

SECRET
(When Filled In)

FITNESS REPORT <i>vacation</i>				EMPLOYEE SERIAL NUMBER			
SECTION A GENERAL							
1. NAME <i>[REDACTED]</i> (Middle)		2. DATE OF BIRTH 30 January 1924		3. SEX M	4. GRADE GS-14		
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT SR, Tokyo, Japan			
8. CAREER STAFF STATUS			9. TYPE OF REPORT				
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE				
10. DATE REPORT DUE IN O.P. 31 May 1959		11. REPORTING PERIOD 10 Apr 58 - 31 Mar 59		12. SPECIAL (Specify)			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding							
SPECIFIC DUTY NO. 1 Supervises and directs operational branch of some 17 persons		RATING NO. 5		SPECIFIC DUTY NO. 4 Case officer RATING NO. 6			
SPECIFIC DUTY NO. 2 Conducts operational liaison with local intelligence and security services.		RATING NO. 6		SPECIFIC DUTY NO. 5 RATING NO.			
SPECIFIC DUTY NO. 3 Conducts liaison with U.S. military and civilian intelligence services		RATING NO. 6		SPECIFIC DUTY NO. 6 RATING NO.			
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5		
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree 2 - Limited degree 3 - Normal degree 4 - Above average degree 5 - Outstanding degree							
CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING				
			1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE
27 April 1959

SIGNATURE OF EMPLOYEE
signed on transmittal

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
22

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

27 April 1959

DC Tokyo Station

William Nelson
signed on transmittal

3. BY REVIEWING OFFICIAL

☒ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

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

COMMENTS OF REVIEWING OFFICIAL

27 April 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL
C/Tokyo Station

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

SECRET

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(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON JACQUES	20 Jan 1924	M	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
FE, TOKYO, JAPAN	Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14		1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	Promotion

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN CI OR D, A BARRING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
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
27 May 1958	William F. Nelson	

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

THIS REPORT HAS BEEN PREPARED UNDER CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH ARMY STANDARDS IN ORDER TO MAKE FITNESS RATING AS ACCURATE AND REWARDING AS POSSIBLE.

☐ CONTINUED ON ATTACHED SHEET

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
27 May 1958	John E. Baker	

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.

5/6

 INSERT
RATING
NUMBER

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

COMMENTS:

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Performance

(4)

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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 supervisors 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: <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> 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.				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
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
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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																									
DESCRIPTIVE RATING NUMBER 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																											
SPECIFIC DUTY NO. 1 As branch chief directs and plans operations of denied area branch.	RATING NUMBER 5/6	SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies	RATING NUMBER 6																								
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.	RATING NUMBER 6	SPECIFIC DUTY NO. 5	RATING NUMBER																								
SPECIFIC DUTY NO. 3 Develops and handles agents	RATING NUMBER 6	SPECIFIC DUTY NO. 6	RATING NUMBER																								
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.																											
<p>Subject is an exceedingly well-equipped operations officer. He is mature, intelligent, has a thorough background in operations in his area and the ability to grow in his job. His operational planning and execution is usually impeccable. He has the loyalty of his subordinates and the respect of his equals and supervisors. He is particularly effective in dealing in the liaison field where his good sense and disinterest in "fighting the problem" produces a maximum of cooperation and good will. If he has any minor fault as a supervisor, it is not in impatience with his subordinates, as reflected in previous evaluations, but in an occasional unwillingness to say no to them.</p>																											
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.																											
6 RATING NUMBER	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																										
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:																											

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(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 9 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SER	4. SERVICE DESIGNATION
RICHARDSON JACQUES	20 Jan 1924	H	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE		
FR, TOKYO, JAPAN	Area Ops Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-11		1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT - SUPERVISOR	X SPECIAL (Specify) Promotion
	ANNUAL	REASSIGNMENT - EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
27 May 1958	William E. Nelson	
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
27 May 1958	John E. Baker	

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATINGS NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATE IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (If)

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Potential

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(When Filled In)

8. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN IN YOUR SUPERVISION <div style="text-align: center; margin-top: 10px;">10 months</div>	9. YOUR SUPERVISION 				
4. COMMENTS CONCERNING POTENTIAL His potential for advancement is excellent. He has the right blend of occasional know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.					
SECTION II. FUTURE PLANS					
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL Subject deserves at sometime within the next year or two the opportunity to broaden his experience either by command of a small station or advancement to a more responsible job in a large one.					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS <div style="text-align: center; margin-top: 10px;">None</div>					
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
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. BARES BELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOCATED TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

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SECRET

(When Filled In)

SP FILE

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. 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 B. of Section "A" below.

SECTION A:

GENERAL

1. NAME (Last) RICHARDSON (First) Jacques (Middle)	2. DATE OF BIRTH 20 Jan. 1924	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT Tokyo Station		6. OFFICIAL POSITION TITLE Area Operations Officer	
7. GRADE GS-24	8. DATE REPORT DUE (in OP)	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1956 to 30 September 1957	
10. TYPE OF REPORT (Check one)	11. SPECIAL (Specify)		
<input checked="" type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT-SUPERVISOR		
<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☐ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT. **Completed at Headquarters; subject not available**

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" 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 OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	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 **16 Oct 1957** C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR **Edward Marek** D. SUPERVISOR'S OFFICIAL TITLE **Chief SOV Branch Japan Station**

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

☐ CONTINUED OR ATTACHED SHEET

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

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

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.

<div style="border: 1px solid black; padding: 5px; text-align: center; width: 30px; margin: 0 auto;">6</div> INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. CARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEARINESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

(When Filled In)

7. 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 supervisors 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: <div style="display: flex; justify-content: space-between;"> <div> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING </div> <div> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE </div> <div> CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA </div> </div> 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 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY			
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Deputy to Branch Chief	5	Supervising	4
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Conducts Foreign Liaison	6	Prepares correspondence and reports and handles administrative routine	5
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
Prepares and manages Projects	4	Develops and handles Agents	5
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. <p>Subject has excellent natural equipment for employment in this organization in terms of his intelligence and natural aptitudes. Additionally, he brings a great deal of area knowledge and language ability to his present assignment. During the period covered by this report he has displayed great industry and devotion to duty in a variety of circumstances and achieved notable results in production and in the creation of both short and long-term assets for his unit. On the debit side I would say that he is somewhat too businesslike in many personal situations to the point of being almost humourless. This, however, is a quality which he does not permit to intrude upon the necessities of his operational work although it often shows in office relationships.</p>			
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. 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION			
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:			

SECRET

SECRET

(When Filled In)

FI. ESS REPORT (Part II) POTE. NIAL

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 CI no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON Jacques	20 Jan. 1924	M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Tokyo Station REX-000		Area Operations Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14		1 October 1956 to 30 September 1957	
10. TYPE OF REPORT (Check one)	11. REASSIGNMENT-SUPERVISOR		
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> SPECIAL (Specify)		
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
25 OCT 57	Lloyd GEORGE	COB Tokyo
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
15 Oct 1957	Edward M. Marlies	Chief SOV Branch Japan

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

RATING NUMBER: 7

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

SECRET

(When Filled In)

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

SECTION A: GENERAL			
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX
RICHARDSON JACQUES		20 Jan. 1924	M
4. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		5. OFFICIAL POSITION TITLE	
Japan Station (REDWOOD)		Area Operations Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14		1 October 1955 to 30 September 1956	
10. TYPE OF REPORT (Check one)		SPECIAL (Specify)	
<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION	
1. FOR THE RATER: THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:	

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

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

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

☐ 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
21 November 1956	W. LLOYD GEORGE	Chief of Operations

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.

<div style="border: 1px solid black; padding: 5px; text-align: center; width: 30px; margin: 0 auto;">6</div> INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

(When Filled In)

RATING ON PERFORMANCE OF SPECIFIC DUTIES																									
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For Supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>		ORAL BRIEFING	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
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TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																							
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																							
<p>DESCRIPTIVE RATING NUMBER</p> <p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</p> <p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>																									
<p>SPECIFIC DUTY NO. 1</p> <p>Deputy to Branch Chief</p>	<p>RATING NUMBER</p> <p>5</p>																								
<p>SPECIFIC DUTY NO. 2</p> <p>Conducts Foreign Liaison</p>	<p>RATING NUMBER</p> <p>6</p>																								
<p>SPECIFIC DUTY NO. 3</p> <p>Prepares and manages projects</p>	<p>RATING NUMBER</p> <p>4</p>																								
<p>SPECIFIC DUTY NO. 4</p> <p>Supervising</p>	<p>RATING NUMBER</p> <p>4</p>																								
<p>SPECIFIC DUTY NO. 5</p> <p>Prepares correspondence and reports</p>	<p>RATING NUMBER</p> <p>6</p>																								
<p>SPECIFIC DUTY NO. 6</p> <p>Handles admin routine</p>	<p>RATING NUMBER</p> <p>4</p>																								
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>Subject has really superb natural equipment for work in this Organization in terms of mental capacity, psychological bent and affinity for the things and people he comes against. He tops this off with industry and language ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence.</p>																									
<p>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <p>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																									
<p>7</p> <p>RATING NUMBER</p>	<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p> <p>Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.</p>																								

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

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON JACQUES	20 Jan. 1924	M	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Japan Station (REDWOOD)		Area Operations Officer	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14		1 October 1955 to 30 September 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
<input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
15 November 1956	EDWARD MARELIUS	CHIEF, Soviet Branch
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
21 November 1956	W. LLOYD GEORGE	Chief of Operations

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

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

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
1	BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
2	BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
3	BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

Potential

SECRET

(When Filled In)

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

SECRET

SECRET
(When Filled In)

FIELD FITNESS REPORT

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

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

INSTRUCTIONS

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

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

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

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

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY

Jacques Richardson

1. DATE OF BIRTH
20 Jan. 1924

2. SEX
M

3. SERVICE DESIGNATION
DI

4. GRADE
GS-14

5. STATION DESIGNATION (Current)
USSR Base, Tokyo

6. DUE DATE OF THIS REPORT
30 September 1955

7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
17 February - 30 September 1955

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION

Chief, USSR Base, Tokyo

2. DATE ASSUMED RESPONSIBILITY FOR POSITION

19 February 1955

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

A. As Chief of Operating Base:

1. Manage and direct all operations against target area, and monitor products.
2. Supervise system of development and exploitation of operational leads.
3. Supervise proper administration and support of operations, including finances.
4. Conduct or supervise effective liaison with other CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.

B. As Senior SR Division Officer in Area:

1. Consult with or advise other CIA and non-CIA units on target area, government, and IS characteristics.
2. Make available to other CIA and non-CIA units area specialists, as required.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)

Carleton E. Swift

2. NAME OF REVIEWING OFFICIAL IN FIELD (True)

W. Lloyd George

3. THIS REPORT ☒ WAS ☐ WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.

7 Nov. 1955

5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES

Phyllis M. Landrum

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

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(When Filled In)

SECTION IV

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

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

STATEMENTS		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 SHOWING SUPPORT.						X	

SECRET

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SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ☐ NOLE STRENGTH OR WEAKNESS OUTWEIGNS ALL ☐ IN CONSIDERATIONS:

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

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

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

SECTION VI

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

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

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

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

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

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

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


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

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

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

SECRET

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT				
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>				
1. NAME (Last) Richardson	(First) Jacques	(Middle) W.	2. GRADE GS-23	3. POSITION TITLE Area Ops. Officer GS-PT
4. OFFICE DDP	STAFF OR DIVISION SR	BRANCH SR/5	<input type="checkbox"/> DETAIL <input type="checkbox"/> FIELD IF FIELD, SPECIFY STATION	
5. PERIOD COVERED BY REPORT From 18 July 1953 To 17 July 1954		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		
<i>Items 7 through 10 will be completed by the person evaluated</i>				
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.				
18 July 53 - 31 Jan 54 a. Manage and direct the activities of an overseas operating branch. b. Assist the division chief of operations in the planning of new and continued operations. c. Assist the division chief in personnel programming in support of branch and field station activities.				
1 Feb 54 - 17 Jul 54 a. Establish new domestic activities branch. b. Develop and manage operational program of this branch, insuring (1) continuity of treatment by qualified personnel, (2) processing of intelligence requirements, and (3) expeditious movement of finished intelligence. c. Multilateral liaison with other elements of CIA, the Government, and foreign IS.				
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.				
Name of Course	Location	Length of Course	Date Completed	
Counterespionage (CTR)	Washington	3 weeks	22 January 1954	
(In addition to the duties indicated in §7 above, I also give a 3-hour lecture at the CTR course (advanced phase) approximately every six weeks.)				
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am primarily interested in a foreign assignment where I could apply the various espionage and CR techniques it has been my responsibility to manage and plan for in recent years.				
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). My work at headquarters has become somewhat narrowing in that I am losing language abilities and opportunity for direct contact with foreigners.				
10.				
9 July 1954 DATE			 SIGNATURE	
<i>Items 11 through 12 will be completed by Supervisor</i>				
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.				
Richardson is a superior officer in the performance of his duties. He is efficient, precise, and energetic, and brings considerable imagination and foresight to the operational problems confronting him. His concept of staff organization and responsibility is of a high caliber. In handling personnel, he is perceptive and serious, and his judgment and motivation are of the highest quality.				

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<p>22. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?</p> <p>This officer has been outstanding as a staff officer. He is unusually talented in his balancing of jurisdictional equities. This ability reflects a broad competence, however, and should not be construed so as to limit his future duties.</p>
<p>23. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?</p> <p>This officer's devotion to his duties and professional convictions sometimes inclines him toward inflexible declarations of position. This fault, a minor one in officers of considerable potential, will be corrected by increased responsibility and experience.</p>
<p>24. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.</p> <p>This officer is prepared for promotion and for increased responsibilities in command or staff duties.</p>
<p>25. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)</p> <p>Richardson is presently well placed. See below.</p>
<p>26. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?</p> <p>Tradecraft training and a field assignment. Both are planned in the next six months.</p>
<p>27. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.</p>
<p>28. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="font-size: 1.2em; margin: 0;">29 July 54</p> <p style="text-align: center; font-size: 0.8em; margin: 0;">DATE</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em; margin: 0;"><i>R. de S. H.</i></p> <p style="text-align: center; font-size: 0.8em; margin: 0;">SIGNATURE OF SUPERVISOR</p> </div> </div>
<p>29. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="font-size: 1.2em; margin: 0;">21 July 54</p> <p style="text-align: center; font-size: 0.8em; margin: 0;">DATE</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em; margin: 0;"><i>J. Panett</i></p> <p style="text-align: center; font-size: 0.8em; margin: 0;">SIGNATURE OF REVIEWING OFFICIAL</p> </div> </div>
<p>30. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)</p>

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT												
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>												
1. NAME (Last)	(First)	2. GRADE	3. POSITION TITLE									
4. OFFICE	5. DIVISION	6. BRANCH	7. FIELD STATION									
8. PERIOD COVERED BY REPORT From To		9. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Reassignment of Supervisor										
<i>Items 7 through 10 will be completed by the person evaluated</i>												
<p>a. Supervise and manage a foreign geographic branch, this includes a total of 51 authorized personnel at HQ and in the field stations. b. Direct and coordinate all project development. c. Detect and explore potential operational leads. d. Coordinate intra-division activities with appropriate branches, inter-division activities with appropriate divisions, senior staffs, and elements outside D/P and CIA. e. Determine the suitability of new personnel, continued employment and rotation of incumbent personnel, and make available incumbent personnel on loan basis to other divisions etc. f. Apportion the operational and administrative workloads within the branch sections and desks, and their personnel. g. Adapt changing field situations and problems to the organization and operation of the branch, making the branch best serve the needs of the field stations. h. Review continuously all requirements imposed on the branch, and transmit them clearly to the field.</p>												
<p>8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Course</th> <th style="width: 30%;">Location</th> <th style="width: 20%;">Length of Course</th> <th style="width: 20%;">Date Completed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="padding: 5px;">None (I was overseas part of the time covered by this report).</td> </tr> </tbody> </table>					Name of Course	Location	Length of Course	Date Completed	None (I was overseas part of the time covered by this report).			
Name of Course	Location	Length of Course	Date Completed									
None (I was overseas part of the time covered by this report).												
<p>9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am principally interested in the building and successful operation of American intelligence abroad, both in theory and in practice.</p> <p>The only responsibility of a branch chief do not enable him to be a purely operational individual. If it were possible to carry loss of an administrative load, I would enjoy devoting all of my time to the refinement of the intelligence process and its techniques in my area of concern.</p>												
<p>10. DATE: 22 October 1953</p> <p style="text-align: right;">SIGNATURE</p>												
<i>Items 11 through 12 will be completed by Supervisor</i>												
<p>11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.</p> <p>During this period Mr. Richardson was promoted from Deputy Branch Chief to Branch Chief, in recognition of his extremely good performance. Not enough time has elapsed to be able to evaluate him fully on all aspects of his new position. However, his handling of the branch has been unusually good from a management point of view and there is every reason to believe that in the planning and direction of operational activities the same high standard will prevail.</p>												

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<p>12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?</p> <p>He is a good organizer and a good leader. He is methodical and thorough in his planning and supervision of substantive activities, while at the same time he maintains close and sympathetic relations with his subordinates. His knowledge of them and of their personalities and problems is outstanding.</p>	
<p>13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?</p> <p>He should continue to develop his knowledge of operations and operational procedures.</p>	
<p>14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.</p> <p>He is well equipped to advance through increasing levels of responsibility.</p>	
<p>15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)</p> <p>Well placed at present.</p>	
<p>16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?</p> <p>Reassignment to a field position in the not-too-distant future.</p>	
<p>17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.</p>	
<p>18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.</p>	
<p>26 October 1953</p> <p align="center">DATE</p>	<p><i>J. J. J. J.</i></p> <p align="center">SIGNATURE OF SUPERVISOR</p>
<p>19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)</p> <p>26 October 1953</p> <p align="center">DATE</p>	<p><i>James B. J. J.</i></p> <p align="center">SIGNATURE OF REVIEWING OFFICIAL</p>
<p>20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)</p>	

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT													
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>													
1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE									
RICHARDSON,	Jacques	O.	GS-12	I.O. (Dep. Chief)									
4. OFFICE	5. STAFF OR DIVISION	6. BRANCH	<input checked="" type="checkbox"/> 7. DEPT. FIELD	8. IF FIELD, SPECIFY STATION									
DDP	SR	SR-5 Far East	<input type="checkbox"/> FIELD										
9. PERIOD COVERED BY REPORT		10. TYPE OF REPORT											
From 2-18-52 To 2-18-53		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor											
<i>Items 7 through 10 will be completed by the person evaluated</i>													
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. Assist the Branch Chief in management of the Branch and its overseas stations (3); at present, I act as Branch Chief about 25%-30% of the year. Supervise the planning and preparation for approval of all basic plans, programs, and projects. This involves thorough discussion with each of seven (7) desk chiefs of the purposes and procedures for accomplishing any single mission under any given project, including target analysis (whether FI or PP), preparation of intelligence annexes, logistic and fiscal requirements, specific personnel needs, etc. Am responsible for working directly with the Division's Intelligence Branch for control of requirements, ops intelligence, and reports. Am responsible for maintaining liaison with appropriate staffs and other Divisions who must coordinate any action or document. Assist or direct, as required, specific mission planning at overseas stations on TDY. Supervise preparation of all periodic reports; interview candidate empl's.													
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;">Name of Course</th> <th style="width: 20%;">Location</th> <th style="width: 20%;">Length of Course</th> <th style="width: 20%;">Date Completed</th> </tr> </thead> <tbody> <tr> <td>International Politics, Graduate School 102</td> <td>Georgetown University, Washington.</td> <td>4 months; 3 hours' credit</td> <td>5 June 1952</td> </tr> </tbody> </table>						Name of Course	Location	Length of Course	Date Completed	International Politics, Graduate School 102	Georgetown University, Washington.	4 months; 3 hours' credit	5 June 1952
Name of Course	Location	Length of Course	Date Completed										
International Politics, Graduate School 102	Georgetown University, Washington.	4 months; 3 hours' credit	5 June 1952										
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am primarily interested in the conception, planning, and operational management of FI and PP activities, and ops policy and control. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). This differs from my present assignment essentially in that a Branch Chief or his Deputy becomes so involved in administrative detail that he cannot always give his undivided attention to project management and agent handling problems. Otherwise, I feel that my background and experience qualify me for the functions I aspire to perform.													
10.		7 February 1953 DATE SIGNATURE 											
<i>Items 11 through 18 will be completed by Supervisor</i>													
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. As Deputy Branch Chief, Mr. Richardson has performed his duties, taken as a whole, in a superior manner. His timely and efficient preparation of intelligence annexes, logistic and fiscal requirements and reports has been particularly outstanding. During three to four months of the past year, Mr. Richardson has acted as Branch Chief. The review of Branch operations under Mr. Richardson's direction, during the writer's absence, indicated his complete competence in supervising Branch activities. His supervision of the planning and preparation for approval of basic plans and projects of the seven (7) desk chiefs has been superior. Mr. Richardson also participated in the planning and dispatch of a difficult operational mission, acting in the capacity of Senior Case Officer. On this mission his liaison with representatives of one of the Military Services was conducted in a manner which enhanced cooperation between that Service and this Agency.													

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SECURITY INFORMATION

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

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14-00000

SECRET
(When Filled In)

CS-15
WE
me

20 April 1966

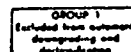
MEMORANDUM FOR: Thomas B. CASASIN (SA)
THROUGH : Chief of Station, Paris
SUBJECT : Notification of Designation as a Participant in the Organization Retirement and Disability System
REFERENCE : Book Dispatch 5096, dated 12 August 1965

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

Richard B. Egan

RICHARD B. EGAN

SECRET



SECRET
(When Filled In)

28 February 1966

MEMORANDUM FOR: Thomas B. CASABIAN (SA)

THROUGH : Chief of Station, Paris

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

REFERENCE : Book Dispatch 5096 dated 12 August 1965

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

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

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

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

Richard B. Egan

RICHARD B. EGAN

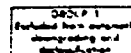
Exercise of option of participant with fifteen years of service:

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

Signature

Date

SECRET



SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) 05002		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. 8707	
3. NAME (7-24) LAST Richardson, Jacques G.		FIRST J.	MIDDLE H.	4. OFFICE OR DIVISION 54	5. LANGUAGE French	6. LANG. CODE (23-27) 2502	
7. DATE OF TEST (40-51) Feb. 14, 1967		8. ANNIVERSARY DATE Feb. 14, 1967		9. GRADE 1A	10. DATE OF BIRTH Jan. 20, 1902		
11. REASON FOR TAKING TEST APPLY FOR AWARD		12. TEST SCORES					
ESTABLISH SKILL LEVEL		READING (34) H	WRITING (35) I	PRONUNCIATION (36) H	SPEAKING (37) H	UNDERSTANDING (38) H	
13. ELIGIBILITY (39) A		14. TYPE OF AWARD					
M		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
NA		MAINTENANCE (M)	INTERMEDIATE (I) HIGH (H)	COMPREHENSIVE (C)			
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00 (40-45)			
REMARKS				SIGNATURE		DATE	
				17. I CERTIFY THAT FUNDS ARE AVAILABLE			
				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.	
				SIGNATURE			

FORM 1273
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EDITIONS**SECRET**

(10-45)

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SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) 00102		LANGUAGE PROFICIENCY AND AWARDS DATA			2. LD NO. 0787
3. NAME (7-24) LAST Richardson, Jacques G.		FIRST JACQUES	MIDDLE G.	4. OFFICE OR DIVISION NA	5. LANGUAGE Japanese
6. LANG. CODE (25-27) 370		7. DATE OF TEST 46-51 Nov. 5, 1962		8. ANNIVERSARY DATE Apr. 6, 1963	9. GRADE 3A
10. DATE OF BIRTH Jan. 20, 1924		11. REASON FOR TAKING TEST			
12. TEST SCORES		13. ELIGIBILITY (79)			
14. TYPE OF AWARD		15. INELIGIBLE (REASON)			
16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD (V) \$ (40-43)		17. I CERTIFY THAT FUNDS ARE AVAILABLE			
18. OBLIGATION REF. NO.		19. CHARGE ALLOTMENT NO.			
20. SIGNATURE		21. SIGNATURE			
22. REMARKS		23. REMARKS			

FORM 1273
5-60

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EDITIONS

SECRET

(10-43)

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

TRAINING REPORT

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

1 students

Student : Harriette D. Richardson (Dependent)
EOD Date: (wife of Jacques Richardson - SR) CP3881

Year of Birth: 1928

Office :

COURSE OBJECTIVES - CONTENT AND METHODS - Instructor: W. Ray Rackley

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

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

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

ACHIEVEMENT RECORD

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

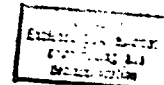
<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>	<u>Incomplete</u>
	3	1*	

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

FOR THE DIRECTOR OF TRAINING: /s/ W. RAY RACKLEY
Chief Instructor

26 July 1962
Date

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



SECRET

(When Filled In)

REPORT OF TRAINING AT NON-CIA FACILITY (Forward original and 2)		DATE
TO : Director of Training	FROM: J. G. Richardson	
ATTN: Registrar	CSR 6 (DU/P)	
THRU: Training Officer, SR Division	5218	
		I-5098
1. INSTITUTION ATTENDED Rensselaer Polytechnic Institute		2. DATES OF TRAINING 10-16 June 1962
3. DESCRIPTION OF PROGRAM (Include list of courses and a copy of grades received) Technical Writers' Institute; certificate awarded Purpose: to provide a forum where technical writers from industry and government can meet to discuss and practice writing techniques under the supervision of experienced teachers. Many of the instructors have worked closely with industry as consultants on special writing problems and training courses for technical writing. All of them have published in the field of technical writing.		
4. YOUR OPINION OF THE PROGRAM (Explain strengths and weaknesses) This was an excellent combination of classroom presentations and writing laboratories. Almost all guest speakers had a useful message to deliver. The writing encouraged is of the tight-language, pure English variety, in the three categories of informative, directive, and persuasive writing. The schedule was full, although I believe it could have been fuller. The five 2-hour workshops should be expanded to three-hour sessions. The contact with representatives of industry was especially useful for cross-fertilization purposes.		
5. EXPLAIN TRAINING OBJECTIVES AND WHETHER THEY WERE MET Four our purposes, the training objectives were (a) to see that our writing techniques in the reporting field compare favorably with those in industry, (b) to meet and become known by persons throughout the nation in the technical writing field, and (c) to learn new techniques in the field of communicating technical, scientific and engineering concepts, processes, and general information. All three objectives were met. I recommend that officers from SR/Reports and SR/Requirements-Targets, as well as analysts from SR 6, be permitted the opportunity to attend this same institute in future years. It is well worth the effort.		
6. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE. 18 JUN 1962 J. G. Richardson JACQUES O. RICHARDSON		
NOTE: The original will be forwarded to the Office of Personnel for inclusion in your official file. 2 copies will be for CTR use.		

SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) 500100		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. 00003
3. NAME (7-24) LAST Richardson, Jacques G.		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE French	6. LANG. CODE (25-27) 100
7. DATE OF TEST 40-51 Dec. 17, 1960		8. ANNIVERSARY DATE Aug. 6, 1961		9. GRADE TL	10. DATE OF BIRTH Jan. 20, 1924	
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34) I	WRITING (35) I	PRONUNCIATION (36) I	SPEAKING (37) I	UNDERSTANDING (38) I
ESTABLISH SKILL LEVEL						
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)			
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-43)		
				SIGNATURE		DATE
17. I CERTIFY THAT FUNDS ARE AVAILABLE						
REMARKS *3 yrs. Main. (2 yrs. 4 old scale, 1 yr. 6 new scale)				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

FORM 1273
5-60

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SECRET

(10-45)

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SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6) 500100		LANGUAGE PROFICIENCY AND AWARDS DATA				2. ID NO. 00003
3. NAME (7-24) LAST Richardson, Jacques G.		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE French	6. LANG. CODE (25-27) 100
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11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34) I	WRITING (35) I	PRONUNCIATION (36) I	SPEAKING (37) I	UNDERSTANDING (38) I
ESTABLISH SKILL LEVEL						
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)			
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-43)		
				SIGNATURE		DATE
17. I CERTIFY THAT FUNDS ARE AVAILABLE						
REMARKS *3 yrs. Main. (2 yrs. 4 old scale, 1 yr. 6 new scale)				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

FORM 1273
5-60

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(10-45)

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CONFIDENTIAL
(When filled in)

TRAINING REPORT

MANAGEMENT COURSE NO. 64

40 hours, part-time

18 students

Student: Jacques Richardson

Year of birth: 1924

EOD Date: September 1956

Grade: 1A

Office: SR

COURSE OBJECTIVES - CONTENT AND METHODS

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

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

Raymond Lutzky
Chief Instructor

20 February 1961
Date

CONFIDENTIAL
(When filled in)

SECRET

TRAINING REPORT

Clandestine Services Review No. 31

60 hours, full-time

28 November - 9 December 1960

43 students

Student: Jacques G. Richardson

Year of birth: 1924

EOB Date: November 1949

Grade: GS-14

Office: DDP/SR/6

COURSE OBJECTIVES - CONTENT AND METHOD

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

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:

Major S. Slutz
Chief Instructor

21 December 1960

Date

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TSS EVALUATION

NAME RICHARDSON, James O. Div. SR/5SUBJECT Flags & Seals - Basic FamiliarizationDATES TRAINED FROM 2 TO 3 December 1954

EVALUATION:

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

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

SS Lane

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

Distributions:

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TSS EVALUATION

NAME Jack Richardson Div. SR

SUBJECT Audio

DATES TRAINED FROM 22 Nov. 1954 TO 2 Dec. 1954

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


CARL S. MOOREFIELD

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Distribution:

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TRAINING EVALUATION

Counterespionage Course No. 20RICHARDSON, Jacques G.Male
Sex4-22 January 1954
Dates of Course20 Jan. 1924

Date of Birth

10 June 1949

EOD

GS-13

Grade or Rank

DD/P/SR-5

Office

Chief of geographic branch.Projected Assignment or Present Position

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

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

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

~~SECRET~~

CSR/AD
T.A. Parrott
O. de Selva
J. Smith
April 15, 1954

SECRET

RICHARDSON, Jacques G.

1. Mr. Richardson ranked first in a strong group. He applied himself effectively throughout the course. His seminar contributions aided materially. He drew freely on a sound operational background and was by all odds the top student.
2. Student Presentation: Mr. Richardson presented a case with which he was familiar from his own experience. It was a first-rate performance. The material was very well organized and crisply presented. So effective in fact, that Mr. Richardson will be called upon to give the same discussion in subsequent CE courses.
3. In my opinion Mr. Richardson is fully qualified to act as senior CE officer.

ML 1. 274
Chief Instructor, CE Course

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TRAINING EVALUATION

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

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

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

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

		Possible score	Achieved score
FACTS	(1) Comprehension of mission of OSO	(40)	30
	(2) Comprehension of mission of OPC	(40)	30
	(3) Comprehension of operational procedures	(25)	16
	(4) Comprehension of operational policy	(25)	16
	(5) USSR and Communism (clandestine aspects)	(20)	15
SKILLS	(6) Evaluation of operational data	(30)	24
	(7) Operational planning	(30)	24
	(8) Operational mechanics	(30)	23
	(9) Personality analysis	(30)	21
	(10) Personality manipulation	(30)	16
TOTAL		(300)	215

Overall adjectival rating **Satisfactory (76%)**

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

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

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

William H. Brown
 CHIEF INSTRUCTOR

APPROVED: _____
 CHIEF, STD

REVIEWED: _____
 CHIEF, TAD

Dist: COS
 COP
 CAU
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SECRET

TRAINING EVALUATION

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

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

STUDENT'S NAME

Richardson

DATE OF REPORT

10 April 1950

TRAINING COURSE

Operations

DIVISION

OPC/FED

GRADE

7

TRAINING PERIOD

20 February - 17 March 1950

PROJECTED ASSIGNMENT

Asst Pol. Warfare Officer

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scales: 0 to 198 Unsatisfactory; 20 to 248 Satisfactory; 250 to 298 Excellent; 300 to 300 Superior.

	Possible Score	Achieved Score
(1) Comprehension of basic principles of clandestine operations	1401	28
(2) Use of tradecraft (ability to apply principles of clandestine operations)	1501	32
(3) Ability to evaluate operational data	1201	15
(4) Ability to use operational data	1201	14
(5) Planning	1301	19
(6) Personality analysis	1201	17
(7) Personality manipulation	1501	42
(8) Adaptability to operational emergencies	1301	21
(9) Attention to detail	1201	14
(10) Organization and presentation of written operational material	1201	16
TOTAL	13001	218
Overall adjectival rating	Satisfactory (73%)	

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

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

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

CHIEF INSTRUCTOR

APPROVED.

Chief, STS

REVIEWED.

Chief, TRO

SECRET

TRAINING EVALUATION

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

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

STUDENT'S NAME RICHARDSONDATE OF REPORT 10 February 1950TRAINING COURSE Staff Orientation VDIVISION OPC/FBD GRADE GS-7TRAINING PERIOD 9 January - 9 February 1950PROJECTED ASSIGNMENT Assistant Political Warfare Officer

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

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

Overall adjectival rating..... Satisfactory

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

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

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

R.B. Hopper
CHIEF INSTRUCTOR

APPROVED.

CHIEF, STB

REVIEWED.

CHIEF, TAD

SECRET

14-00000

SECRET

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

Mr. Thomas B. Casasin

Dear Mr. Casasin:

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

(B) One-Time Payment. You are hereby authorized a one-time, non-taxable Agency payment of \$235 in lieu of your entitlement to reimbursement for the round-trip educational travel of your daughter from Paris to Norton, Massachusetts, and return to Paris. Payment of this amount will be by deposit to your bank account. This payment and the fixed allowances as set out in subparagraph (A) above are in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations.

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

UNITED STATES GOVERNMENT

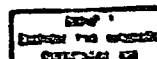
BY _____

Contracting Officer

APPROVED:

Allowance Committee

SECRET



SECRET

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

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The Agency Allowance Committee is authorized to modify the entitlements of a Staff Agent for cover, operational or security reasons. Based upon that authority, on 7 June 1966, the Committee made the following determinations which will apply to your Agency overseas assignment in Paris, France under non-official cover. These determinations supersede and modify any provisions of your present Staff Agent Supplement which conflict therewith:

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

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

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

UNITED STATES GOVERNMENT

BY _____

APPROVED:

Allowance Committee

ACKNOWLEDGED:

Thomas B. Casasin

Supplement to Staff Agent Personnel Action

For Thomas B. Casasin Effective 5 AUG 1955

Mr. Thomas B. Casasin

Dear Mr. Casasin:

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

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

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

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

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

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

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

SECRET

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

2. Nonofficial Cover Premium Pay. You are hereby authorized Nonofficial Cover Premium Pay in conformance with applicable organizational issuances. For your information, currently this premium pay is ten percent of your base salary, represents additional taxable compensation to you and is applicable for that period of time you are assigned under nonofficial cover.

3. Equalization Allowance. You are hereby authorized an equalization allowance in accordance with applicable organization issuances.

4. Travel Expenses. You will be entitled to travel, transportation and storage in conformance with the regulations of this organization. HR 20-2c provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations or HR 22, whichever allows the greater amount.

5. Travel Penalties: You herein agree that your assignment abroad will be for a minimum of _____ from the date of your arrival at your permanent post of duty, unless such assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result in regulatory travel penalties. HR 22-6 provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, return travel at Government expense shall not be allowed.

AGREED: _____

6. Secrecy. You will be required to keep forever secret this Supplement and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY _____

Personnel Officer

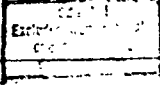
SECRET

CONTRACT INFORMATION AND CHECK LIST		CASE OFFICER Ruth E. Paul	DIVISION III
INSTRUCTIONS: Use R 20-1000 and AR 20-1002 for guidance. Insert all steps, inserting "N/A" when steps do not apply. Forward original and two copies for preparation of contract.		TELEPHONE EXTENSION For contract info	DATE 7 July 1952
SECTION I GENERAL			
1. NAME <input type="checkbox"/> PSEUDO <input type="checkbox"/> TRUE Thomas B. CALASIE	2A. PROJECT HA	3. ALLOTMENT NO. 3254-12.0-1000	4. SLOT NO. 2-0
5. PREVIOUS CIA PSEUDONYM OR ALIASES James H. Hamilton (P) John P. Reynolds John R. Williams, John F. Martin (A)	2B. PERMANENT STATION Paris, France	3A. FUNDS F US	
6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.)	7. SECURITY CLEARANCE (Type and date) SI	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) Staff Agent		
SECTION II PERSONAL DATA			
11. CITIZENSHIP U.S.	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE 30	14. DATE OF BIRTH (Month, day, year) January 20, 1924
15. LEGAL RESIDENCE (City and state or country) Alexandria, Virginia		16. CURRENT RESIDENCE (City and state or country) Alexandria, Virginia	
17. MARITAL STATUS (Check as appropriate) <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DISMARRIED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED			
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Three - Wife, age 34 Daughter, age 8 Daughter, age 11		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SECTION III U.S. MILITARY STATUS			
20. RESERVE NA	21. VETERAN Yes	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)	
23. BRANCH OF SERVICE U. S. ARMY	24. RANK OR GRADE	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED N/A BY CIA <input type="checkbox"/> YES <input type="checkbox"/> NO
SECTION IV COMPENSATION			
27. BASIC SALARY Pay entitlements equating to GS-14 (step 5) including premium pay	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any)	30. FEDERAL TAX WITHHOLDING COVER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CIA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)			
31. QUARTERS In accordance with regulations	32. POST	33. OTHER	
34. COVER (Breakdown, if any)			
SECTION VI TRAVEL			
35. TYPES <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
37. HME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	37A. HME TO BE STORED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH Wife, U. S. Citizen, age 34, DOB 13 June 1900 Daughter, U. S. Citizen, age 8, DOB 5 September 1953 Daughter, U. S. Citizen, age 11, DOB 5 September 1950			
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			
SECTION VII OPERATIONAL EXPENSES			
42. PURCHASE OF INFORMATION As authorized	43. ENTERTAINMENT As authorized	44. OTHER As authorized	
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES			

JL-33 CATHIX

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST															
2. NAME (Last, First, Middle) RICHARDSON, Jacques G. (Dependents)		3 April 1968															
3. POSITION TITLE Staff Agent		4. GRADE GS-15															
5. OFFICE, DIVISION, BRANCH DDP/EUR		6. EMPLOYEE'S EXT. 6013															
7. PURPOSE OF EVALUATION																	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> HQV/TDY <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT Home leave & return to Station <table border="1"><tr><td>RTD</td></tr><tr><td>October 1967</td></tr><tr><td>STATION</td></tr><tr><td>Paris, France</td></tr><tr><td>TDY OR PCS</td></tr><tr><td>PCS</td></tr><tr><td>TYPE OF COVER</td></tr><tr><td>Non-official</td></tr><tr><td>NO. OF DEPENDENTS TO ACCOMPANY</td></tr><tr><td>three</td></tr><tr><td>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 12) ATTACHED</td></tr><tr><td>3</td></tr></table> <input type="checkbox"/> RETURN FROM OVERSEAS <table border="1"><tr><td>ETA</td></tr><tr><td>STATION</td></tr><tr><td>NO. OF DEPS</td></tr></table>		RTD	October 1967	STATION	Paris, France	TDY OR PCS	PCS	TYPE OF COVER	Non-official	NO. OF DEPENDENTS TO ACCOMPANY	three	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 12) ATTACHED	3	ETA	STATION	NO. OF DEPS
RTD																	
October 1967																	
STATION																	
Paris, France																	
TDY OR PCS																	
PCS																	
TYPE OF COVER																	
Non-official																	
NO. OF DEPENDENTS TO ACCOMPANY																	
three																	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 12) ATTACHED																	
3																	
ETA																	
STATION																	
NO. OF DEPS																	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER															
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE George W. Owens ROOM NO. & BUILDING 4-B-01 EXT. 6013															
10. COMMENTS MEDICALLY QUALIFIED FOR PROPOSED PCS Medical statements from a private physician is attached. 11. REPORT OF EVALUATION SPERRY PRESTON DATE 69 21 74 SIGNATURE FOR CHIEF OF MEDICAL STAFF																	

DISPATCH		CLASSIFICATION S E C R E T	PROCESSING ACTION
TO Chief, European Division			MARKED FOR INDEXING
INFO			NO INDEXING REQUIRED
			ONLY QUALIFIED DESK CAN JUDGE INDEXING
FROM Chief of Station, Paris (2FM)			MICROFILM
SUBJECT Admin/Personnel/Medical Dependents of Thomas B. CASASIN	Staff Agent		
ACTION REQUIRED: REFERENCES			
<p>Reference: OFPS-10932</p> <p>CASASIN's dependents took physical examinations at the American Hospital in Paris on 20 February. Since, because of his cover there could be no LNIARP connection, CASASIN's dependents made arrangements for their physicals as private citizens, on the pretense that they required statements that they were in good health in order to obtain insurance. Obviously, forms 88 were not prepared; the attached certificates of good health and freedom from contagious disease are all that is normally given to private individuals in France. We hope they suffice.</p> <p style="text-align: right;">Denise H. Zehngraff</p> <p>Attachment - U/S/C via TNP As Stated Above</p> <p>Distribution: 3-Chief, Eur-Div w/att usc-tnp</p> <p style="text-align: right;">Attache 4 w/att usc-tnp 11/15/68 16 p.m.</p>			
CROSS REFERENCE TO 	DISPATCH SYMBOL AND NUMBER OFPT-13839	DATE 11 March 1968	CLASSIFICATION S E C R E T
			HQS FILE NUMBER

SECRET

Chief of Station, Paris

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

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

Daniel J. MURKIN

DISTRIBUTION:
3-CSS, Paris

20 OCT 1967

QYPS-10932

SECRET

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

R/Toru

GWOWERS

RM

6913

CMS

C/E/F



SECRET

(When Filled In)

OFFICIAL USE ONLY (unit filled in)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

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

SECTION I

BIOGRAPHIC AND POSITION DATA

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

SECTION II

AGENCY OVERSEAS SERVICE

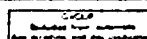
AREA	TYPE TOUR	FROM	TO
JAPAN	TDY-60	50/07/01	50/09/01
US PACIFIC POSSESSIONS	TDY-60	52/07/01	52/10/01
ASIA AREA	TDY-60	53/06/01	53/07/01
JAPAN	PCS-VV	55/02/17	60/06/24

SECTION III

EDUCATION

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

SECRET



CONFIDENTIAL

(When Filled In)

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

NAME OF EMPLOYEE (Last) RICHARDSON (First) JALIVES (M. J. S.) G SOCIAL SECURITY NUMBER 042-20-5339

1. RESIDENCE DATA
PLACE OF RESIDENCE WHEN INITIALLY APPOINTED ESSEX, MARYLAND LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad) ALEXANDRIA, VA
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE ALEXANDRIA, VA HOME LEAVE RESIDENCE ALEXANDRIA, VA

2. MARITAL STATUS (Check one)
☐ SINGLE ☒ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED
IF MARRIED, PLACE OF MARRIAGE ALEXANDRIA, VA DATE OF MARRIAGE 25 JUN 49
IF DIVORCED, PLACE OF DIVORCE DECREE — DATE OF DECREE —
IF WIDOWED, PLACE SPOUSE DIED — DATE SPOUSE DIED —

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)
—

3. MEMBERS OF FAMILY
NAME OF SPOUSE HARRIETTE D. ADDRESS (No., Street, City, Zone, State) 312 LAMOND PL, ALEX, VA TELEPHONE NO. K1 9 1037
NAMES OF CHILDREN
PAMELA A. ADDRESS SAME SEX F DATE OF BIRTH 19 SEP 50
MICHELLE D. ADDRESS " SEX F DATE OF BIRTH 5 SEP 53
NAME OF FATHER (Or male guardian) JOHN B. RICHARDSON ADDRESS 3748 WYMAN PKY, BALTO, MD TELEPHONE NO. PE 5-5240
NAME OF MOTHER (Or female guardian) DECEASED ADDRESS — TELEPHONE NO. —

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.
NONE

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY
NAME (Mr., Mrs., Miss) (Last-First-Middle) THEODORE G. DRISCOLL RELATIONSHIP MOTHER-IN-LAW
HOME ADDRESS (No., Street, City, Zone, State) 722 S. ROYAL ST., ALEX, VA HOME TELEPHONE NUMBER TE 6-8506
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE CHARLTON-PUTER, N. FAIRFAX ST, ALEX, VA BUSINESS TELEPHONE & EXTENSION K1 9-4330

IS THE INDIVIDUAL NAMED ABOVE BITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)
CONOVER-MAST PUBL'NS INC. 205 E. 42 ST, NEW YORK 17, N.Y. YES ☐ NO ☒
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) YES ☐ NO ☒
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.) YES ☐ NO ☒

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

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

CONFIDENTIAL
(When Filled In)

VOLUNTARY ENTRIES

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

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

CLARENDON TRUST CO., ARLINGTON 10, VA.

JACQUES G. RICHARDSON } JOINT
HARRIETTE D. RICHARDSON }

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

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

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

WIFE HAS IN POSSESSION

ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

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

CONFIDENTIAL

SECRET

RYBAT

SEPARATE COVER ATT:

BIOGRAPHIC DATA SHEET

NAME: RICHARDSON, Jacques Gabriel

DOB: 20 January 1924

GRADE: GS-14 Date of Grade 16 January 1955

MARITAL STATUS: Married

DEPENDENTS: Wife

Daug - age 11

CAREER SERVICE DESIGNATION: D

Daug - age 8

EDUCATION:

1940-42 Sir George Williams College, Canada - French

1942 Trinity College, Conn. - French ($\frac{1}{2}$ year)

1945 Univ of Michigan - BA (1947); Oriental Civilization, Japanese

1951-52 Georgetown Univ. - International Relations

PRIOR ORGANIZATIONAL EMPLOYMENT:

1940-41 Jacoby Photographers, Montreal, Canada - Photo Tech (part-time).

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

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

1949 Guide Publishing Co., Baltimore, Md., County Editor of weekly newspaper (4 months).

1949 Housing Authority of Baltimore City, Md., - Planning Admin. officer (6 months).

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

LANGUAGE PROFICIENCY:

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

Japanese - Reading and Speaking - Elementary; Writing - Intermediate.

MILITARY RESERVE STATUS: NONE

ORGANIZATIONAL TRAINING:

1950 Basic Intel

1950 Staff Orient

1950 Ops

1950 Adv Ops

1950 Intel Orient

1950 Ops Famil

1950 UTGA

1951 Documentation

1954 Counterespionage

1954 Audio Surv Mgmt

1954 Ops Audio Surv Eq

1954 Flaps and Seals

1960 Intel Rptg Tech

1960 Cland Serv Review

1961 Mgmt Course

1961 IBM Program. Orient. Course

RYBAT

SECRET

RYBAT

SEPARATE COVER ATT:

BIOGRAPHIC DATA SHEET

RICHARDSON, Jacques Gabriel

ORGANIZATIONAL EMPLOYMENT:

Nov 1949 I.O., GS-7, OPC/OPS St/FBD Area III, Hqs
Oct 1950 I.O., GS-9, OPC/FE-3/Ch, Soviet Desk, Hqs
Apr 1951 I.O., GS-11, OPC/FE/Dep Ch, FE-3, Hqs
Jan 1952 Ops Off, GS-12, O30/SR/Dep Ch, SR-5, Hqs
June - Oct 1952, TDY Hawaii, Alaska & Pearl Harbor
June - Jul 1953, TDY Japan and Korea
Jul 1953 I.O., GS-13, KUDOVE/SR/Ch, SR-5, Hqs
Jan 1954 Area Ops Off, GS-13, KUDOVE/SR/COPs/Ch, Spec Def Rec Proj, Hqs
Feb 1955 Area Ops Off, GS-14, KUDOVE/SR/FE/Japan/Ch, USSR Base, Tokyo
Oct - Nov 1955, TDY Hong Kong, Thailand, Malaya and Burma
Mar 1956 Area Ops Off, GS-14, KUDOVE/SR/Tokyo Sta/Dep Ch, Sov Br, Tokyo
Nov - Dec 1956, TDY Hong Kong and Australia
Oct 1957 Area Ops Off, GS-14, KUDOVE/SR/Tokyo Sta/Ch, Ops Br, Tokyo
Oct 1960 Ops Off, GS-14, KUDOVE/SR/Ch, Branch 6, Hqs

PERSONNEL EVALUATION:

Fitness Report, 10 April 1958 - 31 March 1959 "Subject continues as one of the most capable, professional and hard working of the branch chiefs in the station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position." Fitness Report, 1 April 1959 - 24 June 1960 "In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as of his 'host country'; an excellent and proven degree of operational 'know-how'; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty." Fitness Report, July 1960 - October 1961 "Subject supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well."

RYBAT

SECRET

14-00000

SR/SS
1/2 1/10/62

1 February 1962

MEMORANDUM FOR: Central Cover Group/Non-official Cover

VIA : SR/SS

SUBJECT : Cover requirements for Thomas B. CASASIN (P)

1. Information keyed to your format "Nonofficial Cover Request for Individual" is transmitted herewith.

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

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

John Gerry
Chief, SR/2

Attachment:

As stated in Para 1, 2 cy

SECRET
(When Filled In)

1. PERSONNEL SERIAL NO. 41 10000		LANGUAGE PROFICIENCY AND AWARDS DATA			2. LD NO. 8000
3. NAME (7-24) LAST Richardson, Jacobus G.		FIRST JACOBUS	MIDDLE G.	4. OFFICE OR DIVISION SA	5. LANGUAGE JAPANESE
6. LANG. CODE (35-37) 379					
7. DATE OF TEST 40-51 Mar. 5, 1960		8. ANNIVERSARY DATE Mar. 5, 1960		9. GRADE 15	10. DATE OF BIRTH Jan. 20, 1904
11. REASON FOR TAKING TEST		12. TEST SCORES			
1. APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)
2. ESTABLISH SALT LEVEL					
13. ELIGIBILITY (39)		14. TYPE OF AWARD			
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)	
NA				BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00 (40-43)	
				SIGNATURE	DATE
				17. I CERTIFY THAT FUNDS ARE AVAILABLE	
REMARKS				OBLIGATION REF. NO.	CHARGE ALLOTMENT NO.
				SIGNATURE	

FORM 1273
5-60

OBsolete PREVIOUS
EDITIONS

SECRET

(10-45)

TLO COPY

UNITED STATES GOVERNMENT

Memorandum

TO : Mary
E/Pers.

FROM : Registrar/OMS

DATE: 3 October 1967

SUBJECT: Richardson, Jacques G.

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

[Signature]
DONALD W. FARLEY
ASSISTANT REGISTRAR

UNITED STATES GOVERNMENT

Memorandum

TO : Mary
E/Pers.

DATE: 3 October 1967

FROM : Registrar/OMS

SUBJECT: Dependents of Richardson, Jacques

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

[Signature]
DONALD W. FARLEY
ASSISTANT REGISTRAR

SECRET

13 September 1960
File No. 2-128

MEMORANDUM FOR: Chief, IT
 ATTENTION : Security Officer
 SUBJECT : ~~James C. [redacted]~~
 Establishment of Official Cover Backstop
 REFERENCE : Page 1322, dated 9 September 1960.

1. In compliance with above reference, official cover backstopping which utilizes the ~~U. S. Army Scientific Section and Security Group~~

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

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

3. Subject has been issued Unit ID Card No. ~~1-0001~~ for domestic use only. In accordance with arrangements made with Offices of Security and Personnel, the above documentation will be picked up by a CPB representative for any individual making a PCS move from Headquarters or an overseas TDY trip. In the case of the PCS traveler, CPB will return this documentation to OCL/CCD for disposition. For the TDY traveler, this documentation will be retained by CPB and returned to the TDY traveler upon completion of the trip. In the event of a resignation from the Agency, OCL/CCD will obtain the documentation from the employee at the time of the employee's debriefing conference.

/S/ PAUL P. STEWART

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

cc: Personnel Security Division,
 Office of Security

SECRET

A. General Information

- (1) Thomas B. CASASIN (P). Aliases: John F. Reynolds, John R. Williams, John F. Martin, Mr. Black, John J. Kennedy, Lt. Col. Williams, Mr. Robbins, John Rainey, Mr. Richards, Mr. Roberts. Cover development has not been previously requested.
- (2) Staff employee, GS-14, Step 5; total compensation under cover should be publicly within range of current actual compensation.
- (3) Employee: fully cleared; wife previously had CSA for contract work in Japan, not overtly affiliated with CIA (cover was Army). Spouse is aware of employee's status.
- (4) Medical status OK
- (5) Employee has had psychological assessment and technical interviews. Results presumably satisfactory.
- (6) Current covers: industrial liaison officer, Army Scientific Liaison and Advisory Group. Previous cover (Nov 1954-Sep 1960): supervising foreign affairs specialist, Detachment 1, Army Property Disposal Sales Agency, APO 94, San Francisco. Earlier cover (Nov 1949-Nov 1954): editor, International Press Section, USIA, in Washington. All were backstopped.
- (7) New cover can be assumed at any time.
- (8) Proposed departure date overseas is roughly summer 1962, but is flexible.
- (9) SR/Support and SR/OOA funds will be available to support any operational expenses and financial commitments made to the cover organization.

B. Biographic Information

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

- (3) Education: B.A. U of Michigan; graduate work in international relations at Georgetown University.
- (4) Professional experiences: part-time work during college years as apprentice and journeyman photo technician; part-time work as photo equipment salesman; newspaper assistant editor; about \$2,100 per annum; assistant to chief, planning division of housing authority of major city, \$3,100 per annum; employed since then by CIA, pay range of \$3,800 to \$13,250 per annum.
- (5) Outside interests: photography, including own processing; writing, editing non-fiction and some fiction; gardening and do-it-yourself wood and metal working; interest in mechanics and electricity; interest in organization, management, and administrative planning; member, British Interplanetary Society; former associate member, American Astronautical Society; former member, Japan Rocket Society. Interested in sports cars and other high quality automobiles and trucks. Skiing, swimming, horseback riding, hiking, camping, alpinism.
- (6) Objective personality evaluations: An exceedingly well-equipped operations officer, combining an excellent knowledge of the target area and of the base country with proven operational know-how and a mature, dynamic, self-confident personality. Has a great facility to express himself in writing and orally. Very effective in dealing with people on various levels, poised and businesslike.
- (7) Financial status: almost wholly dependent upon job income. Outstanding debt is mortgage on house (about \$20,500).
- (8) Previous foreign residences: Canada, 5 years; Japan, 8 years. Tourism and official travel (including war service) for shorter periods to the UK, France, Belgium, The Netherlands, West Germany, Switzerland, Italy, Austria, Denmark, Japan, Korea, Okinawa, Hong Kong, Thailand, Burma, Malaya, British North Borneo, Australia, and the Philippines.
- (9) Speaks French and Japanese (tested in both).

C. Security Considerations

- (1) Employed by CIA 12 years and two months. Security approval is TOP SECRET dated 10 June 1949.
- (2) Employee will know specifically of CIA interest.
- (3) Employee has had normal staff employee access to CIA buildings.
- (4) Identification of CIA connection to others: a few close friends and neighbors are aware that employee has worked for CIA since spring 1961 on detailed basis from Pentagon. Employee has been exposed to foreign intelligence services, but always under alias, and in all cases but one for short, one-time purposes. Exception: the Japanese, who know employee as John Reynolds. Turned up once in a Japanese police report as a

-3-

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

- (6) There are no other known problems bearing on security.
- (7) Employee has used overseas cover designations and Headquarters' "Army Scientific Liaison and Advisory Group" and USIA for cover backstopping for non-operational purposes.
- (8) After the forthcoming tour, it is hoped that the employee will be able to continue in a non-official cover capacity, or convert to the most appropriate official cover dictated by operational and administrative planning needs.
- (9) This is a request for permanent cover.
- (10) Theodore G. Driscoll, 722 S. Royal Street, Alexandria, Virginia. Father-in-law of employee. He is not witting of Subject's CIA employment.
- (11) Insurance: WALPA and "Eisenhower" payroll-deducted insurance. Have personal policy with Massachusetts Mutual, taken out while under Army cover. Wife is beneficiary in all cases.
- (12) No Selective Service or reserve status or responsibility.

D. Operational Information

(1) Type of Operation

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

Spotting, assessment, and reporting potential new recruits.

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

Clandestine support and communications of own and others' operations.

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

(2) Location

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

SECRET

-4-

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

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

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

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

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

- (7) Communications channels desired

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

- (8) Cover Suggestions

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

MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

SECRET

FILE TITLE/NUMBER/VOLUME: WILCOTT, James B

INCLUSIVE DATES: 29 APRIL 1956 - 15 APRIL 1966

CUSTODIAL UNIT/LOCATION: OFFICE OF PERSONNEL

ROOM: 5E13

DELETIONS, IF ANY:

[illegible]

SECRET

18 Apr 1966

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								21 Apr 66	
025708		WILCOX JAMES B. JR									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
RESIGNATION *					C. & B. YEAR 04 15 66			REGULAR			
6. FUNDS		V TO V		V TO C		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
CF TO V		X		CF TO C		6135 1164					
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DDF/AH USFIELD WH/C JMWAVE DEP CHIEF OF STATION FOR OPS SUPPORT FINANCE BRANCH					JMWAVE						
11. POSITION TITLE					12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION			
FISCAL ACCT ASST					1369			SF			
14. CLASSIFICATION SCHEDULE (GX 2.5)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP			17. SALARY OR RATE			
GS			0501.03		07 4			\$ 6890.			
18. REMARKS											
<p>* Staff Employee Special</p> <p>Subject is re-employable</p> <p>Resignation Memo Attached</p> <p><i>4/11/66</i> <i>CSA/SH</i> <i>CSM/6</i></p>											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
Robert D. Gishman, JMWAVE				22 April		[Signature]					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRATE CODE		24. MONTHS	
45 18				ALPHABETIC						25. DATE OF BIRTH	
										MO. DA. YR.	
										26. DATE OF GRADE	
										MO. DA. YR.	
27. DATE OF LET		28. SPECIAL REFERENCE		29. RETIREMENT DATA		30. SEPARATION DATA CODE		31. CONNECTION CANCELLATION DATA		32. SECURITY REQ. NO.	
				1-OK 2-PCA 3-NONE		1.60.00.15		EOD DATA		33. SEX	
34. VET. PREFERENCE		35. SERV. COMP. DATE		36. LONG. COMP. DATE		37. CAREER CATEGORY		38. FEGLI-HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE	
0-BONE 1-5 PT 2-10 PT						CAR. RES. PROV. TEMP.		0-WAIVER 1-YES		HEALTH INS. CODE	
40. PREVIOUS GOVERNMENT SERVICE DATA				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA				43. STATE TAX DATA	
CODE				CODE		FORM EXECUTED				FORM EXECUTED	
0-NO PREVIOUS SERVICE 1-NO FEELER IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)						NO. TAX EXEMPTIONS				NO. TAX EXEMPTIONS	
						1-YES 2-NO				1-YES 2-NO	
44. POSITION CONTROL CERTIFICATION						45. APPROVAL				46. DATE APPROVED	
[Signature]						[Signature]				5/16/66	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

14.

SECRET

EMPLOYEE NOTICE OF RESIGNATION

RESIGN EFFECTIVE

15 MAR 66
(Date)

FOR THE FOLLOWING REASON:

OCCASIONAL

MAY 9 10 10 AM '66

MAIL ROOM

MY LAST WORKING DAY WILL BE—

DATE SIGNED

SIGNATURE OF EMPLOYEE

RECEIVED MIMO

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

INSTRUCTIONS

Items 1 thru 7
and
Items 9 thru 18a

The initiating office should fill in each of the referenced items. Items 1 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and *NOT* to the current status of the employee unless specific items remain unchanged.

Item 5 — "Category of Employment" should show one of the following entries:

Regular
Part Time
Temporary

Semmer
Detail Out
Detail In

WAE
Consultant
Military

Temporary-Part Time

Item 9 — "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

Major Component (Director, Deputy Director, etc.)
Office, Major Staff, etc.
Foreign Field or U.S. Field (if pertinent)
Division or Staff (subordinate to first line)
Branch
Section
Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

Item 18b — Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the *gaining Career Service* should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING— The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1 SERIAL NUMBER 025793				2 NAME (Last-First-Middle) WILCOTT, James B., Jr.	
3 NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT * <i>62200</i>			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 11 12 1965		5 CATEGORY OF EMPLOYMENT REGULAR
6 FUNDS V TO V C TO V	V TO V C TO V	V TO C C TO C	7 COST CENTER NO. CHARGE 6135-1164		8 LEGAL AUTHORITY (Completed by Office of Personnel)
9 ORGANIZATIONAL DESIGNATIONS U.S. Field WH/C JMWAVE Deputy Chief of Station for Operational Support Finance Branch			10 LOCATION OF OFFICIAL STATION JMWAVE		
11 POSITION TITLE FISCAL ACCT. ASST.		(SF)	12 POSITION NUMBER 1369	13 CAREER SERVICE DESIGNATION SF	
14 CLASSIFICATION SCHEDULE (G.S., F.B., etc.) GS (07)		15 OCCUPATIONAL SERIES 0501.03	16 GRADE AND STEP 07 (4)	17 SALARY OR RATE \$ 6890	
18 REMARKS *Staff Employee Special. #109301 - 03-60					
19A SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN, C/WH/Pers.		DATE SIGNED 12/15/65	19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]		DATE SIGNED 12/16/65
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE 13 10	20 EMPLOY CODE 51550	21 OFFICE CODING NUMERIC ALPHABETIC 499999	22 STATION CODE 499999	23 INTEGRITY CODE	24 MOODS CODE
25 DATE OF BIRTH MO DA. YR. 09/29/31	26 DATE OF GRADE MO DA. YR. 09/15/63	27 DATE OF LEI MO DA. YR. 09/13/64	28 DATE OF LIT MO DA. YR.		
29 DATE EXPIRES MO DA. YR.	30 SPECIAL REFERENCE	31 RETIREMENT DATA 1-ESC 2-FICA 3-NONE CODE 1	32 SEPARATION DATA CODE	33 CORRECTION, CANCELLATION DATA TYPE MO DA. YR.	34 SECURITY REQ. NO. EOD DATA
35 TEST PREFERENCE CODE 1 0-None 1-5 FT 2-10 FT	36 SERV. COMP. DATE MO DA. YR. 06/26/53	37 LONG COMP. DATE MO DA. YR. 04/57	38 CAREER CATEGORY CODE 1 LAW RESV PROV. TEAM	39 LEGAL/HEALTH INSURANCE CODE 1 0-WAIVER 1-YES	40 SOCIAL SECURITY NO.
41 PREVIOUS GOVERNMENT SERVICE DATA CODE 1 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 6	43 FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO 0 0	44 STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO - -		
45 POSITION CONTROL CERTIFICATION 12-2065 H			46 APPROVAL [Signature] DATE APPROVED 11/17/65		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 025798						2. NAME (Last-First-Middle) <i>Shelton, James D. Jr.</i>	
3. NATURE OF PERSONNEL ACTION RESIGNATION				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 11 13 65		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V C TO V		V TO C C TO C		7. COST CENTER NO. CHARGE 6135-1164		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DPP/WH U.S. Field WH/C JMWAVE Deputy Chief of Station for Operational Support Finance Branch				10. LOCATION OF OFFICIAL STATION JMWAVE			
11. POSITION TITLE FISCAL ACCT. ASST.				12. POSITION NUMBER 1369		13. CAREER SERVICE DESIGNATION SF	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0501.03		16. GRADE AND STEP 07 (4)		17. SALARY OR RATE \$ 6990	
18. REMARKS							
18A. SIGNATURE OF REQUESTING OFFICIAL <i>Robert D. Cashman</i> ROBERT D. CASHMAN, C/WH/Pers.				DATE SIGNED 11/13/65		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>James D. Shelton</i> JAMES D. SHELTON, JR., C/WH/Pers.	
DATE SIGNED 11/13/65							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 7210		20. EMPLOY CODE		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	
23. INTEGRITY CODE		24. MODS CODE		25. DATE OF BIRTH MO DA YR 09 13 31		26. DATE OF GRADE MO DA YR	
27. DATE OF 1ST		28. DATE OF 2ND		29. DATE OF 3RD		30. DATE OF 4TH	
31. DATE OF 5TH		32. DATE OF 6TH		33. DATE OF 7TH		34. DATE OF 8TH	
35. DATE OF 9TH		36. DATE OF 10TH		37. DATE OF 11TH		38. DATE OF 12TH	
39. DATE OF 13TH		40. DATE OF 14TH		41. DATE OF 15TH		42. DATE OF 16TH	
43. DATE OF 17TH		44. DATE OF 18TH		45. DATE OF 19TH		46. DATE OF 20TH	
47. DATE OF 21ST		48. DATE OF 22ND		49. DATE OF 23RD		50. DATE OF 24TH	
51. DATE OF 25TH		52. DATE OF 26TH		53. DATE OF 27TH		54. DATE OF 28TH	
55. DATE OF 29TH		56. DATE OF 30TH		57. DATE OF 31ST		58. DATE OF 32ND	
59. DATE OF 33RD		60. DATE OF 34TH		61. DATE OF 35TH		62. DATE OF 36TH	
63. DATE OF 37TH		64. DATE OF 38TH		65. DATE OF 39TH		66. DATE OF 40TH	
67. DATE OF 41ST		68. DATE OF 42ND		69. DATE OF 43RD		70. DATE OF 44TH	
71. DATE OF 45TH		72. DATE OF 46TH		73. DATE OF 47TH		74. DATE OF 48TH	
75. DATE OF 49TH		76. DATE OF 50TH		77. DATE OF 51ST		78. DATE OF 52ND	
79. DATE OF 53RD		80. DATE OF 54TH		81. DATE OF 55TH		82. DATE OF 56TH	
83. DATE OF 57TH		84. DATE OF 58TH		85. DATE OF 59TH		86. DATE OF 60TH	
87. DATE OF 61ST		88. DATE OF 62ND		89. DATE OF 63RD		90. DATE OF 64TH	
91. DATE OF 65TH		92. DATE OF 66TH		93. DATE OF 67TH		94. DATE OF 68TH	
95. DATE OF 69TH		96. DATE OF 70TH		97. DATE OF 71ST		98. DATE OF 72ND	
99. DATE OF 73RD		100. DATE OF 74TH		101. DATE OF 75TH		102. DATE OF 76TH	
103. DATE OF 77TH		104. DATE OF 78TH		105. DATE OF 79TH		106. DATE OF 80TH	
107. DATE OF 81ST		108. DATE OF 82ND		109. DATE OF 83RD		110. DATE OF 84TH	
111. DATE OF 85TH		112. DATE OF 86TH		113. DATE OF 87TH		114. DATE OF 88TH	
115. DATE OF 89TH		116. DATE OF 90TH		117. DATE OF 91ST		118. DATE OF 92ND	
119. DATE OF 93RD		120. DATE OF 94TH		121. DATE OF 95TH		122. DATE OF 96TH	
123. DATE OF 97TH		124. DATE OF 98TH		125. DATE OF 99TH		126. DATE OF 100TH	
127. DATE OF 101ST		128. DATE OF 102ND		129. DATE OF 103RD		130. DATE OF 104TH	
131. DATE OF 105TH		132. DATE OF 106TH		133. DATE OF 107TH		134. DATE OF 108TH	
135. DATE OF 109TH		136. DATE OF 110TH		137. DATE OF 111TH		138. DATE OF 112TH	
139. DATE OF 113TH		140. DATE OF 114TH		141. DATE OF 115TH		142. DATE OF 116TH	
143. DATE OF 117TH		144. DATE OF 118TH		145. DATE OF 119TH		146. DATE OF 120TH	
147. DATE OF 121ST		148. DATE OF 122ND		149. DATE OF 123RD		150. DATE OF 124TH	
151. DATE OF 125TH		152. DATE OF 126TH		153. DATE OF 127TH		154. DATE OF 128TH	
155. DATE OF 129TH		156. DATE OF 130TH		157. DATE OF 131ST		158. DATE OF 132ND	
159. DATE OF 133RD		160. DATE OF 134TH		161. DATE OF 135TH		162. DATE OF 136TH	
163. DATE OF 137TH		164. DATE OF 138TH		165. DATE OF 139TH		166. DATE OF 140TH	
167. DATE OF 141ST		168. DATE OF 142ND		169. DATE OF 143RD		170. DATE OF 144TH	
171. DATE OF 145TH		172. DATE OF 146TH		173. DATE OF 147TH		174. DATE OF 148TH	
175. DATE OF 149TH		176. DATE OF 150TH		177. DATE OF 151ST		178. DATE OF 152ND	
179. DATE OF 153RD		180. DATE OF 154TH		181. DATE OF 155TH		182. DATE OF 156TH	
183. DATE OF 157TH		184. DATE OF 158TH		185. DATE OF 159TH		186. DATE OF 160TH	
187. DATE OF 161ST		188. DATE OF 162ND		189. DATE OF 163RD		190. DATE OF 164TH	
191. DATE OF 165TH		192. DATE OF 166TH		193. DATE OF 167TH		194. DATE OF 168TH	
195. DATE OF 169TH		196. DATE OF 170TH		197. DATE OF 171ST		198. DATE OF 172ND	
199. DATE OF 173RD		200. DATE OF 174TH		201. DATE OF 175TH		202. DATE OF 176TH	
203. DATE OF 177TH		204. DATE OF 178TH		205. DATE OF 179TH		206. DATE OF 180TH	
207. DATE OF 181ST		208. DATE OF 182ND		209. DATE OF 183RD		210. DATE OF 184TH	
211. DATE OF 185TH		212. DATE OF 186TH		213. DATE OF 187TH		214. DATE OF 188TH	
215. DATE OF 189TH		216. DATE OF 190TH		217. DATE OF 191ST		218. DATE OF 192ND	
219. DATE OF 193RD		220. DATE OF 194TH		221. DATE OF 195TH		222. DATE OF 196TH	
223. DATE OF 197TH		224. DATE OF 198TH		225. DATE OF 199TH		226. DATE OF 200TH	
227. DATE OF 201ST		228. DATE OF 202ND		229. DATE OF 203RD		230. DATE OF 204TH	
231. DATE OF 205TH		232. DATE OF 206TH		233. DATE OF 207TH		234. DATE OF 208TH	
235. DATE OF 209TH		236. DATE OF 210TH		237. DATE OF 211ST		238. DATE OF 212ND	
239. DATE OF 213RD		240. DATE OF 214TH		241. DATE OF 215TH		242. DATE OF 216TH	
243. DATE OF 217TH		244. DATE OF 218TH		245. DATE OF 219TH		246. DATE OF 220TH	
247. DATE OF 221ST		248. DATE OF 222ND		249. DATE OF 223RD		250. DATE OF 224TH	
251. DATE OF 225TH		252. DATE OF 226TH		253. DATE OF 227TH		254. DATE OF 228TH	
255. DATE OF 229TH		256. DATE OF 230TH		257. DATE OF 231ST		258. DATE OF 232ND	
259. DATE OF 233RD		260. DATE OF 234TH		261. DATE OF 235TH		262. DATE OF 236TH	
263. DATE OF 237TH		264. DATE OF 238TH		265. DATE OF 239TH		266. DATE OF 240TH	
267. DATE OF 241ST		268. DATE OF 242ND		269. DATE OF 243RD		270. DATE OF 244TH	
271. DATE OF 245TH		272. DATE OF 246TH		273. DATE OF 247TH		274. DATE OF 248TH	
275. DATE OF 249TH		276. DATE OF 250TH		277. DATE OF 251ST		278. DATE OF 252ND	
279. DATE OF 253RD		280. DATE OF 254TH		281. DATE OF 255TH		282. DATE OF 256TH	
283. DATE OF 257TH		284. DATE OF 258TH		285. DATE OF 259TH		286. DATE OF 260TH	
287. DATE OF 261ST		288. DATE OF 262ND		289. DATE OF 263RD		290. DATE OF 264TH	
291. DATE OF 265TH		292. DATE OF 266TH		293. DATE OF 267TH		294. DATE OF 268TH	
295. DATE OF 269TH		296. DATE OF 270TH		297. DATE OF 271ST		298. DATE OF 272ND	
299. DATE OF 273RD		300. DATE OF 274TH		301. DATE OF 275TH		302. DATE OF 276TH	
303. DATE OF 277TH		304. DATE OF 278TH		305. DATE OF 279TH		306. DATE OF 280TH	
307. DATE OF 281ST		308. DATE OF 282ND		309. DATE OF 283RD		310. DATE OF 284TH	
311. DATE OF 285TH		312. DATE OF 286TH		313. DATE OF 287TH		314. DATE OF 288TH	
315. DATE OF 289TH		316. DATE OF 290TH		317. DATE OF 291ST		318. DATE OF 292ND	
319. DATE OF 293RD		320. DATE OF 294TH		321. DATE OF 295TH		322. DATE OF 296TH	
323. DATE OF 297TH		324. DATE OF 298TH		325. DATE OF 299TH		326. DATE OF 300TH	
327. DATE OF 301ST		328. DATE OF 302ND		329. DATE OF 303RD		330. DATE OF 304TH	
331. DATE OF 305TH		332. DATE OF 306TH		333. DATE OF 307TH		334. DATE OF 308TH	
335. DATE OF 309TH		336. DATE OF 310TH		337. DATE OF 311ST		338. DATE OF 312ND	
339. DATE OF 313RD		340. DATE OF 314TH		341. DATE OF 315TH		342. DATE OF 316TH	
343. DATE OF 317TH		344. DATE OF 318TH		345. DATE OF 319TH		346. DATE OF 320TH	
347. DATE OF 321ST		348. DATE OF 322ND		349. DATE OF 323RD		350. DATE OF 324TH	
351. DATE OF 325TH		352. DATE OF 326TH		353. DATE OF 327TH		354. DATE OF 328TH	
355. DATE OF 329TH		356. DATE OF 330TH		357. DATE OF 331ST		358. DATE OF 332ND	
359. DATE OF 333RD		360. DATE OF 334TH		361. DATE OF 335TH		362. DATE OF 336TH	
363. DATE OF 337TH		364. DATE OF 338TH		365. DATE OF 339TH		366. DATE OF 340TH	
367. DATE OF 341ST		368. DATE OF 342ND		369. DATE OF 343RD		370. DATE OF 344TH	
371. DATE OF 345TH		372. DATE OF 346TH		373. DATE OF 347TH		374. DATE OF 348TH	
375. DATE OF 349TH		376. DATE OF 350TH		377. DATE OF 351ST		378. DATE OF 352ND	
379. DATE OF 353RD		380. DATE OF 354TH		381. DATE OF 355TH		382. DATE OF 356TH	
383. DATE OF 357TH		384. DATE OF 358TH		385. DATE OF 359TH		386. DATE OF 360TH	
387. DATE OF 361ST		388. DATE OF 362ND		389. DATE OF 363RD		390. DATE OF 364TH	
391. DATE OF 365TH		392. DATE OF 366TH		393. DATE OF 367TH		394. DATE OF 368TH	
395. DATE OF 369TH		396. DATE OF 370TH		397. DATE OF 371ST		398. DATE OF 372ND	
399. DATE OF 373RD		400. DATE OF 374TH		401. DATE OF 375TH		402. DATE OF 376TH	
403. DATE OF 377TH		404. DATE OF 378TH		405. DATE OF 379TH		406. DATE OF 380TH	
407. DATE OF 381ST		408. DATE OF 382ND		409. DATE OF 383RD		410. DATE OF 384TH	
411. DATE OF 385TH		412. DATE OF 386TH		413. DATE OF 387TH		414. DATE OF 388TH	
415. DATE OF 389TH		416. DATE OF 390TH		417. DATE OF 391ST		418. DATE OF 392ND	
419. DATE OF 393RD		420. DATE OF 394TH		421. DATE OF 395TH		422. DATE OF 396TH	
423. DATE OF 397TH		424. DATE OF 398TH		425. DATE OF 399TH		426. DATE OF 400TH	
427. DATE OF 401ST		428. DATE OF 402ND		429. DATE OF 403RD		430. DATE OF 404TH	
431. DATE OF 405TH		432. DATE OF 406TH		433. DATE OF 407TH		434. DATE OF 408TH	
435. DATE OF 409TH		436. DATE OF 410TH		437. DATE OF 411ST		438. DATE OF 412ND	
439. DATE OF 413RD		440. DATE OF 414TH		441. DATE OF 415TH		442. DATE OF 416TH	
443. DATE OF 417TH		444. DATE OF 418TH		445. DATE OF 419TH		446. DATE OF 420TH	
447. DATE OF 421ST		448. DATE OF 422ND		449. DATE OF 423RD		450. DATE OF 424TH	
451. DATE OF 425TH		452. DATE OF 426TH		453. DATE OF 427TH		454. DATE OF 428TH	
455. DATE OF 429TH		456. DATE OF 430TH		457. DATE OF 431ST		458. DATE OF 432ND	
459. DATE OF 433RD		460. DATE OF 434TH		461. DATE OF 435TH		462. DATE OF 436TH	
463. DATE OF 437TH		464. DATE OF 438TH		465. DATE OF 439TH		466. DATE OF 440TH	
467. DATE OF 441ST		468. DATE OF 442ND		469. DATE OF 443RD		470. DATE OF 444TH	
471. DATE OF 445TH		472. DATE OF 446TH		473. DATE OF 447TH		474. DATE OF 448TH	
475. DATE OF 449TH		476. DATE OF 450TH		477. DATE OF 451ST		478. DATE OF 452ND	
479. DATE OF 453RD		480. DATE OF 454TH		481. DATE OF 455TH		482. DATE OF 456TH	
483. DATE OF 457TH		484. DATE OF 458TH		485. DATE OF 459TH		486. DATE OF 460TH	
487. DATE OF 461ST		488. DATE OF 462ND		489. DATE OF 463RD		490. DATE OF 464TH	
491. DATE OF 465TH		492. DATE OF 466TH		493. DATE OF 467TH		494. DATE OF 468TH	
495. DATE OF 469TH		496. DATE OF 470TH		497. DATE OF 471ST		498. DATE OF 472ND	
499. DATE OF 473RD		500. DATE OF 474TH		501. DATE OF 475TH		502. DATE OF 476TH	
503. DATE OF 477TH		504. DATE OF 478TH		505. DATE OF 479TH		506. DATE OF 480TH	
507. DATE OF 481ST		508. DATE OF 482ND		509. DATE OF 483RD		510. DATE OF 484TH	
511. DATE OF 485TH		512. DATE OF 486TH		513. DATE OF 487TH		514. DATE OF 488TH	
515. DATE OF 489TH		516. DATE OF 490TH		517. DATE OF 491ST		518. DATE OF 492ND	
519. DATE OF 493RD		520. DATE OF 494TH		521. DATE OF 495TH		522. DATE OF 496TH	
523. DATE OF 497TH		524. DATE OF 498TH		525. DATE OF 499TH		526. DATE OF 500TH	
527. DATE OF 501ST		528. DATE OF 502ND		529. DATE OF 503RD		530. DATE OF 504TH	
531. DATE OF 505TH		532. DATE OF 506TH		533. DATE OF 507TH		534. DATE OF 508TH	
535. DATE OF 509TH		536. DATE OF 510TH		537. DATE OF 511ST		538. DATE OF 512ND	
539. DATE OF 513RD		540. DATE OF 514TH		541. DATE OF 515TH		542. DATE OF 516TH	
543. DATE OF 517TH		544. DATE OF 518TH		545. DATE OF 519TH		546. DATE OF 520TH	
547. DATE OF 521ST		548. DATE OF 522ND		549. DATE OF 523RD		550. DATE OF 524TH	
551. DATE OF 525TH		552. DATE OF 526TH		553. DATE OF 527TH		554. DATE OF 528TH	
555. DATE OF 529TH		556					

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 15 April 1965	
1. SERIAL NUMBER 025793		2. NAME (Last-First-Middle) Shelton, James B									
3. NATURE OF PERSONNEL ACTION EXCEPTED APPOINTMENT						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 04 25 65		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS V TO V C TO V		V TO C C TO C		7. COST CENTER NO. CHARGE 5135-1164		8. LEGAL AUTHORITY (Completed by Office of Personnel)					
9. OCCUPATIONAL DESIGNATIONS ISIP/Special Affairs Staff U.S. Field Forward Operations Station - JMWAVE Deputy for Support Finance Branch						10. LOCATION OF OFFICIAL STATION JMWAVE					
11. POSITION TITLE FISCAL ACCT. ASST.						12. POSITION NUMBER 1090		13. CAREER SERVICE DESIGNATION SE			
14. CLASSIFICATION SCHEDULE (GS, F, R, etc.) GS		15. OCCUPATIONAL SERIES 0901.03		16. GRADE AND STEP 07 (E)		17. SALARY OR RATE \$ 6650					
18. REMARKS Subject replacing Wm C. JUCENTUAL, rotating to Headquarters later part of May 1965. C-03-60 Record 65 OVERLAP W. B. Shelton 8/22/65 22 June 65 Concur: J. B. Shelton 4/1/65 PS Ad A											
18A. SIGNATURE OF REQUESTING OFFICIAL J. B. Shelton				DATE SIGNED 15/4/65		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER A. Bradley				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 13	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 4600	22. STATION CODE ALPHABETIC SAS	23. INTEGRITY CODE 99999	24. HQ/RTS CODE 2	25. DATE OF BIRTH MO DA YR 09 27 31	26. DATE OF GRADE MO DA YR 09 15 63	27. DATE OF LEI MO DA YR 09 13 64			
28. NTE EXPIRES MO DA YR		29. SPECIAL REFERENCE 1-EX 3-FICA 5-WONS	30. RETIREMENT DATA CODE 1	31. SEPARATION DATA CODE TYPE	32. CORRECTION-CANCELLATION DATA MO DA YR		EOD DATA 00000		33. SECURITY REQ NO 00000	34. SER M1	
35. VET PREFERENCE CODE 1		36. SERV. COMP DATE MO DA YR 06 26 63	37. LONG COMP DATE MO DA YR 09 04 57	38. CAREER CATEGORY CAR. RES. PROB. TEMP CODE C	39. FEGLI HEALTH INSURANCE CODE 1	40. SOCIAL SECURITY NO					
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1				42. LEAVE CAT CODE 6	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO 0		44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO 0				
45. POSITION CONTROL CERTIFICATION 4-26-65 HT					46. OF APPROVAL Joseph B. Rogers			DATE APPROVED 20 APR 1965			

FORM 1152 USE PREVIOUS EDITION 6-63

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								19 April 1965	
025795		WILCOFF, James E., Jr.									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
Resignation					MONTH DAY YEAR 04/24/65			Regular			
6. FUNDS		X V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
CF TO V		CF TO CF				5277-0003					
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DDS OFFICE OF FINANCE Confidential Funds Division Compensation and Tax Accounts Branch Contract Agents Accounts Section					Washington, D. C.						
11. POSITION TITLE					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION				
Finance Assistant (7)					0470		SF				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0510.10		07-4		6050				
18. REMARKS											
See - Security See - Payroll											
19. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		20. SIGNATURE OF CAREER SERVICE APPROVING				DATE SIGNED	
James E. Wilcoff, Jr. Act. Chief, Cat Division				13 APR 1965		J. E. Wilcoff, Jr. Act. Director of Finance				13 APR 1965	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. OFFICE CODING		23. STATION CODE		24. INTEREST CODE		25. DATE OF BIRTH		26. DATE OF DEATH	
45 10		NUMERIC ALPHABETIC						MO. DA. YR.		MO. DA. YR.	
27. DATE OF LEAVE		28. SPECIAL REFERENCE		29. RETIREMENT DATA		30. SEPARATION DATA CODE		31. CORRECTION/CANCELLATION DATA		32. SECURITY REQ. NO.	
MO. DA. YR.				1 - CSC 2 - FICA 3 - NONE		1600091		MO. DA. YR.		33. SEC	
34. VET. PREFERENCE		35. SER. COMP. DATE		36. LONG. COMP. DATE		37. CAREER CATEGORY		38. REG. / HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CAR/RESV PROV/TEMP		CODE		CODE	
0 - NONE 1 - 5 YRS. 2 - 10 YRS.								0 - NONE 1 - YES			
40. PREVIOUS EMPLOYMENT SERVICE DATA				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA				43. STATE TAX DATA	
CODE				CODE		CODE				CODE	
0 - NO PREVIOUS SERVICE 1 - NO PREVIOUS SERVICE 2 - PREVIOUS SERVICE (LESS THAN 9 YRS) 3 - PREVIOUS SERVICE (MORE THAN 9 YRS)				FORM EMPLOYED 1 - YES 2 - NO		NO. TAX EXEMPTIONS 1 - YES 2 - NO				STATE CODE	
44. POSITION CONTROL CERTIFICATION						45. O.P. APPROVAL			46. DATE APPROVED		
4-26-65 HH						Linedette, J. E.			22 APR 1965		

DLB: 27 APR 65

DEF						NOTIFICATION OF PERSONNEL ACTION	
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)					
025798		WILCOTT JAMES B JR					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
RESIGNATION				MO. DA. YR. 04 24 65		REGULAR	
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE	
X		CF TO V		CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
						5277 0003 0000	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION	
FINANCE ASSISTANT				0470		SF	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0510.18		07 4		6650	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 025798										2. NAME (Last-First-Middle) WILCOTT, James Bernard, Jr.	
3. NATURE OF PERSONNEL ACTION Reassignment & Transfer to Vouchered Funds						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 11 64		5. CATEGORY OF EMPLOYMENT Regular			
6. FUNDS X V TO V X CF TO V						7. COST CENTER NO. CHARGEABLE 5277-0003		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDS OFFICE OF FINANCE Confidential Funds Division Compensation and Tax Accounts Branch Contract Agents Accounts Section						10. LOCATION OF OFFICIAL STATION Washington, D. C.					
11. POSITION TITLE Finance Assistant (7)						12. POSITION NUMBER 6470		13. CAREER SERVICE DESIGNATION SF			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS				15. OCCUPATIONAL SERIES 0510.16		16. GRADE AND STEP 07/4		17. SALARY OR RATE \$ 6650			
18. REMARKS From: FE/Tokyo Security Approval Granted by Pers. SD/OS 9/21/64 CONCUR: [Signature] 10/1/64 FE/Personnel lcc - Sec lcc - Payroll w/ Forms W-4 and											
19A. SIGNATURE OF REQUESTING OFFICIAL Acting Chief, C&T Division				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Adm. Officer of Finance				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 16		20. EMPLOY CODE 16		21. SERVICE CODING 12-00		22. STATION CODE FSC 2-03		23. INTEREST CODE 1		24. MOOTPS CODE 09/27/31	
25. DATE OF EXPIRY NO. DA. YR.		26. DATE OF DEATH NO. DA. YR.		27. DATE OF LEI NO. DA. YR.		28. DATE OF DEATH NO. DA. YR.		29. DATE OF LEI NO. DA. YR.		30. DATE OF LEI NO. DA. YR.	
31. DATE OF EXPIRY NO. DA. YR.		32. DATE OF DEATH NO. DA. YR.		33. DATE OF LEI NO. DA. YR.		34. DATE OF DEATH NO. DA. YR.		35. DATE OF LEI NO. DA. YR.		36. DATE OF DEATH NO. DA. YR.	
37. VET. PREFERENCE CODE 0 = NONE 1 = 5 PT. 2 = 10 PT.		38. SEPA. COMP. DATE NO. DA. YR.		39. LIND. COMP. DATE NO. DA. YR.		40. CAREER CATEGORY CODE 0 = NON-PROV/TEMP 1 = YES		41. FEED. / HEALTH INSURANCE CODE 0 = NO HEALTH INS. CODE 1 = YES		42. SOCIAL SECURITY NO.	
43. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 = NO PREVIOUS SERVICE 1 = NO BREAK IN SERVICE 2 = BREAK IN SERVICE (LESS THAN 5 YRS) 3 = BREAK IN SERVICE (MORE THAN 5 YRS)				44. FEDERAL TAX DATA FORM PREPARED CODE 1 = YES 2 = NO				45. STATE TAX DATA FORM PREPARED CODE 1 = YES 2 = NO			
46. POSITION CONTROL CERTIFICATION From FE [Signature]						47. O.P. APPROVAL [Signature] 10/1/64					
48. DATE APPROVED						49. DATE APPROVED					

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 025798		2. NAME (Last-First-Middle) WILCOTT, JAMES F., JR.			
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH 09 DAY 15 YEAR 63		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS		7. COST CENTER NO. CHARGEABLE 4137-7351-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP FE FE/JKO - TOKYO STATION FE/JKO - TOKYO STATION SUPPORT STAFF			10. LOCATION OF OFFICIAL STATION TOKYO, JAPAN		
11. POSITION TITLE FISCAL ACCT ASST			12. POSITION NUMBER 3167		13. CAREER SERVICE DESIGNATION SF
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0501.03		17. SALARY OR RATE 5,910	
16. GRADE AND STEP 07 03					
18. REMARKS FROM: GS- 6 step 4 FOR FURTHER INFO, CALL X5271					
18A. SIGNATURE OF REQUESTING OFFICIAL LEE AUSTIN, CFE/PERSONNEL		DATE SIGNED 05 SEP 63		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Admin. Officer, O/Comptroller	
				DATE SIGNED 9/11/63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 45370FE ALPHABETIC 3877	22. STATION CODE 3877	23. INTEREST CODE 3	24. MONTHS 09/27/31
25. DATE OF BIRTH MO DA YR 09 27 31	26. DATE OF TRAC MO DA YR	27. DATE OF LEI MO DA YR	28. SECURITY REQ. NO.		
29. DATE EXPIRES MO DA YR	30. SPECIAL REFERENCE 1 - CEC 2 - FICA 3 - NONE	31. RETIREMENT DATA CODE	32. SEPARATION DATA CODE TYPE	33. SECURITY REQ. NO.	
34. RET. PREFERENCE CODE 0 - NONE 1 - 5 YR 2 - 10 YR	35. SERV. COMP. DATE MO DA YR	36. LONG. COMP. DATE MO DA YR	37. CAREER CATEGORY CODE CARE/RES PROV/TEMP	38. REG. / HEALTH INSURANCE CODE 0 - BINDER 1 - YES	39. SOCIAL SECURITY NO.
40. PREVIOUS GOVERNMENT SERVICE 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)		41. LEAVE CAT. CODE	42. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO		43. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO
44. POSITION CONTROL CERTIFICATION W. Kearney 09/13/63			45. O.P. APPROVAL Michael Zandberg 13 SEP 63		DATE APPROVED

FORM 1152 OBSOLETE PREVIOUS EDITIONS
4.62 AND FORM 1152A.

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 025798 ✓						2. NAME (Last-First-Middle) Willett, James H., Jr.	
3. NATURE OF PERSONNEL ACTION Promotion				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 11 12 61		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS		7. COST CENTER NO. CHARGEABLE 2137-7351-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS 14 DDE/FE FE/JAO - Tokyo Station Support Staff-TOKYO				10. LOCATION OF OFFICIAL STATION Tokyo, Japan			
11. POSITION TITLE Fiscal Acct Asst				12. POSITION NUMBER D-07 3167		13. CAREER SERVICE DESIGNATION SF	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0501.03		16. GRADE AND STEP 6 4		17. SALARY OR RATE 5,325	
18. REMARKS 5 Promotion from GS-5, Step 5 to GS-6, Step 4							
18A. SIGNATURE OF REQUESTING OFFICIAL M. L. Shoba, JCS, JCS				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER E. R. SAUNDERS, Comptroller	
DATE SIGNED				DATE SIGNED		1961	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 22 10		20. EMPLOY CODE 5638 FE		21. STATION CODE 37587		22. RETIRE CODE	
23. DATE OF BIRTH 3 09 12 13		24. DATE OF SHIP 11 12 61		25. DATE OF LEA 11 12 61		26. DATE OF LEA	
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SECRET



APPLICATION FOR MEMBERSHIP
in the CAREER STAFF of the
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF
THE CENTRAL INTELLIGENCE AGENCY
APPROVED, TO TAKE EFFECT 4 MAR 1960

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
EXECUTIVE DIRECTOR
THE CIA SELECTION BOARD

James H. McInerney
(Signature)

12/11/59
(Date)

Daniel C. Knapp

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet Prof	5. Sex	6. CS: EOD
	Wilcott, James E., Jr.	Mo. Da. Yr.	None-0 5 Pt-1 10 Pt-2	Code	Mo. Da. Yr.
7. SEC	8. CSC	9. CSC Or Other Legal Authority	10. Appt. Aff'd	11. FEGLI	12. LCD
Mo. Da. Yr.	Yes-1 No-2	Code	Mo. Da. Yr.	Yes-1 No-2	Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DFC/Office of the Comptroller Finance Div. Accounts Branch Accounting Control Section Accts Receivable and Payable Unit		Wash., D.C.	
16. Dept. Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. Code USIA Frgn	Fiscal Acct Clk	0506	GS 0501.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade 25. PSI Due
05 3	\$ 1110	SF	Mo. Da. Yr. Mo. Da. Yr.
			26. Appropriation Number
			0263 1010

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code 30. Separation Data
Reassignment + T to C.F.	11	Mo. Da. Yr. 05 15 60	Regular	11

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE FE/JAO - Tokyo Station Support Staff - Tokyo	1171	Tokyo, Japan	37587
33. Dept. Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. Code USIA Frgn	Fiscal Acct Asst	3167	GS 0501.03
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade 42. PSI Due
	\$		Mo. Da. Yr. Mo. Da. Yr.
			43. Appropriation Number
			0137 7351 3000

SOURCE OF REQUEST

A. Recommended By (Name And Title)	C. Request Approved By (Signature And Title)
Robert E. Remig, CFF/JAO	Robert D. Cashman, CFF/Personnel
B. For Additional Information Call (Name & Telephone Ext.)	
Moselle Little, X2957	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Post Control			E. Approved By		
C. Classification					
Remarks					
2 copies to Security. Please transfer from vouchered to unvouchered funds as of 15 May 1960. Subject to replace Robert Weber, who is returning to 21 June 1960.					

REQUEST FOR PERSONNEL ACTION														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol Prof		5. Sex		6. CS-500	
125798		WILCOTT JAMES B JR				Mo. Da. Yr. 09 27 31			Non-0 Code S Pr-1 1 10 Pr-9 1		M 1		Mo. Da. Yr. 03 04 57	
7. SCD		8. CSC Permit		9. CSC Or Other Legal Authority		10. Apmt. Affidav			11. FLCL		12. LCD		13. ...	
Mo. Da. Yr. 06 26 53		Yes-1 Code No-2 1		50 USCA 403		Mo. Da. Yr. 06 26 53			Yes-1 Code No-2 1		Mo. Da. Yr. 03 04 57		Yes-1 Code No-2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DCS OFFICE OF THE COMPTROLLER FINANCE DIVISION COMPENSATION AND TAX ACCTS BR CONTRACT AGENTS ACCTS SECT.				3803		WASH., D. C.				75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Career Series			
Dept - USfld - Frgn - 2		FINANCE ASST		0470		GS		0510.14			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
05 2X 3		\$ 4400 1340		SF		Mo. Da. Yr. 09 12 57		Mo. Da. Yr. 04 12 57		9 6300 20 004	

ACTION 9 18 60

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		56		Mo. Da. Yr. 10 18 60		Regular		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDS/Office of the Comptroller Finance Division, Accounts Branch Accounting Control Section Accts Receivable and Payable Unit				↑		Wash., DC					
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Career Series			
Dept - XX USfld - Frgn - 2		Fiscal Acct Clk		506				0501.04			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
5/3		\$ 4340		SF		Mo. Da. Yr. 10 2 57		Mo. Da. Yr. 10 2 57		0263-1040	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
R. E. WOMAC, Deputy Chief, Finance Division		<i>[Signature]</i> Comptroller	
B. For Additional Information Call (Name & Telephone Ext.)			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control	<i>fg</i>	10-2-57	E.		
C. Classification			F. Approved By	<i>[Signature]</i>	10-2-57
Remarks					

REQUEST FOR PERSONNEL ACTION															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
125798		WILCOTT JAMES B JR.				Mo. Da. Yr. 09 27 31			None-0 5 Pt-1 10 Pt-2		Code 1 M 1		Mo. Da. Yr. 03 04 57		
7. SCD		8. CSC Reint.		9. CSC Or Other Legal Authority		10. Appt. Affidav.			11. FEGLI		12. LCD		13. Min. Serv. Req.		
Mo. Da. Yr. 06 26 53		Yes-1 No-2		Code 1 50 USCA 403		Mo. Da. Yr. 06 26 53			Yes-1 No-2		Code 03 04 57		Yes-1 No-2		

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDS OFFICE OF THE COMPTROLLER FINANCE DIV COMPENSATION & TAX ACCTS BR STAFF EMPLOYEES ACCTS SECTION				3803		WASH., D. C.				75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - USM - Frgn -		Code 2 TIME LV PAY CLK		0305002		GS		0544.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
05 11		\$ 4190		SF		Mo. Da. Yr. 09 122 57		Mo. Da. Yr. 09 21 58		9-6300-20-004	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
Reassignment		56		Mo. Da. Yr. ASAP		Regular		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDS/Office of the Comptroller Finance Division Compensation and Tax Accounts Branch Contract Agents Accounts Section				3803		Wash., DC				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - X USM - Frgn -		Code 2 Finance Assistant		4470				0510.14			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
5/2		\$ 4190.00		SF		Mo. Da. Yr. 7 12 57		Mo. Da. Yr. 9 13 58		9-6300-20-004	

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)	
R. E. TOMAC, Acting Chief, Finance Division		<i>[Signature]</i> Comptroller	
B. For Additional Information Call (Name & Telephone Ext.)			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		20 1958	E.		
C. Classification			F. Approved By	<i>[Signature]</i>	3/20/58

Remarks

For slotting purposes only

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vac. Prof.	5. Sex	6. CS - LCB
105749	WILSON JAMES L JR	Mo. Da. Yr. 07 07 31	None-0 5 Pt-1 10 Pt-2	M	05 04 57
7. SCD	8. CSC Form	9. CSC Or Other Legal Authority	10. Appt. Affidav	11. FEGLI	12. LCD
Mo. Da. Yr. 05 05 53	Yes-1 No-2	Code	Mo. Da. Yr. 05 05 53	Yes-1 No-2	Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DOS OFFICE OF THE COMPTROLLER FINANCE DIVISION COMPENSATION AND TAX ACCTS BR CONTRACT AGENTS ACCTS SECTION	3803	WASH., D. C.	75013
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. - USHD - Frgn -	Code	051103	0510.15
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
05 1	\$ 3670	SP	Mo. Da. Yr. 09 12 197
			25. PSI Due
			Mo. Da. Yr. 09 12 197
			26. Appropriation Number
			8-6304-20

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
Reassignment	56	ASAP	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DOS/Office of the Comptroller Finance Division Compensation and Tax Accounts Branch Staff Employees Accounts Section	3803	Wash., DC	
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. - USHD - Frgn -	Code	M305.02	0544.01
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
5/1	\$3670.00	SP	Mo. Da. Yr. 09 12 197
			42. PSI Due
			Mo. Da. Yr. 09 12 197
			43. Appropriation Number
			8-6304-20

SOURCE OF REQUEST

A. Requested By (Name & Title)	C. Request Approved By (Signature & Title)
R. E. WOMAC, Deputy Chief, Finance Division	<i>[Signature]</i> Acting Comptroller
B. For Additional Information Call (Name & Telephone Ext.)	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		16 APR 1998	E.		
C. Classification			F. Approved By	<i>[Signature]</i>	4/16/98
Remarks					

Classify According
To Content.

REQUEST FOR PERSONNEL ACTION														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Ver. Prof.		5. Sex		6. CS - EOD	
		WILCOTT, James B., Jr.				Mo Da Yr 9 27 31			None-0 5 Pr-1 10 Pr-2		M		Mo Da Yr	
7. SCD		8. CSC Retm.		9. CSC Or Other Legal Authority		10. Apmt. Altidav.			11. FEGLI		12. LCD		13. Bill Ser.	
Mo Da Yr		Yes - 1 No - 2				Mo Da Yr			Yes - 1 No - 2		Mo Da Yr		Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDS/Office of the Comptroller Fiscal Division Accounts Branch Allotment Ledger Section						Wash., DC					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. XX Valid. Frag.		Fiscal Acct Clk				30.01				0501.04	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
5/1		\$ 3670.00		SF		Mo Da Yr		Mo Da Yr		8-6303-20	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
Reassignment		56		Mo Da Yr ASAP 2 13 56		Regular		01			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDS/Office of the Comptroller Finance Division Compensation and Tax Accounts Branch Contract Agents Accounts Section				3805		Wash., DC				75013	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. XX Valid. Frag.		Finance Assistant				M521.03				0510.14	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
5/1		\$ 3670.00		SF		Mo Da Yr 09 22 57		Mo Da Yr 09 21 57		8-6304-20	
SOURCE OF REQUEST											
A. Requested by (Signature And Title)						C. Request Approved By (Signature And Title)					
R. E. WOMAC, Deputy Chief, Finance Division						Comptroller					
B. For Additional Information Call (Name & Telephone Ext.)											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Pos. Control		CWO		2/14/56		E.					
C. Classification						F. Approved By		R. E. WOMAC		2/17/57	
Remarks											
Subject will replace Mr. Robert U. LaRoss who is processing for an o/s assignment.											

Classify According
To Content.

REQUEST FOR PERSONNEL ACTION												VOUCHERED 12 September 1957		
1. Serial No.		2. Name (Last-First-Middle) WILCOTT, James B.				3. Date Of Birth Mo Da Yr 9 27 31			4. Var. Pref. None-0 5 Pr-1 10 Pr-2		5. Sex M		6. CS - EOD Mo Da Yr	
7. SCD Mo Da Yr		8. CSC Reinit. Yes-1 No-2		9. CSC Or Other Legal Authority		10. Appt. Affidav. Mo Da Yr			11. FEGLI Yes-1 No-2		12. LCD Mo Da Yr		13. M. Serv. Credit Co. Yes-1 No-2	

PREVIOUS ASSIGNMENT

14. Organizational Designations DDS/Office of Comptroller Fiscal Division Accounts Branch Allotment Ledger Section				Code		15. Location Of Official Station Washington, D. C.				Station Code	
16. Dept.- Field Dept- X Usld. Fran.		17. Position Title Fiscal Acct. Clk		18. Position No. 30.01		19. Serv.		20. Occup. Series GS-0501.04-4			
21. Grade & Step GS-4 1		22. Salary Or Rate \$ 3415		23. SD SF		24. Date Of Grade Mo Da Yr		25. PSI Due Mo Da Yr		26. Appropriation Number 8-6303-20	

ACTION

27. Nature Of Action PROMOTION		Code		28. Eff. Date Mo Da Yr 29 SEP 1957		29. Type Of Employee Regular		Code		30. Separation Data	
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PRESENT ASSIGNMENT

31. Organizational Designations DDS/Office of Comptroller Fiscal Division Accounts Branch Allotment Ledger Section				Code		32. Location Of Official Station Washington, D. C.				Station Code	
33. Dept.- Field Dept- X Usld. Fran.		34. Position Title Fiscal Acct Clk		35. Position No. 30.01		36. Serv.		37. Occup. Series GS-0501.04-5			
38. Grade & Step GS-5 1		39. Salary Or Rate \$ 3670		40. SD SF		41. Date Of Grade Mo Da Yr 9 12 57		42. PSI Due Mo Da Yr 9 12 58		43. Appropriation Number 8-6303-20	

SOURCE OF REQUEST

A. Requested By (Name And Title) D.W. Corrick, Chief, Fiscal Division		C. Request Approved By (Signature And Title) <i>[Signature]</i> Comptroller	
B. For Additional Information Call (Name & Telephone Ext.) Ruby Johnson x 4445			

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		9/14/57	E.		
C. Classification			F. Approved By	<i>[Signature]</i>	9/12/57
Remarks					

STANDARD FORM 52
PROVIDED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1957 - PREVIOUS EDITIONS
REVISED, OBSOLETE

REQUEST FOR PERSONNEL ACTION

EC-9 Nov. 1956

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) <u>Mr. James B. Wilcott, Jr.</u>	2. DATE OF BIRTH <u>27 Sept. 1931</u>	3. REQUEST NO. <u>C-5481</u> <u>RC-135</u>	4. DATE OF REQUEST <u>28 June 1956</u>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <u>Excepted Appointment</u>		6. EFFECTIVE DATE A. PROPOSER: <u>ASAP</u> B. APPROVED: <u>4 March 1957</u>	7. C.S. OR OTHER LEGAL AUTHORITY <u>SDUSCA</u> <u>403J</u>

FROM—	8. POSITION TITLE AND NUMBER	TO—	Fiscal Acct Clk M 30.01-4
	9. SERVICE GRADE AND SALARY		GS-0501.04-4 \$3415 pa
	10. ORGANIZATIONAL DESIGNATIONS		DDS/Office of Comptroller Fiscal Division Accounts Branch Allotment Ledger Section Washington, D. C.
	11. HEADQUARTERS		
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	7

A. REMARKS (Use reverse if necessary)

This action cancels Recruitment Request submitted under date of 25 June 1956

Personnel Folder is attached

B. REQUESTED BY (Name and title) <u>D. W. Corrick, Chief, Fiscal Division</u>	D. REQUEST APPROVED BY Signature: <u>R. H. Fuchs</u> Title: <u>Acting Comptroller</u>
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <u>Ruby Johnson x 4445</u>	

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION
NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 12 POINT <input type="checkbox"/> <u>X</u> <u>DISAB. OTHER</u>	NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> <u>SD/SF</u>

15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> W	16. RACE <input type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION FROM: <u>8-6303-20</u> TO: <u>8-6303-20</u>	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <u>yes</u>	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) <u>4 March 57</u>	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <u>SD</u>
--	--	---	---	---	---

21. STANDARD FORM 50 REMARKS

OFFICE/DIVISION WITHIN CEILING

27 NOV 1956 BAB

Date Position Gen. Clk.

0 suby. to med.
0 suby. to trial period
RC-135
DOG: 03/04/57

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<u>TH</u>	<u>9 JUL 1956</u>	<u>CSEOD: 03/04/57</u> <u>LCD: 03/04/57</u> <u>SCD: 06/26/53</u> <u>PSE Due: 03/09/58</u>
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	<u>TH</u>	<u>7/11</u>	
E.			

F. APPROVED BY

Robert E. Thacklin Ernest J. Harrell

CONFIDENTIAL
(When Filled In)

REPORT OF INTERVIEW		1. DATE OF INTERVIEW 10 April 1956	2. PLACE Syracuse, New York
3. PREVIOUS APPLICATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	4. INTERVIEWER Neil F. Doherty		5. REFERRED BY ---
6. TYPE OR PRINT IN CAPS LAST NAME WILCOTT,	FIRST NAME JAMES	MIDDLE NAME B.	
7. PERMANENT ADDRESS 400 James Street, Syracuse, New York			TELEPHONE none
8. BUSINESS ADDRESS ---			TELEPHONE ---
9. TEMPORARY ADDRESS ---			TELEPHONE ---
10. DATE OF BIRTH 27 Sept. 1931	12. CITIZENSHIP <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> OTHER (Specify country)		
11. PLACE OF BIRTH Cleveland, Ohio	U.S. CITIZENSHIP ACQUIRED BY <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> NATURALIZATION		IF NATURALIZED INDICATE DATE
13. <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOW (ERS) <input type="checkbox"/> DIVORCED	14. NO. OF DEPEND. (Excluding wife) 0		
15. FOREIGN RELATIVES, INCLUDING WIFE (Reg. 10-9) N A			
16. EDUCATION (Schools, degrees, dates, majors, thesis title, grade average or class standing, extra-curricular activities, etc.) Polana Central High - left at end of first year (1948) GED (Army) Equivalency diploma 1951 Feb. '53 - May '54 - Utica College of Syracuse University, Utica, N.Y. - Physics major - left when his marks were getting too low - working also. Feb. '55 - Present - Central Business School, Syracuse, New York - Accounting course - all A's and B's except 2 C's. (Can end course in Fall or continue).			
17. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving) August '52 - Dec. '52 - Esso Tower Station, Genesee St., Utica, N.Y. - Gas attendant - \$45 per wk - laid off due to slow business. Dec. '52 - Feb. '53 - Chicago Pneumatic Tool Co., Utica, N.Y. - Engine lathe operator - \$50 per wk. was an unskilled job with no future. May '54 - Sept. '54 - Toboggan Inn, Eagle Bay, N.Y. - Handyman - \$60 wk, plus room and board - summer job. Sept. '54 - Dec. '54 - Century Metal Craft Cork, Syracuse, N.Y., Cookware salesman - \$60 wk. - did not make out as a salesman.			
18. MILITARY EXPERIENCE (Branch, serial no., stations, training duties, command responsibilities, rank held, reserve status, current proficiency and interest). INCLUDE ALSO DRAFT, ACTIVE MILITARY OR RETIRED STATUS. Dec. '48 - August. '52 - U.S. Army Electrician and generator operator (MOS 3166 - Cpl. liked the work and was considered fairly good at it.			

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(When Filled In)

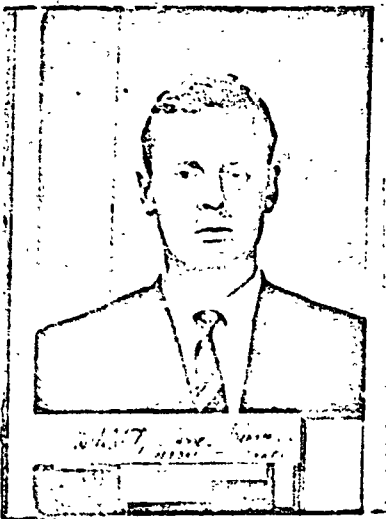
19. AREA KNOWLEDGE (Area, type of knowledge, how acquired, etc.)							
Okinawa July '49 - March '51							
20. LANGUAGE FACILITY (Give tests when skill warrants and rate below)							
LANGUAGE	NATIVE FLUENCY	FLUENT OUT FOREIGN	ADEQUATE FOR TRANSLATOR	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED	ACQUIRED BY
N A							
21. SALARY REQUESTED \$2200				22. POOL INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
23. ACCEPTABLE STATION		WASHINGTON, D.C. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		PREFERENCE LIMITATIONS			
		ANYWHERE IN U.S. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Prefers C/S and the sooner the better- anywhere.			
		OVERSEAS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
24. HEALTH Good							
25. FORMS GIVEN <input checked="" type="checkbox"/> PMS <input checked="" type="checkbox"/> APP. I <input checked="" type="checkbox"/> MED. <input type="checkbox"/> SEC. AGREE. <input checked="" type="checkbox"/> L/A (If required)							
26. EVALUATION AND RECOMMENDATION (Appearance, manners, personality, maturity, motivation, flexibility, intelligence, emotional stability, qualifications for intelligence work, career planning, over-all impression, pertinent unfavorable factors)							
<p>The first thing of note is the scattered work and educational history of this fellow. On paper the case is all against him but in talking to him I conclude that it is the case of a guy who failed to get the proper job and school guidance when it would have been most effective (immediately after discharge). The guy has intelligence (LA/5 61-61) but perhaps not the final grasp of things to make a go of a technical degree in College. He probably would have done O.K. with the Liberal Arts course. At any rate he has decided on accounting as a career (finds he likes it and can do it well). He's had a tough life to say the least (how much bearing this has had on his career I'm not trained to evaluate.) My final impression is that he's neat, clean cut, sincere, reliable, capable of given the proper supervision. Types about 40 wpm and is learning shorthand from his wife (who's applying as steno). I think he'd do a competent job and perhaps with experience and training do a very good one. Wants O/S at earliest opportunity for financial reasons.</p>							
27. RECOMMENDED FOR				28. SERIAL NUMBERS			
GS 4 Admin/ Accounting							
29. TESTS LA/5 61-51				30.			
				Neil P. Doherty May 13, 1956			
				SIGNATURE OF INTERVIEWER DATE			

CONFIDENTIAL

SECRET

BIOGRAPHIC PROFILE (PART I) SCD: 26 Jun 1953							
1. PERM. SERIAL NO.		2. NAME (Last-First-Middle)					
3. SEX		4. DATE OF BIRTH		5. LONGEVITY COMP. DATE			
M		Sep 1931		4 Mar 1957			
6. MARITAL STATUS		7. DEPENDENT(S)		8. NO. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)	
Married		None		2 1931, 1959		NA	
10. CAREER STATUS		11. MEMBERSHIP		12. OTHER STATUS		13. LAST MED. RPT. QUAL. FOR	
None		None		None		NA	
14. CURRENT RESERVE STATUS		15. GRADE		16. ACTIVE DUTY WITH CIA CAT. 1		17. RELEASE TO MIL. SER. CAT. 2	
None		None		Mar 1960		PCS O/S	
18. ASSESSMENT DATE		19. PROFESSIONAL TEST DATE		20. LANGUAGE PROFITABILITY TEST DATE			
None		None		Jan 1960			
21. NON-CIA EMPLOYMENT							
1948-52 Military Service, US Army - Cpl, Electrician & Generator Operator							
1952 Esso Tower Station, Utica, NY - Attendant							
1952-53 Chicago Pneumatic Tool Co, Utica, NY - Engine Lathe Operator							
Various Summer & Part-time positions while attending college							
22. NON-CIA EDUCATION							
1953-54 Utica College, Utica, NY - Physics							
1955-57 Central City Business Institute, Syracuse, NY - Ctf, Exec Business Admin & Acctg							
1957-59 USDA Graduate School, DC - Federal Govt Acctg; Mathematics of Acctg & Investment							
23. FOREIGN LANGUAGE ACTIVITIES (Language, Proficiency, Date Tested)							
German - R,P,S,U, Slight (Nov 1959); W, Elem; T, None - Mar 1958							
24. AGENCY SPONSORED TRAINING							
1957 Clerical Induct							
1957 Clerical Orient							
1960 Intel Orient							
1960 Ops Spt							
25. CIA EMPLOYMENT HISTORY SINCE 16 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)							
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SC	ORGANIZATION & ORGAN	TITLE (If App)	LOCATION	
Mar 1957	Fisc Acct Clerk 0501.04	4	SF	Compt/Fiscal Div/Accts Br		Hq	
Sep 1957	" " 0501.04	5	SF	" " " "		"	
Feb 1958	Finance Asst 0510.14	5	SF	Compt/Fin Div/Comp&Tax Accts Br		"	
Mar 1958	Time, Lv, Pay Clerk 0544.01	5	SF	" " " "		"	
Mar 1959	Finance Asst 0510.14	5	SF	" " " "		"	
Oct 1959	Fisc Acct Clerk 0501.04	5	SF	Compt/Finance Div/Accts Br		"	
May 1960	Fisc Acct Asst 0501.03	5	SF	DOP/FE/Jao-TokyoSta/Spt Stf		Tokyo	
Nov 1961	" " " 0501.03	6	SF	" " " "		"	
Sep 1963	" " " 0501.03	7	SF	" " " "		"	
Oct 1964	Finance Asst 0510.16	7	SF	DES/Finance/CF Div/Comp&TaxAccts		Hq	
26. DATE REVIEWED							
23 Nov 1964							
27. PROFILE REVIEWED BY							
ard							
28. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE							
No							

SECRET
(When Filled In)

PERS. SERIAL NO. 25798		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle): WILCOTT, James Bernard, Jr.		DATE OF BIRTH Sep 1931	
<div align="center">  </div>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
26. ADDITIONAL INFORMATION			
27. DATE REVIEWED 23 Nov 1964		28. PROFILE REVIEWED BY mrd	

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
025798								
SECTION A GENERAL								
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX		4. GRADE	
Wilcott, James B. Jr			27 Sep 31		M		GS-07	
5. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT			8. CURRENT STATION		
Fiscal Acct Asst			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 type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR				
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
SPECIAL (Specify):				SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to-)				
31 Aug 64				1 July 1963 - 30 June 1964				
SECTION B PERFORMANCE EVALUATION								
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>								
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).								
SPECIFIC DUTY NO. 1 As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen, U.S. dollars, MPC).							RATING LETTER P	
SPECIFIC DUTY NO. 2 Consolidates all Station cash transactions to one voucher and verifies balance daily.							RATING LETTER P	
SPECIFIC DUTY NO. 3 Summarizes all Station transactions for off-base housing and vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.							RATING LETTER P	
SPECIFIC DUTY NO. 4 Polices individual housing and vehicle advance accounts and audits related accountings.							RATING LETTER P	
SPECIFIC DUTY NO. 5 Maintains statistical records on private rentals by individual house and cost center.							RATING LETTER P	
SPECIFIC DUTY NO. 6 Advises TDY travelers of their entitlements, audits the travel vouchers, and performs other related duties as assigned by the Finance Officer.							RATING LETTER P	
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	
15 JUL 1964								

SECRET

SECTION C		NARRATIVE COMMENTS		OFFICE OF PERSONNEL	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties, if applicable.</p>					
<p>Subject has performed his duties in a competent manner. Used large sums of money with few errors, and maintains the necessary statistical records.</p> <p>Cost consciousness and management of organization assets does not apply to this position.</p>					
SECTION D CERTIFICATION AND COMMENTS					
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
9 Jun 64	/s/ James Willcott				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
23					
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
9 Jun 64	Finance Officer	/s/ Frank Wells			
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
<p>Subject has held the position of Finance Disbursing Officer since his arrival at Tokyo Station in May 1960. He has performed well in a function for which he had no previous experience or training. With a realignment of the office workload in December he was given the additional responsibility of processing TDY travel. Due to his specialized work, he has not had the opportunity to be trained in other facets of finance work. He has been scheduled for Finance training upon his return to Headquarters in July 1964.</p>					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
7 Jun 64	Finance Officer	/s/ Jack Randall			

SECRET

FJTT 10,374, 31 May 63

CONFIDENTIAL
SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				025798			
SECTION A				GENERAL			
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD
WILCOTT, JAMES B. JR.			27 Sept 31		M	GS-6	5F
6. OFFICIAL POSITION TITLE			7. OFF/DIV/DR OF ASSIGNMENT		8. CURRENT STATION		
FISCAL ACCT ASST			DDP/FE/JKO		Tokyo		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
				1 Jul 62 - 30 Jun 63			
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).							RATING LETTER
SPECIFIC DUTY NO. 1 As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen, U. S. dollars, MPC).							P
SPECIFIC DUTY NO. 2 Consolidates all Station cash transactions to one voucher and verifies balance daily.							P
SPECIFIC DUTY NO. 3 Summarizes all Station transactions for off-base housing and vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.							P
SPECIFIC DUTY NO. 4 Polices individual housing and vehicle advance accounts and audits related accountings.							P
SPECIFIC DUTY NO. 5 Maintains statistical records on all private rentals by individual house and cost center.							P
SPECIFIC DUTY NO. 6 Performs other related duties as assigned by the Finance Officer.							P
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
20 JUN 1963							P

SECRET

SECTION C
NARRATIVE COMMENTS

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

MAIL ROOM

Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a competent manner and has shown a marked interest in learning all facets of his job. Subject at times gives the impression (whether warranted or not) of being uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this impression.

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 May 1963	/S/ James B. Wilcott	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
33		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 May 1963	Finance Officer	/S/ Clarence Norment III
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
Concur in the evaluation.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 May 1963	Adm Officer	/S/ Douglas S. Trabue

SECRET

CONFIDENTIAL

SECRET

1. PERS. SERIAL NO.		BIOGRAPHIC PROFILE (PART I) COD: 25 Jun 1953				
25208		2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	
MILCOTT, James Bernard, Jr.				M	Sep 1931	
5. MARITAL STATUS		6. DEPENDENTS (Exclud. sp. placed)		7. US NATURALIZATION DATE(S)		
Married		2 1931, 1959		NA		
8. CAREER STATUS		9. OTHER STATUS		10. LAST MED. REP. QUAL. FOR		
None				Mar 1960		
11. CURRENT RESERVE STATUS		12. ASSESSMENT DATE		13. PROFESSIONAL TEST DATE		
None		None		Jan 1960		
14. NON-CIA EMPLOYMENT		15. LANGUAGE ABILITIES (Language, Proficiency, Date Tested)				
1948-52 Military Service, US Army - Cpl, Electrician & Generator Operator		German - R,P,S,U, Slight(Nov 1959); W, Elem; T, None - Mar 1958				
1952 Esso Tower Station, Utica, NY - Attendant						
1952-53 Chicago Pneumatic Tool Co, Utica, NY - Engine Lathe Operator						
Various Summer & Part-time positions while attending college						
16. NON-CIA EDUCATION		17. AGENCY SPONSORED TRAINING				
1953-54 Utica College, Utica, NY - Physics		1957 Clerical Induct				
1955-57 Central City Business Institute, Syracuse, NY - Ctf, Exec Business Admin/Acctg		1960 Intro to Communism				
1957-59 USDA Graduate School, DC - Federal Govt Acctg; Mathematics of Acctg&Investment		1957 Clerical Orient				
		1960 Intel Orient				
		1960 Cps Spt				
18. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)						
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORGN. TITLE (if any)	LOCATION	
Mar 1957	Fisc Acct Clerk	0501.04	4	SF	Compt/Fiscal Div/Accts Br	Hq
Sep 1957	" "	0501.04	5	SF	" " " "	"
Feb 1958	Finance Asst	0510.14	5	SF	Compt/Fin Div/Comp&Tax Accts Br	"
Mar 1958	Time, Lv, Pay Clerk	0514.01	5	SF	" " " " " "	"
Mar 1959	Finance Asst	0510.14	5	SF	" " " " " "	"
Oct 1959	Fisc Acct Clerk	0501.04	5	SF	Compt/Finance Div/Accts Br	"
May 1960	Fisc Acct Asst	0501.03	5	SF	DDP/FE/Jac-TokyoSta/Spt Stf	Tokyo
Nov 1961	" " "	0501.03	6	SF	" " " " " "	"
Sep 1963	" " "	0501.03	7	SF	" " " " " "	"
Oct 1964	Finance Asst	0510.16	7	SF	DDS/Finance/CF Div/Comp&TaxAccts	Hq
19. DATE REVIEWED		20. PROFILE REVIEWED BY		21. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE		
23 Jan 1964		[Signature]		[Signature] NO		

FORM 1200 (PART I) USE PREVIOUS EDITIONS.

SECRET

PROFILE

141

SECRET

(When Filled In)

PERS. SERIAL NO. 25798		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) WILCOFF, James Bernard, Jr.		DATE OF BIRTH Sep 1931	
<div data-bbox="665 597 1053 1115" data-label="Image"> </div>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
26. ADDITIONAL INFORMATION			
27. DATE REVIEWED 23 Nov 1964		28. PROFILE REVIEWED BY ard	

FORM NO. 1200 (PART 2) REPLACES FORM 1080 (PART 2) SECRET jlk

1 FEB 57

WHICH IS OBSOLETE.

PROFILE

(4)

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				025798	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Wilcott, James B., Jr.		27 Sep 31	M	GS-07	SF
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Fiscal Acct Asst		DDP/WH/C		JMWAVE	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify): Resignation			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-)			
		26 Apr 65 - 15 Apr 66			
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 Lists, computes and verifies four cover companies commercial payrolls involving approximately 200 persons. Prepares and verifies all salary checks. An accounting machine is used for payrolling					RATING LETTER A
SPECIFIC DUTY NO. 2 Maintains both overt commercial and covert pay records, files, etc. for staff employees, staff agents, contract employees and agents. Maintains leave records for WAE contract employees and all staff personnel					RATING LETTER W
SPECIFIC DUTY NO. 3 Responsible for timely payment of monthly tax deposits and preparation of the quarterly Federal Withholding and Social Security tax returns of the cover companies					RATING LETTER A
SPECIFIC DUTY NO. 4 Initiates dispatches and cables to Headquarters and Field Stations on all matters pertaining to pay, leave and payroll deductions of staff employees, staff agents and contract employees and agents					RATING LETTER A
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 A

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 OFFICE OF PERSONNEL on foreign language competence, if required for current position. Amplify or explain ratings given in Section B. Provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p style="text-align: right;">JUL 15 10 37 AM '66</p> <p>During the period Subject was in charge of the Payroll Section at JMWAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the onerous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12 months	Subject departed the Station without seeing this Report.		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
17 Jun 1966	Chief, Finance Branch	/s/ H. Robert Graham	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Subject resigned and departed the Station rather suddenly and before there was an opportunity to observe his performance. The supervisor has made a careful evaluation with which I concur.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
6 July 1966	Deputy Chief for Support	/s/ William A. Jewett	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				025703	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
WILCOFF, James B, Jr.			27 Sep 1931	M	GS-07
5. OFFICIAL POSITION TITLE			6. OFF/DIV/BR OF ASSIGNMENT		
Finance Assistant			Fin/CFO/COTAB		
7. CHECK (X) TYPE OF APPOINTMENT			8. CURRENT STATION		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SPECIAL (Specify):			Wash., D. C.		
9. CHECK (X) TYPE OF REPORT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
ASAP			11 Oct. 1964 - 25 April 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					
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
Analyzing Payroll Accounts					P
SPECIFIC DUTY NO. 2					RATING LETTER
Reconciling Tax and Retirement Accounts					P
SPECIFIC DUTY NO. 3					RATING LETTER
Computing Staff and Career Agents' Pay and Allowances					P
SPECIFIC DUTY NO. 4					RATING LETTER
Conducting Liaison with our Division regarding Payroll matters.					P
SPECIFIC DUTY NO. 5					RATING LETTER
Preparing Correspondence					A
SPECIFIC DUTY NO. 6					RATING LETTER
Maintaining Leave records and Agents' Pay Files					P
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 points for 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					P

SECRET

OFFICE OF PERSONNEL

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 A to provide basis for determining future personnel action. Quality of performance of managerial or supervisory duties must be described, if applicable.

In the six months that Mr. Wilcott was assigned to the Staff Agents Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very cooperative and dependable.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

30 April 1965

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6

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

Employee had departed for PCS prior to this date.

DATE

30 April 1965

OFFICIAL TITLE OF SUPERVISOR

Chief, Staff Agents Accts. Sec.

TYPED OR PRINTED NAME AND SIGNATURE

JOSEPH H. HANSON

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur.

DATE

30 April 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Compensation and Tax Div.

TYPED OR PRINTED NAME AND SIGNATURE

THOMAS F. STRICKLAND

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
SECTION A						GENERAL	
1. NAME (Last) (First) (Middle) Wilcott, James E. Jr			2. DATE OF BIRTH 27 Sep 31	3. SEX M	4. GRADE GS-07	5. SO SF	
6. OFFICIAL POSITION TITLE Fiscal Acct Asst			7. OFF/DIV. OR OF ASSIGNMENT DDP/FE/JFO		8. CURRENT STATION 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 type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT-EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 31 Aug 64			12. REPORTING PERIOD (From - to) 1 July 1963 - 30 June 1964				
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen, U.S. dollars, MPC).						RATING LETTER P	
SPECIFIC DUTY NO. 2 Consolidates all Station cash transactions to one voucher and verifies balance daily.						RATING LETTER P	
SPECIFIC DUTY NO. 3 Summarizes all Station transactions for off-base housing and vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.						RATING LETTER P	
SPECIFIC DUTY NO. 4 Polices individual housing and vehicle advance accounts and audits related accountings.						RATING LETTER P	
SPECIFIC DUTY NO. 5 Maintains statistical records on private rentals by individual house and cost center.						RATING LETTER P	
SPECIFIC DUTY NO. 6 Advices IDI travelers of their entitlements, audits the travel vouchers, and performs other related duties as assigned by the Finance Officer.						RATING LETTER P	
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	
15 JUL 1964							

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties, if applicable.</u></p>			
<p>Subject has performed his duties in a competent manner. He has huge sums of money with few errors, and maintains the necessary statistical records.</p>			
<p>Cost consciousness and management of organization assets does not apply to this position.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
9 Jun 64	/s/ James Wilcott		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
23			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
9 Jun 64	Finance Officer	/s/ Frank Wells	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Subject has held the position of Finance Disbursing Officer since his arrival at Tokyo Station in May 1960. He has performed well in a function for which he had no previous experience or training. With a realignment of the office workload in December he was given the additional responsibility of processing TDY travel. Due to his specialized work, he has not had the opportunity to be trained in other facets of finance work. He has been scheduled for finance training upon his return to Headquarters in July 1964.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
7 Jun 64	Finance Officer	/s/ Jack Randall	

SECRET

FJTT 10,374, 31 May 63

SECRET

FITNESS REPORT			EMPLOYEE SERIAL NUMBER	
			025793	
SECTION A GENERAL				
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX
WILCOFF, JAMES B. JR.			27 Sept 31	M
4. OFFICIAL POSITION TITLE			5. OFF/DIV OR OF ASSIGNMENT	6. GRADE
FISCAL ACCT ASST			DDP/EE/SKO	GS-6
7. CHECK (X) TYPE OF APPOINTMENT			8. CURRENT STATION	
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			Tokyo	
9. CHECK (X) TYPE OF REPORT			10. CHECK (X) TYPE OF REPORT	
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):	
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)	
			1 Jul 62 - 30 Jun 63	
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
As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen, U. S. dollars, MPC).				P
SPECIFIC DUTY NO. 2				RATING LETTER
Consolidates all Station cash transactions to one voucher and verifies balance daily.				P
SPECIFIC DUTY NO. 3				RATING LETTER
Summarizes all Station transactions for off-base housing and vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.				P
SPECIFIC DUTY NO. 4				RATING LETTER
Polices individual housing and vehicle advance accounts and audits related accountings.				P
SPECIFIC DUTY NO. 5				RATING LETTER
Maintains statistical records on all private rentals by individual house and cost center.				P
SPECIFIC DUTY NO. 6				RATING LETTER
Performs other related duties as assigned by the Finance Officer.				P
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
20 JUN 1963				P

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide test basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a competent manner and has shown a marked interest in learning all facets of his job. Subject at times gives the impression (whether warranted or not) of being uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this impression.</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		
21 May 1963	/S/ James B. Wilcott		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
33			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
21 May 1963	Finance Officer	/S/ Clarence Norment III	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Concur in the evaluation.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
21 May 1963	Adm Officer	/S/ Douglas S. Trabue	

SECRET

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