your cover position. (a) The grous empluments that you receive from your cover activities will be retained by you as an offset against the gross empluments due you from this organization. He except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified. (b) Your Enders! 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 vour grove taxable compensation with this organization. If there is no differential or if it is insufficient, you will be required to make tax committances in conformance with hB 20-6664. Also, that feaunica together with R 30-720 covers the procedures to be followed in order to receive relimbirsement for foreign sacome taxes imposed upon you. (c) This organization will deduct from the grose 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 insulficient, you will be required to make direct months agen to this organization 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 statue 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 poutributions for Lover facility programs, such as insurance and retire; ment, may be considered items of expense to this organization, and in

Supplement to Stall Agent, Personnel Action

In view of your contemplated cover avaignment, 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

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

Thomas U. Casasin\_

incident to your status as an appointed employee.

Thomas B. Casasin

Dear Mr. Casasin

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shirm case may mornes you receive as a result of your participation is such programs must be returned to this organization. Whether participation in a particular cover facility program is involuntary will be determined by this organization.

Premium Pay. You are hereby authorized

Fremium Pay in conformance with applicable organizational assumes. For your information currently this premium pay is ten permit of your base salary, represents additional taxable compensation to you and is applicable for that period of time you are assigned under non-solicial covers.

- 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 20-2c 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.

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AGREED:	 

6. Secrecy. You will be required to keep forever secret this Supplement and all 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 Esp orage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

Fersonnel Officer

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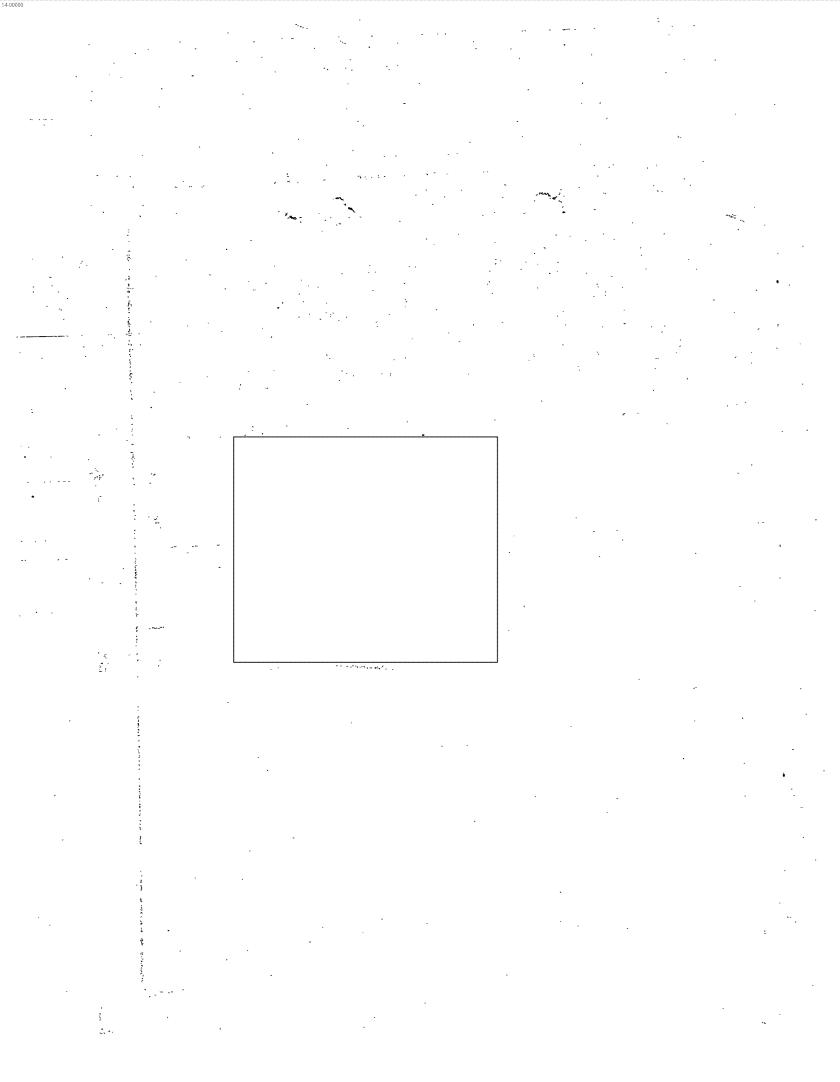
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	CASASIN's dependents took physical examination Hospital on 20 February. Si	nce, because of
	American Hospital on 20 February. St his cover there could be no LNHARP connection,	CASASIN's dependents
	made arrangements for their physicals as priva	te citizens, on the
	made arrangements for their physicals as priva- pretense that they required statements that the	ev were in good
	health in order to obtain insurance. Obviously	v. forms 88 were not
	prepared; the attached certificates of good he	ealth and freedom
	from contagious disease are all that is normal	ly given to private
-	individuals We hope they suffice.	
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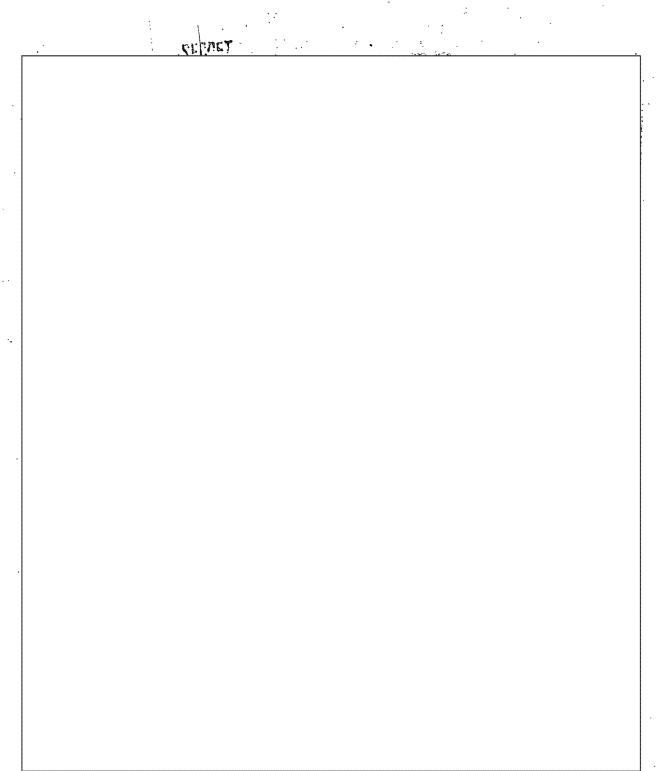


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15 C/SS

1 February 1962.

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NEMORANDUM FCRI	Central Cover Group
. VIA	SR/35
SUBJECT :	Cover requirements for Thomas B. CASASIN (P)
l. Infersație Individual is tran	on keyed to your format Request for assitted herewith.
Thomas B. CASASIN a employee in Eesdqua	ike to have a durable, permanent cover established for a quickly as possible. CASASIN is presently a staff arters. He will be available to develop and undertake as soon as Cover Group has completed the necessary
preparations with y will serve as Headq	convenient for CASASIN to discuss cover plans and ou whenever you wish. (ext. 3839) uarters case officer and will be pleased to provide any mation you may require.

Chier, SR/2

Attachment:
As stated in Para 1, 2 cy

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United states Go. Ernment Memorandum

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E/Pers.  DATE: 3 October  FROM: Registrar/OMS  SUBJECT: Dependents of		UNITED STATES GG. c	RNMENT UM		· Su	
SUBJECT: Dependents of	-			•	DATE: 3	October 196
	4	ROM : Registrar/O	MS .			
10 mg 41 mg	ş	UBJECT: Dependents of	or [			
No medical disposition. Dependents will be evaluated when physicals are received.	ph	No medical d	isposition.	Dependents will t	œ evaluate	d vhen

ADDITION TONICION

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MEMORANDUM FOR: Cilof, IT

ATTENTION: Society Of loop

SUBJECT: Cover Backstop

REFERENCE:

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

Form 1322, dated 9 September 1960.

has been established for the above-named individual. All information concerning this cover arrangement is available in the Official Coverand 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.

Chief, Official Cover & Liaison, CCD

cc: Personnel Security Division,
Office of Security

" 1554

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	Staff employee, GS-14, Step 5; total compensation a publicly within range of current actual compensation		cover should
(3)	Employee: fully cleared; wife previously had CSA for not overtly affiliated with CIA aware of employee's status.	r con	tract work in Spouse is
(4)	Medical status CE	:	
(5)	Employee has had psychological essessment and technical presumably satisfactory.	ical	interviews.
7)	New cover can be assumed at any time.		
(7) 8)	New cover can be assumed at any time.  Proposed departure date overseas is roughly summer:	1962,	but is flexib
•	Proposed departure date overseas is roughly susser	port	any operation
i)	Proposed departure date overseas is roughly summer : SR/Support and SR/COA funds will be available to sup	port	any operation

	<b>-3-</b>
(6)	There are no other known problems bearing on security.
(8)	After the forthcoming tour, it is hoped that the employee will be able to continue in a 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.
<u>cei</u>	ratio: al 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)	<u>Location</u>
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(3)	countries of Western and Middle Europe. Times and intervals will probably be dictated by
(4)	Special groups the employee should be able to contact
	Although it is not essential, it would be desirable if the employee's cover permitted him to initiate and maintain contacts in the scientific technological, commercial and engineering fields.
(5)	Income directly attributable to cover should be in the range of \$10,000 per annum, with supplementary income attributable to commissions, retainers, piece work fees, personal resources, etc.
(6)	Employee should be able to devote upward of 30 hours per week to operational duties.

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