104-10195-10003

## 2022 RELEASE UNDER THE PRESIDENT JOHN F. KENNEDY ASSASSINATION RECORDS ACT OF 1992

MATHRIAL REVIEWED AT CIA HEADQUARTERS BY HOUSE SELECT CONTINUE ON ASSASSINATIONS STAFF SECRET FILE TITLE/NUMBER/VOLUME: WILCOTT, James B. INCLUSIVE DATES: <u>29APAIL1956 - 15 ARRIL 1966</u> CUSTODIAL UNIT/LOCATION: <u>OFFICE OF PERSONNEL</u> ROOM: <u>5E/3</u> DELETIONS, IF ANY: REVIEWED BY (PRINT NAME) DATE DATE SIGNATURE OF RECEIVED RETURNED REVIEWING OFFICIAL 3-9-78 9-78 -2 LCO. JAMES c NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE. SECRET

SECRET A AN LINE to DATE PEPARED **REQUEST FOR PERSONNEL ACTION** 21 Apr 66 SERVAL NUMBER 2. NANNE + 2 and wit - Maddles VILCONT JAMAS B. JR 025708 -NATURE OF PERSONNEL, ACTAIN S CATEGORY OF EMPLOYMENT A EPPECTIVE DATE REQUESTED Ch 15 66 RESIGNATION \* RERLAR COST CENTER NO CHARGE B LEGAL AUTHORITY ( Completed by Office of v 70 v v 10 CF PUNDS (1 10 V X 0.100 6135 1164 ORCANIZATIONAL DESIGNATIONS 10 LOCATION OF OFFICIAL STATION PDF A.H USFILD WH/C REAVE L J.WAVE L DEP CHIEF OF STATION FOR OPS SUPPORT FINANCE BRANCH 11 POSITION TITLE 12 POSITION NUMBER 13 CAREER SERVICE DESIGNATION SF FISCAL ACCT ASST 136? 14 CLASSIFICATION SCHEDURE ( GX 1.8 m. 1 15 OCCUPATIONAL SERIES STADE AND STEP 17 SALARY OR RATE 42 0501.03 . -07 GS \$ 6890. IS PEMARKS  $^{+}$ \* Staff Employee Special UI. Subject is re-employable Resignation Nerro Attached CHE CARE AL DATE SIGNED IS & SIGNATURE OF REQUES DATE SIGNED marile Luch 22 4215 Tan, 3 All/Pers Robert D. SPACE BELOW FOR EXCLUSIVE USE THE OFFICE OF PERSONNEL 19 ACTION CODE 20 EMPLOT OFFICE COOK NG 27 STATION 23 INTEGREE 10:0 DATE OF BIRTH DATE OF SRA DATE OF LET 25 (001 (00) CODE CONE 21 DA 1.3.1 9% 29 SPECIAL REFERENCE 78 NTE EXPIRES RETIMINENT DATA 31. SUPPRATION 17. 13-20507 ON CANCELLA-ION DATA 33 SECURITY 34 SEE DATA CODE REQ NO. CODE EOD DATA 1-00 3--710 60,00 15 VET. PREFERENCE 34 SERV COMP BATE 37 LONG COMP. DATE 38 CAREER CATEGOR\* 1 79 FEGLE- HEALTH ENSURANCE 40 SOCIAL SECURITY NO 0-808E 1-5 PT 2-19 PT CAL REST PROV. TEMP 0-WAIVER 1-YES 000 -DA 100 HEALTH INS COO 78. 0002 STATE TAX DATA 41 PREVIOUS COVERNMENT-SERVICE DATA 42 LEAVE CAT. CODE 43 FEREN IAL DATA 4 NO TAL EXEMPTIONS 000 PORM EXECUTED COON NORM EXECUTED CODE NO. TAT STATE CODE 0—100 PREVIOUS SERVICE 1—80 PREAR IN SERVICE 2—8748 HI SERVICE (LESS TRAM & VEARS) 3—88648 IN SERVICE (MORE TRAM & VEARS) 1-115 3.) 1-115 3.) 1-115 2-10 45 POSITION CONTROL CERTIFICATION 42 07 INVOI J DATE APPROVED 71. 9. 571616 10 GROUP eatlaste fasse au saud et som sand ing and de taster cation USE M . S FORTION SECRET ۶.

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SECRET 30 ويعارك والاع EMPLOYEE NOTICE OF RESIGNATION 4451 C FOR THE POLLOW RESIGN EFFECTIVE NG REASON 20 AM 366 ROON MY LAST WORKING DAY WILL BE DATE SIGN GNATURE OF EMPLOYEE · ( ) | PORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS ( NA Cade ) INSTRUCTIONS Icems 1 thru 7 The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru and 18 require information which pertains only to the action requested, and NOT to the current Items 9 thru 18a status of the employee unless specific items remain unchanged. "Category of Employment" should show one of the following entries: Item 5 Ŵ'AE Regular Semmer Detail Out Part Time Consultant Military Temporary Detail In Temporary-Part Time "Organizational Designations" should show all levels of organization pertinent to identify-Item 9 ing the location of the position: Ë Major Component (Director, Deputy Director, etc.) 5 Ξ¥. Othce, Major Staff, etc. Foreign Field or U.S. Field (if pertinent) Division or Staff (subordivate to first line) S Branch 59. HI Section Unit "Position Title" and "Occupational Series" should be the standard Bbreviated title and Items 11 and 15 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 Cateer Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Seriice 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 specthed 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

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

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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 <u>4 MAR</u> 1960

Signature) (Date)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: EXECUTIVE DIRECTOR

THE CIA SELECTION BOARD

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Res S CONFIDENTIAL (Then Filled In) INTINVICO 0.5 PLACE 2. PEPORT OF INTERVIEW SYTRCINC. 10 April 1956 New York PREVIOUS APPLICATION 4. INTER - vis **EXD** •• oherty A. TYPE OR PRINT' IN CAPS FIRST NAME LAST NAME MIDDLE NAME VILCOTT JA Β. 7. PERMANENT ADDRESS TELEPHONE 400 James Street, Syracuse, New York none . BUSINESS ADDRESS TELEPHONE · · · · · . TENPORARY ADDRESS TELEPHONE 10. DATE OF BIRTH CITIZENSHIP 12. U. S. 27 Sept. 193 a then (Specify country) U.S. CITIZENSHIP ACQUIRED BY IF NATURALIZED INDICATE DATE Cleveland, Chio × ..... -----X wARRIED -----14. NO. OF DEPEND. (Bacinding wile) DIVORCEO ſ 15. FOREIGN RELATIVES, INCLUDING WIFE (Reg. 10-9) X A 16. EDUCATION (Schools, degrees, dates, asjors, thesis title, grade average or class standing, extre-curricular activities, etc.) Folana Central High - left at end of first year (1945) GED (Army) Equivalency diploma 1951 Seb. 153 - May 154 - Utica College of Syracuse University, Utica, N.Y. - Physics mejorleft when his marks were retting too low -working also. Feb. 155 - Fresent - 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 152 - Dec. 152 - Esso Tower Station, Genesee St., Utics. N.Y. - Gastattendant-\$45 per wk - laid off due to slow business. - Chicago Fneunatic Tool Co., Utica, N.Y. - Engine lathe operator Le.c 152 - Fe b. 153 .50 per with was an unstilled job with no future. May 154 - Sept. 154 -Tobbogan Inn, Eagle Bay, N.Y. - Hamayman .60 wk, plus room and board - summer job. Sept. 154 - Dec. 154 - Century Letal Craft Cork, Syracuse, N.Y., Cookware sclesman -\$60 wk.-did not make out as a sulcaman. 18. MILITARY EXPERIENCE (Branch, seriel no., stativas, training duties, command responsibi'ities, rent held, reserve status, current proficiency and interest). INCLUDE ALSO DRAFT, ACTIVE MILITARY OR RETIRED STATUS. Dec. 148 - August. 152 - U.S. Army Electrician and generator operator (MOS 5166 - Cpl. liked the work and was considered fairly good at it. FORM NO. 1 SEP 54 REPLACES FORM 37-1 182 CONFIDENTIAL 14-313 WHICH MAY BE USED

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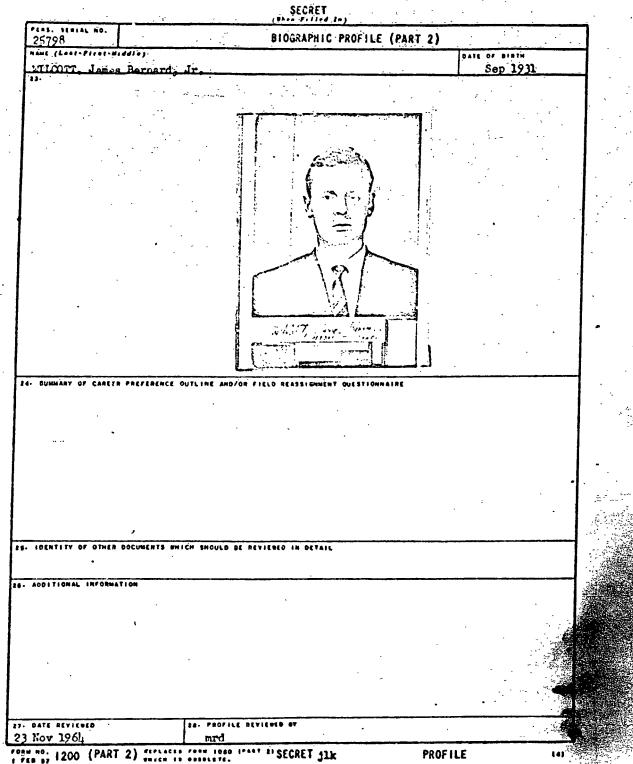
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	CE EVALUATION	
positive remedial action. The nature of the act	slightly less than satisfactory. A rating in this catego iton could range from counseling, to further training, to	placing on
probation, to reassignment of to separation. C	Describe action taken or prôposed in Section C.	
N • <u>Adequate</u> Performance meats all requirements. It is entities.	rely satisfactory and is charactorized neither by defici	ency nor
	d results are being produced in a proficient manner.	
- <u>Strong</u> Performance is characterized by exceptional pr		
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others doing similar work as to warrant special		
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## SECRET

Indicate significent strengths of weaknesses demonstrated in current position keeping in proper persoffring their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations librory ing. Comment on torsign language competence, it required to current position. Amplity of essistin ratings given in Section B to reprive best basis for determining future personnel action. <u>Mainer of performance of managerial or supply ropy</u> duties must be described, if applicable. 3 38 PH 363

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 mark ed 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.

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SECTION C

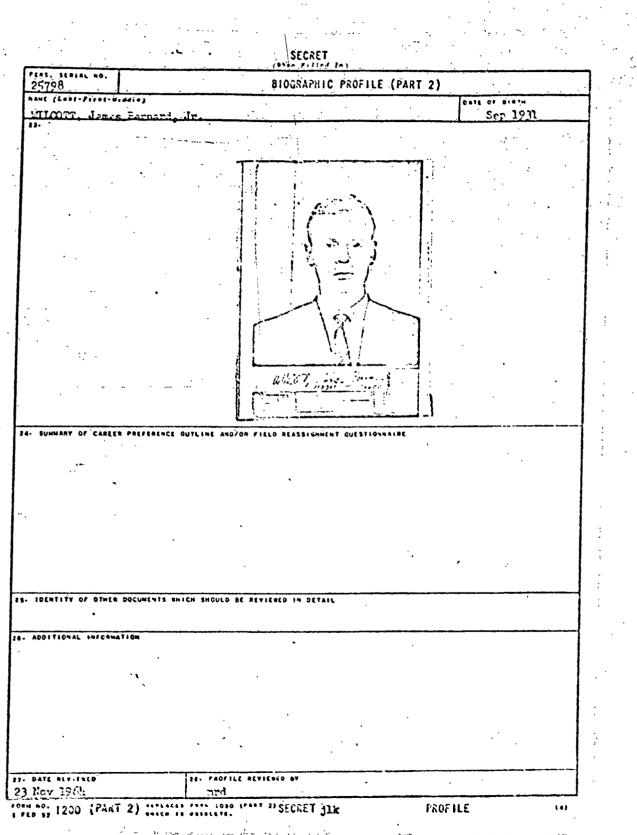
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ATTACT James Permandi	(S)	H Scp 1531 - 1 Mar 1557	
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None	None	Jan 1960	
15. NON-CEA EMPLOYMENT	······································		
1960-52 Military Servic 1952 Esso Tower Stat	ion, Utica, NI -	Electrician & Generator Operator	
1952-53 Chicago Pneumat	ic Tool Co, Utica,	, NY - Engine Lathe Operator	•
Various Summer	& Part-time positi	ions while attending college	·   .
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1953-54 Utica College,	Utica, NY - Physic	NG	
1955-57 Central City Bu	siness Institute,	Syracuse, NY - Ctf, Exce Business Admin#Ac	
1957-59 USDA Graduate S	chool, DC Fedora	I Govt Acctg; Nationation of Acctg&Investme	ent   ·
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17. FOREIGN German - R	P,S,U, Slight(Nov	1959); W, Elem; T, None - Mar 1958	
ABILITICS (Longuage, Profi-			
clency, Date Tested)	•	· · · · · · · · · · · · · · · · · · ·	
18. AGENEY SPONSORED TRAINING			
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• <u>Proficiant</u> Performance is more than satisfactory. Desi		e being pro	duced in a	proficient	manner.	
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	S. CHECH (X) TYPE OF APPOINTMENT X ICANEER AESENVE TEMPORANY	10. CHECK (X) TYPE OF REPORT	NT SUPPRISON
	CARSEN-PROVISIONAL (See Instructions - Section C)	ANNUAL A REASSIGNME	i
	SPECIAL (Specify):	SPECIAL (Specify): 18: REPORTING PERIOD (From- to-)	
	11. DATE REPORT DUE IN O.P.	11 Cot. 1964 - 25 April 19:5	I
	SECTION B PERFORMAN	CEEVALUATION	
	W-Weak Performance ranges from whally inadequate to positive remediat action. The nature of the a	a slightly less than satisfactory. A ruting in this wate ction could range from counseling, to herber training,	goty requires to placing on
-		Describe action taken or proposed in Section C. Healy satisfactory and is charactorized meither by dofi	
	excellence.		ciency nor
·· . ·	P • <u>Preficient</u> Performance is more than satisfactory. Desir S • Strong Performance is characterized by exceptional j	ed results are boing produced in a preficient manner. proficiency.	
	O - Crestanding Performance is so exceptional in relation to r	equirements of the work and in comparison to the perf	ormance of
	others doing similar work as to warrant specia SPECI	FIC DUTIES	i
	List up to six of the most importent specific duties performed du		describes the
	monner in which employee purforms EACH specific duty. Consid with supervisory responsibilities MUST be rated on their ability (	ler ONLY effectiveness in performance of that duty.	All employees
• • •	SPECIFIC DUTY NO. 1		RATINO
	Analyzing Payroll Accounts		Р
	SPECIFIC DUTY NO. 2		RATING LETTER
	Reconciling Tax and Retirement Accou	nts	P
	SPECIFIC DUTY NO. 3		RATING
	к		LETTLR
	Computing Staff and Carcer Agents' Pa	ay and Allowances	Р
-	SPECIFIC DUTY NO. 4	······	RATING
		noranding Downoll mattain	
	Conducting Liaison with our Division	regarding rayroit matters.	P
	SPECIFIC DUTY NO. 3		RATING
	Preparing Correspondence	·	A
ł	SPECIFIC DUTY NO. 6		RATING
	Maintaining Leave records and Agents!	Pay Files	P
ļ.	OVERALL PERFORMANC	CE IN CURRENT POSITION	AATH43
	Take same account everything about the employee which influences formance of specific duties, preductivity, conduct on juz, coord	s his allectiveness in his current positics such as per	LETTLA
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INFICE OF OF AND SECRET A . 8 9 . 1 SEC. 10.1 C NACCATIVE COUMENTS Indicate elgallicate strengths or weaknesses consentrated in current pusition keeping fortroper personative their relationship to overall performance. Sicis sungastions made to errorevenent of wink performance. Give recommentationship training. Comform on foreign language convetence, it requirest to errore position. Any filly or explain raining given in Section to receive be it basis for determining lutive personnel action. Arrent position, and filly or explain raining given in Section to receive be it basis for determining lutive personnel action. Arrent position, and filly or explain raining divers in Section with the received be it Van gropp opplic ship. In the Six months that Hr. Milcott was assigned to the Staff Agenta. 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 accperative and dependable. This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness. SECTION D CERTIFICATION AND COMMENTS BY ENPLOYEE 1. I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT DATE SIGNAT .... OF EMPLOYEE 30 April 1965 BY SUPERVISOR 2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BLEN SHOWN TO EMPLOYEE, GIVE EXPLANATION 6 Employee had departed for FCS prior to this date. DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE • , 30 April 1965 Chief, Staff Agents Accts. Sed. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL I concur. TYPED OR PRINCES NAME AND SIGNATURE DATE OFFICIAL TITLE OF REVIEWING OFFICIAL 30 April 1955 Chief, Corpensation and Tur Div. SECRET

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	SECTION D	CERTIFICATION AND CO BY EMPLOYEE	DAMENTS	······
		CERTIFY THAT I HAVE SEEN SECTIONS A,	B, AND C OF THIS REPORT	
	DATE			
		signature of employee /s/ James Wilcott		
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SECTION	B PERFORMA	NCE EVALUATION	· · · · · · · · · · · · · · · · · · ·
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P - Profici	excellence, ent Performance is more than satisfactory. Des	red results are being produced to a pro	licient monort.
S - Strong	Performance is characterized by exceptional	••••••	· · ·
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	SECTION C		E COMMENTS			
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•	on foreign-language competence,	if required for current position.	Amplify or explain rating	is given in Section 3 total field	de Lest	
ı	basis for determining luture pers opplicable.	ionnel action, Manner et Deitorini	Ince of monoderial of Jug		11.00	
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	uncertain in h	is thinking, and he doo	es not always see	em to exercise his	· •	
:		in reaching decisions	, but he is strivi	ng to eradicate this	1	•
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I DATE REPORT DUE MUSIFI	1	<u>61 - 30 Jun</u>	-	
SECTION B PERFORMANCE			<u> </u>	
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P - Proficient Performance is more than satisfactory. Desire		being produced in	a proficient manner.	
S - <u>Strong</u> Performance is characterized by exceptional p O - <u>Outstanding</u> Performance is so exceptional in relation to re others doing similar work as to warrant specia	, quiremants c		comparison to the perfo	mance of
SFECI	FIC DUTIES			
List up to six of the most important specific duties performed dur manner in which employed performs EACH specific duty. Consid with supervisory responsibilities MUST be rated on their obility t	er ONLY offe	ctiveness in perfo	rmance of that duty. A	lt emplayee
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PECIFIC DUTY NO. 3 Maintains statistical records on all privet cost center.	to rontal:	s by individu	al house and	RATING LETTER P
PECIFIC DUTY NO. 6				RATIN
Performs other related duties as assigned b	by the Fir	ance Officer	 '● .	RATINU LETTER P
<b>)</b>	•	• •		
OVERALL PERFORMANC	E IN CURK	ENT POSITION		1 941153
oke into account everything about the employee which influences ormance of specific duties, productivity, conduct an 120, coord anticular limitations or talents. Based on your knowleage of em lace the letter in the rating bax corresponding to the statement w	erativeness, j ployee's ove	pertinent personal rall performance o	traits or hobits, and wing the rating period	L'ITTE
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SECTION	D	CERTIFICATION AND CO	AMENTS
<u> </u>		BY EMPLOYEE CERTIFY THAT I HAVE SEEN SECTIONS A, B,	
DATE		SIGNATURE OF EMPLOYFE	
- 19	9 July 1962	James B. Wilcott /s/	
2.	PLOYEE HAS BEEN	BY SUPERVISOR	
UNDER MY S	SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIAS EXPLANATION
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DATE		OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17	' Julý 1962	Finance Officer	
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DATE		OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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10. DATE ROPORT DUE IN O	.P. 11. REPOR	GO to 31 1	· To		IAL (Sevelly)	<b>)</b>					
SECTION B	EVALUA	TION OF PE	RFORM	ANC	E OF SPEC		UTIES			· · · · · · · · · · · · · · · · · · ·	
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SECTION C	VALUATION O	FOVERALL	PERF	ORMA	NCE IN CI	URREN	T POS	ROITI			- <b>-</b>
Take into account everything duties, productivity, conduct your knowledge at employee' statement which most accura	on job, cooperations a overall performant tety reflects his li	yaness, pertin ince during th aval of parform	ent pers e rating sonce.	ional ti périoc	raits or hobi d, place the	ts, pori	icular li	aitatio:	ns or ta	lents, 8	10 17 e
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SECTION'E NARRATIVE DESCRIPTION OF MAINER OF JUB PERFORMANCE Stess strengths and weaknesses demonstrated in current position. Infraste suggestion's minute to enclose for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for tevalapartie and the passimility greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is conscientious, industrious, and willing to recept all responsibility given him. He has performed capably in a function for schelchelled's no previous experience or training, and has shown a marked interest in learning fill facets of his jeb. He has handled large sums of money with few errors, and maintains the necessary statistical records in a competent manner.

Subject should strive to develop more confidence in himself and in his ability to perform the duties assigned him. His lack of assurance and his naivets are sometimes disconcerting to these with when he deals.

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

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SECTION F	CERTIFICATION AND COM	MENTS
1.	BY EMPLOYEE	
/ co	ertify that I have seen Sections A, B, C,	D and E of this Report.
DATE	SIGNATURE OF EMPLOYEE	•
3 May 1961	Joines B. Wilcott	(cSigned)
2	BY SUPERVISOR	·
MONTHS EMPLOYEF HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
. 8 .		
	IF REPORT IS NOT BEING MADE AT THIS TIM	AE, GIVE REASON.
EMPLOYEE UNDER MY SUPER	VISION LESS THAN 80 DAYS	REPORT MADE WITHIN LAST DO DAYS
OTHLA (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
3 Nay 1961		
3.	BY REVIEWING OFFICIAL	-
X I WOULD HAVE GIVEN THIS E	MPLOYEE ABOUT THE SAME EVALUATION.	
I WOULD HAVE GIVEN THIS E	MPLOYEE A HIGHER EVALUATION.	
	MPLOYEE A LOWER EVALUATION	
I CANNOT JUDGE THESE EVA	LUATIONS, I AM NOT SUFFICIENTLY FAMILIA	R WITH THE EMPLOYEE'S PERFORMANCE.
COMMENTS OF REVIEWING OFFICIA	L.	·
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scunaj -ru her NARRATIVE DESCRIPTION OF HANNER OF JOB PERFORMANCE SECTION E ets strengths and we strengths or d weaknesses deinversträted in current pasition. Indicate single strans mode to employee for improvement of bi Give recommundations for his training. Describe, it appropriate, his potential for development and for assuming greater refor improvement of his work sponsbilities. Amplify or explain, if oppropriate, rating's given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions. Subject has accepted a field ansignment effective in June." The position to which subject has been assigned is very repetitious and not at all conducive to disclosing his full potential. However, by the way in which he adapted to Duty No. 2, it is felt that he will be able to perform fore responsible duties with a minimum of additional training. He has an extremely good attitude toward his work and responds well to surervision. :: This report has used prepared in accordance with the criteria set forth in Caroptrollar Instruction No. 77 which are designed to reflect 25 realistic and inclusion i lastings and thir com-6.7 parisons how can to be total de and his fellow CERTIFICATION AND COMMENTS SECTION F BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this Report. SIGNATURE OF EMPLOYEE DATE 2 وسريوه ومواجله 10 Mg 15 11 **BY SUPERVISOR** 2. IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12 Months IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYEE UNDER MY SUPERVISION LESS THAN DO DAYS REPORT MAUE WITHIN LAST 90 DAYS OTHER (Specily); DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE r&lipic 160 C/Voucher Review Unit BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS FIPLOYEE ABOUT THE SAME EVALUATION. WOULD HAVE GIVEN THIS EMPLOYEE A HIGHEN EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION I CANNOT JUDGE THESE EVALUATIONS. I AM NOT BUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. COMMENTS OF REVIENING OFFICIAL DATE OFFICIAL TITLE OF REVIEWING OFFICIAL URE 163 0 po/iccounts Branch SECRET

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Cabon Follow 1-RATINGS ON PERFORMANCE OF SPRONFLONDUTIES IRATIONS: a. State in the spaces betow up to six of the more important NFCIFIC duries bartorzed during this rating period Place the most important first. In not include minor or unimportant duries in fertility period b. Rate performance on each specific dury considering UNLY effectiveness in performance of this specific dury. c. For supervisors, ability to supervise will always be rated as a specific dury du not rate as supervisors those where the most restriction of the supervise of the supervisors of the superviso DIRATIONS who supervise a secretare only). d. Compare in your mind, when possible, the individual being ented with Gither's performing the same duty at a similar level of removisibility. e. Two individuals with the same job title may be performing different duties. If so, sale them on different duties duties. 1. Be specific. Examples of the kind of duties that might be tated are: UAL ORAL RATEFING HAS AND USES AREA REVIEDOR AL GIVING LECTIRES DEVELOPS NEW FROGRAMS PREMARES SIMULTES CONNETING SEVENARS ANALYZES INDUSTRIAL REPORTS TRANSLATES GREAN DEVELOPS NEW FROGRAMS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIATSON TYPING PENRIEFING SOURCES RESPS DOCKS DRIVES TRUCK WANAGES FILES OPERATES RADIO TIPING CORDINATES RADIO TIPING COORDINATES RADIO TAXING DICTATION REFS DOCKS TAXING DICTATION REFS REGLATIONS REFS DOCKS 2474 PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN NERY FER INDIVIDUALS WOLDING SIMI-1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DESCRIPTIVE LAR JOBS eu n PERFORMS THIS DUTY ACCEPTABLY EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS BUTY s . RATING 7 . PERFORMS THIS DUTY IN A COMPETENT MANNER PERFORMS THIS DUTY IN SUCH A FINE MANN THAT-HE IS A DISTINCT ASSET ON HIS JOB NUNSER A FINE WANNER struments, supplayerts and adjustments and reopening of the electron loger BATIN NUMBER accounte at close of each field year relating to allotheny accounting. 4 sectore outy so. 2 grouped encrone analy sating sectore outs so. 's decends Lighter of pasting sis of allotrant ledger accounts of u. - """ concellations of coligations to indiviliquidated obligations. Ŀ. hal allouwne accounts. second out so. 3 Chooks and reconciles IBAting second out so. Chookards surparies de-HATING NUMBER quires for reconciliations and durkies 1""[ runs of expenditures with those in the 4 allotions lodger securing records. allotuput recordes (contes) for former i to the verious allotnees. 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. ir. Wilcost is very surious to prove his capabilities. Accordingly, he requirely assumes additional duties other than there assigned to him. He is very attentive to his work, is diligent in applying himself to the job, he is very quiet by masure and it is only on more coorsions that he indulges in conversation unrelated to his duties. He is strengting to become better aquainted with government decounting as has been eviloreed by his enroliment in an accounting course with the Department of Agriculture School. He has used great progress in his assigned position in the Accounting Branch. SECTION D. SUITABILITY FOR CURRENT JOB IN OFGANIZATION DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job. pertiment personal characteristics or habits, special defocts or talents...and how he fits in with your team. Compore him with others doing similar work of about the same level. 1 • DEFINITELY UNSUITABLE • HE SHOULD BE SEPARATED 2 - DE COURTFUL SUITABILITY ... WOULD NOT HAVE ACCEPTED HIN IF I HAD KNOW WHAT I KNOW NOW 3 - A BARELY ACCEPTARLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WAR-RANT HIS SEPARATION h 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I HAW IN THE ORDENIZATION A FINE ENPLOYEE . HAS SOME OUTSTANDING STENGTHS RATING - REQUIREMENTS OF THE ORGANIZATION AN UNUSUALLY STRONG PERSON IN TERMS OF NUMBER 7 . EXCELLED BY ONLY A FEW IN SUITABILITY TOD +DAK IN THE ORGANIZATION IS THIS INDIVIDUAL BETTER SUITED FOR POPE IN SOME OTHER SITION IN THE ORGANIZATIONT Explain fully lie is well spited for his proc. . . esition, but as expressed a scelus aignament, as this add a group of his for an apportunity to derve in an overse. ... It is boliged what as could enough ambitics in scaling conformat with the adapt his cold to other duties in the ris. Teeruntuse /. έ. T

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

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

## GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

			Per A	nnum	Rates	s and	Steps			·
GRADE .	1	2	3	4	5	6	7	8	9	10
<b>GS-1</b>		\$3,500			\$3,845	\$3,960			\$4,305	
GS- 2	3,680	3,805	3,930				4,430		4,680	4,805
GS- 3	4,005		4,275							5,220
<b>GS-</b> 4	4,480	4,630	4,780		5,080		5,380			5,830
GS- 5	5,000	5,165	5,330	5,495	5,660		5,990		6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
<b>GS-</b> 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8.200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8.170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
<b>GS-11</b>	8.650	8,945	9,240	9,535	9.830	10,125	10.420	10,715	11.010	11,305
<b>GS-12</b>	10.250	10,605	10.960	11.315	11.679	12,025	12,380	12,735	13,090	13,445
GS-13	12.075	12.495	12.915	13.335	13.755	14.175	14.595	15.015	15.435	15,855
GS-14	14,170	14.660	15.150	15.640	16.130	16.620	17,110	17.600	18.090	18,580
<b>GS-15</b>	16.460	17.030	17.600	18.170	18.740	19.310	19.880	20.450	21.020	21,590
<b>GS-16</b>	18.935	19.590	20.245	20.900	21,555	22,210	22,865	23.520	24,175	
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GS-18										<i></i>

TH THE PROVISIONS OF PUBLIC LAW 87+793 AND DOL CORDANCE WI MEHORANDUM DATED 1 AUGUST 1996, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964. OI D NEV SERIAL ORGN FUNDS GR. RY ARY WILCOTT JAMES A 025798 44 380 CF 65 07 1.89 - · · or interest the states at and sure all and all and a state of a state of the state بيد فراري درساله مارة والملاة مستنه وينابع مايىغ مادوري ماداني الأركار المترا المسترش ويتراحه المراجعة والمعارية تتعايد // LWOP Hours Cost Canter Number Serial No //025798 WILCOTT JANES 8 JR 45 380 CF TYPE ACTION NEW SALARY RATE OLD SALARY RATE 7 Last EH Date Grade Step Salary · Effective Date PSI LSI ADJ. Grade Step

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IN ACCORDANCE WITH THE PRIVISIONS OF PUBLIC LAR BY - 797 AND DOI MEMORANOUM DATED I AUGUST TOBA, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1942

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14-00000

NAME	SERIAL	05314	FUNDS	GP_ST	OLC SALARY	NEW GREST	N## SALARY
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ARE:9 NO	v 196 <b>f</b>	<u> </u>		ECRET	· · · · · · · · · · · · · · · · · · ·		, 
OCF	•.•	NOTIFIC	CATION O	f perso	NNEL ACTION	1 *	
I. SERIAL NUMBER	2. NAME (LAST-FIRST	AIDOLE)					
025798	WILCOTT	JAMES B JE	· ۲				
3. HATURE OF PERSON	TEL ACTION			4 EFFECT		ORY OF EMPLOYMENT	
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9. ORGANIZATIONAL DE	SIGNATIONS				DE OF OFFICIAL STATION		
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(00)E (04) 2 10	55380   FE	37587	COBE	3	89 27 31	11,12,61	11, 12,61
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O DA TR	REFERENCE 1 - CB	:A [, ]	BATA CODE	TTPE	NO DA. 78	EOD DATA	812 B0
VET. PREFERENCE	36 SERV COMP DATE	1	JA. MIL SERV	CREDIT/LCD	1     39 ,5EGLI / HEALT	H INSURANCE	4 SOCIAL SECURITY #
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IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

14-00000

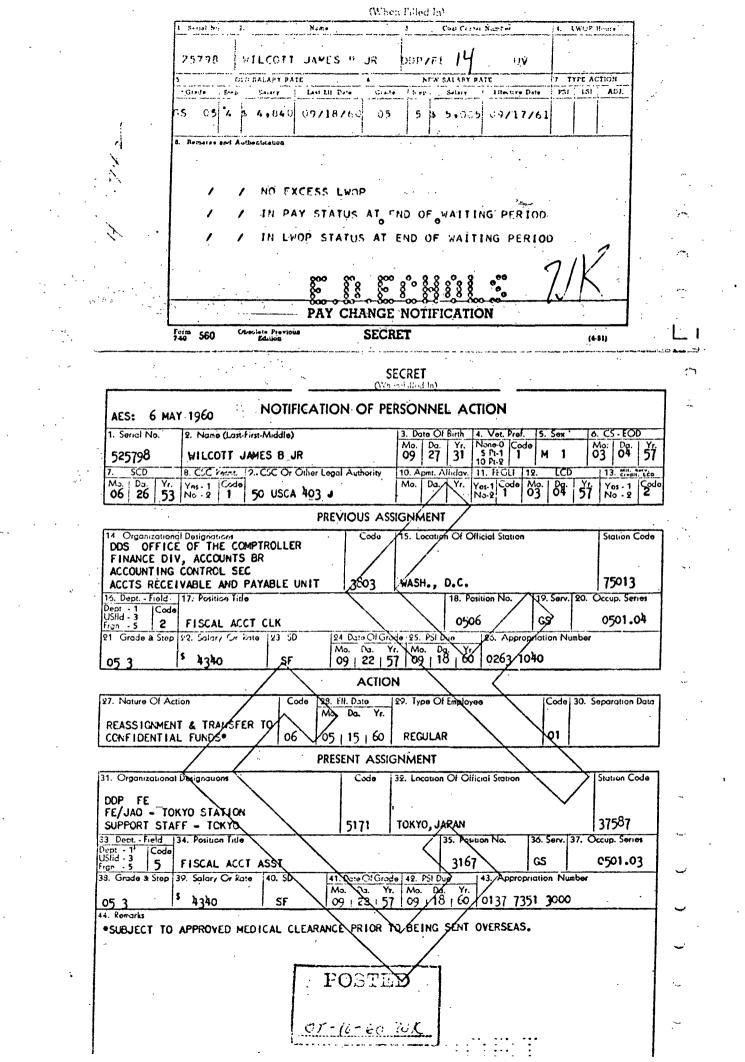
3.

SD NAME SERIAL ORGN GR-ST OLD SALARY NEW SALARY SF WILCOTT JAMES B JR 525798 51 71 GS-05 3 \$ 4,340 \$ 4,675

> . /S/ EMMETT D. ECHOLS DIRECTOR OF PERSONNEL

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6.	0	LD SALARY R	ATE			7.	N	EW SALARY	RATE			
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AES: 2 OCT		OTIFICA	TION OF P	ERSONNE	L ACHON	4,		
	2. Name (Last-First-N	iddle)		3. Date O Mo.   Da.	Birth 4. Vet		6. CS - EOD	Yr.
125798	WILCOTT JAMES	BJR	1	09 2		1 M	الأحماد م	57
	8. CSC Retrit. 9. C	C Or Other	Legal Authority	10. Apmt. A Mo.   Da.	Hiday. 11. FE	JU 12. LC		
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14. Organizational			Code	19. Locatio	n.Of Official S	tation	Station Co	obo
FINANCE DIVI	OF THE COMPTR	ULLER	· ·			•		
CONTRACT AGE	AND TAX ACCT		3803	WASH.,			75013	
13. Pept Field Dept - 2 Code	-		· · · · · · · · · · · · · · · · · · ·	, <del>-</del>	18. Position N		v. 20. Occup. Serie	
rga - 3 2	FINANCE ASST	1	-		0470	GS	0510.1	4
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7. Nature Of Activ	n	Code	28. Eff. Date	29. Type O	Employee	Cod	el 30. Separation D	ata
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	•	•	PRESENT ASS	GNMENT		·		
1. Organizational L	Designations OF THE COMPTRO	ILLER	Code	32. Location	Of Official St	ation	Station Cod	et
FINANCE DIV,	ACCOUNTS BR							
ACCOUNTING CO	ONTROL SEC ABLE AND PAYAE		3803	WASH., I	D.C.		75013	
3. Dept - Field 3			1 100 1	1	35. Position No	2. 36. Serv	37. Occup. Series	
eot - 2 Code Sild - 4 5n - 6 2	FISCAL ACCT CL	ĸ			0506	GS	0501.04	
cn - 6   2 3. Grade & Step 3	Salary Or Rate	10. SD	41. Date Of Gr		ue   43. A	Appropriation N		
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5. 12	1. Serial No. 2. Name (Lost-First-Middle)	3 Dote C Má, 1 Da.		6. CS - EOD Mo.   Dg.   Yr.
	125798 WILCOTT JAMES B JR	09 27		03 04 57
	7. SCD 8. CSC Retmt. 9. CSC Or Other Logo Mo.   Da.   Yr.   Yes - 1   Code	Authority 10. April. / Mo.   Da.	and the second	
	06 26 53 No-2 1 50 USCA 403 J		No.2 03 04	57 No -2 2
	PRE	VIOUS ASSIGNMEN	ſ .	
	14. Organizational Designations DOS OFFICE CF THE COMPTROLLER	Code 15. Locati	n Of Official Station	Station Code
	FINANCE DIV			
	COMPENSATION & TAX ACCTS BR STAFF EMPLOYEES ACCTS SECTION	3803 WASH.,	D. C.	75013
	16 Dept Field 17. Position Title	<u> </u>		20. Occup Series
•	Dept - 2 Code USIId - 4 2 TIME LV PAY CLK . Frgn - 6 2		0305.02 GS	0544.01
	21. Grade & Step 22. Salary Or Rate 23. SD 2	4. Date Of Grade 25. FSI	Due 26. Appropriation N	umber
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L		ACTION		·
ſ	27. Nature Of Action Code 28.	Elf. Date 129. Type O	Employee Code	30. Separation Data
	Mo.	Da. Yr.		
	REASSIGNMENT 56 03	25 59 REGULA	R 01	
	PRES	ENT ASSIGNMENT		
ſ	31. Organizational Designations	Code 32. Location	Of Official Station	Station Code
1	DDS OFFICE OF THE COMPTROLLER			
	COMPENSATION AND TAX ACCTS BR CONTRACT AGENTS ACCTS SECT.	3803 WASH.,	D. C.	75013
	13. Dept Field 134. Position Title			37. Occup. Series
	Dept - 2 Code JSHd - 4 ren - 6 2 FINANCE ASST		0470 GS	0510.14
	3. Grade & Step 39. Salary Or Rate 40. SD 41	Date Of Grade 42. PSI D	43. Appropriation Ni	
	05 2 <b>5</b> 4190 SF 0	10. Da. Yr. Mo. Da 9   22   57   09   20	5, 59 9 6300 20 004	
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IN LIFU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING

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FROM R-20-250

SER # NAME SD OLD SLOT NEW SLOT DATE

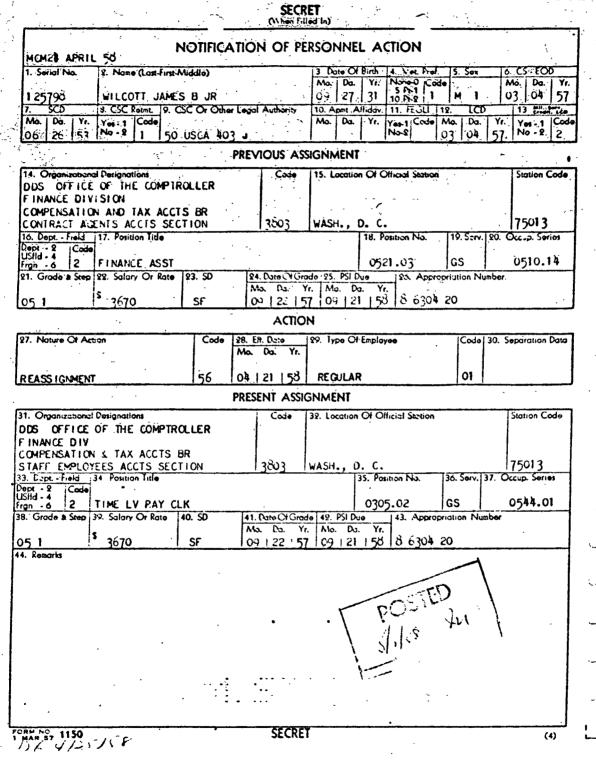
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	SECRET (Viction Filles to)	алан (т. 1997) 1. так (т. 1997)
	NOTIFICATION OF PERSONNEL ACTION NCM 21_FEB_58 1. Serial No. [P. Name (Last-First-Middle) 3. Date Of Birth [4: Vet. Pref. [5: Sex ] 6. CS-EOD	
	Mo.         Da.         Yr.         No.=O         Ala.         Da.         Yr.           125738         WILCOTT. JANES B. JR         03         27         31         10         No.         1         M.         03         03         57           7.         SCD         8         CSC Protection         9.         CSC Or Other Legal Authority         10         April 1         H.         103         03         57	
	Mo.         Da.         Yr.         Yes: 1         Code           06         26         53         No 2         1         50         USCA 403 J           PREVIOUS ASSIGNMENT	<b>،</b>
		7
	14. Organizational Defignations     Code     15. Location Of Official Station     Station Code       DDS     OFFICE OF COMPTROLLER     FISCAL DIVISION     ACCOUNTS BRANCH     Station	
	ALLOTHENT LEDGER SECTION     13802     WASH. D. C.     75013       10. Dept - field     17. Position Title     18. Position No.     19. Sorv. 20. Occup. Sories       Dept - 2     Uslid + 4     Code     0.0     0.000	
	Frgin         6         2         FISCAL ACCT CLK         33.01         GS         0501.04           21. Grade a Step         22. Satary Or Rate         23. SD         24. Date Of Grade         25. PSI Due         25. Appropriation Number           Na.         Da.         Yr.         Mo.         Da.         Yr.	
	05 1 3670 SF 03 22 57 09 21 58 8 6303 20 ACTION	
	27. Nature Of Action         Code         28. Eff. Date         89. Type Of Employee         Code         30. Soparation Data           Mo.         Da.         Yr.            Code         30. Soparation Data	
	REASSIGNMENT 56 02   23   58 REGULAR 01 PRESENT ASSIGNMENT	
	31. Organizational Designations Code 132. Location Of Official Station (Station Code	1 -
	CDS OFFICE OF THE COMPTROLLER FINANCE DIVISION COMPENSATION AND TAX ACCTS BR	
	CONTRACT AGENTS ACCTS SECTION 3803 WASH., D. C. 75013 33. Dept Field 34 Position Litle 35. Position No. 36. Serv. 37. Occup. Series Dept 2 Code 35. Serv. 37. Occup. Series USHd - 4 Code 35. Serv. 37. Occup. Series	
	Fran     6     2     FINANCE ASST     0521.03     GS     0510.14       38. Grade & Step     39. Salary Or Rate     40. SD     41 Date Of Grade     42 PSI Due     43. Appropriation Number       05.1     5     3670     SF     09 + 22 + 57     09 + 21 + 53     8 6304     20	· · ·
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476°		NOTIFICA	tion of pe	RSÓNNE	L AC	NON				
1. Serial No.	2. Name (Last-First-	Middle)	·····	. 3. Date O		1. Vot Prof.		6 CS - EOD		
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Mo. Da. Yr.	Yes - 1 Code	USCA 403		Mo. Da.			Mo. Da.	and a second		
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14. Organizations DDS OFFICE	OF CHPILOL!	ĒR	Code	15. Locatio	n Of Oll	icial Station		Station Code		
ACCONTROPOR	-		* •	MASH. D	. ′	`. 	•			
	17. Position Title			*	18. Pos	ition No.	19. Serv	20. Occup. Series		
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7. Nuture Of Act	nóu	1	28. Ell. Date Mo. Da. Yr.	29. Type Of	Employe	0	Code	30. Separation Data		
FOMOTION			01 1 22 1 5 7	DEMI A	S		. (M			
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1 Organizational	Designations		Code	32. Location	Cf Offic	ual Station	·	Station Code		
ISTAL OHYIS										
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Dept Field	YER SECTION		2:02	WASH D.	(	- No	124 6001	75013 31. Occup. Series		
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SECRET n Filled SECTION C NARRATIVE COMMENTS on toreign language competence, il required for improvement of work performance. Give recommendations de graphing. Comment basis for determining future personnel action. <u>Manner of performance of managerial or supply syn</u> dutes must be described, if opplicable. 3 38 PM 163 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 ١. 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 HS EMPLOYEE HAS BE 3 S NOT BEEN SHOWN TO EMPLOY UIVE EXPLANATION MONTH 33 DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE 21 May 1963 Finance Officer /s/ BY REVIEWING OFFICIAL 3. COM MENTS OF REVIEWING OFFICIAL Concur in the evaluation. DATE TYPED OR PRINTED NAME AND SIGNATURE OFFICIAL TITLE OF REVIEWING OFFICIAL 21 May 1963 /3/ Douglas S. Trabue Adm Officer SECRET CONFIDENTIAL

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WILCOTT, James B.	27 Sept 31 M G	S-6 SF	
6. OFFICIAL POSITION TITLE	T. OFF/DIV/BR OF ASSIGNMENT	URRENT STATION	
Fiscal Acct Asst.	FE/Tokyo	Tokyo	
9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT		
CAREER RESERVE TEMPORARY	INITIAL	READSIGNMENT	IUP KRVI
CAREER-PROVISIONAL (See Instructions - Section C)	X ANNUAL	REASSIGNMENT	EMPLOY
BPECIAL (Specify):	SPRCIAL (Specify):	· · · · ·	
I. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- In-)		
	1 Apr 61 - 30 June 62		
ECTION B PERFORMA	NCE EVALUATION		
probation, to reassignment or to separation, A - <u>Adequate</u> excellenco. Performance meets all requirements. It is en- excellenco. P - <u>Proficient</u> Performance is more than satisfactory. Dosi S - <u>Strong</u> Performance is so exceptional in relation to others doing similar work as to warront speci-	ntirely satisfactory and is characterized red results are being produced in a prof proficiency. regulaements of the work and in compari	noither by deficier iclent manner.	·
	IFIC DUTIES		
st up to six of the most important specific duties performed d	in a state in the second second second second second second second second second second second second second s		
th supervisory responsibilities MUST be roted on their ability ECIFIC DUTY NO. 1 Station cashier responsible for the day to of cash.			RATIN LETTE P
ECIFIC DUTY NO. 2 Consolidates all station cash transactions Balance daily.	s to one voucher and verifi	93	RATING LETTE P
CUPIC DUTY NO. 3 Summarizes all station transactions for of ures into monthly accountings and maintai			RATING
CIFIC DUTY NO. 4 olices individual housing and vehicle adv	ance accounts and audits r	lated	RATING
· ·		Tared	S
CCOUNTINGS. CLEIC DUTY NO. 5 aintains statistical records on all prive			
ccountings. cific DUTY NO. 5 aintains statistical records on all prive ost center. cific DUTY NO. 6 erforms other related duties as assigned	te rentals by individual he	ouse and	RATING LETTER P
CCOUNTINGS. CLERIC DUTY NO. 5 aintains statistical records on all prive ost center. CLERIC DUTY NO. 6 erforms other related duties as assigned	te rentals by individual he by the Finance Officer.	ouse and	RATING LETTER P RATING LETTER
Accountings. ECIFIC DUTY NO. 5 Maintains statistical records on all prive Host center. ECIFIC DUTY NO. 6 Merforms other related duties as assigned	te rentals by individual he by the Finance Officer. CE IN CURRENT POSITION s his effectiveness in his current positi percluseress, pertinent personal traits mployee's overall performance during t	on such as per- on such as per- or habits, and be rating period,	RATING LETTER P RATING LETTER

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		SECRET	). · · · · · · · · · · · · · · · · · · ·	
	SECTION C	NARRATIVE COM	AENTS.	
`	ovorall performance. State suggi	stions made for improvement of work per	tion keeping in proper perspective their relationship to larmonce. Give recommendations for training, Common	
•	on foreign language competence.	if required for current position. Amplify	or exploin ratings given a Saction B to provide best imagerial or supervisory duties must be described, if	
	opplicable.			
, ,	Subject is conso	ientious, industrious, and	villing to accept all responsibility	· · · · · · · · · · · · · · · · · · ·
	given him. He has pe	rformed capably in a function	on for which he had no previous nterest in learning all facets of his	
	job. He ban handled	large suns of money with fe	w errors, and maintains the necessary	
· · · .	statistical records 1	n a competent manner.		sept. I
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•	No. A		· · ·	
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				T T
	SECTION D	CERTIFICATION AND CO	DAMENTS	
	1.	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, E		-
*	DATE	SIGNATURE OF EMPLOYEE		
	19 July 1962	James B. Wilcott /s/		
	MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	BY SUPERVISOR	TO EMPLOYEE, GIVE EXPLANATION	-
	25			
	DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	-
	17 July 1962	Finance Officer		
·	3.	BY REVIEWING OFFICE	AL	-
, i	COMMENTS OF REVIEWING OFFICIAL			<b>1</b>
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	DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	L TYPED OR PRINTED NAME AND SIGNATURE	4
• • •	17 July 1962	Finance Officer	Clarence F. Norment	
		SECRET		<b>J</b>
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* * *	FITNESS REPORT
	525748
	SECTION A GENERAL
,	1. NAME (Loet) (Fire) (Middle) 2. OATE OF BIRTH 3. SEX 4. GRADE
	WILCOTT, James B 27 Sept 1931 M GS-05
	S. SERVICE DESIGNATION 6. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION STRITION
•	TONO SUACION
	8. CAREER STATF STATUS 8. TYPE OF REPORT
,	NOT ELIGIBLE WEMBER DETERGED INITIAL REASSIGNMENT/SUPERVISOR
· · · ·	PENDINE DECLINED DENIED NANNUAL REASSIGNMENT/EMPLOYEE
	10. DATE REPORT DUE IN O.P. 11. REPORTING PERIOD SPECIAL (Specify)
· · ·	× 31 12., 1961 27 May 60 to 31 Mar 61
	SECTION BEVALUATION 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
	manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisery responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).
•	
	1 - Unsatisfactory 2 - Baraly adequate 3 - Acceptable 4 - Conjugating 5 - Excellent 6 - Superior 7 - Outstanding
	specific curring. I Station cashier respon- RATING SPECIFIC DUTY NO. 4 sible for the day to day receipt and NO. Polices individual housing and vehicle NO.
	disbursement of cash.
	SPECIFIC DUTY NO. 8 RATING NO. NO. NO. NO.
	Consolidates all station cash transac-
	tions to one voucher and verifies private rentals by individual house
	balance daily. 4
	SPECIFIC DUTY NO. 3 Summarizes all station RATING SPECIFIC DUTY NO. 8 RATING NO.
	Transactions for off-base bousing and i in a second s
	woniche expectitienes into montaly ac-
	countings and maintains appropriate Assigned by the Finance Officer. 4
	subsidiary records.
	Subsidiary records.     5     Rissigned by the Finance Utilicer.     4       SECTION C     EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION
·	SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION Take into occount everything about the employee which influences his effectiveness in his current positian - performance of specific
	SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION Take into occount everything about the employee which influences his effectiveness in his current positian - performance of specific duties, productivity, conduct on job, cooperativeness, certinent personal traits or habits, particular limitations or talents. Based on
	SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION Take into occount everything about the employee which influences his effectiveness in his current positian - performance of specific
	SUCECION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION Take into occount everything about the employee which influences his effectiveness in his current position - performance of specific duries, productivity, conduct on job, cooperativeness, certinent personal traits or habits, porticular limitations or talents. Based on your knowledge of employee's overall performance during the roting period, place the ratio number in the bax corresponding to the
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-	Succionary records. 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, porticular limitations or talents. Based on your knowledge al 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 mast requirements. 2 - Performance most requirements but is deficient in one or more important respects. RATING NO.
-	Succionary records. 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 duries, productivity, conduct on job, cooperativeness, continent personal traits or hobits, conticular limitations or talents. Based on your knowledge effects of some cooperativeness, continent personance, and the performance of performance. 1 - Performance in many important respects fails to meat requirements. 2 - Performance clearly meets basic requirements. 3 - Performance clearly meets basic requirements. 4 - Performance clearly meets basic requirements.
-  	Succionary records. 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, porticular limitations or talents. Based on your knowledge al 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 mast requirements. 2 - Performance clearly meets basic requirements. 3 - Performance clearly exceeds basic requirements, 4 - Performance in every important respects. 4
-  	Substrate       5         SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, certinent personal traits or habits, porticular limitations or talents. Based on your knowledge of employee's overall performance duting 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 meat requirements.       2 - Performance clearly meets but is deficient in one or more important respects.         3 - Performance clearly meets basic requirements.       4 - Performance in every important respects is superior.         4 - Performance in every important respects is superior.       4
	Substant       Section C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into occount 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 al employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1 - Performance in many important respects fails to maat requirements.       2 - Performance clearly meets basic requirements, is deficient in one or more important respects.         3 - Performance clearly meets basic requirements, is - Performance in every important respects.       RATING         4 - Performance in every important respect is supprior.       4         5 - Performance in every respect is outstanding.       4         SECTION D
	Substrate       Section C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into occount 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, perticular limitations or talents. Based on your knowledge al employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1 - Performance in many important respects fails to maat requirements.       RATING         2 - Performance clearly meets basic requirements.       RATING         3 - Performance clearly meets basic requirements.       RATING         4 - Performance in every important respector.       4         5 - Performance in every important respector.       4         EXCISION D         DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each characteristic applies to the employee
	Substrate       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, performance she effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance she 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 meat requirements.       RATINC         2 - Performance clearly meets basic requirements.       RATINC         3 - Performance clearly meets basic requirements.       RATINC         4 - Performance in every important respects for usuperior.       4         5 - Performance clearly exceeds basic requirements.       4         6 - Performance in every respect is outstanding.       4         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases 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
	Substrate       Section C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into occurst everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance to his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance to his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance to his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance duting the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1 - Performance in many important respects fails to maat requirements.       RATINC         2 - Performance clearly exceeds basic requirements,       RATINC         3 - Performance clearly exceeds basic requirements,       RATINC         4 - Performance in every important respects is superior.       4         6 - Performance in every insport is outstanding.       4         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each characteristic applies to the employee         1 - Least possible degree       2 - Limited degree       3 - Normal degree       5 - Outstanding degree         CHARACTERISTICS       NOT       RATING       APPI       NOT       RATING
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into occount everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance trains or habits, porticular limitations or talents. Based on your knowledge al 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 mast requirements.       2 - Performance clearly meets basic requirements.         3 - Performance clearly meets basic requirements.       3 - Performance clearly exceeds basic requirements.         3 - Performance in every respect is outstanding.       4         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating baxes below, check (X) the degree to which each characteristic applies to the employee         1 - Least possible degree       2 - Limited degree         3 - Normal degree       3 - Normal degree         4 - Based based on the rating baxes below, check (X) the degree to which each characteristic applies to the employee         1 - Least possible degree       2 - Limited degree         3 - Normal degree       1 2 3 4 5
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into occount everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance to his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance to his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, performance to his effectiveness in his current positions or talents. Based on your knowledge al employee's average duties duties are habits, performance or talents. Based on statement which most accurately reflects his level of performance.         1 - Performance in many important respects fails to maat requirements.       RATING         2 - Performance clearly meets basic requirements.       RATING         3 - Performance clearly exceeds basic requirements.       RATING         4 - Performance in every respect is outstanding.       4         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each characteristic applies to the employee         1 - Least passible degree       2 - Limited degree       3 - Normal degree       5 - Outstanding degree         CHARACTERISTICS       NOT       RATING       2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Tate into occount everything about the employee which influences his effectivoness in his current position - performance of specific duries, productivity, conduct on job, cooperativeness, performance trains or habits, porticular limitations or talents. Based on your knowledge all 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 mast requirements.       2 - Performance clearly meets basic requirements.         3 - Performance clearly meets basic requirements.       3 - Performance in every respect is outstanding.         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each characteristic applies to the employee         1 - Least possible degree       2 - Limited degree         1 - Descriptics       NOT         ARATING       4
 •	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into occount everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, certinent personal totis or hobits, porticular limitations or tolents. Based on your knowledge of employee's overall performance duting the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1       Performance in mony important respects foils to meet requirements.       RATING         3       Performance clearly meets basic requirements.       RATING         4       Performance in every important respects foils to meet requirements.       RATING         5       Performance clearly meets basic requirements.       RATING         6       Performance in every important respects is superior.       4         6       Performance in every respect is outstanding.       5         SECTION D       DESCRIPTION OF THE EMPLOYEE       1         1       Least possible degree       2       1         1       Least possible degree       2       1         2       Limited degree       3       Normal degree       4         4       Above average degree       5       Outstanding degree         4       Above average degree       1       2
•••	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into account everything about the amplayee which influences his effectivaness in his current position - parformance of specific duties, productivity, conductions or talents. Based on your knowledge of emplayer's overall performance during the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1 - Performance in many important respects fails to meat requirements.       2 - Performance clearly encessive ements.         3 - Performance clearly encess basic requirements.       3 - Performance clearly encessive ements.         4 - Performance clearly encess basic requirements.       4 - Performance in every important respects fails to meat requirements.         5 - Performance clearly encess basic requirements.       4 - Performance in every important respects fails to meat requirements.         6 - Performance in every important respect is outstanding.       4 - Performance in every important respect is outstanding.         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below; check (X) the degree to which each characteristic applies to the emplayee       5 - Outstanding degree         1 - Least passible degree       2 - Limited degree       3 - Normal degree       5 - Outstanding degree         RESOURCEFUL       Acceptrus       A       X       X         Acceptrus Responsibilitities       X       X       X       X       X
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 •	Subject 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 durines, productivity, conduct on job, cooperativeness, performance presented traits or habits, particular limitations or talents. Based on your knowledge al employee's everall performance during the reting 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 or every important respects foils to meet requirements.         3. Performance or every important respects is outstanding.         3. Performance in every important respects is outstanding.             SECTION D
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into account everything about the amplayee which influences his effectivoness in his current position - performance of specific during, performance in job, cooperativeness, certinent period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.         1 - Performance in mony important respects foils to meet requirements.       RATING         2 - Performance meets most requirements deficient in one or more important respects.       RATING         3 - Performance clearly meets basic requirements.       4         4 - Performance in every important respects foils to meet requirements.       4         5 - Performance clearly meets basic requirements.       4         6 - Performance in every inspect is supreside.       4         SECTION D         DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each choicacteristic applies to the amplayee         I - Limited degree is 3 - Normal degree         A best constant respects         OF CHARACTERISTICS         CHARACTERISTICS         OF STIMUS DONE         CHARACTERISTICS         OF Stimulation of performance is applied and respect is superior.         I - Limited degree is 3 - Normal degree       5 - Ou
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into occount everything about the employee which influences his effectiveness in his euront position - performance of specific durins, performance in ico, cooperativenes, servinent personal traits or habits, performance or latents. Based on your howledge of employee's overall performance, during the rating period, place the rating number in the box corresponding to the statement which mail accurately reflects his level of performance.            1. Performance in many important respects fails to meet requirements.         3. Performance clearly exceeds basic requirements.         3. Performance in every important respects is ustanding.           RATING         No.         4             SECTION D
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take into account everything about the amployee which influences his effectiveness in his current position - performance of specific durins, performance of apacific durins, performance in each current performance during the rating period, place the rating number in the box corresponding to the statement which mail occurrently reflects his level of performance.         1 - Performance in many important respects foils to meet requirements.
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Tabe into account everything about the amployee which influences his effectiveness in his current position - parformance of specific divices, preductivity, conduct on job, cooperativeness, certinent personal traits be habits, particular limitations or talents. Based on your haveledge all employees a overall performance, during the rating period, place the tating number in the box corresponding to the interment which most accurately relates his level of performance.         1       Performance in mony important respects foils to meet requirements.       Image: Conservent of the apployee of the apployee of the apployee of the apployee.         1       Performance in mony important respects foils to meet requirements.       Image: Conservent of the apployee of the apployee of the apployee of the apployee.         3       Performance in every important respects foils to meet requirements.       Image: Conservent of the apployee of the apployee.         4       Image: Conservent of the apployee of the apployee.       Image: Conservent of the apployee.         4       Image: Conservent of the apployee of the apployee.       Image: Conservent of the apployee.         5       Performance in every respect is outstanding.       Image: Conservent of the apployee.         6       Performance in every respect is outstanding.       Image: Conservent of the apployee.         1       Least passible degree       2       Image: Conservent of the apployee.         1       Least passible degree
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	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take Into occount everything about the employee which influences his effectiveness in his current position - performance of specific drives, productivity, conduct on job, cooperativeness, certinent personal traits or habits, porticular limitations or talents. Based on prover handwards of employee's oversill performance during the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1       Performance in many important respects fails to meet requirements.         2       Performance during the requirements.         3       Performance in every important respects foils to meet requirements.         4       Performance in every respect is outstanding.         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each chairacteristic applies to the employee         1       Least possible degree       2         CHARACTERISTICS       A babe overspecing degree       5         CHARACTERISTICS       A babe overspecing degree       5         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take Into occount everything about the employee which influences his effectiveness in his current position - performance of specific drives, productivity, conduct on job, cooperativeness, certinent personal traits or habits, porticular limitations or talents. Based on prover handwards of employee's oversill performance during the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1       Performance in many important respects fails to meet requirements.         2       Performance during the requirements.         3       Performance in every important respects foils to meet requirements.         4       Performance in every respect is outstanding.         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each chairacteristic applies to the employee         1       Least possible degree       2         CHARACTERISTICS       A babe overspecing degree       5         CHARACTERISTICS       A babe overspecing degree       5         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive
	Substrate records.       5       1       1         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 duis, productivity, conduct on job, cooperativeness, perinent personal traits in the box corresponding to the analyse of event period performance.         1. Performance in many important respects fails to meat requirements.       2. Performance clearly mest basic requirements.         2. Performance clearly mest basic requirements.       4.         3. Performance clearly mest basic requirements.       4.         4. Performance in many important respects fails to meat requirements.       4.         3. Performance clearly mest basic requirements.       4.         4. Performance in every important respects is outstanding.       4.         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the reting bases below, check (X) the degree is which each choiracteristic opplies to the employee       5. Outstanding degree         1. Least possible degree       2. Limited degree       3. Normal degree       4. Above average degree       5. Outstanding degree         CHARACTERISTICS       NOT       Ratind       X       4.       5         OETS THINGS DONKE       RESOUNCEFUL       X       X       4.       5         OUT of the performance
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take Into occount everything about the employee which influences his effectiveness in his current position - performance of specific drives, productivity, conduct on job, cooperativeness, certinent personal traits or habits, porticular limitations or talents. Based on prover handwards of employee's oversill performance during the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1       Performance in many important respects fails to meet requirements.         2       Performance during the requirements.         3       Performance in every important respects foils to meet requirements.         4       Performance in every respect is outstanding.         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each chairacteristic applies to the employee         1       Least possible degree       2         CHARACTERISTICS       A babe overspecing degree       5         CHARACTERISTICS       A babe overspecing degree       5         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive
	SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         SECTION C       EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION         Take Into occount everything about the employee which influences his effectiveness in his current position - performance of specific drives, productivity, conduct on job, cooperativeness, certinent personal traits or habits, porticular limitations or talents. Based on prover handwards of employee's oversill performance during the rating period, place the rating number in the box corresponding to the statement which most occurately reflects his level of performance.         1       Performance in many important respects fails to meet requirements.         2       Performance during the requirements.         3       Performance in every important respects foils to meet requirements.         4       Performance in every respect is outstanding.         SECTION D       DESCRIPTION OF THE EMPLOYEE         In the rating bases below, check (X) the degree to which each chairacteristic applies to the employee         1       Least possible degree       2         CHARACTERISTICS       A babe overspecing degree       5         CHARACTERISTICS       A babe overspecing degree       5         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive       X       X         CAN paase DECISIONS ON HIS OWN WHEN NEED ARISES       Prive
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	(When Filled In)	
	SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE	
	Streis strengthis and weaknesses demonstrated in current position, Indicate suggestions made to employee for improvem work. Give recommendations for his training. Describe, if appropriate, his potential (ACA) of appropriate for his training.	reater re-
	work. Give recommendations for his training. Describe, il appropriate, his patentiff for the logher months businning o sponsibilities. Amplify or explain, if appropriate, rating's given in SECTIONS B, C, and O to provide the best basis for	determining
	future personnel actions.	
· ,	Subject is conscientious, industrious, and willing to accept all responsibil	LITY
, 1 <b>4</b>	given him. He has performed capably in a function for which he had no previous	e se a
	experience or training, and has shown a marked interest in learning all facets of	nis
	job. He has handled large sums of money with few errors, and maintains the neces statistical records in a competent manner. MAIL ROOM	1862 Y
	Bratistical records in a competent manner.	· · · ·
	Subject should strive to develop more confidence in himself and in his abili	i <b>• •</b>
	to perform the duties assigned him. His lack of assurance and his naivets are	
	sometimes disconcerting to those with whom he deals.	
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	This report has been prepared in a	cord-
	F E Division standards	waica
	The second se	HIGHA+
	idual against the group. Thus an 'av rating reflects an entirely satisfactor	y .
	performance.	
	the second second second second second second second second second second second second second second second s	· .
	SECTION F CERTIFICATION AND COMMENTS	
s · ·	1. BY EMPLOYEE	
	I certify that I have seen Sections A, B, C, D and E of this Report.	
	DATE . SIGNATURE OF EMPLOYEE .	
	3 May 1961 James B. Wilcott (oSigned)	· · · · ·
	2. BY SUPERVISOR	
	MONTHS EMPLOYEE HAS BEEN IF THIS PEPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION UNDER MY SUPERVISION	
	8 .	•
	O	
	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 SIGNATUR	6
		ł
	3 May 1961	
	3. BY REVIEWING OFFICIAL	
*.	X 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 SUPPICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.	
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	DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE	t
	3 May 1961 Clarence Norment	
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SECTION A		J. GE	NERA	L		· · ·					
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Wilcott.	James	R <b>T</b> -	1 5	Sentemi			N			-3.	
3. SERVICE DESIGNATION		ON TITLE				7		V/BR C	P A581	GNME	NT
57	Fiscal, Accou	ntant Clerk		• • •			Coinct /	Fina	nonli	lect	c
8. CA	REER STAFF STATUS	· · · · · · · · · · · · · · · · · · ·	1.	•	· _ T	YPE O	_	T	adha ka ji d	ال طوران	· ·
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PENDING	DECLINED	DENIED	X	ANNUAL	AE	A\$314	NHENT/E	MPLOY			
10. DATE REPORT DUE	N O.P	TING PERIOD	SPE	CIAL (Specify	2.						
30 April 1960	1 APR 5	0 - 31 MUB 60	'   ·	· ·	+						
SECTION B	EVALUAT	TION OF PERFOR	MANO	CE OF SPE	CIFIC D	UTIE	S				· · ·
List up to six of the mos	t important specific d	utios performed due	ina the	rútino perio	d. Inser	e cátine	a number	which	best de	escri	bes the
"  manner-in which employe	a performs EACH spe	cific duty. Conside	NONL	Y offectiven	ēšs in pe	rtorma	ince of th	at duty	r, All'		
with supervisory respons	libilities MUST be ret	ed on meir ability t	: \$909	rvise (indical	e number	ol entrol	ayees sup	•/*/##d	).	,	
1 - Unsotisfactory	2 - Borely adequate	3 - Acceptable	4 - 0	Competent	S - Exce	llent	6 - Supe	rior	7 - 0	utsta	nding
SPECIFIC DUTY NO. 1 R	esponsible for	number- RATING	SPE	CIFIC DUTYS	NON KOOR	. 1	(conti	nued	5	T	RATING
ing, removing a	ttachments, bat	tching No.	1	-							NO.
and totaling con	nfidential fund	is posting	1							-	4
vouchers to be	processed by Ma	uchine	Re	corts Di	vision						
SPECIFIC DUTY NO. 2 Re		- 1 NO	SPEC	IFIC DUTY N	0. 5					- 1	RATING
ing the daily en	xpenditure list	ing		•							
totals with the	expended gener		1								•
ledger accounts.		4	<u> </u>							_	
SPECIFIC DUTY NO. 3 Re			SPEC	IFIC DUTY N	0.6					1	NO.
ing the attachme	ents to the vou	ichers	1	•							
and filing. when			1								
from Machine Rec	and the second se		!								
SECTION C	EVALUATION OF	F OVERALL PER	FORM	ANCE IN C	URREN	T PO	SITION				
Tate into account everyth	ing about the employe	ee which influences	his of	factivanassi	in his cu	rent p	osition -	perfor	nonce	of sp	ecific
duties, productivity, cond	uct on job, cooperativ	oness, pertinent per	sonal	traits or hob	its, parti	evlar İ	imitation	* or ta	ents.	8 a s	ed on
your knowledge of employ statement which most acc	urotely reflects his le	vel of performance.	8 Saure	sa, place me	roring ni	01110-01	IN IN 89		spondi	ng ra	1114
·	·										
	nce in many important									TING	
	nce meets most requir nce clearly meets bas		ent in	one or more	important	i respe	icts,			10.	
4 - Performa	nce clearly exceeds b	asic requirements.							1		
	nce in every important hce in every respect i		•							<u>.</u>	
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SECTION D		ESCRIPTION OF									
	ing boxes below, chec										
1 - Least possible degree	2 Limited dopr	ee 3 - Normal di	iðiae -	4 - Above	T				ding de		
	CHARACTERIS	STICS			APPLH			1	RATING	3	· ·
					CABLE	SERV		1	3	4	13
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RESOURCEFUL	P 4				<u> </u>	+		+	1 <del>x</del> 1		+
CAN MAKE DECISIONS ON F						+-		+	<u> ×</u>		+
DOES HIS JOB DITHOUT ST					×	+ .		+	┟╌─┤		+
FACILITATES SHOOTH OPE				· · · · · ·	<u> </u>	+	-+	+		<u>x</u>	1
WRITES EFFECTIVELY		· · · · · · · · · · · · · · · · · · ·				t		+	×		1
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THINKS CLEARLY				·		<u> </u>	-	t	┝──┤	×	
DISCIPLINE IN ORIGINATIN	G, MAINTAINING AND	DISPOSING OF RECO	ROS		x	t					t1
OTHER (Specify):				· · · · · · · · · · ·			12	†i			
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	(WKen Filled In)	•
:	SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE	-
	Stress strengths and weaknesses demonstrated in current position, indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater re-	
	sponsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining	,
	future personnel actions.	~
, • <u>-</u>	Subject has accepted a field assignment effective in June.	
•	The position to which subject has been assigned is very repetitious	
• •	and not at all conducive to disclosing his full potential. However,	· · ·
	by the way in which he adapted to Duty No. 2, it is felt that he will	
	be able to perform more responsible duties with a minimum of additional	٠-,
	training.	
-	He has an extremely good attitude toward his work and responds well to	
,	sup-Wision.	
-		-
	This report has used prepared in accordance	
	This report has their prepared in accordance	
	with the criteria set forth in Comptroller In-	•
	a struction No. 77 which are designed to reject	
	er realistic and meaning televities and fair com-	
	workers of equal	
	ity. La "inversion" rule ( reflects ch entirely	
	satisfue elements a production traditioned	
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	SECTION F CERTIFICATION AND COMMENTS	·
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	I. BY EMPLOYEE	·
	BY EMPLOYEE      I certify that I have seen Sections A, B, C, D and E of this Report.	•
	BY EMPLOYEE           I certify that I have seen Sections A, B, C, D and E of this Report.	•
	BY EMPLOYEE           I certify that I have seen Sections A, B, C, D and E of this Report.           DATE           SIGNATURE OF EMPLOYEE	•
	I.     BY EMPLOYEE       I certify that I have seen Sections A, B, C, D and E of this Report.       DATE       Is anyrthe of EMPLOYEE       If appel 1960       Some Sections A, B, C, D and E of this Report.       DATE       If appel 1960       Some Sections A, B, C, D and E of this Report.       BY SUPERVISOR       MONTHS EMPLOYEE HAS BEEN	•
	I.     BY EMPLOYEE       I certify that I have seen Sections A, B, C, D and E of this Report.       DATE       If apple 1960       2.   BY SUPERVISOR	
	I.     BY EMPLOYEE       I certify that I have seen Sections A, B, C, D and E of this Report.       DATE       Is anyrthe of EMPLOYEE       If appel 1960       Some Sections A, B, C, D and E of this Report.       DATE       If appel 1960       Some Sections A, B, C, D and E of this Report.       BY SUPERVISOR       MONTHS EMPLOYEE HAS BEEN	
	1.     BY EMPLOYEE       I certify that I have seen Sections A, B, C, D and E of this Report.       DATE       I g grid 1960       2.       MONTHS EMPLOYEE HAS BEEN       IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
	I.     BY EMPLOYEE       I certify that I have seen Sections A, B, C, D and E of this Report.       DATE       If Quick 1960       2.       BY SUPERVISOR       MONTHS EMPLOYEE HAS BEEN       IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION       12 Months	•
	1.       BY EMPLOYEE         1 certify that I have seen Sections A, B, C, D and E of this Report.         DATE         18 Gyzzel 1960         2.         BY SUPERVISOR         IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION         12 Months         IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.	•
	I.       BY EMPLOYEE         I certify that I have seen Sections A, B, C, D and E of this Report.         DATE         If Gyven 1960         Stankture of Employee         If Gyven 1960         Stankture         BY SUPERVISOR         If This REPORT has not been shown to Employee, give explanation         12 Months         If Report is not being made at this time, give Reason.         Employee under my supervision Less than so days         Report made within Last so days	•
	I.     BY EMPLOYEE       I certify that I have seen Sections A, B, C, D and E of this Report.       DATE     Signature of employee       If Gyzzel 1960     A ==:4=:5       2.     BY SUPERVISOR       MONTHS EMPLOYEE HAS BEEN     IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION       12 Months     IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.       EMPLOYEE UNDER MY SUPERVISION LESS THAN 80 DAYS     REPORT MADE WITHIN LAST 90 DAYS       OTHER (Specify):     OPPICIAL TITLE OF SUPERVISOR     TYPEO OR PRINTED MAKE AND SIGNATURE	•
	I.       BY EMPLOYEE         I certify that I have seen Sections A, B, C, D and E of this Report.         DATE         If Gyvel 1960         Stankture of Employee         BY SUPERVISOR         Months Employee has BEEN         If This REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EAPLANATION         12 Months         If REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.         Employee UNDER MY SUPERVISION LESS THAN SO DAYS         OTHER (Specify):	• •
	I.       BY EMPLOYEE         I certify that I have seen Sections A, B, C, D and E of this Report.         DATE       SignyrUne of Employee         If Gyvel 1960       SignyrUne of Employee         2.       BY SUPERVISOR         MONTHS EMPLOYEE HAS BEEN       IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EAPLANATION         12 Months       IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.         EMPLOYEE UNDER MY SUPERVISION LESS THAN SO DAYS       REPORT MADE WITHIN LAST SO DAYS         OTHER (Specify):       OPPICIAL TITLE OF SUPERVISOR       TYPED OR PRINTED MAME AND SIGNATURE	• • •
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	I.       BY EMPLOYEE         I certify that I have seen Sections A, B, C, D and E of this Report.         DATE         If Quick IP60         Stankrühe of EMPLOYEE         If Quick IP60         BY SUPERVISOR         MONTHS EMPLOYEE HAS BEEN         IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION         UNDER MY SUPERVISION         12 Months         IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.         EMPLOYEE UNDER MY SUPERVISION LESS THAN SO DAYS         OTHER (Specify):         DATE         If Correct Is not being made at this time, give REASON.         EMPLOYEE UNDER MY SUPERVISION LESS THAN SO DAYS         IF REPORT IS NOT BEEN SHOWN TO EMPLOYEE, GIVE ANATION         OTHER (Specify):         DATE         If OFFICIAL TITLE OF SUPERVISOR         TYPEO OR PRINTED MAKE AND SIGNATURE         If With 1160         C/Voicher Review Imit         BY REVIEWING OFFICIAL	•
	I.       BY EMPLOYEE         I certify that I have seen Sections A, B, C, D and E of this Report.         DATE         If Certify that I have seen Sections A, B, C, D and E of this Report.         DATE         If Carrier B is a write or EMPLOYEE         If P Carrier B is a write or EMPLOYEE a write or EMPLOYEE, give EXPLANATION         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 SO DAYS         OTHER (Specify):         DATE         If Report I a not being made at This Time, give REASON.         EMPLOYEE UNDER MY SUPERVISION LESS THAN SO DAYS         OTHER (Specify):         DATE         If Close is the set of the same supervision         If Close is the set of the same supervision         If BY REVIEWING OFFICIAL         If would have given this EMPLOYEE ABOUT THE SAME EVALUATION.	
	I.       BY EMPLOYEE         I certify that I have seen Sections A, B, C, D and E of this Report.         DATE         If Quick 1960         Stankture of EMPLOYEE         If Quick 1960         BY SUPERVISOR         MONTHS EMPLOYEE HAS BEEN         IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION         UNDER MY SUPERVISION         12 Months         IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.         EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS         OTHER (Specify):         DATE         If Class than 90 DAYS         OFFICIAL TITLE OF SUPERVISOR         TYPED OR PRINTED MADE AT THIS TIME, GIVE REASON.         EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS         OTHER (Specify):         DATE         If Class than 90 DAYS         OFFICIAL TITLE OF SUPERVISOR         TYPED OR PRINTED MADE AND SIGNATURE         If WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.         I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.         I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.	•
	1.       BY EMPLOYEE         I consider that I have seen Sections A, B, C, D and E of this Report.         DATE         If Aggin 1960         By SUPERVISOR         Nonths Employee has been under this Report that not been shown to employee, give explanation         12 Months         IF REPORT IS NOT BEING MADE AT THIS TIME, give Explanation         12 Months         IF REPORT IS NOT BEING MADE AT THIS TIME, give REASON.         Employee under my supervision Less than 80 days         OTHER (Specify):         Date         If Cloucher Review Thit         Standing of Pricial Title of supervision         Typed or Printed NAME AND Signature         If Would have given this Employee about the Same evaluation.         I would have given this Employee about the Same evaluation.         I would have given this Employee A lower evaluation.         I would have given this Employee A lower evaluation.         I would have given this Employee A lower evaluation.	•
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## APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing to these appointment effidavits, you should read and understand the attached information for appointee

### I, JAMES FERNARD ALLCOTT, JR., do solemnly swear (or affirm) that-

#### A. OATH OF OFFICE

STANDARD FORM 6

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

#### **B.** AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

#### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

#### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

#### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

L Harch 1957 (Dete of contrance on duty)

(Signature of appointer)

at Mashin\_ton,

Certa L' Phele for

[SEAL]

(City)

Appointment Clerk ·····

NOTE -- If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the fuvorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

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INSTRUCTIONS TO APPCINTING OFFICER.-You must determine thit this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment. This form should be checked in bolding of office, pension, any record of recent discharge of arrest, age, cutershap, and mem-bers of family. Also, to establish the identity of the appointee, you should particularly clicit. (1) his signature all thandwriting against the application and/or other perturbent papers and (2) his physical appearance against the medical certificate.go

Personnel Division To: Jomes B. Wilcott, Jr. From: Subject: Supplements to personnel records

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Please add to my personnel records the attached information concerning my education and recently born child.

When I submitted my Personnel History Statement with my application for employment I was still attending business school. Therefore, my final transcript and graduation certificate were not included.

The attached auto-stat copies are attached as instructed by Personnel Livision.

4 Also attached is a copy of my grade report for the lat end 2nd semesters at the U. S. Department of Agriculture Graduate school for Elementary Federal Government Accounting.

JAMES B WILCOTT JR

12 March 1959

Syrarase

# Be it Apolon Chat James B. Milcott

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February 27, 1957

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	SECTION X CONTINUED FROM PAGE 4	• •
1	7. LIST ANY SIGNIFICANT PUBLISHED WATERIALS UP BHICH YOU BAT THE SUTHOR (Do not submit copies unless requested).	
	incicate fister, publication date, and type of aniting (Yun. fiction, scientific articles, general interest sub- jects, novels, short starios, stc.)	
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	8. INCICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED	
· · ,		
;	None	· ·
· · .	5. LIST ANY PUBLIC SPEARING AND PUBLIC RELATIONS EXPERIENCE	
		<b>.</b>
• •	None	1 ·
· .	10. LIST MY PROFESSIONAL, ACADEMIC OR HONGHARY ASSOCIATIONS OR SOCIETIES IN MICH YOU ARE NOW OR BERE FORMERLY A	-
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•	SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE	÷۳
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	3/20/57 to 2/15/58 5 Flacel Div. Accounts Branch	
•	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE	
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*	Fosting of financial transactions to Allotzent Ledgers	
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SECTION XII		EDREN AND OTHER	GEPENDENTS			]•
<ol> <li>NUMBER OF CHILDEEN (Include and adopted children) who an Under Si viars of age, and Supporting.</li> <li>Provide the following inform</li> </ol>	NE UNWARN'IFD."		- 1940 - 63 P FN (P - THE FR SUP, P - DE AGE 1940	- 09 YOU FON AT 097, 09, CHILDI ARE NOT SELF-31	NEW OVER 21 CLARS /	_
h AME	RELATIONSHIP	- VEAR OF BIRTH	F- 411	159 CITIZENSMIP	ADD#156	
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I feel that my instru	action at th	e Dopt. of A	gr. Grad	uate School	is giving me a	
good foundation in go	overnmental	accounting a	nd I sin	cerely hope	it will be	
considered in future	assignments	•.				
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Complete in duplicate. The data recorded or at government expense, overseas duty, retu	rn to residence upon s	eparation, and for provid	ling current resid	lence and d	ependen	( y in
mation required in the event of an employee	the second second second second second second second second second second second second second second second s					el f
NAME UP EMPLOYEE (Lost)	(Finn) Jithog RESIDE POINTED	(MIL)	HIIP) SOCIAL SP		MAKA	
Willett	JANOG	BERLECD				
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PLACE IN CONTINENTAL U.S. DESIGNATED DENCE OCLD BECCH	AS PERMANENT RESH	HOME LEAVE RESIDEN	IC E	· ···	-	-
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P MARRIED, PLACE OF MARRIAGE		· • • • • •	· · · · · · · · · · · · · · · · · · ·	DATE	OF MARE	DAIS
ENGLE ENY NY.				9/2	1/54	2
F DIVORCED, PLACE OF DIVORCE DECREE				DATE	OF DECR	EE
					•	
# WIDOWED, PLACE SPOUSE DIED				DATE	SPOUSE I	DIED
P PREVIOUSLY MARRIED, INDICATE NAMES						
					-	
•	HEMBERS	OF FAMILY				
AME OF SPOUSE		treel, City, Zone, State)		TELEPHON	NE NO.	
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AMES OF CHILDREN				SEX D	ATE OF	018
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AME OF FATHER (Or male guardian)	ADDRESS	velevisel		TELEPHON	E NO.	
AME OF MOTHER (Dr Ionale guardian)	ADDRESS	1 MUN		TELEPHON	E NO.	
AT MEMBERISI OF YOUR FAMILY IF ANY, HUINED IN AN EMERGENCY.			HE ORGANIZATI	ION IF CON	ACT IS	RE-
	PERSON TO BE NOTIFI	ED IN CASE OF EMERGE	NCY			
AME (Mr. Mre., Mine) (Last-First-Nidal			HELATIO			
OCTALDINE FRADCIS AT DME ADDRESS (No., Street, City, Zone, State)	OSHER .	· · · · · · · · · · · · · · · · · · ·	5157	eR		
			HOME TE	LEPHONE N	UMBER	
1510 BRIKKER HEFF A. ISINESS ADDRESS (No., SINOI, CITY, ZONO, STA	E UTICA	<u>N.Y.</u>				
JSINESS ADDRESS (No., Street, City, Zone, Sta	IA) AND NAME OF EMPL	OYER, IF APPLICABLE	BUSINESS	TELEPHON	E & EXTE	NSI
THE INDIVIDUAL NAMED ABOVE WITTING OF	F YOUR AGENCY AFFIL	LIATION? (II "No" give a	eme and address o	of organiza-	YES	Γ
US ADMY					NO	1
US ARMY THIS INDIVIDUAL AUTHORIZED TO MAKE DE	CISIONS ON YOUR BEH	ALF? (II "No" give neme	and address of p	erson, if	YES	F
r, who can make such decisions in case of omer	g m<¥.J				NO	1.
Saus why in item 6.3	EN DESIGNATED AS Y	OUR EMERGENCY AUDR	ESSEET (II anno	or is "No"	YES	-
YES ne persons named in item 3 above may also	he notified in case of	amarganess If such	lification is and	dagigah la k	NO	
alth or other reasons, please so state in its	em 6 on the reverse si	de of this form.		sesnubid (		
	CONTINUED ON R	· · · · · · · _ · _ ·		·		
CURRENT	RESIDENCE AND	DEPENDENCY RE	PORT			
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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 compli-cates the settlement of estate and financial matters. The information requested in this section may prove very useful to your famil or attorney in the event of your disability or death and will be disclosed only when curcumstances warrant. very useful to your family INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN COUNTS ARE CARRIED. GITTZEN'S BANK OF MARYLAND RIVERDALC, MS # 460 -1 - 596 MAYE YOU COMPLEYED & LAST WILL AND TESTAMENTY \_ YES X NO. (11 "You" where to d located?) HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIF OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? YES NO. (11 "Yes", who possess the power of atto HAVE YOU EXECUTED & POWER OF ATTORNEY? ney") ŝ ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS SIGNA DATE schergton id C MUZ CONFIDENTIAL Konsel.

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	STANDARD FORM 144 RDISED SEPTEMARY HM U.S. CHILL SERVICE COMMISSION		TEMEN	IT O	F PŘI	OR FE	DER	ALCI	N A	ND MIL	ITARY S	ERVICE
•	THE CHAPTERS LL, RL AND 32 IMPORTANT: The information on the credits for reduction is	his form t	rill be u	ined (1	) in de	terminii	ne crè	I OF CUrril ditable servic	e for l	eave ouro	osice and n	etentión nolover
	should complete Part	I and th	e Persos	nsel O	flice sh	ould co	mplet	e Parts II th	rough .	V.	II.—THIS C	OLUMN IS
	PART L-EMPLOYEE'S STATEMENT								TION GROU			
· ·	STLOOM NUMBER											
· . 2 ·	ALLOTT, JAMES BERNARD, JR. 1. LINT THE FOLLOWING INFORMATION CONCERN PRIOR TO YOUR PRESENT APPOINTMENT (Do not		DERAL A	ND DIS					VE HAD	1	STATUS C PE OF PRESEI	
· · ·	RAME AND LOCATION OF AGENCY		FRON-	• •		<b>ــر</b> ۲		TYPE	,	11. SERVI	CE.	
•		YEAR	MONTH	DAY	YEAR	MONTH	DAY	APROVITIN M. R. N. D		YEAR	HONTH /	DAY
-	Nowe				• •		•					
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	4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANC MILITARY SERVICE, WRITE "NONE."	H OF THE A	RMED FC	RCESO	F THE U	NI LED ST.	ATES	IF YOU HAD NO	ACTIVE			
ŀ	GRAIRCH	YEAR	FROM-	DAY	YEAR	то монтн	DAY	DISCHARG (Hore or dust	t on.7)			
1	"U.S. Hamy	1748	Dec	13	1952	Pvy.	10	HON.				
									1	03	08	08
	5. DURING PERIODS OF EMPLOYMENT SHOWN IN WITHOUT PAY, INCLUDING PERIODS OF MERCHAN IF ANSWER IS "YES," LIST FOLLOWING INFORMA	T MARINE									SERVICE 08-0 EDITABLE SI	
	TYPE IF KNOWN (LWOP, Fuel, Susp. AWOL, Mor Mar)	YEAR	FROM-	047	VEAR	., ТО жсяти	DAY	TOTAL YEARS MONTHS	Lars	(Loave	purposes o	n(y);
										14. 1: 1:50 (RIF p	EDITABLE SE	RVICE 7).
	8. DURING THE FEDERAL SERVICE LISTED IN ITEM 3	DID YOU	ACQUIRE	AFERN	ANENT	COMPETIN	TIVE CT	VIL SERVICE ST	ATUS?			
•	YES NO (If answer is "Yes," in what agency	waza you	em plage	d at th	e time (	uatus <del>a</del> s	is acqu	iired?)	;	YE		
	7. ARE YOU:	·								16. REVENT	ION RIGHTS	
	A. THE WIPE OF A DISABLED VETERANT YES B. THE MOTHER OF A DECEASED OR DISABLED VETER.	СИ X 1 чи	ы Ц	мо						17. EXPIRATION RI	TION DATE C	F RETEN-
	C. THE UNREWARRIED BIDDW OF A VETERANT		NO RSONS AL	THORI	ZED TO	ADMINIS	TER OA	ATHS.	<b>I</b>			<del></del>
	I swear (or affirm) that the above stat								r.]		. 1	
	<u>L March 1957</u>				,	am	<u>na</u>	24	<u>iele</u>	ett	~7	
	Subscribed and sworn to before me on	thus Lt	<u>h</u> day		( <u>Ма</u> нонтн)	rchol	257.	u Washin (C	<u>rton</u>	, D. C.	(57/	16)
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-	NOTE: If oath is taken before a Notary	Public, t	he date	ofer	40 piratio	oint:	tent Com	Clerk	d be si	hown.	· · · · ·	
	INSTRUCTIONS: File this form on the permo action lavotred.										fter the peri	onsel
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Part 111.--- DETERMINATION OF COMPETITIVE STATUS. (Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter S2.) Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE
	when 1	
	No, Mist	
	<u> </u>	

PART IV. -- DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

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	TOTAL SLRVKE (Item 12)	NONCREDITABLE SERVICE (Item 13)	CREDITABLE SERVICE (Leave Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purposes)	SERVICE COM- PUTATION DATE (Leave Purposes)
Years	03	1	03	57	03	:53
Months	08	7	08.	03	08	06
Days	1.8	1	08	04	08	26

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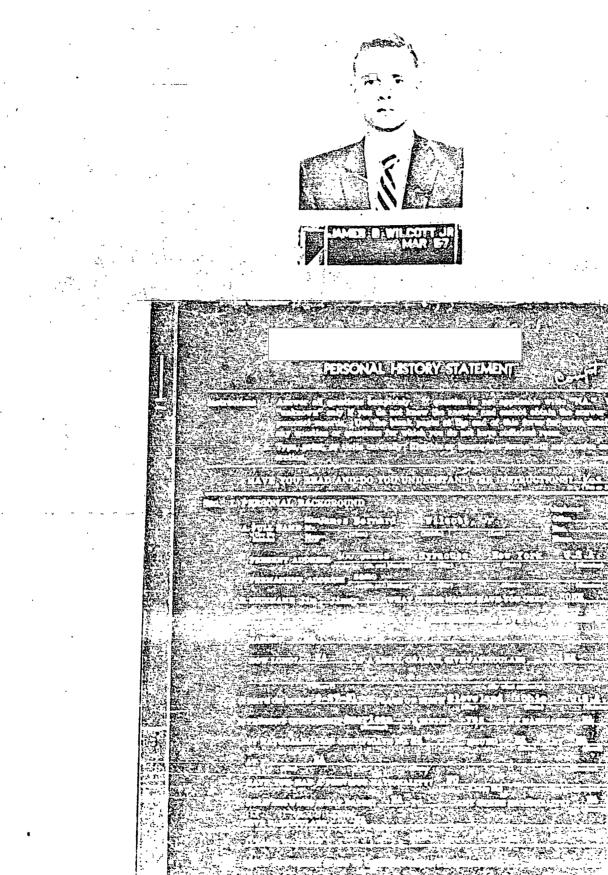
PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES, (Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)

	TOTAL SERVICE			ENTRANCE ON DUTY DATE	LESS CREDITABLE SERVICE	SERVICE COM- PUTATION DATE
$\leq$	(ltem 12)	(Item 14)	(RIF Purposes)	(Present Agency)	(RIF Purposes)	(RIF Parmoses)
Years						
Months						
Days						
Enter as the "Service Co	mputation Date" of the em	ployee's "Service Reca	rd Curd," SP 1	L	L	
EMARKS:						
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•••		,	SECURITY APP	ROVAL		•	· • •
			• •				
DATE	<b>.</b>	20 November	1965	•			
YOUR REFERENC	E:	Memorandum	dated 18 November	1965			
CASE NO.	:	109301	, ,				
ŢO	: D:	rector of Pe	rsonnel				
ATTŃ	:			-		• _	-
SUBJECT	:	WILCOTT, Jaz	mes B., Jr.			·	
class perfo 2. Unles	ifie rman s ar	ers Regulation d information ce of duties. rangements ar	in your request to ons 10-3 and 20-5 a through TOP SECR re made within 60 approval becomes	including ET as red days for	gaccess to uired in t	) the	
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	CONFIDENTIAL (Sten Falled In)	י ר ר
• •	STAFF AGENT CLEARANCE	
	DATE : 19 April 1965	
	YOUR REFERENCE: 32273	
	CASE NO. : #109301	
	To : Chief, Contract Personnel Division	· ·
•	ATTN. : Staff Agents Branch	
· · ,	SUBJECT : Stillertt, Jane B	
.* · _		
· -	1. This is to advise that a security clearance is granted for the employ- ment of the Subject as a Staff Agent, GS-07, by DDP/WH in the capacity of	
•	Fiscal Acct. Asst., at JMWAVE.	÷
		· · · · ·
-	2. If your office should desire at a later date to change the status or use of the Subject, a request to cover any proposed change should be submitted to this office.	
	3. Unless arrangements are made within 60 days for entrance on duty within 120 days, this Approval becomes invalid.	
	<ol> <li>As a part of entrance on duty processing:</li> </ol>	;
	A personal interview in the Office of Security must be arranged by your office.	· · ·
· .	A personal interview is not necessary.	
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	W. Q. Carrey	
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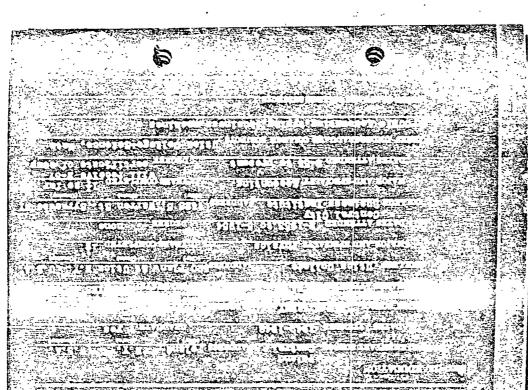
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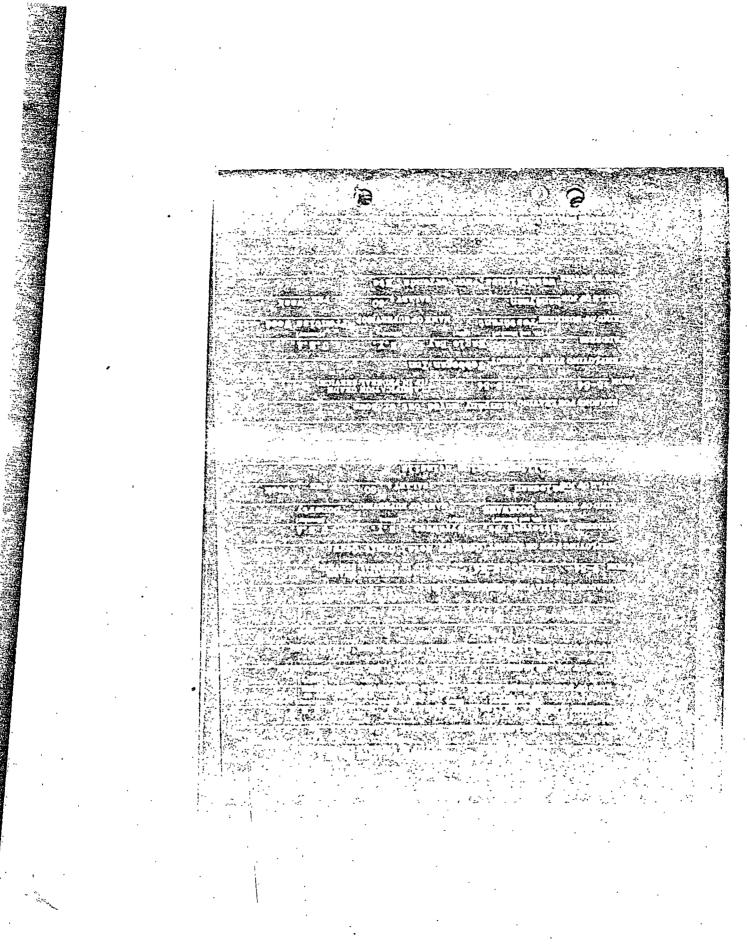
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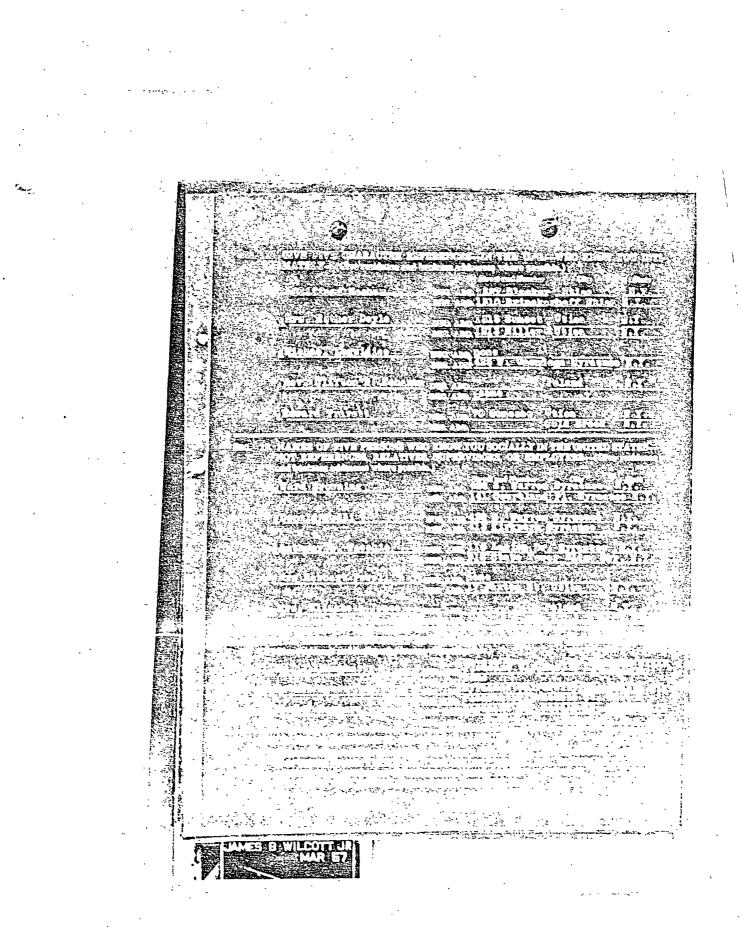
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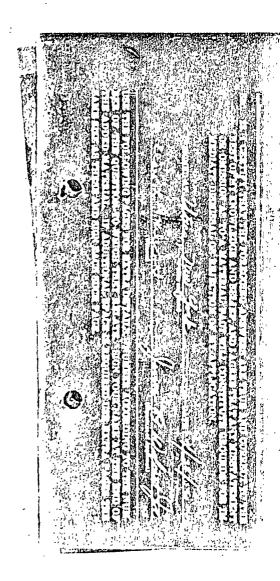
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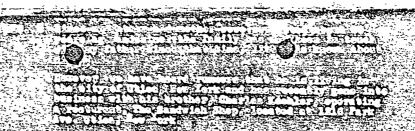
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Date: 9 November 1956

IO.Chief, Records & Services DivisionYour Reference: C-5841 Compt.Personnel OfficeFROM: Chief,/Security DivisionCase Number: 109301SUBJECT: WILCOTT, James Bernard, Jr.Subject: Wilcott, James Bernard, Jr.Subject: Wilcott, James Bernard, Jr.

1. This is to advise you of security action in the subject case as indicated below:

CONFIDENTIAL SECURITY INFORMATION CURITY APPROVA

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

H. M. Roots

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid. Subject is to be polygraphed as part of EOD procedures.

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