

SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 9 August 1976	
1. SERIAL NUMBER 019732	2. NAME (Last-First-Middle) WOODS, JAMES S.				
3. PURPOSE OF PERSONNEL ACTION GRADE OR PAY INCREASE			4. EFFECTIVE DATE REQUESTED 08 09 76		5. APPROVAL OF AUTHORITY 22 JULY
6. PAY O-107		7. PAY AND INC. O-107		8. PAY AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL INFORMATION DDC/DCS REGISTRE			10. LOCATION OF DIVISION STATION WASH., D.C.		
11. POSITION TITLE DIRECTOR, ADMIN OFF CH			12. POSITION NUMBER BL 46		13. CAREER SERVICE INFORMATION DCS
14. COMMUNICATIONS NUMBER / C.R. NO. N.Y.		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 12 b	17. GRADE OR PAY S 21,324
18. SIGNATURE <i>G. E. Marshall</i> Gerald E. Marshall, Admin Off					
19. SIGNATURE OF REQUESTING OFFICER Gerald E. Marshall, Admin Off		DATE SIGNED 9 Aug 76		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION LINE 37 10	22. EMPLOY. CODE 39115 CDS	23. GRADE/CLASS O-107	24. SALARY CODE 0000	25. MONTH CODE 000	26. DATE OF BIRTH 00 00 00
27. PAY PERIOD MOS. 0000 1-15 M 1-16 P	28. SPECIAL REFERENCE 1-15 1-16 1-17 1-18 1-19	29. RETIREMENT DATE 0000	30. SEPARATION DATE/CODE 0000	31. CREDITIVE CARRIER/TERMINATION DATE 0000	32. SOCIAL SECURITY NO. 000-00-0000
33. PAY PERIOD MOS. 0000 1-15 M 1-16 P	34. PAY LOAN DATE 0000	35. TUESDAY PAY DATE 0000	36. CARRY-IN/OUT CODE 0000	37. MEDICAL/DEPARTMENT CODE 0000	38. SOCIAL SECURITY NO. 000-00-0000
39. PREVIOUS GOVERNMENT SERVICE CODE 1-15 P 1-16 M 1-17 P 1-18 P	40. PAY LOAN CODE 0000	41. TUESDAY PAY CODE 0000	42. MEDICAL/DEPARTMENT CODE 0000	43. STATE TAX DATA CODE 0000	44. STATE TAX DATA CODE 0000
45. POSITION CONTROL CERTIFICATION 10 AUG 1976			46. O.P. APPROVAL <i>B. B. Brown</i>		
FOLIO 1152 USE PREVIOUS EDITION P SECRET					
E.O. 14176 CL. BY: 007422					

*SECRET**C-NOT-SENT
ABS 7/6*

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER	2. NAME (Last-First-Middle)			3. DATE PREPARED	
030032 ✓	WOODS, JAMES S. ✓			13 July 1976	
4. NATURE OF PERSONNEL ACTION <i>Reassignment - Change of Service-Branch CHANGE OF SERVICE DESIGNATION</i>		5. APPROVAL DATE REQUESTED		6. CATEGORY OF EMPLOYMENT	
		07	13	76	REGULAR
7. PERIOD	8. PERIOD	9. PERIOD	10. PERIOD	11. PERIOD AUTHORITY EXERCISED BY OFFICE OF Personnel	
IX - 10-76	X - 10-76	X - 10-76	X - 10-76	12-20-0118 0000	
12. ORGANIZATIONAL DESIGNATION				13. LOCATION OF OFFICIAL STATION	
DDO/DCS REGISTRY /				WASH D. C.	
14. POSITION TITLE		15. POSITION NUMBER		16. CAREER SERVICE DESIGNATION	
RSO/RS/ ADMIN OF CH		(12)		RSO/RS/	
17. CLASSIFICATION NUMBER (CS, GS, etc.)		18. OCCUPATIONAL SERIES		19. GRADE AND PAY	
GS		0315.01		12 L	
20. RANKS		21. GRADES		22. SIGNATURE	
				DAG to DOC	
DESIGNATION CHANGED FROM DAG TO DOC.					
23. APPROVING AUTHORITY <i>S. L. H. M. M. H. M. Donald E. Mc Mahill, CSC/USA</i>		24. DATE SIGNED		25. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
13 Jul 76		13 Jul 76		13 Jul 76	
26. STATEMENT FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
27. ACTION	28. PERIOD CSC	29. STATUS CODE	30. DATES CODE	31. OTHER CODE	32. GRADE CODE
33. 10	34. 010000	35. 505	36. 75013	37. 000	38. 000
39. 00000000	40. 00000000	41. 00000000	42. 00000000	43. 00000000	44. 00000000
45. 00000000	46. 00000000	47. 00000000	48. 00000000	49. 00000000	50. 00000000
51. 00000000	52. 00000000	53. 00000000	54. 00000000	55. 00000000	56. 00000000
57. 00000000	58. 00000000	59. 00000000	60. 00000000	61. 00000000	62. 00000000
63. 00000000	64. 00000000	65. 00000000	66. 00000000	67. 00000000	68. 00000000
69. 00000000	70. 00000000	71. 00000000	72. 00000000	73. 00000000	74. 00000000
75. 00000000	76. 00000000	77. 00000000	78. 00000000	79. 00000000	80. 00000000
81. 00000000	82. 00000000	83. 00000000	84. 00000000	85. 00000000	86. 00000000
87. 00000000	88. 00000000	89. 00000000	90. 00000000	91. 00000000	92. 00000000
93. 00000000	94. 00000000	95. 00000000	96. 00000000	97. 00000000	98. 00000000
99. 00000000	100. 00000000	101. 00000000	102. 00000000	103. 00000000	104. 00000000
105. POSITION CONTROL CERTIFICATION			106. APPROVAL		
107. 20 JUL 1976			108. 01/19/76		
109. FORM 1152 USE PREVIOUS EDITION					
110. SECRET					
111. E. 1000 CL. BY. 007A22					

CR

11-22-74

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SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 010032	2. NAME (Last-First-Middle) WOODS, JAMES S.			13 NOVEMBER 1974	
3. NUMBER OF PERSONNEL ACTION: INCREMENT			4. EFFECTIVE DATE REQUESTED 11 24 74		5. CATEGORY OF EMPLOYMENT REGULAR
6. GRADE O-10 V	7. PAY GRADE O-10 V	8. PAY RATE \$ 10.00	9. PAY RATE \$ 10.00	10. PAY RATE 5230 0121 0002	11. LEGAL AUTHORITY (Checkmark by Officer of Personnel) 50 USC 403 J
12. ORGANIZATIONAL DESIGNATION: DSU/CCS [REDACTED]			13. LOCATION OF OFFICES EMPLOYED WASH., D. C.		
14. POSITION TITLE: RECORDS ADMIN OF CH (12)			15. POSITION NUMBER 0061	16. CAREER SERVICE DESIGNATION DAC	
17. CLASSIFICATION NUMBER (NS, CS, NC) CS	18. OCCUPATIONAL SERIES 0344.01	19. GRADE PAY STEP 12 3	20. SALARY OR RATE \$ 19,693		
21. SIGNATURE OF APPROVING OFFICER Kathy McNamee Colonel E. McNamee CCS USAF 13 Nov 74					
22. SIGNATURE OF CHIEF NURSE APPROVING OFFICER Kathy McNamee Colonel E. McNamee CCS USAF 13 Nov 74			23. SIGNATURE OF CHIEF MEDICAL APPROVING OFFICER Kathy McNamee Colonel E. McNamee CCS USAF 13 Nov 74		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
24. ACTION CODE 22 10	25. OFFICE ADDRESS 3915 CCS 75013	26. ZIP CODE 20007	27. STATE CODE DC	28. DATE OF BIRTH 1 02 20 78	29. DATE OF DEATH 11 24 74
30. SS NUMBER [REDACTED]	31. GRADE CODE O-10 V	32. PAY RATE CODE \$ 10.00	33. PAY RATE CODE \$ 10.00	34. GRADE CODE O-10 V	35. PAY RATE CODE \$ 10.00
36. OGI REFERENCE CODE 1-10 11-12 1-13 14 1-15 16	37. PAY RATE CODE O-10 V	38. PAY RATE CODE \$ 10.00	39. PAY RATE CODE O-10 V	40. PAY RATE CODE \$ 10.00	41. PAY RATE CODE \$ 10.00
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-10 11-12 1-13 14 1-15 16 1-17 18	43. DATE OF CODE 11-15-74	44. FEDERAL TAX DATA CODE 1-10 1-11	45. STATE TAX DATA CODE 1-10 1-11	46. G.P. APPROVAL CODE J.R. 25 NOV 1974	47. DATE APPROVED CODE 25 NOV 1974
48. APPROVAL CL BY CODE 1152 UNPREDICTABLE			49. APPROVAL CL BY CODE 007422		

SECRET

100-10291

17 APR 1973

Terrones, Aubrey F.
Taylor, Paul F.
Tilberry, Austin S.
Tilton, John S.
Tronnes, Sue Ann

Valetich, Steven T.
Vandaveer, Robert J.

Walker, Richard L.
Walsh, Frances M.

Ward, James R.
Ward, Loretta L.
Warren, Gail
Warren, Ward W.
Watson, William Bruce
Weagraff, Ross M.
Whelan, James W.
Whistler, Leonard
White, Walter W.
Whittinghill, Robert B. (no. 2)
Wickham, Ben, Jr.
Wilcox, Rose Marie
Williams, Bruce P.
Williams, Caryl Joyce
Williams, Edward, Jr.
Wilson, Carolyn J.
Wolfe, Mayme E.
Woods, James S.

Yellin, James H.
Young, Robert C.

**Certificate of Exceptional
Service (for Vietnam)**

VIETNAM (Contract Employees)

Allen, Maxwell J.
Bauso, Philip
Baylard, Robert W.
Bias, Louis
Bivens, Edmond
Bolton, William C., Jr.
Boos, Marvin L.
Bowman, David L.
Brown, Robert D.
Buckley, William F.
Chow, Gary Y. C.
Collins, Francis A.

STANDARD FORM 52 REPRODUCED OR COPIED BY A DATA PROCESSING SYSTEM WITHOUT APPROVAL, PUNISHED. REFUGEE STATUS:		UNTOUCHED		
REQUEST FOR PERSONNEL ACTION				
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.				
1. NAME (Last - First - Middle - One given name, middle initial, and surname)		2. DATE OF BIRTH		3. REQUEST NO.
MR. James S. Woods		20 Feb. 1928		5 July 1957
4. REPORT OF ACTION REQUESTED: a. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment - transfer to US funds		5. DIRECTIVE DATE & PROGRESS S/17/57		7. C. S. OR OTHER LEGAL AUTHORITY III.
b. PAYROLL (Specify whether establish, change grade or rate, etc.)		6. APPROVED S Sept 57		
7. PRESENT TITLE AND NUMBER Intal Analyst BPF-330.12 4793 GS-0132,35-7 \$4660.00 p/a BPF/PT Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.		8. REPORT, GRADE AND SALARY 3761		9. POSITION CLASSIFICATION ACTIVATION NUMBER BPF-330.2 Records Integration GS-0132,35-7 \$4660.00 p/a BPF/PT GS-0304.01-7 Branch 3 - Philippines Station Analysis Section Manila, R.P.
10. DEPARTMENT		11. FIELD OR DEPARTMENTAL		12. FIELD 13. DEPARTMENT
RECORDED		X		RECORDED
14. REMARKS (Give reference if necessary) a. Memo dtd 18 June 1957 to Mgn staff via CSA/DD/S requesting that three RI Positions (1 GS-9 and 2 GS-7s - Record Analyst) be established on the Manila T/O. Woods to be slotted against the GS-9 slot. Please call PE/PT/III x 4009 for effective date. DIP/PT 2 copies to Security.				
15. APPROVAL SIGNATURE ROBERT O. BELL		16. REQUEST APPROVED BY John O'Connor & Fit. Rep. 10/17/57		
17. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Jessie Dewberry X 2957		Signature _____ Title _____		
18. VETERAN PREFERENCE NAME, RANK, OTHER STT. 19. POINT X				
20. POSITION CLASSIFICATION ACTIVATION NUMBER SD:DI				
21. SEX	22. APPROVAL SIGNATURE 8-2309-23 8-3780-55-006 To	23. SUBJECT TO C. S. RETIREMENT ACT 1960-NOV 1962	24. DATE OF APPROVAL PROMOTED/ADVANCED/CHANGED 10/17/57	25. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
26. STANDARD FORM 10 REMARKS D.C. 04-10-55 PSI - 04-06-57				
27. CLEARANCES INITIAL OR SIGNATURE DATE REMARKS A. _____ B. CECI OR POS. CONTROL TS 6/1 C. CLASSIFICATION _____ D. PLACEMENT OR EMP. D. L. REEDY E. 10/17/57 Do I get to be forwarded to payroll?				
F. APPROVED BY Robert O. BELL 10/17/57 Date 16 August 57				

STANDARD FORM 52 MAY 1954 GSA GEN. REG. NO. 27 GSA GEN. REG. NO. 27 GSA GEN. REG. NO. 27		UNVouchered to Vouchered																					
REQUEST FOR PERSONNEL ACTION																							
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.																							
1. NAME (Mr. - Mrs. - Miss - One given name, initial(s), and surname). Mr. James S. Woods		2. DATE OF BIRTH 20 Feb 1926	3. REQUEST NO. 1b June 1956																				
4. SOURCE OF ACTIVE EMPLOYMENT. A. APPOINTMENT (Specify whether appointment, promotion, separation, etc.) Reassignment		5. EFFECTIVE DATE A. PURPOSE 7. G-3 OR OTHER LEGAL AUTHORITY																					
6. POSITION (Specify whether establish, change grade or title, etc.).		8. APPROVED -																					
From: IO-CI 08-0136.53-7 To: DDP/PE Branch 1 - Korea Basic Records Integration Branch Personality Files Section Tokosuka, Japan		10. POSITION TITLE AND NUMBER BPF 583.05 11. SERVICE GRADE AND SENIORITY N/A 12. ORGANIZATIONAL DESIGNATION 4108 13. HEADQUARTERS 14. TITLE OR DEPARTMENT 15. RATE 16. APPOINTMENT	17. Intel Analyst BV-430.02 18. GRADE AND SENIORITY 05-0856153-7 DDP/PI 19. ORGANIZATIONAL DESIGNATION Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C. 20. HEADQUARTERS 21. TITLE OR DEPARTMENT 22. RATE 23. APPOINTMENT																				
A. NUMBER (Use reverse if necessary) Transfer from Unvouchered to Vouchered Funds. Vice Lenore Johnson, transferring to XXX. EE . Copies of this action have been submitted to Payroll and Security offices.																							
24. MEMBERS OF DIVISION AND TITLE John M. Scott, Chief, RIC 25. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ruth Robinson, Ext. 2500		26. APPROVAL SIGNATURE <i>John M. Scott</i> <i>Chita Shuford</i> 27. TITLE <i>Faymo 26 June 56</i>																					
28. VETERAN PREFERENCE <table border="1"> <tr> <td>HOME</td> <td>WIFE</td> <td>OTHER SPT</td> <td>10 POINT</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </table>		HOME	WIFE	OTHER SPT	10 POINT	<input checked="" type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	29. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VISE</td> <td>I.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> 30. SD: DI		NEW	VISE	I.A.	REAL				
HOME	WIFE	OTHER SPT	10 POINT																				
<input checked="" type="checkbox"/>			<input type="checkbox"/>																				
			<input type="checkbox"/>																				
NEW	VISE	I.A.	REAL																				
31. APPROPRIATION FROM: 6-2710-55-096 TO: 6-2309-23		32. SUBJECT TO C-S RETIREMENT ACT 1952-49 Yes																					
33. DATE OF APPOINTMENT (Indicate year)		34. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: DC																					
35. STANDARD FORM 50 REMARKS																							
<i>C. Woods 26 June 56</i> <i>26 June 56 RIC</i> <i>26/27/56</i> <i>Project 26 closed by J. M. Scott</i>																							
36. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS																				
A.																							
B. CIV. OR POS CONTROL	<i>J. M. Scott</i>	6-27-56																					
C. CLASSIFICATION																							
D. PLACEMENT OR EMP.	<i>Detained 10/21/56</i>																						
E.																							

SICAT

Name: WOODS, James S.

Date: 15 June 1956

CS Designation: DI

Nature of Action: Reassignment

FROM

TO

Pos. Title: I. O. (CI)

Intel Analyst

Grade: GS-7

GS-7

Division: DDP/YE

DOP/FI

Staff: Branch 1 - Korea Base

RI

Branch: Records Integration

Analysis NM & Operations

Section: Personality Files

Analysis

Mdqrst: Yokosuka, Japan

Washington

I & R Comment

10/1956
Date

CONFIDENTIAL

- 2 -

6. Mental Requirements:

a. Initiatives: In order to maintain agent records properly, I must always keep alert for new ways to keep them up-to-date and meet any demands that may be made for drawing up new procedures for the maintenance of agent records.

b. Originality: To adopt new ways of maintaining agent records without losing control over the flow of daily material.

c. Judgment: I must decide what action should be taken on all RUMI file checks, regarding what information is to be sent to Headquarters and **CSDP1.**

7. Personal Work Contacts:

I must maintain close personal contact with all case officers and branch chiefs in order that I may maintain up-to-date agent records.

8. Other:

I must maintain files of all documents routed to Personality Files. Also I must resolve problems the branch chiefs or case officers may have in regard to agent records.

Also, I have recently established a 201 agent record system for the Mission and am responsible for its continual maintenance.

CONFIDENTIAL

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE	FILE NO.																																														
TO: <i>(RECIPIENT)</i>	X CHIEF, CONTROL DIVISION, OP	12 May 1975	2542																																														
	CHIEF, CONTRACT PERSONNEL DIVISION, OP	TELE NUMBER 502-16-6806																																															
	X CHIEF, OPERATING COMPONENT (For Action) CCS	EMPLOYEE NUMBER 010032																																															
ATTN: CHIEF ADMIN STAFF		OFFICIAL COVER	ESTABLISHED																																														
REFS: VERBAL REQUEST		X	DISCONTINUED																																														
SUBJECT: WOODS, James S.		UNIT:																																															
<p>KEEP ON TOP OF FILE WHILE COVER IN EFFECT</p> <table border="1"> <tr> <td>ESTABLISHMENT OF OFFICIAL COVER-BLDS RECORDS</td> <td>CANCELLATION OF OFFICIAL COVER-EMPLOYEE RECORDS</td> </tr> <tr> <td><input type="checkbox"/> BASIC COVER PROVIDED</td> <td>EFFECTIVE DATES</td> </tr> <tr> <td>EFFECTIVE DATE _____</td> <td>EOB</td> </tr> <tr> <td><input type="checkbox"/> OPERATIONAL COVER PROVIDED</td> <td>CLIA</td> </tr> <tr> <td>FOR TOT OTHER CAPABILITIES</td> <td>TO BE ISSUED, (HRM 20-11)</td> </tr> <tr> <td colspan="2">SUBMIT FORM 3254 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HRM 20-7)</td> </tr> <tr> <td colspan="2">SUBMIT FORM 3254 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HRM 20-7)</td> </tr> <tr> <td colspan="2">SUBMIT FORM 1324 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HRM 20-7)</td> </tr> <tr> <td colspan="2">SUBMIT FORM 1322 FOR CHANGING RESPONSIBILITY OF COVER. (HRM 240-2*)</td> </tr> <tr> <td colspan="2">SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HRM 240-2*)</td> </tr> <tr> <td>EEA: CATEGORY I</td> <td>CATEGORY II</td> </tr> <tr> <td colspan="2">SUBMIT FORM 2688 FOR HOSPITALIZATION CARD</td> </tr> <tr> <td colspan="2">REMARKS AND/OR COVER HISTORY</td> </tr> <tr> <td colspan="2"> Apr52-Aug54 HQS/Overt Aug54-Nov56 Korea and Japan/DAC Nov56-Aug57 HQS/Overt Aug57-Feb59 Philippines/DAFC Feb59-Mar61 HQS/DAFC Mar61-Jan67 Japan/DAC Jan67-Oct68 HQS/STATE-NOM Oct68-Nov70 London/DAC Nov70-Jun71 HQS/DAC Jun71-Aug73 Rome-STATE-NOM </td> </tr> <tr> <td colspan="2">240-3-132638000 OVERT</td> </tr> <tr> <td colspan="2">COPY 1 - CO or CPU</td> </tr> <tr> <td colspan="2">COPY 2 - OPERATING COMPANIES</td> </tr> <tr> <td colspan="2">COPY 3 - DISPERSED</td> </tr> <tr> <td colspan="2">COPY 4 - DC-BRANCHES</td> </tr> <tr> <td colspan="2">COPY 5 - DCS-FILER</td> </tr> <tr> <td colspan="2"><i>G. A. Clark Jr. ? fm</i></td> </tr> <tr> <td colspan="4">ENCL: OFFICIAL COVER BRANCH, COVER AND COMM-FIL STAFF</td> </tr> </table>				ESTABLISHMENT OF OFFICIAL COVER-BLDS RECORDS	CANCELLATION OF OFFICIAL COVER-EMPLOYEE RECORDS	<input type="checkbox"/> BASIC COVER PROVIDED	EFFECTIVE DATES	EFFECTIVE DATE _____	EOB	<input type="checkbox"/> OPERATIONAL COVER PROVIDED	CLIA	FOR TOT OTHER CAPABILITIES	TO BE ISSUED, (HRM 20-11)	SUBMIT FORM 3254 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HRM 20-7)		SUBMIT FORM 3254 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HRM 20-7)		SUBMIT FORM 1324 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY _____ (HRM 20-7)		SUBMIT FORM 1322 FOR CHANGING RESPONSIBILITY OF COVER. (HRM 240-2*)		SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HRM 240-2*)		EEA: CATEGORY I	CATEGORY II	SUBMIT FORM 2688 FOR HOSPITALIZATION CARD		REMARKS AND/OR COVER HISTORY		Apr52-Aug54 HQS/Overt Aug54-Nov56 Korea and Japan/DAC Nov56-Aug57 HQS/Overt Aug57-Feb59 Philippines/DAFC Feb59-Mar61 HQS/DAFC Mar61-Jan67 Japan/DAC Jan67-Oct68 HQS/STATE-NOM Oct68-Nov70 London/DAC Nov70-Jun71 HQS/DAC Jun71-Aug73 Rome-STATE-NOM		240-3-132638000 OVERT		COPY 1 - CO or CPU		COPY 2 - OPERATING COMPANIES		COPY 3 - DISPERSED		COPY 4 - DC-BRANCHES		COPY 5 - DCS-FILER		<i>G. A. Clark Jr. ? fm</i>		ENCL: OFFICIAL COVER BRANCH, COVER AND COMM-FIL STAFF			
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SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			DATE		
TO: <i>(CCM&P)</i>	<input checked="" type="checkbox"/>	CHIEF, CONTROL DIVISION	10 May 1971		
	<input type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	FILE NUMBER	2512	
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	EMPLOYEE NUMBER	010032	
			ID CARD NUMBER	EUR	
ATTN: EUR/Chief Support Staff			OFFICIAL COVER	BACKSTOP ESTABLISHED	
REFS: Form 1413 dated 6 May 1971			DISCONTINUED		
SUBJECT: WOODS, James S.			DEPARTMENT Department of State		

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPW 30-900-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPW 30-900-11)	
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE _____		DATE _____	
B. CONTINUING AS OF From EOD			
<input checked="" type="checkbox"/>	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RRB 30-7)	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RRB 30-7)	
<input checked="" type="checkbox"/>	ASCERTAIN THAT <u>State</u> W-2 BEING ISSUED. (RRB 30-7)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
<input checked="" type="checkbox"/>	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (RRB-340-74)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
<input checked="" type="checkbox"/>	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (RR-340-24)		
<input checked="" type="checkbox"/>	SUBMIT FORM 2688 FOR _____ HOSPITALIZATION CARD		

REMARKS AND/OR COVER HISTORY

Apr 52 - Aug 54 - Headquarters - Overt
 Aug 54 - Nov 56 - Korea/Japan - DAC
 Nov 56 - Aug 57 - Headquarters - Overt
 Aug 57 - Feb 59 - Philippines - DAFC
 Feb 59 - Mar 61 - Headquarters - DAFC
 Mar 61 - Jan 67 - Japan - DAC
 Jan 67 - Oct 68 - Headquarters - Non State
 Oct 68 - Nov 70 - London - DAC
 Nov 70 - June 71 - Headquarters - DAC
 June 71 - Rome - Non State

DISTRIBUTION: CPT 1 - CO CPT 2 - OPERATING COMPONENT CPT 3 - R/S/RS CPT 4 - R/T/TELE CPT 5 - RR CPT 6 - CCS - FILE	RF:km
---	-------

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			DA 10 November 1976
TO: <i>(check)</i>	<input checked="" type="checkbox"/>	CHIEF, RECORDS AND CONTROL	FILE NUMBER 200-10
	<input checked="" type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 10000
	<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER 10-602
ATTN:	<input checked="" type="checkbox"/>	OFFICIAL COVER	<input checked="" type="checkbox"/> BACKSTOP ESTABLISHED <input type="checkbox"/> DISCONTINUED
REF:	Form 1322		UNIT
SUBJECT	WOODS, James S.		Records Analysis Group

KEEP ON STOP OFFICE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (FORM 20-400-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (FORM 20-400-11)
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____		DATE (PP or COB)
B. CONTINUING AS OF COB AUG 57		
<input checked="" type="checkbox"/>	SUMMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RMR 20-73)	SUMMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RMR 20-73)
<input checked="" type="checkbox"/>	ASCERTAIN THAT <u>ARMY</u> W-2 BEING ISSUED. (RMR 20-73)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
<input checked="" type="checkbox"/>	SUMMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (RMR 240-24)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
<input checked="" type="checkbox"/>	SUMMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (RMR 240-24)	
<input checked="" type="checkbox"/>	SUMMIT FORM 2600  FOR HOSPITALIZATION CARD	

REMARKS AND/or COVER HISTORY

Apr 57-Aug 58 Hqs Overt
 Aug 58-Nov 58 Korea and Japan DAC
 Nov 58-Aug 59 Hqs Overt
 Aug 59-Feb 60 Philippines DAC
 Feb 60-Mar 61 Hqs DPC
 Mar 61-Sep 61 Japan DAC and DAPC
 Sep 65-Jan 67 Hqs State Mem
 Jan 67-Oct 68 Vietnam, State Mem
 Oct 68-Nov 70 England DAC
 May 70 Hqs DAC

JFR

DISTRIBUTION: *H*
 COPY 1 - OPERATING DIVISION
 COPY 2 - RPT
 COPY 3 - RPT
 COPY 4 - RPT
 COPY 5 - RPT
 COPY 6 - RPT

HC/pt

SECRET

CHIEF OFFICIAL COVER CENTRAL FILES LIBRARY

1551-10004-10004-10004

10-40-400

SECRET

6 Mar 59

File: 2542

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

SUBJECT : James Savvie WOODS

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

2. Effective as 5 Mar 1959, it is requested that your records be properly blocked ~~xxxxxxxxxx~~ to deny ~~xxxxxxxxxx~~ Subject's current Agency employment to an external inquirer.

3. This memorandum confirms an oral request of 6 Mar 59 by Mr. E. C. Davies, Room 1608 "L", Building, Extension 2420.

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

cc: SSD/OS

~~ALL INFORMATION CONTAINED~~ SECRET

~~HEREIN~~ REMAIN

15804

ON FILE

6-19-68

AT

STANDARD FORM 50 (20 PARTS)
GPO: 1964 1959
FEDERAL PERSONNEL
CIVIL SERVICE COMMISSION
CHARTER NO. FEDERAL PERSONNEL BOARD

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Av1

1. NAME (ONE LAST-NAME-FIRST-GIVEN NAME, MIDDLE-NAME, AND SUFFIX)		2. DATE OF BIRTH		3. JURISDICTION OR ACTION BY		4. DATE	
Mr. James S. Woods 110039		20 Feb 1928				2 Jul 1956	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (use STANDARD TERMINOLOGY)		6. EMPLOYMENT DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY			
Reassignment		02		15 Jul 1956		50 USC 403 J	
FROM				TO			
10 (or) 507-503-05 GS-0136-53-7 \$660.00 per annum DIA/P/VI Branch 1-Nerves Base Records Interpretation Branch Personality Files Section Tokyo, Japan		11. POSITION TITLE 12. SERVICE, SALARY, GRADE, SALARY		13. POSITION CLASSIFICATION ACTION 14. POSITION CLASSIFICATION ACTION NEW VICE E. & REAL		15. SUBJECT TO U. S. RETIREE PAYMENT ACT (LAW-1952) 16. APPROPRIATION FROM: 7-3740-53-055 TO: 7-3302-23 750-13 17. SUBJECT TO U. S. RETIREE PAYMENT ACT (LAW-1952) 18. DATE OF APPROVAL RETIREE PAYMENT EXCLUSIONS CHART DATE: 19. LOCAL ATTACHEE CLAIMED <input type="checkbox"/> PROVED STATE:	
15. REMARKS: "Requester TO Uncashed funds DIAI Uncashed funds."							
3 EOD 08/21/56							
POSTED <i>AB 7/19/56</i>							
ENTRANCE PERFORMANCE RATINGS:							
Director of Personnel							
4. PERSONNEL FOLDER COPY							

7/17/56

SECRET

4-26-65

STANDARD FORM 52

Approved by the
U. S. Civil Service Commission
and used under authority of the
Revised Charter of the**REQUEST FOR PERSONNEL ACTION**

GSA NUMBERED

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

1. NAME (Last - First - Middle name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 28		5 May 56
5. ACTION REQUESTED 6. POSITION (Specify whether establish, change grade or title, etc.)		6. EFFECTIVE DATE 7. C. S. OR OTHER LEGAL AUTHORITY -ITY	
<i>Reclassification</i>		A. APPROVED:	
		17 JUN 1956	

Change in Title and Service Number

FROM— Opa Off (CE) GS-0136.53-7 DDF/PB Korea Mission Records Integration Branch Personality Files Section Atsugi, Japan	A. POSITION TITLE AND NUMBER B. SERVICE, GRADE AND SALARY C. ORGANIZATIONAL DESIGNATION D. HEADQUARTERS	TO— IO-CI GS-0136.53-7 DDF/PB Branch 1 - Korea Base Records Integration Branch Personality Files Section Yokosuka, Japan
<input checked="" type="checkbox"/> REG <input type="checkbox"/> DEPARTMENTAL	E. FIELD OF DEPARTMENTAL	<input checked="" type="checkbox"/> REG <input type="checkbox"/> DEPARTMENTAL SD:DI

A. REMARKS (Checkmarks if necessary)

T/O Change

APPROVED BY DIRECTOR AND CHIEF R. L. Gilbert, FE Personnel Officer	B. REQUEST APPROVED Signature: <i>Robert A. Shublynn</i> Date: <i>Feb 1956</i> 21 May 56	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Iris S. Wilson Ext 8761 (in Tokyo)		
D. VETERAN PRESENCE NAME: <input type="checkbox"/> OTHER <input type="checkbox"/> REPORT NAME: <input type="checkbox"/> OTHER	E. POSITION CLASSIFICATION ACTION REG <input type="checkbox"/> GS-13 <input type="checkbox"/> DRL SD:DI	
F. APPROVAL FROM: <i>6-3740-55-096</i> TO: <i>Sigma</i>	G. SUBJECT TO C. R. B. RETIREMENT ACT (1952-53) Yes	H. DATE OF APPROVAL REISSUE APPROVALS (EXCLUDING ONLY) STATE: D.C.
APPROVING OFFICER OF SFSC HEAD, DEPT. OF PERSONNEL SECTION		

I. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CECIL OR POS CONTROL	<i>20/2</i>	<i>2/2/56</i>	
C. CLASSIFICATION			
D. PLACEMENT OR EMP.	<i>R. L. Gilbert</i>	<i>21 May 56</i>	
E.			

APPROVED

SECRET*by Leslie C. Ladd, 21 May 56*

S-4-C-6-E-T

CONT'D. IN ITALICED ACROSS IN LINE OF 57-52

CHANGE OF SERVICE DESIGNATION

Effective Date - 22 April 1958

D to DI

<u>FE</u>	<u>Name</u>	<u>Grade</u>	<u>NEA</u>	<u>Name</u>	<u>Grade</u>
-----------	-------------	--------------	------------	-------------	--------------

	ACANTHUS, William	12			
	CILLIE, Vincent A.	12			
	HANES, Harry C., Jr.	11			
	JONES, James S.	07			
	McCoy, Leonard W.	09			

	FRIAR, John R.	12
--	----------------	----

DI

	DECK, Marian F.	07
	ROY, Ruth S.	07

EE

	MONTGOMERY, Hugh	12
--	------------------	----

SR

	THEODOKAS, Aldona V.	07
	KAPUSTA, Peter P.	11

D to DSME

	SODIS, Virginia	05
--	-----------------	----

D to DPHE

	McLAGHLIN, Mary S.	07
--	--------------------	----

K. H. - D. M. - by T. E. L. -
17 April 1958

S-4-C-6-E-T

S E C R E T
CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

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

Since his last Fitness Report, in June 1974, Mr. Woods has continued his extremely fine performance as a conscientious, hardworking and thoughtful records manager and registry supervisor. The CCS registry workload remains at about the same level as previously reported, and Mr. Woods regularly works an hour or so of uninterrupted overtime every working day personally reorganizing procedures, cleaning out, consolidating, and retiring files. His enthusiastic determination in reducing the numbers of out-of-date and no longer useful files is most exemplary. Knowing the numbers of primary and supplemental files involved in this exercise, and as a retiring supervisor, I can only wish him "good luck"!

Mr. Woods also continues eager to learn and use new methods and techniques. During this reporting period, in July 1974, he took the Agency course "Introduction to Micrographics Seminar #2."

Finally it gives me pleasure to note here that, effective ²⁴ November 1974, Mr. Woods will be given a well deserved promotion from GS 11/6 to GS 12/3.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

15 months

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

DATE

20 November 1974

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief, CCS

TYPED OR PRINTED NAME AND SIGNATURE


Carter H. Yates

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION
OF MY PERFORMANCEHAVE ATTACHED HAVE NOT ATTACHED

DATE

20 Nov 74

SIGNATURE OF EMPLOYEE

James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Both Mr. Yates' letter ratings and narrative comments accurately reflect the quality of Mr. Woods' performance during the reporting period. He is a thoroughgoing professional records officer who uses his extensive experience and his good judgement to take initiatives toward improving the Registry service and the management of records. Hand in hand with his high substantive competence goes his excellent ability as a supervisor. I can say nothing more laudable in this regard than that I have not had to deal with Registry personnel problems during the last year. He knows the job that needs to be done and so do his people. With this kind of leadership, the work gets accomplished with a high state of morale.

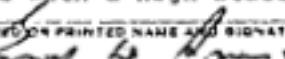
DATE

25 November 1974

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Cover and
Commercial Staff

TYPED OR PRINTED NAME AND SIGNATURE


Erich W. Isenstead

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN
ALL SECTIONS OF THIS REPORT

DATE

25 NOV 74

SIGNATURE OF EMPLOYEE


James S. WoodsCLASSIFICATION
S E C R E T

S E C R E T
CLASSIFICATION

REF ID: A6511

SECTION D

NARRATIVE COMMENTS

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

After a short overlap with his predecessor, Mr. Woods assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, Mr. Woods quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures.

Indicative of the work which he supervises are selected Registry statistics for May 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers' use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS, Mr. Woods not only has had to learn the CCS "system" himself,

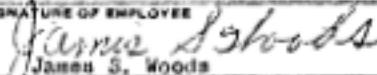
SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
10 mos		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
25 June 1974	DC/CCS	 Carter B. Yates

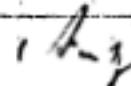
2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
<input checked="" type="checkbox"/> HAVE ATTACHED <input type="checkbox"/> HAVE NOT ATTACHED	25 June 74	 James S. Woods

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

In the relatively short period of his assignment to CCS, Mr. Woods has completely lived up to his advance billing as reflected in past fitness reports.  Mr. Yates has provided the specifics of Mr. Woods' accomplishments and has left me only to say that Mr. Woods is a first class professional Records Officer and supervisor who fully deserves an overall rating of Strong.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	C/CCS	 Erich W. Isenstrand

4. BY EMPLOYEE

I CERTIFY THAT I HAVE READ THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE
	7-1-74	 James S. Woods

CLASSIFICATION

S E C R E T

SECRET

SECTION C		NARRATIVE COMMENTS
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Plans of assignment of management or supervisory duties and cost consciousness in the use of personnel, materials, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>This officer has continued to perform with a high degree of effectiveness and accomplishment. He has concentrated on improving our records holding standards and on purging irrelevant and outdated files. In May 1972 he began a monthly series of progress reports for the Chief of Station outlining the month's accomplishments. Copies of these reports through January 1973 were sent to HQs in OIRT-18014 and 18015, dated 9 Feb 73. These reports clearly show this officer's focus on records management activities, his ingenuity and aggressiveness in launching programs of review of files and his tireless efforts in reducing Station holdings to a practical and useable minimum. His records inventory as of September 1972, reporting a total reduction in excess of 85 feet, speaks for itself. His next report also promises to show dramatic reductions.</p> <p>This officer shows a sense of professional responsibility and determination in the oft neglected function of records management, deeper and more intense than any other witnessed by the rating officer in his career. He performs his other duties as Chief, Registry with an equally high degree of effectiveness. Subject officer may have been inadvertently hiding his talents under the proverbial bushel basket by having remained in the field for so long. It is the rater's hope that HQs now has focussed on him and has discovered his potential for greater responsibilities. The records in this Station are tremendously improved for his having had a tour in Rome. We are certainly glad he came.</p>		
SECTION D		
CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE		
I CERTIFY THAT I HAVE READ SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
30 April 1973	/s/ James S. Woods	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Admin Officer	/s/ Thomas McKinley
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>This officer has been remarkably effective during his tour in Rome. While we are very sorry to lose him, there is no question that his formidable talents should be used on a much broader range of records management and related problems than could be done in this Station. His next assignment in Headquarters appears to give him that additional scope. We are glad that he served in Rome and that during this tour here he received a well-deserved promotion. Rome Station's records have improved considerably as a result of this officer's tour here. I am in full agreement with the above comments and ratings.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Ops Officer	/s/ William Acon, Jr.

SECRET

SECRET

SECTION C		NARRATIVE COMMENTS													
<p>Indicate significant strengths or weaknesses demonstrated by the person keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Any oral or explicit ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, may be commented on, if applicable. If extra space is needed to complete Section C attach a separate sheet of paper.</p>															
<p>With about nineteen months experience managing the station registry already under his belt, his usefulness here increases. He continues to demonstrate the same quietly effective leadership and talent for sound organization in his own shop as were noted on the last fitness report.</p>															
<p>While maintaining a high standard in the more routine day-to-day services and processes a registry is normally expected to supply, he has also been the catalyst for a thorough, carefully phased and continuing review and, where appropriate, purge of registry and other file holdings. Administering this ambitious reduction program requires sound judgment and experience in handling the detail in our existing records. Subject has these qualities and has achieved impressive results. To complete this task, he has asked to extend his tour here for one year until November 1971 and Headquarters has approved this.</p>															
<p>He is invariably completely responsive to guidance from the DCOS, his immediate supervisor, and conscientiously seeks to achieve the work goals which are identified during our occasional accomplishment and performance consultations. The spirit of cooperation with which he deals with other station personnel is equally commendable.</p>															
<p>No criticism can be made of his security and cover deportment.</p>															
SECTION D		CERTIFICATION AND COMMENTS													
<p>1. BY EMPLOYEE</p> <p>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</p>															
DATE	SIGNATURE OF EMPLOYEE 18 June 1970 /s/ James S. Woods														
<p>2. BY SUPERVISOR</p> <table border="1"> <tr> <td>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</td> <td colspan="3">IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE: GIVE EXPLANATION</td> </tr> <tr> <td>DATE</td> <td>OFFICIAL TITLE OF SUPERVISOR</td> <td colspan="2">TYPED OR PRINTED NAME AND SIGNATURE</td> </tr> <tr> <td>18 June 1970</td> <td>DCOS</td> <td colspan="2">/s/ David Whipple</td> </tr> </table>				MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE: GIVE EXPLANATION			DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE		18 June 1970	DCOS	/s/ David Whipple	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE: GIVE EXPLANATION														
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE													
18 June 1970	DCOS	/s/ David Whipple													
<p>3. BY REVIEWING OFFICIAL</p> <p>COMMENTS OF REVIEWING OFFICIAL</p> <p>Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his chosen field.</p>															
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE													
22 June 1970	COS	/s/ Bronson Tweedy													

SECRET

SECRET

(Other Foreign Env)

SECTION C

NARRATIVE COMMENTS

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

He arrived ten months ago at this post with considerable experience in Registry work at Headquarters and at other field stations and with a thorough understanding of how a Station Registry should be organized and run. He immediately put this understanding to good use. While maintaining the overall efficiency of Registry programs already in effect when he took over, he enthusiastically began a carefully-planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and manpower are usually imaginative and practical.

He himself is a remarkably well-organized, conscientious and cooperative person.

He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a **Foreign Service** reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hard-worked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

9 October 1969

/s/ James S. Woods

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISION

TYPED OR PRINTED NAME AND SIGNATURE

9 October 1969

/s/ David D. Whipple

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur with this very favorable assessment. Subject has a real talent for work in his chosen field and his professional accomplishments here have been impressive. Subject's career should be watched with care and there should be room for considerable advancement in the Records Management end of our business.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

5 November 1969

/s/ Bronson Tweedy

SECRET

SECRET

(This Form is to be used)

SECTION C**NARRATIVE COMMENTS**

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

This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.

During this period, his unit has experienced heavy increases in workload and assumed new or additional functions with no reduction in the service provided to Station components.

Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.

The personnel under his supervision display enthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.

Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Door".

SECTION D**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

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

DATE

21 Sept 1968

SIGNATURE OF EMPLOYEE

/s/James S. Woods

2.

BY SUPERVISORNAME OF EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

14

DATE

21 Sept 1968

OFFICIAL TITLE OF SUPERVISOR

Records Admin Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/John K. Smith

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the ratings and comments of the Rating Officer.
Subject has been most amenable and responsive to positive direction.

D-7A

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

21 Sept 1968

C-3 Officer

/s/**Vincent M. Lockhart****SECRET**

SECRET

SECTION C NARRATIVE COMMENTS

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

Subject has done an excellent job in redesigning the layout and arranging the work flow in the new Station Registry. As a result, his unit has been operating on a fully effective and productive basis, even during the recent emergency when certain workloads increased several hundred per cent. In operation and physical appearance the Station Registry may be considered a model registry.

He is very cooperative and works well with other offices in solving mutual problems or setting up new requirements.

Subject is industrious and dedicated and willingly works long hours to meet the daily demands of his position. He performed in an exemplary manner while working for an extended period under stress during the recent emergency.

Subject is a pleasant, dependable individual who is anxious to do the best job possible in a demanding and vital position at the Station.

He is properly cost conscious in the use of personnel, space and equipment.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
------	-----------------------

2. BY SUPERVISOR

WHICH EMPLOYEE HAS BEEN UNDER MY SUPERVISION <i>J Amos</i>	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION Subject has not reviewed this report inasmuch as it recommends him for promotion.
---	--

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 March 1968	Records Admin Officer	/s/John K. Smith

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
5 March 1968	Ope Officer	/s/vincent Lockhart

SECRET

SECRET**NARRATIVE COMMENTS**

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

Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level.

During the past several months, the Section has undergone several changes and assumed additional functions under his guidance.

Subject is cost conscious in the use of supplies and equipment in his Section.

Subject is attending evening courses leading toward his degree to further himself professionally.

SECTION D**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
14 Aug 1967	/s/ James S. Woods	
2. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Records Admin Officer	/s/ John K. Smith
3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL		
<p>I concur in the ratings and comments of the supervisor. In fairness to the employee, it should be noted that the supervisor is a conscientious and conservative rater.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Opu Officer	/s/ Vincent M. Lockhart

SECRET

SECRET*(This field is blank)***SECTION C****NARRATIVE COMMENTS**

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

As Chief of the Tokyo Station Registry, this employee has performed at a level of exceptional proficiency for the past year. He welcomes hard work, is able to fill in for any absent member of his unit and keep up his own work as well. He continues to bring up ideas for the improvement of his unit. These have been particularly welcome during the past year in view of the impending move of the Registry to a new location **at Fuchu Air Station.** The slight tendency to be arbitrary mentioned in the last fitness report has been eliminated during this reporting period. In view of this employee's strong performance over the past year, he is being recommended for promotion to GS-10.

SECTION D**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

10 Sept. 63 /s/ James S. Woods

2.

BY SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

10 Sept. 63

Chief, Ops Support Staff

/s/ Frederick Randall

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in this rating and add that this employee has not let the very serious personal problems thrust upon him during this period interfere in any way with his consistently dependable performance. In this key role, in any station of this size, dependability, reliability, and confidence are "musts" and while there are quite naturally small aggravating incidents of mis-routing or mis-direction of documents, I have been struck by the lack of them here, because ratee has the "must" qualities. His performance certainly warrants favorable consideration of the projected promotion action.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

11 September 63

Deputy Chief of Station

Robert Wheeler *LJ***SECRET**

SECRET

(Form Filled In)

F-25

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE SUPERVISOR: Consult current instructions for completing this report.

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

SECTION A. GENERAL

1. NAME (Last) Woods	2. Grade SSS	3. Date of birth 70 Feb 1938	4. Sex M	5. Service designation DT
6. OFFICIAL POSITION/BRANCH OF GOVERNMENT DDP/ 2d PES/PSH/Manila		7. OFFICIAL POSITION/TITLE Cpl		
8. GRADE	9. DATE REPORT DUE IN DD	10. PERIOD covered by this report (Inclusive dates) 21 August 1958 - 4 Sept 1958		
10. TYPE OF REPORT (Check one)	11. RATING ANNUAL	12. RESPONSIBILITY EXCEPTIONAL-EXCELLENT	13. PERIOD EXCEPTIONAL-EXCELLENT	14. SPECIFIC (Specify) X FOR TIV Period--MELB

SECTION B. CERTIFICATION

1. IF NOT RATED: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
RE: Subject left station

2. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	<input type="checkbox"/> INDIVIDUAL IS BASED ON THE INFORMATION THAT WAS SENT TO ME OR WAS ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISOR.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL HAS BEEN EVALUATED AND JOB PERFORMANCE REQUEST (Specify)
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS INDIVIDUAL HIS STRENGTHS AND WEAKNESSES BY MEANS OF ANNUAL REPORT OR PLAN.	<input type="checkbox"/> EVALUATE HIS JOB PERFORMANCE REQUEST (Specify)

3. THIS DATE **18 Sept 1958**

4. SIGNATURE OF SUPERVISOR'S SUPERVISOR'S OFFICIAL TITLE
Collas G. Harris 1st of Station, Melb

5. FOR THE REVIEWING OFFICIAL: REQUEST THAT YOUR SUPERVISOR FORWARD THIS REPORT TO YOU. THIS WILL ASSIST IN A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE

Yf 3 Nov 1958

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

6. THIS DATE	7. TITLE OR POSITION NAME AND SIGNATURE OF REVIEWING OFFICIAL	8. OFFICIAL TITLE OF REVIEWING OFFICIAL
--------------	---	---

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

- | | |
|---------------------------------------|--|
| <input checked="" type="checkbox"/> 5 | 1 - HAS NOT PERFORMED THESE ASSIGNMENTS; HE IS INCOMPETENT.
2 - PARTIALLY AWARE OF PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY PERFORMS SOME AREA OF DEFICIENCY.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A HIGHLY PERFORMANCE CAPABLE BUT MAY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EXCLUDED BY THE CLASSIFICATION FROM THE SUPERVISOR. |
|---------------------------------------|--|

Comments: This rating covers the period 21 August - 4 September 1958, while subject was in Melbourne surveying Station files and installing new RI standardized filing system.

SECRET

FF-25 2B GPO 77

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you submit this report to the employee except under conditions specified in Regulation 20-350. It is recommended that you read the entire form before completing any section. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A. of Section A below.

SECTION A.

GENERAL

A. NAME WOODS JAMES S.	B. DATE OF BIRTH	C. SEX	D. SERVICE DESIGNATION
E. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		F. OFFICIAL POSITION/TITLE	
G. GRADE	H. DATE REPORT DUE IN SP	I. PERIOD COVERED BY THIS REPORT (inclusive dates) 4 April - 30 June 1958	
I. TYPE OF REPORT (check one)	J. RATING	K. APPROVALS-SUPERVISOR	L. APPROVALS-CHIEF
<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> SEMI-ANNUAL	<input type="checkbox"/> APPROVALS-SUPERVISOR	<input type="checkbox"/> APPROVALS-CHIEF T.D.Y.

SECTION B.

CERTIFICATION

FOR THE RATED: THIS REPORT WAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN ON

NOTE: Report prepared after subject departed this station.

A. CHECK (X) APPROPRIATE STATEMENTS:

This report reflects my own opinion of this individual.	I am responsible to rated Office C1 or C2, a division manager or next to highest grade attached to this report.
X This report reflects the combined opinion of myself and supervisors Other	I cannot certify that the rated individual's work was exclusively his job performance because (specify).
I have acquainted with this employee his strengths and weaknesses so that he knew where he stands.	

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
10 July 1958	Orrin R. Magill, Jr.	

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

BY	DATE
Printed for [initials] A.B.	1000
ALL 10/10/58	

 CONTINUED ON ATTACHED SHEET

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

E. RANK, DATE	F. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	G. OFFICIAL TITLE OF REVIEWING OFFICIAL
	Nicholas A. Sestini	

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

6	1. DOES NOT PERFORM DUTIES ACCURATELY. HE IS INCOMPETENT.
	2. ACCURATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A HIGH PERFORMANCE CARRIES OUT MOST OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS REGARDED BY HIS OTHER PERSONNEL AS THE LEADER.

COMMENTS:

SECRET

29 SEP 1963

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision NOW AT LEAST 90 DAYS, OR LESS THAN 90 DAYS, HOLD AND COMPLETE AFTER THE 90 DAYS HAS ELAPSED. IF THIS IS THE INITIAL REVIEW ON THE EMPLOYEE, HOWEVER, IT MUST BE COMPLETED AND FORWARDED TO THE OF NO LATER THAN 30 DAYS AFTER THE DUE DATE INDICATED IN ITEM 8 OF SECTION "E" BELOW.

SECTION E. GENERAL

1. NAME (Last) — (First) — (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS JAMES S.			

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
		4 April - 30 June 1958

10. TYPE OF REPORT (Check one)	11. CRITICAL	12. RESPONSIBILITY-SUPERVISOR	13. SPECIAL (Specify)
	ANNUAL	RESPONSIBILITY-EMPLOYEE	T.D.Y.

SECTION F. CERTIFICATION

F. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED.

1. THIS DATE	2. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	3. SUPERVISOR'S OFFICIAL TITLE
10 July 1958	James Orrin R. Magill, Jr.	

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

4. THIS DATE	5. TYPE OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	6. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 July 1958	Nicholas A. Matioli	

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

- 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
 3 - MAKES PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES.
 4 - PLANS FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES.
 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING.
 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL.
 RATING 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER NUMBER LEVEL RESPONSIBILITIES.

2. SUPERVISORY POTENTIAL

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

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

ACTION	POTENTIAL	DESCRIPTIVE SITUATION
	3	A SUPERVISOR WHO OVERSEES THE BASIC JOB (CROSS-DISTRICT, METROPOLITAN, TECHNICAL OR PROFESSIONAL SPECIALISTS OF VARIOUS TRADES) WHERE CONTACT WITH IMMEDIATE SUPERVISOR IS FREQUENT (FIRST LINE SUPERVISOR)
	3	A SUPERVISOR WHO DIRECTS THE BASIC JOB (SECOND LINE SUPERVISOR)
	0	A SUPERVISOR WHO MAY NOT BE SUPERVISOR, WHICH IS RESPONSIBLE FOR MAJOR PLANNING, ORGANIZATION AND POLICY (MANAGEMENT LEVEL)
	3	SUPERVISOR WHO HAS IMMEDIATE SUPERVISOR WHO IS NOT PRESENT
	3	WHICH IMMEDIATE SUPERVISOR AUTHORIZES AND DIRECTS THE WORK, BUT HAS NO CONTROL OR COORDINATION
	0	OVER IMMEDIATE SUPERVISOR WHO IS NOT MEMBER OF THE ORGANIC TEAM
	0	SPRING (Seasonal)

CONFIDENTIAL

(This portion is)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WITH A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW, ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 6 AND COMPLY WITH HHS 2510, PERSONNEL, EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY IN-HQQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last)	(First)	Middle	SOCIAL SECURITY NUMBER
Woods, James S.			502 16 6806

1. MARITAL STATUS (Check one)

SINGLE <input checked="" type="checkbox"/>	MARRIED <input type="checkbox"/>	SEPARATED <input type="checkbox"/>	DIVORCED <input type="checkbox"/>	WIDOWED <input type="checkbox"/>	ANNULLED <input type="checkbox"/>
IF MARRIED, PLACE OF MARRIAGE Washington, D.C.			DATE OF MARRIAGE 6 Aug 60		
IF DIVORCED, PLACE OF DIVORCE DECREE			DATE OF DECREE		

2. MEMBERS OF FAMILY

NAME OF SPOUSE Lorraine Anne	ADDRESS (No. Street, City, State, Zip Code) 432 College Pkwy Rockville	TELEPHONE NO. 24-0162
NAME OF CHILDREN	ADDRESS	DATE OF BIRTH

LAURA RENEE WOODS	432 College Pkwy Rockville, MD.	TELEPHONE NO. 202-274-5715
		DATE OF BIRTH 20/2/71

NAME OF FATHER (or male guardian)	ADDRESS	TELEPHONE NO.
ROSS A. WOODS - Deceased		
NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian)	ADDRESS	TELEPHONE NO.
SUSAN P. WOODS	Forest River, N. Dak.	

NAME MEMBER OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION OR CONTACT IS REQUIRED IN AN EMERGENCY.

ROSS A. WOODS (Deceased) (Signature, Last name, first name, middle initial)

B. OTHER RELATIVES WHO ARE DEPENDENT UPON YOU OR LIST ONE OR MORE OF THESE RELATIVES AND THEIR RELATIONSHIP
NAMES IN CAPITAL LETTERS AND DO BORN. STATED NAMES AND RELATIONSHIPS

NAME	DATE OF BIRTH	RELATIONSHIP

3. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Last, First, Middle) FIRLAF, Richard	RELATIONSHIP BROTHER IN-LAW
HOME ADDRESS (No. Street, City, State, Zip Code) 521 Haze Lane St. Louis, Mo.	TELEPHONE NUMBER 701-775-4472
BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & EXTENSION	

IS THE INDIVIDUAL NAMED ABOVE A CITIZEN OF THIS COUNTRY AND WHETHER HE IS AN ACTIVE MEMBER AND MEMBER OF
ORGANIZATION AS STATED ON THIS FORM

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPACITATED? (If No,
give name and address of person, if any, who can make such decisions in case of emergency.)

UNION TRUST CO. OFF D.C.

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If No, give name and address of person, if any, who can make such decisions in case of emergency.)

The person named in Item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

SECRET

cr-257

4 MAR 1965

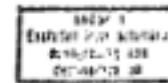
MEMORANDUM FOR: Deputy Director for Plans
ATTENTION: DDP/OP
SUBJECT: Request for Quality Step Increase
for Mr. James S. Woods, GS-09

1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.
2. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, in Korea and Atsugi, Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958.
3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows:

"A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at **Fuchu Air Station** and handles all correspondence for all Station elements. In view of the fact that the Station is located **in five different geographic locations**, a great deal of responsibility is given to Mr. Woods to ensure that action responsibility on incoming cables is rapidly and properly assigned, dispatches are correctly routed and processed, correspondence from other local military agencies is correctly analyzed and routed, the twice-a-day courier system is functioning effectively, and the Station flexowriter is rapidly churning out priority dispatch traffic.

"B. The Registry is presently composed of six employees in addition to Mr. Woods, who is Chief of this unit. Mr. Woods does an exemplary job in supervising these employees with the result that the Station Registry is a smooth and well-functioning unit.

SECRET



SECRET

1. NAME (Last, First, Middle)	2. DATE OF BIRTH	3. GRADE	
WOODS, James S.	20 February 1928	GS-10	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/EUR	5. PRESENT POSITION Records Admin Officer	6. EMPLOYEE EXTENSION e/97152	
7. PROPOSED STATION Rome, Italy	8. PROPOSED POSITION (Title, Number, Grade) Records Admin Officer	9. NO. OF DEPENDENTS TO ACCOMPANY -2-	
10. TYPE OF COVER AT NEW STATION. SS# 502-16-6806 <u>Nominal (Light State)</u>	11. ESTIMATED DATE OF DEPARTURE 31 May 1971		
12. COMMENTS Please evaluate for proposed assignment. No language is required for this position			
<i>W. J. S.</i>			
13. DATE OF REQUEST 8 March 1971	14. SIGNATURE OF REQUESTING OFFICIAL <i>Floyd G. Janter</i> Floyd G. Janter, E/Pers	15. ROOM NUMBER AND BUILDING 480002 HQs	16. EXTENSION 7152
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION <i>6 APR 71</i> <i>QUALIFIED FOR PCS OVERSEAS EVALUATION</i> <i>APR 71</i> <i>WVA 1 3510011</i>			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET

SECTION VIII					
1. INCLUSIVE DATES (month/year to month/year)		2. LOCATION (Country, City)		3. DIRECTORATE OFFICE OR DIVISION, BRANCH	
AUG 57 - FEB 59		MANILA, P.I.		FBI	
* TITLE OF JOB		CHIEF OF RECORDS MANAGEMENT TEAM		GS-7 * GS-7	
* DESCRIPTION OF DUTIES		<p>CHIEF OF A TEAM OF THREE INDIVIDUALS COPIED WROTE STATIONED PCS MANILA BUT TRAVELED THROUGHOUT THE F.E. (INCLUDING AUSTRALIA) TO SET UP RECORD SYSTEMS, INCLUDING REGISTRY, ACCORDING TO HEADQUARTERS REGULATION. THIS WAS TO ENSURE THAT FIELD SYSTEMS WOULD BE IN LINE WITH HQ'S PROCEDURES.</p>			
FEB 57 - July 57		MEXICO CITY, MEXICO		WH	
* TITLE OF JOB		TEAM MEMBER OF RECORDS MANAGEMENT TEAM		GS-7	
* DESCRIPTION OF DUTIES		<p>MEMBER OF A TEAM OF 4 ASSISTANT TO MEXICO TO ESTABLISH AND STREAMLINE A SYSTEM OF RECORDS. THIS INVOLVED SETTING UP A 201 SYSTEM, BETTER NAME TRACE SYSTEM, CHARGE-CODE SYSTEM FOR FILES AND THE MICROFILMING OF FBI RECORDS. MY MAIN SPECIALTY WAS 201'S.</p>			
AUG 54 - NOV 56		SINGAPORE, SINGAPORE		FBI	
* TITLE OF JOB		ADMIN ASSISTANT		GS-5 * GS-7	
* DESCRIPTION OF DUTIES		<p>NAME TRACES AND OTHER REGULAR REGISTRY DUTIES.</p>			

SECRET