

STANDARD FORM 60
(October 1960)
DECLASSIFIED BY U. S. CIVIL SERVICE COMMISSION
Federal Personnel Manual
60-102

SECRET

Official Personnel Folder

SECRET

IN

69 File Cut

29 SEP 1968

CCDC JAMES S
502-16-6500

100-2120174
100-2120174

SECRET
(Or here Filled In)

03 AUG 1978

REQUEST FOR PERSONNEL ACTION								DATE PREPARED									
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						26 July 1978									
01C032		WOODS JAMES S.															
3. NATURE OF PERSONNEL ACTION RETIREMENT - (VOLUNTARY) CARDS								4. EFFECTIVE DATE REQUESTED									
								MONTH	DAY	YEAR							
								08	04	78	REGULAR						
5. PAY GRADE		V TO V	V TO C	6. PAY GRADE		V TO V	V TO C	7. PAY AND NSCA									
		0 TO V	0 TO C			0 TO V	0 TO C	8. LEGAL AUTHORITY (Completed by Office of Personnel) DL 88-LNB-5 SESSION 233									
9. ORGANIZATIONAL DESIGNATIONS DDO/IMS ADD INFORMATION MGMT & PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT								10. LOCATION OF OFFICIAL STATION WASH., D.C.									
11. POSITION TITLE RECORDS ADMIN OFF NE (13)								12. POSITION NUMBER CG45									
14. CLASSIFICATION SCHEDULE (GS, LS, IN, F)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE									
GS				0344.01		13 2		\$26,889									
18. REMARKS Last Working Day: 4 August 1978																	
CONCUR: <i>Henry E. Milton</i> Date <i>03/04/78</i>																	
(O-ordained: William A. Marshall/ROB 7/31/78)																	
18A. SIGNATURE OF REQUESTING OFFICIAL <i>Henry E. Milton</i>				DATE SIGNED 7/26/78		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>George L. Reed</i>				DATE SIGNED 7/26/78							
C/PCS/COS/POPS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL CNIS																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODES		22. STATION CODE		23. INTEGRITY CODE		24. HONORABLE CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
45 16												MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
28. RTE LENGTH		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.		34. SEC. REG. NO.					
MO. DA. YR.		CODE		CODE		CODE		CODE		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.			
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. FECH/HEALTH INSURANCE		40. SOCIAL SECURITY NO							
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE		CODE		CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. STATE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA											
CODE		CODE		FORM EXECUTED		NO. TAX EXEMPTIONS		FORM EXECUTED		CODE		NO. TAX EXEMPT.		STATE CODE			
45. POSITION CONTROL CERTIFICATION		03 AUG 1978		46. O.P. APPROVAL		<i>W. Milton 7/26/78</i>		DATE APPROVED									
FORM 1152 USE PREVIOUS EDITION										E-2, IMPDET CL. BY		007622		(4)			

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14 00000

25 July 1978

SUMMARY OF AGENCY EMPLOYMENT

I entered on duty with the CIA in April 1952 and have been in records management for my whole career, seventeen years of it overseas.

James Woods
James S. Woods

~~NO SECURITY EXCEPTIONS~~
[Handwritten signature]

SECRET

16 MAY 1978

REQUEST FOR PERSONNEL ACTION								DATE PREPARED		
								9 May 1978		
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								
010032		WOODS JAMES S								
3. NATURE OF PERSONNEL ACTION								4. EFFECTIVE DATE REQUESTED		
REASSIGNMENT								MONTH DAY YEAR 04 09 78		
5. RANK		V TO V	V TO O	6. PAY AND NSCA		7. CATEGORICAL EMPLOYMENT				
O TO V		O TO V	O TO O	\$020-3430 0000		REGULAR				
9. ORGANIZATIONAL DEMONSTRATIONS								10. LOCATION OF OFFICIAL STATION		
DDO/IMS INFORMATION MGMT AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT								NASH., D.C.		
11. POSITION TITLE								12. POSITION NUMBER		
RECORDS ADMIN OFF (13)								CG45		
14. PAY COMPARISON SCHEDULE NO. 14-A				15. OCCUPATIONAL SERIES		16. GRADE AND STEP				
GS				0344.01		13 2				
17. SALARY OR RATE								\$ 26,889		
18. REMARKS										
FROM: DDO/NE										
CONCUR: John Diffley (telecord)								DATE		
C/NE/Pers										
<i>John Diffley 05/13/78</i>										
18A SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER			DATE SIGNED	
<i>Henry E. Walton</i>				5/10/78		<i>L. Hellmich</i>			5/11/78	
C/PGS/CSS/Pers SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL DDO/CMS/07-12										
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODE	22. STATION CODE	23. INTEGRITY CODE	24. MONTHS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
37	10	53740	1.MS	95013		02 20 28				
28. RETIREES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA			33. SECURITY DATA	34. SOC. SEC.		
MO. DA. YR.		CODE	TYPE	MO. DA. YR.	EOD DATA		SEC. NO.	NO.		
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG. COMP DATE	38. CAREER CATEGORY	39. MEDICAL/HEALTH INSURANCE	40. SOCIAL SECURITY NO					
CODE	MO. DA. YR.	MO. DA. YR.	CAREER MO/PREP	CODE	MEDICAL 1-REG 2-REG/OPT 3-INELIGIBLE		CODE	CODE		
41. PREVIOUS LIVELIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA							
CODE	CODE	FORM EXECUTED 1-YES 2-NO	NO TAX EXEMPTIONS	FORM EXECUTED 1-YES 2-NO	CODE	TAX EXEMPT	STATE CODE			
45. POSITION CONTROL CERTIFICATION	46. DA APPROVAL	DATE APPROVED								
3 U HHS 105-12-78 From: ne 4/17/78 5/26/78										

SECRET

(If less than 100)

C REQUEST FOR PERSONNEL ACTION							DATE PREPARED			
1. SERIAL NUMBER	2. NAME (Last-First-Middle)						6 Feb 78			
J10032	WOODS, JAMES S.									
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT					
PROMOTION			MONTH	DAY	YEAR	REGULAR				
6. PAY	V10V	V100	013	12	78	7. PAY AND NSCA				
	C10V	C100	3033 4800 0000		8. LEGAL AUTHORITY (Comprised by Office of Personnel)					
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION							
DDO/NB DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF			WASH, D.C.							
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
RECORDS ADMIN OFF			CG45		DCC					
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS		0344.01		13 2		3000 268894				
18. REMARKS										
CONCUR: <i>From 125</i>										
Henry Walton (telecoord) ISS				6 Feb 78 Date						
18A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE/APPROVING OFFICER			DATE SIGNED		
John F. Miller, CNE/PERS			6 Feb 78		<i>Clark</i>			2/8/78		
19. SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE	20. PAY DOT CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. MOBILIS. CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
22 10	46075	NE 75013				02/20/28	03/12/78	03/12/78		
28. RPT. EPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	33. SECURITY REG. NO.	34. SOC. SEC. NO.				
35. RET PREFERENCE	36. SERV. COUP. DATE	37. LIVING COUP. DATE	38. CAREER CATEGORY	39. FEGL, HEALTH INSURANCE	40. SOCIAL SECURITY NO.					
CODE	MO. DA. YR.	MO. DA. YR.	CAR/PSTY. PROV/TEEP	CODE	0-111111	1-REG	2-REG/OPT	3-INELIGIBLE	40. MEDICAL INS. CODE	
0-000000	-	-								
1-111111	-	-								
2-111111	-	-								
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA							
CODE	0-00 PREVIOUS SERVICE 1-00 RECALL TO SERVICE 2-00 RECALL TO SERVICE (LESS THAN 3 YEARS) 3-00 RECALL TO SERVICE (MORE THAN 3 YEARS)	FORM EXECUTED CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	NO. TAX EXEMPT	STATE CODE			
		1-TES 2-DO		1-TES 2-DO						
45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED								
3-6-78 A20	<i>Robert H. Clark</i>	6 MAR 1978								

FORM 1152 USE PREVIOUS EDITION 6-72

SECRET

E-2, IMPDET CL BY. 007622

18 August 1978

Mr. James S. Woods
304 Meadow Hall Dr.
Rockville, MD 20851

Dear Mr. Woods:

We are enclosing the employee copy of your
retirement action (Form 1150) that you requested.

04 August 1978.

Sincerely,

151

Abraham Schwartz
Chief, Control Division

Enclosure: 1 Form

Dist.
Orig. - Adse.
1 - TRB
R - OPE/WOODS, James S.
OP/TRB/SEAllewelt; sea(18AUG78)

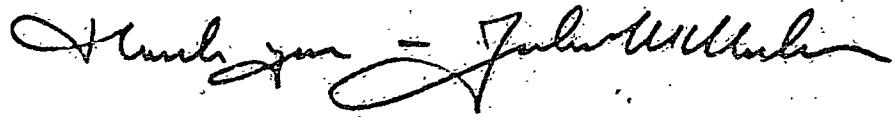
ADMINISTRATIVE-INTERNAL USE ONLY

18 APR 1978

MEMORANDUM FOR: James S. Woods
FROM: John N. McMahon
Deputy Director for Operations
SUBJECT: Commendation for Exceptional Performance

1. The Directorate of Operations Records Review Task Force has finished its work in Warrenton. I want you to know that I realize that a large measure of the success of this effort was due to the exceptional performance of the Records Management Officers who worked long and hard during the six-month period, patiently guiding the 435 Directorate personnel who served on the component teams. Many of you performed additional duties, voluntarily and cheerfully, extending beyond the ten-hour work day, which kept the task force functioning smoothly.

2. This fine team effort and your personal contribution to it is in the best tradition of the Directorate of Operations. I commend you for a job well done.



John N. McMahon

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1 AUG 1978

MEMORANDUM FOR: Director of Personnel

FROM : Kenneth Corbat
 Chief, Retirement Affairs Division

SUBJECT : Request for Voluntary Retirement -
 Mr. James S. Woods

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

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

Grade: GS-13	Position: Records Management Officer
Career Service	Operations
Office/Division	Information Management Staff
Date Requested for Retirement:	4 August 1978
Age at that Date	50
Years of Creditable Service	29
Years of Agency Service	26
Years of Qualifying Service	9

3. The applicant's Career Service and the CIA Retirement Board recommend that the request be approved.

/S/ Kenneth Corbat

The recommendation contained in paragraph 3 is approved.

(Signature) F. W. W. [unclear]

2 AUG 1978

Director of Personnel

Date

E 2 AUG 1978

Distribution:

- 0 - Return to ROB
- 1 - Applicant
- 1 - OPF
- 1 - ROB Soft File
- 1 - ROB Reader

CONFIDENTIAL

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OCT 11/61

SECRET

(If Area Filled In)

1700

21 OCT REQUEST FOR PERSONNEL ACTION						DATE PREPARED	21				
1. SERIAL NUMBER	2. NAME (Last, First, Middle)					5 Oct 1977					
010032	Woods, James S.										
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED					
Reassignment AND CANCELLATION of RSEA						07	11	77			
5. PLACE		VIA V	VIA O	6. PAY AND NSCA		7. CATEGORY OF EMPLOYMENT					
OCTN		OCTN	OCTN	8035 4801 0000		Regular ✓					
9. ORGANIZATIONAL DESIGNATION						10. LOCATION OF OFFICE & STATION					
DDO/NE Division Office of the Chief, NE Division Plans Staff						Wash., D. C. ✓					
11. POSITION TITLE						12. POSITION NUMBER					
Records Admin Off						CGC	DCC				
13. CLASSIFICATION SCHEDULE (GS, LS, GS)		14. OCCUPATIONAL SERIES		15. GRADE ANNUAL		16. SALARY OR RATE					
GS		0344 01		12 A		\$400					
17. REASON replacing Peter Serra						#11 PER SUE *SAL, BLURB					
Concur:						10-17-77					
<i>Jeanne M. Bennett</i> Act/PCST/CSS Personnel						#3 PER NANCY 10-17-77					
18A SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER					
John J. Duggan GM/PERS				10-05-77		J. J. Duggan 10-05-77					
19. SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. PAY CODE	21. PAY CODE	22. STATION CODE	23. INTEGRITY CODE	24. HIRE DATE	25. DATE OF SEPARATION	26. DATE OF GRADE	27. DATE OF LR			
37	10	46000	N	7504	02 10 28						
MO DA VR	MO DA VR	MO DA VR	MO DA VR	MO DA VR	MO DA VR	MO DA VR	MO DA VR	MO DA VR			
28. PAY PERIOD		29. SEFT COEF. DATE		30. LOSS COEF. DATE		31. CARRIER CATEGORY		32. FEES, HEALTH INSURANCE		33. SOCIAL SECURITY NO.	
CODE		MO DA VR		MO DA VR		LAB/REL. PROF/TECH		CODE		CODE	
1-10 77		1-10 77		1-10 77		1-10 77		1-10 77		1-10 77	
3-10 77		3-10 77		3-10 77		3-10 77		3-10 77		3-10 77	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA					
CODE		CODE		FORM EXECUTED CODE NO. TAX EXEMPTIONS		FORM EXECUTED CODE NO. TAX EXEMPTIONS					
1-00 PREVIOUS SERVICE 1-00 DEPT OF DEFENSE 1-00 DEPT OF DEFENSE (LESS THAN 3 YEARS) 3-00 DEPT OF DEFENSE (MORE THAN 3 YEARS)		1-100 2-00		1-100 2-00		1-100 2-00					
45. POSITION CONTROL CERTIFICATION 01 NOV 1977						46. O.P. APPROVAL		DATE APPROVED			
OK FROM: CCS 10-14-77 PSH						John J. Duggan		10-05-77			
5. 1152 - PREVIOUS EDITION											
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E-2, IMPOT CL. BY 007622											

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(- N D)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 9 August 1976									
1. SERVICE NUMBER	2. NAME (Last-First-Middle)												
010732	WOODS, JAMES S.												
3. PURPOSE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED										
CHANGE OF PAY GRADE			08	09	76								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">6. RANK</td> <td style="width: 25%;">7. PAY GRADE</td> <td style="width: 25%;">8. PAY GRADE</td> <td style="width: 25%;">9. PAY GRADE</td> </tr> <tr> <td>OF 100</td> <td>V100</td> <td>V100</td> <td>V100</td> </tr> </table>			6. RANK	7. PAY GRADE	8. PAY GRADE	9. PAY GRADE	OF 100	V100	V100	V100	10. GRADE AUTHORITY (Completed by Officer)		
6. RANK	7. PAY GRADE	8. PAY GRADE	9. PAY GRADE										
OF 100	V100	V100	V100										
			T230 0130 0002										
11. OCCUPATIONAL DESIGNATIONS			12. LOCATION OF OFFICIAL STATION										
DDC/CCS BULLSHIRE			WASH., D. C.										
13. POSITION			14. CARRIER SERVICE INFORMATION										
EPCOTX ADMIN OFF CH			BL 14 bcc										
15. CLASSIFICATION SCHEDULE (GS, LS, GS, LS)		16. OCCUPATIONAL SERIES		17. GRADE AND STEP									
GS		0344.01		12 4 21,321									
18. SIGNATURE OF REQUESTING OFFICIAL													
Dale E. Mahill, Admin Off		DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER									
Dale E. Mahill, Admin Off		9 Aug. 76.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
20. RETIREMENT CODE	21. OFFICE CODING	22. STATION CODE	23. RETIREMENT CODE	24. MOONS CODE	25. DATE OF BIRTH								
37 10	39115 CCS	75013		1	02 120123								
26. EDS CODE	27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION DATA	30. CORRECTION / CANCELLATION DATA	31. SECURITY NO.								
MO. DA. VS.	4-Z-A-C-A-F-C-A-B-O-N-E	CODE	DATA CODE	TYPE	MO. DA. VS.								
32. RET. PREFERENCE	33. SERV. COMM. DATE	34. LONG. COMM. DATE	35. CAREER CATEGORY	36. MEDICAL / HEALTH INFORMATION	37. SOCIAL SECURITY NO.								
CODE	MO. DA. VS.	MO. DA. VS.	CAREER PROG. TEMP	CODE	CODE								
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE	39. LEAVE CAT CODE	40. FEDERAL TAX DATA	41. STATE TAX DATA										
CODE	CODE	FORM EXECUTED CODE	MO. TAX EXEMPTIONS	MO. TAX EXEMPT									
42. 43. POSITION CONTROL CERTIFICATION	44. O.P. APPROVAL	45. DATE APPROVED											
10 AUG 1976		3 Brown											
FORM 1152 USE PREVIOUS EDITION 6-73													
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E.O. 14176 CL BY: 007622 (4)													

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(This Form is Filled In)

C-Norm
AB5 7/6

DATE PREPARED

13 July 1976

REQUEST FOR PERSONNEL ACTION				DATE PREPARED				
1. SERIAL NUMBER 010032 ✓	2. NAME (Last-First-Middle) WOODS, JAMES S.			3. DATE PREPARED 13 July 1976				
4. NATURE OF PERSONNEL ACTION Reassignment - Change of Home Base CHANGE OF SERVICE DESIGNATION		5. PAY GRADE REQUESTED XX-VTOY		6. CATEGORY OF EMPLOYMENT REGULAR				
7. PAY GRADE O TO Y		8. PAY GRADE O TO Y		9. LEGAL AUTHORITY / COMMISSION BY OFFICE OF Personnel				
10. ORGANIZATIONAL DESIGNATION DDO/DCS REGISTRY		11. LOCATION OF CURRENT STATION WASHING. D. C.		12. POSITION NUMBER 111-111-1111				
13. POSITION TITLE RECORDED AGENT OF CH		14. POSITION NUMBER 111-111-1111		15. CAREER SERVICE DESIGNATION DCC				
16. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		17. OCCUPATIONAL LEVEL 0316.01		18. SALARY OR RATE 21,324				
19. REMARKS DESIGNATION CHANGED FROM DAC TO DCC.								
20. SIGNATURE OF REQUESTING OFFICER Donald E. Mc Mahill, CSC/ADM		DATE SIGNED 13 Jul 76		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				
22. SPACE BELOW FOR EXCLUSIVE USE OF THIS OFFICE OF PERSONNEL								
23. ACTION CODE 310	24. EMPLOY CODE 310000	25. OFFICE CODING ALPHABETIC CSC	26. STATION CODE CSC	27. ENLISTEE CODE CSC	28. ADVICE CODE CSC	29. UNIT OF BATT. CSC	30. DATE OF GRADE 13 JUL 76	31. DATE OF LEI MO 04 76
32. PAY GRADE O TO Y	33. SPECIAL REFERENCE	34. REINFORCEMENT DATE 1976	35. MANUFACTURE DATE 1976	36. CONFIRMED MANUFACTURE DATE 1976	37. SECURITY REG-BO	38. SECURITY REG-BO		
39. VET PREFERENCE CODE	40. SEV COOP DATE MO DA YE	41. LONG COOP DATE MO DA YE	42. CAREER CATEGORY CODE	43. INDIVIDUAL CODE	44. INDIVIDUAL CODE	45. INDIVIDUAL CODE	46. INDIVIDUAL CODE	47. INDIVIDUAL CODE
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11-22-74

C. May.

SECRET

(Approved by Office of Personnel)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
1. SERIAL NUMBER 010032	2. NAME (Last-First-Middle) WOODS, JAMES S.			13 November 1974			
3. NATURE OF PERSONNEL ACTION: PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 11 26 74	5. CATEGORY OF EMPLOYMENT REGULAR			
6. PERIOD → XX 100	XX 100	100	7. PAY AND NSCA 5230 0121 0002	8. LEGAL AUTHORITY (Completed by Office of Personnel) 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS: DDU/CCS REGISTRY			10. LOCATION OF OFFICERS STATION WASH., D. C.				
11. POSITION TITLE RECORDS ADMIN OR-CH (12)			12. POSITION NUMBER 0061	13. CAREER SERVICE DESIGNATION DAC			
14. CLASSIFICATION SCHEDULE (CE, EA, etc.) CS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12-3	17. SALARY OR RATE \$ 19,693			
18. REASONS							
CONCUR: MARGARET SCOTT (TELECOORD) SS/SB/EZS							
18A. SIGNATURE OF REQUESTING OFFICIAL Donald E. McInally Donald E. McInally - CCS/ADM			DATE SIGNED 13 Nov 74	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Kathleen M. Miller Kathleen M. Miller - CSC			
SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 22 10	20. EMPLOY CODE 39105	21. OFFICE LOGON ARMED FORCES	22. STATION CODE 75613	23. INTEGRATE CODE 1	24. DATE OF BIRTH 01-20-78	25. DATE OF GRADE 11-24-74	26. DATE OF SEPARATION 11-24-74
27. SITE EXPERTS NO. DA VR		28. SPIN REFERENCE CODE	29. REINSTATE DATA CODE	30. SEPARATION DATA CODE TYPE	31. CORRECTED AMENDMENT DATA CODE	32. SECURITY REF ID	33. SECURITY REF ID
34. VET PREFERENCE CODE		35. SEV COMP DATA NO. DA VR	36. LADS COMP DATA NO. DA VR	37. CAREER CATEGORY 1A 1B 1C PROF/TECH	38. FEDERAL TAX DATA CODE	39. STATE TAX DATA CODE	40. VETERAN'S BENEFITS CODE
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE			42. LEAVE CAT CODE	43. FEDERAL TAX DATA CODE	44. STATE TAX DATA CODE	45. O.P. APPROVAL Signature: Donald E. Miller 11-15-74	
46. POSITION CONTROL CERTIFICATION 11-15-74				47. DATE APPROVED 25 NOV 1974		48. IMPDET CL BY 007422	

SECRET

(If this is filled in)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED 21 August 1973				
1. SERIAL NUMBER 010032		2. NAME (Last-First-Middle) WOODS, JAMES S.										
3. NATURE OF PERSONNEL ACTION TRANSFER TO VACANT POSITIONS, REASSIGNMENT AND DELEGATION OF M.S.C.A.		4. EFFECTIVE DATE REQUESTED 09 16 73			5. CATEGORY OF EMPLOYMENT REGULAR							
6. FUNDS XX		V TO V CP TO V	V TO G CP TO G	7. PAY AND PERIOD 4230 0121 0002			8. LOCAL AUTHORITY (Completed by Office of Personnel)					
9. ORGANIZATIONAL DESIGNATIONS DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC		10. LOCATION OF OFFICIAL STATION WASH., D.C.										
11. POSITION TITLE RECORDS ADMIN OF CH		(12)			12. POSITION NUMBER 0061	13. CAREER SERVICE DESIGNATION D						
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01			16. GRADE AND STEP 11 6	17. SALARY OR RATE 16,326						
18. REMARKS HOME BASE: SS					CONCUR FOR CIA W-2: BY CCS/OCB/S							
CONCUR: GEORGE OWENS (TELECOORD) C/EUR/PERS												
CONCUR: WILLIAM H. FLIPPEN (TELECOORD) DDP/RECORDS MGMT OFFICER												
18A. SIGNATURE OF REQUESTING OFFICIAL Erich W. Isenstead, C/CCS				DATE SIGNED 11/13		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE 16	20. EMPLOYEE CODE 10	21. OFFICE CODING NUMERIC 39100 CCS		22. STATION CODE 15013	23. INTLAGE CODE 1	24. HQDRS CODE 1	25. DATE OF BIRTH 02/20/28	26. DATE OF DECEASE MO DA YR	27. DATE OF LEI MO DA YR			
28. RET. EXPIRES XXXXXX	29. SPECIAL REFERENCES	30. RETIREMENT DATA 1-CSC 2-OEUR 3-FIR 4-BOM		31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA TYPE		33. SECURITY REG. NO. SEC. NO.		34. SEX			
35. VET. PREFERENCE CODE 0-BORN 1-1-PT 2-10-PT	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CART/BEST PROV/TEMP	39. FELCI/HEALTH INSURANCE 1-SALVER 2-FIRS 3-CHILDS 4-HEALTH	40. HEALTH INS. CODE	41. SOCIAL SECURITY NO.					
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-BEFORE 10 SERVICE 2-BEFORE 10 SERVICE (LESS THAN 3 YEARS) 3-BEFORE 10 SERVICE (MORE THAN 3 YEARS)	43. LEAVE CAT. CODE	44. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO		45. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	46. NO. TAX EXEMPTIONS CODE	47. STATE CODE						
48. POSITION CONTROL CERTIFICATION 8-23-83				49. O.P. APPROVAL KFR/JP EUR MWA		50. DATE APPROVED 16 Aug 73		51. DATE APPROVED 8 Aug 73				

CONFIDENTIAL
(When filled in)

NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB Receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 204, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

JAMES S WOODS

NAME
(Please Print)

James S Woods 11 Sept 73

Signature

Date

CONFIDENTIAL
(When filled in)

Group 1 - Excluded from
automatic downgrading
and declassification.

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 B.
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.

SECRET

(Form Filled In)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED									
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						24 January 1973									
010032		WOODS, JAMES S.															
3. NATURE OF PERSONNEL ACTION								4. EFFECTIVE DATE REQUESTED									
PROMOTION								02	04	73							
5. RANKS		V TO V		V TO G		6. PAY AND INCENTIVE		7. CATEGORY OF EMPLOYMENT									
		C TO V	X	G TO G		3136 1267 0000		REGULAR									
8. ORGANIZATIONAL DESIGNATIONS								9. LOCATION OF OFFICIAL STATION									
DDP/EUROPEAN DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH								ROME, ITALY									
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION											
A.D.M. RECORDS ATTACHMENT OF RECORDS (09)				0699		D											
14. CLASSIFICATION SCHEDULE (GS, LS, GS, LS, GS)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE									
GS				0344-01		11.6		\$16326									
18. SIGNATURE OF REQUESTING OFFICIAL																	
WILLIAM C. COOLEY, C/E/PERS				DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER											
1/3/73				2/1/73													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
20. ACTION CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRIE CODE		24. MOIS		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI			
32 1C		44750 EUR 36533						CODE		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.			
28. PAY EXPENS		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE		33. SECURITY REQ. NO		34. SEL SEC. REQ. NO					
MO. DA. YR. 02 03 73		81		CODE				TYPE		MO. DA. YR.							
35. PAY PREFERENCE		36. SEED COMB DATE		37. LOSS COMB DATE		38. CAREER CATEGORY		39. FEE/L/HEALTH INSURANCE		40. SOCIAL SECURITY NO							
CODE		MO. DA. YR.		MO. DA. YR.		LAB/INST. PROF/TECH		CODE		CODE		CODE		CODE			
1-NO 2-S 3-10 PT								0-WAVER 1-BEB 2-REG/OPT 3-IDELIGIBLE		HEALTH INS. CODE							
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE								42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA			
CODE										FORM EXECUTED CODE		NO. TAX EXEMPTIONS		FORM EXECUTED CODE		NO. TAX EXEMPTIONS STATE CODE	
1-NO 2-S 3-REG 4-IDELIGIBLE								1-YES 2-NO				1-YES 2-NO					
45. POSITION CONTROL CERTIFICATION								46. O.P. APPROVAL				DATE APPROVED					
2-2-73								P. S. S.				2/1/73					
47. FORM 1152 USE PREVIOUS EDITION										48. E-2, IMPDET CL. BY: 007622							
6-72										(4)							
FEB 1973																	

SECRET

E-2, IMPDET CL. BY: 007622

UNCLASSIFIED INTERNAL
USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

JAMES WOODS

EXTENSION

NO.

DATE

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

DATE

OFFICER'S
INITIALS

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

1. E/PERS/TEDDY			4 Feb	
2. C/E/PERS			Feb	
3. C/E/PERS			S	
4. E/PERS/JON		1/31	Jan	
5. C/IS/PERS	1/15/73	2 Feb	73 0000	
6. CSPS/SOB GG10			2/2/73 Jan	
7. OP/PI 5E03				
8. 10.				
9. 11.				
12. 13.				
14. 15.				

for concurrence

for concurrence

7. Subject will be assigned as Ch Plg + RPAO DDP/CDS upon his return to Hqs (about Aug 73), vice Elton 1118

Mr. Woods will be assigned to CCS/RPAO position 0061 - via Mr. Michael Even.

FORM
3-62610 USE PREVIOUS
EDITIONS SECRET CONFIDENTIAL INTERNAL
USE ONLY UNCLASSIFIED

SECRET

(D Area Field 1a)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 010032	2. NAME (Last-First-Middle) WOODS JAMES S					15 MARCH 1971	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 30 71		5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS A 24	V TO V C TO V	X	V TO G C TO G	7. FINANCIAL ANALYSIS NO CHARTABLE 1136-1267		8. LEGAL AUTHORITY (Completed by Office of Personnel) <i>X HB/EUR</i>	
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH			10. LOCATION OF OFFICIAL STATION ROME ITALY				
11. POSITION TITLE RECORDS ADM OF (09)			12. POSITION NUMBER 9 0699	13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, ECR, etc.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 7	17. SALARY OR PAY \$ 13,821			
18. REMARKS 1 cc: Payroll From: DDP/EUR DEVELOPMENT COMPLEMENT No Language Required. PRA HR 20-17E(1) (B) NTE Two Yrs							
18A. SIGNATURE OF REQUESTING OFFICIAL <i>Willford C Taylor, C/E/Pers</i>			DATE SIGNED 3/15/71	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>John C. Belk</i>			DATE SIGNED 3/17/71
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 20	20. EMPLOYEE CODE 10	21. OFFICE CODING 446033	22. STATION CODE 31633	23. INTEGEE CODE 3	24. HODGES CODE 0212028	25. DATE OF BIRTH MO. DA. YR. 02 20 28	26. DATE OF GRADE MO. DA. YR. 1
20. HIRE DATES MO. DA. YR. 05 29 73	29. SPECIAL REFERENCE 82	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO. DA. YR.	33. SECURITY REG. NO. 34. SEX		
35. VIT PREFERENCE CODE: 0-NONE 1-5 PT 2-10 PT							
36. SERV COMP DATE MO. DA. YR.		37. LONG COMP. DATE MO. DA. YR.		38. CAREER CATEGORY EX-RES. PERM/TEMP		39. FEGL/HEALTH INSURANCE CODE: 0-WAITED 1-TES 2-NO	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0-NO PREVIOUS SERVICE 1-NO CIVILIAN SERVICE 2-CIVILIAN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. SOCIAL SECURITY NO
45. POSITION CONTROL CERTIFICATION 5-7-71 P. L.				46. O.P. APPROVAL C. Belk	DATE APPROVED 5-10-71		

SECRET

(0 Rev. 1 July 68)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED		
1. SERIAL NUMBER		NAME (Last-First-Middle)						02 DECEMBER 1970		
2. NATURE OF PERSONNEL ACTION		REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS								
3. FUNDS		V TO V	V TO CF	4. INFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT				
		XX	✓ V TO V	MONTH 12	DAY 13	YEAR 70	REGULAR			
6. ORGANIZATIONAL DESIGNATIONS		7. FINANCIAL ANALYSIS NO. CHARGEABLE						8. LEGAL AUTHORITY (Completed by Office of Personnel)		
		1236-1186						10. LOCATION OF OFFICIAL STATION		
9. DDP/EUR DEVELOPMENT COMPLEMENT		WASHINGTON, D.C.						11. POSITION TITLE		
								12. POSITION NUMBER	13. CAREER-SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS		0344.01		10 7		\$ 13,041				
18. REMARKS								19. SECURITY APPROVAL REQUEST BY PERIOD		
20. a: SECURITY cc: PAYROLL								12/4/70 12/10/70		
21. b: Other								22. d: EUR		
FROM: DDP/EUR/FOREIGN FIELD LONDON, ENGLAND SLOT# 0254										
NTE: 30 June 1971 Pending Assignment										
23. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		24. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED				
WILLFORD C. TAYLOR, C/E/PCIS		3 Dec 70		6/14/70		12/10/70				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
25. ACTION CODE	26. EMPLOY. CODE	27. OFFICE CODING	28. STATION CODE	29. INTEGRITY CODE	30. HOURS CODE	31. DATE OF BIRTH	32. DATE OF GRADE	33. DATE OF LEI		
16	18	1146472 1212 135313			1	02 20 18	MO. DA. YR.	MO. DA. YR.		
34. RETIREMENT DATA		35. SEPARATION DATA		36. CORRECTION CANCELLATION DATA		37. SECURITY REQ. NO.		38. SOC. SEC. NO.		
MO. DA. YR.		CODE		TYPE		MO. DA. YR.		MO. DA. YR.		
39. VET. PREFERENCE		40. SERV. COMP. DATE		41. LONG. COMP. DATE		42. CAREER CATEGORY		43. FEET/HEALTH INSURANCE		
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		
44. PREVIOUS CIVILIAN GOVERNMENT SERVICE		45. LEAVE CAT. CODE		46. FEDERAL TAX DATA		47. STATE TAX DATA		48. O.P. APPROVAL		
CODE		CODE		FORM EXECUTED		NO. TAX EXEMPTIONS		FORM EXECUTED		
0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				1-TES 2-EO				1-TES 2-EO		
49. POSITION CONTROL CERTIFICATION		50. APPROVAL						DATE APPROVED		
51. FORM 1152 USE PREVIOUS EDITION		52. SECRET		53. GROUP I EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION		(4)		54. J. P. W. R. 12/8/70		

SECRET
(P) Am Fitted (s)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1. SERIAL NUMBER	2. NAME (Last-First-Middle)							20 JANUARY 1971			
010032	WOODS JAMES S.										
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS (CORRECTION)				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT					
				MONTH	DAY	YEAR	REGULAR				
				C	10	71					
				6. FUNDS		V TO V		V TO C		7. FINANCIAL ANALYSIS NO CHARACTER	
				XX		C TO V		C TO C		1234-1186	
8. ORGANIZATIONAL DESIGNATIONS DDP/EUR DEVELOPMENT COMPLEMENT				10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.							
11. POSITION TITLE RECORDS ADM. OFFICER				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
14. CLASSIFICATION SCHEDULE (G.S., E.G., W.R.) GS				15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 10 7					
						17. SALARY OR RATE \$ 13,821					
18. REMARKS cc: Payroll TO CORRECT EFFECTIVE DATE TO READ 1/10/71 VICE 12/13/70											
19A SIGNATURE OF REQUESTING OFFICIAL WILLIAM C. COOLEY, AC/E/Pers				DATE SIGNED 1/26/71		19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER Gregory W. Steel					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. ACTION CODE 58	20. EMPLOY CODE 18	21. OFFICE CODING 44991 EUR 7313	22. STATION CODE	23. INTEGEE CODE 1	24. MOLES CODE 02	25. DATE OF BIRTH 20/01/71	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.			
28. DATE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1-ECC 2-ORG 3-FICA 4-BORN	30. RETIREMENT DATA CODE:	31. SEPARATION DATA CODE TYPE: 16	32. CORRECTION/CANCELLATION DATA TYPE: 12 13 70	33. EOD DATA	34. SECURITY REG. NO.	35. SOCIAL SECURITY NO				
36. VET PREFERENCE CODE: 0-HOME 1-F-PP 2-10 PT	37. SERV. COMP. DATE MO. DA. YR.	38. LONG COMP. DATE MO. DA. YR.	39. CAREER CATEGORY CAT. RESV: 0000 PROF: 0000	40. FEGL/HEALTH INSURANCE CODE: 0-WHIN 1-1ES 2-1ES	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA CODE: 000 TAX EXEMPT: 0 STATE CODE			
45. POSITION CONTROL CERTIFICATION 1-26-71				46. O.P. APPROVAL M.W. G. Hart							

SECRET

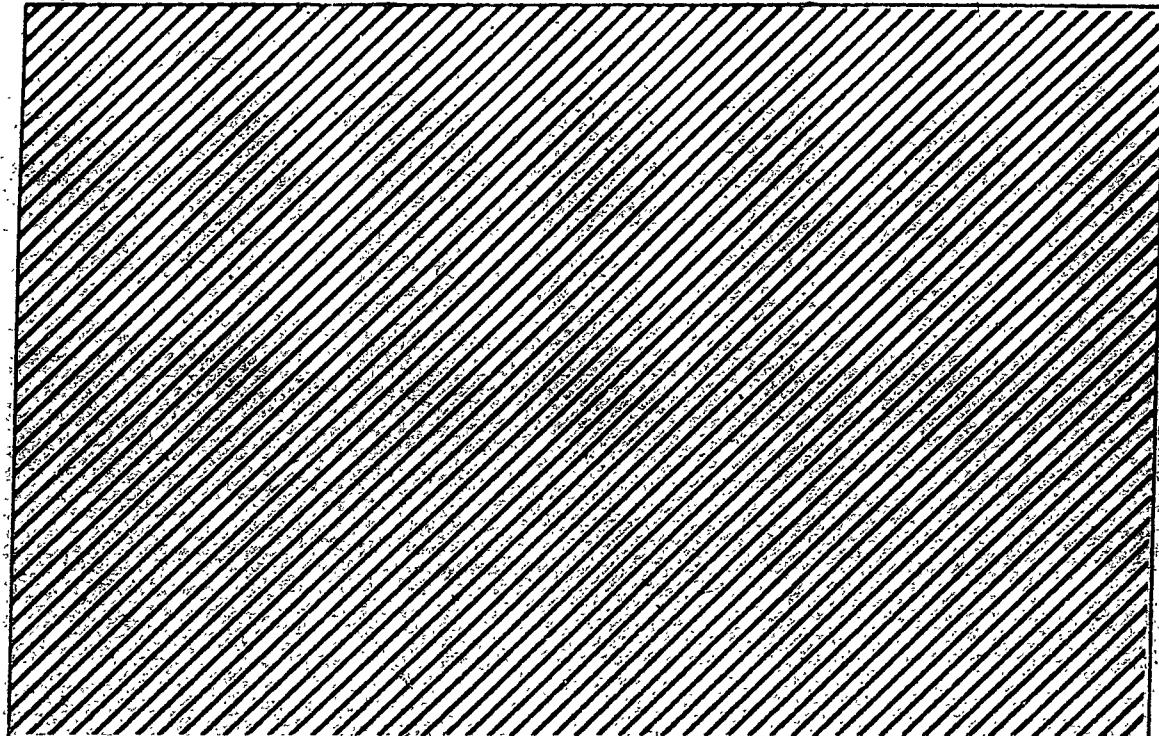
(If blank, fill in)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 010032	2. NAME (Last-First-Middle) WOODS, JAMES S					12 FEBRUARY 1971	
3. NATURE OF PERSONNEL ACTION CHANGE OF PAY			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 19 71		5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS X X	V TO V	V TO C	7. FINANCIAL ANALYSIS NO. CHARCODES 1236-1186		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DOP/EUR DEVELOPMENT COMPLEMENT			10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.				
11. POSITION TITLE RECORDS ADM OFFICER			E2. POSITION NUMBER 9997	12. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, RS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 7	17. SALARY OR RATE \$ 13,821			
18. REMARKS FROM 1234-1186 cc: Payroll <i>KIB EUR</i>							
19A. SIGNATURE OF REQUESTING OFFICIAL <i>Keller</i> WILLFORD C. TAYLOR, C/E/Pox			DATE SIGNED 12 Feb 71	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Principal Agent</i>		DATE SIGNED 17 Feb 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. ACTION CODE 37	21. OFFICE CODING NUMERIC 44999	22. STATUS CODE ALPHABETIC EUR 75013	23. INTEGRITY CODE CODE	24. HOURS WORKED CODE 1	25. DATE OF BIRTH MO. DA. YR. 02 20 47	26. DATE OF GRADE MO. DA. YR. 1	27. DATE OF LEI MO. DA. YR.
20. RITE EXPENSES NO. DA. YR.	29. SPECIAL REFERENCE 1-ECS 2-OGRN 3-NONE	30. RETIREMENT DATA SOCR	31. SEPARATION DATA CODE TYPE:	32. LOAN/RETENTION/CANCELLATION DATA TYPE: ECO DATA	33. SECURITY REG. NO.	34. SEA	
35. VIT. PREMISES CODE 0-BORN 1-5 PT. 2-10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG TERM RATE MO. DA. YR.	38. CAREER CATEGORY CAR/PEN PROV TEMP	39. FEGL/HEALTH INSURANCE CODE 1-195 2-195	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO 1-BD BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. O.P. APPROVAL <i>W.R.Th</i>	46. DATE APPROVED 2-1971		
47. FORM 1152 USE PREVIOUS EDITION 3-67				GROUP 1 EXCLUDED FROM AUTOMATIC DECLASSIFICATION AND DELASSIFICATION			

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DECLASSIFICATION
AND DELASSIFICATION

14 00000
SECRET
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle) WOODS, JAMES S.	NAME AND RELATIONSHIP OF DEPENDENT* SELF	CLAIM NUMBER 70-0961
--	--	--------------------------------

There is on file in the Personal Affairs Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 6 MAY 1970.

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

DATE OF NOTICE 19 JUNE 1970	SIGNATURE OF PSD REPRESENTATIVE /B/ R. L. Austin, Jr.
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NOTICE C™ OFFICIAL DISABILITY CLAIM FILE

14 00000
S E C R E T

Approved
14 May 1968

MEMORANDUM FOR: FE Career Management Committee

**SUBJECT: Recommendation for Promotion for Mr. James S. Woods
from GS-09 to GS-10**

I. FE Vietnam Operations concurs in the field recommendation for the promotion of Mr. James S. Woods from GS-09 to GS-10. Following is the recommendation from the Chief, Operational Services Branch, Vietnam Station.

"Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

"As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

"Subject has energetically applied himself to improving procedures within his Section and to the cross-training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever-increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

"Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

S E C R E T

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S E C R E T

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"Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level."

2. If promoted, Subject will occupy the position of IO General, GS-11, Slot # 4984.

John Caswell
Douglas S. Blawieb
Chief, Vietnam Operations

S E C R E T

S E C R E T

4 March 1968

MEMORANDUM FOR: Chief of Station

SUBJECT : Recommendation for Promotion -
Mr. James S. Woods

1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

2. As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in a highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

3. Subject has energetically applied himself to improving procedures within his Section and to the cross training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bore welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the in-country courier runs which were interrupted for a few days by circumstances beyond his control.

4. Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his Section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

S E C R E T

14 00000
S E C R E T

- 2 -

5. Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level.

/s/John K. Smith

Chief, OSB

CONCUR /s/Vincent Lockhart
Acting Deputy Chief of Station

APPROVE: /s/Lewis J. Layham
Chief of Station

S E C R E T

PRA SECRET
10 Dec 1968 (a)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
1 SERIAL NUMBER	2 NAME (Last-First-Middle)					8 Oct 1968			
3 PART OF PERSONNEL ACTION									
4 REASSIGNMENT						5 EFFECTIVE DATE REQUESTED			
6 PARSOS	V TO V	V TO O	7 FINANCIAL ANALYSIS NO	8 CATEGORY OF EMPLOYMENT					
	C TO V	XX O TO O	CHAROBARS	REGULAR					
9 CLASSIFICATION DESIGNATIONS						10 LOCATION OF OFFICIAL STATION			
DIP/EUR FOREIGN FIELD BRITISH COMMONWEALTH REGION LONDON STATION SUPPORT BRANCH RECOLLECTIVE SECTION						LONDON, ENGLAND			
11 POSITION TITLE						12 POSITION NUMBER			
RECORDS ADM OP						(09) 0251	13 CAREER SERVICE DESIGNATION		
14 CLASSIFICATION SCHEDULE (GS, LS, W)						15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE	
08						0344.01	10 6	\$ 10,847	
18 REMARKS						PRA 20-11-1 (10) (B) N 115 2 Y 1 vise Comogene Lutinagee			
COMCIR: Mary Boulger P/C/Pers By Phone									
25a Attached									
18A SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER			DATE SIGNED		
WILLIFORD C. TAYLOR, C/R/PERS			T/oct/68	Vickie M. White			8 Oct 1968		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19 ACTION CODE	20 EMPLOYEE CODE	21 OFFICE CODING	22 STATION CODE	23 INDUS/PROF CODE	24 RUGRS	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI	
3710	44525	EUR 21025			3 62 20 28				
28. RETIREMENT	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA	33 SECURITY	34 SEC			
MO. DA. YR.	5.3	CODE	CODE	CODE	SECURITY	SEC			
1100 370					SECURITY	SEC			
35. FEE PAYMENTS	36 SERV. COEP DATE	37 LONG COEP DATE	38 CAREER CATEGORIES	39. MEDICAL/HEALTH INSURANCE	40. SOCIAL SECURITY NO				
COOP	MO. DA. YR.	MO. DA. YR.	CAR ESS PROV/FLOR	CODE 0-WARDED 1-YES	HEALTH INS. CODE				
1-10 PER									
2-10 PER									
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42 LEAVE CAT.	43. FEDERAL TAX DATA	44. STATE TAX DATA						
CODE	CODE	FORM EXECUTED CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	STATE CODE			
1-GO PREV GS SERVICE 2-GO CIVILIAN SERVICE 3-CIVILIAN SERVICE (LESS THAN 3 YEARS) 4-CIVILIAN SERVICE (MORE THAN 3 YEARS)		1-PVS 2-00		1-PVS 2-00					
45 POSITION CONTROL CERTIFICATION	46 O.P. APPROVAL	47 APPROVED	48 APPROVED						
From FE: 2774						Signature			

SECRET

(If Area Filled In)

REQUEST FOR PERSONNEL ACTION							DATE PREPARED	
1 SERIAL NUMBER 010032	2 NAME (Last-First-Middle) WOODS JAMES S						23 July 1968	
3 NATURE OF PERSONNEL ACTION PROMOTION				4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 07 28 68	5 CATEGORY OF EMPLOYMENT REGULAR			
6 FUNDS <input checked="" type="checkbox"/>	V TO V <input checked="" type="checkbox"/>	V TO C <input type="checkbox"/>	C TO V <input checked="" type="checkbox"/>	7 FINANCIAL ANALYSIS NO CHAROBARS 9137 1487		8 LEGAL AUTHORITY (Completed by Office of Personnel) RECORDED		
9 ORGANIZATIONAL DESIGNATIONS DOP/PSY POSITION FIELD PSY/PRO - VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT				10 LOCATION OF OFFICIAL STATION SAIGON, SOUTH VIETNAM.				
11 RECORDS ADMIN OF GS				12 POSITION NUMBER D 11 1084	13 CAREER SERVICE DESIGNATIONS D			
14 CLASSIFICATION SCHEDULE (C.S., I.B., etc.) GS			15 OCCUPATIONAL SERIES 0344.01	16 GRADE AND STEP 10 6	17 SALARY OR RATE S 10847			
18 REMARKS RECORDS ADMIN OFFICER OCCUPYING 10 GENERAL POSITION.								
19A SIGNATURE OF REQUESTING OFFICER CFP/PERSOONEL, Mary T. Bouger			DATE SIGNED 23 July 68	19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER Robert M. Smith			DATE SIGNED 23 July 68	
20 SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
21 ACTION CODE 22 10	22 DEPT/AGENCY CODE NSC	23 PAYCODE FE	24 LENGTH OF SERVICE CODE 3	25 MARITAL STATUS CODE 3	26 HOURS CODE 20	27 DATE OF BIRTH 12 20 28	28 DATE OF GRADE 12 20 28	29 DATE OF LES 12 20 28
30 RETIREMENT MO. DA. YR 1-18 18	31 SPECIAL REFERENCE MO. DA. YR 1-COM 2-COM 3-FICA 4-BEN	32 MIGRATION DATA MO. DA. YR 1-18 18	33 SEPARATION DATA CODE TYPE 1	34 CANCELLATION DATA MO. DA. YR 1-18 18	35 EOD DATA MO. DA. YR 1-18 18	36 SECURITY REG RD 1	37 SECURITY REG RD 1	
38 RET. PAYROLL CODE 1-18 18	39 SERV COMP DATE MO. DA. YR 1-18 18	40 LDG COMP DATE MO. DA. YR 1-18 18	41 CARRIER CATEGORY CAT PGW COOF 1-18 18	42 FEDERAL TAX DATA FORM EXECUTED CODE 1-75 2-80	43 STATE TAX DATA NO TAX EXEMPTIONS CODE 1-15 2-80	44 SOCIAL SECURITY NO CODE 1-18 18		
45 PERIOD ON WHICH GOVERNMENT SERVICE CODE 0-12 MONTHS SERVICE 1-12 MONTH & 1 WEEK 2-12 MONTHS (LESS THAN 3 YEARS) 3-12 MONTHS (MORE THAN 3 YEARS)			46 LEAVE LAF CODE 1-18 18	47 FEDERAL TAX DATA FORM EXECUTED CODE 1-75 2-80	48 STATE TAX DATA NO TAX EXEMPTIONS CODE 1-15 2-80	49 DATE APPROVED 25 July 68		
50 POSITION CONTACT CERTIFICATION 1-18 18			51 O.P. APPROVAL 1-18 18	52 DATE APPROVED 25 July 68				

SECRET

(If Area Filled In)

DATE PREPARED

17 NOVEMBER 1966

REQUEST FOR PERSONNEL ACTION							
1. SERIAL NUMBER	2. NAME (Last-First-Middle)					DATE PREPARED	
010032	WOODS, JAMES S.					17 NOVEMBER 1966	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 16 66	
5. PUPOS ► V TO V V TO O O TO V X O TO O						7. FINANCIAL ANALYSIS NO CHARGEABLE 7137-1487	
9. ORGANIZATIONAL DESIGNATIONS DDP/FE/FOREIGN FIELD FE/VNC - VIETNAM STATION						8. LOCAL AUTHORITY (Completed by Office of Personnel)	
11. POSITION TITLE EXECUTIVE OFFICE REGISTRY SECTION						10. LOCATION OF OFFICIAL STATION SAIGON, SOUTH VIETNAM	
14. CLASSIFICATION SCHEDULE (GS, E.A., W.R.) GS						12. POSITION NUMBER 4127	
15. OCCUPATIONAL SERIES 0344,01						16. GRADE AND STEP 09/A/7	
17. SALARY OR RATE \$ 0001-9262 ✓						18. CAREER SERVICE DESIGNATION D	
19. REMARKS FROM: JKTO/TOKYO STATION/OFFICE OF THE CHIEF CENTRAL REGISTRY AND RECORDS SECTION							
20A. SIGNATURE OF REQUESTING OFFICER <i>T. BOULGER</i>			20B. DATE SIGNED 28 Oct 66		20C. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>V. Woods</i>		
21. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
22. ACTION CODE	23. EMPLOY CODE	24. OFFICE CODING NUMERIC ALPHABETIC	25. STATION CODE	26. INTERVIEW CODE	27. HOURS CODE	28. DATE OF BIRTH MO DA YE	29. DATE OF CRAZE MO DA YE
3M	10	45500	FE	77265	5	02 20 20	
28. RITE EXPIRES MO DA YE	29. SPECIAL REFERENCE 1-EX 2-FEX 3-WEX 4-WIDE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CANCELLATION DATA TYPE	33. SECURITY REG RD	34. SECURITY REG RD	
35. VIT PREFERENCE CODE	36. SERV. COMP. DATE MO DA YE	37. CONS. COMP. DATE MO DA YE	38. CAREER CATEGORY EMPL. PROF. EMP.	39. FEEL. HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO CODE	41. STATE TAX DATA CODE	
0-None 1-5 PT 2-10 PT							
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	43. STATE CAT CODE	44. FEDERAL TAX DATA CODE	45. STATE TAX DATA CODE				
0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 2 YEARS) 3-BREAK IN SERVICE (MORE THAN 2 YEARS)		46. NO TAX EXEMPTIONS CODE	47. NO TAX STATE EXEMPT CODE				
48. POSITION CONTROL CERTIFICATION 1307061		49. O.P. APPROVAL <i>R. Woods</i>	50. DATE APPROVED 11/1/66				

SECRET

F-14

REQUEST FOR PERSONNEL ACTION						DATE PREPARED					
1. SERIAL NUMBER	2. NAME (Last-First-Middle)					18 Nov 66					
010032 ✓	WOOLIS, JAMES S.										
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 18 66						
5. FUNDS		V TO V	V TO O	6. FINANCIAL ANALYSIS NO CHARITABLE			7. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203				
8. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION TOKYO, JAPAN						
DIP/PR					11. POSITION TITLE						
12. POSITION NUMBER					13. CAREER SERVICE DESIGNATION D						
14. CLASSIFICATION SCHEDULE (GS, LS, GS)			15. OCCUPATIONAL SERIES	16. GRADE AND STEP 9		17. SALARY OR RATE S					
18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.											
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. REASON	20. EMPLOY	21. OFFICE CODING	22. STATION	23. INTEGRITY	24. HODGES	25. DATE OF BIRTH	26. DATE OF GRAD.	27. DATE OF END			
CODE	CODE	NUMERIC ALPHABETIC	CODE	CODE	CODE	MO DA YR	MO DA YR	MO DA YR			
28. RETIREMENT	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	33. SECURITY	34. SET					
MO DA YR		1-CEN 2-REG 3-ADM	CODE	MO DA YR	EOD DATA	EOD NO					
35. VET PREFERENCE	36. LAST COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FED/HEALTH INSURANCE	40. SOCIAL SECURITY NO						
CODE	MO DA YR	MO DA YR	EXIST PERIOD	CODE	CODE	0-DAVIS	1-TVS	HEALTH INS CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE	G-42 PAST SERVICE L-40 REG IN SERVICE T-40 REG IN SERVICE (LESS THAN 3 YEARS) S-40 REG IN SERVICE (MORE THAN 3 YEARS)			CODE	FORM EXECUTED	CODE	NO TAX EXEMPTIONS	FORM EXECUTED	CODE	NO TAX EXEMPT	STATE CODE
45. POSITION CONTROL CERTIFICATION 11-21-66N				46. O.P. APPROVAL See memo signed by D/Pers dated 16 NOV				DATE APPROVED			

5 January 1966

MEMORANDUM FOR: FE Career Management Committee

**SUBJECT: Recommendation for Promotion
of Mr. James S. Woods
from GS-9 to GS-10**

1. It is strongly recommended that Mr. James S. Woods be promoted from GS-9 to GS-10. Mr. Woods entered on duty with the Agency in April 1952 as a GS-5 Records and File Clerk assigned to RDE. Since that time Mr. Woods has served as a Recovery Analyst at Headquarters in Korea and Attnat., Manila, and since 1957 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade at a GS-9 since 1958. He was previously recommended for promotion to GS-10 in November 1964 and June 1965.

2. In the previous recommendation for the Tokyo Station, 9 November 1964, the writer commented on Mr. Woods as follows:

"A. Mr. Woods is now on his second tour as Chief of the Tokyo Central Registry. This unit is located at the Air Station and handles all correspondence for all Station elements. In view of the fact that the location is located in a different geographical location, a great deal of responsibility is given to Mr. Woods in that he is responsible for a 'incoming' office in capital and constantly receives, dispatches and coordinates very vital and progressive correspondence from other local military agencies. He correctly analyzes and routes the various-day entries according to time, being efficient, and the Staff Noncommissioned Officer is rapidly showing out plan by plan which results."

"B. The Registry is presently composed of six employees in addition to Mr. Woods, the Chief of this section. Mr. Woods does an exemplary job in supervising these employees with the result that the Central Registry is one of the most functioning units."

Not Approved
3/1/66

Group I
Excluded from automatic
downgrading and
declassification

SECRET

1400000

"C. In addition to his regular duties, Mr. Woods is continually thinking of ways to improve the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems can be cheerfulness and willingness to perform any task have benefited both the Station and the Agency.

"D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-9 to GS-10 at the earliest opportunity."

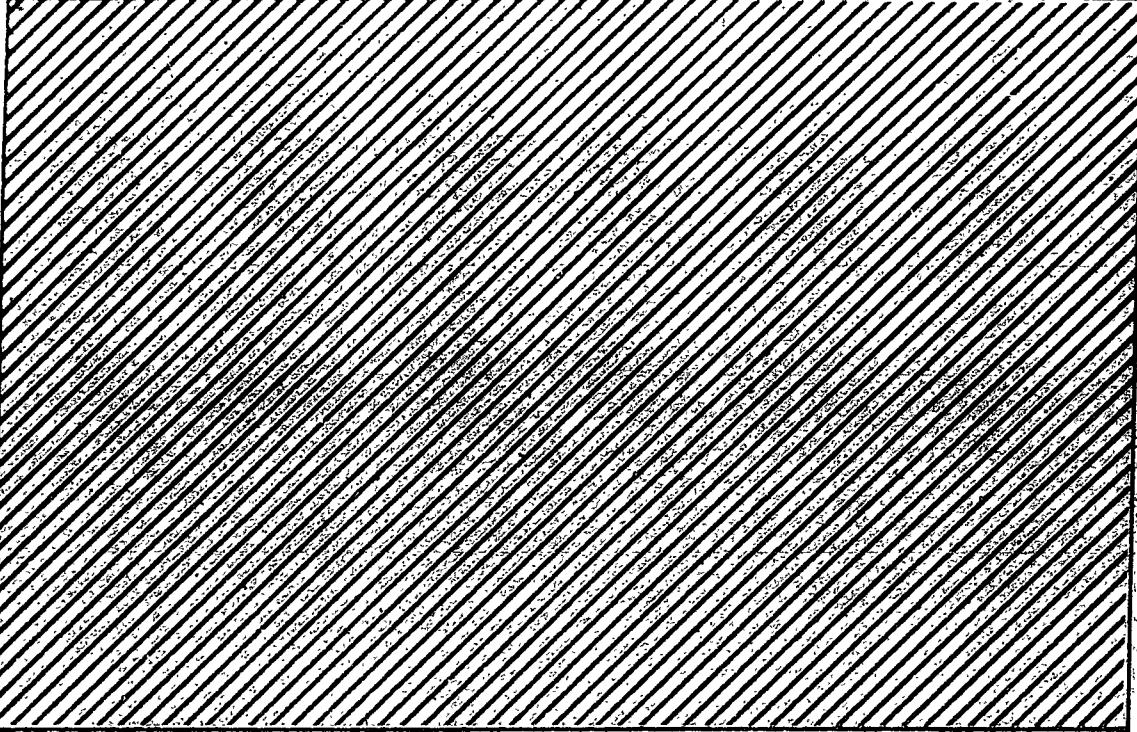
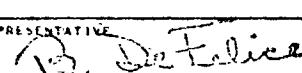
"Mr. Woods has continued to perform in an off-all "tug-of-war" manner as evidenced in his recent "check-report". He recently planned and effectively implemented the move of the Club and Restaurant from one location to another. In a dispatch, dated 22 November 1963, the present Chief of Station, Frank A. "There is little question adding his predestination, recommendation, dated 8 November 1964, for promotion of Mr. Woods. He is performing all duties as Chief of the Library satisfactorily with skillful and dispatch. He is a strong spokesman who undoubtedly will be able to achieve the maximum cooperation of the personnel and management."

"The Airman Board has always commended Mr. Woods' qualification and it is recommended that he be promoted to GS-10. A copy of this memo is forwarded to the appropriate Wing Commander's Office at the end of this report."

Terry T. Shima
Richard G. Davis
Chair, RECOMM

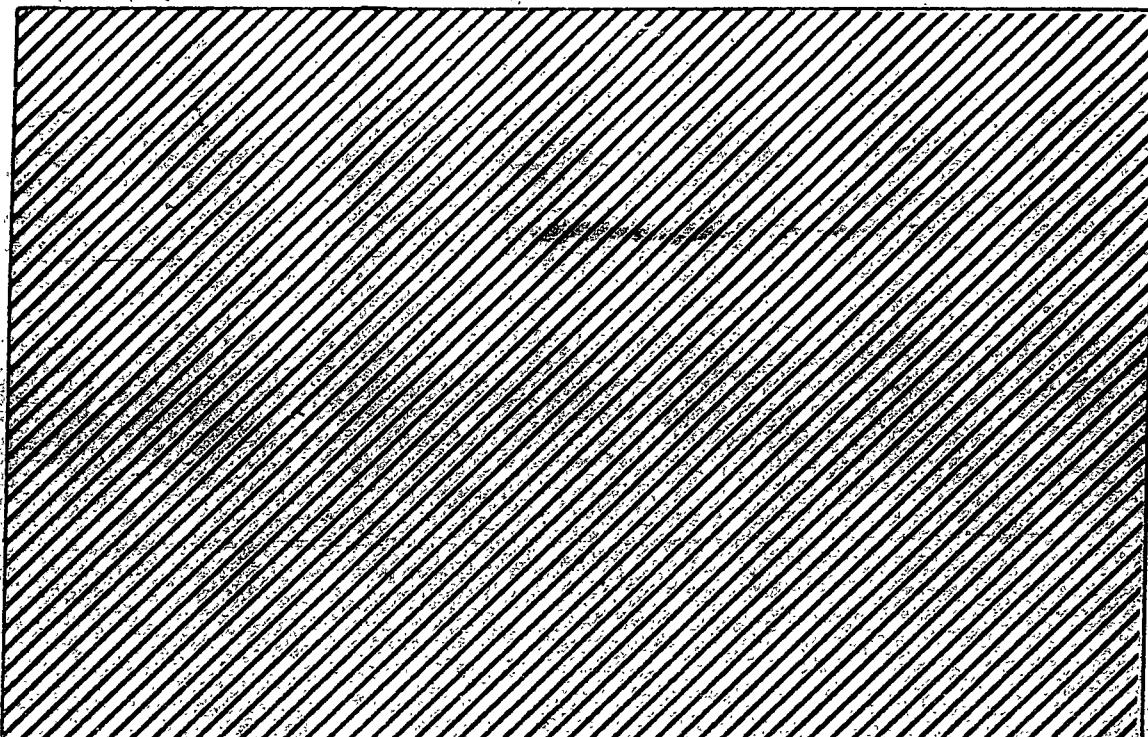
14-00000
SECRET

(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
Woods, James S.	Louise A. - wife	66-502
<p>There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>26 October 1965</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE <u>17 DEC 1965</u>	SIGNATURE OF OSD REPRESENTATIVE 	
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

SECRET

(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Woods, James S.	Wife - Louise A.	66-148

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, 26 June 1965 injury, or death incurred on _____.

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

DATE OF NOTICE 17 AUG 1965	SIGNATURE OF DSD REPRESENTATIVE <i>B. DeTalice</i>
NOTICE OF OFFICIAL DISABILITY CLAIM FILE	

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
110032		WOODS, James S.			
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
Reassignment and Transfer to Confidential funds 03 19		1961		Regular	
6. FUNDS		V TO V CF TO V	X CF TO CF	7. COST CENTER NO. CHARGE-ACT 1137-7351-1000	
8. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION			
DD/PF FE/JAO Tokyo Station Office of the Chief Central Registry and Records Section		Tokyo, Japan			
11. POSITION TITLE		12. POSITION NUMBER		13. PCR CONTROL NO.	
Intel Analyst - Gen		12-D 3061		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0132.36		09 3	
17. SALARY OR RATE		18. REMARKS			
6765		FROM: FE/Office of the Chief/2461 tray 1 1cc - Security Form 259 forwarded to Medical Staff Departure Date: 31 March 1961 FE/CMC Approved			
19. SIGNATURE OF APPROVING OFFICER ROBERT D. CASHMAN, CFE PERSONNEL				20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER D. Reedy	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. OFFICE CODE	21. STATION CODE	22. INTERFIE LEVEL	23. PERSON'S DATE OF BIRTH	24. DATE OF HIRE
21	11 3130	12		3 02 20 23	
20. DATE EXPIRES	21. SPEC. REFERENCE	22. SET RETIRE DATE	23. STORAGE DATA CODE	24. CONSTRUCTION/REINFORCEMENT DATA	25. SECURITY REG. NO.
					34. SSA
CODE	MO. DA. YR.	MO. DA. YR.	CODE	MO. DA. YR.	MO. DA. YR.
35. VET. PREFERENCE	36. SERV. COMM. DATE	37. LOSS. COMM. DATE	38. MIL. SERV. CRED. CODE	39. FEAL / HEALTH INSURANCE	40. SOCIAL SECURITY NO.
CODE	MO. DA. YR.	MO. DA. YR.	1 = YES 2 = NO	1 = NEVER 2 = YES	1 = YES 2 = NO
41. PREVIOUS GOVERNMENT SERVICE DATA	42. VETERAN DATA	43. STATE TAX DATA			
CODE	CODE	CODE			
3 = NO PREVIOUS SERVICE 1 = NO BREAK IN SERVICE 2 = BREAK IN SERVICE LESS THAN 12 MONTHS 3 = BREAK IN SERVICE MORE THAN 12 MONTHS	FORM EXECUTED 1 = YES 2 = NO	44. TAX EXEMPTIONS 1 = YES 2 = NO			
45. POSITION CONTROL CERTIFICATION	46. O.P.S. APPROVAL				
Kearny 03/13/61		D. Reedy			

14 00000
S-E-C-R-E-T

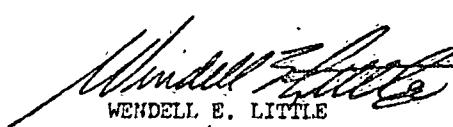
MEMORANDUM FOR: James S. Woods

VIA : Chief, FE

1. The problem of effective management of the operational records of the Clandestine Services is one of our most important responsibilities. In this connection, you have been selected by your Division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your selection is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the objectives of the Clandestine Services. A copy of this memorandum will be placed in your official personnel folder to record your appointment as Records Officer.

2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and index cards recommended for destruction by other members of your Branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RID as that of an officially appointed Records Officer.

3. At the meeting of 16 December 1958 , you were briefed on the details of your duties as Records Officer. It is now considered that you will be able fully to execute your duties as Records Officer and thus make a real contribution to the CS Records Management Program.


WENDELL E. LITTLE
DDP/RMO

cc: Personnel Jacket of Addressee

S-E-C-R-E-T

~~SECRET~~

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet Prof.	5. Sex	6. CS - LOD
510032	WOODS JAMES S	Mo. Da. Yr. 02 20 28	None-O 5 Pt-1 10 Pt-2	Code 1	Mo. Da. Yr. 04 21 52
7. SCD	8. C.C. Rmt	9. CSC Or Other Legal Authority	10. Appt. Allday	11. FEGLI	12. LCD
Mo. Da. Yr. 11 12 48	Yes - 1 No - 2	Code 1	Mo. Da. Yr. / /	Mo. Da. Yr. 04 21	Mo. Da. Yr. Yes - 1 No - 2
11	50 USCA 403	J	52	2	2

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	Code	15. Location Of Official Station 5161 MANILA, R.P.	Station Code 57557		
16. Dept. - Field Dept. : Code Offn. : 5	17. Position Title RECRDS MGMT ANAL	18. Position No. 3382	19. Serv. 20. Occup. Series GS 0306.01		
21. Grade & Step 09	22. Salary Or Rate \$ 5985	23. SD 01	24. Date Of Grade Mo. Da. Yr. 11 11 58	25. PSI Due Mo. Da. Yr. 11 15 59	26. Appropriation Number 9 3780 55 006

ACTION

27. Nature Of Action Reassignment	Code 01	28. Eff. Date Mo. Da. Yr. 3 22 59	29. Type Of Employee Regular	Code 01	30. Separation Date
--------------------------------------	------------	---	---------------------------------	------------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP/FE Office of the Chief Secretariat	Code	32. Location Of Official Station 5112 Washington, D. C.	Station Code 75013		
33. Dept. - Field Dept. : Code Offn. : 5	34. Position Title FECLYDS Mgmt OF	35. Position No. 2461 58	36. Serv. 37. Occup. Series 37. Occup. Series		
38. Grade & Step 1	39. Salary Or Rate \$	40. SD 1	41. Date Of Grade Mo. Da. Yr. / /	42. PSI Due Mo. Da. Yr. / /	43. Appropriation Number 9 3700 20 001

SOURCE OF REQUEST

A. Requested By (Name And Title) Harriet Weiler, CFE/Secretariat	C. Request Approved By (Signature And Title) M. L. Shobe, CFE/Personnel
B. For Additional Information Call (Name & Telephone Ext.) Kozolle Little X2957	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>W.L.S.</i>	3-12-59	D. Placement		
B. Pos. Control	<i>X-3</i>		E.		
C. Classification			F. Approved By	<i>T. D. M.</i>	

Remarks

please transfer from Unvouchered to Voucherized funds
2 Copies to Security

6/6 file

~~SECRET~~

SECRET
REQUEST FOR PERSONNEL ACTION

6 October 1958

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vol. Prof.	5. Sex	6. CS. LOD
510032	WOODS JAMES S	Mo. Da. Yr. 02 20 28	None-O 5 Pt-1 10 Pt-2	I M 1	Mo. Da. Yr. 04 21 52
7. SCD	8. CSC Reinst. 9. CSC Or Other Legal Authority	10. Apmt. Affidav.	11. FEGLI	12. LCD	13. Other
Mo. Da. Yr. XX XX XX	Yrs - 1 No - 2 1	Mo. Da. Yr. Yrs - 1 No - 2	Mo. Da. Yr. 04 21 52	Mo. Da. Yr. Yrs - 1 No - 2	Mo. Da. Yr. 2
50 USCA 403					

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP FE BRANCH 3 PHILIPPINES STATION ADMIN. SEC	Code	15. Location Of Official Station	Station Code		
	5161	MANILA, R.P.	07557		
16. Dept. - Field Dept. : Code USMld. : Frqn. : D	17. Position Title RECORDS MGMT ANALYST	18. Position No. 3382	19. Serv. 20. Occup. Series GS 0306.01		
21. Grade & Step 07 8 4	22. Salary Or Rate \$ 5430 7799	23. SD DI	24. Date Of Grade Mo. Da. Yr. 04 110 55	25. PSI Due Mo. Da. Yr. 04 06 50	26. Appropriation Number \$ 3780 55 006

ACTION

27. Nature Of Action Promotion	Code	28. Eff. Date Mo. Da. Yr. 30 11 16 58	29. Type Of Employee Regular	Code	30. Separation Data 01
-----------------------------------	------	---	---------------------------------	------	---------------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP/FE FE/PSH - Philippines Station Support Branch	Code	32. Location Of Official Station	Station Code		
	5161		07557		
33. Dept. - Field Dept. : Code USMld. : Frqn. :	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series		
38. Grade & Step 9 1	39. Salary Or Rate \$ 575	40. SD 11 16 58	41. Date Of Grade Mo. Da. Yr. 11 16 58	42. PSI Due Mo. Da. Yr. 11 16 58	43. Appropriation Number 9-3780-55-006

SOURCE OF REQUEST

A. Requestor (Signature and Title) Arthur E. Shope, CSC Director	C. Request Approved By (Signature And Title) John W. Johnson, CSC Director
B. For Additional Information Call (Name & Telephone Ext.) Mozelle Little 11-2057	D. CSC Approval John W. Johnson, CSC Director

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	R. B. Dally	11/13/58	D. Placement		
B. Pos. Control		11/13/58	E.		
C. Classification	A. S. Dally	11/13/58	F. Approved By	J. C. Powers	11/14/58
Remarks	Request for upgrading slot to GS-9 submitted to Wage & Salary Division. (Hold promotion in Career Panel until slot approved.)				
				Recorded by CSPD	
				Date 10/18/58	(4)

Steinberg
COPY AIR

HQ94-A-9355
(50-1-5)

Chief, WH Division
ATTN : Chief, RI
Chief of Station, Mexico City.

31 January 1958

Administrative

EDY Service - SI Team

ACTIONS REQUIRED: Routing copies to Personnel files of employees concerned

1. During the period of February to August 1957, Francis E. BUCY, Anna B. WOODS, Dorothy SPICER, Virginia LOHO, and Sarah J. BENNETT served the Mexico City Station as a Records Reorganization team. The Chief of Station, Mexico City, wishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.
2. Mexico City Station wishes to acknowledge at this time, not only the exemplary service rendered by these employees but also the splendid support that RI Division has given to this station.
3. The RI employees named in paragraph 1 worked hard (spending many hours more than the forty normal work hours each week) and efficiently on Mexico City Station files. In addition, they were congenial, friendly and a pleasure to have in the Station.

WINSTON SCOTT

AGW/cps

29 January 1958

Distribution:

8 - Mys.
2 - Files

<small>STANDARD FORM 52 PRODUCED BY THE U. S. GOVERNMENT PRINTING OFFICE GENERAL DIVISION OF FEDERAL PERSONNEL MANUAL CHAPTER 10</small>				UNVOUCHERED					
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. - Miss - Mrs. - One given name, initial(s), and surname)		2. DATE OF BIRTH		3. REQUEST NO.		4. DATE OF REQUEST			
MR. James S. Woods		20 Feb. 1928				5 July 1957			
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment transfer to US funds				6. EFFECTIVE DATE A. PROPOSED 31/7/57 B. APPROVED 8 Sept 57		7. C. S. OR OTHER LEGAL AUTHORITY:			
8. POSITION (Specify whether establish, change grade or title, etc.)									
FROM Intel Analyst BV-430.12 4795 GS-0132.35-7 \$1600.00 p/a DDF/PI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.				TO Intel Analyst BPF-5-82 Record Analyst 4795 GS-0132.35-7 \$1600.00 p/a DDF/PI 0-0306.01-7 Branch 3 - Philippines Station Administrative Section Manila, R.P.					
<input type="checkbox"/> FIELD		<input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD		<input checked="" type="checkbox"/> DEPARTMENTAL			
A. REMARKS (Use reverse if necessary) # Memo dtd 18 June 1957 to Mgn staff via SSA/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 FE/PT/III x 4009 for effective date. DIN 111 2 copies to Security.									
B. REQUESTER'S SIGNATURE ROBERT O. GAGE, PERSONNEL OFFICER				D. REQUEST APPROVED BY John D. Reedy, Jr., P.O.					
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Jimmie Newberry x 2957				Signature John D. Reedy, Jr., P.O.					
E. VETERAN PREFERENCE				F. POSITION CLASSIFICATION ACTION					
<input type="checkbox"/> NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER S.P.T. <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> X <input type="checkbox"/> DISAB. OTHER				NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/> SD:DI					
G. SEX M				H. APPROPRIATION FROM 8-2309-23 TO 8-3780-55-006 5-2-53		I. SUBJECT TO C.S. RETIREMENT ACT (Y-E-N) Y-E-S		J. DATE OF APPOINT. RENT RETIREMENT (ARMED FORCES ONLY)	
								19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	
20. STANDARD FORM 50 REMARKS									
D-6 04-10-55 PSI - 04-06-58 Tic L W									
21. CLEARANCES		INITIAL OR SIGNATURE		DATE		REMARKS			
A.									
B. CEIL. OR POS. CONTROL		770							
C. CLASSIFICATION									
D. PLACEMENT OR ENCL.		D. L REEDY							
E.									
F. APPROVED BY									
John D. Reedy, Jr., P.O. 16 August 57									

10-14 to be forwarded to payee

STANDARD FORM 52
REPRODUCED BY THE
U. S. GOVERNMENT PRINTING
OFFICE FOR GENERAL DISTRIBUTION
MAY 1954 EDITION, GS-1000-1

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. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST BY	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 1928		15 Aug 1956
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED:	
FROM— FIELD <input type="checkbox"/> DEPARTMENTAL	E. POSITION TITLE AND NUMBER F. SERVICE GRADE AND SALARY G. ORGANIZATIONAL DESIGNATIONS H. HEADQUARTERS	TO— BV-430.02 Intel Analyst GS-0132.35-7 DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.	BV-430.12 \$4660.00 pa
12. FIELD OR DEPARTMENTS <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	13. FIELD OR DEPARTMENTS <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		

8. REMARKS (Use reverse if necessary)

Slot BV-430.02 was used for slotting purposes only--this action will eliminate double slotting.

A. REQUESTED BY (Name and title) John M. Scott, Chief, RIG	D. REQUEST APPROVED BY <i>John M. Scott, Jr., FSDP</i>															
E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ruth Robinson, Ext. 2510																
F. VETERAN PREFERENCE																
<table border="1"> <tr> <td>HOME</td> <td>WWII</td> <td>OTHER</td> <td>S. PER.</td> <td>16. POST</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		HOME	WWII	OTHER	S. PER.	16. POST					DISAB. OTHER	<input checked="" type="checkbox"/>				
HOME	WWII	OTHER	S. PER.	16. POST												
				DISAB. OTHER												
<input checked="" type="checkbox"/>																
17. SUBJECT TO C. S. RETIREMENT ACT (1952-62) YES																
18. DUTY OF APPOINTMENT AFFILIATES (ACCESSIONS ONLY)																
19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																
20. STANDARD FORM 10-REMARKS APPROVED BY FBI CAREER SERVICES GS-1000 DATE 16 Aug 56																
21. CLEARANCES INITIAL OR SIGNATURE DATE REMARKS																
A.																
B. CECIL OR POS CONTROL <i>R.P.</i> 8/17/56																
C. CLASSIFICATION																
D. PLACEMENT OR EMPL <i>Officer 11 Aug 56</i>																
E.																

APPROVED BY
John M. Scott, Jr., FSDP, 16 Aug 56

<small>STANDARD FORM 52 MAY 1954 EDITION U. S. GOVERNMENT PRINTING OFFICE: 1954 14-1000-10000</small> REQUEST FOR PERSONNEL ACTION				UNVOUCHERED TO VOUCHERED							
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 - Miss - Mrs - One given name, initial(s), and surname).		2. DATE OF BIRTH		3. REQUEST NO.		4. DATE OF REQUEST					
Mr. James S. Woods		20 Feb 1928				14 June 1956					
6. ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment				6. EFFECTIVE DATE A. PROPOSED:		7. C. S. OR OTHER LEGAL AUTHORITY					
B. POSITION (Specify whether establish, change grade or title, etc.)				B. APPROVED:							
FROM— IO-CI 03-0136.53-7		BPF 583.05 \$4660.00		TO— Intel Analyst BV-430.02 GS-0136.53-7 \$4660.00 pa DDP/FI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D.C.							
<input checked="" type="checkbox"/> REGULAR		<input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> DEPARTMENTAL					
A. REMARKS (Use reverse if necessary) Transfer from Unvouchered to Voucherized Funds. Vice Lenore Johnson, transferring to X , EE. Copies of this action have been submitted to Payroll and Security offices.											
B. REQUESTED BY (Name and title) John M. Scott, Chief, RI				C. REQUEST APPROVED Signature <i>John M. Scott</i> Title <i>Econo</i> 26 June 56							
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ruth Robinson, Ext. 2510											
12. VETERAN PREFERENCE				14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL</td> </tr> </table> SD: DI				NEW	VICE	I. A.	REAL
NEW	VICE	I. A.	REAL								
15. APPROPRIATION FROM: 6-2710-55-096 TO: 6-2309-23				16. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) Yes		18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) STATE: DC					
20. STANDARD FORM 50 REMARKS <i>Connelly Scott 26 June 56 RAB/wwd 26 June 56 RAB/wwd J 6/27/56</i>											
21. CLEARANCES		INITIAL OR SIGNATURE		DATE		REMARKS					
A.				6/27/56							
B. CECI OR POS CONTROL											
C. CLASSIFICATION											
D. PLACEMENT OR EMPL.		<i>Approved 10/28/55</i>									
E.											
APPROVED BY <i>Robert J. Connelly</i> SECRET <i>John P. Heidek</i>											

14 00000
SIC&T

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/FE

DDP/PI

Staff: Branch 1 - Korea Base

RI

Branch: Records Integration

Analysis NM & Operations

Section: Personality Files

Analysis

Hdqrs: Yokosuka, Japan

Washington

I & R Comment

15 JUN
Date

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO. FKIA 5886

CONFIDENTIAL

CLASSIFICATION

TO : Chief, F.S.

DATE 3

4.FEB.1955

FROM : Chief, Korea Mission INFC: Chief, Support Mission,
SUBJECT: GENERAL- Administrative/Personnel Okinawa
SPECIFIC- Recommendation for Promotion - James S. WOODS

1. It is recommended that James S. MCDS be promoted from GS-5 to GS-7. Subject entered on duty with the Korea Mission 26 July 1954.
 2. MCDS presently occupies proposed Slot No. 21 which has been recommended as a GS-9 slot. Subject has been in grade as a GS-5 since 6 June 1953 and has performed the duties of his present assignment since 10 August 1954.
 3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the Korea Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, FOENAG has assumed the work load previously handled by two individuals and at the same time has managed to keep his backlog to a minimum.
 4. MCDS is conscientious, hard-working and more than willing to work long hours of overtime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unusually long hours to reestablish himself during the recent move of this Mission to Japan. On the basis of work performance and motivation, subject is recommended as justly deserving of promotion to GS-7.
 5. I certify that MCDS is performing the duties outlined in the job descriptions attached hereto.

134 JOHN L. HART

1 February 1955

1 - EBCI - afs
DISTRIBUTION:
 1 - CHIEF, FS
 1 - CHIEF, EN

CONFIDENTIAL
CLASSIFICATION

CONFIDENTIAL.

POLICY DECISION - James S. WOODS

1. Nature and Purpose of Work:

My position is that of intelligence analyst in the Personality File section of the Records Integration Branch. I am responsible for the maintenance of agent records and personality files.

2. Duties:

a. To maintain all agent records. This takes a good percentage of my time as it includes the following:

- (1) Make all KOMI file checks on PRQ's and file check requests, writing up the results and forwarding them to the proper agencies.
- (2) Make sure that all PRQ's and file check requests have the correct classification, the proper number of copies for distribution, correct name and telecodes, and are forwarded to the proper case officer or foreign unit.
- (3) See that the results of KOMI file checks received from Headquarters and CHMI are properly carded and forwarded to the case officer concerned.
- (4) Keep all agent records up-to-date with regard to cryptonyms, FOO's, OC's and other additional information received.
- (5) Keep files on all terminated agents and see that the proper records are filled out and forwarded when they are terminated.

b. To maintain the RI card index, assuring that all cards received in RI are properly filed and have the correct names and telecodes.

c. To analyze, card and file all documents forwarded to Personality Files; these include State Station memo, KOMI's, Contact Reports, CCINFO Reports, NMIS's, various intelligence summaries, etc.

3. Responsibility for the Work of Others:

N/A

4. Scope and Effect of Work:

I am responsible for making all KOMI file checks. I must see that they are made out thoroughly, quickly and accurately. My check may decide the outcome of hiring or refusing to hire a prospective agent or other employee for an operation or project.

5. Supervision and Guidance Received:

I receive no direct supervision or guidance in duties relating to the maintenance of agent records. I receive over-all policy guidance from the Chief of RI and some guidance from branch chiefs and case officers.

CONFIDENTIAL

CONFIDENTIAL

- 2 -

6 Intellectual Demands:

a. Initiative: 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 KOMI file checks, regarding what information is to be sent to Headquarters and CHMI.

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

CHECK LIST FOR TRAINING

Wade James S

1. Typing

3. English Usage

2. Shorthand

4.

Office Practice
(Electric typewriter, filing,
phones, Correspondence Manual,
time reading, office protocol.)

REQUEST FOR PERSONNEL ACTION													
2. REQUEST VON VOUCHERED TO UNVOUCHERED													
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. - Miss - Mrs. - One given name, initials, and surname) Mr. James S. WOODS		2. DATE OF BIRTH 20 Feb 28	3. REQUEST NO. 16 Feb 54										
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		5. EFFECTIVE DATE A. PROPOSED: <i>Feb 25 Apr 54</i>	7. C. S. OR OTHER LEGAL AUTHORITY B. APPROVED: <i>John M. Scott, Chief, R1</i>										
6. POSITION (Specify whether establish, change grade or title, etc.) Intell. Anal. 21-469-08 GS-0136.51-05, \$3410.00 p.a. GS-0132.35-5 DDP/FI Records Integration Staff DIV Processing & Records Branch Consolidation Section Washington DEPARTMENT		8. POSITION TITLE AND NUMBER 10(FI) DPF 602.02-5	9. SERVICE GRADE AND SALARY GS-0136.51-05, \$3410.00 p.a.										
		11. ORGANIZATIONAL DESIGNATIONS: UNCONVENTIONAL SUPPORT Information Division Positive Intelligence Branch Personnel	12. HEADQUARTERS 13. FIELD OR DEPARTMENTAL 14. FIELD 15. FIELD 16. FIELD										
A. REMARKS (Use reverse if necessary) Transfer to Unvoucherized Funds from Voucherized Funds.													
B. REQUESTED BY H. C. Clinchale, Personnel Officer		D. REQUEST APPROVED BY Edward C. McNamee Signature Title: 10/FI/100											
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) PCO 21-469-08-1 KEN 161													
13. VETERAN PREFERENCE <table border="1"> <tr> <td>None</td> <td>Vet</td> <td>Other</td> <td>S.P.E.</td> <td>10 POINT</td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td>VSRA OTHER</td> </tr> </table>				None	Vet	Other	S.P.E.	10 POINT	X		X		VSRA OTHER
None	Vet	Other	S.P.E.	10 POINT									
X		X		VSRA OTHER									
15. SEX M		16. RACE FROM: 4-2300-20 TO: 1-3740-55-096											
17. APPROPRIATION <i>per F.C.-DFT</i>		18. SUBJECT TO C. S. RETIREMENT ACT (VS-KO) 103											
		19. DATE OF APPOINTMENT AFFIDAVITS (ACCSSIONS ONLY) 16 Apr 54											
20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED													
21. STANDARD FORM 30 REMARKS <i>Affidavits okay per F.C.-DFT 16 Apr 54</i>													
22. CLEARANCES A. B. CECIL OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT ON EMPL E.													
INITIAL OR SIGNATURE <i>JRW</i> <i>John Woods</i> <i>3</i> <i>John Woods</i> <i>16 Apr 54</i>													
DATE <i>29 Mar 54</i> <i>11-1</i> <i>28 Mar 54</i> <i>16 Apr 54</i>													
REMARKS: <i>Approved by 21-469-08-1 KEN 161</i> <i>John Woods</i> <i>30 Mar 54</i>													
F. APPROVED BY <i>John M. Scott, Chief, R1</i>													

STANDARD FORM 52 REPRODUCED BY U.S. GOVERNMENT PURSUANT TO THE FREEDOM OF INFORMATION ACT. 1996 EDITION - FEDERAL EDITION ARMED FORCES PERSONNEL ARMED FORCES PERSONNEL ARMED FORCES PERSONNEL			
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. - Miss - Mrs. - One given name, initial(s), and surname) James S. Woods		2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO. 1 June 1953
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		5. EFFECTIVE DATE A. PROPOSED: 7 June 1953	6. C. S. OR OTHER LEGAL AUTHORITY ITY
7. POSITION (Specify whether establish, change grade or title, etc.)		8. APPROVED: 7 June 1953	
FROM: Intel. Anal. BV-469.08-4 GS-132 \$3175.00 pa		TO: Intel. Anal. BV-469.08 GS-132 \$3410.00 pa	
DDP/FI Records Integration Division STAFF Processing & Records Branch Consolidation Section Washington, D.C.		DDP/FI Records Integration Division STAFF Processing & Records Branch Consolidation Section Washington, D.C.	
9. FIELD	10. DEPARTMENTAL	11. FIELD OR DEPARTMENTAL	12. FIELD
13. REMARKS (Use reverse if necessary) 17 Aug Subject has been in grade since 21 April 1952.			
14. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RR		15. REQUEST APPROVED BY Signature: Edward C. McHannan Title: Mr. FIPO	
16. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) 2510		17. VETERAN PREFERENCE	
HOME	WWII	OTHER	9 P.E.
			10 POINT
			DIGAD OTHER
18. SEX	19. RACE	20. APPROPRIATION FROM: TO:	
21. STANDARD FORM 50 REMARKS		22. CLEARANCES	
✓ 22. CLEARANCES A. INITIAL OR SIGNATURE B. CECIL OR POG. CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL. E.		INITIAL OR SIGNATURE DATE REMARKS	
F. APPROVED BY Desiree L. Dawson 4 Jun 1953			

Mr. James S. Woods

25

1 June 1953

Washington, D. C.
Intel. Anal.

FI/RI

GS-4
GS-5

BV-469.08
GS-4

BV-469.08
GS-5

High School Graduate, 2 years of Business College

Treasury Dept., Accounting Clerk, GS-2, May 1950 to Jan. 1952
GS-3, Jan. 1952 to April 1952

OSO/RI, File Section, File Clerk, GS-3, 21 April 1952 to 17 Aug. 1952
GS-4, 17 Aug. 1952 to 16 March 1953
DDP/RI, Consolidation Section, Mail & File Clerk, GS-4, 16 March 1953 to present

JWS
Chief, RI

STANDARD FORM 52 PRINTED BY THE U. S. GOVERNMENT PRINTING OFFICE JEWELL HENRY—FEDERAL PERSONNEL GENERAL CHAPTER IV																		
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.—Miss—Mrs.—One given name, initial(s), and surname) James S. Woods		2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO. 26 Apr 53	4. DATE OF REQUEST 15 Apr 53														
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: 26 Apr 53	7. C. S. OR OTHER LEGAL AUTHORITY															
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: Sla-																
FROM— Mail & File Clerk EV-364.08 GS-4-305 \$3175.00 pa DDP/FI/RI Processing & Records Branch Consolidation Section Washington, D.C.		5. POSITION/TITLE AND NUMBER B. SERVICE GRADE AND SALARY C. ORGANIZATIONAL DESIGNATIONS D. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO— Intel. Anal. EV-469.08-4 GS-4-132 \$3175.00 pa DDP/FI/RI Processing & Records Branch Consolidation Section Washington, D.C. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL															
A. REMARKS (Use reverse if necessary) Position EV-364.08 has been deleted from the T/O.																		
8. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RI		9. REQUEST APPROVED BY Edward C. McDanum Signature																
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) OCD F1/100																		
13. VETERAN PREFERENCE <table border="1" style="display: inline-table;"> <tr> <td>HOME</td> <td>WWII</td> <td>OTHER</td> <td>S.P.Y.</td> <td>10-PONT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB OTHER</td> </tr> </table>		HOME	WWII	OTHER	S.P.Y.	10-PONT					DISAB OTHER	14. POSITION CLASSIFICATION ACTION <table border="1" style="display: inline-table;"> <tr> <td>F.E.M.</td> <td>V.I.C.E.</td> <td>L.A.</td> <td>R.E.A.L.</td> </tr> </table>			F.E.M.	V.I.C.E.	L.A.	R.E.A.L.
HOME	WWII	OTHER	S.P.Y.	10-PONT														
				DISAB OTHER														
F.E.M.	V.I.C.E.	L.A.	R.E.A.L.															
15. SEX 16. RACE FROM: TO: 16X21.00 23-9-W 23-19-00		17. APPROPRIATION 20 April		18. SUBJECT TO C. S. RETIREMENT ACT (TCS-HO) 19. DATE OF APPOINT- MENT AFFIDAVITS (ACCSSIONS ONLY) 20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:														
21. STANDARD FORM 50 REMARKS M																		
22. CLEARANCES A. B. CELL. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL. E.		INITIAL OR SIGNATURE OCD DATE 20 April REMARKS:																
F. APPROVED BY Orville E. Dawson 20 Apr 1953																		

STANDARD FORM 52
PRODUCED BY THE
U. S. CIVIL SERVICE COMMISSION
APPROVED FOR FEDERAL PERSONNEL
SERIAL CHAPTER II

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. - Miss - Mrs. - One given name, initial(s), and surname) James S. Woods	2. DATE OF BIRTH 20 Feb 1928	3. REQUEST NO. 	4. DATE OF REQUEST 2 March 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE 6. PROPOSED: 15 Mar 53	7. C. S. OR OTHER LEGAL AUTHORITY SA
8. POSITION (Specify whether established, change grade or title, etc.)			
FROM: File Clerk BV-356 GS-4-305 \$3175.00 pa DD/P/FI/RI Processing & Records Branch File Section Washington, D.C.		TO: Mail & File Clerk BV-364.08 GS-4-305 \$3175.00 pa DD/P/FI/RI Processing & Records Branch Consolidation Section Washington, D.C.	9. APPROVED: 15 Mar 53 SA
10. RACE <input type="checkbox"/> NEG <input checked="" type="checkbox"/> WHITE <input type="checkbox"/> ASIAN <input type="checkbox"/> HISPANIC	11. DEPARTMENTAL <input checked="" type="checkbox"/>	12. FIELD OR DEPARTMENTAL <input type="checkbox"/> NGO <input checked="" type="checkbox"/> DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)

From BV-356 to BV-364.

13. REQUESTED BY (Name and title) JOHN M. SCOTT, Chief, RI	14. REQUEST APPROVED BY Edward C. Mac Namara Signature: <i>Ed Mac Namara</i> Title: <i>Asst Sec El 1/00</i>																				
15. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)																					
16. VETERAN PREFERENCE <table border="1"><tr><td>NONE</td><td>WWII</td><td>OTHER</td><td>S-P-T</td><td>10 POINT</td></tr><tr><td></td><td></td><td></td><td></td><td><input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER</td></tr></table>		NONE	WWII	OTHER	S-P-T	10 POINT					<input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER	17. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VICE</td><td>L.A.</td><td>REAL</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td></tr></table>		NEW	VICE	L.A.	REAL	<input type="checkbox"/>			
NONE	WWII	OTHER	S-P-T	10 POINT																	
				<input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER																	
NEW	VICE	L.A.	REAL																		
<input type="checkbox"/>																					
18. SEX <input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE	19. APPROPRIATION FROM: 17632700 TO: 2309-20	20. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) NO	21. DATE OF APPOINTMENT AFFIDAVITS (ANCESORS ONLY)																		
22. STANDARD FORM 50 REMARKS		23. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																			
24. CLEARANCES		INITIAL OR SIGNATURE	DATE																		
A.			REMARKS:																		
B. CEIL. OR POS. CONTROL																					
C. CLASSIFICATION																					
D. PLACEMENT OR ENPL.																					
E.																					
F. APPROVED BY James S. Woods 3/6/53																					

PERSONNEL ACTION REQUEST				REGISTER NO.
NAME James S. Woods		REQUESTED EFFECTIVE DATE <i>17 Aug</i>		
NATURE OF ACTION Promotion		WHEN LEAVING (VOUCHERS) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:		
FROM File Clerk X-39.04		TO File Clerk X-102.22		
GRADE AND SALARY GS-3-305 \$2950.00 per annum		GS-4-305 \$3175.00 per annum		
OFFICE OSO		OSO		
DIVISION RI		RI		
BRANCH AND SECTION Processing & Records Branch File Section		Analysis & Operations Branch Service & Correspondence Section		
OFFICIAL STATION Washington, D.C.		Washington, D.C.		
DEPARTMENTAL <input checked="" type="checkbox"/>	FIELD <input type="checkbox"/>	DEPARTMENTAL <input checked="" type="checkbox"/>	FIELD <input type="checkbox"/>	
REMARKS: From X-39.04 to X-102.22 Subject has been in grade since 21 April 1952.				
<p>Approved: <i>John H. Scott</i> 31 July 52 Chief, RI</p> <p><i>John H. Scott</i></p>				
RECOMMENDED:				
<p><i>John H. Scott</i></p> <p>SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR ASST. OFFICER</p>				
FOR USE OF PERSONNEL ONLY				
PLACEMENT DATE QUALIFICATIONS APPROVED		TRANSACTIONS AND RECORDS APPROPRIATION ALLOCATION C. S. AUTHORITY: DATE SIGNATURE SIGNATURE		
CLEARANCE REQUESTED		CLEARANCE APPROVED		
DATE	TYPE	DATE	TYPE	
DATE	SIGNATURE			
CLASSIFICATION BUREAU NO.		G. G. C. NO.		DATE APPROVED
NAME	VICE	I. A.	REAL	
<i>8/13/52</i>		<i>James S. Woods</i>		
EFFECTIVE DATE				
DATE <i>7 Aug 52</i>		SIGNATURE OF DIVISION CHIEF <i>John H. Scott</i>		

a. To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

From 11 May 1950 to 19 April 1952
 Fiscal Acct. Clerk GS - 3 \$2950.00 per annum
 SUPERVISOR: Miss Ryan
 U.S. Treasury Department
 Pennsylvania Avenue
 Washington, D.C.
 PLEASE FORWARD FILE AND LEAVE RECORD TO:

*File
copy*

WOODS, JAMES S.
(NAME OF EMPLOYEE)

NOTE

If this address is not the correct one to which future inquiries should be mailed, be sure to insert the correct address under item 20a.

FOLD HERE FOR MAILING
IN WINDOW ENVELOPE

16-61806-8

b. Return to: EMPLOYING ORGANIZATION

FORWARD OFFICIAL PERSONNEL FOLDER TO
 R. C. J. HOPKINS,
 CENTRAL INTELLIGENCE AGENCY
 2440 C STREET, N.W.
 WASHINGTON 25, D.C.

To: RELEASING ORGANIZATION—You are requested to furnish promptly the leave data on

From 11 May 1950 to April 1952
 Fiscal Acct. Clerk GS 3 \$2950.00
 U.S. Treasury Dept.
 15th & Pennsylvania Ave. N.W.
 Washington D.C.

James S. Woods
(NAME OF EMPLOYEE)

NOTE

If this address is not the correct one to which future inquiries should be mailed, be sure to insert the correct address under item 18a.

FOLD HERE FOR MAILING
IN WINDOW ENVELOPE

16-61806-8

Return to: EMPLOYING ORGANIZATION

George E. Melton
 2430 K Street N.W.
 Washington D.C.

By 1150 was forwarded by your office
 in May 1952. Since this copy has been
 detached from our files it is re-
 quired that you forward a copy of
 same to the addressee at left.

115 P.S.L.

Tall

ENTRANCE ON DUTY NOTICE

1. TO 060 21	2. DATE 22 April 1952
Notice of Final Processing of Applicant for Entrance on Duty	
3. NAME Jerome E. Woods	4. ENTRANCE SALARY \$2950.00
5. TITLE T - File Clerk	6. GRADE GS — 3
<p>The applicant named in item 3 above meets all standards for full employment with CIA. Signed clearance for entrance on duty has been received from Inspection and Security and made a part of the personnel file of this individual. Effective this date he/she is assigned to duty with your office.</p> <p>FORM - 26 APRIL 1952 Inst. - 23 April at 3:00 P.M.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> POSTED <small>APR 30 1952</small> </div> <p style="text-align: right;"><i>Frank G. Jarman ucc</i></p> <p style="text-align: right;">PERSONNEL OFFICER</p>	

FORM NO. 97-114
JAN 1952

(4)

Date

APR 4 1952

MRS JAMES WOODS
3606 MINN. AVE, SE
CITY

Dear MR WOODS,

Your employment has been approved by this Agency at \$2950 per annum, subject to the satisfactory completion of additional processing on the day you enter on duty. It is requested that you report to the Receptionist, East End of Temporary "I" Building located at 17th and Independence Avenue, S. W., at 8:30 a.m. as soon as possible.

Please advise Mrs. Brown, 2430 "E" street, N. W., by telephone, Executive 6115, Extension 3493 of your exact reporting date.

Sincerely yours,

EJS APR 4 - 1952

FRANK G. JAROMA
Personnel Division

Subject telephoned 4-5-52; spoke with EJS
(date)

Subject will报 21 Apr 52 - News w/Treasury

SUBJECT WILL NOT DOB; REASON:

Not nec
4/4

14 00000

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

22 March 1952

Mr. James S. Woods
3505 Minnesota Avenue, S. E.
Washington, D. C.

Dear Mr. Woods:

In reference to your application for employment, this letter is to assure you that the processing of your papers as a GS-3, \$ 2750 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

The processing is a rather lengthy one; but when further information is available, we shall get in touch with you immediately.

In the meantime, it would be appreciated if you would advise us of any change in your present status, such as change of address, etc.

Your continued interest and patience are appreciated.

Very truly yours,

FRANK G. JAHNEMA
Personnel Division

OUTGOING CLASSIFIED MESSAGE

PAGE NO.

CENTRAL INTELLIGENCE AGENCY

DATE:	5 Mar 52	ROUTINE <input type="checkbox"/>	PRIORITY <input type="checkbox"/>	URGENT <input type="checkbox"/>
FROM:	PDC	(ORIGINATING OFFICER)		
TRANSMIT TO:	MR. JAMES WOODS 2837 CONNECTICUT AVE., N. W. WASHINGTON, D. C.	Review address on route sheet (CLASSIFICATION)		

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - NIGHT LETTER

EMPLOYMENT APPROVED THIS AGENCY \$ 2750. PER ANNUM, SUBJECT
 SATISFACTORY COMPLETION OF ADDITIONAL PROCESSING. DESIRE
 REPORT SOONEST POSSIBLE RECEPTIONIST, EAST END TEMPORARY "I"
 BUILDING, 17TH AND INDEPENDENCE AVENUE, SOUTHWEST, WASHINGTON,
 D. C. AT 8:30 A.M. ADVISE MRS. BROWN 2430 "E" STREET NORTHWEST,
 BY COLLECT NIGHT LETTER OR COLLECT PHONE, EXECUTIVE 6115, EXTEN-
 SION 3698 THE EXACT REPORTING DATE.

Is now a
 (select PNS)
 \$ 3 (approx 2)
 \$ 3 take a
 won't have a
 month

F. J. G. (a.m.a)
 FRANK Q. JAREMA

RELEASING OFFICER

COORDINATING OFFICERS

AUTHENTICATING OFFICER

CLASSIFICATION

14 00000

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D. C.

20 February 1952
In reply refer to ED-4

Mr. James Woods
2317 Conn. Avenue N. W.
Washington D. C.

Dear Mr. Woods:

This is to advise that actual processing of your application for employment with this Agency has been initiated. Specific details as to the type of appointment and salary will be contained in subsequent correspondence. Please direct all future correspondence to the undersigned.

If applicable, the attached form should be completed and returned within two weeks. Thank you for your prompt attention to this matter.

Very truly yours,

Mfd
Personnel Division

Enclosure

2 37-92
1 Append
1 OWS

Please forward three passport size photographs at your earliest convenience.

Sm 0

CERTIFICATE OF ATTENDANCE

APR 26 1952
I certify that on APR 26 1952 I have attended
(DATE)
the Agency Indoctrination Course specified by Regulation
25-1.

James S. Woods
(NAME)
157456

83-JG-115-LH-25

100-10000

FORM NO. 51-121
DEC 1951

161

384

File
MS

FORM NO. 57-115
MAY 1950

TO: Medical Division
FROM: Transactions & Records
SUBJECT: Woods, James S.

Request that above named subject be given a physical examination.

POSITION: File Clerk

GRADE: GS - 3

BRANCH: CSD - RI

SERVICE: DEPT.

MATTERS OF APPOINTMENT: EXC.

FORM NO. 57-115
MAY 1950

EDDY DACEY
TBLG.

OK
BPD

PERSONNEL ACTION REQUEST				REGISTER NO.
NAME James S. Woods		REQUESTED EFFECTIVE DATE APR 21 1952		
NATURE OF ACTION Excepted Appointment		WHEN LEAVING (VOUCHERED) LAST BODDING DAY: EMPLOYEE'S SIGNATURE:		
FROM		TO		
TITLE File Clerk		I-39.04-2		
GRADE AND SALARY GS-305-3 \$2950.00				
OFFICE F. C. March 52		OSO		
DIVISION V. P. March 52		RI		
BRANCH AND SECTION Processing and Records Branch File Section				
OFFICIAL STATION Washington, D.C.				
DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS <i>(To P-39.04) JMW</i>				
Approved: <i>John H. Scott</i> Chief, RI # 57 15 FEB 1952 <i>In stat. 4-28-52</i>				
RECOMMENDED <i>15 Feb 52</i>				
FOR USE OF PERSONNEL ONLY <small>SIGNATURE OF OFFICE CHIEF DIVISION CHIEF OR SAME OFFICER</small> PLACEMENT DATE QUALIFICATIONS APPROVED <i>James H. Powell</i> CLEARANCE REQUESTED DATE TYPE CLEARANCE APPROVED DATE TYPE SIGNATURE CLASSIFICATION BUREAU NO. C. I. C. NO. DATE APPROVED FILED VICE L.A. REAL DATE <i>15 Feb 52</i> SIGNATURE <i>Maryland C. Deasy</i> EFFECTIVE DATE APPROVALS DATE SIGNATURE <small>APPROVAL TO SECURITY CLEARANCE</small> DATE SIGNATURE <small>SIGNATURE OF EXECUTIVE</small> DATE SIGNATURE <small>SIGNATURE OF APPROVING OFFICER</small> <i>4 Mar 52</i> <i>J. P. President</i>				

FORM NO. 37-3
JUL 1950

U. S. GOVERNMENT PRINTING OFFICE 16-1060-A

SECURITY INFORMATION				REQUEST NO.
REQUEST FOR SECURITY CLEARANCE				DATE
FULL NAME POOK, JAMES	(Last) JAMES	(First) JAMES	(Middle)	10007A
POSITION TITLE FILE CLERK			GRADE OC-2	YEAR OF BIRTH 1920
LOCATION OFFICES WDC	CODE W	DIVISION W	BRANCH WDC	CODE WDC
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)				
TYPE OF EMPLOYEE 1. <input checked="" type="checkbox"/> REGULAR 2. <input type="checkbox"/> CONTACT 3. <input type="checkbox"/> CONSULTANT 4. <input type="checkbox"/> MILITARY 5. <input type="checkbox"/> OTHERS				
FUNDS <input checked="" type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED				
TYPE(S) OF SECURITY CLEARANCE REQUESTED <input type="checkbox"/> PROVISIONAL FOR: (Show name of pool or group) <input checked="" type="checkbox"/> SECRET <input checked="" type="checkbox"/> FULL <input type="checkbox"/> WAIVER D ST. POOL				
AVAILABILITY DATE (Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE		CODE 01
SEX AND VETERAN STATUS 1. <input checked="" type="checkbox"/> M-V	3. <input type="checkbox"/> F-V			
2. <input type="checkbox"/> M-NV	4. <input type="checkbox"/> F-NV			
REMARKS: SECURITY INITIATED BY WOETH. SUPERSEDES ACTION OF 1/5/52. CHAMBER OF OFFICE, DIVISION 2 BRANCH.				
Attachments: FMS Append. I Photos.				
PRINTER Q. JARRELL SIGNATURE MDO				DIVISION

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 8 Feb. 1952

TO: Jerome
FROM:
SUBJECT: Woods, James

In process as GS-2 Clerk. He wants accounting clerk eventually, but there are no openings at present & we have two other - better qualified - accounting clerks in process in reverse at present.

Possibility for microfilm trainee?

J. H. Langford

P.O.
12-26

MP

2817 Conn. Ave. N.W.

January 12, 1952

Dear Sir:

I received your letter dated January 5, stating that I was to inform you of any changes in my present status.

I am now a grade GS 2 with an one year increase. I am now being considered for a grade GS 3 in the Treasury Dept. I assure you, this does not lessen my zeal to get in the C.I.A.

I would like to know if your Agency would transfer or consider me for appointment at a grade GS 3.

Sincerely yours,

James S. Shands

REQUEST FOR SECURITY CLEARANCE				REQUEST NO.
				DATE 17-2007
FULL NAME (Last)	(First)	(Middle)	GRADE	1000 CODE
POSITION TITLE	WEEES	JAMES	SAVVER	
LOCATION (OFFICE)	Class	CODE	DIVISION	CODE
	Personal		Personal (O)	
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE) Washington, D.C.				
TYPE OF EMPLOYEE	1. <input checked="" type="checkbox"/> REGULAR	2. <input type="checkbox"/> CONTACT	3. <input type="checkbox"/> CONSULTANT	4. <input type="checkbox"/> MILITARY
5. <input type="checkbox"/> OTHERS				
FUNDS	<input type="checkbox"/> VOUCHERED	<input type="checkbox"/> UNVOUCHERED		
TYPE(S) OF SECURITY CLEARANCE REQUESTED				
<input checked="" type="checkbox"/> PROVISIONAL POOL (Show name of pool or group) Do Street Pool <input type="checkbox"/> SECRET <input type="checkbox"/> FULL <input type="checkbox"/> WAIVER				
AVAILABILITY DATE (Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE		CODE
SEX AND VETERAN STATUS	1. <input type="checkbox"/> M-V	3. <input type="checkbox"/> F-V		
	2. <input checked="" type="checkbox"/> M-NV	4. <input type="checkbox"/> F-NV		
REMARKS:	<i>Morris 1-17-52</i>			
Attachments: PHS Append. I Photos.				
CONFIDENTIAL				
JOSEPH D. RAGAN CO Chief, Personnel Division DIVISION				

FORM NO. 37-104
JUN 1951

SECURITY INFORMATION

(1)

5 January 1952

Mr. James S. Woods
2017 Conn. Ave., N. W.
Washington, D. C.

Dear Mr. Woods:

You are being considered for employment with the Central Intelligence Agency at grade GS-2, salary \$2750.00 per annum.

The appointment, if offered, will be temporary indefinite in nature. Processing procedures require about 30 days to complete. Unless you are notified to the contrary during this period, you may assume that you are being actively considered for employment. Upon completion of this processing, we will contact you immediately.

In the meantime, it would be appreciated if you will keep us advised of any changes in your present status, such as change of address, etc.

Please let us know immediately if during the interim you find that you will not be able to accept employment with this organization.

Very truly yours,

Joseph E. Ragan *AO*
Chief, Personnel Division

CONFIDENTIAL			REQUEST NO.
REQUEST FOR SECURITY CLEARANCE SECURITY INFORMATION			DATE 4 JAN. 1952
FULL NAME (Last) Woods, JAMES SAUVIE (Middle)			YEAR OF BIRTH 1928
POSITION TITLE CLERK	GRADE GS 2		CODE
LOCATION (OFFICE) 100A	CODE	DIVISION	CODE
GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)			
TYPE OF EMPLOYEE 1. <input checked="" type="checkbox"/> REGULAR 2. <input type="checkbox"/> CONTACT 3. <input type="checkbox"/> CONSULTANT 4. <input type="checkbox"/> MILITARY 5. <input type="checkbox"/> OTHER			
FUNDS <input checked="" type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED			
TYPE(S) OF SECURITY CLEARANCE REQUESTED <input checked="" type="checkbox"/> PROVISIONAL FOR: (show name of pool or group) <input checked="" type="checkbox"/> SECRET <input checked="" type="checkbox"/> FULL <input type="checkbox"/> WAIVER			
AVAILABILITY DATE (DD-MO-YR) <i>copy</i>	EST. CLEARANCE DATE (DD-MO-YR)	RECRUITMENT SOURCE	
SEX AND VETERAN STATUS 1. <input checked="" type="checkbox"/> M-V	3. <input type="checkbox"/> F-V	CODE 01	
2. <input type="checkbox"/> M-NV	4. <input type="checkbox"/> F-NV		
REMARKS:			
<i>89 to Mel. 1/5</i> Attachments: FHS Append. I Photos.			
CONFIDENTIAL <small>SECURITY INFORMATION</small>			

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : File
FROM :
SUBJECT: James S. Woods

DATE: 3 January 1952

1. Contacted Treasury Dept. this date and Employee Relations Officer stated that subject had no efficiency ratings since he had not been there long enough before being granted military furlough and after his discharge. However, she stated that Mr. Woods had been a very satisfactory employee and there was nothing derogatory in his file.

L. E. BLAIS

CONFIDENTIAL

REPORT OF INTERVIEW			THIS DATE
NAME James Sauvie Woods		REFERRED BY	
HOME ADDRESS 2817 Conn. Ave., N. W. Wash., D. C.		TELEPHONE AD 8130	
BUSINESS ADDRESS Treasury		TELEPHONE EX 6460 x2612	
DATE OF BIRTH 2/20/1928	PLACE OF BIRTH Forest River, N. D.	CITIZENSHIP (HOW ACQUIRED) US	
NAME OF SPOUSE none - no expectations			
DATE OF BIRTH	PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)	
SALARY REQUESTED OS-2	NO. OF DEPENDENTS None	INTERVIEWER Wm. J. BINGHAM	
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)			
Hadлична Bus. Sch. Diploma in Jr. accounting			
MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)			
Present- Treasury Dept. I/A attached			
MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)			
Oct 3, 1946 Apr 12, 1948			
Oct 19, 1950 Aug 7, 1951			
Pfc (Infantry)			

CONFIDENTIAL

AREA KNOWN TO (RESIDENCE OR STUDY)

Japan, Korea (US Army) No 10-9

LANGUAGE FACILITY

None

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES.)

A CLEAN CUT, BRIGHT EYED, EAGER YOUNGSTER, VERY AMBITIOUS BUT HAS HAD LIMITED EXPERIENCE. HE WOULD LIKE TO GET INTO ACCOUNTING, BUT HE HAS HAD ONLY BASIC ACCOUNTING AND HAS NEVER HAD A JOB IN ACCOUNTING TO TEST HIM. HE IS WILLING TO TAKE A CLERK JOB IF HE WILL GET A CLEARANCE AT ACCOUNTING. WILL GO O/S. FEELS HE IS BLOCKED IN HIS JOB IN TREASURY DEPT. SINCE HE WILL COME AS A GS-2, I WOULD TAKE A CHANCE ON HIIM IF HIS TESTS SHOW ANYTHING ENCOURAGING. HE EXPECTS TO ENTER STRAYERS COLLEGE OF ACCOUNTING (NIGHT) IN FEBRUARY. DOES NOT DESIRE POOL. SUGGEST MISS MC KENNEY LOOK HIM OVER. FORMS ATTACHED. HAS BEEN SCHEDULED FOR GS-4 CLERK-ACCT. TEST ON 20 DECEMBER.

FORMS GIVEN: PHS MEDICAL RESERVEWILLIAM J. BINGHAM
SIGNATURE OF INTERVIEWER

CONFIDENTIAL

MEMORANDUM TO: Personnel Division
Central Intelligence Agency
2430 "E" Street, N. W.
Washington, 25, D. C.

DEC 3 1951

SUBJECT: Availability of James S. Woods

1. This is to advise you that no objection is interposed to your consideration of the application for employment of the above-named individual who is presently employed by this office.
2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his ~~employment~~ releases.

Jeffreub
(Signature)

Acting Personnel Officer
(Title)

Bureau of Accounts
Treasury Department
(Agency)

Contact for further information:

Frances C. Murphy
(Name) Employee Relations Officer

Code 172, Extension 2628
(Telephone)

~~SECRET~~~~REPRODUCTION MASTERS~~~~SECRET~~~~BIOGRAPHY~~~~BIOGRAPHIC PROFILE~~~~SECRET~~Handle With Care

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION
OF OFFICIAL COVER BACKSTOP

DATE

12 May 1975

FILE NO.

2542

CHIEF, CONTROL DIVISION, OP
 TO: CHIEF, CONTRACT PERSONNEL DIVISION, OP
 CHIEF, OPERATING COMPONENT (For action) CCS
 ATTN: CHIEF ADMIN STAFF
 REFS: VERBAL REQUEST
 WOODS, James S.

ES NUMBER
502-16-6805EMPLOYEE NUMBER
010032

ID CARD NUMBER

OFFICIAL
COVER

UNIT

ESTABLISHED

 DISCONTINUED

RECOR

TELEPHONE

IONA PR
SUBMIT FORM 642 IMMEDIATELY TO CHANGE
LIMITATION CATEGORY TO CATEGORY
(HR 20-7)

A: CATEGORY I CATEGORY II

TO CCS

R

SUBMIT
(HRB)

FILE

X

X

SUBMIT FORM 1322
COVER. (HR 240-2e)SUBMIT FORM 1323
RESPONSIBILITY. (

EAA. CATEGORY I CATEGORY II

M 2688 FOR HOSPITALIZATION CARD

Japan/DAC

ct

ov

un -

COPY : RR CPU
 COPY : RATING COMPANY
 COPY : O/T/P
 COPY : FILE

EDF:JP

CHIEF, OFFICIAL CHIEF BRANCH, COVER

STATE

DM 1551 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY

J. A. Carter Jr.

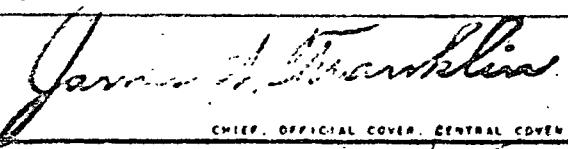
~~SECRET~~

1551 USE PREVIOUS EDITION

~~SECRET~~

CHIEF, OFFICIAL COVERS; CENTRAL COVER STAFF

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP			DATE
TO: <i>(Check)</i>	<input checked="" type="checkbox"/> CHIEF, CONTROL DIVISION	FILE NUMBER 2542	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 010032	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (<i>For action</i>)	ID CARD NUMBER EUR	
ATTN: EUR/Chief Support Staff		OFFICIAL COVER	BACKSTOP ESTABLISHED
REF: Form 1413 dated 6 May 1971			DISCONTINUED
SUBJECT		UNIT	
WOODS, James S.		Department of State	
KEEP ON TOP OF FILE WHILE COVER IN EFFECT			
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS <i>(OPM 20-800-1)</i>		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS <i>(OPM 20-800-1)</i>	
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE _____		DATE _____	
B. CONTINUING AS OF From EOD			
<input checked="" type="checkbox"/>	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. <i>(HRB 20-7)</i>	SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. <i>(HRB 20-7)</i>	
<input checked="" type="checkbox"/>	ASCERTAIN THAT <u>State</u> W-2 BEING ISSUED. <i>(HRB 20-11)</i>	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
<input checked="" type="checkbox"/>	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. <i>(HR-240-2a)</i>	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
<input checked="" type="checkbox"/>	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. <i>(HR-240-2a)</i>		
<input checked="" type="checkbox"/>	SUBMIT FORM 2688 FOR HOSPITALIZATION CARD		
REMARKS AND/OR COVER HISTORY			
<p>Apr 52 - Aug 54 - Headquarters - Overt</p> <p>Aug 54 - Nov 56 - Korea/Japan - DAC</p> <p>Nov 56 - Aug 57 - Headquarters - Overt</p> <p>Aug 57 - Feb 59 - Philippines - DAFC</p> <p>Feb 59 - Mar 61 - Headquarters - DAFC</p> <p>Mar 61 - Jan 67 - Japan - DAC</p> <p>Jan 67 - Oct 68 - Headquarters - Non State</p> <p>Oct 68 - Nov 70 - London - DAC</p> <p>Nov 70 - Juno 71 - Headquarters - DAC</p> <p>June 71 - Rome - Non State</p>			
DISTRIBUTION: COPY 1 - CO COPY 2 - OPERATING COMPONENT COPY 3 - D/SOS COPY 4 - OL/T/EL/UE COPY 5 - SF COPY 6 - CCS - FILE		 RF:km	
FORM 1551 (REV. PREVIOUS EDITION 12-70)		SECRET	
		CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF 110-20-431	

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DA
TO: (Check)	CHIEF, RECORDS AND CONTROL	10 November 1976
	CHIEF, CONTRACT PERSONNEL DIVISION	FILE NUMBER 2542
	CHIEF, OPERATING COMPONENT (For action)	EMPLOYEE NUMBER 16032 ID CARD NUMBER AC-542
ATTR:	EUE / Chief Support Staff	OFFICIAL COVER
REF:	Form 1322	X BACKSTOP ESTABLISHED
SUBJECT	WOODS, James S.	DISCONTINUED
		Records Analysis Group

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (COB 20-800-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (COB 20-800-11)
A. TEMPORARILY FOR <u> </u> DAYS EFFECTIVE DATE COB <u> </u>	DATE (DD OF COB) <i>Aug 57</i>	
B. CONTINUING AS OF COB		
X	SUMMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RNB 20-7)	SUMMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (RNB 20-7)
X	ASCERTAIN THAT <u>ARMY</u> W-2 BEING ISSUED.	RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
X	SUMMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2e)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
X	SUMMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2e)	
X	SUMMIT FORM 2008 	FOR HOSPITALIZATION CARD

REMARKS AND/OR COVER HISTORY

Apr 52-Aug 54	54	Hqs Overt
Aug 54-Nov 56	56	Korea and Japan DAC
Nov 56-Aug 57	57	Hqs Overt
Aug 57-Feb 58	58	Philippines DAFC
Feb 59-Mar 61	61	Hqs DAFC
Mar 61-Sep 63	63	Japan DAC and DAFC
Sep 63-Jan 65	65	Hqs State N.W.
Jan 65-Oct 67	67	Vietnam, State N.W.
Oct 66-Nov 70	70	England DAC
Nov 70	70	Hqs DAC

DIGESTIVE SYSTEM. 100% 1 + 0%
100% 2 + 0%
100% 3 + 0%
100% 3 + 0%
100% 3 + 0%
100% 3 + 0%
100% 3 + 0%

11

SECRET

EMPIRICAL TESTS ON THE FLOW OF ENERGY

14 00000
SECRET

6 Mar 59

File: 2542

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT : James Scoule WOODS

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

2. Effective as 5 Mar 1959, it is requested that your records be properly blocked ~~to prevent~~ to deny ~~the~~ 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/OG

THIS PAPER IS SECRET REMAINING

FEB 1580a
OUT OF FILE

16-13-601

14 00000
S L C R E T

DEC 5 1956
(Date)

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

THROUGH : Security Support Division
Office of Security

SUBJECT : James S. Woods

1. Cover arrangements have been completed for the above named subject who will be visiting a foreign country for a _____ day TDY trip.
2. Effective this date, it is requested that your records be properly (X) (re-opened) to (X) (acknowledged) subject's current Agency employment by an external inquirer.

Edward J. Boston
JOSEPH M. DAVIS
Chief, Official Cover & Liaison, CCB

CC: SSD/OS

THIS IS AN OFFICIAL RECORD

SECRET

JF 11-54

SECRET
(When Filled In)

available. Select

EMR 080878

NOTIFICATION OF PERSONNEL ACTION

OFF.

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		3. CATEGORY OF EMPLOYMENT	
010032		WOODS JAMES S		REGULAR	
3. NATURE OF PERSONNEL ACTION		RETIREMENT (VOLUNTARY)		4. EFFECTIVE DATE	
UNDER CIA RETIREMENT AND DISABILITY SYSTEM				08 04 78	
5. FUNDS		V TO V	V TO CF	7- PAY AND NSCA	
		CF TO V	CF TO CF	8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS		8026 3430 0000 PL 88-643 SEC 233			
10. LOCATION OF OFFICIAL STATION		WASH., D.C.			
11. POSITION/TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION	
RECORDS ADMIN OFF NE		CG45		DCC	
14. CLASSIFICATION SCHEDULE (GS, GS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0344.01		13 2	
17. SALARY OR RATE		26889			
18. REMARKS					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. MOHIC CODE
		NUMERIC ALPHABETIC			MO DA YR
45	10				02 20 28
25. RETIREMENT DATE	26. SPECIAL REFERENCE	27. SEPARATION DATA	28. SEPARATION DATA CODE	29. Correction, Compensation Data	30. SECURITY REQ NO
MO DA YR		CSC CIA NONE	CODE	TM	MO DA YR
31. VET PREFERENCE	32. SEAS COMP DATE	33. LONG COMP DATE	34. CAREER LATECODE	35. FEDERAL HEALTH INSURANCE	36. SOCIAL SECURITY NO
COVA 0 100% 1 50% 2 10% 3 10% 4 10% 5 10% 6 10% 7 10% 8 10% 9 10%	MO DA YR	MO DA YR	MO DA YR	COVA 0 100% 1 50% 2 10% 3 10% 4 10% 5 10% 6 10% 7 10% 8 10% 9 10%	COVA 0 100% 1 50% 2 10% 3 10% 4 10% 5 10% 6 10% 7 10% 8 10% 9 10%
47. PREVIOUS CIVILIAN GOVERNMENT SERVICE	48. LEAVE CAT CODE	49. FEDERAL TAX DATA	50. STATE TAX DATA		
CODE 0 - NO PREVIOUS SERVICE 1 - NO REPAIR IN SERVICE 2 - 20045 OR SERVICE LESS THAN 3 YEARS 3 - 30045 OR SERVICE MORE THAN 3 YEARS		FORM EXECUTED 1 - YES 2 - NO	1 - YES 2 - NO		
SIGNATURE OR OTHER AUTHENTICATION					
JLS					

SECRET
(When Filled In)

153078

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
910032		WOODS JAMES S		04 09 78		REGULAR	
3. PLACE OF PERSONNEL ACTION		REASSIGNMENT		7. PAY AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY	
		V TO V	V TO CF	8026 3430 0000		50 USC 403 J	
6. FUNDS		CF TO V	CF TO CF	10. LOCATION OF OFFICIAL STATION			
9. ORGANIZATIONAL DESIGNATIONS		DDO/INS INFORMATION MGMT. AND PLANNING GROUP RECORDS MANAGEMENT BRANCH AREAS UNIT		WASH. D.C.		12. POSITION NUMBER	
14. CLASSIFICATION SCHEDULE (GS, WG, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0344.01		13 2		26889	
18. REMARKS							

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. HIRE DATE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET	
37	10	53740	IMS	75013	02	20	28	00	
28. PAY EXPENSES		29. REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / COMBINATION DATA				
33. VET PREFERENCE		35. GRSY COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FIGHT / HEALTH INSURANCE	40. SOCIAL SECURITY NO			
CODE		0 30%	MO DA YR	MO DA YR	0 30%	0 30%			
1 35%									
2 40%									
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE			FORM EXECUTED	CODE	45. TAX EXEMPTIONS	FORM EXECUTED	CODE	46. TAX EXEMPTIONS	STATE CODE
0 NO PREVIOUS SERVICE			1 YES		1 YES	1 YES		1 YES	
1 MILITARY SERVICE			2 NO			2 NO			
2 DRAFT OR SERVICE LESS THAN 3 yrs									
3 DRAFT OR SERVICE MORE THAN 3 yrs									
SIGNATURE OR OTHER AUTHENTICATION									
FROM: NE									
DCEP									
153078 153078									

SECRET

8-150077-12 01-01922 10-31

SECRET
(When Filled In)

OCC R

NOTIFICATION OF PERSONNEL ACTION

OCC

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
010032		WOODS JAMES S		NO	DA	TO	YR
3. NATURE OF PERSONNEL ACTION				03 12 78		REGULAR	
PROMOTION				7. TAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY	
6. FUNDS		V TO V	V TO CF	8033 4800		0000 50 USC 403 J	
EF TO V		-	CF TO CF	10. LOCATION OF OFFICIAL STATION			
9. ORGANIZATIONAL DESIGNATIONS				WASH., D.C.			
DDO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF				12. POSITION NUMBER		13. SERVICE DESIGNATION	
RECORDS ADMIN OFF				CG45		OCC	
14. CLASSIFICATION SCHEDULE (GS, WG, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0344.01		13 2		26889	
18. REMARKS							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRATE CODE	24. MARITAL STATUS	25. DATE OF BIRTH	26. DATE OF GRADE
22	10	46075 NE	75013		1	01 20 28	03 13 78
28. OEE EXPIRES	29. SPECIAL EXPERIENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. COMMENCE/COMPLETION DATA	33. SECURITY REG NO	34. SEX	
NO DA YR		CSC 2. CIA 3. NSA 4. NMIC	CODE	TYPE	NO DA YR		
35. VET PREFERENCE		36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGL / HEALTH INSURANCE		40. SOCIAL SECURITY NO
CODE		0. HOME 1. 5.2. 2. 10.91	NO DA YR	NO DA YR	0. WORKER 1. YES	HEALTH INS CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA	
CODE				CODE	FORM EXECUTED 1. YES 2. NO	NO TAX EXEMPTIONS	FORM EXECUTED 1. YES 2. NO
							CODE MIL-TAX EXEMPT STATE CODE
SIGNATURE OR OTHER AUTHENTICATION							
MAR 22 1978 yhd							

1 SERIAL NO	2 NAME		3 ORGANIZATION	4 FUNDS	5 LWOP HOURS			
010032	a(1)(3) JAH-S							
6 OLD SALARY RATE			7 NEW SALARY RATE			8 TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	EFFECTIVE DATE	WGI QSI ADJ.
		24070				24799		
12	6	522	11/23/75	14	5	533	11/20/77	
CERTIFICATION AND AUTHENTICATION								
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.						DATE		
SIGNATURE <i>John C. C.</i>						15 Sept 1977		
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD <input type="checkbox"/>								
CLERKS INITIALS <i>RR</i>								
FORM 10-73 560E Use previous editions PAY CHANGE NOTIFICATION (4-51)								

LJF 110977

SECRET
(When Filled In)

OCF		NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)										
010032	WOODS JAMES S										
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA					4. EFFECTIVE DATE MO DA YE 07 11 77	5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS	V TO V	V TO CP	7. PAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY							
	CP TO V	CP TO CP	3033 4801 0000 50 USC 403 J								
9. ORGANIZATIONAL DESIGNATIONS DIO/NE DIVISION OFFICE OF THE CHIEF, NE DIVISION PLANS STAFF					10. LOCATION OF OFFICIAL STATION WASH., D.C.						
11. POSITION TITLE RECORDS ADMIN OFF					12. POSITION NUMBER CG45	13. SERVICE DESIGNATION DCC					
14. CLASSIFICATION SCHEDULE (GS, WG, etc.) GS			15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12 4	17. SALARY OR RATE 24070						
18. REMARKS THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 10/09/77.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 37	20. EMPLOYEE CODE 10	21. OFFICE CODING NUMBER 48075 NE	22. STATION CODE NUMBER 75013	23. INTRIGUE CODE NUMBER 1	24. HEIGHT Code 02	25. DATE OF BIRTH MO DA YE 20 28	26. DATE OF GRADE MO DA YE	27. DATE OF REC MO DA YE			
28. DATE EXPIRES NO DA YE		29. SPECIAL REFERENCE 1. CSC 2. CIA 3. FIA 4. NONE	30. RETIREMENT DATA CODE CG45	31. SEPARATION DATA CODE TYPE PROV TEMP	32. COMBINATION CONVERSION DATA TYPE WMA DA YE	33. SECURITY REQ. NO EOD DATA			34. SEX		
35. VET PREFERENCE CSCA 0 - NONE 1 - 5 PT. 2 - 10 PT.		36. SERV. COMP. DATE MO DA YE NO DA YE	37. LONG COMP. DATE NO DA YE	38. CAREER CATEGORY CAR ESSY CODE PROV TEMP	39. FEUL / HEALTH INSURANCE CODE 0 - WAIVED 1 - YES	40. SOCIAL SECURITY NO					
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE COMB 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 yrs) 3 - BREAK IN SERVICE (MORE THAN 3 yrs)		42. LEAVE CAT CODE NUMBER	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	45. NO TAX EXEMPT CODE 0 - NO 1 - YES	46. STATE CODE					
FROM: CCS SIGNATURE OR OTHER AUTHENTICATION											
POSTED NOV 18 1977 BY [Signature]											

AII

L20 100 045

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305
OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY
OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI
DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	CRG.	SCH-CR-STEP	NEW SALARY
WOODS JAMES S	CO10032	CCS	GS 12 4	\$24,070

15648

KKK: 22 JULY 76

SECRET
(When Filled In)

QCF

NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)										
010032	WOODS JAMES S										
3. NATURE OF PERSONNEL ACTION REASSIGNMENT - CHANGE OF HOME BASE					4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT					
6. FUNDS		V TO V	V TO CP		NO DA 10 07 13 76	REGULAR					
		CP TO V	CP TO CP			7. PAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY			
						T230-0118 0002		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDO/CCS REGISTRY											
11. POSITION TITLE RECORDS ADMIN OFF CH					10. LOCATION OF OFFICIAL STATION WASH., D.C.						
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS					15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12 4	17. SALARY OR RATE 21324				
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. Empl. Code	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. Hobbies Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI			
37	10	39115 CCS	75013		1	NO DA 10 02 20 28	NO DA 10 - - -	NO DA 10 - - -			
28. PAY EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Consultation Data				33. SECURITY REG NO	34. SEX	
NO DA 10 - - -		1. CSC 2. TCA 3. NCAC	CSC		TYPE	NO DA 10 - - -					
35. VET PREFERENCE		36. SERV. COMB DATE	37. LONG COMB DATE	38. CAREER CATEGORY	39. FEGLIC - HEALTH INSURANCE	40. SOCIAL SECURITY NO.					
CG44 1. HIGH 2. MEDIUM 3. LOW		NO DA 10 - - -	1 NO DA 10 - - -	CAB REV PAGE EMP	CODE CODE CODE CODE	1. MARRIED 2. YES	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				
CG44 1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE (LESS THAN 3 yrs) 4. BREAK IN SERVICE (MORE THAN 3 yrs)		42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA							
			40. HABITS EXECUTED 1. YES 2. NO	41. NO TAX EXEMPTIONS 1. YES 2. NO	42. NO TAX EXEMPT 1. YES 2. NO						
SIGNATURE OR OTHER AUTHENTICATION											

AEO:13 AUG 76

SECRET
(When Filled In)

OCF		NOTIFICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER.	2. NAME (LAST FIRST MIDDLE)								
010032	WOODS JAMES S								
3. NATURE OF PERSONNEL ACTION CHANGE OF PAY				4. EFFECTIVE DATE 08 08 76	5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS	X V TO V CP TO V	V TO CP CP TO CP		7. PAY AND NSCA T230 0130 0002	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J				
9. ORGANIZATIONAL DESIGNATION DDO/CCS REGISTRY				10. LOCATION OF OFFICIAL STATION WASH., D.C.					
11. POSITION TITLE RECORDS ADMIN OFF CH				12. POSITION NUMBER BL44	13. SERVICE DESIGNATION DCC				
14. CLASSIFICATION SCHEDULE (GS, GS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 12 4	17. SALARY OR RATE 21324					
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 37	20. EMPLOY. CODE 10	21. OFFICE CODING 39115	22. STATION CODE AUTOMATIC 75513	23. INTEGRATE CODE 1	24. HOURS, CODE 072 20, 28	25. DATE OF BIRTH MO DA YE	26. DATE OF GRADE MO DA YE	27. DATE OF LEI MO DA YE	
28. ETD EXAMPLES MO DA YE		29. SPECIAL REFERENCE 1 CSC 2 CIA 3 FCA 4 DDCB	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE 1988	32. COMMISSION / CONTRACTOR DATA MO DA YE	33. SECURITY REG NO. EOD DATA →			34. SEX
35. EFT PREFERENCE CODE		36. SERV. COMP. DATE MO DA YE	37. LONG. COMP. DATE MO DA YE	38. CAREER CATEGORY CAB CSC CSC CSC	39. RETAIL / HEALTH INSURANCE CSC CSC CSC	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		42. LEAVE CAT CCLCS	43. FEDERAL TAX DATA CODE	44. STATE TAX DATA CODE					
1. NO PREVIOUS SERVICE 2. NO CIVIL SERVICE (LESS THAN 3 yrs.) 3. BREAK IN SERVICE (MORE THAN 3 yrs.)			45. FORM EXECUTED 1 YES 2 NO	46. FORM EXECUTED 1 YES 2 NO					
SIGNATURE OR OTHER AUTHENTICATION									
POSTED <i>[Signature]</i> <small>AUG 1976</small>									

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

EDICS 01/31/70

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
030032		WILLIS JAMES S	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE MO DA YE 01 29 76	
5. FUNDS Funds → C TO V C TO CF C TO V C TO C		6. PAY AND NSCA 6230 0118 0002	
7. CSC OR OTHER LEGAL AUTHORITY		8. LOCATION OF OFFICIAL STATION ASH, D.C.	
9. ORGANIZATIONAL DESIGNATIONS DCD/CCS		10. POSITION TITLE RECORDS ADMIN OF CH	
11. POSITION NUMBER 6144		12. CAREER SERVICE DESIGNATION DAC	
13. CLASSIFICATION SCHEDULE (GS, LS, etc) LS		14. OCCUPATIONAL SERIES 0344.01	
15. GRADE AND STEP 12		16. SALARY OR RATE	
17. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION <i>30 205</i>			

SERIAL NO.		NAME		GRADE/STATION		PAY RATE		INCREASES	
010032		WOODS JAMES S		39 115		\$20,678			
OLD SALARY RATE				NEW SALARY RATE				TYPE ACTION	
Grade	Step	Salary	Cont. En. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 12	3	20,678	11/24/74	GS 12	4	21,324	11/23/75		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE <u>John C. Woods</u>				DATE <u>12 Sept 1975</u>					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS: <u>J. Woods</u>									
FORM 750 560E Use previous editions		PAY CHANGE NOTIFICATION						(4-51)	

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 39 115 V GS 12 4	\$22,485

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 39 115 V GS 12 3	\$20,678

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION													
1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)												
010032	WOODS JAMES S												
3 NATURE OF PERSONNEL ACTION						4 EFFECTIVE DATE	5 CATEGORY OF EMPLOYMENT						
PROMOTION						NO 04 74	REGULAR						
FUNDS	X	V TO V		V TO CF		6. PAY AND NSCA	7. CSC OR OTHER LEGAL AUTHORITY						
		CPT TO V		CPT TO CF		5230 0121 0002	50 USC 403						
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION							
DOC/CCS REGISTRY						WASH., D.C.							
11. POSITION TITLE						12. POSITION NUMBER	13. SERVICE DESIGNATION						
RECORDS ADMIN CEE CH						0001	DAC						
14. CLASSIFICATION SCHEDULE (GS, LS, etc)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP	17. SALARY OR RATE						
GS			0344.01			12 3	19693						
18. REMARKS													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. HIRE DATE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES				
22	10	22115	CCS	75043		1	NO 02 21 28	11 24 74	11 21 74				
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data		33. SECURITY REG NO	34. SES				
NO 04 74				CCOA		TYPE	NO 04 74	EOB DATA					
35. VET PREFERENCE		36. SEV COMP DATE		37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGL / HEALTH INSURANCE		40. SOCIAL SECURITY NO.					
CODE		0 - NONE 1 - 3 PT 2 - 10 PT	NO DA YR	NO DA YR	SAF BSY NOV SEMP	CCOA	CODE	0 - WALTER 1 - YES	HEALTH INS CODE				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE						42. LEAVE CAT CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA				
CODE						1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 3 yrs.) 4 - BREAK IN SERVICE (MORE THAN 3 yrs.)	1 - YES 2 - NO	CODE	NOT TAX EXEMPTIONS	100% EXECUTED	CODE	NO. 248 EXEMPT	STATE CODE
									1 - YES 2 - NO				
SIGNATURE OR OTHER AUTHENTICATION						POSTED							
						DEC 2 1974							

SECRET
DEM

SECRET
(When Filled In)

BBG: 19 SEPT 73

NOTIFICATION OF PERSONNEL ACTION

(O)CF		NOTIFICATION OF PERSONNEL ACTION															
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT											
0100032		WOODS JAMES S		09 10 73		REGULAR											
3. NATURE OF PERSONNEL ACTION		6. FUNDS		7. PAY AND NDCA		8. CSC OR OTHER LEGAL AUTHORITY											
REASSIGNMENT, TRANSFER TO VOUCHERED FUNDS AND DELEGATION OF NSCA		X → V TO V V TO CP		4230 0121 0002		50 USC 403 J											
7. FUNDS		X → CP TO V CP TO CP		10. LOCATION OF OFFICINE STATION													
9. ORGANIZATIONAL DESIGNATIONS		11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION											
DDO/CCS OFFICE OF THE CHIEF RECORDS MANAGEMENT AND REGISTRY SEC		RECORDS ADMIN OF CH		0061		D											
14. CLASSIFICATION SCHEDULE (OCC. LEVEL)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE											
GS		(0344.01)		11 6		16326											
18. REMARKS W-2 INFO: CIA																	
HOME BASE: SS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOYEE CODE		21. SERVICE CODING		22. STATION CODE		23. INTEGEE CODE		24. HIRE DATE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF END	
16 - 10		38160		CCS		750113		1		02 29 29		MO DA YE		MO DA YE		MO DA YE	
28. RETIREMENT		29. SOCIAL SECURITY		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. Correction / Consolidation Data		33. SECURITY		34. SEX					
XX XX XX		XX XX XX		CODE		CODE		CODE		CODE		CODE		CODE		CODE	
35. VET PREFERENCE		36. SEPF COMP DATE		37. LONG COMP DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
CODE		0 1 2 3 4 5		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA											
CODE		0 1 2 3 4 5		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05		00 01 02 03 04 05	
SIGNATURE OR OTHER AUTHENTICATION												POSTED 9-20-73 <i>[Signature]</i>					
FROM: EUR																	

14 00000

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5325 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
WOODS JAMES S	010032	39	115	V	GS 11 6 \$18,061

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED,
YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

WOODS JAMES S 010032 52300121

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNGS	GR-STEP	NEW SALARY
WOODS JAMES S.	010032	39 115	V	GS 11-6	\$17,116

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	GRGN.	FUNGS	GR-STEP	NEW SALARY
WOODS JAMES S.	010032	44 750	CF	GS 10-7	\$15,331

7 JAN 1973 TO 1 OCT 1972 U.....
11777, DATED 12 APR 1974.
EFFECTIVE DATE OF PAY ADJUSTMENT CORRECTED FROM
EXECUTIVE ORDER

SECRET

when **End** is

LML: 13 FEB 73

NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION								
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)							
010032	WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT					
PROMOTION		MO DA YR 02 04 73	REGULAR					
6. FUNDS	V TO V 	V TO CP 	7. FINANCIAL ARRANGEMENTS NO CHARGEABLE 8. CSC OR OTHER LEGAL AUTHORITY					
	C TO V 	X C TO CP	3135 1267 0000 50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION						
DDP/EUROPEAN DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH		11. ROME, ITALY						
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION					
RECORDS ADM OF		0699	D					
14. CLASSIFICATION SCHEDULE (GS, LS, GS)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP					
GS		0344.01	11 6					
18. REMARKS		17. SALARY OR RATE						
		16326						
HOME BASE: IS								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE	20. Employer Code	21. OFFICE CODING	22. STATION CODE	23. INDIVIDUAL CODE	24. GENDER	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LE
22	10	44750	EUR	36533	M	MO DA YR 02 04 73	MO DA YR 02 04 73	MO DA YR 02 04 73
28. PAY EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SPECIFICATION DATA CODE	32. CONVERSION DATA CODE	33. SECURITY REG MO		34. SEL
MO DA YR 02 03 74		81	CSC 2-MA 1-MIA 1-MGE	CODE	TYPE MOS DA YR 02 04 73	EOD DATA 		
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. DUTY CATEGORIES	39. MEDICAL EXAMINATIONS	40. MEDICAL EXAMINATIONS	41. SOCIAL SECURITY NO		
CODE D-INCOME 1-1 PT 2-0 PT	MO DA YR 02 04 73	VO DA YR 02 04 73	SERV 1-YEAR 2-2 YEARS 3-3 YEARS	CODE 1-NO 2-YES	CODE 1-NO 2-YES			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE 1-NOT PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE LESS THAN 3 YRS 3-BREAK IN SERVICE MORE THAN 3 YRS		CODE 1-NO 2-YES	CODE 1-NO 2-YES					
SIGNATURE OR OTHER AUTHENTICATION				 D. WOODS				

POSTED

FORM
3-66 8249 Use Previous
 May 11 71 Edition

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Digitized by srujanika@gmail.com

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND
EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 44 750 CF GS 10 7	\$14,581

SECRET

(When Filled In)

23 MAY 1971.

NOTIFICATION OF PERSONNEL ACTION

NCF		NOTIFICATION OF PERSONNEL ACTION												
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)												
010032		WOODS JAMES S												
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS				4. EFFECTIVE DATE 05 30 71		5. CATEGORY OF EMPLOYMENT REGULAR								
6. FUNDS ➤		V 10 V	X	V 10 CF	7. Rank or Grade No Change No.		8. CSC OR OTHER LEGAL AUTHORITY		1136 1267 0000 50 USC 403 J					
8. ORGANIZATIONAL ASSIGNMENT DDP/EUR DIVISION FOREIGN FIELD ITALIAN AREA ROME STATION SUPPORT BRANCH				10. LOCATION OF OFFICIAL STATION ROME, ITALY										
11. POSITION TITLE RECORDS ADM OF				12. POSITION NUMBER 0699		13. SERVICE DESIGNATOR D								
14. CLASSIFICATION SCHEDULE 052-10-001		15. OCCUPATIONAL SERIES 0344.01		16. GRADE AND STEP 10 7		17. SALARY OR RATE 13821								
18. REMARKS HOME BASE: EUR														
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL														
19. ACT/DET 20. EIN 21. SSN/ITIN 22. COUNTRY CODE CODE NUMBER		23. STATION CODE		24. MIGRANT CODE		25. DATE OF BIRTH MM DD YY		26. DATE OF PASSAGE MM DD YY		27. STATE OF LE. MM DD YY				
20. 10 44523 EUR		36533		3		02 20 28								
28. MIG. STATUS 05 29 73 22		29. DEB/REHIRE DATA 100%		30. EMPLOYER DATA DATA CODE		31. CURRENT CONTRACTUAL DATA 100% MM DD YY		32. SECURITY INFO REQ		33. CSC				
34. VET PREFERENCE CODE		35. GIFT CREDIT DATA 00 00 00		36. LONG COMM DATE 00 00 00		37. CAREER CATEGORY CODE		38. FEOLI - HEALTH INSURANCE CODE		39. SOCIAL SECURITY NO. CODE				
40. FED-CLASS DATA ON GOVERNMENT CONTRACT CODE		41. LEAVE CAT CODE		42. FEDERAL TAX DATA CODE		43. STATE TAX DATA CODE		44. PAYROLL DATA CODE		45. PAYROLL DATA CODE				
SIGNATURE OR OTHER AUTHENTICATION														
POSTED 6-3-71 15														

SECRET
(When filled in)

ARS: 11 MARCH 71

NOTIFICATION OF PERSONNEL ACTION								
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)						
010032		WOODS JAMES S						
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT			
CHANGE OF FAN				02 18 71	REGULAR			
6. FUNDS		V TO V	V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		
		CF TO V	CF TO CP	1236 1166 00000		50 USC 403 J		
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION				
DOP/EUR DEVELOPMENT COMPLEMENT				WASH., D.C.				
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION				
RECORDS ADM OFFICER		9997		O				
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS		0344.01		10 7		13621		
18. REMARKS OTHER								
HOME BASE: EUR								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACT/IN	20. Employ Code	21. OFFICE CODING	22. STATION CODE	23. INTELLIGENCE CODE	24. GRADE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	
		NUMBER	ALPHABET		1	02 24 19	02 24 78	
37	16	44997	EUR	73013				
27. DATE EXPIRES	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. CONVERSION COMBINATION DATA			32. SECURITY REG. NO.	33. SEA REG. NO.
NO DA 18		1. CSC 2. CIA 3. DIA 4. HQMC	CODE	TYPE	NO DA 14			
							FOD DATA →	
34. VET PREFERENCE	35. SERV COMP DATE	36. LONG COMP DATE	37. CAREER CATEGORY	38. MEDICAL HEALTH INSURANCE	39. SOCIAL SECURITY NO			
CODE	NO DA	NO DA	CODE	CSC	9. MED	40. STATE TAX DATA		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE		CODE	CODE	CODE	CODE	CODE	CODE	CODE
1. NO PREVIOUS SERVICE 2. NO STATE IN SERVICE 3. TOTAL IN SERVICE LESS THAN 1800 4. YEARS IN SERVICE MORE THAN 3600		1. CSC 2. DIA		1. CSC 2. DIA	1. CSC 2. DIA	1. CSC 2. DIA	1. CSC 2. DIA	1. CSC 2. DIA
SIGNATURE OR OTHER AUTHENTICATION								
POSTED 3/12/71								

14 00000
"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND
EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 JANUARY 1971

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S.	010032 44 997 V GS 10 7	\$13,821

SECRET
(When Filled In)

ARS: 27 JAN 71

NOTIFICATION OF PERSONNEL ACTION

OKF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)									
010032	WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS-CORRECTION			4. EFFECTIVE DATE MO DA YE	5. CATEGORY OF EMPLOYMENT						
<table border="1"> <tr> <td>FUNDS</td> <td>V TO V</td> <td>V TO CP</td> </tr> <tr> <td>X</td> <td>CP TO V</td> <td>CP TO CP</td> </tr> </table>			FUNDS	V TO V	V TO CP	X	CP TO V	CP TO CP	01 10 71	REGULAR
FUNDS	V TO V	V TO CP								
X	CP TO V	CP TO CP								
6. ORGANIZATIONAL DESIGNATIONS DOP/EUR DEVELOPMENT COMPLEMENT			7. FINANCIAL ANALYSIS NO CHARGEABLE 1234 1186 0000 50 USC 403 J							
			8. CSC OR OTHER LEGAL AUTHORITY							
9. POSITION TITLE RECORDS ADM OFFICER			10. LOCATION OF OFFICIAL STATION WASH., D.C.	11. POSITION NUMBER 9997						
12. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS			13. SERVICE DESIGNATION D	14. OCCUPATIONAL SERIES 0344.01						
15. GRADE AND STEP 10 7			16. SALARY OR RATE 13821	17. SECURITY REQ MD						
18. REMARKS THIS ACTION CORRECTS FORM 1150 THE EFFECTIVE DATE WHICH READ 12/13/70 TO READ 01/10/71.										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE 58	20. EMPLOYEE CODE 18	21. OFFICE CODING NUMBER: 44997 ALPHABETIC: EUR	22. STATION CODE 75013	23. INTEGEE CODE 1						
24. HIRING CODE 1		25. DATE OF BIRTH 02 20 1928	26. DATE OF GRADE MO DA YE	27. DATE OF LEI MO DA YE						
28. MITE EXP RES NO 66 18		29. SPECIAL REFERENCE 1. USA 2. CIA 3. NSA 4. NONE	30. RETIREMENT DATA CONV	31. SEPARATION DATA CODE 10						
32. Correction / Completion Date TIME: 12 13 70		33. SECURITY REQ MD 34. SEA		EOD DATA						
35. VET PREFERENCE CODE: 0. NONE 1. USAF 2. 10 PT		36. SERV COMP DATE MO DA YE	37. LONG COMP DATE MO DA YE	38. CAREER CATEGORY CAT: 45V TEMP: 45V						
39. FEGLI - HEALTH INSURANCE CODE: 0. WORKERS 1. TPS 2. TPS		40. SOCIAL SECURITY NO	41. STATE TAX DATA CODE: 0. NO TAX 1. 10% 2. 20%							
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE: 0. NO PREV CIV SER 1. USAF 2. USAF 3. USAF 4. USAF 5. USAF 6. USAF 7. USAF 8. USAF 9. USAF 10. USAF 11. USAF 12. USAF 13. USAF 14. USAF 15. USAF 16. USAF 17. USAF 18. USAF 19. USAF 20. USAF 21. USAF 22. USAF 23. USAF 24. USAF 25. USAF 26. USAF 27. USAF 28. USAF 29. USAF 30. USAF 31. USAF 32. USAF 33. USAF 34. USAF 35. USAF 36. USAF 37. USAF 38. USAF 39. USAF 40. USAF 41. USAF 42. USAF 43. FEDERAL TAX DATA CODE: 0. NO TAX 1. 10% 2. 20%		44. STATE TAX DATA CODE: 0. NO TAX 1. 10% 2. 20%	45. STATE TAX DATA CODE: 0. NO TAX 1. 10% 2. 20%							
SIGNATURE OR OTHER AUTHENTICATION										
POSTED 1-29-71 <i>[Signature]</i>										

SECRET

(When Filled In)

AIRC:

12-19-70

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)						
010032	WOODS JAMES S						
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS			4. EFFECTIVE DATE NO. DA MM YY 12 13 70				
6. FUNDS ➤ <input checked="" type="checkbox"/> X CF TO V <input type="checkbox"/> CF TO CP			7. Financial Analysis No. Chargeable 1236 1186 0000				
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR DEVELOPMENT COMPLEMENT			8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J				
11. POSITION TITLE RECORDS AUM OFF			12. POSITION NUMBER 9997				
14. CLASSIFICATION SCHEDULE (OS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 7				
17. SALARY OR RATE 13041							
18. REMARKS OTHER							
HOME BASE: EUR							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 16 16	20. EMPLOY CODE 44497	21. OFFICE CODING NUMBERS ALPHABETIC EUR	22. STATION CODE 75013	23. INTEGRITY CODE	24. PAYROLL CODE 1 2 20 20	25. DATE OF BIRTH MM DD YY 01 01 70	26. DATE OF GRADE MM DD YY 01 01 -
20. LIFE EXPENSES NO DA RS		29. SPECIAL REFERENCE NO	30. RETIREMENT DATA CODE 1. GOL 2. CIA 3. TAA 4. CAF	31. SEPARATION DATA CODE CODE 1. EOD 2. RSD	32. COMMERCIAL INSURANCE DATA MM DD YY 01 01 70	33. SECURITY REGISTRATION NO. REGIS NO 111-22-3333	34. GEN. DATA ➤ EOD DATA
35. RET PREFERENCE CODE 1. HOME 2. CPT 3. USAF		36. SERV COMP DATE MM DA YY 01 01 70	37. LONG COMP DATE MM DA YY 01 01 70	38. CAREER CATEGORY CODE 1. PRO 2. MGR 3. EXP	39. REGUL. HEALTH INSURANCE CODE 1. YES 2. NO	40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE (LESS THAN 3 yrs) 3. BREAK IN SERVICE (MORE THAN 3 yrs)			42. LEAVE CAT CODE CODE 1. NO 2. YES	43. FEDERAL TAX DATA SEARCHING CODE 1. YES 2. NO	44. STATE TAX DATA SEARCHING CODE 1. YES 2. NO	45. STATE TAX DATA SEARCHING CODE 1. YES 2. NO	46. STATE TAX DATA SEARCHING CODE 1. YES 2. NO
SIGNATURE OR OTHER AUTHENTICATION 11 12-19-70							
POSTED							

SERIAL NO.	NAME	ORGANIZATION	FUNDS	LWOP HOURS
010032	WOODS JAMES S.	44-525	CF	
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION
Grade	Step	Before	Last Eff Date	Grade Step Salary Effective Date
GS 10	6	\$12,679	07/28/68	GS 10 7 \$13,041 07/28/70
CERTIFICATION AND AUTHENTICATION				
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.				
SIGNATURE				DATE
<i>Woods</i>				6/23/70
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD				
CLASS INITIALS	APPROVED BY			
FORM 7-66 560 E Use previous edition		PAY CHANGE NOTIFICATION		
		<i>Hill (401)</i>		

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 44-525 CF GS 10 6	\$12,679

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
WOODS JAMES S	010032 44-525 CF GS 10 6	\$11,942

SECRET
(When Filled In)

4 NOV 68

NOTIFICATION OF PERSONNEL ACTION**NCF**

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
010032		WOODS JAMES S		11 04 68		REGULAR		
3. NATURE OF PERSONNEL ACTION				7. Financial Analysis No Chargeable		8. CSC OR OTHER LEGAL AUTHORITY		
REASSIGNMENT						9136 1214 0000 50 USC 403 J		
6. FUNDS ➤				V TO V	V TO CF	10. LOCATION OF OFFICIAL STATION		
				CF TO V	X CF TO CF	LONDON, ENGLAND		
8. ORGANIZATIONAL DESIGNATIONS				11. POSITION TITLE				
DDP/EUR FOREIGN FIELD BRITISH COMMONWEALTH REGION LONDON STATION SUPPORT BRANCH REGISTRY SECTION				RECORDS ADM OF				
12. POSITION NUMBER				13. SERVICE DESIGNATION				
14. CLASSIFICATION SCHEDULE (OS, LS, etc.)				15. OCCUPATIONAL SERIES				
GS				0344.01 10 6 10847				
16. GRADE AND STEP								
17. SALARY OR RATE								
18. REMARKS								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MILITARY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	44525	EUR	21025	3	02 20 28		
28. NTC EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data	33. SECURITY REQ NO		34. SEA
11 03 70		83	CGUE		TYPE MO 14 18			
35. VET PREFERENCE		36. SSN COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEH / HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
CODE		MO DA YR	MO DA YR	CAR TEMP CODE	CODE	9. WIFE	HEALTH INS CO	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA		
CODE				1. NO PREVIOUS SERVICE 2. NO LEAVES ON SERVICE 3. LEAVES IN SERVICE (TOTAL LENGTH 3 yrs)	4. FORM EXPIRED	CODE	NO TAX EXEMPT	STATE EXPIRED
SIGNATURE OR OTHER AUTHENTICATION								
FROM FE								
1- PCKED								

FORM 5-64 1150
MAY 10-67

Use Previous Edition

SECRET**SF**

CLASSIFIED
Excluded from automatic
downgrading and
declassification

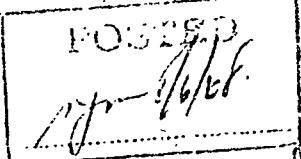
(When Filled In)

SECRET
(When Filled In)

WD: 16 AUG 68

NOTIFICATION OF PERSONNEL ACTION

NCF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)							
N10032	WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT				
PROMOTION			07 28 68	REGULAR				
6. FUNDS	V TO V	V TO CP	7. Financial Analysis No: Chargeable					
	CP TO V	X CP TO CP	9137 1487 0000 50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS DDP/FEE FOREIGN FIELD FE/VNO VIET NAM STATION INTELLIGENCE DIVISION COLLATION BRANCH CURRENT INTELLIGENCE SECTION BIOGRAPHIC UNIT			10. LOCATION OF OFFICIAL STATION SAIGON, SOUTH VIET. NAM					
11. POSITION TITLE RECORDS ADMIN OF			12. POSITION NUMBER 4984	13. SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, GS, etc.) GS		15. OCCUPATIONAL SERIES 0344.01	16. GRADE AND STEP 10 6	17. SALARY OR RATE 10847				
18. REMARKS RECORDS ADMIN OFFICER OCCUPYING 10 GENERAL POSITION								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE 22	20. EMPLOYEE CODE 10	21. OFFICE CODING 435500 FE	22. STATION CODE 77205	23. INFOTREE CODE 3	24. HIRING CODE MO DA VR	25. DATE OF BIRTH 02 20 28	26. DATE OF GRADE 07 28 68	27. DATE OF LES 07 28 68
28. MIE EXPIRES MO DA VR		29. SPECIAL REFERENCE 1 CSC 2 CIA 3 NSA 4 DIA	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. Correction / Conviction Data TYPE		33. SECURITY REG NO REG NO	34. SEA
35. VET PREFERENCE CODE		36. SERV. COMP. DATE MO DA VR	37. LONG COMP. DATE MO DA VR	38. CAREER CATEGORY CAR REG TEMP	39. FEES / HEALTH INSURANCE 0 WAIVER 1 YES	40. SOCIAL SECURITY NO. HEALTH INS CODE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 yrs) 3 BREAK IN SERVICE (MORE THAN 3 yrs)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA 1 YES 2 NO	44. STATE TAX DATA 1 YES 2 NO			
SIGNATURE OR OTHER AUTHENTICATION								

14 00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 500	CF	GS 09 7	\$ 9,668	\$10,154

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 6 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45 500	CF	GS 09 7	\$ 9,202	\$ 9,668

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
OCS 05/31/67									
1. SERIAL NUMBER	2. NAME (LAST-FIRST MIDDLE)								
010032	WOODS JAMES S								
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
REASSIGNMENT		MO. DA YR.		NO. 00 00					
		05 21 67							
6. FUNDS		V TO V	V TO C	7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
		O TO V	X O TO C	7137 1487 0000					
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION							
DDPAFE DIVISION		SAIGON, SOUTH VIET NAM							
11. POSITION TITLE				12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION				
RECORDS ADMIN CP				4985	D				
14. CLASSIFICATION SCHEDULE (OCS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE				
OCS		0344,01		D9					
18. REMARKS									
SIGNATURE OR OTHER AUTHENTICATION									
									

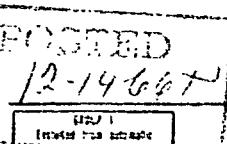
SECRET
(When Filled In)

M.R.T.: 9 DEC 66

NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
010032		WOODS JAMES S							
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM									
4. FUNDING		V TO V	V TO CP			5. EFFECTIVE DATE		6. CATEGORY OF EMPLOYMENT	
		CP TO V	X	CP TO CP		MO DA YR 12 18 66		REGULAR	
7. COST CENTER NO. CHARGEABLE 7137 1566 0000									
8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203									
9. ORGANIZATIONAL DESIGNATIONS DDP/FE									
10. POSITION TITLE					11. POSITION NUMBER		12. SERVICE DESIGNATION		
							D		
13. CLASSIFICATION SCHEDULE (GS, LS, etc.)			14. OCCUPATIONAL SERIES		15. GRADE AND STEP		16. SALARY OR RATE		
					O9				
17. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACT/SSN	20. Employ. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. Mdgts. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
		NUMERIC	ALPHABETIC				MO DA YR	MO DA YR	MO DA YR
28. MIE RAPTURES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ. NO	34. SEX
			1 - CSC 2 - FICA 3 - NONE	CODE 2	TYPE	MO DA YR			
35. VET. PREFERENCE		36. SERV COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGL / HEALTH INSURANCE			40. SOCIAL SECURITY NO.	
CODE		MO DA YR	MO DA YR	CAW YES PROV TEMP	CODE	CODE	O-WALTER 1-YES	HEALTHINS CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE EAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
CODE					FORM EXECUTED CODE 1-YES 2-NO	NO TAX EXEMPTION	FORM EXECUTED	CODE	STATE CODE
SIGNATURE OR OTHER AUTHENTICATION									

SIGNATURE OR OTHER AUTHENTICATION



FORM 11-42

[Use Previous Edition](#)

SECRET

143

SECRET
(When Filled In)

MRT: 8 DEC 66

NOTIFICATION OF PERSONNEL ACTION											
OCC											
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)										
010032 WOODS JAMES S											
3. NATURE OF PERSONNEL ACTION											
REASSIGNMENT											
4. FUND SOURCE	V TO V	V TO CP	5. EFFECTIVE DATE	6. CATEGORY OF EMPLOYMENT							
	X	CP TO CP	12-108166	REGULAR							
7. COST CENTER NO. CHARGEABLE											
7137 1487 0000 8. CSC OR OTHER LEGAL AUTHORITY											
9. ORGANIZATIONAL DESIGNATIONS											
DDP/FE FOREIGN FIELD FE/VNC - VIETNAM STATION EXECUTIVE OFFICE REGISTRY SECTION											
10. LOCATION OF OFFICIAL STATION											
SAIGON, SOUTH VIET NAM.											
11. POSITION TITLE											
RECORDS ADMIN OF 12. POSITION NUMBER											
13. SERVICE DESIGNATION											
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) 15. OCCUPATIONAL SERIES											
GS 0344.01 16. GRADE AND STEP											
17. SALARY OR RATE											
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. Employ. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. INQUIRIES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
37	10	455001	FE	77205		3	02-120128				
28. HIRE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX			
MO DA YR.		1 - CSC 2 - RICA 3 - NONE		CODE	TYPE	NO DA YR.	EOD DATA				
35. VET. PREFERENCE		36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEES / HEALTH INSURANCE	40. SOCIAL SECURITY NO					
CODE		0 - NONE 1 - SPT. 2 - TSPY	MO DA YR.	MO DA YR.	CAN BE SY CODE	CODE	0 - MARRIED 1 - YES	HEALTH INS CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE				0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 yrs) 3 - BREAK IN SERVICE (MORE THAN 3 yrs)	1 - EXECUTED 2 - NO	0 - TAX EXEMPTIONS 1 - EXEMPT 2 - NO	0 - NOT EXECUTED 1 - YES 2 - NO	CODE	0 - TAX EXEMPT 1 - EXEMPT 2 - NO		
SIGNATURE OR OTHER AUTHENTICATION											
POSTED 12-12661											

1400000
"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	45	380	CF	GS 09 7 \$ 9,003	\$ 9,262

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
010032	WOODS JAMES S	45 380 CF								
5. OLD SALARY RATE		6. NEW SALARY RATE								
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	88749	11/07/65	GS-09	7	89003	03/27/66			
8. Remarks and Authentication QUALITY STEP INCREASE										
/s/ Bennett D. Edwards Date: 31 March 1966										
PAY CHANGE NOTIFICATION										

Form 901 560
Observe Periodic Edition
(4-51)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
010032	WOODS JAMES S	45 380 CF								
5. OLD SALARY RATE		6. NEW SALARY RATE								
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-09	6	88749	11/07/65	GS-09	7	89003	03/27/66			
8. Remarks and Authentication QUALITY STEP INCREASE										
/s/ Bennett D. Edwards Date: 31 March 1966										

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 5 OCTOBER 1942."

EFFECTIVE DATE OF PAY ADJUSTMENTS 19 OCTOBER 1965

NAME	SERIAL	ORGN.	FOLUS	GHOST#P	OLD SALARY	NEW SALARY

500

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
010032	WOODS JAMES S	45 380 CF								
5. OLD SALARY RATE		6. NEW SALARY RATE		7. TYPE ACTION						
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PNU	LST	ADJ.
GS 19	3	8135	11/10/63	GS 20	6	8749	11/07/63			
8. Remarks and Authorization										
<p>✓ ✓ AD EXCESS LWOP ✓ ✓ IN PAY STATUS AT END OF WAITING PERIOD 7/1/2 ✓ ✓ LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY EAH</p>										
<p>o o</p> <p>I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.</p>										
<p>SIGNATURE: <i>[Signature]</i> DATE: <i>11 Oct 65</i></p>										
<p>PAY CHANGE NOTIFICATION</p>										

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE
AND STEP AS INDICATED IN CHART BELOW.**

GENERAL SCHEDULE RATES
Federal Employees Salary Act of 1964

SECRET

(When filled in)

NOTIFICATION OF PERSONNEL ACTION

ADPO 09/18/64

1. SERIAL NUMBER 2. NAME (LAST FIRST MIDDLE)

010032 WOODS JAMES S

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT

4. FUNDS 

Y 10 V Y 10 S

D 10 V X D 10 S

4. EFFECTIVE DATE

MO DA YE

09 18 64

5. CATEGORY OF EMPLOYMENT

6. COST CENTER NO. CHARGEABLE

5137 1966 0000

7. CSC OR GS-48 LEGAL AUTHORITY

8. ORGANIZATION DESIGNATION

DDP/FE DIVISION

JKO TOKYO CEN REC REC

10. LOCATION OF OFFICIAL STATION

TOKYO JAPAN

11. POSITION TITLE

INTEL ANALYST CM

12. POSITION NUMBER

4460

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LS, etc.)

GS

15. OCCUPATIONAL SERIES

9132039

16. GRADE AND STEP

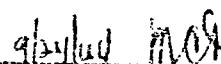
09

17. SALARY OR RATE

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED

Form 1120
Rev. 1-63
MNG 1-63Use Previous
Edition

SECRET

16 SEP
Excluded from automatic
downgrading and
declassification

(162-24 E Rev 1A)

SECRET
(When Filled In)

AES: 16 MARCH 61

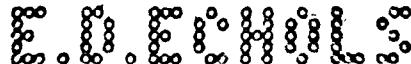
NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
010032		WOODS JAMES S									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT & TRANSFER TO CONFIDENTIAL FUNDS*						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
						NO DA YY 03 19 61		REGULAR			
6. FUNDS ➤		V TO V	X	V TO CF	7. COST CENTER NO. CHARGEABLE		8. DSC OR OTHER LEGAL AUTHORITY				
					1137 7351 1000		50 USC 403				
9. ORGANIZATIONAL DESIGNATIONS DDP FE FE/JAO TOKYO STATION OFFICE OF THE CHIEF CENTRAL REGISTRY AND RECORDS SEC						10. LOCATION OF OFFICIAL STATION TOKYO JAPAN					
11. POSITION TITLE INTEL ANALYST GEN						12. POSITION NUMBER 3061		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, HS, etc.) GS			15. OCCUPATIONAL SERIES 0132.36			16. GRADE AND STEP 09 3		17. SALARY OR RATE 6765			
18. REMARKS *SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 20	Employ Code 10	21. OFFICE CODING NUMERIC 56380		22. STATION CODE ALPHABETIC FE	23. INTENEE CODE CODE 37587	24. Grade Code 3	25. DATE OF BIRTH NO DA YY 02 20 28	26. DATE OF GRADE NO DA YY 14	27. DATE OF LS NO SR YY		
28. RTE EXPIRES NO DA YY 14 24 74		29. SPECIAL REFERENCE 1 - CSC 2 - FICA 3 - NONE		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE EOD DATA ➤	33. SECURITY DATA REF ID REF ID			
35. VET PREFERENCE CODE 1 - 0000 2 - 0000 3 - 0000		36. SERV. COMP. DATE NO DA YY 00 00 00		37. LONG COMP. DATE NO DA YY 00 00 00		38. MIL. SERV. CREDIT/LCO CODE 1 - YES 2 - NO	39. FEGL / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES 2 - NO	40. SOCIAL SECURITY CODE HEALTHCARE 2004			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1 - NO PREVIOUS SERVICE 2 - BREAK IN SERVICE, LESS THAN 12 MOS. 3 - BREAK IN SERVICE, MORE THAN 12 MOS.			42. LEAVE CAT CODE		43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO				
SIGNATURE OR OTHER AUTHENTICATION											
POSTED 03/22/61, ZK											

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI
MEMORANDUM DATED 1 AUGUST 1950; SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORG FUNDS	GR-ST	OLD SALARY	NEW SALARY
WOODS JAMES S	010032	49 390 CF	05 09 3	\$ 7,975	\$ 7,930

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW NO. 7 + 792 AND
DOI MEMORANDUM DATED 1 AUGUST 1986, SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 14 OCTOBER 1986.

NAME	SERIAL	CASH	FUNDS	CLC GUEST SALARY	CLC GUEST SALARY	NEW GUEST SALARY	NEW GUEST SALARY
WILSON JAMES S	210692	64361	CP 06 4	3 6932	109 4	4 2386	

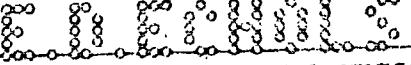
OLD SALARY RATE				NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	GRADE	STEP	SALARY	EFFECTIVE DATE
GS 09	2	\$ 6,600	11 15 50	GS 09	3	\$ 6,765	11 13 60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER							
9. CHECK ONE <input checked="" type="checkbox"/> EXCESS LWOP <input type="checkbox"/> EXCESS PAY IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD				10. NUMBER OF HOURS LWOP 11. INITIALS OF CLERK 12. AUDITED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL							
13. TYPE OF ACTION <input type="checkbox"/> P.S. <input type="checkbox"/> L.S. <input type="checkbox"/> PAY ADJUSTMENT				14. REMARKS			
15. AUTHENTICATION							
16. PAY CHANGE NOTIFICATION  WK							

FORM
5-50560 (REPLACES PREVIOUS EDITION)
REPLACES FORM 560, AND 560A.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

1. Serial No.	2. Name		3. Cost Center Number		4. LWOP Hours			
10032	WOODS JAMES S		DDP/FF 11 UV					
5. OLD SALARY RATE		6. NEW SALARY RATE		7. TYPE ACTION				
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	P.S. L.S. Adj.
GS 09	3	\$ 6,765	11/13/60	GS 09	4	\$ 6,930	11/12/61	
8. Remarks and Authentication								
<input type="checkbox"/> / NO EXCESS LWOP <input type="checkbox"/> / IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> / IN LWOP STATUS AT END OF WAITING PERIOD								
 WK								
9. PAY CHANGE NOTIFICATION <small>(REPLACES PREVIOUS FORM 560)</small>								

SECRET

(4-81)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME

SI WOODS JAMES S

SERIAL	ORGN	GR-SY	OLD SALARY	NEW SALARY
110032	SI 12	GS-09 2	\$ 6,765	\$ 6,930

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.			4. FUNDS		5. ALLOTMENT			
110032	WOODS JAMES S			DDP/FE			V-20					
6. OLD SALARY RATE				7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE			
			MO	DA.	YR.				MO	DA.	YR.	
GS 9	1	\$ 5,984	11	16	58	GS 9	2	\$ 6,135	11	15	59	
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER												
BY CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD				9. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY								
TO BE COMPLETED BY THE OFFICE OF PERSONNEL												
12. TYPE OF ACTION: <input type="checkbox"/> P.R.I. <input type="checkbox"/> E.O.I. <input type="checkbox"/> PAY ADJUSTMENT				13. REMARKS								
14. AUTHENTICATION												
15. PAY CHG NOTIFICATION												

FEB 19

560. OBSOLETE PREVIOUS EDITION
REPLACES FORM 560A AND 560B.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

SECRET

(When filled in)

NOTIFICATION OF PERSONNEL ACTION

NOM 20 MAR 59

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vet. Prof.	5. Sex	6. CS-EOD
10032	WOODS JAMES S			Mo. 02 Da. 20 Yr. 28	None-O Code 5 Pt-1 10 Pt-2	M 1	Mo. 04 Da. 21 Yr. 52
7. SCD	8. CSC Retmt	9. CSC Or Other Legal Authority		10. Apmnt. Affidav.	11. FEGLI	12. LCD	13. Other Retmt
Mo. 11 Da. 12 Yr. 48	Yes - 1 Code No - 2	1	50 USCA 403	Mo. 11 Da. 16 Yr. 50	Yes - 1 Code No - 2	1	Mo. 04 Da. 21 Yr. 52 Yes - 1 Code No - 2 2

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP, FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	Code 5161	15. Location Of Official Station MANILA, R.P.	Station Code 57557		
16. Dept - Field Dept - 2 Code USAd - 4 Frgn - 6	17. Position Title RECDS MGMT. ANAL	18. Position No. 3382	19. Serv. GS	20. Occup. Series 0306.01	
21. Grade & Step 09 1	22. Salary Or Rate \$ 5985	23. SD DI	24. Date Of Grade Mo. 11 Da. 16 Yr. 50	25. PSI Due Mo. 11 Da. 15 Yr. 59	26. Appropriation Number 9 3780 55 006

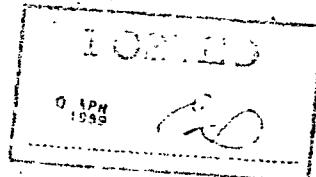
ACTION

27. Nature Of Action REASSIGNMENT TRANSFER TO VOUCHERED FUNDS	Code 01	28. Eff. Date Mo. 03 Da. 22 Yr. 59	29. Type Of Employee REGULAR	Code 01	30. Separation Data
---	------------	---------------------------------------	---------------------------------	------------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP, FE OFFICE OF THE CHIEF SECRETARIAT	Code 5112	32. Location Of Official Station WASH., D. C.	Station Code 75013		
33. Dept - Field Dept - 2 Code USAd - 4 Frgn - 6	34. Position Title RECDS MGMT OFF	35. Position No. 2461	36. Serv. GS	37. Occup. Series 0306.01	
38. Grade & Step 09 1	39. Salary Or Rate \$ 5985	40. SD DI	41. Date Of Grade Mo. 11 Da. 16 Yr. 50	42. PSI Due Mo. 11 Da. 15 Yr. 59	43. Appropriation Number 9 3700 20 001

44. Remarks



SECRET

MOM : 4 NOV 58

NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet Pref.	5. Sex	6. CS - EOD	
510032	WOODS JAMES S	Mo. 02 Da. 20 Yr. 28	None-0 5 Pt-1 10 Pt-9	Code 1 N 1	Mo. 04 Da. 21 Yr. 52	
7. SCD	8. CSC Retmt.	9. CSC Or Other Legal Authority	10. Apmt. Affidav.	11. FEGLI	12. LCD	13. Mil. Per. Recd.
Mo. 11 Da. 12 Yr. 48	Yes - 1 No - 2	Code 1	Mo. 11 Da. 12 Yr. 48	No-2	Mo. 04 Da. 21 Yr. 52	Yes - 1 No - 2
50 USCA 403						Code 2

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC	Code	15. Location Of Official Station MANILA, R.P.	Station Code 57557
16. Dept. - Field Dept - 1 USMfd - 3 Frgn - 5	Code 5	17. Position Title RECORDS MGMT ANALYST	18. Position No. 3382
19. Serv.	20. Occup. Series GS 0306.01		
21. Grade & Step 07 4	22. Salary Or Rate \$ 5430	23. SD 01	24. Date Of Grade Mo. 04 Da. 10 Yr. 55
			25. PSI Due Mo. 04 Da. 06 Yr. 58
			26. Appropriation Number 8 3780 55 006

ACTION

27. Nature Of Action PROMOTION	Code 30	28. Eff. Date Mo. 11 Da. 16 Yr. 58	29. Type Of Employee REGULAR	Code 01	30. Separation Data
--	-------------------	---------------------------------------	--	-------------------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP FE FE/PSH PHILIPPINES STATION SUPPORT BRANCH	Code	32. Location Of Official Station MANILA, R.P.	Station Code 57557		
33. Dept. - Field Dept - 1 USMfd - 3 Frgn - 5	Code 5	34. Position Title RECDS MGMT ANAL	35. Position No. 3382		
36. Serv.	37. Occup. Series GS 0306.01				
38. Grade & Step 09 1	39. Salary Or Rate \$ 5985	40. SD 01	41. Date Of Grade Mo. 11 Da. 16 Yr. 58		
			42. PSI Due Mo. 11 Da. 15 Yr. 59		
			43. Appropriation Number 9 3780 55 006		
44. Remarks					

POSTED

20 NOV 1958

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI

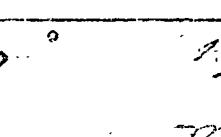
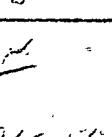
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
WOODS JAMES S	510032	GS-07-4	\$ 4,930	\$ 5,430

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

~~SECRET~~

SECRET
WHEN FILLED IN

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.			4. FUND			5. ALLOTMENT		
510032		WOODS JAMES S				DDP/FE			UV					
6. OLD SALARY RATE						7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE					
			MO.	DA.	YR.				MO.	DA.	YR.			
GS	7	\$ 4,795	04	07	57	GS	7	\$ 4,930	04	06	58			
8. TO BE COMPLETED BY THE OFFICE OF COMPTROLLER														
9. CHECK ONE			<input type="checkbox"/> NO EXCESS LWOP			<input type="checkbox"/> EXCESS LWOP			9. NUMBER OF HOURS LWOP					
10. EXCESS LEAVE (LWOP) CHECK FOLLOWING:														
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK			11. AUGUSTED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD														
12. TO BE COMPLETED BY THE OFFICE OF PERSONNEL														
12.1 PROJECTED SALARY RATE AND EFFECTIVE DATE						12.2 REMARKS								
GRADE	STEP	SALARY	MO.	DA.	YR.									
7	7													
13. AUTHENTICATION														
          														
14. PERIODIC STEP INCREASE - AUTHENTICATION														

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																		
LVL		S. Name (Last-First-Middle)			3. Date Of Birth			4. Vol. Prod.		5. Sex		6. CS - EOD						
510032		WOODS JAMES S			Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-9		Code 1 M 1		Mo. Da. Yr.						
7. SCD		8. CSC Room.			9. CSC Or Other Legal Authority			10. Apmt. Affidiv.			11. FEGLI		12. LCD		13. All Info			
Mo. XX		Da. XX			Yr. Yes - 1 No - 2			Mo. No - 2			Yes - 1 No - 2		Mo. 04 Da. 21 Yr. 52		Mo. Yes - 1 Da. No - 2 Yr. 2			
50 USCA 403 J																		
PREVIOUS ASSIGNMENT																		
14. Organizational Designations DDP FI RECORDS INTEGRATION DIV ANALYSIS AND OPERATIONS BR ANALYSIS SEC				Code		15. Location Of Official Station WASH., D.C.				Station Code								
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series								
Dept - 1 USMld - 3 Frgn - 5		Code 2 INTEL ANALYST				430.12		GS		0132.35								
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSL Due		26. Appropriation Number								
07 3		\$ 4795		DI		Mo. 06 Da. 09 Yr. 57		Mo. 06 Da. 04 Yr. 58		S 2309 23								
ACTION																		
27. Nature Of Action REASSIGNMENT TRANSFER TO UNVOCERED FUNDS				Code 06		28. Eff. Date Mo. 09 Da. 08 Yr. 57		29. Type Of Employee REGULAR		Code 01		30. Separation Data						
PRESENT ASSIGNMENT																		
31. Organizational Designations DDP FE BRANCH 3 PHILIPPINES STATION ADMIN SEC				Code 5161		32. Location Of Official Station MANILA, R.P.				Station Code 57557								
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series								
Dept - 1 USMld - 3 Frgn - 5		Code 5 RECORDS MGMT ANALYST				3302		GS		0306.01								
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSL Due		43. Appropriation Number								
07 3		\$ 4795		DI		Mo. 04 Da. 10 Yr. 55		Mo. 04 Da. 06 Yr. 58		S 3780 55 006								
44. Remarks SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.																		

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.			4. FUNDS	5. ALLOTMENT			
110032	WOODS JAMES S			DDP/FI 29			V-20				
6. OLD SALARY RATE			7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
7	2	\$ 4,660	04	08	56	7	3	\$ 4,795	04	07	57
REMARKS											

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED OR PRINTED NAME OF SUPERVISOR JOHN M. SCOTT	11 MAR 1957	SIGNATURE OF SUPERVISOR <i>J. M. Scott</i>
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PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 560
1 MAR. 58 360

SECRET

PERSONNEL FOLDER (4)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.			4. FUNDS	5. ALLOTMENT					
110032	WOODS JAMES S			DDP/FI			V-20	2301					
6. OLD SALARY RATE			7. NEW SALARY RATE										
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE				
			MO	DA	YR				MO	DA	YR		
7	2	\$ 4,660	04	08	56	7	3	\$ 4,795	04	07	57		
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER													
3. CHECK ONE IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			<input type="checkbox"/> EXCESS LWOP			4. NUMBER OF HOURS LWOP			5. INITIALS OF CLERK			6. AUDITED BY	
TO BE COMPLETED BY THE OFFICE OF PERSONNEL													
12. PROJECTED SALARY RATE AND EFFECTIVE DATE			13. REMARKS										
GRADE	STEP	SALARY	MO	DA	YR								
14. AUTHENTICATION													
PERIODIC STEP INCREASE - AUTHENTICATION													
SECRET													
PERSONNEL FOLDER (4)													

FORM NO.
1 MAR. 58 5605

MEMORANDUM FROM: CHIEF, PAYROLL SECTION
ATTENTION: Payroll Section
SUBJECT: Change in Allowment Report Decryption
Personal Services of Woods, James G.

1. At PMS request, take care of personnel whose pay
is to be changed effective 12/1/62, and 12/1/63.

FROM ALLOWANCE 6-3710-55-098

TO ALLOWANCE 6-2309-83

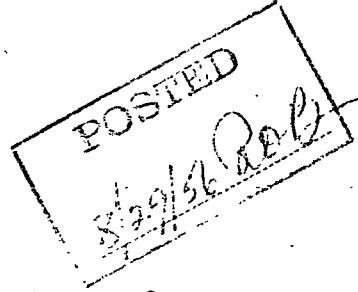
2. When duly charged to personnel, to be ensured that a
copy of this report is sent to the Payroll Section
Payroll Office, with the relevant data, so that it may be
processed.

11/7/62

STANDARD FORM 90 (5 PARTS)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER XI FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (Last-First-Middle-Given Name, Initial(s), and Surname)				2. DATE OF BIRTH	3. BUREAU OR ACTION NO.	4. DATE
MR. JAMES S. WOODS 110032				20 Feb 1923		22 August 1956
7. This is to notify you of the following action affecting your employment:						
8. NATURE OF ACTION (USE STANDARD TERMINOLOGY) REASSIGNMENT				6. EFFECTIVE DATE 26 Aug 1956	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 403 J	
FROM BY-430.02				TO Intel Analyst BY-430.12		
9. POSITION TITLE BY-430.02				10. SERVICE, SERIES, GRADE, SALARY GS-0152.35-7 \$4660.00 per annum	11. ORGANIZATIONAL DESIGNATIONS BID/PX Reserve Integration Division Analysis & Operations Branch Analysis Section	
12. HEADQUARTERS Washington, D. C.				13. FIELD OR OFFICE 2	14. FIELD DEPARTMENTAL	
15. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> S.P.I. <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> OTHER				16. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICK <input type="checkbox"/> I. A. RECALL	17. SUBJECT TO G. I. RETIREMENT ACT (YES OR NO) YES	
18. APPROPRIATION FROM: 7-200-32 M TO: 7-200-32				19. DATE OF APPOINT. RECEIPT OF AFFIDAVITS (INCL. S. O. L.)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	
21. REMARKS: 3 EOD 04/21/52						
						

3.3.3 GOVERNMENT POLITICAL PARTIES AND COUNCILS

STANDARD FORM 50 (2 PARTS)
REV. APRIL 1951
PROVISED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER VI, FEDERAL PERSONNEL REGULATIONS

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (ONE - MAXIMUM - ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																		
Mr. James B. Woods 110032	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. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																			
Reassignment	02	15 Jul 1956																			
FROM		TO																			
10 (01) 557-583-03 GS-0136.53-7 \$4660.00 per annum DDP/PI Branch 1-Korea Base Records Interpretation Branch Personality Files Section Yokosuka, Japan		8. POSITION TITLE 9. SERVICE, SERIES, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 2																			
		Intel Analyst GS-450.02 GS-0132.53-7 \$4660.00 per annum DDP/PI Records Integration Division Analysis & Operations Branch Analysis Section Washington, D. C.																			
<input checked="" type="checkbox"/> FIELD		DEPARTMENTAL																			
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																			
<table border="1"><tr><td>None</td><td>WWII</td><td>Other</td><td>S-PT</td><td>10 POINT</td></tr><tr><td></td><td>X</td><td></td><td></td><td>01440 01440</td></tr></table>		None	WWII	Other	S-PT	10 POINT		X			01440 01440	<table border="1"><tr><td>New</td><td>Vice</td><td>I. A.</td><td>Real</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>		New	Vice	I. A.	Real				
None	WWII	Other	S-PT	10 POINT																	
	X			01440 01440																	
New	Vice	I. A.	Real																		
15. SICK 16. APPROPRIATION 17. FROM: 18. TO: 19. STATE:		16. APPROPRIATION 17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) 18. DATE OF APPOINT- MENT AFFIDAVITS (ACKNOWLEDGEMENT ONLY) 19. LEGAL ATTENDANCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED																			
20. REMARKS: Transfer TO Reassigned funds PMSI Unencumbered funds.																					
POSTED <i>AB 7/17/56</i>																					
3 EWD 08/21/56																					
ENTRANCE PERFORMANCE RATING:																					
Director of Personnel																					
4. PERSONNEL FOLDER COPY																					
7/17/56																					
* U. S. GOVERNMENT PRINTING OFFICE: 1950-1730-61																					

SECRET

WPAFB 465

STANDARD FORM 52 PREVIOUS EDITION OF THIS FORM IS OBSOLETE 21 OCT 57 GSA GEN. REG. NO. 27 REGULAR AND PENSION PERSONNEL GENERAL CHAPTER II			
REQUEST FOR PERSONNEL ACTION			
UNCLASSIFIED			
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. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. James S. Woods	20 Feb 28		5 May 56
E. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)			
<i>Reclassification</i> B. POSITION (Specify whether establish, change grade or title, etc.)			
C. CHANGE IN TITLE AND SERVICE NUMBER FROM: Ops Off (CE) BFF 583.05- GS-0136.52-7 055554660. DDF/YE Korea Mission Records Integration Branch Personality Files Section Atsugi, Japan			
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> POSITION TITLE AND NUMBER D. SERVICE, GRADE AND SALARY E. ORGANIZATIONAL DESIGNATIONS F. HEADQUARTERS G. FIELD OR DEPARTMENTAL	H. APPROVED: TO: IO-CI BFF 583.05- GS-0136.53-7 955554660. DDF/FE Branch 1 - Korea Base Records Integration Branch Personality Files Section Yokosuka, Japan	<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL SD:DI
A. REMARKS (Use reverse if necessary)			
T/O Change <i>Classification Report</i> H. L. Gilbert, FE Personnel Officer C. ADDITIONAL INFORMATION CALL (Name and telephone extension) <i>Iris S. Wilson Ex 8761</i>			
D. REQUEST APPROVED BY Signature: <i>Robert A. Shadley</i> E. TITLE : <i>FICMO 21 May 56</i>		F. POSITION CLASSIFICATION ACTION NEW VICE I A REAL G. APPROPRIATION FROM: 6-3710-55-096 TO: Same	
H. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes		I. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) J. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED K. STATE : D.C.	
L. STANDARD FORM 50 REMARKS <div style="border: 1px solid black; padding: 5px; display: inline-block;"> USED IN LIEU OF SF50 NOT A FORM OF PERSONNEL ACTION </div>			
M. CLEARANCES N. INITIAL OR SIGNATURE O. DATE P. REMARKS			
Q. APPROVED <i>H. L. Gilbert</i>	SECRET <i>by H. L. Gilbert, 21 May 56</i>		

PERIODIC STEP INCREASE CERTIFICATION

CONFIDENTIAL
(This form is to be filled in)

U. S. GOVERNMENT PRINTING OFFICE 1954-220020

1. Agency and organizational designation										2. Payroll period	3. Block No.	4. Step No.			
5. Employee's name (and social security account number where appropriate) HOLES, JAMES S.										6. Grade and salary GS-7 \$4525.00					
PAYROLL CHANGE DATA															
	BASIC PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. L. C. A.	STATE TAX	GROUP LIFE INS.			NET PAY		
7. Previous period															
8. New period															
9. Pay rate period															
10. Remarks	44-16										11. Appropriation(s)	FE-7	12. Prepared by SFA 1/10		
													13. Audited by		
<input type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase 14. Effective date 15. Date last increased 16. Old salary rate 17. New salary rate 8 Apr 56 10 Apr 55 \$4525.00 \$4660.00													18. Authorization for increase or decrease SERVICE AND CONDUCT ARE SATISFACTORY <small>(Signature or other authentication)</small> <small>(Check applicable box in case of excess LWOP)</small> <small>Excess pay due to LWOP during previous period</small> <small>Excess pay due to LWOP during current period</small> <small>Excess pay due to LWOP during both periods</small> <small>No excess LWOP. Total excess LWOP</small> <small>Initials of Clerk</small>		
CONFIDENTIAL PAYROLL CHANGE SLIP — PERSONNEL COPY													27/11		
STANDARD FORM NO. 11264—Revised Form prescribed by Compt. Gen., U. S. October 20, 1954, General Regulations No. 102															

S-E-C-A-L-E-T

COMBINED INTERCIVIL ACTION IN LIST OF SP-52
CHANGE OF STAFFEL DESIGNATION

Effective Date - 22 April 1950

D to DI

<u>FE</u>	<u>Name</u>	<u>Grade</u>	<u>NEA</u>	<u>Name</u>	<u>Grade</u>
	ACANTHIA, Bellius	12		FRIAR, John R.	12
	CILLIS, Vincent A.	12			
	WATERS, Harry C., Jr.	11			
	WOODS, James S.	07			
	McCoy, Leonard V.	09			
				DECK, Marian F.	07
				ROY, Ruth R.	07

EE

MONTGOMERY, Hugh 12

SRTHECICKAS, Aldona V. 07
KAPUSTA, Peter P. 11D to DSME

LOHRS, Virginia 65

D to DPME

McLAUGHLIN, Mary S. 17

by

17 April 1950

S-E-C-A-L-E-T

SECRET**SECRET****UNTOUCHED**

JABMR

4/7/55
DAN

STANDARD FORM 52 PRODUCED BY THE U. S. CIVIL SERVICE COMMISSION PART TWO - PERSONNEL REGULAR CHAPTER VI		REQUEST FOR PERSONNEL ACTION	
		APR	
		UNTOUCHED	
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 - Miss - Mrs - One given name, initial(s), and surname) Mr. James S. Woods		2. DATE OF BIRTH 20 Feb 28	3. REQUEST NO. 21 Feb 54
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		5. EFFECTIVE DATE A. PROPOSED: B. APPROVED: OPS. OPA (C) APR 10 1955	6. C. S. OR OTHER LEGAL AUTHORITY DDP/FE Korea Mission Intelligence Division Positive Intelligence Branch Atsugi, Japan UNCOMIN. WARF. DIV.
7. POSITION (Specify whether establish, change grade or title, etc.)		8. POSITION TITLE AND NUMBER TO: 583.05 IO (PI) DPP 602.02-5 GS-0136.51-5 \$3535.00 p/a	
9. SERVICE, GRADE, AND SALARY DDP/FE Korea Mission Intelligence Division Positive Intelligence Branch Atsugi, Japan UNCOMIN. WARF. DIV.		10. ORGANIZATIONAL DESIGNATIONS Same Same Same Same RECORDS INFORMATION BR. Same PERSONNEL ROSTER SECTION	11. HEADQUARTERS X FIELD DEPARTMENTAL
12. FIELD OR DEPARTMENTAL X FIELD DEPARTMENTAL		13. FIELD DEPARTMENTAL	
A. REMARKS (Use reverse if necessary) Attached herewith are Job Description, Dispatch, and DD/P Personnel Data Sheet.			
B. REQUESTER (Name and Grade) H. C. Clark Hale, AS Personnel Officer		C. REQUEST APPROVED BY Signature Title	
D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) O. A. Fellow, PIA, TOWER			
E. VETERAN PREFERENCE NONE <input checked="" type="checkbox"/> MALE <input type="checkbox"/> OTHER <input type="checkbox"/> SPW <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> X <input type="checkbox"/> X <input type="checkbox"/> DISAB. OTHER		F. POSITION CLASSIFICATION ACTION NEW: VICE: I.A.: PEL: + PILOT 8D: II	
G. APPROPRIATION FROM: 6-3740-55-096 TO: Same		10. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	11. DATE OF APPOINT- MENT OR REINFORCING DECISIONS DATES 11/25/55
H. CLEARANCES A. B. CEC. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL. E.		12. LEGAL AUTHORITY <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: D.O.	
I. APPROVED BY R. A. Stricklin 4/15/55 SECRET			

SECRET2/24/55
S...

STANDARD FORM 52 PREVIOUS EDITION IS OBSOLETE U. S. GOVERNMENT PRINTING OFFICE 1948 16-1105-10450-1 MANUAL CHAPTER IV		REQUEST FOR PERSONNEL ACTION		UNVOCABULARY	
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. -- Miss -- Mrs. -- One given name, initial(s), and surname)		4. DATE OF BIRTH		5. REQUEST NO.	
Mr. James S. Woods		20 Feb 38		28 Jan 55	
6. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		8. POSITION TITLE AND NUMBER		7. C. S. OF OTHER LEGAL AUTHORITY	
Reassignment		8. POSITION TITLE AND NUMBER		7. C. S. OF OTHER LEGAL AUTHORITY	
B. POSITION (Specify whether establish, change grade or title, etc.)		10. SERVICE GRADE AND SALARY		8. APPROVED:	
		10. ORGANIZATIONAL DESIGNATIONS		26 Oct 54	
		11. HEADQUARTERS		26 Oct 1954	
FROM— IO (PI) GS-0136.51-5 \$535.00 p/a DDP/PE Korean Mission UNCOVERTED WARFARE Division Personnel and Finance, Economic Korea		TO— IO (PI) GS-0136.51-5 \$535.00 p/a Same Same Same Same Atsugi, Japan		PRO	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPARTMENTAL		<input checked="" type="checkbox"/> PRO <input type="checkbox"/> DEPARTMENTAL	
A. REMARKS (Use reverse if necessary)					
Subject arrived PCS Japan 26 Oct 54 per FKLA-5239 of 17 Nov 1954.					
B. REQUEST BY (Name, Classification) H. G. CLARKSCALE, FE Personnel Officer C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) O. A. FIEHLER, FE/1 X3761			D. REQUEST APPROVED BY Signature: <i>Jerry P. Humphries (USA)</i> Date: <i>1 Feb 55</i>		
13. VETERAN INFORMATION			14. INDIVIDUAL SEPARATION ACTION		
NONE <input checked="" type="checkbox"/> W/WH <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> DISAB. OTHER			14. INDIVIDUAL SEPARATION ACTION NEW <input checked="" type="checkbox"/> EX. <input type="checkbox"/> REAL <i>SJ 52</i>		
15. SEX	16. RACE	17. APPROPRIATION <i>1948-5-3740-55-096</i>	18. SUBJECT TO C. S. RETIREMENT ACT (1948-55) Yes	19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESORIES ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> OWNED STATE: <i>D.C.</i>
M	W	TO: Same			
21. STANDARD FORM 52 REMARKS <i>See Concur for Action - 18 Feb 55 2/14/55 J. Martin</i>					
22. CLEARANCES		INITIAL OR SIGNATURE	DATE	REMARKS	
A. COMM. OR POS. CONTROL		<i>PL</i>	<i>2/14/55</i>		
B. CLASSIFICATION					
C. PLACEMENT OR EQUIP.					
E. APPROVED BY <i>Revised Ballot</i>		SECRET			

1. Agency and organizational designations		2. Pay rate		3. Date	
4. Employee's name (last, first, middle initial) Social security account number when applicable					
WYATT, James S.					
PAY ROLL CHANGE DATA					
	BASE PAY	OVERTIME	GROSS PAY	NET	TAX
5. Previous period					
6. New period					
7. For this period					
10. Remarks				11. Appropriations	12. Prepared by
				PBA	JM 4/20/52
SURFACE DIVISION					
<input checked="" type="checkbox"/> Periodic step increase	<input type="checkbox"/> Pay adjustment	<input type="checkbox"/> Other step increase			
14. Effective date	15. Date last adjustment	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.	
James S.	7/1/52	9710	9750	PERIOD - 1 M 3 12	
19. LWOP date (fill in appropriate spaces covering LWOP during following periods):					
<input type="checkbox"/> No entries LWOP Total excess LWOP					
Initials of Clerk					

STANDARD FORM 50
REV. APRIL 1951
PROLICATED BY
U. S. CIVIL SERVICE COMMISSION
THE FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION *Conc. 26 Mar 1954 Jan*

NAME (MR. - MRS. - MRS. - ONE OTHER NAME, DUSTRIES), AND SURNAME	2. DATE OF BIRTH	3. JOURNAL OR LIAISON NO.	4. DATE
• James S. Woods	20 Feb 1928		16 Apr 1954
<i>(This is to notify you of the following action affecting your employment.)</i>			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Assignment	25 Apr 1954	50 USC 403 j	

FROM	TO		
Analyst B7 469.08 0132.35-5 \$3410.00 per annum	10 (VI) EPP 602.02-5 08-0136.51-5 \$3410.00 per annum		
D/PT Korea Integration Division Personnel and Records Branch Identification Section	11. POSITION TITLE EPP/PS Korean Mission Unconventional Warfare Division		
Washington, D. C.	12. ORGANIZATIONAL DESIGNATIONS Korea		
13. HEADQUARTERS			
FIELD	DEPARTMENTAL	FIELD	DEPARTMENTAL

14. FIELD			15. DEPARTMENTAL		
16. VETERAN'S PREFERENCE			17. POSITION CLASSIFICATION ACTION		
18. RACE	19. APPROPRIATION	20. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	21. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)	22. LEGAL PENSION E CLAIMED [] IOWA STATE D. C.	
W/M OTHER <input checked="" type="checkbox"/>	1-P.T. <input checked="" type="checkbox"/>	10-POINT <input checked="" type="checkbox"/>	22-9-83 4-37-0-55-006	Yes	SD:D D/PT

REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Transferred to Unconventional Warfare EPP 602.02-5

*PM MC
J.M.*

18. RACE PERFORMANCE RATING	19. DEPARTMENTAL	20. POSITION CLASSIFICATION ACTION
Army Assistant Director for Personnel	CONFIDENTIAL	CONFIDENTIAL

4. PERSONNEL FOLDER COPY

4-16-54

STANDARD FORM 50
MAY 1964 EDITION
PROVISED AND MAINTAINED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER II, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGEN

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MRS - MRS - ORG OTHER NAME, INITIALS, AND SURNAME) Mr. James S. Woods	2. DATE OF BIRTH 20 Feb. 58	3. JOURNAL OR ACTION NO. SCA	4. DATE 27 Feb. 58			
<i>This is to notify you of the following action affecting your employment:</i>						
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment	6. EFFECTIVE DATE 28 Feb. 58	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 403 g				
FROM		TO				
CS-130-5	R I Staff	Intel. Analyst 27 569.00	09-0130-33-3 \$310.00 per annum			
		CDP/VI R I Division Processing & Records Branch Consolidation Section				
		Washington, D. C.				
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPTL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION				
None	W/M	Other	S/P	15. PAY	16. POSITION CLASSIFICATION ACTION	
				X	CD-71	
17. SEX	18. RACE	19. APPROPRIATION		20. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	21. DATE OF APPROPRIATION MENT AUTHORITY (ACCSSIONS ONLY)	22. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE:
M	W	From:	4-2303-23	Yes		
		To:	CSAC			
23. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.						
ENTRANCE PERFORMANCE RATING						
Property Assistant Director for Personnel						

4. *Recd 3-1-58*
RECORDED, FOLDED COPY

STANDARD FORM 50
1 APR 1961
PROMulgATED BY
U S CIVIL SERVICE COMMISSION
CHAPTER II, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (HRN - SURN - MINT - ONE GIVER NAME, INITIAL(S), AND SURNAME).		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods		20 February 1938	5 June 1993	
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Promotion		7 June 1993	Sch A-6,116(d)	
FROM TO				
Intel. Anal. 08-139-3		8. POSITION TITLE Same	08-139-3 08-169.03	
GS-132-A \$3173.00 per annum		9. SERVICE, SERIES, GRADE, SALARY	\$310.00 per annum	
DIP/PT Records Integration Staff Processing & Records Branch Consolidation Section Washington, D.C.		10. ORGANIZATIONAL DESIGNATIONS	Same Same Same Same Same	
		11. HEADQUARTERS		
FIELD DEPARTMENTAL		12. FIELD OR DEPTL FIELD DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input checked="" type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> SFT. <input type="checkbox"/> H-POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER		NEW <input type="checkbox"/>	VICE <input type="checkbox"/>	I.A. <input type="checkbox"/> REAI <input type="checkbox"/>
X X				
15. SEX	16. RACE	17. APPROPRIATION FROM: 113EP100 TO: 2309-20		
M	W	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)		
19. DATE OF APPOINT- MENT & IDAVITS (ACCESSIONS ONLY)				
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:				
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
EXTENSION 2027				
ENTRANCE PERFORMANCE RATINGS				
Chief, Personnel Division				

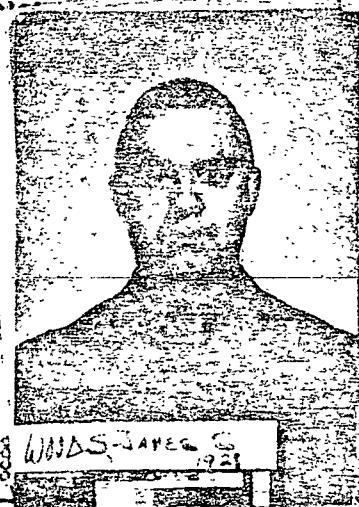
4. PERSONNEL FOLDER COPY

STANDARD FORM 50
MAY APRIL 1951
PROMULGATED BY
U. S. FEDERAL SERVICE COMMISSION
CHAPTER XI, FEDERAL PERSONNEL REGULATIONS

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

FEDERAL PERSONNEL ACTION			
1. NAME (MR., MRS., MRS.—ONE OF THE NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. James S. Woods	20 Feb. 26		23 Apr. 53
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	
<u>Reassignment</u>		23 Apr. 53	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-6.116(b)
FROM Mail and File Clerk BV-304-00		TO Int'l. Analyst. BV-469-00-1	
		8. POSITION TITLE	
BS-4-303 - \$3175.00 per annum DDP/PI/RM Processing and Records Br. Consolidation Section Washington, D.C.		9. SERVICE, GRADE, SALARY Same Same Same	
		10. ORGANIZATIONAL DESIGNATIONS Same	
		11. HEADQUARTERS Same	
FIELD 13. VETERAN'S PREFERENCE		DEPARTMENTAL 12. FIELD OR DEPTL	
NONE <input checked="" type="checkbox"/> WW II <input type="checkbox"/> OTHER <input type="checkbox"/> I-P.T. <input type="checkbox"/> DEAD/OTHER		14. POSITION CLASSIFICATION ACTION REG. VICE S.A. REAL	
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F		16. HACE FROM: 10: 17. APPROPRIATION 2309-00 2309-20	
18. SUBJECT TO C.S. RETIREMENT ACT (PLS-AO) yes		19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)	
20. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if any of the above requirements are not met.			
 21. ENTRANCE PERFORMANCE RATING: 8.00 8.00 8.00 8.00 Chief, Personnel Division 8.00 8.00 8.00 8.00			
WADS-JAMES S. WOODS 1926 22 P. IDENTIFICATION			



4. PERSONNEL FOLDER COPY

STANDARD FORM 50
 REV. APRIL 1952
 PROLIFERATED BY
 U. S. CIVIL SERVICE COMMISSION
 CHAPTER VI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., MS., OR GIVER NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE										
Mr. James S. Woods	20 Feb. 28		9 Mar. 53										
This is to notify you of the following action affecting your employment:													
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY											
Reassignment	15 Mar. 53	Schedule A-6, 116(b)											
FROM		TO											
File Clerk PW-356		Mail and File Clerk PW-356.00											
DS-4-305 \$3175.00 per annum DMP/PY/RM Processing and Records Br. File Section		GS-4 SAME SAME Consolidation Section											
Washington, D.C. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		11. HEADQUARTERS 12. FIELD OR DEPT'L FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>											
13. VETERAN'S PREFERENCE													
<table border="1"> <tr> <th rowspan="2">NONE</th> <th rowspan="2">W.H.B.</th> <th rowspan="2">OTHER</th> <th rowspan="2">S-P-T</th> <th colspan="2">10-POINT</th> <th rowspan="2">DISABILITY</th> <th rowspan="2">OTHER</th> </tr> <tr> <th>DISABILITY</th> <th>OTHER</th> </tr> </table>				NONE	W.H.B.	OTHER	S-P-T	10-POINT		DISABILITY	OTHER	DISABILITY	OTHER
NONE	W.H.B.	OTHER	S-P-T					10-POINT				DISABILITY	OTHER
				DISABILITY	OTHER								
				14. POSITION CLASSIFICATION ACTION									
				NEW	VICE	L.A.	REAL						
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE					
M	W	FROM: 11X2100 TO: 2309-20		YES									
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.													
ENTRANCE PERFORMANCE RATING													
Chief, Personnel Division													

4. PERSONNEL FOLDER COPY

KJW 3-9-5-3 U. S. GOVERNMENT PRINTING OFFICE 1650-210784

C-E-C-R-E-T
Security Information

COMBINED PERSONNEL ACTION

Page, 9 of 36 pages.

Used in lieu of SF-52 and/or SF-50 to document the following types of personnel actions involving no change in grade or salary: (a) Change in title (b) Change of position number (c) Reassignment within Division without series code change (d) Reassignment within Division with series code change. (Note: For action (type d) a SF-50 will be prepared for voucherized positions from information on this form.)

(1) Staff or Division RI (2) Date I/O Approved 17 November 1952 (3) Effective Date of Action 7 December 1952
I/O:

(4) NAME	(5) ORG. I/F. & POS. TITLE	(6) SCHEDULE SLOTS-GRADE	(7) SLOT NOS.	(8) ACTION	(9) ORG. I/F. & POS. TITLE	(10) SCHEDULE SLOTS-GRADE	(11) SLOT NOS.
Johnson, Dorothy A.	File Clerk	GS-4	X-32.03	R	File Supervisor	GS-305-4	BV-353.01
Akers, Erma D.	File Clerk	GS-4	X-34.02	R	File Clerk	GS-305-4	BV-354.
Hallinan, Martha M.	File Clerk	GS-4	X-34.	R	File Clerk	GS-305-4	BV-354.01
Cawlor, Carol A.	File Clerk	GS-4	X-38.02	R	File Clerk	GS-305-4	BV-354.02
Law, Lois	File Clerk	GS-4	X-38.03	R	File Clerk	GS-305-4	BV-354.03
Pruitt, Earl B. Service & Correspondence Section	File Supervisor	GS-5	X-33.	R	File Supvr.	GS-305-5	BV-355.
Woods, James	File Clerk	GS-4	X-302.22	R	File Clerk	GS-305-4	BV-?
File Section							
Lanapice, Marie J.	File Clerk	GS-4	X-34.03	R	File Supervisor	GS-305-4	BV-357.
Riter, Irene M.	File Clerk	GS-4	X-32.02	R	File Clerk	GS-305-4	BV-358.
Iyddine, Mildred K.	File Clerk	GS-4	X-38.04	R	File Clerk	GS-305-4	BV-358.01
Coppa, Loretta M.	File Clerk	GS-4	X-34.01	R	File Clerk	GS-305-4	BV-358.02

(12) APPROVED: ... in / at (13) APPROVED: ... T / am (14) APPROVED: 17 Dec 1952

S: ... 1 W (12/12)

Class & Wage Div.
S.A.C.-P.T.

Personnel Div.

STANDARD FORM NO. 10 (PARTS)
MAY 1954 EDITION
PROCLAMED BY
CHAPTER 5, FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

(a)

1. NAME (MR.—MISS—MRS.)—ONE GIVEN NAME, MIDDLE NAME, AND SURNAME Mr. James S. Woods	2. DATE OF BIRTH 20 Feb. 1928	3. JOURNAL OR ACTION NO. 14 Aug. 1952	4. DATE 14 Aug. 1952									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 17 Aug. 1952	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule of 6.116(a)									
FROM File Clerk I-39-04		TO File Clerk I-102-22										
8. POSITION TITLE GS-3-305 \$2950.00 per annum OSO RI Processing and Records Branch File Section		9. SERVICE, SERIES, GRADE, SALARY GS-4-305 \$3175.00 per annum OSO RI Analysis and Operations Branch Service and Correspondence Section										
10. ORGANIZATIONAL SIGNIFICATIONS Washington, D.C.		11. HEADQUARTERS										
12. FIELD OR DEPT'L FIELD <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		13. FIELD DEPARTMENTAL										
14. VETERAN'S PREFERENCE <table border="1"><tr><td>HOME</td><td>WHITE</td><td>OTHER</td><td>E-PY:</td><td>10-POINT DISAB. OTHER</td></tr></table>		HOME	WHITE	OTHER	E-PY:	10-POINT DISAB. OTHER	15. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VICE</td><td>I.A.</td><td>REAR</td></tr></table>		NEW	VICE	I.A.	REAR
HOME	WHITE	OTHER	E-PY:	10-POINT DISAB. OTHER								
NEW	VICE	I.A.	REAR									
16. SEX M	17. RACE WHITE	18. SUBJECT TO C. S. RETIREMENT ACT 1952	19. DATE OF APPOINT. MENT AFFIDAVIT (ACKNOWLEDGEMENT ONLY) 14 Aug. 1952									
20. REMARKS: THIS ACTION IS SUBJECT TO APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS 11EX2100		21. LEGAL RESIDENCE STATE										
22. ENTRANCE EFFICIENCY RATING: 100		23. SIGNATURE OR OTHER AUTHENTICATION 14 Aug. 1952										

* U. S. GOVERNMENT PRINTING OFFICE 13980-600076

4. PERSONNEL FOLDER COPY

V.C. 26 March 1952
ACD

STANDARD FORM NO. 10 (PART II)
MAY 1942 EDITION
PROLIFERATED BY
CHAPTER 6.1, FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. — MISS — MRS. — OR GIVER NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE						
Mr. James S. Woods	20 Feb. 1928	157	21 Apr. '52						
This is to notify you of the following action affecting your employment:									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY							
Excepted Appointment	21 Apr. 1952	Sch. A — 6,116 (B)							
FROM	8. POSITION TITLE	TO							
	9. SERVICE, SERIES, GRADE, SALARY	File Clerk GS-3 \$39.04							
	10. ORGANIZATIONAL DESIGNATIONS	GS-3 305 \$2950.00 per annum							
	11. HEADQUARTERS	OSO RI PROCESSING AND RECORDS BRANCH FILE SECTION Washington, D.C.							
FIELD	DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD	DEPARTMENTAL					
13. VETERAN'S PREFERENCE			14. POSITION CLASSIFICATION ACTION						
SOME WWII OTHER	S PT. RISAB. OTHER	10 POINT.	NEW	VICF	LA.	REAL			
15. SEX			16. RACE			17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINT- MENT AFFIDAVITS (ACKNOWLEDGMENTS ONLY)	20. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED STATE
						FROM: 212-3500 TO: 2000	Yes	21 Apr. 1952	
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.									
(39.04) This appointment is subject to a satisfactory trial period of one year. Subject to a satisfactory medical examination. SF 61 Affidavit executed. 3441									
DOD - 06/07/52 CIAOD - 04/27/52 LCD - 04/21/52									
WMA									
22. SIGNATURE OR OTHER AUTHENTICATION C									

* U. S. GOVERNMENT PRINTING OFFICE 11000-000073

4. PERSONNEL FOLDER COPY

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT								
GENERAL INFORMATION								
1. EMPLOYEE NUMBER 010032	2. NAME (Last, first, middle) WOODS, James S.			3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE 12	6. SD D	
7. OFFICIAL POSITION TITLE RECORDS ADMIN OFF CH	8. OFF. DIV/BR OF ASSIGNMENT DDO/CCS/REG			9. CURRENT STATION HQs	10. CLOZ (C.R.) <input checked="" type="checkbox"/> MOS. <input type="checkbox"/> OF			
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			INITIAL <input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/>	12. TYPE OF REPORT REASSIGNMENT <input type="checkbox"/> SPECIAL				
CONTRACT	SPECIAL	OTHER	13. REPORTING PERIOD (FROM - TO) 01 July 76 - 08 July 77	14. DATE REPORT DUE IN D.P. 31 July 1977				
SECTION B. QUALIFICATIONS UPDATE								
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. <input type="checkbox"/> NO								
SECTION C. PERFORMANCE EVALUATION								
<u>U</u> -Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.							
<u>M</u> -Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.							
<u>P</u> -Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.							
<u>S</u> -Strong	Performance is characterized by exceptional proficiency.							
<u>O</u> -Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).								
SPECIFIC DUTY NO. 1 Chief of CCS Registry--Supervises employees in setting up and maintaining Staff files and necessary card indices; receiving, distributing and dispatching correspondence to and from the Staff; and processing requests for file traces and other information.							RATING LETTER O	
SPECIFIC DUTY NO. 2 CCS Records Management Officer--Responsible for overall management of CCS records management program. Monitors developments in DDO records management policies and procedures; maintains liaison with ISS and DDO Records Management Officers; seeks improvement in CCS records organization and discipline.							RATING LETTER O	
SPECIFIC DUTY NO. 3 Works with personnel responsible for developing and launching the CCS computerized records system (CENCO) to ensure proper integration of Registry Information.							RATING LETTER S	
SPECIFIC DUTY NO. 4							RATING LETTER	
SPECIFIC DUTY NO. 5							RATING LETTER	
SPECIFIC DUTY NO. 6							RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER O	

CONFIDENTIAL
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 to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and test consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Mr. Woods continued to perform in outstanding fashion as Chief of the CCS Registry during an extremely busy period. The figures cited in the last Fitness Report as to the workload of the CCS Registry continued to be representative of the volume and variety of Mr. Woods' responsibilities. He supervised the work of six subordinates with a successful combination of patience and firm professionalism. He continued to be the source of sound, constructive suggestions for coping with the paper "explosion" occasioned by the investigations of CIA and the Freedom of Information and Privacy Acts. Mr. Woods is a highly valuable, reliable, unobtrusively effective records manager. In moving on to new responsibilities in an area division he leaves behind a solid record of achievement and the admiration of those with whom he has served in CCS.

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.
---	--

24

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
------	------------------------------	-------------------------------------

16 August 1977

DC/CCS

Arthur C. Close
Arthur C. Close

2. BY EMPLOYEE

I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
--	------	-----------------------

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Close's evaluation of Mr. Woods' performance during the reporting period agrees completely with my observations and conclusions. Mr. Woods is a first-class professional records officer and supervisor who has clearly earned an overall rating of OUTSTANDING.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
------	--------------------------------------	-------------------------------------

17 August 1977

Chief, Central Cover Staff

Erich W. Isenstead
ERICH W. ISENSTEAD

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE <input type="checkbox"/> HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
---	------	-----------------------

*1977
18 Aug*

JAMES S. WOODS
James S. Woods

CLASSIFICATION
CONFIDENTIAL

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (Last, First, Middle) WOODS James S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE GS-12	6. GS DAC
7. OFFICIAL POSITION/TITLE RECORDS ADMIN OF CH	8. OFFICER/HR OF ASSIGNMENT DDO/CCS/REG	9. CURRENT STATION HQS	10. CODE (C.R.S.) X MOS. DF		
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	INITIAL <input checked="" type="checkbox"/>	ANNUAL <input type="checkbox"/>	REASSIGNMENT <input type="checkbox"/>
CONTRACT	SPECIAL	OTHER	13. REPORTING PERIOD (FROM TO)		14. DATE REPORT DUE IN O.P. 1 July 1975-30 June 1976 30 July 1976

SECTION B

QUALIFICATIONS UPDATE

If qualifications update form is being submitted with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right. **NO**

SECTION C

PERFORMANCE EVALUATION

U—Unsatisfactory

Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal

Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient

Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong

Performance is characterized by exceptional proficiency.

O—Outstanding

Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1 Chief of Registry Section--supervises 6 employees in maintenance of Staff files and required card indices; receiving and distributing Staff correspondence; and processing requests for file checks and other information	RATING LETTER S
SPECIFIC DUTY NO. 2 Records Management Officer--responsible for the overall CCS records management program	RATING LETTER O
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

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

FORM 45 USE PREVIOUS
2-73 EDITIONS

CLASSIFICATION
CONFIDENTIAL 061088

2. IMPACT CL BY

C O N F I D E N T I A L
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 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 extra space is needed to complete Section D, attach a separate sheet of paper.

Mr. Woods is a quiet, highly effective manager of a major repository of records within the DDO. The workload of his Section is staggering: over 8,000 documents filed each month, over 500 index cards prepared each month; close to 300 Freedom of Information or Privacy Act requests processed each month, etc. Mr. Woods organizes his Section well; he handles a group of six women with skill and understanding and he heads, as a result, a harmoniously working team.

Mr. Woods approaches problems with a positive attitude and brings his considerable experience and imagination to bear with appropriate initiative and follow-through. His response to the exceptionally heavy workload of the Staff over the past year of Congressional investigations and cover exposés was vital to the Staff's and the DDO's requirements for current and historical records. He volunteers ideas designed to improve the Staff's records; he works weekends and after hours to keep ahead of a growing avalanche of paper and requests for information. He is, in sum, a highly competent, knowledgeable, yet flexible records manager upon whom the Staff relies heavily.

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	
12		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPE OR PRINTED NAME AND SIGNATURE
27 July 1976	DC/CCS	<i>Arthur C. Close</i> Arthur C. Close

2. BY EMPLOYEE

I HAVE <input type="checkbox"/> OR HAVE NOT <input type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
	27 July 76	<i>James S. Woods</i>

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL		
<p>I have no difficulty in agreeing with the letter ratings and the narrative evaluation in the above report. Mr. Woods established the high level of his professional competence very soon after his assignment in CCS and has maintained this standard without interruption. I again must emphasize his abilities as supervisor in one of the toughest supervisory assignments known to me. With a Registry Chief like Mr. Woods, it is easy to come to the conclusion that running a registry of the complexity and volume as that of CCS is a cinch - at least he makes it appear that way.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE OR PRINTED NAME AND SIGNATURE
29 July 1976	Chief, CCS	<i>Erich W. Isenstead</i> Erich W. Isenstead

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE <input type="checkbox"/> HAVE NOT <input type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
	29 July	<i>James S. Woods</i> James S. Woods

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

SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (last, first, middle) Woods, James S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE GS-12, DAC
7. OFFICIAL POSITION TITLE Records Admin OF-CH		6. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REG	8. CURRENT STATION HQS	9. CCS/REG (check one) <input checked="" type="checkbox"/> HQS <input type="checkbox"/> DPO
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.) 13. REPORTING PERIOD (from-to) 1 January 1975 - 30 June 1975				12. TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSESSMENT <input type="checkbox"/> SPECIAL 14. DATE REPORT DUE IN O.P. 31 July 1975

SECTION B

QUALIFICATIONS UPDATE

If QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT EIGHT.

SECTION C

PERFORMANCE EVALUATION

- | | |
|-------------------------|--|
| U—Unsatisfactory | Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Corrective actions taken or proposed in Section D. |
| M—Marginal | Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described. |
| S—Proficient | Performance is satisfactory. Desired results are being produced in the manner expected. |
| S—Strong | Performance is characterized by exceptional proficiency. |
| O—Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. |

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1

Chief of Registry Section - supervises 7 employees

RATING LETTER

S

SPECIFIC DUTY NO. 2

Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.

RATING LETTER

O

SPECIFIC DUTY NO. 3

RATING LETTER

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

RATING LETTER

S

OVERALL PERFORMANCE IN CURRENT POSITION

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

SECRET

CLASSIFICATION

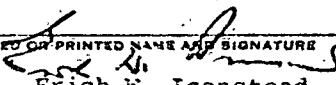
SECTION D**NARRATIVE COMMENTS**

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 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 extra space is needed to complete Section D, attach a separate sheet of paper.

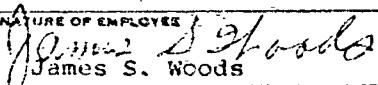
JUL 8 11 29 AM '75

During the 6 months under review Mr. Woods has continued to fulfill his responsibilities in the same excellent manner which has been documented in his last two fitness reports and which led to his promotion to GS-12. Mr. Woods surefootedness as a records officer and manager of people, together with ability to take necessary initiatives where actions are required and his maturity and sound judgement, make him an ideal chief of this very active and complex registry and records management office. I dread to think that eventual rotation will deprive me of the services of this extraordinarily competent and effective officer.

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	
1 year, 9 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 July 1975	Chief, CCS	 Erich W. Isenstead

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE		DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED	HAVE NOT ATTACHED	7 July 1975	 James S. Woods

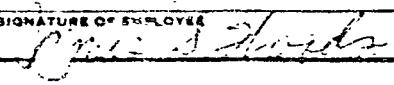
3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

There is no one in the chain of command who could act as reviewing officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
------	--------------------------------------	-------------------------------------

4. BY EMPLOYEE

I CERTIFY THAT I HAVE BEEN THE ENTRIED IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	7 July 1975	 James S. Woods
CLASSIFICATION		SECRET

CLASSIFICATION

FITNESS REPORT

GENERAL INFORMATION																			
1. EMPLOYEE NUMBER 010032	2. NAME (last, first, middle) WOODS, JAMES S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE/S. GS GS-12 D															
7. OFFICIAL POSITION TITLE: RECORDS ADMIN OF-CH	8. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REGISTRY	9. CURRENT STATION HEADQUARTERS	10. CODE (if one) <input checked="" type="checkbox"/> M08. <input type="checkbox"/> DP																
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.)				12. TYPE OF REPORT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT <input checked="" type="checkbox"/> SPECIAL															
13. REPORTING PERIOD (from-to) 1 June 1974-31 December 1974				14. DATE REPORT DUE IN O.P. 31 January 1974 (Retirement of Supervisor)															
SECTION B - QUALIFICATIONS UPDATE																			
If "QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.																			
SECTION C - PERFORMANCE EVALUATION																			
<table border="0"> <tr> <td><u>U</u>-<u>Unsatisfactory</u></td> <td>Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</td> </tr> <tr> <td><u>M</u>-<u>Marginal</u></td> <td>Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.</td> </tr> <tr> <td><u>P</u>-<u>Proficient</u></td> <td>Performance is satisfactory. Desired results are being produced in the manner expected.</td> </tr> <tr> <td><u>S</u>-<u>Strong</u></td> <td>Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td><u>O</u>-<u>Outstanding</u></td> <td>Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td> </tr> </table>										<u>U</u> - <u>Unsatisfactory</u>	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.	<u>M</u> - <u>Marginal</u>	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.	<u>P</u> - <u>Proficient</u>	Performance is satisfactory. Desired results are being produced in the manner expected.	<u>S</u> - <u>Strong</u>	Performance is characterized by exceptional proficiency.	<u>O</u> - <u>Outstanding</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 warrant special recognition.
<u>U</u> - <u>Unsatisfactory</u>	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.																		
<u>M</u> - <u>Marginal</u>	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.																		
<u>P</u> - <u>Proficient</u>	Performance is satisfactory. Desired results are being produced in the manner expected.																		
<u>S</u> - <u>Strong</u>	Performance is characterized by exceptional proficiency.																		
<u>O</u> - <u>Outstanding</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 warrant special recognition.																		
SPECIFIC DUTIES																			
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).																			
SPECIFIC DUTY NO. 1 Chief of Registry Section - supervises seven employees									RATING LETTER S										
SPECIFIC DUTY NO. 2 Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.									RATING LETTER O										
SPECIFIC DUTY NO. 3 CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security - through 6 October 1974.									RATING LETTER S										
SPECIFIC DUTY NO. 4									RATING LETTER										
SPECIFIC DUTY NO. 5									RATING LETTER										
SPECIFIC DUTY NO. 6									RATING LETTER										
OVERALL PERFORMANCE IN CURRENT POSITION																			
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.																			
FORM 45 CLASSIFIED PREVIOUS 9-73 EDITION				CLASSIFICATION SECRET	008317 E2. IMPDET CL BY <i>NOV 18 1974</i>				RATING LETTER S										

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 to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost considerations in the use of personnel, time, 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 PERFORMANCE

HAVE 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

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 November 1974	Chief, Cover and Commercial Staff	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

11/14/74 21274-62

CLASSIFICATION
S E C R E T

S R C R E T
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 010032	2. NAME (Last, first, middle) WOODS, JAMES S.	3. DATE OF BIRTH 02/20/28	4. SEX M	5. GRADE GS-11 D
7. OFFICIAL POSITION TITLE RECORDS ADMIN OF - CH	8. OFF/DIV/BR OF ASSIGNMENT DDO/CCS/REGISTRY	9. CURRENT STATION HEADQUARTERS	10. CODE (if one) X HOS DF	

11. TYPE OF APPOINTMENT

<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	OTHER (Spec.)	TEMPORARY	<input checked="" type="checkbox"/> ANNUAL	REASIGNMENT	SPECIAL
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12. REPORTING PERIOD (from-to)

1 June 1973 - 31 May 1974

13. DATE REPORT DUE IN O.P.

30 June 1974

SECTION B

QUALIFICATIONS UPDATE

If qualifications update form is being submitted with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

NO

SECTION C

PERFORMANCE EVALUATION

U-Unclassifiable

Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe actions taken or proposed in Section D.

M-Marginal

Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P-Proficient

Performance is satisfactory. Desired results are being produced to the manner expected.

S-Strong

Performance is characterized by exceptional proficiency.

O-Outstanding

Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1

Chief of Registry Section - supervises seven employees.

RATING LETTER

S

SPECIFIC DUTY NO. 2

Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records management policy and procedures.

RATING LETTER

O

SPECIFIC DUTY NO. 3

CCS Security Officer - Briefs all new and departing CCS employees on Agency and CCS security procedures. Also responsible for duty rosters and related security instructions, and maintains liaison with the Office of Security.

RATING LETTER

S

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

S

S E C R E T
CLASSIFICATION

ALL

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 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 space 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 10 mos	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 25 June 1974	OFFICIAL TITLE OF SUPERVISOR DC/CCS	TYPED OR PRINTED NAME AND SIGNATURE <i>Carter H. Yates</i> Carter H. Yates

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE <input checked="" type="checkbox"/> HAVE ATTACHED <input type="checkbox"/> HAVE NOT ATTACHED	DATE 25 June 74	SIGNATURE OF EMPLOYEE <i>James S. Woods</i> 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 <i>1 July</i>	OFFICIAL TITLE OF REVIEWING OFFICIAL C/CCS	TYPED OR PRINTED NAME AND SIGNATURE <i>Erich W. Isenbroad</i> Erich W. Isenbroad
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4. BY EMPLOYEE

STATEMENT THAT I HAVE BEEN THE ENTRIED IN ALL SECTIONS OF THIS REPORT.	DATE 1 July 74	SIGNATURE OF EMPLOYEE <i>James S. Woods</i>
--	-----------------------	--

CLASSIFICATION
S E C R E T

S E C R E T

Fitness Report Woods, James D. 010032

SECTION D NARRATIVE COMMENTS (continued)

but has been required, due to a turnover in personnel, to train three new Records Clerks.

Courses taken since the start of his tour with CCS include Operational Records I and III, ADP I, Forms Management Seminar, and Forms Analysis and Design Workshop.

Mr. Woods has proved to be a conscientious, hard-working and thoughtful records manager and supervisor, and CCS is glad to have him aboard. I am sure that the next records inventory will provide statistical evidence of his abilities as a "housecleaner."

S E C R E T

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
GENERAL					010032	
SECTION A						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.			20 Feb 28	M	GS-11	D
6. OFFICIAL POSITION TITLE Records Admin Officer			7. OFF/ DIV/ BR OF ASSIGNMENT	8. CURRENT STATION Rome		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY	INITIAL	X	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)			X	ANNUAL	X	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - To) 1 June 72 - 31 May 73			
SECTION B PERFORMANCE EVALUATION						
<p>U-Inadequate Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>						
SPECIFIC DUTY NO. 1 Station Records Management and Control Officer - responsible for the mediation, preparation, implementation and control of the Records Management Program.						RATING LETTER O
SPECIFIC DUTY NO. 2 Chief of Registry Section - in this capacity he supervises one employee in the processing and pouching of all dispatch and other correspondence; serves as the cable analyst, processing and distributing all cable traffic; and serves as Top Secret Control Officer.						RATING LETTER S
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>						RATING LETTER O 8 MAY

SECRET

(Form filled in)

SECTION C		NARRATIVE COMMENTS
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide 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 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 SEEN 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
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 010032		
SECTION A						
			GENERAL			
1. NAME Woods, James S.	(Last) (First) (Middle)	2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-10	5. SD D	
6. OFFICIAL POSITION TITLE Records Admin Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/I		8. CURRENT STATION Rome	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER/PROVISIONAL (See Instructions - Section C)</small>			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <small>SPECIAL (Specify):</small>			
11. DATE REPORT DUE IN O.P. 31 July 1972			12. REPORTING PERIOD (From To) 1 October 1971 - 31 May 1972			
SECTION B PERFORMANCE EVALUATION						
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.					
S-Strong	Performance is characterized by exceptional proficiency.					
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1	Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties.					RATING LETTER O
SPECIFIC DUTY NO. 2	Station Records Officer - Responsible for the Station's Record Management Program.					RATING LETTER O
SPECIFIC DUTY NO. 3	Cable Analyst - Processes and distributes all incoming and outgoing cable traffic.					RATING LETTER S
SPECIFIC DUTY NO. 4	Top Secret Control Officer.					RATING LETTER S
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6	21/10/72					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER O

SECRET
(When Filled In)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of unit 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 actions. Nature of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty in Rome. He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.

SECTION D**CERTIFICATION AND COMMENTS****1.****BY EMPLOYEE**

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

DATE

17 July 1972

SIGNATURE OF EMPLOYEE

/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

17 July 1972

Admin Officer

/s/ Thomas McKinley

3.**BY REVIEWING OFFICIAL****COMMENTS OF REVIEWING OFFICIAL**

I concur in the comments of the rating officer and believe the overall outstanding rating is well deserved. Subject is a first-rate Records Management officer - deeply interested in his work, conscientious in the extreme and always looking for an innovative approach that will upgrade the functioning of Registry and better serve Station needs. Without losing sight of the unending pressure to reduce and periodically reorder the Station's holdings, this officer avoids assuming attitudes that are cast in cement. He works with the Branches and individual officers in solving problems rationally. He is unfailingly pleasant and courteous and is well-liked by all. The Station is fortunate to have

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

25 July 1972

DCOS

/s/ Joseph A DiStefano

SECRET

CN dvt

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
GENERAL					010032	
SECTION A						
1. NAME <i>(Last) (First) (Middle)</i>	Woods, James S.		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
5. OFFICIAL POSITION TITLE <i>Records Admin Off</i>		7. OFF/DIV/BR OF ASSIGNMENT <i>DDP/EUR/I</i>		8. CURRENT STATION <i>Rome</i>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <i>CAREER-PROVISIONAL (See Instructions - Section C)</i>		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL		11. REASSIGNMENT SUPERVISOR <i>REASSIGNMENT EMPLOYEE</i>		
SPECIAL (Specify): <i></i>		SPECIAL (Specify): <i></i>		12. REPORTING PERIOD (From - To) <i>4 July 1971-30 September 1971</i>		
SECTION B		PERFORMANCE EVALUATION				
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and other registry duties.						RATING LETTER <i>S</i>
SPECIFIC DUTY NO. 2 Station Records Officer - Responsible for the Station's record program and to give guidance and/or assist the Station officers when called upon to do so.						RATING LETTER <i>S</i>
SPECIFIC DUTY NO. 3 Cable Analyst - Process and distribute all incoming and outgoing cable traffic, this includes maintenance of the chrono files.						RATING LETTER <i>S</i>
SPECIFIC DUTY NO. 4 Top Secret Control Officer.						RATING LETTER <i>P</i>
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER <i>S</i>
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						
FORM 45 7-60	OBsolete PREVIOUS EDITIONS	SECRET	DA FORM 14 SEP 1971	Reviewed by OP/SPD/PPB		

SECRET

(By whom dictated)

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 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 extra space is needed to complete Section C, attach separate sheet of paper.</p> <p style="text-align: center;">44211</p> <p>I have worked with this officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance.</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> <table border="1"> <tr> <td>DATE</td> <td>SIGNATURE OF EMPLOYEE</td> </tr> <tr> <td>4 October 1971</td> <td>/s/ James S. Woods</td> </tr> </table> <p>2. BY SUPERVISOR</p> <table border="1"> <tr> <td>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</td> <td>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</td> </tr> <tr> <td>2½ months</td> <td></td> </tr> <tr> <td>DATE</td> <td>OFFICIAL TITLE OF SUPERVISOR</td> <td>TYPED OR PRINTED NAME AND SIGNATURE</td> </tr> <tr> <td>4 October 1971</td> <td>Chief, Support</td> <td>/s/ Thomas McKinley</td> </tr> </table> <p>3. BY REVIEWING OFFICIAL</p> <p>COMMENTS OF REVIEWING OFFICIAL</p> <p>Since I have just arrived at the Station I have not had an opportunity to observe this officer's performance. However, I respect the rating officer's judgment which in this case coincides with other favorable comments I have heard about the Subject. I therefore defer to the rating officer's evaluation.</p> <table border="1"> <tr> <td>DATE</td> <td>OFFICIAL TITLE OF REVIEWING OFFICIAL</td> <td>TYPED OR PRINTED NAME AND SIGNATURE</td> </tr> <tr> <td>4 October 1971</td> <td>Deputy Chief of Station</td> <td>/s/ Joseph A. Distefano</td> </tr> </table>				DATE	SIGNATURE OF EMPLOYEE	4 October 1971	/s/ James S. Woods	MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	2½ months		DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	4 October 1971	Chief, Support	/s/ Thomas McKinley	DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	4 October 1971	Deputy Chief of Station	/s/ Joseph A. Distefano
DATE	SIGNATURE OF EMPLOYEE																						
4 October 1971	/s/ James S. Woods																						
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION																						
2½ months																							
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE																					
4 October 1971	Chief, Support	/s/ Thomas McKinley																					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE																					
4 October 1971	Deputy Chief of Station	/s/ Joseph A. Distefano																					

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
GENERAL					010032	
SECTION A						
1. NAME WOODS James S		2. DATE OF BIRTH 20 Feb. 1923	3. SEX M	4. GRADE GS-10	5. SD D	
6. OFFICIAL POSITION/TITLE Records Adm. Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/Italian	8. CURRENT STATION Rome, Italy			
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input checked="" type="checkbox"/> SPECIAL (Specify): Promotion		10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYER			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From To) 1 January 1971 - 30 May 1971				
SECTION B		PERFORMANCE EVALUATION				
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
P-Proficient	Performance is satisfactory. Desired results are being produced in this manner expected.					
S-Strong	Performance is characterized by exceptional proficiency.					
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees (with supervisory responsibilities) MUST be rated on their ability to supervise (Indicate number of employees supervised).						
SPECIFIC DUTY NO. 1	Reviewed, retired and rationalized Italian Branch Files and explained same system to Branch personnel					RATING LETTER O
SPECIFIC DUTY NO. 2						RATING LETTER
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER 3 AUG 1971
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER O
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Mr. Woods first made a survey of the Augean stable that the Italian Branch files had become over many years of shifts in personnel and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the Communist Party of Italy files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Plan files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuss and Branch dislocation)!

What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual.

/continued/

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

Subject now in Rome Station

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

4 months

See above

DATE

OFFICIAL TITLE OF SUPERVISION

TYPED OR PRINTED NAME AND SIGNATURE

27 July 1971

ADC/EUR/Italy

R. Campbell James

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL I concur in the above evaluation. Subject turned in a most impressive performance during his brief time on the Italian Branch. Largely as a result of his enthusiasm and initiative, the Branch was able to achieve what had never been accomplished before: a complete overhaul, cleaning, purging, and restructuring of its filing system. To his credit, Subject has a keen appreciation for operational requirements and all of this work was done without sacrificing the future utilization of information acquired in the past; on the contrary, the efficient use of this material has been so enhanced that it will surely be reflected in our future operations. Mr. Woods has a unique contribution to make in Rome or any other place he is assigned. The Station is fortunate to have him...his presence is sorely needed to do the same thing in Rome that he has just accomplished

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

27 July 1971

Chief/Italian Branch

Herschel F. Peak

SECRET

14 00000
SECRET

-2-

You give him a job and need not worry about whether or how it will be done.

The job offered no opportunity to observe his supervisory capabilities. He is cost conscious and security conscious.

Fitness Report

James S. Woods

(continued)

SECTION D.3. (continued).

in Headquarters. The importance of his contribution and his personal initiative and efforts should be rewarded by a promotion.

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER
				010032
SECTION A				
GENERAL				
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE
Woods, James S.		20 Feb 23	M	GS-10 D
5. OFFICIAL POSITION TITLE Recs Adm Off		6. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/BCR		7. CURRENT STATION London
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		10. REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P. 30 November 1970		12. REPORTING PERIOD (From - To) 30 June 1970 - 18 November 1970		
SECTION B PERFORMANCE EVALUATION				
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.			
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.			
S-Strong	Performance is characterized by exceptional proficiency.			
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
SPECIFIC DUTIES				
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).				
SPECIFIC DUTY NO. 1 Responsible for organization and direct management of the Station Registry				RATING LETTER S
SPECIFIC DUTY NO. 2 First-line supervisor for two full-time registry assistants.				RATING LETTER S
SPECIFIC DUTY NO. 3 Organizes and implements review and purge of Registry and other Station files.				RATING LETTER O
SPECIFIC DUTY NO. 4 Prepares Station notices and outgoing correspondence on Registry matters.				RATING LETTER S
SPECIFIC DUTY NO. 5 Maintains and controls case file index and 201 file index.				RATING LETTER S
SPECIFIC DUTY NO. 6 Top Secret Control Officer				RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION				
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.				RATING LETTER S

SECRET*(After filled in)***SECTION C****NARRATIVE COMMENTS**

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

In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.

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	
17 Nov 1970	James S. Woods	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
4 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 November 1970	DCOS	/s/ Cameron J. LaClair
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Although the rating officer is newly arrived in London, he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing London files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	NAME AND SIGNATURE
23 November 1970	COS	/s/ Rolfe Kingsley

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 010032
SECTION A				
GENERAL				
1. NAME <i>(Last) (First) (Middle)</i>	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Woods, James S.	20 Feb. 23	M	GS-10	D
6. OFFICIAL POSITION TITLE Records Admin Off	7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/BCR	8. CURRENT STATION London		
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT		
CAREER	RESERVE	TEMPORARY	INITIAL	X REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See Instructions - Section C)		ANNUAL		REASSIGNMENT EMPLOYEE
SPECIAL (Specify)		SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From To) 1 October 1969 - 30 June 1970		
SECTION B PERFORMANCE EVALUATION				
U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.			
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.			
S-Strong	Performance is characterized by exceptional proficiency.			
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
SPECIFIC DUTIES				
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).				
SPECIFIC DUTY NO. 1 Responsible for organization and direct management of station registry.				RATING LETTER S
SPECIFIC DUTY NO. 2 First-line supervisor for two full-time and one part-time registry assistants.				RATING LETTER S
SPECIFIC DUTY NO. 3 Organizes and implements review and purge of registry and other station files.				RATING LETTER O
SPECIFIC DUTY NO. 4 Prepares station notices and outgoing correspondence on registry matters.				RATING LETTER S
SPECIFIC DUTY NO. 5 Maintains and controls case file index and 201 file index.				RATING LETTER S
SPECIFIC DUTY NO. 6 Top Secret Control Officer.				RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION				
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.				
				RATING LETTER S

SECRET

SECTION C		NARRATIVE COMMENTS												
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain findings 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, must 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> <table border="1"> <tr> <td>DATE 18 June 1970</td> <td>SIGNATURE OF EMPLOYEE <i>/s/ James S. Woods</i></td> </tr> </table> <p>2. BY SUPERVISOR</p> <table border="1"> <tr> <td>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</td> <td>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE: GIVE EXPLANATION</td> </tr> <tr> <td>DATE 18 June 1970</td> <td>OFFICIAL TITLE OF SUPERVISOR DCOS</td> </tr> <tr> <td></td> <td>TYPED OR PRINTED NAME AND SIGNATURE <i>/s/ David Whipple</i></td> </tr> </table> <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> <table border="1"> <tr> <td>DATE 22 June 1970</td> <td>OFFICIAL TITLE OF REVIEWING OFFICIAL COS</td> <td>TYPED OR PRINTED NAME AND SIGNATURE <i>/s/ Bronson Tweedy</i></td> </tr> </table>				DATE 18 June 1970	SIGNATURE OF EMPLOYEE <i>/s/ James S. Woods</i>	MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE: GIVE EXPLANATION	DATE 18 June 1970	OFFICIAL TITLE OF SUPERVISOR DCOS		TYPED OR PRINTED NAME AND SIGNATURE <i>/s/ David Whipple</i>	DATE 22 June 1970	OFFICIAL TITLE OF REVIEWING OFFICIAL COS	TYPED OR PRINTED NAME AND SIGNATURE <i>/s/ Bronson Tweedy</i>
DATE 18 June 1970	SIGNATURE OF EMPLOYEE <i>/s/ James S. Woods</i>													
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE: GIVE EXPLANATION													
DATE 18 June 1970	OFFICIAL TITLE OF SUPERVISOR DCOS													
	TYPED OR PRINTED NAME AND SIGNATURE <i>/s/ David Whipple</i>													
DATE 22 June 1970	OFFICIAL TITLE OF REVIEWING OFFICIAL COS	TYPED OR PRINTED NAME AND SIGNATURE <i>/s/ Bronson Tweedy</i>												

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 010032			
SECTION A							
GENERAL							
1. NAME WOODS, James S.		(Last) (First) (Middle)		2. DATE OF BIRTH 20 Feb 23	3. SEX M	4. GRADE GS-10	5. SD D
6. OFFICIAL POSITION TITLE Records Admin Officer				7. OFF/DIV/BR OF ASSIGNMENT DDP/EUR/BCR	8. CURRENT STATION London		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY		INITIAL		REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)				X ANNUAL		REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 October 1969				12. REPORTING PERIOD (From To) 18 November 1968-30 September 1969			
SECTION B PERFORMANCE EVALUATION							
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.						
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.						
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.						
S - Strong	Performance is characterized by exceptional proficiency.						
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.						
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1		Responsible for organization and direct management of Station Registry.					RATING LETTER S
SPECIFIC DUTY NO. 2		First-line supervisor for at first three, later two, full-time Registry personnel and one part-time Registry assistant.					RATING LETTER S
SPECIFIC DUTY NO. 3		Provides informal training and guidance to some Station officers and secretaries on records procedures.					RATING LETTER S
SPECIFIC DUTY NO. 4		Prepares Station Notices and outgoing correspondence on Registry matters.					RATING LETTER P
SPECIFIC DUTY NO. 5		Maintains and controls case file index and 201 file index.					RATING LETTER S
SPECIFIC DUTY NO. 6		Top Secret control officer.					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating bar corresponding to the statement which most accurately reflects his level of performance.							
FORM 45 OBSOLETE PREVIOUS EDITIONS. 4-62		SECRET		GSA GEN. REG. NO. 2 GSA GEN. REG. NO. 2 GSA GEN. REG. NO. 2		RATING LETTER S	

SECRET

(From Form 12-1)

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. Manner 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 SUPERVISOR

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
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 010032																	
SECTION A GENERAL																					
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-10	5. SD D															
6. OFFICIAL POSITION TITLE Records Admin Of			7. OFF/DIV/BR OF ASSIGNMENT DDP/FE/VNO	8. CURRENT STATION Vietnam																	
9. CHECK (X) TYPE OF APPOINTMENT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CAREER</td><td>RESERVE</td><td>TEMPORARY</td></tr> <tr><td colspan="3">CAREER-PROVISIONAL (See Instructions - Section C)</td></tr> <tr><td colspan="3">SPECIAL (Specify):</td></tr> </table>			CAREER	RESERVE	TEMPORARY	CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify):			10. CHECK (X) TYPE OF REPORT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>INITIAL</td><td>REASSIGNMENT SUPERVISOR</td></tr> <tr><td>X ANNUAL</td><td>X REASSIGNMENT EMPLOYEE</td></tr> <tr><td colspan="2">SPECIAL (Specify):</td></tr> </table>				INITIAL	REASSIGNMENT SUPERVISOR	X ANNUAL	X REASSIGNMENT EMPLOYEE	SPECIAL (Specify):	
CAREER	RESERVE	TEMPORARY																			
CAREER-PROVISIONAL (See Instructions - Section C)																					
SPECIAL (Specify):																					
INITIAL	REASSIGNMENT SUPERVISOR																				
X ANNUAL	X REASSIGNMENT EMPLOYEE																				
SPECIAL (Specify):																					
11. DATE REPORT DUE IN O.P. 			12. REPORTING PERIOD (From To) 5 March 1968 - 5 October 1968																		
SECTION B PERFORMANCE EVALUATION																					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training; to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>																					
SPECIFIC DUTIES																					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>																					
<p>SPECIFIC DUTY NO. 1 Chief Station Registry <i>DC 52</i></p> <p>SPECIFIC DUTY NO. 2 Management and training of personnel under his supervision</p> <p>SPECIFIC DUTY NO. 3 Scheduling of routine and exceptional work assigned to his unit.</p> <p>SPECIFIC DUTY NO. 4 Preparation of routine and other reports on the activities of his Section.</p> <p>SPECIFIC DUTY NO. 5 Overall Security of Registry operations</p> <p>SPECIFIC DUTY NO. 6 <i>8 OCT 1968 DK</i></p>						RATING LETTER O S O S .S 															
OVERALL PERFORMANCE IN CURRENT POSITION																					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, persistent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>						RATING LETTER S															

SECRET

(When Filled In)

SECTION C**NAKEDIVE 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. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C attach a separate sheet of paper.

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 "Doer".

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

21 Sept 1968

/s/James S. Woods

2.

BY SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

L-1

DATE

OFFICIAL TITLE OF SUPERVISION

TYPED OR PRINTED NAME AND SIGNATURE

21 Sept 1968

Records Admin Officer

/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.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

22 Sept 1968

C-3 Officer

/s/Vincent N. Lockhart

SECRET

14 00000
S E C R E T

-2-

NARRATIVE COMMENTS, Section C. (Continued)

I have enjoyed serving with Subject, wish him success at his next post and look forward to serving with him again.

Subject is cost conscious.

S E C R E T

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
				010032		
SECTION A						
			GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD		
Woods, James S.	20 Feb 28	M	GS-9	D		
6. OFFICIAL POSITION TITLE	7. OFF DIV/BR OF ASSIGNMENT	8. CURRENT STATION				
Records Admin Officer	DPF/PR/VBO	Vietnam				
9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT					
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	INITIAL ANNUAL	REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYER				
CAREER-PROVISIONAL (See Instructions - Section C)						
SPECIAL (Specify):	X SPECIAL (Specify): Promotion					
11. DATE REPORT DUE IN O.P.	16 February 68 - 11 March 68					
SECTION B PERFORMANCE EVALUATION						
W - <u>Weak</u>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
A - <u>Average</u>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
P - <u>Proficient</u>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
S - <u>Strong</u>	Performance is characterized by exceptional proficiency.					
O - <u>Outstanding</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 warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
Chief Station Registry						S
SPECIFIC DUTY NO. 2						RATING LETTER
Management and training of Personnel under his supervision						P
SPECIFIC DUTY NO. 3						RATING LETTER
Scheduling of routine and exceptional work assigned to his unit						O
SPECIFIC DUTY NO. 4						RATING LETTER
Preparation of routine and other reports on the activities of his Section						S
SPECIFIC DUTY NO. 5						RATING LETTER
Overall Security of Registry operations						P
SPECIFIC DUTY NO. 6						RATING LETTER
20 MARCH 1968 OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER
						S

SECRET**(Leave blank if not applicable)**
NARRATIVE COMMENTS

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

Subject has done an excellent job in organizing 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

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	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	Ops Officer	/s/Vincent Lockhart

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 010032
SECTION A					
GENERAL					
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb. '28	3. SEX M	4. GRADE GS-9
5. OFFICIAL POSITION TITLE Records Admin Of			6. OFF/DIV/BR OF ASSIGNMENT DDP/FE/VNO	7. CURRENT STATION Vietnam	
8. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			9. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL SPECIAL (Specify):		
10. DATE REPORT DUE IN O.P. 10 May 1967			11. REPORTING PERIOD (From- To) 10 May 1967 - 30 Sep. 1967		
SECTION B					
PERFORMANCE EVALUATION					
W - Work	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.				
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.				
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.				
S - Strong	Performance is characterized by exceptional proficiency.				
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Chief, Station Registry Section					RATING LETTER P
SPECIFIC DUTY NO. 2 Management and training of personnel under his supervision					RATING LETTER A
SPECIFIC DUTY NO. 3 Scheduling of routine and exceptional work assigned to his unit.					RATING LETTER S
SPECIFIC DUTY NO. 4 Preparation of routine and other reports on the activities of his Section.					RATING LETTER P
SPECIFIC DUTY NO. 5 Overall security of Registry operations.					RATING LETTER A
SPECIFIC DUTY NO. 6 29 NOV 1967					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER P

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

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

14 Oct 1967

Records Admin Officer

/s/John K. Smith

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

14 Oct 1967

Ops Officer

/s/Vincent M. Lockhart

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				010032 ✓			
SECTION A							
GENERAL							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD	
Woods, James S.		20 Feb. 28		M	GS 9	D	
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION			
Records Admin Officer		DP/PE/TFO		VIETNAM			
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT					
CAREER	RESERVE	TEMPORARY		INITIAL	X	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)				ANNUAL		REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From To)		14 Jan 67 - 9 May 67			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Chief, Registry with supervisory responsibility for 8 employees.						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide 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 extra space is needed to complete Section C, attach a separate sheet of paper.

JUL 12 10 4 21 '67

Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations.

Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.

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

8 May 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

4

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

8 May 1967

Records Officer

/s/Richard Richardson

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur with rating and narrative comments. Subject is employing in this position his cumulative experience as a Registry supervisor at previous posts. Subject has contributed to the improvement of Registry procedures and in-country courier system of this large and fast moving station.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

15 May 1967

Ops Officer

/s/Terry T. Shima

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER																			
GENERAL				010032 ✓																			
1. NAME WOODS JAMES		2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-9	5. SD b																		
6. OFFICIAL POSITION TITLE Intell. Analyst - CH		7. OFF/DIV/BR OF ASSIGNMENT DDP/FE/Pers/JKO		8. CURRENT STATION Tokyo																			
9. CHECK (X) TYPE OF APPOINTMENT <table border="1"> <tr> <td>CAREER</td> <td>RESERVE</td> <td>TEMPORARY</td> </tr> <tr> <td colspan="3">CAREER-PROVISIONAL (See Instructions - Section C)</td> </tr> <tr> <td colspan="3">SPECIAL (Specify):</td> </tr> </table>			CAREER	RESERVE	TEMPORARY	CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify):			10. CHECK (X) TYPE OF REPORT <table border="1"> <tr> <td>INITIAL</td> <td>XX</td> <td>REASSIGNMENT SUPERVISOR</td> </tr> <tr> <td colspan="3">ANNUAL</td> </tr> <tr> <td colspan="3">SPECIAL (Specify):</td> </tr> </table>			INITIAL	XX	REASSIGNMENT SUPERVISOR	ANNUAL			SPECIAL (Specify):		
CAREER	RESERVE	TEMPORARY																					
CAREER-PROVISIONAL (See Instructions - Section C)																							
SPECIAL (Specify):																							
INITIAL	XX	REASSIGNMENT SUPERVISOR																					
ANNUAL																							
SPECIAL (Specify):																							
11. DATE REPORT DUE IN O.P. 30 Sept 65 - 1 Sept 1966			12. REPORTING PERIOD (From - To) 30 Sept 65 - 1 Sept 1966																				
SECTION B PERFORMANCE EVALUATION																							
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.																						
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.																						
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.																						
S - Strong	Performance is characterized by exceptional proficiency.																						
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.																						
SPECIFIC DUTIES																							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).																							
SPECIFIC DUTY NO. 1	Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.					RATING LETTER O																	
SPECIFIC DUTY NO. 2	Supervises six Registry employees					RATING LETTER S																	
SPECIFIC DUTY NO. 3	Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.					RATING LETTER S																	
SPECIFIC DUTY NO. 4	Supervises the analysis and distribution of incoming and outgoing cables.					RATING LETTER S																	
SPECIFIC DUTY NO. 5	Supervises the operation of the Station Flexowriters.					RATING LETTER S																	
SPECIFIC DUTY NO. 6						RATING LETTER																	
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER																	
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						S																	

SECRET

(This Field Is)

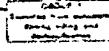
SECTION C		NARRATIVE COMMENTS	OFFICE
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or professional duties must be described, if applicable.</u></p> <p style="text-align: right;">3 SD PH '66</p> <p>FOSHAG has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from his staff which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.</p> <p>FOSHAG has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE 15 August 1966	SIGNATURE OF EMPLOYEE JESSE WOODS /S/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 14	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE 16 August 1966	OFFICIAL TITLE OF SUPERVISOR OFS. Officer	TYPED OR PRINTED NAME AND SIGNATURE Kenneth Miller /S/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Concur in above rating.			
DATE 17 August 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE William S. Nelson /S/	

SECRET

SECRET

(This field is for rating)

FITNESS REPORT			EMPLOYEE SERIAL NUMBER 010032			
SECTION A			GENERAL			
1. NAME (Last) (First) (Middle) Woods, James S.			2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-09	5. SD D
6. OFFICIAL POSITION-TITLE Intel Analyst Ch			7. OFF/DIV/BR OF ASSIGNMENT DDP/FE/JKO	8. CURRENT STATION Tokyo		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small> <small>SPECIAL (Specify):</small>			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <small>SPECIAL (Specify):</small>			
11. DATE REPORT DUE IN O.P. NOV 30 1965			12. REPORTING PERIOD (From- To) 1 July - 30 September 1965			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>						
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.						RATING LETTER O
SPECIFIC DUTY NO. 2 Supervises six Registry employees						RATING LETTER S
SPECIFIC DUTY NO. 3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the station.						RATING LETTER S
SPECIFIC DUTY NO. 4 Analyze and distribute all incoming and outgoing Station cables.						RATING LETTER O
SPECIFIC DUTY NO. 5 Supervise the operation of the Station Flexowriter.						RATING LETTER S
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>15 DEC 1965</p>						RATING LETTER S



SECRET

(This field is)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping ~~in 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.~~

Woods Dec 15 9 21 AM '65

During the four months [REDACTED] has been under my supervision he has demonstrated very real supervisory ability and a talent for getting maximum performance from a small staff which handles an increasingly large volume of work. He has also shown his ability to cut the costs of his operation.

[REDACTED] not only runs a most efficient Registry but is also constantly seeking ways to improve and stream-line its operation. He is a man who takes such interest in his job that his ideas and plans for improvement are carefully worked out and sound.

Though I have observed his work for only four months, I believe his over-all performance is "Strong" and close to "Outstanding." He has been recommended for promotion. He deserves it.

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

27 October 1965

/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

27 October 1965

Ops Officer

/S/ Kenneth P. Miller

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with his supervisor that Subject is unusually competent in his field and fully deserving of a "Strong" rating. Subject displays unflagging enthusiasm for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

2 November 1965

DCOS

/S/ Horace Z. Feldman

SECRET

*SECRET**13711*

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 010032
SECTION A					
1. NAME (Last) Woods, (First) James (Middle) S.			2. DATE OF BIRTH 20 Feb 1923	3. SEX M	4. GRADE GS-09
5. OFFICIAL POSITION TITLE Intel Analyst Cen.			5. OFF/DIV/BR OF ASSIGNMENT DDP/FE	6. CURRENT STATION Tokyo	7. SD D
9. CHECK (X) TYPE OF APPOINTMENT X CAREER RESERVE TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify)			10. CHECK (X) TYPE OF REPORT X INITIAL ANNUAL SPECIAL (Specify)	11. REPORTING PERIOD (From To) 1 October 1964 - 30 June 1965	
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>					
SPECIFIC DUTY NO. 1		Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station			RATING LETTER S
SPECIFIC DUTY NO. 2		Supervises six Registry employees			RATING LETTER S
SPECIFIC DUTY NO. 3		Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station			RATING LETTER S
SPECIFIC DUTY NO. 4		Analyzes and distributes all incoming and outgoing Station cables			RATING LETTER O
SPECIFIC DUTY NO. 5		Supervises the Station Flexowriter			RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>29 JUN 1965</p>					RATING LETTER S

~~SECRET~~

(Form Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for ~~offering~~. 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 Station Registry this employee continues to perform at an exceptionally proficient level with little supervision from his supervisor. His supervisor is being reassigned and is scheduled to be replaced by another officer who will necessarily need several months to become knowledgeable of Registry activities. However there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native ingenuity and high standards of achievement to ensure that his office continues to be a well run and efficient unit. He continues to ensure that no government funds are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry employees at little cost to the Government. This employee has been performing at a level above his present GS-09 grade. As recommended in November 1964, it is reconfirmed that this employee should be promoted to the next higher grade at the earliest possible opportunity.

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

4 June 65

/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

45

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

4 June 65

Cpl Officer

/s/ Frederick Randall

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Subject takes his job seriously and performs it in strong fashion. I would say that he displays more energy, interest, and continuing attention than just about anyone else I've seen in registry-type work.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

10 June 65

DOGS

/s/ Horace Z. Feldman

~~SECRET~~

CONFIDENTIAL Attachment No. 10 FJL 12242
 SECRET
 (Open Filed In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER										
				010032										
SECTION A														
GENERAL														
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD										
Woods, James S.		20 Feb 23	M	GS-08 D										
6. OFFICIAL POSITION TITLE		7. OFF/CIV- BR OF ASSIGNMENT 8. CURRENT STATION												
Intel Analyst Gen		DDP/FE/JKO Tokyo												
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT												
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> INITIAL	REASSIGNMENT SUPERVISOR										
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL											
SPECIAL (Specify)			SPECIAL (Specify)											
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- To)												
30 Nov 64		1 October 1963 - 30 September 1964												
SECTION B PERFORMANCE EVALUATION														
<table border="0"> <tr> <td>W - Work</td> <td>Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</td> </tr> <tr> <td>A - Adequate</td> <td>Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td> </tr> <tr> <td>P - Proficient</td> <td>Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td> </tr> <tr> <td>S - Strong</td> <td>Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td>O - Outstanding</td> <td>Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td> </tr> </table>					W - Work	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.	A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.	P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.	S - Strong	Performance is characterized by exceptional proficiency.	O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.
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<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>														
SPECIFIC DUTY NO. 1	Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station			RATING LETTER										
SPECIFIC DUTY NO. 2	Supervises six Registry employees			S										
SPECIFIC DUTY NO. 3	Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station			S										
SPECIFIC DUTY NO. 4	Analyzes and distributes all incoming and outgoing Station cables			S										
SPECIFIC DUTY NO. 5	Supervises the Station Flexowriter			S										
SPECIFIC DUTY NO. 6														
OVERALL PERFORMANCE IN CURRENT POSITION														
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				S										

~~SECRET~~(Formerly ~~SECRET~~)**SECTION C****NARRATIVE COMMENTS**

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

This employee continues to be Chief of the Station Registry. During the past year his level of performance can be properly evaluated as exceptionally proficient. He continues to welcome hard work, is not bothered by constantly changing deadlines and is able to fill in for any absent member of his unit, and keep up his own work as well. He is quite conscious of the value of Government personnel and materiel, and does everything in his power to conserve these resources. He continues to come up with new ideas on how to perform his functions in a more efficient and effective manner. This results in benefits to the entire Station. It is regretable that the position this employee fills does not allow for promotion since he has been performing at a level above his present grade for several years.

SECTION D**CERTIFICATION AND COMMENTS****1. BY EMPLOYEE**

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

DATE

SIGNATURE OF EMPLOYEE

1 Oct 64

/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

1 Oct 64

Ops Officer

/s/ Frederick Randall

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I fully concur with the rater's comments and sentiments. I have known this employee for a number of years during which time he has evidenced real growth in self-sufficiency and also in the handling of his responsibilities as a supervisor.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

29 Oct 64

COS

/s/ William V. Broe

~~SECRET~~
(Formerly ~~SECRET~~)

CONFIDENTIAL
SECRET
(When Filled In)

ATT TO FJTT-10860

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 10032																			
GENERAL																							
1. NAME (Last) Woods , (First) James (Middle) S.		2. DATE OF BIRTH 20 Feb 28	3. SEX M	4. GRADE GS-09	5. SD D																		
6. OFFICIAL POSITION TITLE Intel Analyst Gen		7. OFF./DIV./BR OF ASSIGNMENT DDP/FE/JKO		8. CURRENT STATION Tokyo																			
9. CHECK (X) TYPE OF APPOINTMENT <table border="1"> <tr> <td><input checked="" type="checkbox"/> CAREER</td> <td><input type="checkbox"/> RESERVE</td> <td><input type="checkbox"/> TEMPORARY</td> <td>INITIAL:</td> <td colspan="2">REASSIGNMENT SUPERVISOR</td> </tr> <tr> <td colspan="3">CAREER-PROVISIONAL (See Instructions - Section C)</td> <td><input checked="" type="checkbox"/> ANNUAL</td> <td colspan="2">REASSIGNMENT EMPLOYEE</td> </tr> <tr> <td colspan="3">SPECIAL (Specify):</td> <td colspan="3">SPECIAL (Specify):</td> </tr> </table>						<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	INITIAL:	REASSIGNMENT SUPERVISOR		CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE		SPECIAL (Specify):			SPECIAL (Specify):		
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CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE																			
SPECIAL (Specify):			SPECIAL (Specify):																				
11. DATE REPORT DUE IN O.P. 30 November 1963		12. REPORTING PERIOD (From To) 1 Oct 62-30 Sep 63																					
SECTION B PERFORMANCE EVALUATION																							
<table> <tr> <td>W - Weak</td> <td>Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</td> </tr> <tr> <td>A - Adequate</td> <td>Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td> </tr> <tr> <td>P - Proficient</td> <td>Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td> </tr> <tr> <td>S - Strong</td> <td>Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td>O - Outstanding</td> <td>Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td> </tr> </table>						W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.	A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.	P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.	S - Strong	Performance is characterized by exceptional proficiency.	O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.								
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SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt and routing of all incoming and outgoing cables, dispatches, and memoranda of the Station, including all other organizations corresponding with the Station.		RATING LETTER S																					
SPECIFIC DUTY NO. 2 Supervises six Registry employees		RATING LETTER P																					
SPECIFIC DUTY NO. 3 Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.		RATING LETTER P																					
SPECIFIC DUTY NO. 4 Analyzes and distributes all incoming and outgoing Station cables.		RATING LETTER P																					
SPECIFIC DUTY NO. 5		RATING LETTER																					
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SPECIFIC DUTY NO. 7		RATING LETTER																					
SPECIFIC DUTY NO. 8		RATING LETTER																					
OVERALL PERFORMANCE IN CURRENT POSITION																							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects the level of performance.																							
3.0 SEP 63		RATING LETTER S																					

CONFIDENTIAL
SECRET

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

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

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 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
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 <i>LJ</i>

SECRET

SECRET

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A					GENERAL	
1. NAME (Last) (First) (Middle)			4. DATE OF BIRTH	5. SEX	6. GRADE	7. SD
WOODS, James S.			20 Feb 28	M	GS-9	D
8. OFFICIAL POSITION TITLE Intel Analyst			9. OFF/CIV/BR OF ASSIGNMENT DDP/FE	10. CURRENT STATION TOKYO		
11. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			12. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):			
13. DATE REPORT DUE IN O.P. 1 Oct 61 - 30 Sept 62			14. REPORTING PERIOD (From - To) 1 Oct 61 - 30 Sept 62			
SECTION B PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>						
SPECIFIC DUTY NO. 1 Chief of Central Registry and Records with responsibility for the receipt, analysis and routing of all incoming and outgoing cables, dispatches and memoranda of the Station, including all other organizations corresponding with the Station.						RATING LETTER P
SPECIFIC DUTY NO. 2 Supervises four Registry employees.						RATING LETTER P
SPECIFIC DUTY NO. 3 Supervises a courier service which distributes correspondence to the five geographically separated elements of the Station.						RATING LETTER P
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>						
RATING LETTER P						SECRET

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

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

As the Chief of the Tokyo Registry this employee has performed well. He has abundant energy and constantly comes up with ideas for the improvement of the efficiency of his unit. He welcomes hard work and is able to fill in and take over any job in his unit and keep up with his own duties as well. As a supervisor, he has a slight tendency to be arbitrary when convinced he is right. This may be due to the fact that the Registry frequently operates under conditions of pressure due to the recent reorganization, reduction, and relocation of the Station. The Station has been required to get the job done with fewer people and under more difficult working conditions.

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	
25 Oct. 1962	James S. Woods /s/	
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
		Frederick Randall.
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Subject has done and continues to do well what is expected of him. In amplification of the last sentence of the rater's comments (Section C) Subject has made the adjustment to "fewer people" and "more difficult working conditions" quite well, without trouble and more importantly with no impediment to the CRM service.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 Oct 1962		Robert P. Wheeler

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SYMBOL NUMBER CSPD	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		4. DATE OF BIRTH		5. SEX	6. GRADE
Woods, James		20 Feb 28		M	GS-9
8. SERVICE DESIGNATION; 9. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
D	Opa Officer	TOKYO STATION			
10. CAREER STAFF STATUS			11. TYPE OF REPORT		
NOT ELIGIBLE	MEMORIAL	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR	
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)	
From 15 Apr 61		To 30 Sep 61			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior
SPECIFIC DUTY NO. 1 Chief of local registry, supervising four persons.		RATING NO. 4	SPECIFIC DUTY NO. 4		RATING NO.
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPLI-CABLE	NOT OBSERVED	RATING
GETS THINGS DONE					1 2 3 4 5
RESOURCEFUL					1 2 3 4 5
ACCEPTS RESPONSIBILITY					1 2 3 4 5
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					1 2 3 4 5
DOES HIS JOB WITHOUT STRONG SUPPORT					1 2 3 4 5
FACILITATES SMOOTH OPERATION OF HIS OFFICE			X		1 2 3 4 5
WRITES EFFECTIVELY		X			1 2 3 4 5
SECURITY CONSCIOUS				X	1 2 3 4 5
THINKS CLEARLY				X	1 2 3 4 5
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				X	1 2 3 4 5
OTHER (Specify):					
SEE SECTION "E" ON REVERSE SIDE					

SECRET
*(When Filled In)**OFFICE OF PERSONNEL***SECTION E****NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

Rete has been in charge of station registry since 2nd April 1961. This has been a period of dramatic change in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that bodes well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (KL) have made him a valued addition to our shrinking team. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention seems to me that he is doing well. Another six months should tell us more on this score.

SECTION F**CERTIFICATION AND COMMENTS****1.**

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

6 Oct 61

*[Signature]***2.**

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS | REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

6 Oct 61

One OFFICER

Wheeler, Robert P.

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

6 Oct 61

One OFFICER

Wheeler, Robert P.

SECRET

SECRET
(When Filled In)

20 DEC 1964

2 FEB 1964 **FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

110032

SECTION A				GENERAL		
1. NAME WOODS	(Last) Woods	(First) James	(Middle) S.	2. DATE OF BIRTH 20 February 1928	3. SEX M	4. GRADE GS-9
5. SERVICE DESIGNATION DI	6. OFFICIAL POSITION TITLE Records Management Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/IC/Secretariat		
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
NOT ELIGIBLE <input checked="" type="checkbox"/>	MEMBER <input type="checkbox"/>	DEFERRED <input type="checkbox"/>		INITIAL <input checked="" type="checkbox"/>	REASSIGNMENT/SUPERVISOR <input type="checkbox"/>	REASSIGNMENT/EMPLOYEE <input type="checkbox"/>
10. DATE REPORT DUE IN O.P. 31 October 1960	11. REPORTING PERIOD <i>From Sep 59 - 30 Sep '60 To</i>	12. SPECIAL (Specify)				
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
1. Unsatisfactory	2. Barely adequate	3. Acceptable	4. Competent	5. Excellent	6. Superior	7. Outstanding
SPECIFIC DUTY NO. 1 Liaison with RID, DDP/RMO, DDP/METU, other Division records officers, etc., re implementation of DDP records management program		RATING NO. 6	SPECIFIC DUTY NO. 4 Assistance to FE personnel in problems of retention and retirement of records		RATING NO. DC 54	
SPECIFIC DUTY NO. 2 Training and assistance to FE personnel in records management procedures		RATING NO. 5	SPECIFIC DUTY NO. 5 Guidance to field records officers		RATING NO. 5	
SPECIFIC DUTY NO. 3 Planning and development of Division vital materials program		RATING NO. 5	SPECIFIC DUTY NO. 6 Implementation of various records purges and records programs		RATING NO. 5	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1. Performance in many important respects fails to meet requirements. 2. Performance meets most requirements but is deficient in one or more important respects. 3. Performance clearly meets basic requirements. 4. Performance clearly exceeds basic requirements. 5. Performance in every important respect is superior. 6. Performance in every respect is outstanding.						RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1. Least possible degree	2. Limited degree	3. Normal degree	4. Above average degree	5. Outstanding degree		
CHARACTERISTICS				NOT APPL-CABLE	NOT DERIVED	RATING
DOES THINGS DONE						X
RESOURCEFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED						X
DOES HIS JOB WITHOUT STRONG SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WRITES EFFECTIVELY						X
SECURITY CONSCIOUS						X
THINKS CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (Specify):						

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

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

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

Subject is an excellent records officer. His interest in the subject and his perseverance in carrying out tasks connected with it have not only produced results in his own work, but have kindled enthusiasm and interest within the Division in developments in Agency records management. He has been able to improve records within the Division with a great deal of success, and at the same time avoided the usual aversion to records responsibility which too much emphasis on records creates in the case officer. His ability to get along well with others is important in his liaison function.

Mr. Woods' work on the vital materials program in the last year has resulted in a much more realistic program for the Division. The creation and establishment up-to-date retention of vital materials has for some time been a problem for which little solution could be found. It appears that the present program will result in vital materials which will be current and usable if needed.

Subject is at present assigned to a part-time detail in MMU. This should help to broaden his knowledge of new approaches in the records field. A/EXO/DDP has expressed his complete satisfaction with the very effective work Mr. Woods is doing on this detail.

Mr. Woods' work during the last year was ~~on the basis of~~ ^{against the} a commendation of satisfactory performance.

SECTION F**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

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

DATE

16 DEC 1960

SIGNATURE OF EMPLOYEE

James S. Woods

2.

BY SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

20

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

NOTIFICATION:

DATE

OFFICIAL TITLE OF SUPERVISOR**TYPED OR PRINTED NAME AND SIGNATURE**

16 December 1960

C/FE/ESEC

Harriet L. Waller

Harriet L. Waller

3.

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL**TYPED OR PRINTED NAME AND SIGNATURE**

FE/EXO

Orrin R. Magill, Jr.

Orrin R. Magill, Jr.

SECRET

~~SECRET~~

(When Filled In)

Rec'd
CCDO

100-1500

FITNESS REPORT		1. DATE OF BIRTH <i>20 February 1928</i>	EMPLOYEE SERIAL NUMBER <i>110132</i>		
GENERAL					
1. NAME <i>Welder, George</i>		2. SEX <i>M</i>	4. GRADE <i>E-7</i>		
3. SERVICE DESIGNATION <i>DI</i>		6. OFFICIAL POSITION TITLE <i>Records Mgmt Officer</i>		7. OFF/DIV/DR OF ASSIGNMENT <i>AF/FE/IS/contingent</i>	
8. CAREER STAFF STATUS <i>AH</i>		9. TYPE OF REPORT <i>REASSIGNMENT/SUPERVISOR</i>			
NOT ELIGIBLE <input checked="" type="checkbox"/>	MEMOR <input type="checkbox"/>	DEFERRED <input type="checkbox"/>	INITIAL <input checked="" type="checkbox"/>	REASSIGNMENT/EMPLOYEE <input type="checkbox"/>	
PENDING <input type="checkbox"/>	DECLINED <input type="checkbox"/>	DENIED <input type="checkbox"/>	ANNUAL <input checked="" type="checkbox"/>	SPECIAL (Specify) <i>From 31 Oct 1959 To 31 Sep 59</i>	
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	
SPECIFIC DUTY NO. 1 <i>Liaison with RID, DDP/RMO, DDP/MMU, other Division records officers, etc, re implementation of records mgt.</i>		RATING NO. <i>6</i>	SPECIFIC DUTY NO. 4 <i>Assistance to FE personnel in problems of retention and retirement of records</i>		
SPECIFIC DUTY NO. 2 <i>program Training and assistance for FE personnel in records mgt procedures</i>		RATING NO. <i>4</i>	SPECIFIC DUTY NO. 5 <i>Guidance to field records officers</i>		
SPECIFIC DUTY NO. 3 <i>Planning and development of Division vital materials program</i>		RATING NO. <i>4</i>	SPECIFIC DUTY NO. 6 <i>Guidance in all records problems</i>		
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.				RATING NO. <i>5</i>	
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPLI-CABLE	NOT OBSERVED	RATING
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS			1	2	X
OTHER (Specify):			3	4	X
SEE SECTION "E" ON REVERSE SIDE					

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE		
<p><i>Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for his development of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and responsibility for greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</i></p> <p align="center"><i>RAY BROWN</i></p> <p>Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.</p> <p>He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.</p> <p>Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.</p>		
<p align="center"><i>This report has been prepared in accordance with FE Division standards which recognize the importance of rating the individual against the group. Thus an "average" rating reflects an entirely satisfactory performance.</i></p>		
SECTION F CERTIFICATION AND COMMENTS		
<p>1. BY EMPLOYEE</p> <p>I certify that I have seen Sections A, B, C, D and E of this Report.</p> <p>DATE: <u>29 Oct 59</u> SIGNATURE OF EMPLOYEE: <u>James S. Strode</u></p>		
<p>2. BY SUPERVISOR</p> <p>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: <u>7</u> IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:</p> <p>If report is not being made at this time, give reason: EMPLOYER UNDER MY SUPERVISION LESS THAN 90 DAYS: _____ REPORT MADE WITHIN LAST 90 DAYS: _____ OTHER (Specify): _____</p>		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
<u>27 October 1959</u>	<u>C/PE/ESEC</u>	<u>Harriet Weiler</u>
<p>3. BY REVIEWING OFFICIAL</p> <p><input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.</p>		
<p>COMMENTS OF REVIEWING OFFICIAL: Subject is a promising young records officer. He has demonstrated a capability for growth and for assuming greater responsibility. He is very much interested in records management and wants to make a career of it. His career development should be designed to afford him opportunities for maximum development both in terms of varied Headquarters experience and in field assignments.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	<u>FE/EXO</u>	<u>Orrin R. McGrath</u> <u>Orrin R. McGrath</u>

SECRET

SECRET

(When Filled In)

PP-25

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

SECTION A. GENERAL

1. NAME (Last)	2. Grade	3. Middle	4. Date of Birth	5. Sex	6. Service Designation
Woods	GS-7	X	20 Feb 1938	M	DT
7. OFFICIAL DIVISION/BRANCH OF ASSIGNMENT		8. OFFICIAL DIVISION/TITLE			
DDP/ SF FB/PBH/Manila		Collas G. Harris, Lieut of Station, Mchb			
9. GRADE	10. DATE REPORT DUE IN DD		11. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-7			21 August 1958 - 4 Sept 1958		
10. TYPE OF REPORT (Check one)	ANNUAL	REASSESSMENT-SUPERVISOR	SPECIALS (Specify)		
		REASSESSMENT-EMPLOYEE	X FOR TDY Period--MELB		

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE

18 Sept 1958

C. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE

Collas G. Harris, Lieut of Station, Mchb

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

BY DATE

J. P. 3 Nov 1958

RECORDED ON FORM 45-A OLD SHEET

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

1. THIS DATE 2. TYPE OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL 3. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

- INSLOT RATING NUMBER 5
- 1. DOES NOT PERFORM DUTIES ADQUATELY; HE IS INCOMPETENT.
 - 2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
 - 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF INEFFECTIVENESS.
 - 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
 - 5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 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

1955 Edition Form

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important **SPECIFIC** duties performed during the ~~past year~~
Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
U.S. 24-2 14.84
- For supervisor, ability to supervise will always be rated as a specific duty *(do not rate those who supervise a secretary only)*.
- Compare in your mind, when possible, the individual being rated with others performing similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA ANSWERBOARD
GIVING LECTURES	DEVELOPS NEW PROGRAMS
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS
BRIEFING TECHNICAL REPORTS	MANGES FILES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO
TYPING	COORDINATES WITH OTHER OFFICES
TAKING DICTATION	WRITES REGULATIONS
SUPERVISING	PREPARES CORRESPONDENCE
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

MAIL ROOM

CONDUCTS INTERROGATIONS
PREFARNS SUMMARIES
TRANSLATES GERMAN
DEFREIGHTING SOURCES
KEEPS BOOKS
DRIVERS TRUCK
MAINTAINS AIR CONDITIONING
EVALUATES SIGNIFICANCE OF DATA

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Installing new RI Filing System	5	Develops new Programs	5
Surveying Station Files	5	Manages Files	5
Oral Briefing	5		

3. NARRATIVE DESCRIPTION OF MANNERS OF JOB PERFORMANCE

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

STRENGTHS: Ability to see another's viewpoint and to work out satisfactory compromises between the RI system and operational requirements of the Melbourne Station.

WEAKNESSES: None observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY - SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE - BETTER AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO MAKE HIS SEPARATION
- THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION

RATING: 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
NUMBER: 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

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

SECRET

SECRET

(When Filled In)

5

PWA

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH WOODS	James		8. 20 Feb. 1928	M	DT

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

Manila

6. OFFICIAL POSITION/TITLE

Records Management Analyst

7. GRADE	8. DATE REPORT DUE IN OP
OS-7	8 December 1957 - September 1958

8. PERIOD COVERED BY THIS REPORT (Inclusive dates)

9. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	X Promotion

SECTION B.

CERTIFICATION

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

Absent from Station. Will be shown upon return.

A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	I IF INDIVIDUAL IS RATED "F" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. SEE ATTACHED REPORTS	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	X Will upon return to Station.

9. THIS DATE C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE

4 Sept 1958

Ray F. Drummond

C/Admin

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

BY DATE

*H. B. ... 1000 T
Exh 10 Sept 58*

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 Sept 1958	George E. Aurell	COS

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COMMENTS

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS

- a. State in the spaces below up to six of the more important **SPECIFIC** duties performed. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a **specific** duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others ^{ACT 14} ~~AM 30~~ doing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | DUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DARKROOMING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY.	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER.
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY.	FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS.
	3 - PERFORMS THIS DUTY ACCEPTABLY.	EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY.
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER.	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	RATING NUMBER
Supervises 2 Records Mgm. Analysts	5	Processes files in accordance with Specific Records System	6
Devises Records Systems to suit Station needs.	6		
Trains Station personnel in Records maintenance.	5		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Strengths: Works hard and fast. Able to analyze problems and organize work of Records Management Team in methodical sequence.**Weaknesses:** No notable weaknesses.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

IS THIS INDIVIDUAL BETTER SUITED FOR USE IN SOME OTHER POSITION IN THE ORGANIZATION?

EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is **MUST** 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 **PUR AT LEAST 90 DAYS**. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the **INITIAL REPORT** on the employee, however, it **MUST** be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME WOODS	(Last) James	(First) B.	(Middle)	2. DATE OF BIRTH 20 Feb. 1928	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila			6. OFFICIAL POSITION TITLE Records Management Analyst			

7. GRADE GS-7	8. DATE REPORT DUE IN OP 8 December 1957 - September 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive Dates) 8 December 1957 - September 1958
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10. TYPE OF REPORT (Check one): ANNUAL	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify) Promotion
		REASSIGNMENT-EMPLOYEE	

SECTION F.

CERTIFICATION

1. **TO THE RATER:** I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED AT THIS DATE.

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

3. **TO THE REVIEWING OFFICIAL:** I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

4. **TO THE REVIEWING OFFICIAL:** I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

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60. **TO THE REVIEWING OFFICIAL:** I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

SECRET
(Info Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN IN SUPERVISION
6 months

4. COMMENTS CONCERNING POTENTIAL

OFFICE OF PERSONNEL

Oct 14 9 17 AM '58

MAIL ROOM

SECTION II.**FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None planned nor available while on current overseas tour.

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

Subject single and willing serve geographic locations. Believe subject performs best in demanding assignments.

SECTION I.**DESCRIPTION OF INDIVIDUAL**

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

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSION WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY	5	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	3	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	3	18. IS OBSEVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	3	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN CURE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN REASONABLE TIME LIMITS	5	30. DOES NOT DESERVE SERIOUS AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FF-35 20 SEP 54

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

A. NAME WOODS	(Last) JAMES	(First) B.	(Middle)	B. DATE OF BIRTH	C. SEX	D. SERVICE DESIGNATION
B. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			C. OFFICIAL POSITION TITLE			
E. GRADE	F. DATE REPORT DUE IN OP		G. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
(Check one)	INITIAL	ANNUAL	REGIMENTAL-SUPERVISOR	REGIMENTAL-EMPLOYEE	SPECIAL (Specify)	T.D.Y.
H. PERIOD COVERED BY THIS REPORT (Inclusive dates) 4 April - 30 June 1958						

SECTION B.

CERTIFICATION

I. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOT.
Report prepared after subject departed this station.

A. CHECK (X) APPROPRIATE STATEMENTS:

I. THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	II. INDIVIDUAL IS RATED "P" IN CT OR D. A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X. THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND AND SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL CAN DO DO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify).
Other	
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS 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. Marill, 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
Reviewed by [Signature] 28 OCT 1958
NAC 10/20/58

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL
10 July 1958 Nicholas A. Nataion

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 ADEQUATELY. HE IS INCOMPETENT.
 2. BASICALLY INADEQUATE 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 BEVELS SOME AREA OF WEAKNESS.
 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
 5. A HIGH PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS REGARDED BY FEW OTHER PERSONS AS THE SUPERVISOR.

COMMENTS:

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this SPECIFIC duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

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

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

SPECIFIC DUTY NO. 1 Analysis of records problems and establishing records procedures	RATING NUMBER 6	SPECIFIC DUTY NO. 4 	RATING NUMBER
SPECIFIC DUTY NO. 2 Supervising	RATING NUMBER 6	SPECIFIC DUTY NO. 5 	RATING NUMBER
SPECIFIC DUTY NO. 3 Keeping his own records and reporting on work progress	RATING NUMBER 5	SPECIFIC DUTY NO. 6 	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject analyzed difficult records problems quickly and precisely, discussed his recommendations forcefully and convincingly, and then proceeded to put them into effect with considerable energy. He not only supervised his subordinates effectively so that every minute was productive, but did a good share of the routine work himself, making certain that everything was done precisely as planned.

SECTION 4.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

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

SECRET

SECRET

(When Filled In)

29 SEP 1960

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL RENOT 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) WOODS	(First) James	(Middle) S.	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 4 April - 30 June 1958			
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR		SPECIAL (Specify) T.D.Y.	
ANNUAL	REASSIGNMENT-EMPLOYEE				

SECTION F.

CERTIFICATION

11. FOR THE DATED: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 10 July 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR James Orrin R. Magill, Jr.	C. SUPERVISOR'S OFFICIAL TITLE
12. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO		
A. THIS DATE 10 July 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Nicholas A. Matsios	C. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

6

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 him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (truck drivers, telegraphers, technicians or professional specialists of various kinds) close contact with immediate subordinates is frequent (First line supervisor)		
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	0	A GROUP WHO MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	3	close contact with immediate subordinates is not frequent		
	3	when immediate subordinates' activities are diverse and need careful coordination		
	0	when immediate subordinates include members of the opposite sex		
	0	other (Specify)		

SECRET

(Form P-104 Rev. 1)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION. *Oct 14*

Three

4. COMMENTS CONCERNING POTENTIAL

From subject's performance here it appears that his potential in the records management field may be limited only by his lack of formal higher education, and *Oct 14* that even in this respect he could overcome this deficiency with some training. His forcefulness and boundless energy would unquestionably inspire any subordinate to higher performance. He has an intense interest in records work and an ability to grasp complex problems and make quick decisions.

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

*3**None*

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

None

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

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

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

SECRET

G/S

SECRET

(When Filled)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME WOODS	(Last) James	(First)	(Middle)	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FI RI A&O				6. OFFICIAL POSITION TITLE OS-0132.35-7 Intel Analyst		
7. GRADE OS-7	8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 January 1957 - 15 July 1957			
10. TYPE OF REPORT (Check one) ANNUAL		INITIAL	REASSESSMENT-SUPERVISOR <input checked="" type="checkbox"/>		SPECIAL (Specify) REASSESSMENT-EMPLOYEE	

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY.
NOTE: Mr. Woods is on temporary duty in Mexico City, Mexico.

A. CHECK (X) APPROPRIATE STATEMENTS:

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

B. THIS DATE 22 July 1957 James L. Brandon C. APPROVED FOR RELEASE AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
Coordinator, 231 Control Unit,
RT/Analysis Section

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

BY	DATE
Posted Pos. Control	<u>28</u> <u>7/23/57</u>
D. L. REEDY 10-8-57	
Reviewed by POC	

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 22 July 1957 B. TYPE OF REPORT ANNUAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL Supervisor, RT/Analysis Section

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.

INSERT
RATING
NUMBER

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

COMMENTS: Mr. Woods departed for temporary duty on 9 Feb 1957. His last Fitness Report was completed on 5 Feb 1957, just prior to his departure. Reports from the station indicates he is doing a commendable job.

AUG 16 3:19 PM '66

SECRET
(When filled in)

2. RATING ON PERFORMANCE OF AFFECTED PERSONNEL

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period.
 - b. Place the most important first. Do not include minor or unimportant duties.
 - c. Rate performance on each specific duty considering primarily effectiveness in performance of this specific duty.
 - d. For supervisors, ability to supervise will be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
 - e. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
 - f. Two individuals with the same job ~~WILL~~ ^{ARE} likely to be performing different duties. If so, rate them on different duties.
 - g. Be specific. Examples of the kind of duties that might be rated are:
- | | | |
|-----------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | VARIOUS FILES | DEBRIEFING SOURCES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO | KEEPS BOOKS |
| TYPING | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS. ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

'SECTION 2. SUITABILITY FOR CURRENT JOB IN ORGANIZATION'

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

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

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

SECR

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

1. NAME WOODS	(Last) James	(First)	(Middle)	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FI RI A&O				6. OFFICIAL POSITION-TITLE OS-0132,35-7 Intel Analyst		
7. GRADE GS-7	8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 January 1957 - 15 July 1957			
10. TYPE OF REPORT (Check One)		INITIAL ANNUAL	REASSIGNMENT-SUPERVISOR <input checked="" type="checkbox"/> REASSIGNMENT-EMPLOYEE		SPECIAL (Specify)	

SECTION F.

CERTIFICATION

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
--------------	--	--------------------------------

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
--------------	--	---

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

2. SUPERVISORY POTENTIAL

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
		A GROUP DOING THE BASIC JOB (FACULTY, DEMOGRAHES, TECHNICIANS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisor)
		A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
		WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
		WHERE IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
		WHERE IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

OFFICE OF PERSONNEL
SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS DATED INDIVIDUAL HAS BEEN UNDER YOUR SUPERVISION

ABU 16 3 19 1957

4. COMMENTS CONCERNING POTENTIAL

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

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

SECRET

SECRET

(Form Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) - (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
WOODS, JAMES S.	20 Feb 1928	M	SD/DT
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT PT RT AGO		6. OFFICIAL POSITION TITLE OS-0132.35-7 Intel Analyst	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
OB-7	'21 Jan 57	22 January 1956 - 20 January 1957	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	X ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION B.

CERTIFICATION

11. FOR THE RATER: THIS REPORT HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:	
<input type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED PENDING OR D. A BARRING LETTER WAS SENT TO HIM A COPY ATTACHED TO THIS REPORT.
<input checked="" type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	
B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
5 Feb 1957	James L. Brogdon James L. Brogdon Coordinator 201 Control Unit

12. 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:

Mr. Woods since return from foreign assignment has completed one temporary duty assignment and is preparing for another. He has applied the present headquarters work at the station registration on a standard equating with this evaluation.

DATE

11 FEB 57

Posted Pos. Control

Reviewed by RDC 2-11-57

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Feb 1957	JAMES L. MURRAY, JR.	Supervisor, RI/AN Section

SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

COGNITIONS:

SECRET
(When Filled In)

DIRECTIONS OF PERSONNEL

2. RATINGS OF PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

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

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

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Analysis - Subjective analysis of CB, FI and PP material.	5	Assignment Management - Organization & scheduling of work.	5
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Analysis - Quantitative	5		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Has and uses area knowledge.	4		

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

During the short time Mr. Woods has been assigned to this office, he has very quickly grasped the essentials of his assignment; he knows when to seek guidance and is constantly striving to increase his knowledge and understanding of his assignment. He is extremely conscientious, accepts the responsibilities of his job and performs his duties commendably.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
 - A CAREFULLY ACCEPTABLE EMPLOYEE...DETER AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- | | |
|--------|---|
| RATING | 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS |
| NUMBER | 7 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION |

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

SECRET

SECRET

(Form Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E. GENERAL					
1. NAME WOODS, James	(Last) (Forest) (Middle)	2. DATE OF BIRTH 20 Feb 1928	3. SEX M	4. SERVICE DESIGNATION SD&M	
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT PI MO		6. OFFICIAL POSITION TITLE GS-0132.35-7 Intel Analyst			
7. GRADE OS-7	8. DATE REPORT DUE IN OP 21 Jan 57	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 21 January 1956 - 20 January 1957			
10. TYPE OF REPORT (Check one) ANNUAL	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)		

SECTION F. CERTIFICATION					
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED					
A. THIS DATE 5 Feb 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR James L. Brogdon	C. SUPERVISOR'S OFFICIAL TITLE Coordinator 201 Control Unit			
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND FIND ANY DIFFERENCE OF OPINION IN ATTACHED MEMO					
A. THIS DATE 5 Feb 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL John J. Murray, Jr.	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Supervisor, RI/Analysis Section			

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

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

	3	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional assistants of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)			
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)			
	0	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)			
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT			
	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION			
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX			
		OTHER (Specify)			

SECRET
(When Filled In)

OFFICE OF PERSONNEL

9. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION.

Three Months

FEB 6

308 PH 57

8. COMMENTS CONCERNING POTENTIAL

Mr. Woods is lacking in formal education, however, he has intelligence, initiative and ability and with continued on-the-job experience is capable of developing into a good supervisor of a section in RI or in operating the Registry Section of a field installation.

SECTION N.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Training within the established FI/RI pattern.

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

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

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

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

SECRET

SECRET

(When Filled In)

15

FIELD FITNESS REPORT

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

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

INSTRUCTIONS

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

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

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work so that in a general way he knows where he stands DATE

Postd Pos. Control *WHR* 28 MAY 1956
It is optional whether or not this fitness report is shown to the person being rated

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY		1. DATE OF BIRTH 25 Feb. 1928	2. SEX M	3. SERVICE DESIGNATION III
4. GRADE GS-7	5. STATION DESIGNATION (Current) KOBA/Hqs			
6. DUE DATE OF THIS REPORT April 1956	7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 April 1955 - 15 April 1956			

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION Intelligence Analyst - GS	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 25 September 1954
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	

ity

Subject is an intelligence analyst in the Personal/ File Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all KOBA file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF RATER (True) Agnes M. Prima	2. NAME OF REVIEWING OFFICIAL IN FIELD (True) Paul B. Breitweiser
3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHEN- TICATED AT Hqs. 1 May 56	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES <i>William E. Nelson</i> William E. Nelson, CEE/I
DO NOT COMPLETE FOR HEADQUARTERS USE ONLY	

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION IV

May 5

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

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The first, within each category to divide into three small blocks, is to allow you to make finer distinctions if you so desire. Look at the statement on the left & then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

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

SECRET

SECRET

(When Filled In)

26. CAN THINK ON HIS FEET.		X							
27. COMES UP WITH SOLUTIONS TO PROBLEMS.			X						
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".				X					
29. TOUGH MINDED.				X					
30. OBSERVANT.				X					
31. CAPABLE.					X				
32. CLEAR THINKING.					X				
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.						X			
34. EVALUATES SELF REALISTICALLY.						X			
35. WELL INFORMED ABOUT CURRENT EVENTS.	X								
36. DELIBERATE.						X			
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.						X			
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.							X		
39. THOUGHTFUL OF OTHERS.						X			
40. WORKS WELL UNDER PRESSURE.							X		
41. DISPLAYS JUDGMENT.							X		
42. GIVES CREDIT WHERE CREDIT IS DUE.							X		
43. HAS DRIVE.								X	
44. IS SECURITY CONSCIOUS.									X
45. VERSATILE.									X
46. HIS CRITICISM IS CONSTRUCTIVE.									X
47. ABLE TO INSPIRE OTHERS.									X
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.									X
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.									X
50. A GOOD SUPERVISOR.									

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is conscientious, hard-working and more than willing to work long hours. Subject has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Subject is weak in his ability to express himself in writing.

SECRET

SECRET

(When Filled In)

OFFICE OF PG

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGH ALL OTHER CONSIDERATIONS.
 Subject's stamina and persistence in accomplishing his tasks in a minimum amount
 of time outweigh his weakness.

MAY 28 11 16 AM '56

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? IF YES, WHY?

HAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person)

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,D

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

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

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions and any other indications, give your opinion of this person's attitude toward the organization.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION.. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION.. LIKES BY RESTRICTIONS...REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION.. DISTURBED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFERENT.. HAS "WAIT AND SEE" ATTITUDE.. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION.. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION.. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION.. BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION.. WILL PROBABLY NEVER TURN FOR WORKING ANY PLACE BUT IN THE ORGANIZATION.

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

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

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

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

SECRET

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SECRET
(When Filled In)

FIELD FITNESS REPORT

Parad

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

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

INSTRUCTIONS

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

revented by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisor to make sure the report is accurate and ~~correct~~. Primary responsibility rests with the current supervisor. It is assumed that throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he should be familiar with it.

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

Reviewed by S. J. D.

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

SECTION 1

LEAVE BLANK - FOR HEADQUARTERS USE ONLY
James S. Woods

1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
25 Feb 1928	M	ARMED FORCES

4. GRADE	5. STATION DESIGNATION (Current)
GS-5	Korea Mission Headquarters

6. DUE DATE OF THIS REPORT 7. PERIOD COVERED BY THIS REPORT (Inclusive dates)

SECTION III (To be completed by field supervisor)

Intelligence Analyst - CE **25 September 1955**

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE MONTHS.

Subject is an intelligence analyst in the Personality Files Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all Korea Mission file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (Type) Agnes M. Irine	2. NAME OF REVIEWING OFFICIAL IN FIELD (Type) John L. Hart
3. THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHORITY ISSUED AT HQS. 29 April 55	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS APPROPRIATE TO AUTHENTICATE THIS REPORT AND SIGNATURES <i>William E Nelson</i>
William B. Nelson	

DO NOT COMPLETE . . . FOR HEADQUARTERS USE ONLY

SECRET
(When Filled In)

SECTION IV**OFFICE OF PERSONNEL**

This section is provided as an aid in describing the individual. Your description is to make positive or unfavorable in itself but acquire the 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 ~~have~~ ^{apply} to most people. On the right hand side of the page are four major categories of descriptions. This scale ~~is~~ ^{allows} each category to be divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Check off the statement on the left & then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means you have the definite opinion that the description is not at all suited to the individual.

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

SECRET

SECRET
(Non Filled In)

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is conscientious, hard-working, and more than willing to work long hours. He has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

B. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject is weak in his ability to express himself in writing.

SECRET

SECRET

(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONCERNED FACTORS:
Subject's stamina and persistence in accomplishing his tasks in a minimum amount of time outweigh his weaknesses.

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

May 16 843 AM '55

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Recommend training in Phase II and III

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. DIRECTIONS: Consider only the ability with which the person has performed the duties of his job and rate him accordingly.

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

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said; his actions, and any other indications, give your opinion of this person's attitude toward the organization.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION...FRAMED BY RESTRICTIONS...REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION. GOATHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFERENT...HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS, IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

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

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

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

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

SECRET

SECRET

SECURITY INFORMATION

DATE

PERSONNEL EVALUATION REPORT

Item 1 through 6 will be completed by Administrative or Personnel Officer			Item 7 through 10 will be completed by the person evaluated	
1. NAME (Last) (First) (Middle)		2. GRADE	3. POSITION TITLE	
WOODS, James S.		CS-5	Intel. Anal. CD-FI	
4. OFFICE DDP/FI/RI	STAFF OR DIVISION P & R Branch	BRANCH Consol Section	5. DEPT'L. <input checked="" type="checkbox"/>	IF FIELD, SPECIFY STATION <input type="checkbox"/> FIELD
6. PERIOD COVERED BY REPORT From 21 Apr. 53 To 20 Apr. 54		6. TYPE OF REPORT <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		
Item 7 through 10 will be completed by the person evaluated				
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. As senior anaylist on the EE/FI/G/Z area my duties consist of: (A) Consolidating personality files which entails the following: (1) Make a complete search in Index on all references pertaining to the subject, (2) gathering all references in RI/Files, (3) anaylyzing documents for inclusion in ZOI, (4) preparing a summary of reference sheet which notes the disposition of all the documents put in the case. (B) Liaison with the area desk. (c) Supervising the work of the junior anaylist.				
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.				
Name of Course	Location	Length of Course	Date Completed	
NONE				
9. IN WHAT TYPE OF WORK ARE YOU PARTICULARLY INTERESTED? Intelligence work at the desk level. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). Two years experience in RI.				
10. 12 April 1954		DATE	SIGNATURE James S Woods	
Item 11 through 18 will be completed by Supervisor				
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Mr. Woods has performed his duties conscientiously and well. He possesses a great deal of energy, is extremely industrious and has maintained excellent relations in his liaison with the area desk.				

SECRET

SECURITY INFORMATION

OFFICE OF PERSONNEL

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

Mr. Woods has performed his duties most outstandingly by virtue of his formation and maintenance of excellent liaison relations.

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

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

Mr. Woods has handled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs.

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

Mr. Woods could qualify as an Intelligence Analyst in any of the appropriate section of RI.

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

None at this time

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

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

13 April 54

DATE

Harry D. Randall

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

18 May 1954

DATE

John G. Smith

SIGNATURE OF REVIEWING OFFICIAL

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

Subject transferred to FE effective 05 April 1954.
July

SECRET

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

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

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
WOODS	James	S.	GS-4	Filo Clerk
4. OFFICE DD/P	STAFF OR DIVISION FI	BRANCH H	DEPT'L. FIELD	IP FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From 4-21-52 To 4-21-53	6. TYPE OF REPORT <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.
Review and finalize material for consolidation of 201 Personality Files. This includes making a complete impartial name check in RI/SC index and a complete search for all material pertinent to the subject in the RI/files. Also maintain liaison with the area checks.
After reviewing documents, take up Cross References and any Document changes as necessary. Complete a Summary of References Form listing all references reviewed and the action taken on each.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Kono			

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

Accounting.

If different from your present job, explain your qualifications (Attitude, Knowledge, Skills).

Two years of Accounting and Law school.

10.

9 April 1953

DATE

SIGNATURE

James S Woods

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mr. Woods' performance in this section has been very satisfactory. While still in a trainee position, he is learning the procedure of this section very well. He is extremely industrious and shows little inclination to waste time.

SECRET
SECURITY INFORMATION

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

Mr. Woods has been most outstanding by virtue of his industry.

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

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

Mr. Woods has had little opportunity to show his ability, in this line, so far.

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

Due to his position as trainee, other duties cannot be considered, but I feel that he is quite capable of filling any number of jobs in RI.

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

None at this time.

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

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

20 April 1953

Harry D. Randall

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

John K. Smith

SIGNATURE OF REVIEWING OFFICIAL

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

SECRET

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM**

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
WOODS	James	Sauvie	FEB 20 1928	502 16 6806
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
010032				

3 MARK AN "X" IN ONE OF THE BOXES BELOW. (do NOT mark more than one):

Mark here _____ If you WANT BOTH optional and regular insurance	ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE <input type="checkbox"/> I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.
Mark here _____ if you DO NOT WANT OPTIONAL but do want regular insurance	DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.
Mark here _____ if you WANT NEITHER regular nor optional insurance	WAIVER OF LIFE INSURANCE COVERAGE I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",
COMPLETE THE "STATISTICAL STUB." THEN RETURN
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE:**

SIGNATURE (do not print)

James J. Woods

DATE

4 MAR 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

OFFICE OF PERSONNEL
89 PH 47 MAR 20 1968

89 PH 47 MAR 20 1968

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM NO. 176-1
JANUARY 1958
(For use only until April 14, 1968)
176-101

SECRET

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods Dates: 23-24 February 1978
Employee No: 010032 Office: ISS
Service Designation: P

COURSE OBJECTIVES

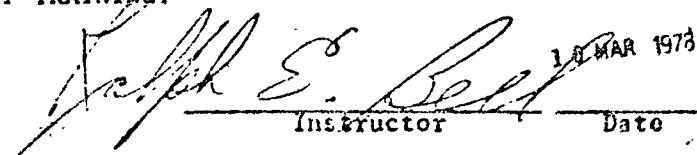
At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
4. Know how to prepare more useful Fitness Reports and conduct more effective FR interviews;
5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:


Joseph E. Bell
Instructor Date
14 MAR 1978

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

CERTIFICATION OF SEPARATING EMPLOYEE

DDU: 9/14/82
Name (Last-First-Middle)

Hibbs, James S.

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning separation from CIA as indicated by check mark:

1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).

2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).

3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employees' Group Life Insurance Act of 1954).

4. Standard Form 2302 (Application for Refund of Retirement Deductions).

5. Form 2595 (Authorization for Disposition of Paychecks).
COTTAGE CAMP

6. Only applicable to Retiree - Returnee (resignee from overseas assignment)
I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being.

7. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).

8. Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee

Date Signed

James S. Hibbs

Address (Street, City, State, Zip Code)

Correspondence

304 MEADOW HALL DR.
ROCKVILLE, MD 20851

GSA CONTRACT NUMBER

 Overt Con

C-O-N-F-I-D-E-N-T-I-A-L
(when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods **Dates:** 23-24 February 1978
Employee No: 010032 **Office:** ISS
Service Designation:D

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
 2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
 3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
 4. Know how to prepare more useful Fitness Reports and conduct more effective PK interviews;
 5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

TRAINING:
 10 MAR 1978

Instructor Date

C-O-H-F-I-D-E-
(when filled in)

14 00000

ADMINISTRATIVE - INTERNAL USE ONLY



3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff
SUBJECT: Document Analysis II for Records Management Officers

1. Jim Woods ~~OPF~~ has satisfactorily completed the Document Analysis II Course given for Division and Staff Records Management Officers by ISS Training Officer, JoEllen S. McCann. Classes were held daily from 0900 to 1230 hours from 29 November through 10 December 1976.

2. The topics covered in the course were records principles and processing procedures used by Data Management Section analysts for initial input of correspondence into the DDO Records System. The students also covered the official files system and indexing criteria as they currently exist and discussed some of the drawbacks and possible systems changes we might expect in the next few years. Periodic exercises were given to test the students comprehension of topics discussed.

JoEllen McCann
JoEllen McCann

ADMINISTRATIVE - INTERNAL USE ONLY

14 00000

20 JUL 1976

I, the undersigned, authorize the Office of Personnel
to give to CartBlanche whatever information is necessary
for me to obtain a credit card.

James S. Woods
James S. Woods

Aug 21 1976

CERTIFICATE OF TRAINING

THIS IS TO CERTIFY THAT

JAMES WOODS

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

ON

26 - 27 AUGUST 1976

INFORMATION SERVICES GROUP

Peggy Hall
CHIEF, ISG TRAINING

14 00000

TRAINING REPORT
OFFICE OF TRAINING

This certifies that James S. Woods has successfully completed the Introduction to Micrographics Seminar #2 which was conducted from 24 July to 25 July 1974.

This seminar provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microfilm Formats, Viewers and Viewer-Printers, Indexing Methods, Computer Output Microfilm (COM), Micropublishing, and Development and Implementation of Agency Applications. Participants receive a portfolio of various samples of microforms, a Glossary of Micrographic Terms, and a Primer on Information Science.

FOR THE DIRECTOR OF TRAINING:

Edward A. Seroskie
Course Coordinator

Final Grade Report

Grading System:
 A - Superior Scholarship
 B - Good Scholarship
 C - Average Scholarship
 D - Fairly Good Scholarship
 F(a) - Failure Academic
 F(m) - Failure Non-Academic
 I - Incomplete*
 WX - Withdraw during first half of term
 WF - Withdraw failing during second half of term
 WF - Withdraw failing during second half of term
 X - Emergency withdrawal
 editor withdrawal

UNIVERSITY OF MARYLAND
 EUROPEAN DIVISION - UNIVERSITY COLLEGE
 OFFICE OF THE REGISTRAR

 Report of NOCUS, James S. Student Copy

 Term 1, Acad. Yr. 1971/72 at Rome Center

COURSE	Semester	GRADE
ITAL 111	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e.g., final exams, term paper, reports, etc.

Grade to Date _____ Due date date for completion, if established _____

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 18 (20-22-42-47)

Final Grade Report

Grading System:
 A - Superior Scholarship
 B - Good Scholarship
 C - Average Scholarship
 D - Fairly Good Scholarship
 F(a) - Failure Academic
 F(m) - Failure Non-Academic
 I - Incomplete*
 WX - Withdraw during first half of term
 WF - Withdraw failing during second half of term
 WF - Withdraw failing during second half of term
 X - Emergency withdrawal
 editor withdrawal

UNIVERSITY OF MARYLAND
 EUROPEAN DIVISION - UNIVERSITY COLLEGE
 OFFICE OF THE REGISTRAR

 Report of NOCUS, James S. Student Copy

 Term 2, Acad. Yr. 1971/72 at Rome Center

COURSE	Semester	GRADE
ITAL 112	3	B

Signature of Instructor: DeSantis

* If Incomplete is to be assigned, student must have attended three-fourths of class meetings. Indicate below remaining work, e.g., final exams, term paper, reports, etc.

Grade to Date _____ Due date date for completion, if established _____

The student is responsible for arranging with the instructor for completion of these requirements.

UMR 18 (20-22-42-47)

*Revised 1-25-67
(Lower Consolated)*

SC

MAINTAINING RECORDS

Academic Period Orientation -	Japan	Stations
16 Hours	20-21 March 1961	6
Student: 59720, James S.		Year of Entry: 1968
DO Date: April 1962	Grade: 65-9	Office: 73

GENERAL INSTRUCTIONS ON HOW TO USE THIS FORM

This form is designed to record the results of the orientation period. It is intended to cover the general area and country of deployment. Included are a briefing on "The American Abroad problem," its implications for the individual employee or dependent and the Agency, practical advice for successful personal adjustment to foreign environment of work and living; in the areas of assignment, useful information on the family and public lines for understanding the foreign location, native language code for effective interpersonal relations in the particular country or region. Also information including an analysis of the proximity of the region to the United States and dependencies of the Far East, the institutions, and current living conditions, the course of the lectures, oral discussions, films, slides and exhibits, and activities planned for a recommended program of study by. Instructions for orientation may also be included in this section.

Official endorsement of orientation will be made on the reverse side of this page. It will be retained in this column.

On April 1961, 1961, 1961
by *[Signature]* /s/ MARTIN R. COLVER

16 April 1961

20-21 March 1961
Japan

20-21 March 1961

Japan

16 Japan Abroad Orientation **20-21 March 1961**

Date:

WOODS, Lorraine (Dependant, spouse E.)

6

Student:

Year of Birth:

Activities:

Grade:

Office:

NAME AND TITLE: LORRAINE E. WOODS

This booklet is designed to help dependents prepare for registration of travel in the general area and country of assignment. Included are a briefing on "The American Abroad Program," its administration for the individual employee or dependent and the family; practical advice for successful personal adjustment to everyday problems of working and living in the area of assignment; useful information on the area, and advice for understanding its cultural features. Advice includes data for effective interpretation relating to the political, economic, social and free information available on a wide scale; the importance of the service to the United States and dependence of the people, the institutions, and current civilian occupations. The usual cultural lectures, musical消遣, film, other activities, and selected reading for the enjoyment and growth of self-knowledge.

Additional information may be obtained from your supervisor or the Office of Personnel Services.

This is a very brief outline of information. If you have questions, please refer them to your supervisor or the Office of Personnel Services.

26 April 1961

/s/ **LORRAINE E. WOODS**

S-E-C-R-E-T

WRITING WORKSHOP (INTERMEDIATE) NO. 2

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION				
NAME WOODS, James S.	SEX M	DATES OF COURSE 26 October - 19 November 1959	NO. OF STUDENTS 17	
DATE OF BIRTH 20 February 1928	END DATE April 1952	GRADE OR RANK GS-9	OFFICE FE/Administration	
PROJECTED ASSIGNMENT OR PRESENT POSITION Records Officer				
SECTION II: OBJECTIVE OF THE COURSE				
To stimulate habits of thoughtful, self-critical writing for intelligence production.				

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for 10 to 15 students to learn the nine three-hour morning sessions over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any change demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

S-E-C-R-E-T

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S-E-C-R-E-T

SECTION V: REPORT OF STUDENT ACHIEVEMENT

Mr. Woods added to the good improvement in mechanics of expression he had achieved in the Basic Writing Workshop. He has now developed the ability to write smooth, compact, and readable sentences. He also learned to organize topics more effectively, and with further writing experience, he can develop the ability to write analytical papers of a professional caliber.

John F. Powell
John F. Powell
Chief Instructor

S-E-C-R-E-T

S-E-C-H-S-T

WRITING WORKSHOP (BASIC) NO. 2

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION				
NAME WOODS, James S.		SEX M	DATES OF COURSE 21 Sept. - 15 Oct. 1959	NO. OF STUDENTS 13
DATE OF BIRTH 20 February 1928	EDU DATE April 1952	GRADE OR RANK GS-9	OFFICE PR/Administration	
PROJECTED ASSIGNMENT OR PRESENT POSITION Records Officer				
SECTION II: OBJECTIVE OF THE COURSE				
To stimulate habits of thoughtful, self-critical writing for intelligence production.				

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for ten to fifteen students. It meets for one three-hour morning session over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any changes demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

S-E-C-H-S-T

S-6-C-R-8-7

SECTION V: REPORT OF STUDENT ACHIEVEMENT

Mr. Woods considerably improved the clarity of his writing during the course, by reducing sentence errors and roundabout phrasing. His written papers reflected his gains in knowledge of basic rules of English usage. His achievement in the Writing Workshop (Basic) shows that Mr. Woods can develop good writing skills, and that he and the Agency would benefit if he took the Writing Workshop (Intermediate).

Frances C. Glensell
CITE Instructor

S-6-C-R-8-7

S-1-C-2-6-1

TRAINING EVALUATION

ADMINISTRATIVE SUPPORT COURSE # 9

SECTION I: IDENTIFYING INFORMATION				
NAME	SEX	DATES OF COURSE	NO. OF STUDENTS	
Woods, James S.	M	10 - 28 May 1954	1st Week-49	2nd & 3rd Weeks-44
DATE OF BIRTH	FOR DATE	GRADE OR RANK	OFFICE	FE/FI
21 February 1928	21 April 1952	GS-5		
PROJECTED ASSIGNMENT OR PRESENT POSITION				
Registry Analyst				
SECTION II: OBJECTIVES				
<p>The objectives of this course are to provide the student with (1) an understanding of the inter-relationships between operating functions and administrative support functions; (2) an understanding of some of the basic principles and techniques of Agency operations and the organization and functions of the various clandestine components; (3) a knowledge of procedures, regulations, and problems peculiar to logistics, Finance, and other areas of administrative support.</p>				
SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE				
<p>One week of the course is devoted to lectures in the areas described in category 1 on reverse of this page. The material in categories 2 and 3 is presented both by lecture and by practical exercises during the remaining two weeks of the course. Categories 4 through 9 are concerned with the application of knowledge of Agency organization, structure, procedures and regulations in practical situations.</p>				
SECTION IV: STUDENT EVALUATING				
<p>Student ratings have been obtained from the student's self-evaluation of his own performance, the student's evaluation of his own performance, and the student's performance in the course with no allowance made for differences in age, education, experience, etc. These ratings are defined as follows:</p>				
<p>EXCELLENT: The student indicated exceptional ability or proficiency in meeting this goal or objective; he demonstrated an unusually thorough knowledge of the material presented.</p>				
<p>SATISFACTORY: The student met this objective in a competent and effective manner; he demonstrated a good grasp and understanding of the material presented.</p>				
<p>UNSATISFACTORY: The student did not achieve this goal or objective; the student's performance indicated a serious lack of knowledge concerning material presented.</p>				

S-1-C-2-6-1

OAB

S-E-C-R-E-T

MAJOR CATEGORIES	CRAT	CAT	EXCERPT
1. Orientation in basic principles of clandestine activity.	2	30 *	17
2. Knowledge of clandestine services command structure and organization.	5 *	14	25
3. Knowledge of Agency and clandestine services regulations and administrative procedures.	2	28 *	14
4. (A) Preparation of advance form; travel voucher (DOMESTIC) and entertainment reimbursement (DOMESTIC).	0	17	*
(B) Preparation of travel voucher (FOREIGN) including computation of per diem and currency conversion.	1	15 *	26
5. Preparation of Station Finance Reports.	3	5	16 *
6. Preparation of forms used in a detached station for property records; knowledge of responsibility for property at the station.	2	20 *	22
7. Preparation of form required for project presentation to the Project Review Committee.	1	10 *	13
8. Preparation of cable form used at Headquarters writing message from material given, with use of accepted digits, punctuation, and abbreviations.	1	33 *	14
9. Preparation of Headquarters and Field dispatch form and Field pouch manifest.	0	24	12

SECTION VI: COMMENTS

Comments, especially on habits and characteristics, with particular reference to strong or weak points of the individual or anything that might have influenced his performance in the course.

FOR THE DIRECTOR OF TRAINING:

Evelyn J. Brugge
Director of Training

S-E-C-R-E-T

S E C R E T

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION						
Name Woods, James S.		Sex M	Course and Beginning Date PHASE I - ORIENTATION #9 - 19 April 54			
Date of Birth 23 February 1928	EOD April '52	Grade or Rank GS-5	Office PE/EI			
Projected Assignment or Present Position Registry Analyst						
<p>This evaluation is based on a course of 120 hours given over a period of 3 weeks in which there were 89 students. The length of the course, number of students, nature of the course, skills and knowledge taught, and the opportunity for observing the individual student determine which sections of this report are used. These facts must also be considered in interpreting the evaluations which, therefore, should not be used as the sole basis for personnel decisions. THIS REPORT IS INTENDED PRIMARILY TO FURNISH INFORMATION AS TO HOW WELL THE STUDENT LEARNED THE SUBJECT MATTER OR SKILLS TAUGHT. In addition, observations of interest and importance are reported which can have significance only as they are related to other information. Unless otherwise stated, performance is evaluated in terms of standards set by instructors or in relation to the performance of others who have taken the course. For further information, consult the Training Evaluation Branch, Assessment and Evaluation Staff, Office of Training.</p>						
SECTION II: KNOWLEDGE						
Subject	Hrs.	Rating				
		Fail	Poor	Sat	Exc	Sup
Introduction to Intelligence	80	5	12	26*	34	12
Communism and the U S S R	40	5	17	35*	31	7
<p>The numbers show how many students received each rating. An asterisk (*) shows the rating this student received.</p>						
SECTION III: SKILLS						
<p>The 'Course Instruction' column contains scores and/or ratings given by the instructional staff for skills which are specifically intended to be outcomes of the course. The 'Observation' column contains ratings by instructors and/or students concerning skills which have been observed for every student in a class but which have not been the subject of intensive instruction or practice.</p>						
Skill	Hrs.	Course Instruction		Observation		
		Objective Score	Rating or Evaluation	Av. Rating by Instructors	Av. Rating by Students	

SECTION IV: OBSERVATIONS of ATTITUDES or OTHER PERSONAL CHARACTERISTICS

During the course incidents were observed which suggested that this person:

Had difficulty in getting along with others.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Lacked motivation for an Agency career.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Interfered with instructional and classroom activities.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Lacked sufficient security-mindedness.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
			Lacked interest in the course.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Explanations of any 'Yes' answers to items above. Frequency of occurrence and number of persons observing these attitudes or characteristics are included.

SECTION V: COMMENTS

Comments, especially on habits or characteristics, with particular reference to strong and weak points of the individual, or anything that may have influenced his performance in the course are reported here:

Edward J. D. Morris
Chief-Instructor

SECTION VI: ADJUSTED OVER-ALL EVALUATION
FOR OPTIONAL USE BY INSTRUCTORS

In terms of all factors assessed during the course and taking into account this student's experience in the Agency, grade, and general area of work, the following indicates the instructor's judgment of his performance in the course.

He was inadequate in his performance.

He was barely adequate in his performance and performed acceptably only in a limited range of assignments.

He performed acceptably, but was barely adequate in some respects.

He was a typically effective student who performed in a competent, dependable manner.

He performed at a high level of competence.

He performed at an extremely high level that only a few students have surpassed.

FOR OPTIONAL USE BY TRAINING OFFICERS

This evaluation, shown by an 'X' in one of the boxes, takes into account this training record, the student's age, grade, age at experience, and projected assignment. It is included for the purpose of giving supervisors an estimate of the implications of the training evaluation report for the student's assignment and career potential.

This is an inadequate performance.

This is a barely adequate performance and raises questions concerning his suitability for his assignment.

This is an acceptable performance but discloses possible areas of weakness.

This is a satisfactory performance revealing a typically competent person.

This performance reveals a high level of competence.

This is an extremely competent performance that only a few persons of his background and position have surpassed.

Training Officer's Comments

John H. [Signature]
Training Officer

SECRET

15 A.M.

MEMORANDUM FOR: Chairman, Clandestine Service Personnel
Staff

SUBJECT: James S. WOODS - Recommendation for Promotion

1. Subject has been in grade GS-10 since June 1968. Based on his outstanding performance as Chief of Registry in the Romo Station since June 30, 1971, he strongly merits promotion to grade GS-11 at this time. When Subject took over the responsibility for Registry a year ago, he found a system glutted with paper and bound up by a policy which discouraged getting rid of it. He found many procedures in force which were out of date, if not obsolete, and proposed streamlined procedures, which were adopted, to replace them. He asked for and was given the responsibility to analyze and distribute the cables, which had previously been a function of the Chief of Station's secretary. He recommended the discontinuance of the abstract system, which proposal had been adopted by most elements of the Station. He recommended a reduction in the retention period for cable and dispatch chronos. With the help of a TDY team here for the first half of CY 1972, he devised and instituted a program of purging the files. This program has resulted in the disposition of most of the departed Soviet files, a severe trimming of the true name files, and the review, reduction and up-dating of the project and operational files. All of this work was accompanied by appropriate name checks, entries on the index cards and selection of pertinent documents for transmittal to Headquarters. In summary, Subject performed a thorough "house-cleaning" of Station records in the full meaning of that phrase. This program is by no means finished. In fact, Subject has plans for continuing efforts along these lines which may exceed his tenure at this Station since he intends to return to Headquarters not later than May 1974. The on-going program includes a review and reorganization of the subject files, the encrypted 201's and the disposition (hopefully) of about 50 feet of micro-film. A corollary to these projects will be a significant reduction in the index cards, which at present lead to the micro-film and to other superfluous material we either have or will destroy.

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

SECRET

CLASSIFIED BY	6/12/67 44
DATE ENTERED ON DECLASSIFICATION	11/1/74
SCHEMATIC (S)	1. (if applicable)
ROUTINE (R)	2. (if applicable)
STANDARD (S)	3. (if applicable)
EXPIRES (E)	4. (if applicable)
5. (if applicable)	
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(enter responsible agency date or event)	

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if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.

4. It is strongly recommended that Subject be promoted to grade GS-11.

Archibald B. Roosevelt, Jr.

Chief, European Division

SECRET

CONFIDENTIAL
(Do not return this)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN 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 4 ALSO COMPLY WITH HMR 25-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLIO(S).

GENERAL

NAME OF EMPLOYEE (Last, First, Middle)	(Address)	(City)	(State)	(Zip Code)	SOCIAL SECURITY NUMBER						
Woods, James Salvile					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						DATE OF MARRIAGE					
Washington, D.C.						6 Aug 60					
IF DIVORCED, PLACE OF DIVORCE DECREE						DATE OF DECREE					

MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No. Street, City, State, Zip Code)	TELEPHONE NO.
Lorraine Anne	432 COLLEGE PKWY Rockville	24-0163
NAME OF CHILDREN	ADDRESS	DATE OF BIRTH
Laura Renée Woods	432 COLLEGE PKWY Rockville, MD	FEB 27 PH 7
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 A. Woods	FOREST RIVER, N. DAK.	

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

Mother & Sister (husband is deceased, contact in previous)

3. OTHER RELATIVES WHO ARE DEPENDENT UPON YOU AT LEAST ONE OF THEIR SUPPORT AND WHAT OTHER REQUESTED RIGHTS IN CASE OF EMERGENCY (See 22 CFR 1.5). SPECIFY NAMES AND RELATIONSHIP

NAME	DATE OF BIRTH	RELATIONSHIP

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

NAME (Last, First, Middle)	RELATIONSHIP
Richard	BROTHER-IN-LAW
HOME ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	HOME TELEPHONE NUMBER
521 HAZELINE ST. GRAND FORK'S, ND 58201	701-775-4472
BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & FAX NUMBER	

IS THE INDIVIDUAL NAMED ABOVE A MEMBER OF YOUR FAMILY OR AFFILIATION? IF "NO" GIVE NAME AND ADDRESS OF ORGANIZATION HE BELIEVES YOU WORK FOR

YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE (IF "NO" GIVE NAME AND ADDRESS OF PERSON, IF ANY, WHO CAN MAKE SUCH DECISIONS IN CASE OF EMERGENCY)

YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

UNION TRUST CO. OFF D.C.

DOES THIS INDIVIDUAL ENTHUSIASTICALLY AGREE THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? IF "NO" EXPLAIN WHY IN ITEM 6.)

YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/>

The persons 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 OR THE REVERSE SIDE OF THIS FORM.

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(Even if filled in)

6.

VOLUNTARY ENTRIES

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

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

UNION TRUST CO. OF D.C.

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? YES NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? YES NO

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

UNION TRUST CO. OF D.C.

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?

YES NO. (If "Yes" give name(s) and address)

IN THE WILL

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

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY
(No Approval Required)

RESIDENCE WHEN EMPLOYED (Full Address)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 22-3 (Full Address)

8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See HR 22-3)
(To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)

FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE

SIGNED AT	DATE	SIGNATURE
HQ	9/1/71	J. DeLoach, J. DeLoach

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(When Filled In)

REPORT OF SERVICE ABROAD

FILE

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	LAST (Print)	FIRST	NAME MIDDLE
1-6 010032	WOODS	7-20 JAMES	S

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39	40-42
									ENGLAND 210

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39	40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	X DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ENCLOSED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
1000	X	
C & L REVISIONAL CTDR.	DATE	SIGNATURE
X C & T REVISION	11-17	

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

30 June 1970

MEMORANDUM FOR: Chief, European Division
FROM : Chief of Station, London
SUBJECT : Promotion Recommendation -
James S. Woods

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the London Station for eighteen months. Subject, fresh from a Saigon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in London, testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station management a reduction of one Registry clerk. The smaller staff has certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will be wasting his time in London by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The London Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

-2-

Subject's continued attention.

In view of his really excellent performance and high promise,
it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy
COS

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(DRAFT 5-1964 EDITION)

REPORT OF SERVICE ABROAD

TO:
Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME				
	LAST (Print)	FIRST	MIDDLE		
1-6 010032	WOODS	JAMES	S		
INSTRUCTIONS					
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 56, REVISED.					
PCS DATES OF SERVICE					
ARRIVAL D/S	DEPARTURE D/S		TYPE OF DATA	O/P USE ONLY	COUNTRY
MONTH DAY YEAR	MONTH	DAY	YEAR	CODE	CODE
25-26 27-28 28-30	31-32	33-34	35-36	37	38-39 40-42
11 18 68				1	1746144112 210
TOY-DATES OF SERVICE					
ARRIVAL D/S	DEPARTURE D/S		TYPE OF DATA	O/P USE ONLY	AREA(S)
MONTH DAY YEAR	MONTH	DAY	YEAR	CODE	CODE
25-26 27-28 28-30	31-32	33-34	35-36	37	38-39 40-42
OFFICE OF PERSONNEL USE ONLY - PUNCH AREA					
SOURCE DOCUMENT AND CERTIFICATION					
TRAVEL VOUCHER	CERTIFICATE				
CABLE	DATA STATUS OR TIME AND ATTENDANCE REPORT				
OTHER (Specify)					
DOCUMENT IDENTIFICATION NO.	ACCOUNT DATE PERIOD				
	1-78-68				
REMARKS					
PREPARED BY	REPORT ANNOTATED IN	DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED			
REQ	COPIES DOCUMENT				
C & A DIVISION, 2100	DATE	LAWRENCE			
T & T SECTION	895103000				
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER					

CONFIDENTIAL
(When Filled In)

I M P O R T A N T

Central Processing Branch has been charged with responsibility (OPI 20-6-dated October 1961) for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

James S. Shedd 15 JUL 68
Signature Date

JAMES S. SHEDD

CONFIDENTIAL
(When Filled In)

SECRET
(Data Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6 D10032	(Print) Woods, James S.		

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFP NO. 80, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38	39
			10	11	12-13				Vietnam

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38	39
									40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

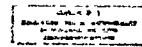
TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify) <i>1 Dec 76</i>	

DOCUMENT IDENTIFICATION NO.: FUST 31976 DOCUMENT DATE/PERIOD: 10/13/68

REMARKS

PREPARED BY HDO	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTRB.	DATE 10/13/68	SIGNATURE <i>R. H. Lee</i>
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER



SECRET
(When Filled In)*Reyel*

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME				
	LAST (Print)	FIRST	MIDDLE		
010032	Woodard	James	S.		
INSTRUCTIONS					
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.					
PCS DATES OF SERVICE					
ARRIVAL O/S	DEPARTURE O/S		TYPE OF DATA	O/P USE ONLY	COUNTRY
MONTH DAY YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1968 37 18 19
25-26 27-28	29-30	31-32	33-34	35-36	Vietnam 772
01 14 67					
TDY DATES OF SERVICE					
ARRIVAL O/S	DEPARTURE O/S		TYPE OF DATA	O/P USE ONLY	REAS(ES)
MONTH DAY YEAR	MONTH	DAY	YEAR	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	1968 37 38 39
25-26 27-28	29-30	31-32	33-34	35-36	40-42
OFFICE OF PERSONNEL USE ONLY - PUNCH AREA					
SOURCE DOCUMENT AND CERTIFICATION					
TRAVEL VOUCHER	DISPATCH				
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT				
OTHER (Specify)					
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD				
764					
REMARKS					
PREPARED BY	REPORT ANNOTATED ON	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED			
ODC	CONTROL DOCUMENT				
O & S DIVISION, CTB&	DATE	SIGNATURE			
IC&T DIVISION	5/22/67	L. H. Woodard			
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER					

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(When Filled In)

I hereby acknowledge that I have read and understand the contents
of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the
information brochure for PCS returns, dated May 1964.

James S. Woods
Signature
JAMES S. WOODS

28 Nov 66
Date

CONFIDENTIAL
(When Filled In)

SECRET
(When Filled In)

19 December 1966

MEMORANDUM FOR: Mr. James S. Woods

THROUGH : Head of C³ Career Service

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

1. I have determined that you meet the criteria outlined
in HR 20-50 for designation as a participant in the CIA Retire-
ment and Disability System. Your designation as a participant
was made effective 18 December 1966.

2. You are hereby notified of your right to appeal this
action to the Director of Central Intelligence as specified in
HR 20-50. Such appeal must be received in the Office of the
Director not later than 30 calendar days from the date of this
memorandum.



Emmett D. Echols
Director of Personnel

SECRET

SECRET

(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST (Print)	FIRST	MIDDLE	
1-6 010032	Woods	James	S	29-28 45

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic), 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42
	1	31	24	61	09	24	66	375
							Japan	

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
2 - TDY (Basic) 4 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CABLE	X DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	8/23 - 9/24/66

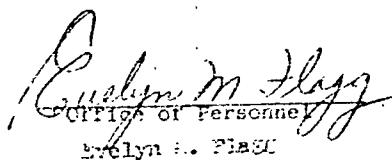
REMARKS		
PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C S L DIVISION X C A T DIVISION	DATE 10/14/66	SIGNATURE John P. Miller

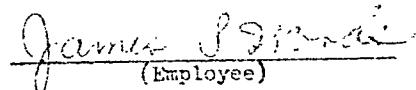
CONFIDENTIAL
(When Filled In)

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

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2 Years from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:


Evelyn M. Flagg
OFFICE OF PERSONNEL
Evelyn M. Flagg


(Employee)
James Sauvie Woods

Date: 29 Nov 66

SECRET

23 MAR 1966

MEMORANDUM FOR: Head, Clandestine Services Career Service

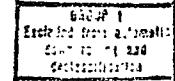
SUBJECT : Notification of Approval of
Quality Step Increase -
James S. Woods

1. I am pleased to send to you the attached
official notification of the approval of the Quality Step
Increase which you recommended for this employee.

2. As this award is designed to encourage
excellence by recognizing and rewarding the employee,
may I ask that you arrange to have this Quality Step
Increase presented at an appropriate ceremony.


Emmett D. Echols
Director of Personnel

SECRET



SECRET
29 MAR 1966

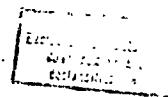
MEMORANDUM FOR: Mr. James S. Woods
SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.
2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.


Desmond Fitzgerald

Deputy Director for Plans

SECRET



SECRET

67-259

4 MAR 1965

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

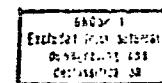
1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.

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.

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"C. In addition to his normal duties, Mr. Woods is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.

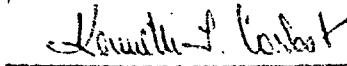
"D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."

4. Mr. Woods has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."

5. Consideration has been given to the granting of an Honor and Merit Award to Mr. Woods, but in this particular case it appears that a Quality Step Increase is more appropriate.


William E. Colby
Chief, Far East Division

APPROVAL RECOMMENDED:



Kenneth L. Corlett
Secretary, CS Panel Section C

MAR 11

MAR 11

1966

Date

SECRET

14 00000

SUBJECT: Request for Quality Step Increase
for Mr. James S. Woods, GS-09

CONCUR:

James Muller 15 March 66
DDP/OP Date

APPROVED:

John J. Caldwell 18 Mar 66
for Director of Personnel Date

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST (Printed)	FIRST	MIDDLE	
1-6	Woods, James S.			20-20 SG
10032				

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL							DEPARTURE							COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR									
		27	28-29	30-31	32-33	34-35	36-37	38-39	30-31	32-33	34-35	36-37	38-39	JAPAN	40-42	
	1	04	15	61										375		

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE							RETURN							AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR									
		27	28-29	30-31	32-33	34-35	36-37	38-39	30-31	32-33	34-35	36-37	38-39		40-42	

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH														
CABLE		DUTY STATUS UP-TIME AND ATTENDANCE REPORT													
OTHER (Specify)															

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	30 MAR - 15 APR 1961

REMARKS															

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION FINANCIAL DIVISION SKB	DATE 26 JUNE 1961	SIGNATURE J. M. H. [Signature]

FORM 1451a EDITION 1
5-58 PREVIOUS EDITIONS OBSOLETE**SECRET**

10-10

3362 093618

07.05.17

SECRET
(When Filled In)

CS
VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST (Print)	FIRST	MIDDLE	
1-8 100321	Woods	Jones	S.	25-26 57

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (ONE OR/AND). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	2026 27	28-29	30-31	32-33 34-35	35-36	36-37	38-39	40-42
				03	19	59	Philippines 575	

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	2026 27	28-29	30-31	32-33 34-35	35-36	36-37	38-39	40-42

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. / DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION L FINANCIAL DIVISION	DATE 1976	SIGNATURE

FORM 1451a OBSOLETE PREVIOUS
0-58 EDITIONS

SECRET

16-103

FEDERAL FORM NO. 2059 CHAPTER I-1 E.P.M. GSA GEN. REG.		LTH BENEFITS REGISTRATION FOR 1961 FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Print or type) (Name on back of last page) Use only typewriter or ball point pen.)				CARRIER'S CONTROL NO 082697	
PART A ALL WHO REGISTER MUST FILE IN THIS PART.		1. NAME (LAST) <i>[Signature]</i> (FIRST) <i>[Signature]</i> (MIDDLE INITIAL) <i>[Signature]</i>		2. DATE OF BIRTH (the number) MONTH DAY YEAR		3. Are you now married? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
		4. YOUR MARITAL ADDRESS (NUMBER AND STREET) <i>[Signature]</i> (CITY AND ZONE NUMBER) <i>[Signature]</i> (STATE) <i>[Signature]</i>				5. SEX MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/>	
PART B FILE IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.		6. Are you covered by, or is any family member listed below cov- ered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		7. Place an "X" in proper box to show your current basic salary range. UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$9,999 <input checked="" type="checkbox"/> \$10,000 OR OVER <input type="checkbox"/>			
		8. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)		NAME OF PLAN <i>[Signature]</i> PLAN		OPTION (HIGH OR LOW) <i>[Signature]</i>	
PART C FILE IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CHANGE YOUR ENROLLMENT.		9. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)		NAMES OF FAMILY MEMBERS (Month, Day, Year)		DATE OF BIRTH (Month, Day, Year)	
		Wife or Husband / <i>[Signature]</i> BIRTHY 1/1/57 <input checked="" type="checkbox"/>		[] <input type="checkbox"/>		[] <input type="checkbox"/>	
PART D FILE IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.		10. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year?—(If answer is "Yes," attach a doctor's certificate.) YES <input type="checkbox"/> NO <input type="checkbox"/>		11. PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.		12. The reason for my election is (Place an "X" in proper box) (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> (c) Any other reason. <input type="checkbox"/>	
		13. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>		14. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>		15. Date of event which permits change. (See table on back of duplicate for proper number.)	
PART E ALL WHO REGISTER MUST FILE IN THIS PART.		17. SIGNATURE—DO NOT PRINT <i>[Signature]</i> DATES 17/10/61		18. WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)			
PART F TO BE COMPLETED BY AGENCY.		19. NAME AND ADDRESS OF ENROLLING OFFICE		20. DATE RECEIVED IN ENROLLING OFFICE 2/17/61		21. EFFECTIVE DATE OF ELECTION 4/16/61	
				22. PAYROLL OFFICE NO.		23. PAYROLL ACTION (Initials and date) 11/25/61	
REMARKS NO. ON BACK OF FORM AND THIS PAGE ARE FOR AGENCY.		24. SIGNATURE OF AUTHORIZED AGENCY OFFICIAL <i>[Signature]</i>					

CONFIDENTIAL
(When Filled In)

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

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

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

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

WITNESS:

Anna L. Phillips
Anna L. Phillips
Office Personnel

James S. Woods
James S. Woods
(Employee)

Date: 21 Feb. 1961

Standard Form No. 2809 CHAPTER I-S P.P.M. 6-64 (1-64)		1. HEALTH BENEFITS REGISTRATION FORM <i>3367</i> FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Read instructions on back of last page. Use only one page for each enrollment plan.)			CARRIER'S CONTRACT NO. <i>000000</i>		
PART A ALL WHO REGISTER MUST FILE IN THIS PART.		1. NAME (LAST) <i>Ward</i> (FIRST) <i>J. M. S.</i> (MIDDLE INITIALS) <i>S</i>	2. DATE OF BIRTH (MM - DD - YYYY) MONTH <i>2</i> DAY <i>22</i> YEAR <i>19</i>	3. Are you now married? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
		4. YOUR MAILING ADDRESS (NUMBER AND STREET) <i>440 N. 1st St., Apt. 101, Wausau, WI</i>	5. CITY AND STATE NUMBER <i>WI</i>	6. STATE <i>W</i>	7. SEX MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/>		
		8. Are you covered by, or is any family member listed below covered by, or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		9. Place an "X" in proper box to show your annual basic salary range: UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$8,999 <input checked="" type="checkbox"/> \$8,000 TO \$13,999 <input type="checkbox"/> \$13,999 OR OVER <input type="checkbox"/>			
PART B FILE IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.		1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)					
		NAME OF PLAN <i>Federal Employees Health Benefits Plan</i>	OPTION (HIGH OR LOW) <i>4</i>	ENROLLMENT CODE NUMBER <i>12</i>			
		2. In space below list all eligible family members without exception: list your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self support. (Attach a doctor's certificate for a disabled child age 19 or over.)					
If enrollment is for self only, answer Item 1. If enrollment is for self and family, also answer Item 2 and Item 3 if applicable.		NAME OF FAMILY MEMBERS Wife or Husband <i>J. M. S.</i> DATE OF BIRTH (Month, Day, Year) <i>2-22-19</i>	NAME OF FAMILY MEMBERS <i>1</i>	NAME OF FAMILY MEMBERS <i>2</i>	NAME OF FAMILY MEMBERS <i>3</i>	NAME OF FAMILY MEMBERS <i>4</i>	
THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR EMPLOYMENT.		3. If you are a female (employee or annuitant)---does the family listed above include a husband who is incapable of self support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>					
PART C FILE IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO DISCONTINUE YOUR ENROLLMENT.		PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3					
		1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>	3. The reason for my election is (Place an "X" in proper box). (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> (c) Any other reason. <input type="checkbox"/>				
PART D FILE IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.		I elect to change my enrollment as shown by the enrollment number and other information in Part A.					
		1. Enrollment code number of present plan. <i>421</i>	2. Number of event which permits change. (See table on back of brochure for proper number.) <i>2</i>	3. Date of event which permits change. (See table on back of brochure for proper number.) <i>Aug. 6, 1960</i>	MONTH <i>08</i>	DAY <i>06</i>	
PART E FILE WHO REGISTER MUST FILE IN THIS PART.		WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1031.)					
PART F TO BE COMPLETED BY AGENCY.		1. NAME AND ADDRESS OF EMPLOYING OFFICE <i>J. L. Bisciglia</i> HEALTH BENEFITS OFFICER	2. DATE RECEIVED FROM EMPLOYING OFFICE <i>8/11/60</i>	3. EFFECTIVE DATE OF ELECTION <i>10/1/60</i>	4. PAYROLL OFFICE NO. <i>100</i>		
REMARKS 1. USE ONLY 2. LEGAL NAME 3. AGENT.		5. PAYROLL ACTION INITIALS AND DATES <i>1108302</i>					

Standard Form No. 2000 CHAPTER I, E.P.M. 6-60 (Rev.)		H-17 BENEFITS REGISTRATION FORM FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Read instructions on back of last page. Use only lowercase or block print.)						CARRIER'S COPY (A-100)	
		1. NAME (LAST) (FIRST)		(MIDDLE INITIAL)		2. DATE OF BIRTH (Month, Day, Year)		3. Are you now married?	
PART A ALL WHO REGISTER MUST FILE IN THIS PART.		WOODS JAMES		S		2 20 28		YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	
		4. YOUR MAILING ADDRESS (NUMBER AND STREET)		(CITY AND STATE NUMBER)		(STATE)		5. SEX MALE <input checked="" type="checkbox"/> FEMALE <input checked="" type="checkbox"/>	
		FOREST RIVER		NORTH DAKOTA					
		6. Are you covered by, or is any family member listed below covered by, an enrollment in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)?		7. Place an "X" in proper box to show your annual basic salary range.					
		YES <input type="checkbox"/> NO <input type="checkbox"/>		UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$8,000 <input type="checkbox"/> \$8,000 TO \$12,000 <input checked="" type="checkbox"/> \$12,000 OR OVER <input type="checkbox"/>					
PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.		1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)		NAME OF PLAN ASSOCIATION BENEFIT PLAN		OPTION (HIGH OR LOW) HIGH		ENROLLMENT CHECKED	
		2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)		NAME OF FAMILY MEMBERS (Month, Day, Year)		NAME OF FAMILY MEMBERS (Month, Day, Year)		NAME OF FAMILY MEMBERS (Month, Day, Year)	
		Wife or Husband		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>					
		3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.)						YES <input type="checkbox"/> NO <input type="checkbox"/>	
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.		PLACE AN "X" IN ITEM 1, LINE ITEM 2, WHICHEVER APPLIES AND ALSO IN ITEM 3.		4. The reason for my election is (Place an "X" in proper box):					
		1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>		(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/>					
		2. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>		(b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/>					
				(c) Any other reason. <input type="checkbox"/>					
PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.		5. I elect to change my enrollment as shown by the enrollment number and other information in Part A.		6. Enrollment costs number of present plan.		7. Number of event which permits change. (See table on back of brochure for proper numbers.)		8. Date of event which permits change (Month, Day, Year)	
PART E ALL WHO REGISTER MUST FILE IN THIS PART		9. Name and address of employing office FEDERAL BUREAU OF INVESTIGATION - U. S. DEPARTMENT OF JUSTICE Washington, D.C. 20535		10. Date received in employing office 8/26/60		11. Effective date of election 1/1/61		WARNING.—Any intentional false statement in this application or wilful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1003.)	
PART F TO BE COMPLETED BY AGENCY.		12. Name and address of employing office		13. Date received in employing office 6/30/60		14. Effective date of election 1/1/61		15. Date of action (initials and dates)	
REMARKS FOR USE ONLY BY AGENT AND AGENCY.		FBI							

3. Duplicate - To Employing Office

AFG 2 : 050

10564

CONFIDENTIAL
(When Filled In)

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

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:


James S. Woods
(Employee)
James S. Woods
Date: 23 Aug 57

Lorraine E. Harbeck

CONFIDENTIAL

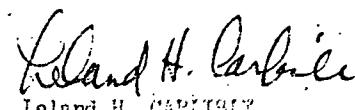
29 November 1956

JAMES S. Woods

Korea Station wishes to express its appreciation to _____ for his most diligent performance of duty during his recent TDY hero, his highly cooperative attitude and above all, his extreme eagerness to get a job done well and expeditiously.

It was largely with his help that Korea Station was able to screen and process the voluminous material which needed to be handled in order to establish a coordinated and integrated record and file maintenance system.

All Korea Station personnel connected with the work of the TDY Team members were impressed and gratified by the careness with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, apt suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all created a most favorable impression which reflects much credit not only on the team members themselves but on the Records Integration Branch as well.


Leland H. CARLISLE
Chief, WOSTA (Recr)**CONFIDENTIAL**

RECORDED & INDEXED

144 Buell Hall
Visa Branch

10-3

CONFIDENTIAL
(When Filled In)

1. NAME (Last) Woods	(First) James	(Middle) S.	2. THIS DATE 6 August 1962
3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME			
<input checked="" type="checkbox"/> U.S. AIR FORCE EMPLOYEES' PROTECTIVE ASSOCIATION (SAEPA)		<input type="checkbox"/> CREDIT DISBURSEMENT	
<input checked="" type="checkbox"/> GROUP HOSPITALIZATION INCORPORATED (GHI)		<input checked="" type="checkbox"/> INCOME REPLACEMENT	
<input checked="" type="checkbox"/> MUTUAL BENEFIT OF OHANA - HOSPITALIZATION		<i>Held here</i> * CASH PAYMENT OF PREMIUM AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.	
<input checked="" type="checkbox"/> UNITED LIFE INSURANCE (UBLIC)			
<input checked="" type="checkbox"/> AIR TRIP INSURANCE			
4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance) WDC - Tokyo - WASH - TDY			
5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW:			
TYPE OF POLICY	DESIRED	NOT HAVE	POLICY NUMBER
AIR TRIP FIGHT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017
DEDUCTION AUTHORIZED EACH PAY PERIOD			
CASH PAID			
6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS			
7. EMPLOYEE INTERVIEWED BY	CPB (Signature) W. Patten		ICD (Signature) Evelyn Patten
8. REMARKS			
When completed, the original of this form should be forwarded to TARR for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.			
INSURANCE QUESTIONNAIRE			

CENTRAL INTELLIGENCE AGENCY
2430 E STREET NW.
WASHINGTON 25, D.C.

Date 23 July 1954

Dear James S. Woods

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954.

Position: I.O.

Base Salary: GS-5 \$3535.00

2. You will be:

- a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.
 - b. Reimbursed for travel expenses in accordance with CIA Regulations or Standardized Government Travel Regulations, as amended.
 - c. If stationed outside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.

3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sooner transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.

4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless earlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.

5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event

-2-

either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

Ralph H. Dunlace
Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.

James S. Strode 23 July 54
Employee Date

2208 { 11:10:00 AM
PE-1 Wing E 15° 7.600
Mar 1954

INSURANCE QUESTIONNAIRE					
1. NAME (Last)	(First)	(Middle)	2. THIS DATE		
Woods	James	S	10 June 54		
3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:					
<input checked="" type="checkbox"/> VAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (VAREPA) <input checked="" type="checkbox"/> MUTUAL BENEFIT OF OMAHA					
<input checked="" type="checkbox"/> NHIC GROUP HOSPITALIZATION INCORPORATED			<input checked="" type="checkbox"/> AIR TRIP INSURANCE		
4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance): Lvg Wash. 2 July 54 To Minneapolis, Seattle, & Tokyo					
5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE FOLLOWING INSURANCE PROGRAMS:					
TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
WAEPRA	<input checked="" type="checkbox"/>		#2574 P/R - 28.33-264/54	\$27.65	
AIRTRIP	<input checked="" type="checkbox"/>		28.354	\$4.00	
<i>James S. Woods</i> <small>SIGNATURE</small>					
6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS:					
<small>SIGNATURE</small>					
7. EMPLOYEE INTERVIEWED BY			<small>SIGNATURE</small>		
CPB:	<i>E. John</i>		<small>SIGNATURE</small>		
8. REMARKS:					
<small>When completed, the original of this form should be forwarded to TARD for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.</small>					

STANDARD FORM 61 (REVISED AUGUST 1962)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

C.I.A.

(Department or agency)

Washington, D.C.

(Bureau or division)

(Place of employment)

I, James S. Woods

do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

April 21, 1952
(Date of entrance on duty)

James S. Woods
(Signature of appointee)

Subscribed and sworn before me this 21st day of April, A. D. 1952,

at Washington
(City)

D.C.
(State)

[SEAL]

Margaret P. Dailey
(Signature of officer)
5 U.S.C. 160816A
(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

16-08160-3

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State)			
3505 M St. N.W. Washington 19, D.C.			
2. (a) DATE OF BIRTH		(b) PLACE OF BIRTH (city or town and State or country)	
Feb. 20, 1928		Forest River, N. Dak.	
3. (a) IN CASE OF EMERGENCY PLEASE NOTIFY		(b) RELATIONSHIP	(c) STREET AND NUMBER, CITY AND STATE
Mr. Ross A. Shadde		Father	Forest River, N. Dak. -
(d) TELEPHONE NO.			

4. DOES THE UNITED STATES OF AMERICA EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS? YES NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.				
RANK	POST OFFICE ADDRESS (Give street number, if any)	10 POSITION (O) TEMPORARY OR NOT (W) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)
	3143 W 18 th St. Mrs Marilyn Woods Denver, Col.	Clerk Temporary V. P.	sister	<input checked="" type="checkbox"/>
		1.		
		2.		
		3.		
		4.		
		5.		

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN		YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS	
				ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?		X			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?		X			
<i>If your answer is "Yes", give details in Item 10.</i>					
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER THE RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR CIVILIAN SERVICE?		X			
<i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age; optional disability; or by reason of voluntary or involuntary separation after 2 years' service; amount of retirement pay; and under what retirement act; and rating if retired from military or naval service.</i>					
8. SINCE YOU FILED APPLICATION FORM 3, 705 IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION?		X			
<i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>					
9. HAVE YOU EVER BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$100 OR LESS) OR FORFEITED COLLATERAL OF \$100 OR LESS) SINCE YOU FILED APPLICATION FORM 3, 705 RESULTING IN THIS APPOINTMENT?		X			
<i>If your answer is "Yes", list 4-7 such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and address of the court; (4) the penalty imposed, if any; or, other disposition of the case. If appointed, your fingerprints will be taken.</i>					

INSTRUCTIONS TO APPOINTING OFFICER

The investigating officer before whom the foregoing certificate is made shall determine his own satisfaction that this appointment would be in conformance with the Civil Service Act, apply the Civil Service Rules and Regulations and acts of Congress pertaining to such appointment.

This form should be checked by the head of office, pension, suitability to serve no man with any record of ~~sexual~~ ~~disorderly~~ or arrest, and particularly for the following:

(ii) Addition of reactants. It is the duty of the conductor to see to

(1) *Identity of operator*—It is the duty of the appointing officer to make certain representations and to determine beyond reasonable doubt that the operator is qualified to be appointed to the position. These representations may be made orally or in writing. The operator's name and rank, and his qualifications, are to be mentioned with the name of the operator and other pertinent papers. If the operator is mentioned in a written communication, the signature thereon should also be copied in the examination room. His physical appearance may be checked against the medical certificate. The examining officer should be given access to his personal history by agreement with his previous employer.

(3) **Age**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age limits for appointment. Until such determination is made, the approach test may not be consummated.

certification states in the absence of conflicting evidence. In doubtful cases the government should not be compromised and reasonable care has been exercised from the verifying effect of the Great Barrier Commission.

(d) **Members of Family**—Section 9 of the Civil Service Act provides that whenever there are three or more members of a family serving under probationary or permanent appointment in the executive service, no other member of such family is eligible for probationary or permanent appointment in the executive service. The appointments of persons entitled to extra preference are not subject to this requirement. The numbered family provisions do not apply to temporary appointments. Decided cases may be referred to the appropriate office of the Civil Service Commission for decision.

STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE				OFFICE	DIVISION								
NAME	CLASS	GRADE	POSITION	050	R&L								
Woods		JAMES	Shurie	Pensions & Records	File								
I FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)													
AGENCY	LOCATION	FROM			TO			TOTAL SERVICE					
		DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.			
C.I.A.	Washington, D.C.	21	4	1952						18			
Treasury Dept.	15th & Pennsylvania Ave., N.W.	7	11	1951	18	4	1952	10	5	-			
Treasury Dept.	15th & Pennsylvania Ave., N.W.	19	5	1950	18	9	1950	1	4	-			
<i>SCD 11/12/48 verified 10/23/51 JSL</i>													
Total Civilian Service 18 0 -													
II MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY OR BASIC PAY TERMINAL LEAVE)													
BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE						
	DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.				
Army	3	10	1946	12	4	1948	10	8	1				
Army	19	6	1950	7	8	1951	15	7	-				
Total Military Service 9 7 2													
III CERTIFICATION													
I swear (or affirm) I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.													
April 21, 1952				Signature of Employee James S. Woods									
DATE				SIGNATURE OF EMPLOYEE									
IV REMARKS: (CONCERNING ABOVE SERVICE)				V FOR PERSONNEL OFFICE USE ONLY									
Margaret C. Neasey 5095C1601602 JSD 18-8-48 MAY BE CONTINUED ON BACK OF ATTACHED RELEASE SHEET				TOTAL CREDITABLE SERVICE									
				DATE	MONTHS	YEARS							
25 1 3							as of 21 April 1952						

SECURITY INFORMATION
PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) Woods	(first) JAMES	(middle) SHUVIE	3. Office R1/F1
4. Date of Birth <u>Feb. 20, 1928</u>	5. Sex: <input checked="" type="checkbox"/> female (1) <input type="checkbox"/> female (2)	Marital Status: <input checked="" type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced Nr. Dependents _____	6. Employment Date: <u>April 1952</u>	
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) _____	Year U.S. citizenship acquired, if not by birth _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | | |
|--|----------------------------------|--|-------------------|
| 1. Less than high school | <input checked="" type="radio"/> | Two years college, or less | 8. Masters degree |
| 2. High school graduate | <input type="radio"/> | Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | <input type="radio"/> | Bachelor's degree | |
| | <input type="radio"/> | Post-graduate study
(minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd	Yrs Compl	Degree Recd.	Sem	
			From	To	Day Night	Title Date	Hrs
Akers Business School - Grand Rapids, Michigan	accounting	Law	Oct 48	Feb 50		Junior account	
W. Bates						Diploma	
Strayer College - Washington D.C.	econ.	Law	Nov. 51	attending			

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>April 5</u>	To <u>Nov 5</u>	Tot. mos. <u>7</u>	Description of Duties: <u>Supervise the changing of the folders from folio sets to single documents automated document for P&I Do suggestions and other general office duties.</u>
Grade <u>GS-4</u>	Salary <u>3175</u>		
Office <u>R1/F1</u>	Position <u></u>	Title <u>CLERK</u>	
Duty <u>Title: General Office Work</u>	Duty Station, if overseas:		
From _____ To _____ Tot. mos. _____	Description of Duties:		
Grade _____ Salary _____			
Office _____			
Position _____			
Title _____			
Duty _____			
Title _____	Duty Station, if overseas:		
From _____ To _____ Tot. mos. _____	Description of Duties:		
Grade _____ Salary _____			
Office _____			
Position _____			
Title _____			
Duty _____			
Title _____	Duty Station, if overseas:		
From _____ To _____ Tot. mos. _____	Description of Duties:		
Grade _____ Salary _____			
Office _____			
Position _____			
Title _____			
Duty _____			
Title _____	Duty Station, if overseas:		
From _____ To _____ Tot. mos. _____	Description of Duties:		
Grade _____ Salary _____			
Office _____			
Position _____			
Title _____			
Duty _____			
Title _____	Duty Station, if overseas:		

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From <u>Jan 22</u> To <u>July 22</u> Tot. mo's <u>4</u> Classification Grade(if in Federal Service) <u>GS - 3</u> Salary <u>2920</u> Number and Class of Employees Supervised: Employer <u>Treasury Dept.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Div. of Investments</u>	Exact Title of your position <u>Finance</u> <u>accounting Clerk</u> Description of Duties: <u>Working with</u> <u>Medicare Claims</u>
From <u>May 50</u> To <u>June 50</u> Tot. mo's <u>1</u> Classification Grade(if in Federal Service) <u>GS - 2</u> Salary <u>2750</u> Number and Class of Employees Supervised: Employer <u>Treasury Dept.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Div. of Investments</u>	Duty Station if overseas: Exact Title of your position <u>Finance</u> <u>accounting Clerk</u> Description of Duties: <u>verified checks</u> <u>for Corrections, address</u> <u>and money.</u>
From <u> </u> To <u> </u> Tot. mo's <u> </u> Classification Grade(if in Federal Service) <u> </u> Salary <u> </u> Number and Class of Employees Supervised: Employer <u> </u> Kind of Business or organization (i.e., paper products mfr, public utility) <u> </u>	Other (3 months of this period spent in the Army)
From <u> </u> To <u> </u> Tot. mo's <u> </u> Classification Grade(if in Federal Service) <u> </u> Salary <u> </u> Number and Class of Employees Supervised: Employer <u> </u> Kind of Business or organization (i.e., paper products mfr, public utility) <u> </u>	Duty Station if overseas: Exact Title of your position <u> </u> Description of Duties: <u> </u>
From <u> </u> To <u> </u> Tot. mo's <u> </u> Classification Grade(if in Federal Service) <u> </u> Salary <u> </u> Number and Class of Employees Supervised: Employer <u> </u> Kind of Business or organization (i.e., paper products mfr, public utility) <u> </u>	Duty Station if overseas: Exact Title of your position <u> </u> Description of Duties: <u> </u>
From <u> </u> To <u> </u> Tot. mo's <u> </u> Classification Grade(if in Federal Service) <u> </u> Salary <u> </u> Number and Class of Employees Supervised: Employer <u> </u> Kind of Business or organization (i.e., paper products mfr, public utility) <u> </u>	Duty Station if overseas: Exact Title of your position <u> </u>

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|---------------------------------|---------------------------------|
| 01 U.S. Secret Service | 24 Air Force A-2 |
| 02 Civil Police | 25 Foreign Economic Admin. |
| 03 Military Police | 26 Counter Intelligence Corps |
| 04 U.S. Border Patrol | 27 Immigration & Naturalization |
| 05 U.S. Narcotics Squad | 28 Strategic Services Unit |
| 06 FBI | 29 Foreign Service, State Dept. |
| 07 Criminal Investigation Div. | 30 Central Intelligence Group |
| 21 Office of Naval Intelligence | 31 Armed Forces Security Agency |
| 22 Office of War Information | 32 Coordinator of Information |
| 23 Army G-2 | 33 Office of Facts & Figures |
| 20 Office of Strategic Services | 34 Board of Economic Warfare |
| | 35 Federal Communications Comm. |

SEG. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE					HOW ACQUIRED			
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein _____

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Taiwan	Jan 47 - March 48	X (Army)		
Korea	Dec 50 - Jan 51	X (Army)		

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Obtener
Typing	1. 57%	2.	35	1. Yes 2. No
Shorthand	1.	2. ✓	—	1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction; professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken.

Type of Test	Date Taken

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour (2) 4 year Tour _____ (3) Not interested _____

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

One in which I may be able to use my accounting experience, such as some finance work or administrative work.

SEC. XIV. MILITARY STATUS

1. Present Draft Status

Have you registered under the Selective Service Act of 1948? Yes No.
If yes, indicate your present draft classification. 4 H

2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status Yes No.
If yes, complete the following.

1. National Guard
2. Air National Guard
3. Active Reserve Status (member of organized unit)
4. Inactive Reserve Status

Service ARMY Grade P.F.C Serial Number ER17214704

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known Washington 25, D.C.

SEC. XV. TRAINING

List the training courses or subjects you have taken in this organization.

Course or Subject	(from)	Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE Nov. 13, 1952

SIGNATURE James Sefenda

WEAR A. & G.

REPORT OF QUALIFICATIONS

NOTE: THIS REPORT MUST NOT BE DISCUSSED WITH APPLICANT OR EMPLOYEE.

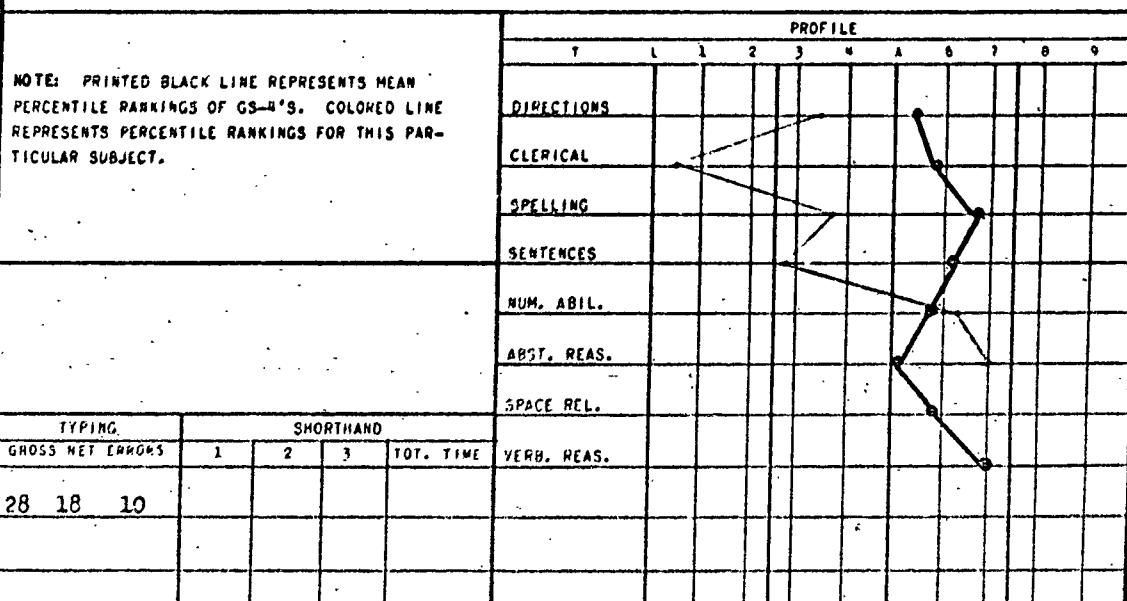
NAME OF EMPLOYEE (OR APPLICANT)

WOODS, James S.

THIS DATE

20 December 1951

TEST RECORD



EVALUATION OF EDUCATION AND EXPERIENCE

TYPE OF POSITION	OUTSTANDING	SUPERIOR	ADEQUATE	WEAK	INADEQUATE
EDUCATION	<input type="checkbox"/>				
DIRECT EXPERIENCE	<input type="checkbox"/>				
INDIRECT EXPERIENCE	<input type="checkbox"/>				
EDUCATION	<input type="checkbox"/>				
DIRECT EXPERIENCE	<input type="checkbox"/>				
INDIRECT EXPERIENCE	<input type="checkbox"/>				
EDUCATION	<input type="checkbox"/>				
DIRECT EXPERIENCE	<input type="checkbox"/>				
INDIRECT EXPERIENCE	<input type="checkbox"/>				

QUALIFICATIONS TECHNICIAN

*SECRET (When filled in)	
REQUEST FOR MEDICAL EVALUATION	
1. DATE OF REQUEST 25 August 1976	
2. NAME (Last, First, Middle) Hagan, James S.	
3. OFFICE, DIVISION, BRANCH DODACCS/ARO	
4. GRADE GS-12	
5. EMPLOYEE'S EXT. 6352	
6. PURPOSE OF EVALUATION	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> HQ&TOY <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> OVERSEAS ASSIGNMENT <input type="checkbox"/> TOY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input checked="" type="checkbox"/> ANNUAL <i>Ref</i> <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> RETURN FROM OVERSEAS <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT <input type="checkbox"/> NO. OF DEPENDENTS TO ACCOMPANY <input type="checkbox"/> NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	
ETD <hr/> STATION <hr/> TOY OR PCS <hr/> TYPE OF COVER <hr/> NO. OF DEPENDENTS TO ACCOMPANY <hr/> NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	
ETA <hr/> STATION <hr/> NO. OF DEP'TS	
7. OVERSEAS PLANNING EVALUATION (One block must be checked)	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
8. REQUESTING OFFICER	
SIGNATURE: <i>Donald E. McMillan</i> Donald E. McMillan ROOM NO. & BUILDING: 2111 SOS EXT.: 6346	
9. COMMENTS	
10. REPORT OF EVALUATION	
Annual Exam Completed.	
DATE	SIGNATURE FOR CHIEF OF MEDICAL STAFF
4 October 1976	William T. Golder, OMS/PFO
FORM 259 USE PREVIOUS EDITIONS 8-73	
SECRET	
E 2 IMPACT CL BY 007622 1267	

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 internal assignment) DDP/EUR	5. PRESENT POSITION Records Admin Officer	6. EMPLOYEE EXTENSION e/07152	
7. PROPOSED STATION Rome, Italy	8. PROPOSED POSITION (Title, Number, Grade) Records Admin Officer 0699 (09)		
9. TYPE OF COVER AT NEW STATION. SS# 502-16-6806 Nominal (Light State)	10. ESTIMATED DATE OF DEPARTURE 31 May 1971	11. NO. OF DEPENDENTS TO ACCOMPANY -2-	
12. COMMENTS Please evaluate for proposed assignment. No language is required for this position			
 Form 58 attached			
13. DATE OF REQUEST 8 March 1971	14. SIGNATURE OF REQUESTING OFFICIAL Floyd G. Lanter	15. ROOM NUMBER AND BUILDING 4B0002 Hq.	16. EXTENSION 7152
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION QUALIFIED FOR OVERSEAS ASSIGNMENT APR 1971 APR 1 1971			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET

(Form Filled In)

QUALIFICATIONS UPDATE

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

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444f, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

BIOGRAPHIC AND POSITION DATA						
EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH			SD	
610032	WOODS JAMES SAUVIE	20 FEB 28				
EDUCATION						
LAST HIGH SCHOOL ATTENDED		ADDRESS (City, State, Country)		YEARS ATTENDED (From-To)	GRADUATE	
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT					
	MAJOR	MINOR	YEARS ATTENDED FROM - TO -	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QUARTER HRS. (Specify)
UNIVERSITY OF MARYLAND			1964-1970			'48 SCM 148
1. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
2. OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE						
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS
3. SECTION III MARITAL STATUS						
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY						
2. NAME OF SPOUSE (Last) (First) (Middle) (Balden)						
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)				
5. OCCUPATION		6. PRESENT EMPLOYER				
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)			9. DATE U.S. CITIZENSHIP ACQUIRED	
SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE						
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PREDOMINANT ADDRESS		
1. <input checked="" type="checkbox"/> ADD <input type="checkbox"/> DELETE	DAUGHTER	BETHESDA, MD.	AMERICAN	ROCKVILLE, MD 432 COLLEGE PKWY		
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE						

SECRET

(When Filled In)

SECTION V GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL					
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL MAR 71 - MAY 21 1971	DATE & PLACE OF STUDY MAIL ROOM	KNOWLEDGE ACQUIRED BY--CHECK (X)	
				REFERENCE	TRAVEL
				STUDY	WORK ASSIGNE- MENT
1.					
2.					
SECTION VI TYPING AND STENOGRAPHIC SKILLS					
1. TYPING (PPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM			
<input type="checkbox"/> OREGO	<input type="checkbox"/> SPEEDRITING	<input type="checkbox"/> STENO TYPE	<input type="checkbox"/> OTHER SPECIFY		
SECTION VII SPECIAL QUALIFICATIONS					
PROVIDE INFORMATION ON Hobbies, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.					
SECTION VIII MILITARY SERVICE					
CURRENT DRAFT STATUS					
1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?		2. NEW CLASSIFICATION			
<input type="checkbox"/> YES <input type="checkbox"/> NO					
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS		4. IF DEFERRED, GIVE REASON			
MILITARY RESERVE, NATIONAL GUARD STATUS					
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG		<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR NATIONAL GUARD			
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT OBLIGATION	
4. CHECK CURRENT RESERVE CATEGORY		<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (Active) <input type="checkbox"/> STANDBY (Inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED			
5. MILITARY MOBILIZATION ASSIGNMENT		6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED			
MILITARY SCHOOLS COMPLETED (Extended Active, Reserve Duty, or as Civilian)					
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION		DATE COMPLETED	
SECTION IX PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS					
NAME AND CHAPTER		ADDRESS (Number, Street, City, State, Country)		DATE OF MEMBERSHIP FROM _____ TO _____	
SECTION X REMARKS					
DATE		SIGNATURE OF EMPLOYEE <i>X James Saville Woods</i>			

SECRET

SECRET

(When filled in)

OFFICIAL USE

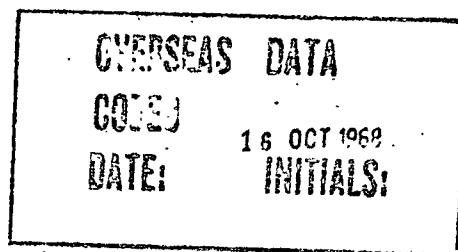
When filled in

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I		BIOGRAPHIC AND POSITION DATA			
1 EMP. SEC. NO.	2 NAME	3 SEX	4 DATE OF BIRTH	5 SCHEDULE/GRADE/SID.	
000032	WOODS JAMES S.	M	02/20/28	GS - 09 - 07	
6 SD	7 POSITION TITLE	8 OFFICE OR ASSIGNMENT	9 LOCATION (Country, City)		
D	RECORDS ADMIN CFC	PE	SAIGON, SOUTH VIET NAM		

SECTION II		AGENCY OVERSEAS SERVICE			
AREA	TYPE/TOUR	FROM	TO		
IJARAN	PCS 56	94/08/01	98/07/01		
IJARAN	TDY 96	96/08/01	98/11/01		
MEXICO	TDY 96	97/02/01	97/08/01		
PHILIPPINE ISLANDS	PCS 56	97/09/01	99/03/30		
IJARAN	PCS 45	98/04/24	68/09/34		
VIE TNAM	PCS 6	67/01/04	68/10/3		



SECTION III		EDUCATION	
DEGREE	MAJOR FIELD	COLLEGE	YEAR
NO COLLEGE DEGREE ON RECORD			

SECRET

When Filled In:

SECTION III		EDUCATION (Cont'd)						
		HIGH SCHOOL						
LAST HIGH SCHOOL ATTENDED		ADDRESS Line, State, County			YEARS ATTENDED From To		GRADUATE	
							<input type="checkbox"/> YES	<input type="checkbox"/> NO
COLLEGE OR UNIVERSITY STUDY								
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM TO	DEGREE RECEIVED	YEAR RECEIVED	NO SEM / QTR MRS (Specify)		
	MAJOR	MINOR						
U. OF MD. Tachikawa, Japan	ENG I.		1966					3
U. OF MD. Tachikawa, Japan	PH 10		1966					3
U. OF MD. SAIGON	HIS 127		1967					3
U. OF MD. SAIGON	EN 31		1967					3
U. OF MD. SAIGON	PSY 1		1967					3
5. If a GRADUATE degree has been noted above, and required submission of a written thesis, indicate the title of the thesis and briefly describe its content. 63. College GATV								
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS								
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS			
1.								
2.								
3.								
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE								
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS			
1.								
2.								
3.								
4.								
5.								
AGENCY SPONSORED EDUCATION								
Specify which, if any, of the education shown in Section III was Agency sponsored								
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION		FROM	TO	NO. OF MONTHS			
1.								
2.								
3.								
4.								
5.								

SECRET

SECRET

{When Filled In}

SECRET

SECRET

(When Filled In)

SECTION VII

AGENCY EMPLOYMENT HISTORY

1. INCLUSIVE DATES (From To - by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE/OFFICE OR DIVISION, BRANCH
APR 67 - OCT 68	S. + I. Govt. ITINER	
4. TITLE OF JOB	5. GRADES HELD IN JOB	
6. DESCRIPTION OF DUTIES		

1. INCLUSIVE DATES (From To - by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE/OFFICE OR DIVISION, BRANCH		
APR 61 - SEPT 66	TOKYO, JAPAN	FE		
4. TITLE OF JOB	5. GRADES HELD IN JOB			
CHIEF OF REGISTRY				
6. DESCRIPTION OF DUTIES				

SUPERVISED 7 EMPLOYEES IN REGISTRY WORK.

1. INCLUSIVE DATES (From To - by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE/OFFICE OR DIVISION, BRANCH		
FEB 59 - MAR 61	WASH. D.C.	FE		
4. TITLE OF JOB	5. GRADES HELD IN JOB			
RECORDS ADMIN OFFICER				
6. DESCRIPTION OF DUTIES				

ASSIST THE FE RMO IN THE MANAGEMENT OF FE RECORDS. INCLUDED CLOSE LIAISON WITH RID. ALSO INVOLVED 4 MONTHS OF HALF-DAY WORK WITH DDP/MACHINE RECORD GROUP IN SETTING UP THE PREPARE CARD SYSTEM.

SECRET

- 5 -

SECRET

When filed in:

SECTION VIII AGENCY EMPLOYMENT HISTORY (Cont'd.)			
1. INCLUSIVE DATES (From To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH	
AUG 57 - FEB 59	MANILA, P.I.	FE	
4. TITLE OF JOB	CHIEF OF RECORDS MANAGEMENT TEAM		
5. DESCRIPTION OF DUTIES	CHIEF OF A TEAM OF THREE INDIVIDUALS ONE ONE STATIONED PCS MANILA BUT TRAVELED THROUGHOUT THE FE (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 HQS PROCEDURES.		
6. INCLUSIVE DATES (From To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH	
FEB 57 - July 57	MEXICO CITY, MEXICO	WH	
4. TITLE OF JOB	TEAM MEMBER OF RECORDS MANAGEMENT TEAM		
5. DESCRIPTION OF DUTIES	MEMBER OF A TEAM OF ONE SENT TO MEXICO TO ESTABLISH AND STREAMLINE A SYSTEM OF RECORDS. THIS INVOLVED SETTING UP A 201 SYSTEM, BETTER NAME TRACE SYSTEM, CHARGECODE SYSTEM FOR FILES AND THE MICROFILMING OF FBI RECORDS. MY MAIN SPECIALTY WAS 201'S.		
1. INCLUSIVE DATES (From To, by month & year)	2. LOCATION (Country, City)	3. DIRECTORATE OFFICE OR DIVISION, BRANCH	
AUG 54 - NOV 56	SINGAPORE, SINGAPORE	FE	
4. TITLE OF JOB	NAME ASSISTANT		
5. DESCRIPTION OF DUTIES	NAME TEACHES AND OTHER REGULAR REGISTRY DUTIES.		

SECRET

- 6 -

SECRET

When filled in:

SECTION IX		MARRITAL STATUS	
1 PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Another Response) SPECIFY		MARRIED	
2 NAME OF SPOUSE		Woods LILLIE HUDE FALLON	
3 DATE OF BIRTH		4 PLACE OF BIRTH (City State Country)	
8 MAY 1937		Brooklyn, NEW YORK	
5 OCCUPATION		6 PRESENT EMPLOYER	
House Wife		AP	
7 CITIZENSHIP		8 FORMER CITIZENSHIP (COUNTRIES)	
AMERICAN		9 DATE U.S. CITIZENSHIP ACQUIRED	
SECTION X DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE			
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP
CHRISTINE Maei= DALL		TOKYO, JAPAN 2/22/14, 1963	AMERICAN
SECTION XI NONE		PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS	
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)		DATE OF MEMBERSHIP
			FROM TO
DATE	SIGNATURE OF EXAMINER		
9 OCT 68	J. J. McCord		

SECRET

-7-

SECRET
(When Filled In)APR
1962PERIODIC SUPPLEMENT
PERSONAL HISTORY STATEMENT

THIS DATE

Return to
~~CAIB~~
1604 Curve

INSTRUCTIONS

This form provides the means whereby your official personnel record will be kept current. Even though no duplicate information you have furnished previously, it will be necessary for you to complete Sections I through XII in their entirety. You need complete Sections VII through XII only if there has been a change since you entered or duty with the organization or if you believe the item may have been completed differently than you have previously reported.

SECTION I

GENERAL

1. FULL NAME (Last-First-Middle)

Woods JAMES SHUVIE

2. CURRENT ADDRESS (No., Street, City, Zone, State)

2224 F. ST. N.W. WASH. D.C. FOREST RIVER, NORTH DAKOTA

3. PERMANENT ADDRESS (No., Street, City, Zone, State)

4. HOME TELEPHONE NUMBER

1234567890 4791

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE

U.S.A.

SECTION II

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.

MR. ROSS A Woods

2. RELATIONSHIP

FATHER

3. HOME ADDRESS (No., Street, City, Zone, State, Country)

FOREST RIVER, NORTH DAKOTA

4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE

1234567890 FOREST RIVER, NORTH DAKOTA NA

5. HOME TELEPHONE NUMBER

4791

6. BUSINESS TELEPHONE NUMBER

NA

7. BUSINESS TELEPHONE EXTENSION

NA

8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.

NA

SECTION III

MARITAL STATUS

1. CHECK (X) ONE:

 SINGLE MARRIED WIDOWER SEPARATED DIVORCED ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULEMENTS

32 SEP

RECORD OF HUSBAND: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving date, reason for all previous marriages. If marriage is contemplated, provide some date for fiance.

3. NAME (First) (Middle) (Last)

4. DATE OF MARRIAGE

5. PLACE OF MARRIAGE (City, State, Country)

6. HIS (or HER) ADDRESS BEFORE MARRIAGE (No., Street, City, State, Country)

7. LIVING

8. DATE OF DEATH

9. CAUSE OF DEATH

10. CURRENT ADDRESS (Give date address, if deceased)

11. DATE OF BIRTH

12. PLACE OF BIRTH (City, State, Country)

13. IF BORN OUTSIDE U.S. STATE OF ENTRY

14. PLACE OF ENTRY

15. CITIZENSHIP (Country)

16. DATE ACQUIRED

17. WHERE ACQUIRED (City, State, Country)

18. OCCUPATION

19. PRESENT EMPLOYER (Also give former job, if any, or if spouse is unemployed, last two employers)

20. EMPLOYER'S OR SPONE'S ADDRESS (No., Street, City, State, Country)

SECTION III CONTINUED TO PAGE 2

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE (From and To) BY MONTH AND YEAR	
22. BRANCH OF SERVICE	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) <i>NA</i>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle) <i>NA</i>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle) <i>NA</i>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
6. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES <i>NA</i>		

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. IF YOUR ANSWER IS "NO" TO THE ABOVE, STATE SOURCES OF OTHER INCOME		

NA

3. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
UNION TRUST CO.	WASHINGTON, D.C.

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

(When Filled In)

SECTION V CONTINUED FROM PAGE 2

4. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
5. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE PARTICULARS, INCLUDING COURT AND DATES(S) NA						
6. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
7. IF YOUR ANSWER IS "YES" TO THE ABOVE QUESTION, GIVE COMPLETE DETAILS NA						
8. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YOU HAVE ANSWERED "YES", GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.						
SECTION VI CITIZENSHIP.						
1. PRESENT CITIZENSHIP: (COUNTRY) U.S.A.	2. CITIZENSHIP ACQUIRED BY - CHECK ONE: <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> MIGRATION <input type="checkbox"/> OTHER (Specify):					
3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	4. GIVE PARTICULARS NA					
5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.) NA						
SECTION VII EDUCATION						
1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED						
LESS THAN HIGH SCHOOL GRADUATE	OVER TWO YEARS OF COLLEGE - NO DEGREE					
HIGH SCHOOL GRADUATE	BACHELOR'S DEGREE					
X TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	GRADUATE STUDY LEADING TO HIGHER DEGREE					
TWO YEARS COLLEGE OR LESS	MASTER'S DEGREE					
2. COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/OTR. HOURS SPECIFY
	MAJOR	MINOR	FROM			
Hadlick's PRIVATE BUSINESS SCHOOL GRAND FORK'S, N.DAK.	ACCOUNTING	NOV-48	APR-49	OCT-49	FEB-50	9 MONTHS
3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS		DATES ATTENDED				
NAME OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	TOTAL MONTHS		
NA						
4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)		DATES ATTENDED				
NAME OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	TOTAL MONTHS		
NA						
5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE		NA				

SECRET

SECRET

(When Filled In)

SECTION VIII FOREIGN LANGUAGE ABILITIES									
LANGUAGE	COMPETENCE IN ORDER LISTED					HOW ACQUIRED			
	EQUIVALENT TO NATIVE FLUENCY	FLUENT BUT OBVIOUSLY FOREIGN	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED KNOWLEDGE	NATIVE TO COUNTRY	PROLONGED RESIDENCE	CONTACT (WITH PARENTS ETC.)	ACADEMIC STUDY (ALL LEVELS)
(List below each language in which you possess any degree of competence. Indicate your proficiency to read, write or speak by placing a check (X) in the appropriate boxes)									
	R	B	S	R	S				
2. IF YOU HAVE CHECKED "ACADEMIC STUDY" UNDER "HOW ACQUIRED", INDICATE LENGTH AND INTENSIVENESS OF STUDY									
3. DESCRIBE YOUR ABILITY TO DO SPECIALIZED LANGUAGE WORK INVOLVING VOCABULARIES AND TERMINOLOGY ON THE SCIENTIFIC, ENGINEERING, TELECOMMUNICATIONS, MILITARY OR ANY OTHER SPECIALIZED FIELD.									
CANCELED									
SECTION IX GEOGRAPHIC AREA KNOWLEDGE									
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE", INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBOURS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.									
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.		KNOWLEDGE ACQUIRED BY					
		RESIDENCE	TRAVEL	STUDY	WORK ASSIGN- MENT				
NA									
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE									
NA									
SECTION X TYPING AND STENOGRAPHIC SKILLS									
1. TYPING (W.P.M.)		2. SHORTHAND (W.P.M.)		3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM					
50		NA		CHEGG	SPEECHWRITING	STENOTYPE	OTHER (Specify)		
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (COPIROMASTER, MICROGRAPH, CARD PUNCH, ETC.)									
NA									
SECTION XI SPECIAL QUALIFICATIONS									
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH									
NA									
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK									
NA									
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.									
NA									
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (PILOT, ELECTRICIAN, RADAR OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, ETC.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.									
NA									
5. FIRST LICENSE OR CERTIFICATE (Year of Issue)		6. LATEST LICENSE OR CERTIFICATE (Year of Issue)							
NA		NA							

SECRET

SECRET

(When Filled In)

SECTION XI CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest, subjects, novels, short stories, etc.)

NA

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

NA

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

NA

SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
HPR - 1952 - JUNE - 1954	4	R1
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	FILE CLERK	
6. DESCRIPTION OF DUTIES		
WORKED IN FILES doing filing and other RELATED DUTIES.		
WORKED IN CONSOLIDATION WITH 201'S		
1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
JULY 54 - JUNE 56	5	FE/6 OVERSEAS
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	PROGAM INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
HEAD OF PERSONALITY FILE (201 FILES) SECTION FOR BASE, which included ALL AGENT FILES.		
1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
AUG 56 - NOV 56	7	R1 OVERSEAS TDY FOR FETO
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
RETIREMENT OF RECORDS TO Hqs FROM BASE.		
SET UP (NEW) SYSTEM OF RECORDS FOR BASE		
1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
DEC 56 - JAN 57	7	R1
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
WORKED IN RI/HN 201 SECTION IN FILLING OUT 831'S		
1. INCLUSIVE DATES (From and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
FEB 57 - AUG 57	7	R1 TDY - MEXICO
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
NONE	INTELL ANALYST	
6. DESCRIPTION OF DUTIES		
SET UP SYSTEM OF RECORDS FOR STATION		

(Use additional pages if required)

SECRET

SECRET

(When Filled In)

SECTION XIII

CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (EXCLUDING STEPCHILDREN AND ADOPTED CHILDREN) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.

2. NUMBER OF OTHER DEPENDENTS (INCLUDING SPOUSE, PARENTS, STEPCHILDREN, SISTERS, ETC.) WHO DEPEND ON YOU FOR AT LEAST ONE OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

Can't recall addresses but lived in
the following places since Apr 1952 -

Conn. Ave. N.W. D.C.

Minnesota Ave. S.E. D.C.

Colonial Terrace, ~~VA~~ Arlington, VA.

Greenbrier St., Arlington, VA.

DATE COMPLETED

10 Sept 57

SIGNATURE OF EMPLOYEE

James S. Straub

SECRET

SECRET
(When Filled In)

(11-6)		LANGUAGE DATA RECORD		
PART I-GENERAL				
1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (23-30)		
Woods, JAMES S		7	26	1928
3. LANGUAGE (131-33)	4. TODAY'S DATE (134-39)	5.	I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE	
eng	9 9 57	<input checked="" type="checkbox"/>		
PART II-LANGUAGE ELEMENTS				
SECTION A. Reading (40)				
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY. 2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY. 3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY. 4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY. 5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B. Writing (41)				
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY. 2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY. 3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN AN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY. 4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY. 5. I CANNOT WRITE IN THE LANGUAGE.				
SECTION C. Pronunciation (42)				
1. MY PRONUNCIATION IS NATIVE. 2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME. 3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN; BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND. 4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND. 5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II, TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 29-112, PAR. IC(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
9 Sept 57	<i>James S. Stankle</i>
1443	1671

STANDARD FORM 57, NOV 1947
U.S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR Accountant		DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only		
2. ADDRESS (if mentioned in examination announcement) Washington D.C.				
ANNOUNCEMENT NUMBER _____	3. MAIL OR TELEGRAPH ADDRESS (City and State) Washington D.C.		4. DATE OF THIS APPLICATION Feb. 20, 1928	
	5. MR. (First name) James S. MRS. (Middle) Sauvie MRS. (Last) Woods		NOTIFICATIONS: APP. REVIEW.	
	6. ADDRESS AND NUMBER OR R.D. NUMBER 2817 Conn. Ave., N.W.		APPROVED:	
	(b) CITY OR POST OFFICE (including postal zone) AND STATE Washington D.C.			
	7. LEGAL OR VOTING RESIDENCE (State) N. Dak.		OPTION	
	8. U.S. OFFICE PHONE ex 6400 ext 2612		GRADE	
	(c) HOME PHONE AD 6430		EARNED RATING	
	9. DATE OF BIRTH (month, day, year) Feb. 20, 1928		PREFERENCE	
	10. MARRIED <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE		AUGM. RATING	
	11. PLACE OF BIRTH (city and State; if born outside U.S., name city and country) Forest River, N. Dak.			
12. (a) HEIGHT WITHOUT SHOES. 5 feet ... 6 inches				
(b) WEIGHT. 136 pounds				
14. DO YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If so, give last grade and date of last change in grade) GS-2		INITIALS AND DATE		
15. (a) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? \$2950 per year You will not be considered for any position with a lower entrance salary. (b) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED. FOR <input type="checkbox"/> 1 TO 3 MONTHS <input type="checkbox"/> 3 TO 6 MONTHS <input checked="" type="checkbox"/> 6 TO 12 MONTHS		(c) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: <input checked="" type="checkbox"/> IN WASHINGTON, D.C. <input checked="" type="checkbox"/> ANYWHERE IN THE UNITED STATES <input checked="" type="checkbox"/> OUTSIDE THE UNITED STATES (d) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS.		
NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a permanent appointment.				
(e) IF YOU ARE WILLING TO TRAVEL, SPECIFY <input type="checkbox"/> OCCASIONALLY <input checked="" type="checkbox"/> FREQUENTLY <input type="checkbox"/> CONSTANTLY				
16. EXPERIENCE. It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the associating offices of members to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the space below in its proper sequence.				
(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.				
(b) If you have never been employed or are now unemployed, indicate that fact in the space provided before "Present Position."				
PRESENT POSITION				
DATE OF EMPLOYMENT (month, year) May, 1950		EXACT TITLE OF YOUR PRESENT POSITION Fiscal Accounting Clerk		
PLACE OF EMPLOYMENT (city and state) Washington D.C.		CLASSIFICATION GRADE (if applicable) GS-2		
NAME AND TITLE OF IMMEDIATE SUPERVISOR Mrs. Gervia G.		SALARY OR EARNINGS STARTING: \$2450 PER YEAR PRESENT: \$2830 PER YEAR		
NAME AND TITLE OF ORGANIZATION (e.g., wholesale firm, insurance agency, manufacturer of locks, etc.) Treasury Dept., Penn. Ave.		REASON FOR DESIRING TO CHANGE EMPLOYMENT Division of Disbursements		
DESCRIPTION OF YOUR WORK Working with vouchers and checks; checking them for names, dates, money, etc. Doing other clerical duties of a general nature.		Better Position		

(CONTINUED ON NEXT PAGE)

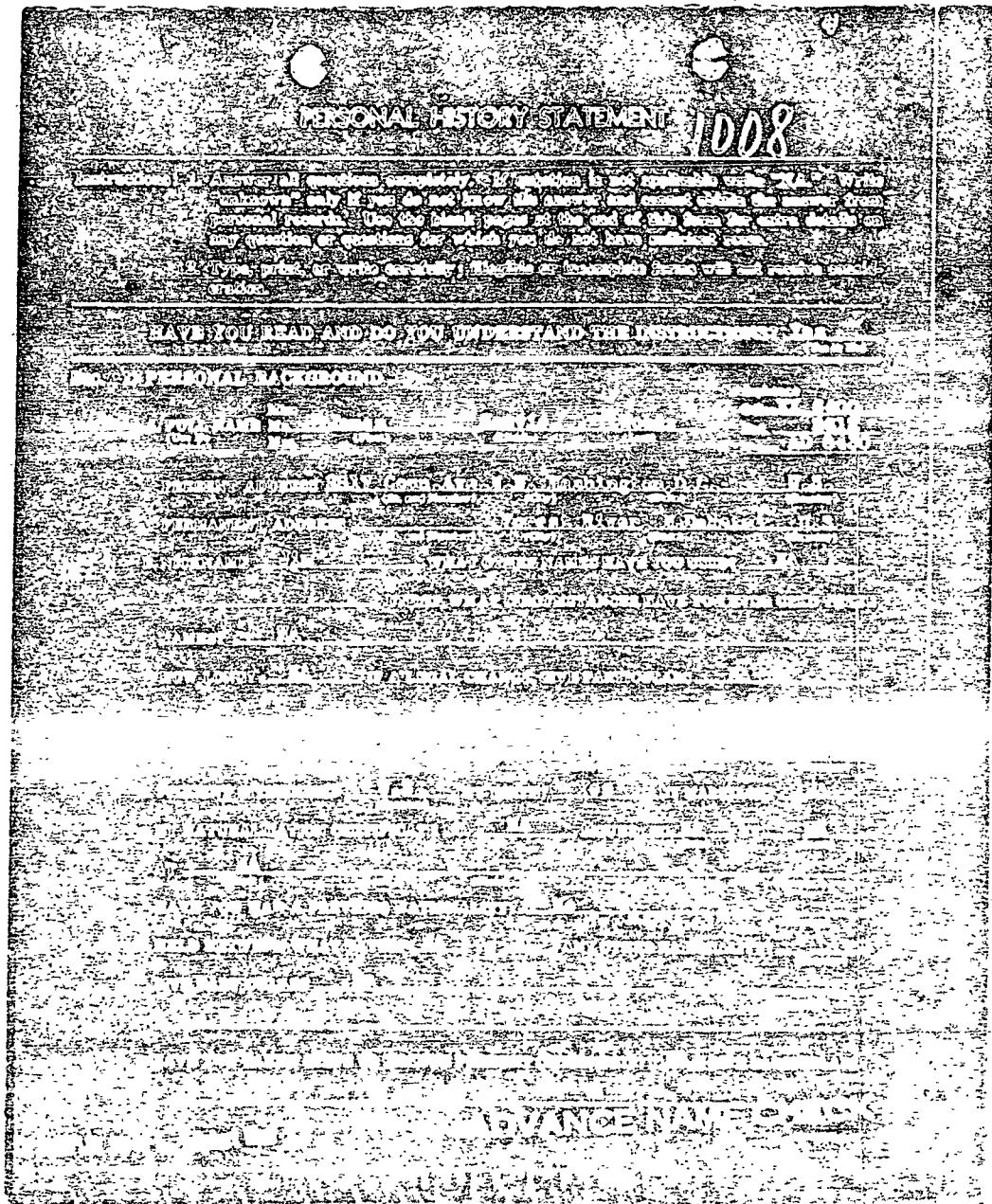
10-2304-6

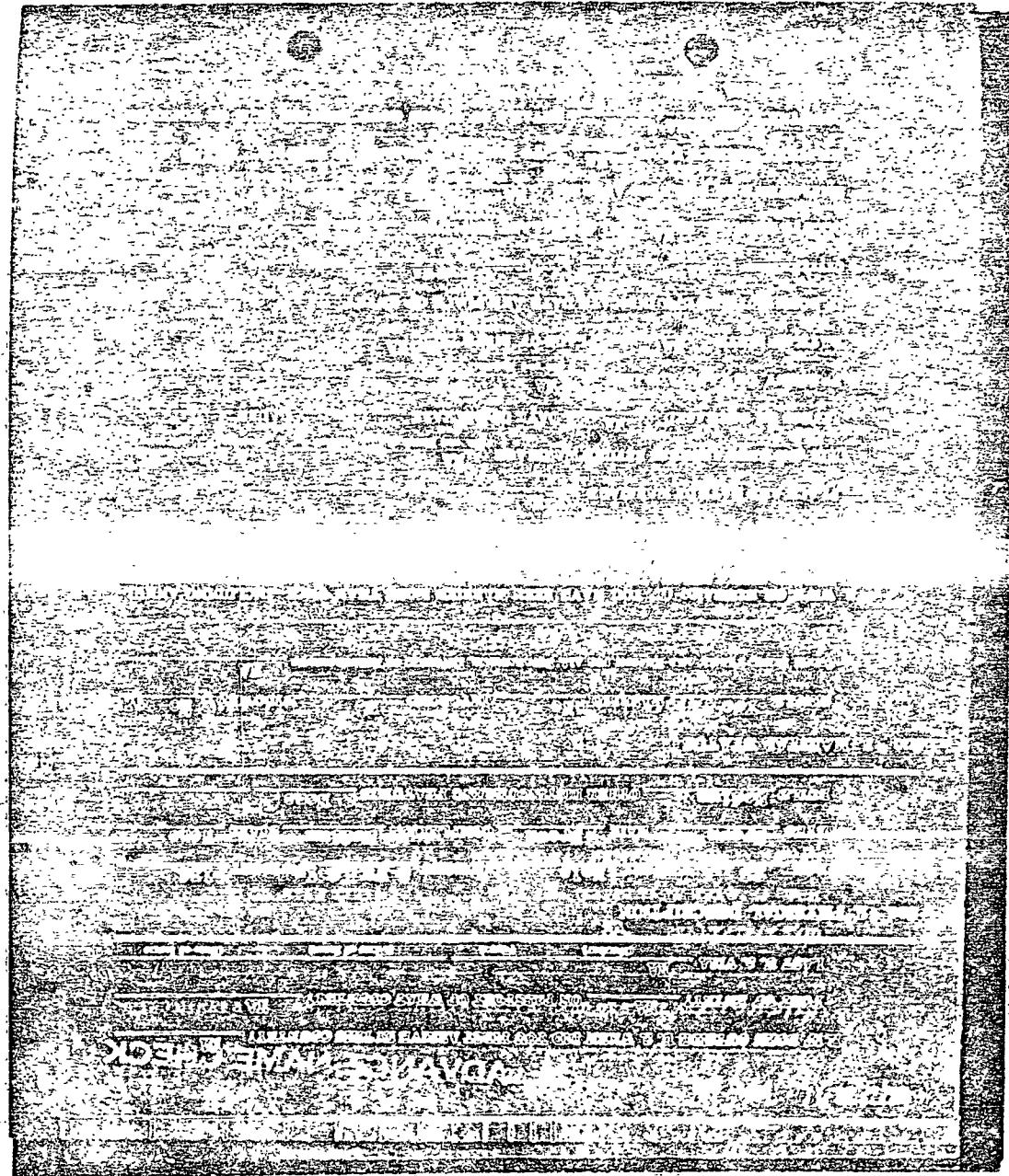
10 CONTINUED			
(2) DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR POSITION	
FROM Feb., 1950 to May, 1950		Clerk & Salesman	
PLACE OF EMPLOYMENT (city and State)		CLASSIFICATION GRADE (if in Federal service)	
Grand Forks, N. Dak.		SALARY OR EARNINGS STARTING \$ 180 PER MONTH	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
General Tobacco & Candy Company Grand Forks, N. Dak.		Mr. or Mrs. Pat M. Byrne	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)	
None		Wholesaler of Tobacco & Candy	
REASON FOR LEAVING			
To work for the Government			
DESCRIPTION OF YOUR WORK			
Selling tobacco and candy. Doing office work such as taking inventories and making out sales tickets.			
(3) DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR POSITION	
FROM Oct., 1949 to Feb., 1950		In school	
PLACE OF EMPLOYMENT (city and State)		CLASSIFICATION GRADE (if in Federal service)	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)		SALARY OR EARNINGS: STARTING \$ 0 PER FINAL \$ 0 PER	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
None			
REASON FOR LEAVING			
DESCRIPTION OF YOUR WORK			
(4) DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR POSITION	
FROM April, 1949 to Oct., 1949		Farm Laborer	
PLACE OF EMPLOYMENT (city and State)		CLASSIFICATION GRADE (if in Federal service)	
Inkster, N. Dak.		SALARY OR EARNINGS: STARTING \$ 150 PER MONTH	
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
Zeck Thomas Inkster, N. Dak.		Mr. Zeck Thomas	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU		KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)	
None		Farming	
REASON FOR LEAVING			
To go to school			
DESCRIPTION OF YOUR WORK			
Doing general farm duties.			

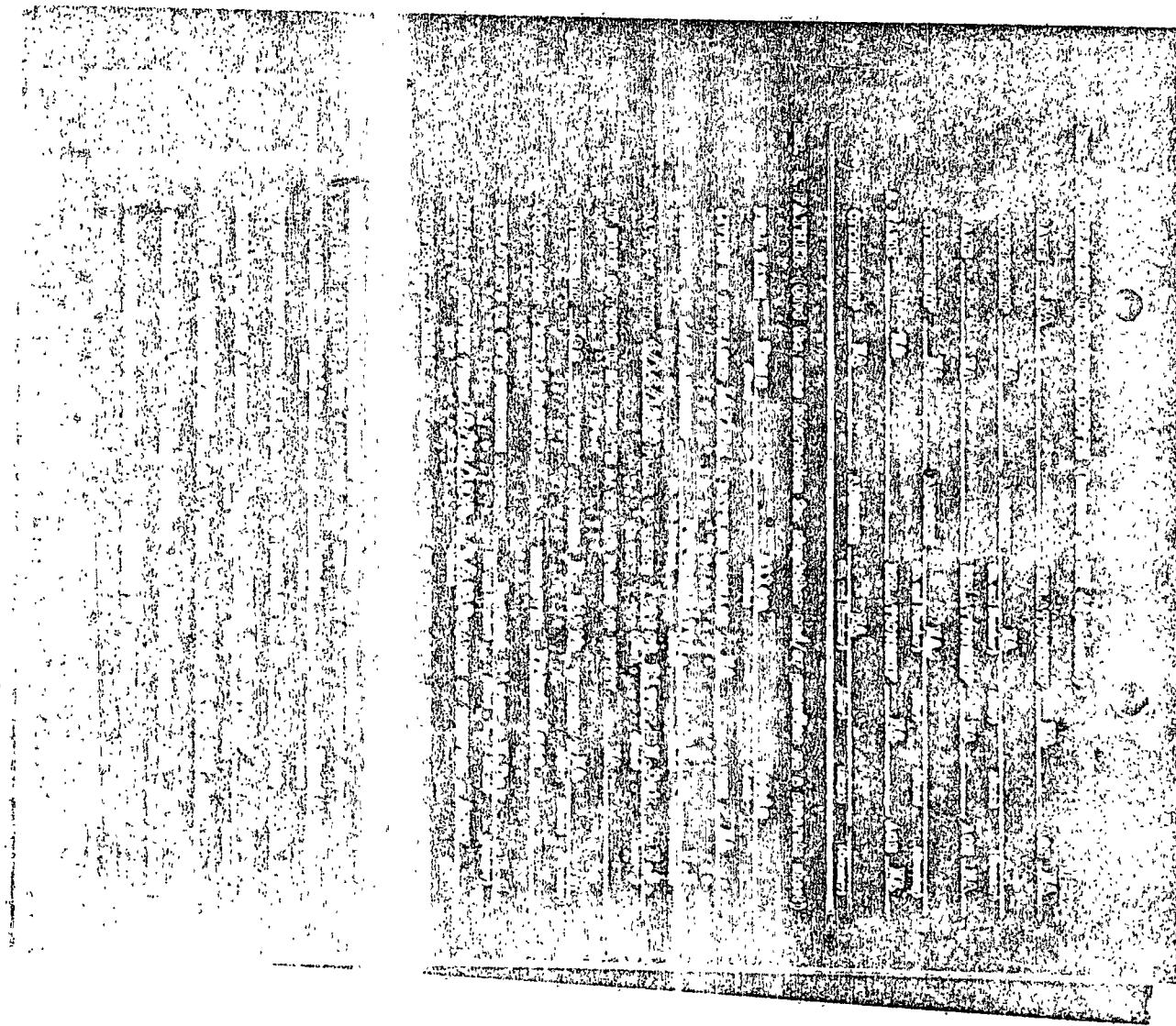
(5) DATES OF EMPLOYMENT (month, year) Oct., 1948 to April, 1950		EXACT TITLE OF YOUR POSITION In School		CLASSIFICATION (if in private business)		SALARY OR EARNINGS STARTING \$ FINAL \$		PER PER																																																																																																																																																									
PLACE OF EMPLOYMENT (city and State)		NAME AND TITLE OF IMMEDIATE SUPERVISOR																																																																																																																																																															
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person, if Federal, name department, bureau or establishment, and division)		KIND OF BUSINESS OR ORGANIZATION (e.g., wholesale silk, insurance agency, manufacturer of Alaska, etc.)																																																																																																																																																															
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DESCRIPTION OF YOUR WORK																																																																																																																																																																	
<p>If more space is required, use a continuation sheet (Standard Form No. 5a) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.</p> <p>17. MILITARY TRAINING In the space below, describe any training received in the Armed Services (not already listed under Item 18) that would assist appointing officer in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full descriptions.)</p> <table border="1"> <thead> <tr> <th colspan="2">DATES</th> <th colspan="2">LOCATION</th> <th colspan="6">DESCRIPTION OF TRAINING</th> </tr> <tr> <th>FROM</th> <th>TO</th> <th colspan="2"></th> <th colspan="6"></th> </tr> </thead> <tbody> <tr><td></td><td></td><td colspan="2"></td><td colspan="6"></td></tr> </tbody> </table>										DATES		LOCATION		DESCRIPTION OF TRAINING						FROM	TO																																																																																																																																												
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FROM	TO																																																																																																																																																																
<p>18 EDUCATION. (Circle highest grade completed):</p> <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>(1)</td> </tr> </table> <p>MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF</p> <p><input type="checkbox"/> ELEMENTARY SCHOOL <input type="checkbox"/> JUNIOR HIGH SCHOOL <input checked="" type="checkbox"/> SENIOR HIGH SCHOOL</p> <p>(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED</p> <p>Forest River High, Forest River, N. Dak.</p> <p>(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED</p> <p>English, Bookkeeping and Math</p> <table border="1"> <thead> <tr> <th colspan="2">DATES ATTENDED</th> <th colspan="2">YEARS COMPLETED</th> <th colspan="2">DEGREE CONFERRED</th> <th colspan="2">SEMESTER HOURS CREDIT</th> </tr> <tr> <th>FROM</th> <th>TO</th> <th>DAY</th> <th>NIGHT</th> <th>TITLE</th> <th>DATE</th> <th>SEMESTER</th> <th>HOURS</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(C) LIST YOUR CHIEF UNDERGRADUATE COLLEGE SUBJECTS</p> <p>Accounting, Income Tax</p> <table border="1"> <thead> <tr> <th colspan="2">SUBJECTS STUDIED</th> <th colspan="2">DATES ATTENDED</th> <th colspan="2">YEARS COMPLETED</th> </tr> <tr> <th>FROM</th> <th>TO</th> <th>DAY</th> <th>NIGHT</th> <th>YEAR</th> <th>SEMESTER</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(D) OTHER TRAINING, SUCH AS VOCATIONAL, BUSINESS, STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE (show name and location of schools) OR IN SERVICE TRAINING, IN PUBLIC OR PRIVATE EMPLOYMENT</p> <p>(E) INDICATE YOUR KNOWLEDGE OF FOREIGN LANGUAGES</p> <table border="1"> <thead> <tr> <th colspan="2">READING</th> <th colspan="2">SPEAKING</th> <th colspan="2">UNDERSTANDING</th> </tr> <tr> <th>EXCELLED PRO</th> <th>EXCELLED FAIR</th> <th>EXCELLED PRO</th> <th>EXCELLED FAIR</th> <th>EXCELLED PRO</th> <th>EXCELLED FAIR</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(F) IF YOU HAVE TRAVELED OR RESIDED IN ANY FOREIGN COUNTRIES, INDICATE NAMES OF COUNTRIES (STATE AND LENGTH OF TIME SPENT THERE), AND DATES OF STAYS (e.g., military service, business, education, recreation). Jan. 1947 to March 1948 in Japan, Nov. 1950 to June 1951 in Korea.</p> <p>(G) LIST ANY SPECIAL SKILLS YOU OWN REGARDING MACHINES AND EQUIPMENT YOU CAN USE OR HAS OPERATED UP TO DATE (e.g., MINT, TELETYPE, CONFIDENTIAL, KEY-PUNCH, TURN LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES)</p> <p>(H) APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING: 100 WPM</p> <p>(I) MORTGAGE NUMBER: 100-02260-1</p>										1	2	3	4	5	6	7	8	9	10	11	(1)	DATES ATTENDED		YEARS COMPLETED		DEGREE CONFERRED		SEMESTER HOURS CREDIT		FROM	TO	DAY	NIGHT	TITLE	DATE	SEMESTER	HOURS																																									SUBJECTS STUDIED		DATES ATTENDED		YEARS COMPLETED		FROM	TO	DAY	NIGHT	YEAR	SEMESTER																															READING		SPEAKING		UNDERSTANDING		EXCELLED PRO	EXCELLED FAIR	EXCELLED PRO	EXCELLED FAIR	EXCELLED PRO	EXCELLED FAIR																														
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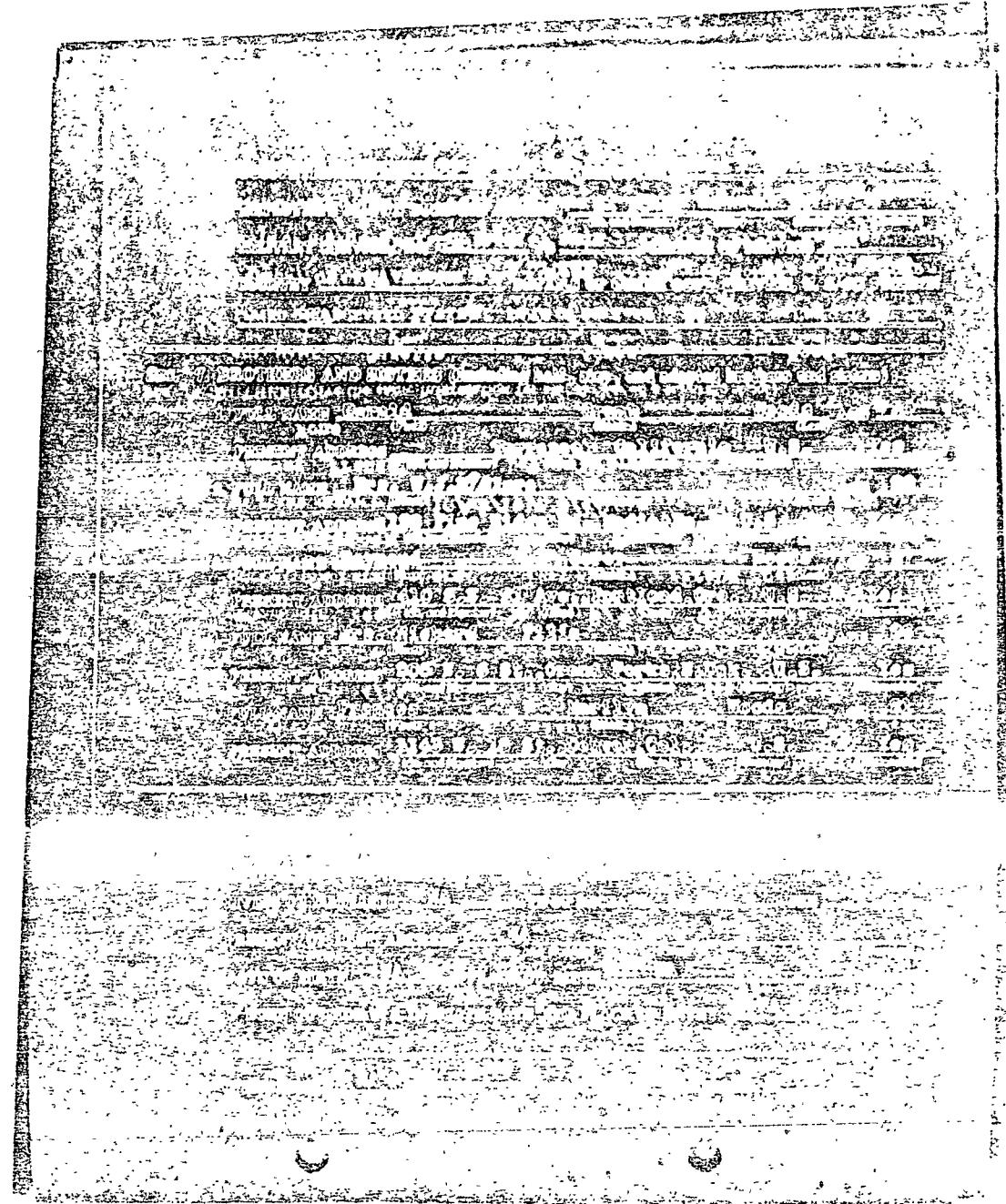
26 REFERENCES. List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

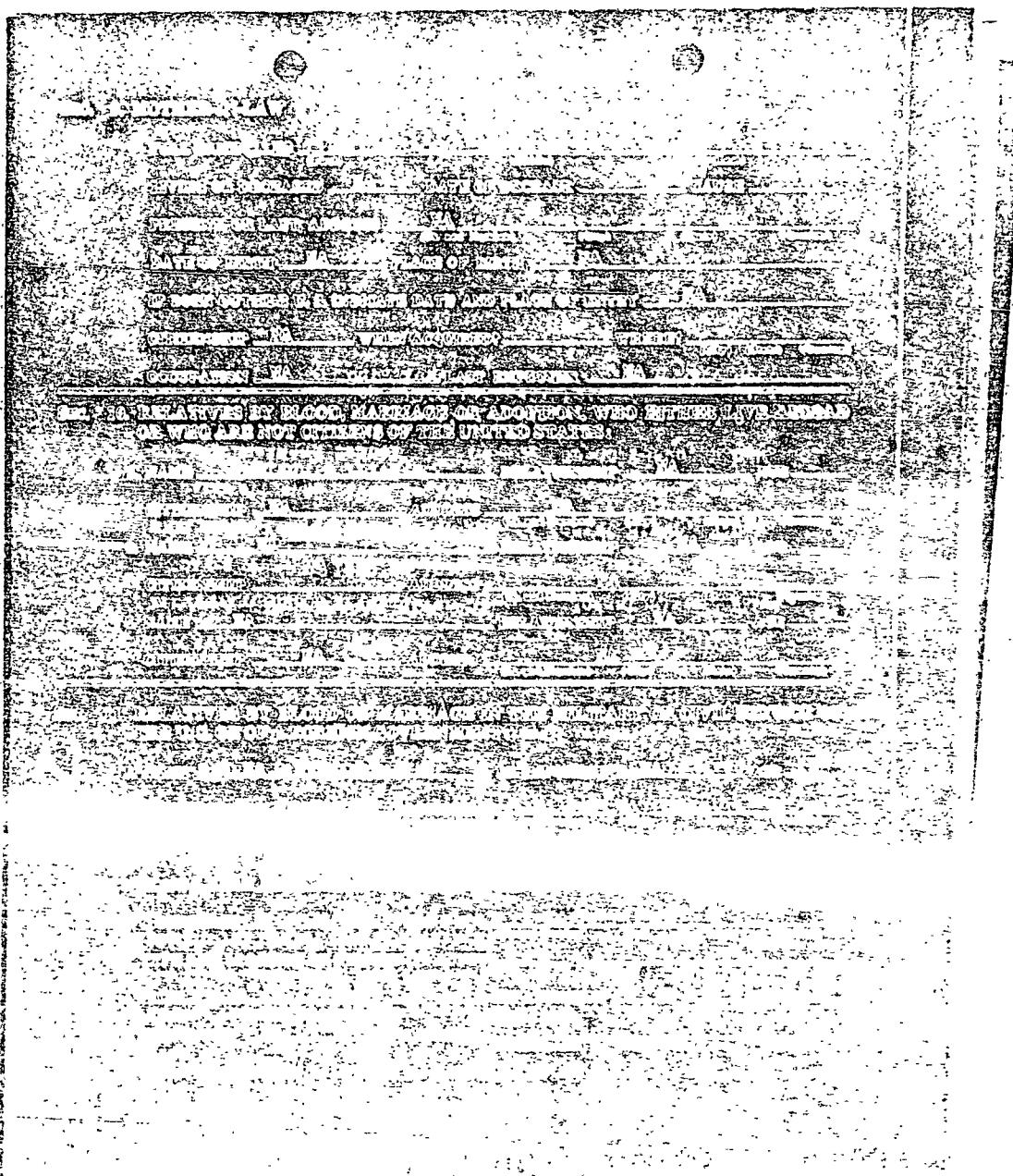
FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Give complete current address, including street and number)	BUSINESS OR OCCUPATION		
Robert Hadlich	Box 659, Grand Forks, N. Dak.	Teacher		
Calmer Hovland	521 Maple Ave, Grand Forks N.Dak.	Teacher		
Merland W. Berg	618 Cottonwood St., Grand Forks N. Dak.	Teacher		
INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN				
25 MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, ETC. <i>If your answer is "Yes," give details in Item 39</i>	X	35 ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY <i>If your answer is "Yes," give details in Item 39</i>	X	
26 ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE), WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? <i>If your answer is "Yes," show in Item 39 for EACH such relative (1) full name, (2) present address; (3) relationship; (4) Department or Agency by which employed, and (5) kind of appointment</i>	X	
27 ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY U.S.A. OR ANY COMMUNIST ORGANIZATION?	X	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE		
28 ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION?	X	A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a campaign badge or ribbon, or as a DISABLED VETERAN, indicate that you are a DISABLED VETERAN, or as the WIDOW OF A WAR-CAMPAGN VETERAN, etc. Veterans Preference Claim, CSC Form 14, together with proof specified therein.		
29 ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION, ASSOCIATION, MOVEMENT GROUP, OR COMBINATION OF PERSONS WHICH HAS ACCEPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DAIRY OTHER PERSONS FROM THE FREEDOM AND CONSTITUTION OF THE UNITED STATES OR OF SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?	X	B. If you are a WAR-TIME VETERAN not claiming disability preference, you should NOT submit your discharge with this application. Preference will be tentatively credited to you and if appealed, you will be required to submit to the appointing officer prior to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.		
<i>If your answer to question 27, 28, or 29 above is "Yes," state in Item 39 the names of all such organizations, associations, movements, groups, or combinations of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein.</i>		X	37 (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR? <i>If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken</i>	X
30 SINCE YOUR 18TH BIRTHDAY HAVE YOU EVER BEEN ARRESTED, INDICTED OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED OR PLACED ON PROBATION OR HAVE YOU EVER BEEN OBTAINED TO LEAVE BAIL OR CATERPILLER FOR THE VIOLATION OF ANY LAW, POLICE REG. LATENT OR ORDINANCE, INCLUDING MINOR TRAFFICKING FOR WHICH A FINE OR PENALTY OF \$50.00 OR LESS WAS IMPOSED? <i>If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken</i>	X	(1) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION? <i>If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken</i>	X	
31 HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORIE SERVICE, FROM ANY POSITION? <i>If your answer is "Yes," also in Item 39 the name and address of employer, date and reason in each case</i>	X	(2) WAS SERVICE PERFORMED ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWANCES? <i>If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken</i>	X	
32 HAVE YOU EVER BEEN BARRED BY THE U.S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? <i>If your answer is "Yes," give dates of and reasons for such disbarment in Item 39</i>	X	(3) DATE OF ENTRY OR ENTRIES INTO SERVICE DATE OF SEPARATION OR SEPARATIONS <i>If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken</i>	X	
33 HAVE YOU ANY PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD DISQUALIFY YOU IN ASSIGNING YOU TO THIS POSITION? <i>If your answer is "Yes," give complete details in Item 39 so that consideration can be given to your physical fitness for this job</i>	X	(4) GRADE OR RANK OF SERVICE (Army, Navy, Marine Corps, Coast Guard, etc.) <i>If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken</i>	X	
34 DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes," give complete details in Item 39</i>	X	(5) DATE OF SEPARATION OR SEPARATIONS <i>If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken</i>	X	
THIS SPACE FOR USE OF APPOINTING OFFICER ONLY The information contained in the answers to Question 37 above has been verified by comparison with the discharge certificate on _____ 10.....				
Signature _____ Title _____				
STATE THE APPOINTING OFFICER'S FULL NAME, ADDRESS, AND PHONE NUMBER IN BLOCK LETTERS				
If known to you request the person to sign his or her name on this paper, the card back of a page. Write on each sheet your name, address, date of birth, and exact birth date. Attach to this application.				
Before signing this application check this over to make sure that you have answered ALL questions correctly.				
I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.				
False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80)				
SIGNATURE OF APPLICANT <i>Jane L. Stands</i>				

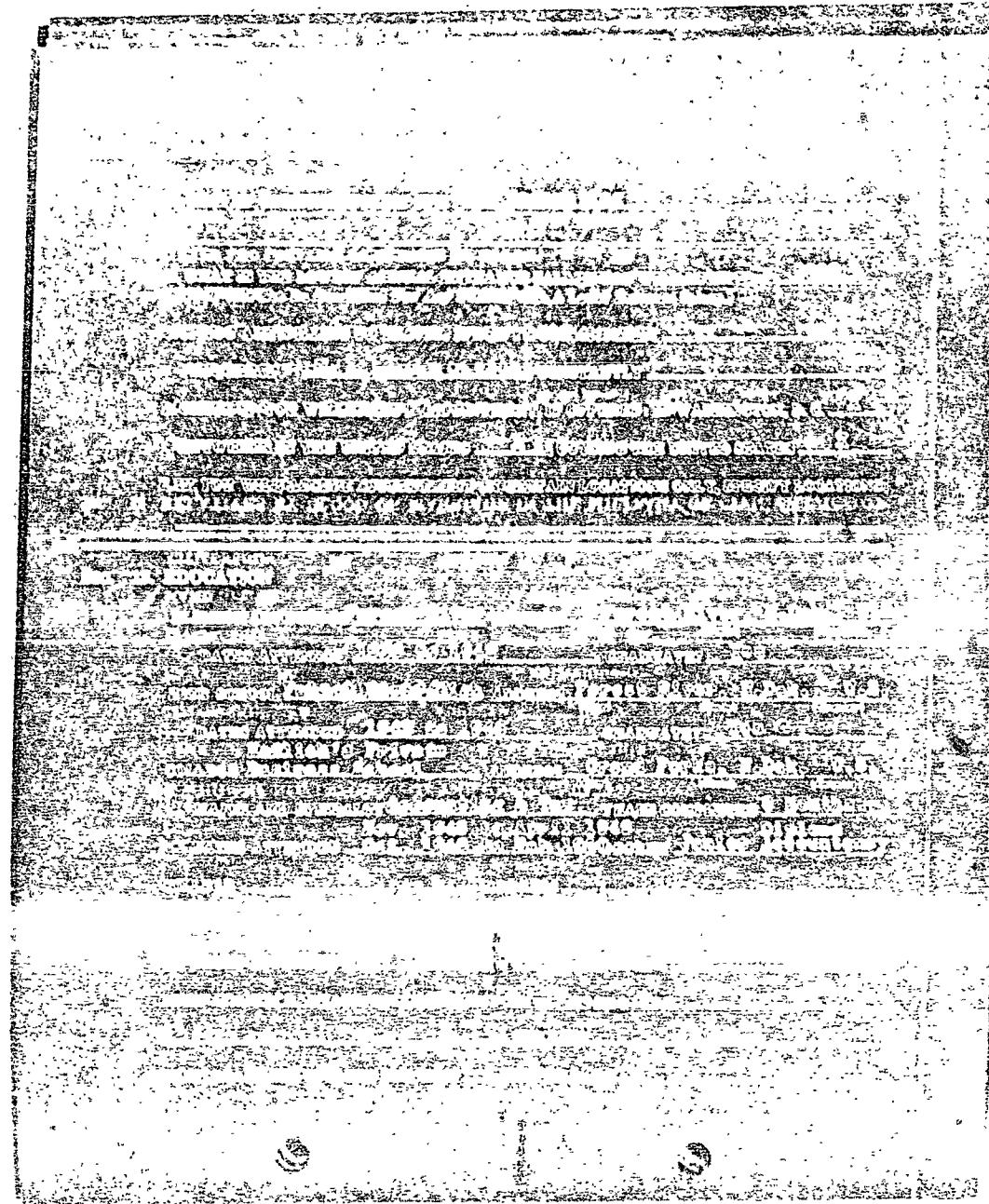


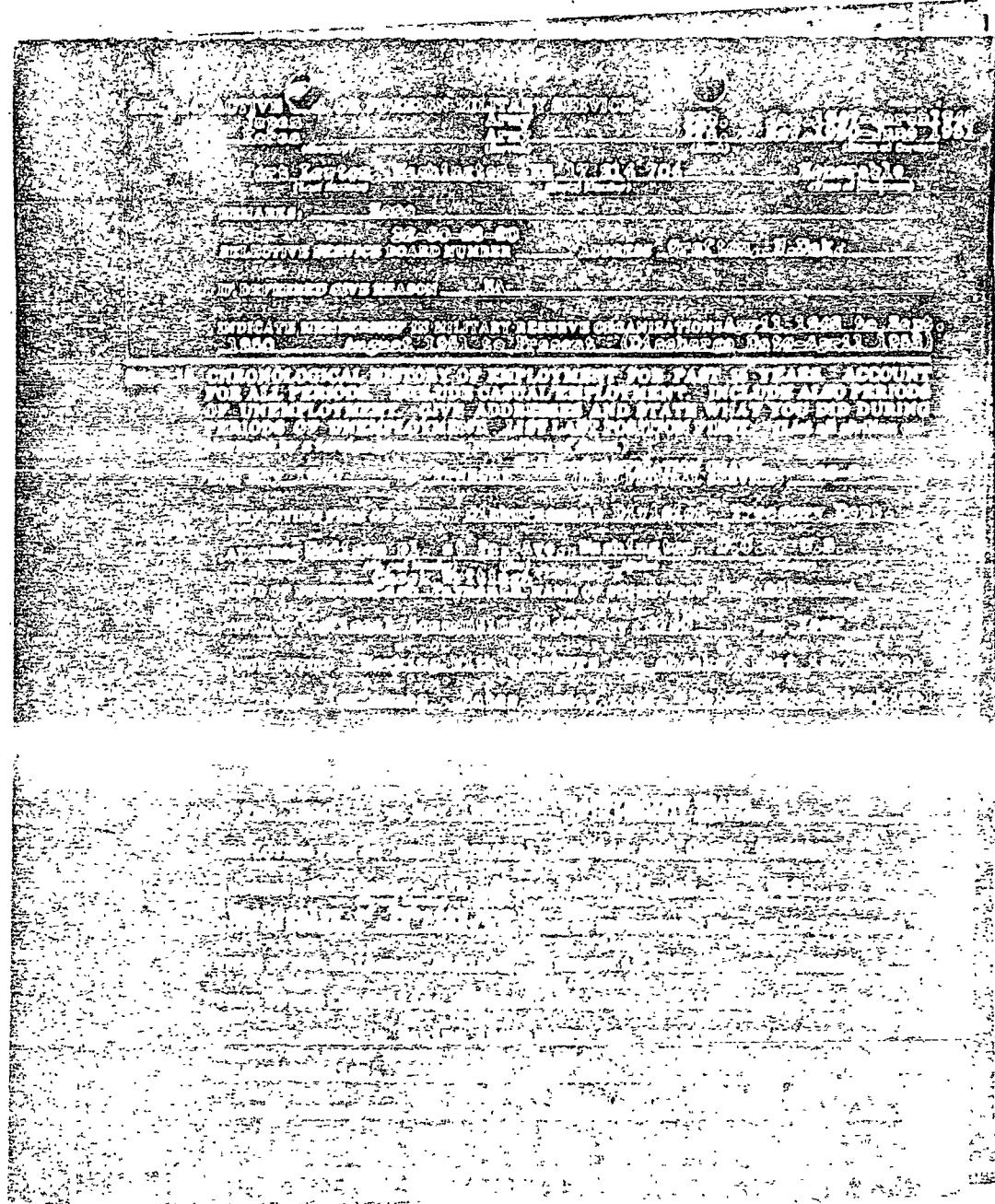


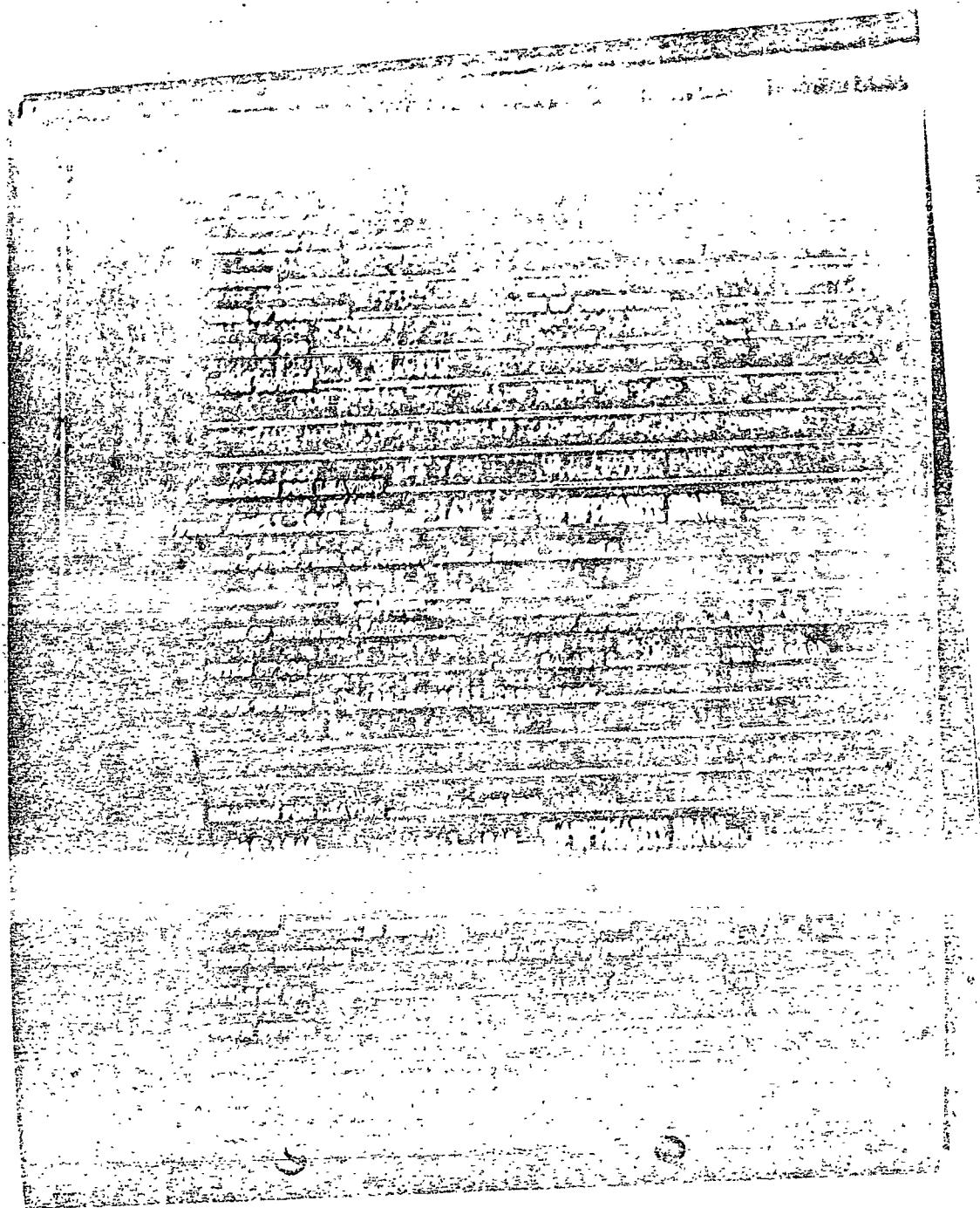


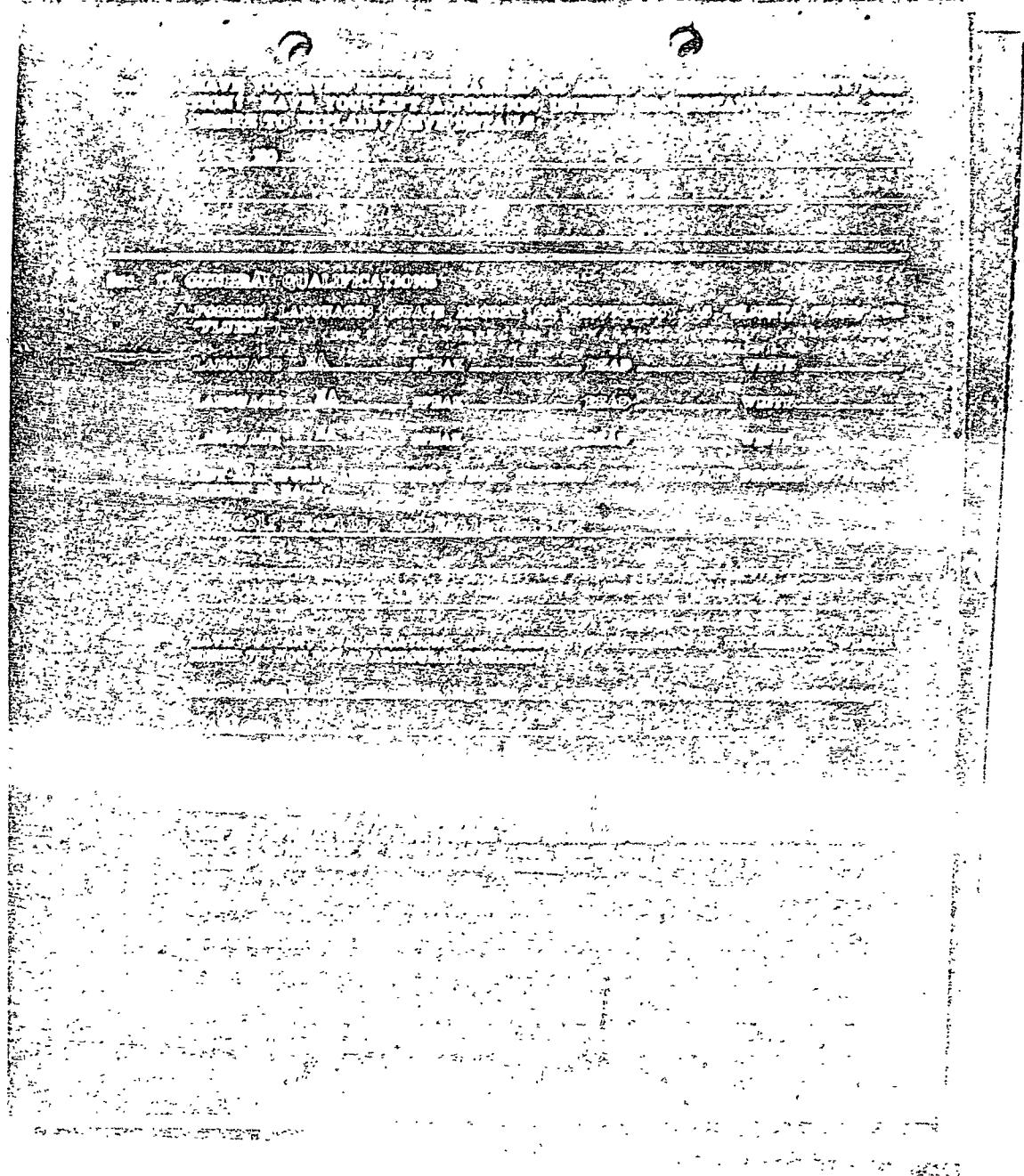


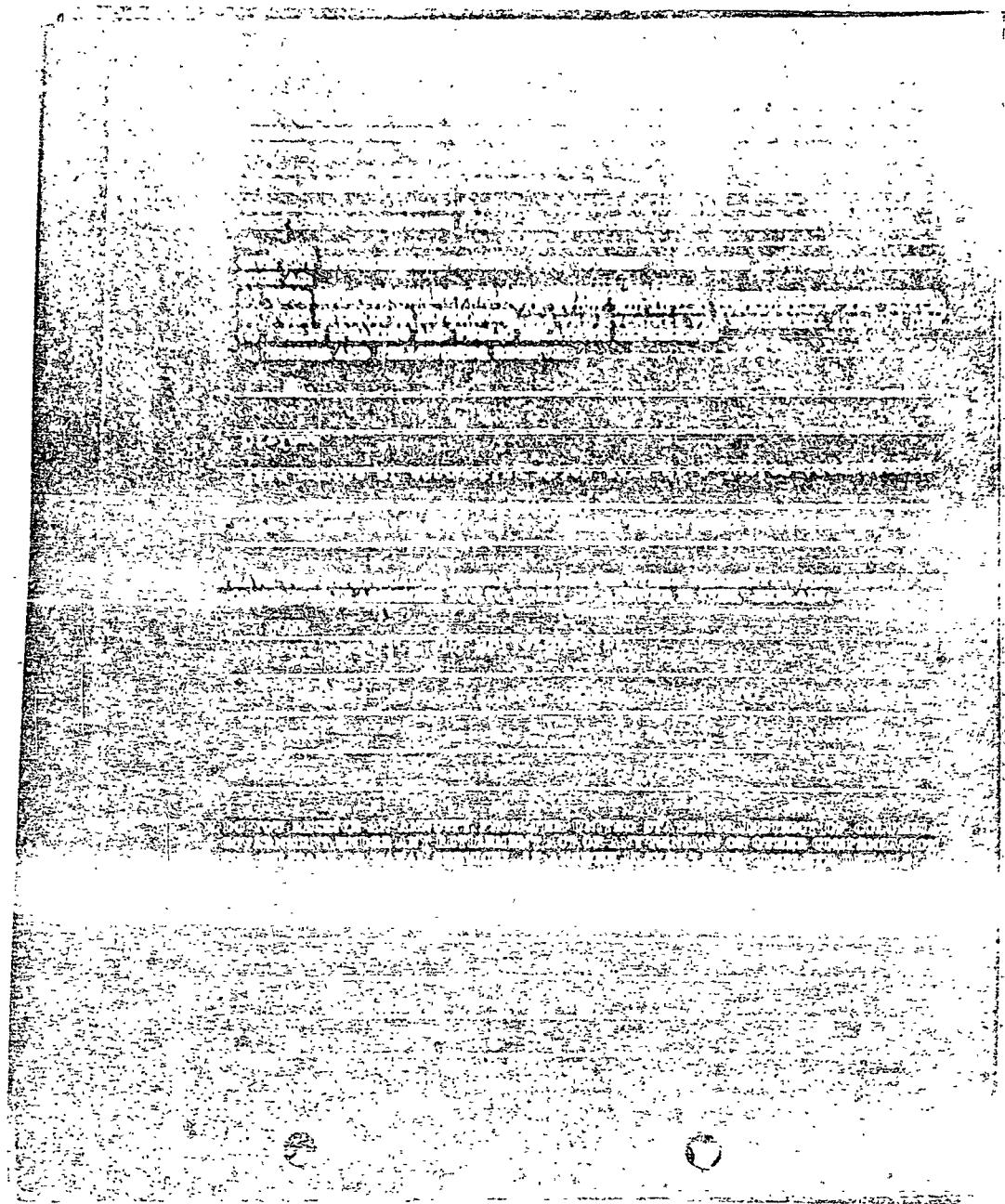


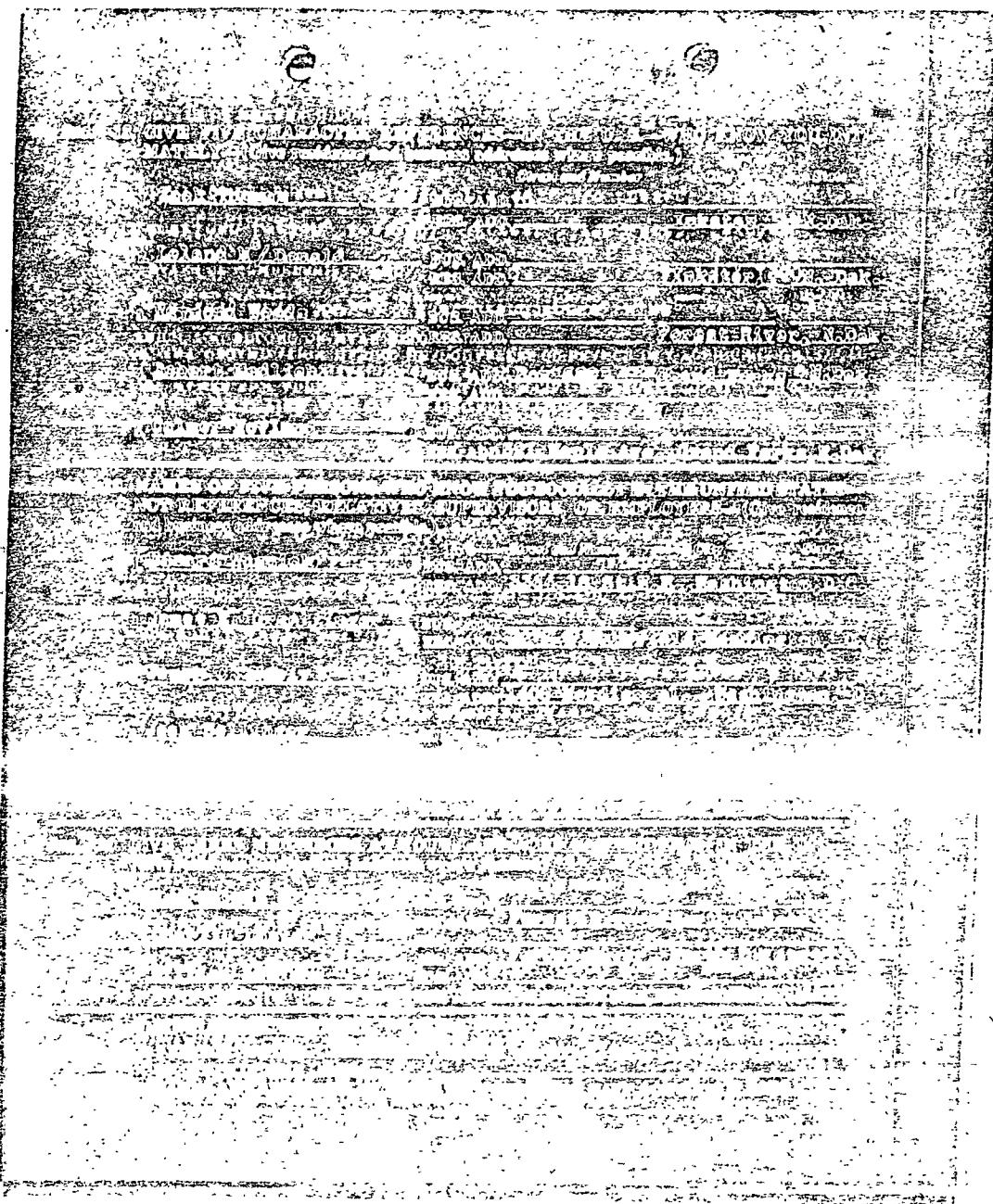


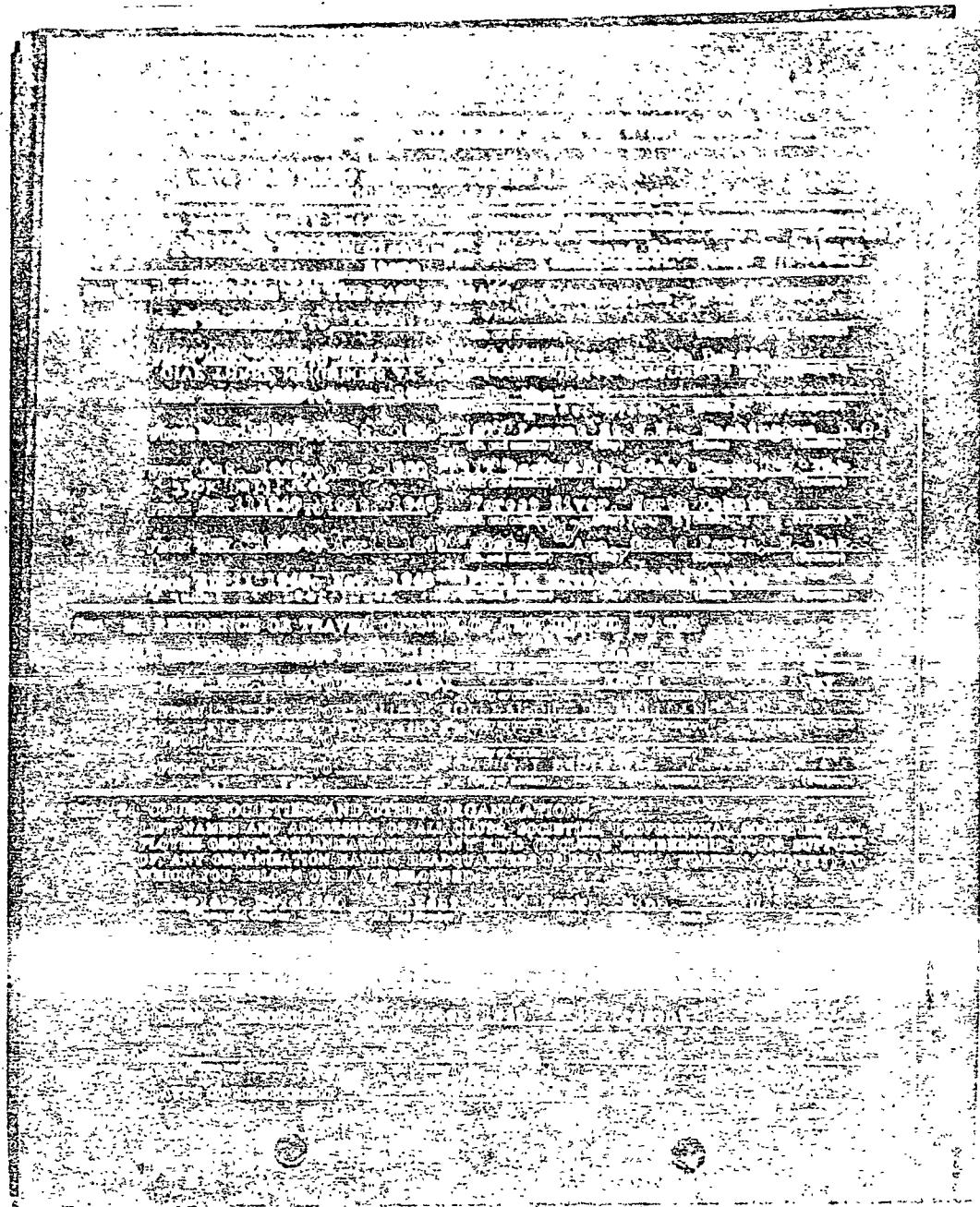


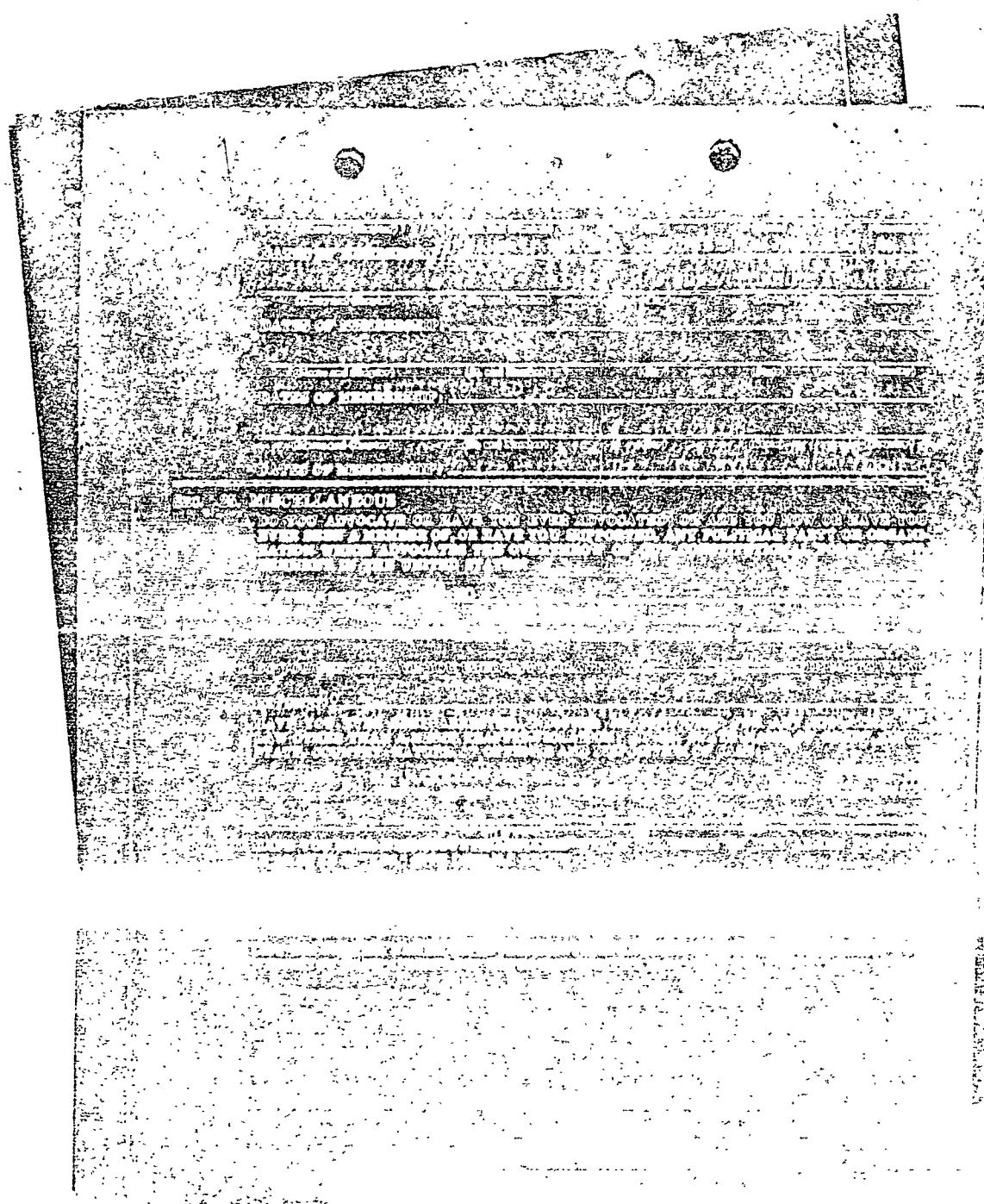


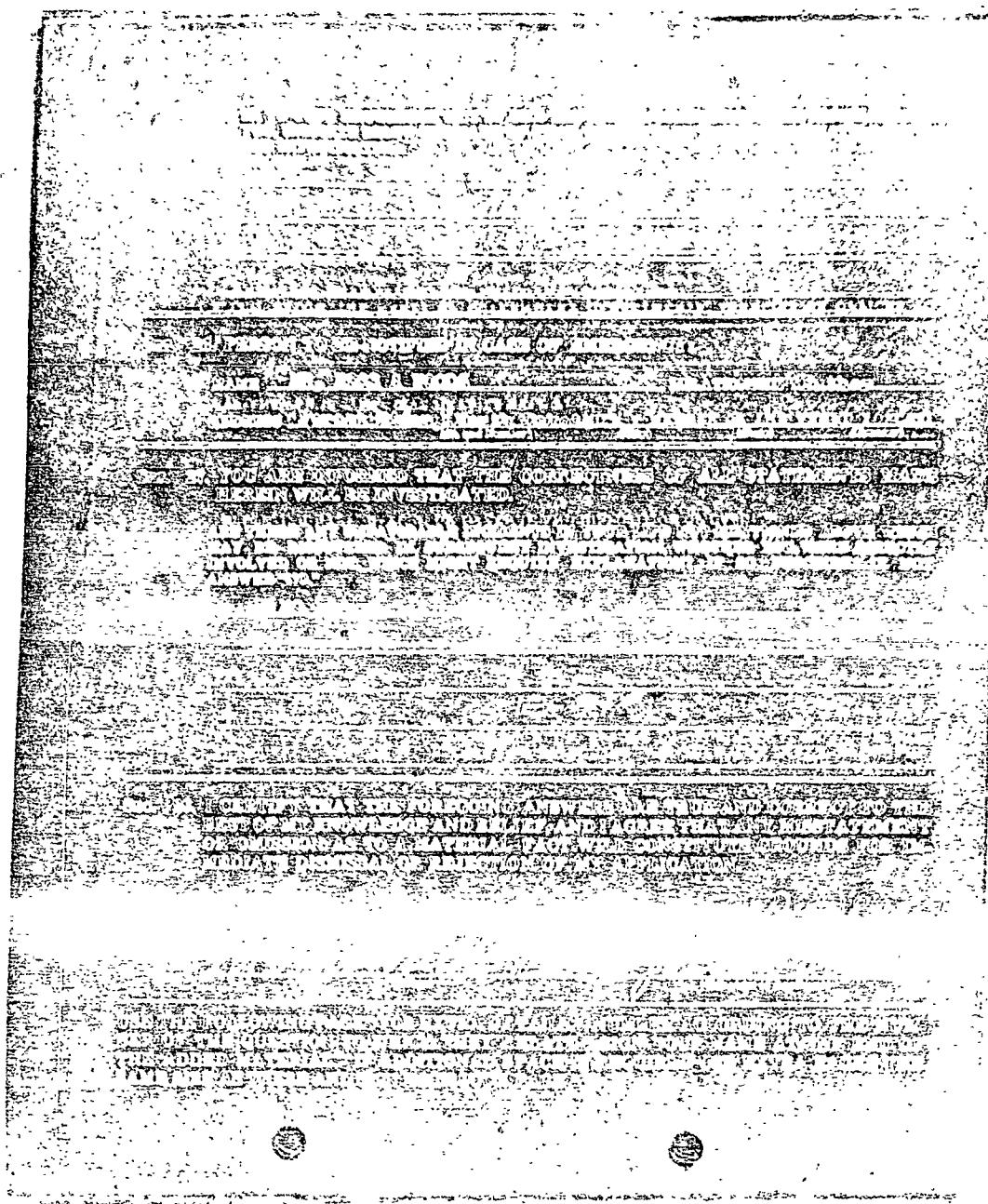


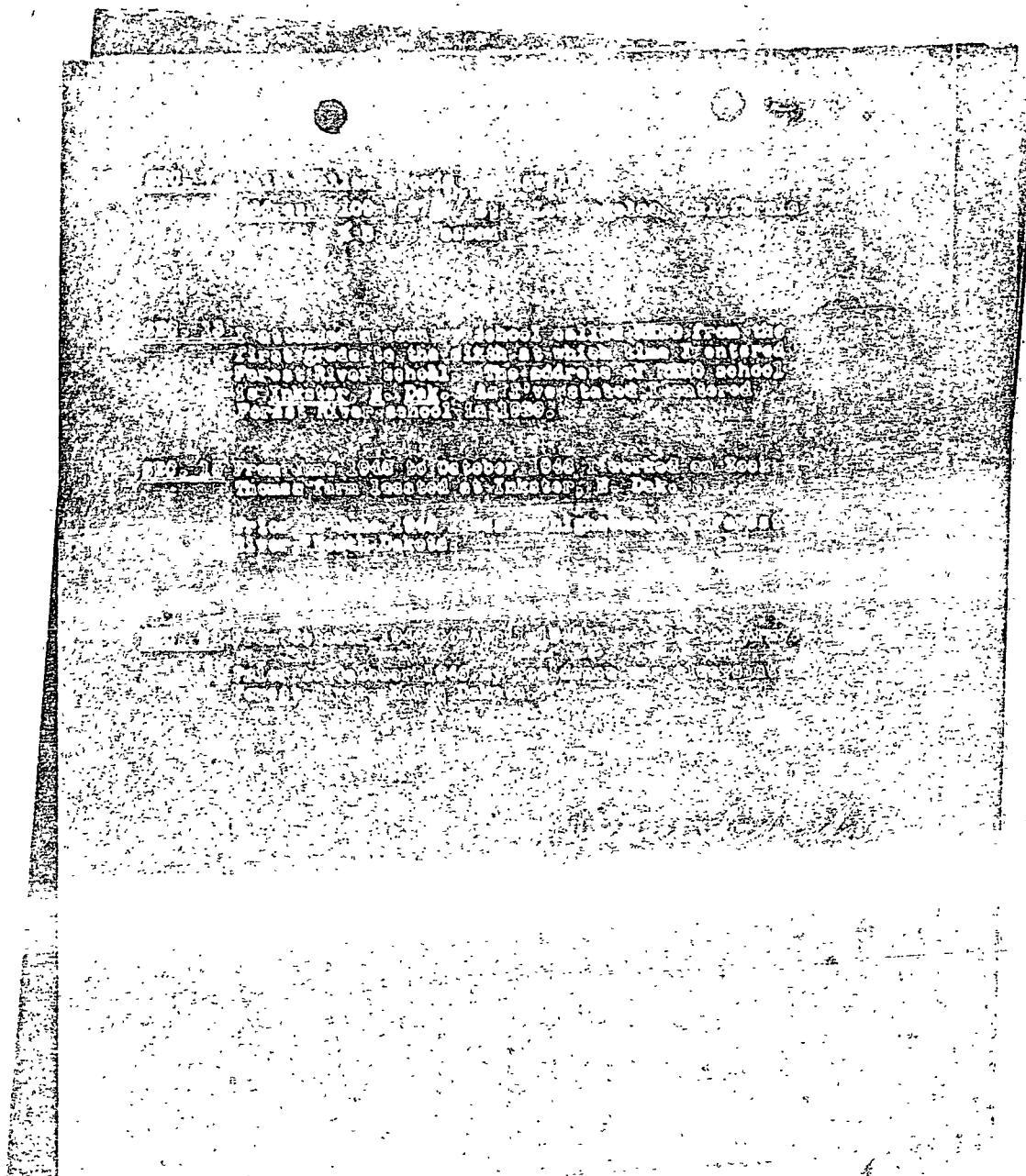












Aaker's School of Business

Grand Forks, North Dakota

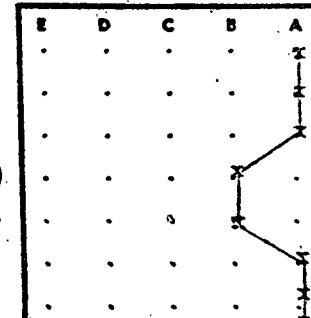
REPORT OF PROGRESS

NAME KOTTS, James S. ADDRESS Forest River, N. Dak. COURSE OF STUDY Accountancy DATE December 14, 1951

SCHOLASTIC ACHIEVEMENT

SUBJECTS COMPLETED:

- Elementary Accounting
- Advanced Accounting
- Income Tax
- Cost Accounting (Elem.)
- Typewriting
- Spelling
- Business Mathematics
- Business Law
- Penmanship
- Salesmanship
- Business English
- Office Machines

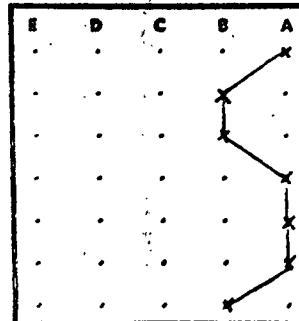


KEY

- A Superior
- B Above Average
- C Average
- D Fair
- E Slow

COMPLETED SUBJECTS

INITIATIVE



PERSONAL CHARACTERISTICS

KEY

INITIATIVE	E	D	C	B	A
QUALITY OF WORK	.	.	.	X	.
QUANTITY OF WORK	.	.	.	X	.
ENTHUSIASM	.	.	.	X	.
PUNCTUALITY	.	.	.	X	.
COOPERATION	.	.	.	X	.
ADAPTABILITY	.	.	.	X	.

INITIATIVE	E	D	C	B	A
QUALITY OF WORK	.	.	.	X	.
QUANTITY OF WORK	.	.	.	X	.
ENTHUSIASM	.	.	.	X	.
PUNCTUALITY	.	.	.	X	.
COOPERATION	.	.	.	X	.
ADAPTABILITY	.	.	.	X	.

INITIATIVE	E	D	C	B	A
QUALITY OF WORK	.	.	.	X	.
QUANTITY OF WORK	.	.	.	X	.
ENTHUSIASM	.	.	.	X	.
PUNCTUALITY	.	.	.	X	.
COOPERATION	.	.	.	X	.
ADAPTABILITY	.	.	.	X	.

Manager

Howard Poland

Please keep this report for future comparison

CONFIDENTIAL
SECURITY APPROVAL

Date: 26 March 1952

TO: Chief, Personnel Division
FROM: Chief, Security Division
SUBJECT: WOODS, James Savrie

Your Reference: H-3007A

Case Number: 61115

1. This is to advise you of security action in the subject case as indicated below:
 - Security approval is granted the subject person for access to classified information.
 - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 1C-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the EOD procedures.

C. V. Bradley

Clearance
b-1 b-2 b-3
c-1 c-2 c-3
d-1 d-2 d-3
e-1 e-2 e-3
f-1 f-2 f-3
g-1 g-2 g-3
h-1 h-2 h-3
i-1 i-2 i-3
j-1 j-2 j-3
k-1 k-2 k-3
l-1 l-2 l-3
m-1 m-2 m-3
n-1 n-2 n-3
o-1 o-2 o-3
p-1 p-2 p-3
q-1 q-2 q-3
r-1 r-2 r-3
s-1 s-2 s-3
t-1 t-2 t-3
u-1 u-2 u-3
v-1 v-2 v-3
w-1 w-2 w-3
x-1 x-2 x-3
y-1 y-2 y-3
z-1 z-2 z-3

CONFIDENTIAL

FORM NO. 98-101
JUL 1951

(5)

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sent to D. C. by
me

**CONFIDENTIAL
SECURITY INFORMATION
INTEROFFICE MEMORANDUM**

Date: 29 Feb. 1952

TO: Chief, Personnel Division
FROM: Chief, Security Division
SUBJECT: WOODS, James Sauvie . . . 61415 Request No. H-3007-A

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position: File Clerk, GS-2, OSO, RI, Proc. & Rec., Washington, D. C.

2. This is to advise you of the following security action:

a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

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On file S. V. R.

C. V. R.
C. V. R.

CONFIDENTIAL

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SECRET

INTEROFFICE MEMORANDUM

Date: 25 January 1952

TO: Chief, Personnel Division

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie #61415 Request No. N-3007

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:

2. This is to advise you of the following security action:

a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.

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APR 16 1952 BY C. V. Broadley

C. V. BROADLEY

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